



# Agenda

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**SPECIAL FINANCE COMMITTEE MEETING  
FY 2014/2015 OPERATING BUDGET REVIEW  
CITY COUNCIL CHAMBERS  
APRIL 28, 2014 – 8:30 AM – 4:00 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. INTRODUCTION AND OVERVIEW OF FISCAL YEAR 2014/2015 OPERATING BUDGET REVIEW:
  - A. General Discussion – Revenues & Expenditures:

8:30 a.m. to 10:00 a.m.	1) General Fund
	2) Health Insurance
	3) Annexation
	4) Hold Harmless
  - B. Department Reviews and Request for Approval:

10:00 a.m. to 11:00 a.m.	Land Use
11:00 a.m. to 11:30 p.m.	Finance
11:30 a.m. to 12:00 p.m.	Municipal Court
<b>12:00 p.m. to 1:00 p.m.</b>	<b>Lunch Break</b>
1:00 p.m. to 2:00 p.m.	Police
2:00 p.m. to 2:30 p.m.	Fire
2:30 p.m. to 3:30 p.m.	Transportation Parking Transit Airport
3:30 p.m. to 4:00 p.m.	Union Presentation
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 OF ACTION  
SPECIAL FINANCE COMMITTEE  
FY 2014/2015 OPERATING BUDGET REVIEW  
Monday, April 28, 2014

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<b><u>INTRODUCTION AND OVERVIEW OF FISCAL YEAR 2014/2015 OPERATING BUDGET REVIEW:</u></b>		
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HOLD HARMLESS	Information/discussion	15-18
DEPARTMENT REVIEWS AND REQUEST FOR APPROVAL		
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MUNICIPAL COURT	Budget approved	32-34
POLICE	Budget approved [amended w/dir.]	34-49
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**MINUTES OF THE MEETING  
CITY OF SANTA FE  
SPECIAL FINANCE COMMITTEE  
FY 2014/2015 OPERATING BUDGET REVIEW  
Monday, April 28, 2014**

**1. CALL TO ORDER**

A Special Meeting of the City of Santa Fe Finance Committee, FY 2014/2015 Operating Budget Review, was called to order by Chair Carmichael A. Dominguez, at approximately 8:30 a.m., on Monday, April 28, 2014, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT:**

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

**OTHER GOVERNING BODY MEMBERS ATTENDING:**

Mayor Javier M. Gonzales  
Councilor Patti J. Bushee  
Councilor Peter N. Ives

**OTHERS ATTENDING:**

Brian K. Snyder, City Manager  
Marcos A. Tapia, Finance Department  
Yolanda Green, Finance Division  
Melessia Helberg, Stenographer.

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

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

### **3. APPROVAL OF AGENDA**

**MOTION:** Councilor Maestas moved, seconded by Councilor Trujillo, to approve the agenda, as presented.

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

### **4(A) OVERVIEW AND GROUND RULES**

Chair Dominguez said he would like to go over the ground rules and a little of what is expected of the Committee, noting certain members of the Governing Body will be coming in and out as the day progresses. He wants to have an open dialogue. He will call on each one them individually, noting the Committee members get the floor first. He said be mindful of your time, because he wants to try to keep as close to the agenda as possible. The agenda is flexible and we anticipate that some departments or items may take longer than others, and some not as long.

Chair Dominguez continued, "The expectation of the Committee is to ask questions. Don't be afraid to ask tough questions. And of course, the expectation of staff is to be truthful and concise, and in general, as we said at the budget study session, we want to be tough on the issues, but soft on people. As I said, the agenda is flexible. We want to be able to get this out of the Finance Committee at the May 4, 2014 Finance Committee meeting, for approval on the May 14, 2014 Council agenda. So, if we need to have more time between May 5<sup>th</sup> and May 14<sup>th</sup>, we do have a little bit of time, but I'm hoping we can use the time we have allocated for budget hearings on the agenda to get this thing approved."

Chair Dominguez continued, "We're probably going to go through each department and hopefully approve everything by department. And so we'll have that discussion as we go through. I just wanted to give a little bit of context in general to the Committee members. Of course, our biggest fiduciary duty is this budget, making sure we approve a balanced budget."

Chair Dominguez continued, "There is an immediate challenge, which I think is relatively simple – relatively easy compared to some of the challenges we've had in the past. And although our General Fund revenues are on the rise, they are still somewhat unstable. That is consistent with national trends and of course our State economy isn't the greatest. So there's lot of factors that contribute to that, so keep that in mind."

Chair Dominguez continued, "There are larger challenges, there are 5-6 items. One is 'hold harmless' and the fact that we are going to be getting less revenue after the State decides to do what it's going to do. Anywhere above half million dollars is what is projected so far, and I think that's in the year 2016. Of course it all depends on what the Legislature gets done. There is our Health Fund where if we keep the same rate, we will be depleting those reserves here relatively quickly. CVB has some issues that of course we are going to need to address. Annexation is another large looming issue, of course we hope revenues come with the annexation to offset those costs. Of course, one of the things we can work on, I'm not sure if this budget cycle, but soon, is moving the Southside Library, the GCCC and the MRC out of CIP

so we can have a true CIP program. We'll have discussion about that as the day goes. So I guess in summary the GRTs have to grow exponentially over the next few years to sustain some of the things we have in the next few years. Of course, we can look at additional sources of revenue or we can continue to cut costs, but nonetheless, this is a large overview, 30,000 feet, of the budget and the challenges we have in front of us."

Chair Dominguez continued, "The Mayor, and I think there was a consensus that was available at the budget session, that we consider doing performance based budgeting. Of course we can have that discussion as we move along. One thing I think we need to have is a multi-year budget. As we move through these conversations, don't just think about today and this year's budget, but think about the future if you can."

#### **4. QUESTIONS AND CLARIFICATION**

A copy of *City of Santa Fe FY 2014/15 Budget Review by Department/Division* [white book] dated April 25, 2014, is incorporated herewith to these minutes by reference as Exhibit "1." Copies are on file in, and may be obtained from, the Finance Department.

A copy of *City of Santa Fe FY 2014/15 Budget Review by fund* [green book] dated April 25, 2014 is incorporated herewith to these minutes by reference as Exhibit "2." Copies are on file in, and may be obtained from, the Finance Department.

A copy of *City of Santa Fe Pre-Budget Review Fiscal Year 2014/2015* is incorporated herewith to these minutes by reference as Exhibit "3." Copies are on file in, and may be obtained from, in the Finance Department.

A copy of a Gap Sheet, dated April 13, 2014, is incorporated herewith these minutes as Exhibit "4."

A copy of the Organizational Chart, detailed by Department is incorporated herewith to these minutes as Exhibit "5."

A packet of information with supplemental information to the pre-budget book, is incorporated herewith collectively to these minutes as Exhibit "6."

A copy of a spread sheet showing actual expenditures for City Personnel and vacancy rate, by department, is incorporated herewith to these minutes as Exhibit "7."

A copy of *Expansion Requests – FY 20p14/15 Budget Development*, dated April 10, 2014, is incorporated herewith to these minutes as Exhibit "8."

A copy of *FY 2013-14 – 2014-15 Budget Comparison – Contractual Services*, dated April 25, 2014, is incorporated herewith to these minutes as Exhibit "9."

Mr. Snyder reviewed the various handouts before the Committee. He said he will advise the Committee, as we roll into each section, what book/page(s) we will be reviewing, noting we mostly will be using the white book [Exhibit "1"].

Mr. Snyder reviewed the contents of Exhibit "6." Please see Exhibit "6" for specifics of this presentation.

**5. INTRODUCTION AND OVERVIEW OF FISCAL YEAR 2014/2015 OPERATING BUDGET REVIEW:**

Marcos Tapia, Finance Director, reviewed the Gap Sheet [Exhibit "4"]. Please see Exhibit 4 for specifics of this presentation.

**A. GENERAL DISCUSSION – REVENUES AND EXPENDITURES:**

*The Committee commented and asked questions as follows:*

- *Councilor Lindell's question here is inaudible because her microphone was turned off.*

Mr. Tapia said the information requested by Councilor Lindell is under Tab 11 in the pre-budget book [Exhibit "3"]. He said the amount is projected at June 30<sup>th</sup> and we may be able to take care of some of the smaller ones – the 3<sup>rd</sup> and 5<sup>th</sup> – with savings in the current budget and with cash balances, rather than with new revenues, within the next 2-3 years. He said this requires going through the City Manager and the City Council.

- Councilor Lindell noted there is a Transfer Into the MRC of \$1.4 million. She asked if we were starting out with negative \$943,000.

Mr. Tapia said, yes. He said that fund was in the hole at the beginning of the fiscal year. There were not sufficient revenues or transfers in from other funds to address the operations, noting this was allowed to grow for a few years.

Mr. Snyder said, under Tab 11, the first column of the spread sheet is the beginning cash balance. He said to answer your question more directly, the Municipal Recreation Complex started this fiscal year with a negative cash balance of \$943,000, and based on current budgeted revenues which will be brought in throughout this fiscal there was a little more than \$1.2 million. He said there is a current budget transfer-in of \$1.4 million to help cover operational, with almost \$2.7 million in expenditures through this year. He said the loss is shown on the second to last column on the right, and we're dipping more into the negative, of \$160,000 this fiscal year, resulting a projected cash balance at the end of this fiscal year of \$1.1 million. We went from a negative cash balance of \$943,000 at the beginning of the fiscal year, to a negative cash balance of approximately \$1.1 million at the end of this fiscal year. He said the goal is to clean up some of

these funds that are this situation, noting these are 5 examples of funds we've identified as needing that type of fix. He said he is trying to clear up funds with which there have been problems in past years and set up them up so they succeed moving forward.

- Councilor Maestas said, with regard to new information on projected cash by fund, there are additional funds with projected negative cash balances that aren't included in Gap Sheet Total. He asked if there is a reason for that. He noted those funds are Airport funds, Railyard funds, Economic Development and Railyard/General.

Mr. Tapia said those will be adjusted before the end of the fiscal year, and he isn't worried about those – those are just part of the cleanup at the end of the fiscal year. He said these are either enterprise funded and/or we are waiting for reimbursement for a grant, such as the Airport.

- Councilor Maestas asked, as a matter of policy if we are going to pay the negative cash balance, and said he doesn't know what commitment we made to address the audit findings on negative cash balances. Another thing is that some of these departments are bleeding, and have deficit spending. Are we perhaps not going to entertain expansion requests for those, and if we should consider that during the hearings.

Mr. Tapia said, "Because we are a governmental body, there will be an audit finding that expenditures exceed budget authorization. So that needs to be addressed, that is an audit finding and it just hasn't been addressed. We are collectively trying to fix that." He said they found additional cash balances from the interest of sales bonds.

Mr. Tapia said to the second question, the City Manager and Finance Committee Chair can answer that.

Mr. Snyder said, "This is a good point. City-wide, the Councilors that have sat here a while realize that a lot of the programs we run that bringing in revenues, do not pay for themselves, and in some cases don't come close." He said, for example, the Summer Youth Program is extremely subsidized and doesn't come close to paying for itself. A similar but not as drastic an example is the DWI forfeiture, where they bring in a little less revenue than the cost of the program, but it's in the ballpark. He said it might be beneficial to go program-by-program to see which programs are self funding, those which don't, how and why the don't, and make some conscious decisions on that.

- Councilor Maestas said they have exceeded their budget, whether or not subsidized. He asked, where we project a negative cash balance for a department, if we need to incorporate policy to initiate BARs, appropriate transfers, to ensure there is not a negative cash balance.

Mr. Tapia said that shouldn't be happening. He said when a BAR comes to him, he looks at the exact balance or funding available that has been authorized and encumbered. He said an authorization is required by him and/or the City Manager to over-ride the system to expend. He said, especially the MRC, is something that continued on. He said they started next fiscal year

with an approved budget. He said, "If you didn't know what you were looking at or you weren't looking closely, there is authorization for the whole budget, not really looking at the negative balances at the beginning of the year. They weren't looking at that. We are. Do we have mechanisms in place to cover this now. Absolutely. They were in place before. They weren't addressed." Mr. Tapia said he is the "grim reaper" of budget and he has to address it. Will we stop this in the future. Under my watch, yes sir."

- Councilor Ives asked if the FIRs indicate the funds are in a negative status and the approved FIR will increase the negative status of that particular account.

Mr. Tapia said, yes, there is. He said he has to sign as Finance Director. There are places for two signatures. One, is whether a funding source has been identified, and then the first page he initials that he agrees. And if he has problems he will indicate "no funding source identified, or the current balance is this." He said hopefully you won't see that, because he should be able to take care of that prior to that coming to you.

- Councilor Ives said his question was slightly different, noting we do BARs quarterly, so they come 3-4 months after the fact, and wants to know if we can change the FIR process to include an indication that this expenditure will put this over the budget, so we can address it, so as not to generate bad audit findings for the City.

Mr. Tapia said he can look at doing something like that, but it is a very rare occasion when these kinds of things come to you. He said most of the time the BAR is done is because there are new items, or it is something the Council wants to, or for a grant. In these cases, he will indicate this is the case.

- Councilor Ives wants to do this to eliminate negative audit findings in the future.
- Chair Dominguez said the majority of the budget is personnel, and staff always is going to have personnel savings, and many times they may be using those funds. He said we need to have a better discussion tomorrow when we get to Parks, because the MRC is somewhat of an anomaly. He noted close to an addition \$1 million is needed to fund the MRC. He said in terms of the \$1.7 million, he would like Mr. Tapia's 3-year projection on that, so we can be assured it is covered without having to increase revenues by that much.

Mr. Tapia continued reviewing the Gap Sheet.

- Councilor Maestas said he likes the idea of the 1/16 GRT transfer from Wastewater. He said the PUC was briefed on that. He said the water conservation has significantly impacted the wastewater revenues, so this is a great idea. He said some of the enterprise funds, such as the Water Fund, are subsidized to some extent by General Fund revenues. He said we have had 4-5 consecutive increases in water, and people are tired of the high water rates. He said a five-year goal would be to completely eliminate General Fund subsidy of enterprise funds, Water included. He realizes we are heavily dependent on that right now, and doesn't want to get into the



discussion of any debt instruments associated with Water backed by General Fund revenues, although that should be a long term goal. He does support some reduction in the reserves for us to be able to use all options to avoid taxation. He said a one-time solution would be to lower reserves to 1/12, and work on a policy in the use of reserves. He said we need a specific policy outlining certain circumstances under which we would use reserves. This will force us to look at the policy to see if we can use it, and if not, to look for another source of revenue.

## **1) GENERAL FUND**

Mr. Snyder said he has given instructions to staff to keep a flat budgets. He said he gave no direction for cuts, furloughs and such. He said the directors consulted with staff in creating their budget. He said when you look at the bottom line of the budget in the white book, but they may not look flat because of the salary increases for AFSCME & Fire personnel as well the insurance premiums.

## **2) HEALTH INSURANCE**

A brochure prepared by United Healthcare, *Self-funded Employers Guide – Transitional Reinsurance Fee and Patient-Centered Outcomes Research Institute Fee*, is incorporated herewith to these minutes as Exhibit "10."

A copy of *City of Santa Fe Medical Plan Performance* is incorporated herewith to these minutes as Exhibit "11."

A copy of *City of Santa Fe Health Insurance Fund – Five Year Projection*, detailing the four options before the Committee is incorporated herewith to these minutes as Exhibit "12."

Mr. Snyder said this is behind Tab 20 in the Pre-Budget Book [Exhibit "3"]. He said they have created several different scenarios for looking at the health fund. For the past several years, we have looked at it through a narrow window – here and now – for this year and next year to solve the problem we have, which is dipping into cash reserves at a pretty quick rate. He has worked with H.R. and AON our provider, to develop more long term view as to how to fix the problem. He said there are four options before you under Tab 20, which lay out options to consider, and how to distribute the ever-increasing insurance costs fairly, for example using our percentage split – 76% for the City and 24% for the employee and having the City to subsidize the health fund a little more, such as using funding from Workers' Compensation reserves.

Chair Dominguez said we have a range of options. In the year 2016-2017, we will no longer have reserves. Scenario #2 keeps us whole through 2017-2018, and is not as extreme. He said we need to come up with long term instructions.

Mr. Snyder noted we are in tab 20 of the pre-budget book, and each scenario has a big bold box around it which describes what the City is going to be doing, and what the employees are going to doing in each of these scenarios, the impact and the overall beginning cash balance and the impact of the scenario on the cash balances.

Chair Dominguez said these scenarios are based on what has been agreed-to, in terms of what the City pays versus what the employee pays.

Mr. Snyder said the scenarios have not been negotiated or agreed to. He said what has been agreed to, for example the percentage split of 76% paid by the City and 24% paid by the employee.

**Sandra Perez, Human Resources Director**, introduced Todd Burley, AON and Vicki Gage, Benefits and Operations Manager in H.R. She noted they handed out the sheets from the Pre-Budget Book [Exhibit "12"], the Medical Plan Performance Report [Exhibit "11"]. She said they also put together all of the information regarding the Affordable Health Care Fee, assisted by AON and United Health Care [Exhibit "10"] that will impact the budget. She said in the green budget book [Exhibit "2"], on page 91, at the bottom you will see the Health Administration Fee which is where this is built into the budget. The Transitional Reinsurance Fee is \$168,000 and \$3,200 for the PCORI Fee. She said the Transitional Insurance Fee could be passed on to employees as a shared cost, which is budget as if the City is picking up the entire cost to begin the conversation.

**Todd Burley, AON**, reviewed the information in Exhibit "11," the Medical Plan Performance. Please see Exhibit "11" for specifics of this presentation.

*The Committee commented, made suggestions and asked questions as follows:*

- Chair Dominguez asked, on page 2 of Exhibit "11," if the red are the current claims and the blue are the prior claims, and for the most part our current claims are up.

Mr. Burley said this is correct and most months the claim for the current year exceed the prior year, July through March, noting last year, April and May were fairly high claims months for the prior year.

- Chair Dominguez said in the past, we've had discussion about preventive health care, and we've changed some of our benefits programs, and "theoretically, it was reversed. That means that the City's contribution would be less than it is today. If we were to flip the scenario on that chart and our current claims are less than the prior year's claims, and we continue that trend for a number of years, what does that mean to the City.

Mr. Burley said it means that both the City's and the employee's share would grow at a slower rate

- Councilor Maestas asked, regarding the \$250,000 claims coverage, if we can realize any savings in premiums if we reduce claims coverage to \$200,000 or \$175,000. He asked if this is an option.

Mr. Burley said to reduce the premiums, you would increase the level, so the higher the level, the lower the premiums. He said the City had a \$200,000 level until 2010-2011, when they moved to a \$225,000 level, noting a lot of this is based on size of the group – the larger the group the more they can take on. The City increased that to \$250,000 in 2012-2013. He said stop loss isn't a predictable coverage, because high cost claimants are difficult to predict unless it's an ongoing high cost claim, which is more unusual than a one-time extremely high cost claim. A lot of these are premature infants, transplants, so it's typically a one-time high cost claimants. The ones that are high cost continually, are those on dialysis for kidney failure. He noted they look at this each year, and this year there are options for \$260,000 and \$275,000, which would reduce the premiums by about \$100,000. He indicated it's typically one bad year out of every five years.

- Councilor Maestas asked if there are recommendations for changes at this point.

Mr. Burley said at this point the \$250,000 for a group with 1,250 employees is pretty standard, noting they will look at it again, commenting you could fund 3 claims by moving from \$250,000 to \$275,000 so it's pretty much a wash.

- Chair Dominguez said, "Based on the recommendation in the Gap Sheet, Scenario No. 2... if we take the recommendation on the Gap Sheet that allocates \$750,000 from Workers Compensation, if I read this correctly, it means that in the year of 2017, we will have pretty much depleted that reserve."

Mr. Snyder said he believes on the Gap Sheet, the \$1.2 million that you show on the 5<sup>th</sup> line down from new expenses, is the \$1.2 million that is not reoccurring is the same as in your last scenario in your Pre-Budget Book. The \$750,000 is a one-time fee insertion of money into the next fiscal year.

- Chair Dominguez asked if that would move us back to 1/12 in terms of depleting our reserves.

Mr. Snyder said there is no specific scenario on that, but in looking at the numbers, the first scenario you have if you insert \$750,000 now in 2014/2015, he would project we will still have a \$3.5 million beginning cash balance deficit by 2017/2018. He said, "My point is, a one time \$750,000 will reduce the overall deficit in the cash balance, but it won't solve the problem, so it's a help."

- Chair Dominguez asked what it would look like if we did \$750,000 every year.

Mr. Snyder said it would be similar to scenario 2, noting that scenario is done is \$1 million, so we would still be dipping into the cash balances, and by 2017-2018, we would still have \$1 million as a starting cash balance. It wouldn't be as high as projected here, because we're infusing it with \$1 million every year.

Chair Dominguez said the bottom line is we have to make sure our employees are healthy.

- Councilor Ives, referring to the summary of large claimants over \$75,000, said we're instituted the Wellness Program. It was anticipated it would be 2-3 years before we see a significant savings. He said the participation in that Program exceeded expectations in terms of numbers. In the Fall, in the first report, we heard that 300-400 people were participating. He asked if there is additional information you can share.

Ms. Perez said he is correct, and it's "beyond its infancy and we've moved into the toddlers stage." She said it is fast picking up pace and definitely making differences. We've noticed an increase in the Nurse Advice Line, rather than people heading to the ER, and waiting to see their primary care physician, possibly getting into urgent care. She said Ms. Perry and her team promote the Nurse Advice Line at their different biometric screenings, and such, noting they put in a kiosk upstairs from United Health Care to encourage people to get into and use the health plan, and to see all the tools that are available. She said the education has increased and is continuing to grow. As people understand that better, then interest in the Wellness Program is definitely there, and in terms of people feeling better, and using the Wellness checks.

Sue Perez, Wellness Coordinator, "There are a couple of things. The one thing that has changed radically in terms of dollars is the ER use. The Wellness Program is a lot more than the recreation benefit. Our job is to reach out and do a lot of marketing and education that comes from our benefits to our employees." She said the co-pay was increased, and in the first six months there was a drop in the amount of money because people had a higher co-pay, but there was no change in the rate of usage. She took on the responsibility of promoting it at that time. She said if people don't know what to do in a crisis or emergency, then they go to the emergency. She has been a lot of outreach, noting there was a decrease in dollars and percentage of use as of the December Outcomes report. The ER costs were down by 19% and the visits are down by 17%, which means in that 6 month period, we saved \$127,490."

Ms. Perry continued, "As of last month, 41.3% of our employees have been engaged in the wellness program on some level." She said given there is no cash invested in the program, other than the salary of her and her assistance, there have been phenomenal results during the 1½ year they have been doing expanded programs.

Mr. Perry said in talking about very expensive high cost items, dialysis comes up – the number one cause of people going into kidney failure is diabetes. She noted the diabetes prevention program at the City and she is putting together some diabetes education programs for City employees.

- Councilor Ives asked what are the total numbers in the reduction of the ER use over that 6 months.

Ms. Perry said she doesn't have the actual number of ER visits.

Ms. Perez said that information is under a tab in another book. She said they are doing the assessment behind the scenes based on what they can know about the claims. She said they believe there is a direct correlation between some of the reduction, and the increase in the copay

certainly made a difference as well. She said part of the problem in Santa Fe is that a certain time, all of the urgent care centers are close. So even if they were to call the Nurses Advice line and they recommended urgent care, if none of those are open, they have no choice but to go to the Emergency Room. She said it is hard to make a direct correlation when they had no other place to go. So while there has been a decline in the number, she is unsure how well they can tract this in the future. She said they will send those numbers to him at a future time.

- Councilor Ives said some of his focus relates to the anticipated Health Care Study Group which is being formed slowly. He wants to be sure the policy folks understand what has direct impact on the City's bottom line, such as the necessity to go to the ER when all of the urgent care centers are closed. He wants to know more about the charts, noting it is a world of unintended consequences which we want to avoid. He strongly applauds the efforts of the Wellness Program.

Ms. Perez said they have reports from the Benefits Committee which has more details, and she will make sure those are sent to the Committee members.

- Councilor Lindell asked the number of calls to the Nurse Advice Hot Line.

Ms. Perez said she doesn't know, but she thinks there is a report from United HealthCare about the different areas in the benefit plan, use, where we get the most claims, the least claims. She hopes that will be in the reports which she will provide by tomorrow, and if not, she will make a phone call and find out.

- Councilor Lindell asked, regarding the sharable fee, if that is on page 191 of the white book, the \$171,000.

Ms. Perez said \$168,000 of the \$171,200 would be a sharable fee.

- Councilor Lindell said at presented, we aren't looking at it as a sharable fee, and asked if this is correct.

Ms. Perez said no, at this time it is presented as an expense, noting the next Benefit meeting is on Wednesday, where we will be discussing getting ready for the next fiscal year and we will pass on the information presented by United HealthCare and AON in premium increases and the Affordable Care Act Fees and so forth.

- Responding to Councilor Lindell, Ms. Perry said, "There was a slight drop in the first 6 months in terms of the dollar amount because of increased copay, but this second 6 months in which we added more promotion and hands-on education of employees is when we saw those 17% and 18% drops in cost and number of visits.

*Councilor Bushee arrived at the meeting*

- Councilor Maestas asked the reason we assumed a 12.5% straight line projection increase in claims, when the Plan Performance history doesn't lend itself to use that projection in the 5 year scenario, noting some of these projections are going to weigh into how we make this health fund solvent in the long term.

Mr. Burley said it increases by the percentages at the bottom of each page. He said we have seen increases over the most recent time periods that are close to those figures, and sometimes history isn't a good predictor of future performance as we are all away. He said this is Aon Actuary's best guess at what health care costs will increase by, over the next 5 years. He said this could change, noting he has updated this once and those numbers were different two years ago when he first did this. He said, "As we continue to update this projection, I will update those to reflect our actuary's most recent recommendations."

*Mayor Gonzales arrived at the meeting*

- Chair Dominguez said something was mentioned about the employee pool. He asked Mr. Snyder if he has spoken with people about the fact that we have less employees and how that has impacted our fund. He said in the past we moved a number of employees to temporary part time, and therefore the employee pool is less. He asked if this has been evaluated.

Mr. Snyder said for the past 5 years we have had about 300 less employees than we have 5 years ago. And you are correct, sometimes vacant positions become temporary. He said his understanding is, as it relates to health insurance, those number are utilized for the projections.

- Chair Dominguez asked if there is a correlation between that and the events that happened in 2011/2012, which seems to be when we started to go toward more temporary, part time employees without benefits.

Mr. Snyder said he doesn't know that number, but he doesn't think it's an overwhelming number of employees that went from full time with full benefits to temporary, but he can provide that information, and we can try to get a correlation to how that affects the Health Fund, if that would be useful.

- Chair Dominguez said it would be useful.

Chair Dominguez asked if Ms. Perry's salary is funded from H.R, or from this fund.

Ms. Perez said it is out of the Health Fund.

Mr. Snyder said her position is funded from the Health Fund as well the salary of a part time assistant.

- Chair Dominguez welcomed Mayor Gonzales and Councilor Bushee, and updated them on the status of the Committee's efforts to this point.

- Responding to Mr. Snyder, Chair Dominguez said the Committee can make a recommendation to maybe use the \$750,000 out of Workers Comp, unless you want to go with the \$1.2 million, or we can have that discussion toward the end when we wrap-up the budget.

Mr. Snyder said he will leave the \$750,000 and the \$1.2 million on the Gap Sheet for discussion purposes for the time being.

- Chair Dominguez asked Mr. Snyder to move the \$750,000 to the recommended and the Governing Body can have that discussion when we wrap-up the budget. It was the consensus among the Committee to proceed as recommended by Chair Dominguez.
- Councilor Lindell said we should keep on the table and have a discussion about the sharable \$168,000 expense as well.
- Councilor Maestas asked that the \$750,000 be worked into the preferred scenario so we can see that, between now and the time we wrap-up. That way we can consider any additional action if we feel we need to.

Mr. Snyder said he can have that by tomorrow when we discuss Human Resources and wrap this up.

### 3) ANNEXATION

Mr. Snyder said the information is on page Tab 24 of the Pre-Budget book [Exhibit "3"]. Mr. Snyder reviewed the information behind Tab 24. He said this information is based on BBER, but they are real numbers as projected by each of the Departments. Please see Exhibit "3" for specifics of this presentation.

*The Committee commented, made suggestions and asked questions as follows:*

- Councilor Maestas asked if staff has a recommendation for a more conservative transition plan in terms of the ramp-up of appropriate FTEs to cover the annexed areas – are there any alternatives for coverage for Public Safety which are a little more conservative. He feels we have jumped ahead without having that discussion.

*Councilor Rivera arrived at the meeting*

Mr. Snyder said, "One of the reasons that we had 25 officers, as an example, is that this is what was approved by the Governing Body. It is what was discussed from the BBER Report, as well as the Sheriff's call volume, also complementing the level of service we provide within in the City. There are going to need 25 officers to serve those officers. That being said, I've had conversations with Deputy Chief Schaerfl about, we have 10 officers currently in the budget for the annexation area. In the upcoming budget we have another 10 as per the approved Annexation

Plan. We are considering possibly reducing the 10 to another number, say 5 or some other number, for budget approval request now. And then revisiting it when we have more metrics and data as we move toward mid-year, but right now, we don't have any true plans other than that."

Mr. Snyder continued, "But, as you said, we need to grow into this. We know what the call volumes are, so it's based on facts, it's based on past history, so we believe the numbers are good. But at the same time, we want to make sure that we're smart and moving forward in a smart manner. That, in addition to one of our other challenges is, we talked in this Committee previously, just maintaining staff levels at the Police Department. We always seem to have vacancies. Right now, we have about 23 vacancies in the Police Department. Of the 23, we have 18 in the pipeline whether they're in the academy.... I think there's 13 in the Academy getting ready to graduate in the next four weeks. And there's an addition 5 that we are considering for lateral. So, 18 of the 23 are filled. But it's a constant cycle. We know of about 6 or 7 that can retire in June 2014, and another 6-7 that can retire in January 2015. So, without even expanding positions, we constantly have a challenge of trying to maintain a full Police force."

Mr. Snyder continued, "So, with that in mind, the conversations I've had with Deputy Chief Schaerfl around the topic of, 'can we reduce the number.' Since we can't, we have to at least struggle to maintain a full Police Force so we don't over-budget and have the numbers on the books. And track it and revisit it as we go throughout the year. And that's still up for consideration."

- Chair Dominguez said, "Under Tab 25 [Exhibit "3"], the General Fund GRTs aren't something we 'can hang our hat on.' We can't necessarily predict that as well as we can the General Fund property tax, correct."

Mr. Snyder said, "Yes. The General Fund property tax is a more stable revenue source, where the GRTs are variable, as you see at the Finance Committee on a monthly basis."

- Chair Dominguez said then the \$769,219 for FY 2014/2015, is for the entire. That area may generate more than that the entire year.

Mr. Snyder said, "That's correct. These are projections based on information we know about that area, and the businesses in that area. Those are just projections."

- Chair Dominguez asked what is "General Fund Other."

Mr. Tapia said on the BBER Report there is other, everything you could think of – businesses licenses, permits, some of which will go into the General Fund and some which will go to fund other areas of the departments. He did show the revenues we are able to use for operations and/or capital purchases.

- Chair Dominguez said, "On the same page, on the list, okay you've got Public Works in there."



Mr. Tapia said he concentrated on the big areas we needed to, but it doesn't include things such as the Courts had asked, and they're looking at that and other things from other departments, but these were the biggies.

- Chair Dominguez the year when the City completely takes over with the Police Department, and asked if that is 2016-2017 – when we are 100%.

Deputy Chief Schaerfl said it was a 3-year draw down, so technically it is the end of 2017 when the Sheriff's Department will hand it all over to us.

- Councilor Maestas said this is a great discussion because it caused him to look at the expansion requests for the Police Department. On page 2 of 3 of the Expansion Requests [Exhibit "8"], he noticed there is \$663,000 to cover Public Safety services in the annexed areas. He asked if those are for the 10 police vehicles for the 10 positions, or how many police vehicles.

Mr. Snyder said this is for equipment and vehicles, so it's everything that gets them ready to go on the street, as well as the vehicles – computers for cars, uniforms – everything that gets staff ready to get on the street.

- Councilor Maestas asked how many vehicles are included in the Annexation Expansion Request, priority number one.

Mr. Snyder said there are 10, commenting each officer gets a vehicle.

#### **4) HOLD HARMLESS**

Mr. Snyder said "Hold Harmless" is in the Pre-Budget Book under Tab 25 [Exhibit "3"] which has been discussed at various Finance Committee meetings over the past year, noting Mr. Tapia will get into our options moving forward. Several cities around the State have moved forward with implementing the GRT, most recently Las Cruces which implemented the full 3/8 GRT increment.

Chair Dominguez said, "Before we get to the revenue side, I just want the Committee to understand that when you look at the first chart, or the first table, when you look at the year 2016, that is \$630,000 in revenue that we will not be receiving from the State. I guess that is a pretty sizable gap and it gets bigger as each year progresses.

Chair Dominguez welcomed Councilor Rivera to the meeting.

Mr. Tapia reviewed the information behind Tab 25 in Exhibit "3". Please see Exhibit "3 for specifics of this presentation.

*The Committee commented, made suggestions and asked questions as follows:*

Councilor Bushee asked who is tracking the interim Taxation & Revenue Committees and finding out what the Legislature is considering. She said there are various options in terms of tax reform and are we tracing any of that other than this generation of new taxes option.

Mr. Snyder said we are working with the NMML, communicating with other municipalities around the State as well as looking to create our own tax force internal to the City of Santa Fe to move legislation forward as well as working with Mark Duran, the City's lobbyist.

Councilor Bushee said she tracked it during the last session and would follow just what the NMML is doing because they were kind of compromising and not on behest of the City. She is happy to follow this more closely, but believes it is very single minded in its approach she wants to see more options on the table.

Mr. Snyder said, "We are following the NMML, but we're not just following the NMML. We also are going to be setting up a Tax Reform Task Force. We may be aligned with NMML on that task force, or we may not, but we want to keep our options open for moving this forward. At this time, we don't have any legislation we're ready to move forward, but we are ready to being initiation of that tax reform committee.

Councilor Bushee said from her perspective, adding the food tax back is not an option as well. She is interested in seeing the other options as we move forward.

Mr. Snyder said we definitely will bring them to this Committee and keep this Committee in the loop.

- Chair Dominguez said so much of this depends on what the Legislature does, and he doesn't think they know what they want or are going to do. We need to be engaged in tax reform. It would behoove the administration to provide the Governing Body or at least the Finance Committee, some sort of update anytime there is action of discussion from the Legislature about this issue, whether it be at the Legislative Committee level, or anything else that is pertinent to this and important for us to hear. This really doesn't bump us until 2016-2017. I think we need the Governing Body or this municipality at least to voice itself very loud and clear to the Legislature about how this impacts us, and of course, we need to continue to work at making sure that we grow our economy so we do not have to rely on these sources of taxes to subsidize what the State's not giving us.

Councilor Bushee asked, "Can we have Mark directly interact with the City of Las Cruces if they have a lobbyist, or if it's the Mayor, the Council or staff, because I think we're in a similar mind set and similar size and similar concerns. I would just ask that we collaborate apart from the NMML, in particular with Las Cruces, or any other community we feel could be a collaborator on this."

Mr. Snyder said we can, noting he has been in conversations with the City Manager of Las Cruces, Robert Garza. He sits on the NMML Tax Reform Committee, but they are also interested at looking at other opportunities outside the NMML. He said Las Cruces already had implemented its 3/8% GRT, but that doesn't mean they're not looking at other options, and happy that we are interesting in partnering with them."

Responded to Councilor Bushee, Mr. Snyder said the tax was absconded and it is back on the books.

Councilor Bushee believes they are going to have issues in the future.

- Councilor Maestas said the NMML is having its policy committee meetings on June 20, 2014. He said, "I've asked to be appointed to the Tax Committee, and I invite my colleagues to go these. But it would be great if I could have a resolution from this Governing Body, at least outlining some broad principles about tax reform that could benefit not just our City but other municipalities over 10,000 in population. I realize it could take a long time to get a tax reform committee together. I think there are certain principles all of us can agree on, and if we can pass a resolution prior to these policy committees, to really prepare us, and arm us to be that catalyst for real, sustainable tax reform for cities, that would be great."
- Chair Dominguez asked Ms. Byers how quickly she can draft a piece of legislation which Councilor Maestas can introduce that we can act on relatively quickly so we have a voice at the NMML. He said he doesn't know what comes out of there nor what the Resolution would say. He said, "I think that is something that would be important. I think it would be nice if the Mayor could also be a part of that so he can lend that voice to the rest of the State."
- Councilor Maestas said there is standing NMML policy calling for diversification of revenues which isn't just about reforming GRTs, but it is also about swapping GRTs for a share of the income tax, and empowering cities to impose gasoline taxes to deal with road fund issues. He said we could send out the standing policy and some of the resolutions passed by the NMML to give an idea what they have been promoting for the past 10-15 years. That could be a good foundation for us to go forward and agree on certain principles in our own resolution prior to the policy committee meetings.
- Councilor Maestas said there is a 1/4% GRT that the City did not pass. He asked, for purposes of discussion, to update the Hold Harmless sheet to reflect that – include the 1/4% that is available.

Mr. Tapia said he can work it into the Gap Sheet, noting he did put a calculation and estimate on that. He said that can be used for General Fund operations.

- Responding to the Chair, Councilor Maestas said in the hold harmless, the only thing we looked at was enacting the 3/8% either all at one time, or 1/8% every 5 years or so. He would also like to see the 1/4% scenario against the hold harmless impacts to see what the cash flow would be like, and what kind of balance we would have over time, similar to what we did for the 3/8%.

Mr. Snyder said this can be done, noting the 1/4% would generate between \$7 million and \$7.3 million annually, but he can do that side by side comparison.

Mr. Tapia said that is also on the Gap Sheet.

## **B. DEPARTMENT REVIEWS AND REQUEST FOR APPROVAL:**

### **1) LAND USE**

Mr. Snyder said Land Use is on page 79 in the white budget book.

Mr. O'Reilly reviewed the proposed Land Use budget beginning on page 79 in the white book [Exhibit "1"]. He said There are 5 divisions, noting the budget is almost entirely personnel, and there are very little other expenses.

Chair Dominguez asked Mr. O'Reilly to talk a little about what his organization looks like today or what is being proposed relative to what is in place right now.

*The Committee commented, made suggestions and asked questions as follows:*

Councilor Bushee said on the expansion item, she doesn't know what the "SunGuard One Solution Community Development suite maintenance agreement is about."

Mr. O'Reilly said the Land Use Department currently has a program called HTE. This is a program where you will see a black screen with green numbers and letters. It looks a lot like what we saw in 1990-1991, when the City was using MS DOS. He said this is what they are using and what they have to work with. It is a software program. And the budget request would be to go to the current, most up to date iteration of that software which is several versions past what we are using now. It is for the purchase of the software, the transfer over of data from the current system to the new system. It is more of a windows based wiziwig system, where you can manipulate and create customized screens which would be helpful in terms of routing, tracking and reviewing permits and such.

Councilor Bushee asked if the software can be used by inspection staff in the field.

Mr. O'Reilly said he does think that capacity is there.

Councilor Bushee said she has watched the evolution or lack of evolution of modern day technology in the Land Use Department, noting inspectors didn't have cell phones or way to communicate. She wants to be sure he includes those people in the loop. She said previously we did buy software to try and make sure Land Use in particular could communicate with other departments, Legal included, and asked if that works. She has found in the past is that we would buy programs and software and nobody would know how to use it and often it would be discarded.

She wants to make sure that doesn't happen and that the people in the field get the ability to communicate and have the latest information. She doesn't want people calling her to find out the status of their permits.

Mr. O'Reilly said, "Let me say I'm a little confused at the statement about lack of evolution."

Councilor Bushee said she doesn't mean him, she is speaking over the decades, commenting we have been dinosaurs when it came to technology in Land Use.

- Chair Dominguez said this is probably true throughout the entire organization. He asked if she wants a discussion about his technology specifically.

Councilor Bushee said it's about making sure the training is there and we aren't investing in software programs nobody knows how to use, and that the people in the field are concluded. She doesn't know the status of the old software, "but it's always sold to us around budget time, and then I honestly never know what happens after the fact."

Mr. O'Reilly said, "The Land Use Department, at least in the four plus years I've been here, has never proposed upgrading our software. We've wanted to. Our budgetary situation has not allowed us to even bring that forward. It has only been under this current City Manager, that the City Manager has allowed us to say what we need and present it to you. We appreciate that. It is something that is long overdue, but we realize it's rather expensive. something, but budget wouldn't allow. Only under this CM say what we need but rather expensive. And you've been in these budget hearings, and you know how difficult that's been."

Mr. O'Reilly continued, "With regard to evolution of technology. About 3 years ago Councilor, we made sure that every inspector in the City has a laptop computer in their vehicle, so they are able to access the City's HTE system, such as it is, from the field. We didn't have money to do that, but we found some old, left over computers the Police Department had and we were able to get those. Anyone can call at any time to find out what the status of their permit is, but some years ago, we implemented something called 'click to gov.' And what happens with 'click to gov' is when you're issued your building permit, you're given a code.... actually even before you are issued your permit, when you submit your permit, the applicant gets a code. And they can go in, online, and find out what review comments are on their permit, whether their permit is ready to pick up or not, and they can contact that particular permit reviewer to find out what they need to do."

Councilor Bushee said, "I may have misspoken. I meant Inspections mostly. A lot of times, that's the critical thing, particularly for commercial. People are always wanting to know when they're going to get their CO, when they're going to open."

Mr. O'Reilly said he can recall 1 or 2 people contacting the Department who also contacted Councilor Bushee. He said that same 'click to gov' system works with the inspections – call in inspections using an automated phone line, or schedule inspections on line, and you can see the inspection results on line when the contractor picks up their permit.

Mr. O'Reilly said, with regard to actual inspections, the Land Use Department Policy is that we do a 24-hour turnaround on all building inspections. He said not all inspections pass, and we definitely had instances where a person hasn't installed their fire sprinkler systems and such, the inspectors, by State law have to enforce the Building Codes, Fire Codes and other things, and they won't let that business open until all life safety issues have been taken care of. They work with people all the time to issue temporary certificates of occupancy so they can open, so long as there are no life safety issues involved, and we work with people on a daily basis on that kind of time.

Mr. O'Reilly continued, saying in the last fiscal year, the Department conducted 15,437 inspections, and projecting to complete about 13,400 inspections this fiscal year which works out to about 56 inspections a day for each working day that staff is here. It means the supervisor inspectors are doing 4 inspections a day, and generally handle the more difficult and complicated ones, and the line inspectors are doing about 7-8 inspections per day. He said if permit activity were to ramp up, and we're all hoping it will, to the level of our maximum year 2005-2006, we would be looking at supervisors doing 5-6 inspections a day and line inspectors doing 10-11. That would be the maximum we could do under our current workload. All inspections in the field can be entered by computer or the inspectors in the field can enter it with their cell phones, and they don't have to drive back to City Hall to enter the inspections.

Mr. O'Reilly said when the Super Walmart was built, the City probably did over 90 inspections of that building alone. And there are other buildings where the electrical inspector may have to go out only twice, so it depends on the kind of project. He said in recent conversations with applicants and others looking to do work for the City, we are expecting a huge increase in revenue in the coming fiscal year. He said no one has applied for anything yet, but he has met with people on two projects alone were predicting somewhere between \$70 and \$80 million of additional construction, in addition to what we're already doing now. That will mean a lot more inspections and a lot more building permit review.

Councilor Bushee asked if they are going to train people with the software.

Mr. O'Reilly said, "Of course. We're not going to give people software and not show them how to use it."

Councilor Bushee said she meant as part of the contract.

Mr. O'Reilly said there would be training for the SunGuard HTE built in. He said one thing in the Department's expansion request is \$8,500 for NaviLine software upgrade contract services. He said this is a "front end to the HTE." The upgrade is free and being performed by our own HTE staff, and the \$8,500 would be from some training from the NaviLine HTE people. He said we are grateful the City Manager saw fit to put it in the budget.

Mr. Snyder said, for clarification, the budget expansion request is exactly that – a budget expansion request. He reiterated the budget is flat and this is not in the budget. The \$600,000 software upgrade is not in the current budget in front of you. And as you scroll to the bottom, we're talking about \$14 million in expansion needs for the various departments. He wants to be sure it is clear that these currently aren't in the budget. He said, "There is a ranking in the 3<sup>rd</sup> column, and each department/division ranked its needs to help them perform their job better. I misspoke, Matt, there is \$271,000 in software upgrade, but that is his second need from a ranking standpoint." He said his first need is to cover the annexation additional inspections in the field and nuisance and complaints and those kinds of things. He said each department did this over and above what is the base budget and shows a large need of \$140,000 which is substantial.

Mr. Snyder said, "I wanted to make sure that we had a running tab, not only from the City staff standpoint, but from your standpoint on what we believe some of the needs are within the City."

- Councilor Rivera complimented Mr. Snyder for the way "it all looks and for doing the budget a little bit differently, and for ranking the expansion items and putting them on a separate list for consideration which is something we haven't seen in a while.
- Councilor Rivera, referring to 82 of the Budget Book, said there is a whole section on the planning plat room that hasn't been funded, and asked if that was a section that was lost during the recession, and if so, if it has been absorbed into other places, is it something that is working.

Mr. O'Reilly said his understanding is that was done before his time, and the reason was because some of the funding for the plat room was coming from CIP funds. He said, honestly, we've absorbed that into our regular funding, so the items in the plat room are essentially unnecessary at this point.

- Councilor Rivera asked if it is working well, and Mr. O'Reilly said yes.
- Councilor Rivera, referring to page 83, under the Historic Preservation Division, Account 555250 General Liability Assessment, noted that fund has increased considerably from last fiscal year to this one. He asked the reason for that.

Mr. Tapia said those are some of the assessments that come from the actuaries. We go out and then we look at that as the City as a whole, and we assess it depending on departments.

Barbara Boltrek said the increase in planning was due to one claim that currently is in litigation and cost associated with that litigation, which caused them to have to raise their assessment.

- Councilor Rivera said then Ms. Boltrek's Division basically crosses every department in the City, and asked if we should plan on seeing increases in other departments as well.

Ms. Boltrek said it depends, commenting that Planning took the largest hit.

Mr. Snyder said in several of the budgets there is a substantial uptick, over \$10,000, the reason for the uptick is there are either pending claims or a settled claim.

Councilor Rivera, referring to page 83, 22720, under Historic Preservation, Consulting Services at \$25,000, asked if that is for something specific.

Mr. O'Reilly said the City is proposing to do a new Archaeological data base to help the current archaeologist find information and, most importantly, so once this data base is in place, people having to hire archaeologists to do work in the City won't have to spend so much time reinventing the wheel every time they do an archaeologist report. There will be a central data base that has all of our archaeological studies. He said we applied to the State for a grant to do that, and the State gave us \$20,999. This is money already in the City's Archaeological Fund, so in terms of a net increase it is money that will be coming out of the City's Archaeological Fund and going into Land Use to create this archaeological data base, but it is not new spending. The City has an Archaeological Fund, and collect \$10 from every building permit, and the fund has been growing for years, and the last money spent was \$3,000 in 2010. He said the Fund is close to \$130,000 and the purpose of the fund, part of the Archaeological Ordinance, and it is put there so if someone is doing some work and discovers something of archaeological significance, such as bones, and they didn't have the money to do a proper data treatment or recovery of that cultural resource, they could go to the Archaeological Committee and the Committee could award funds to do the work.

- Councilor Rivera, referring to page 84, Service Contracts, said it goes from a zero budget to a \$56,000 increase.

Mr. O'Reilly said this is just a matter of where budget has chosen to put some of these contracts, noting it is a different line item.

- Councilor Rivera asked what types of contracts do they have.

Mr. O'Reilly said the biggest chunk will be scanning services. He said they currently are in the process of scanning every building permit ever issued, noting they only have 2007 through 2010 left to scan. He said probably the Land Use Department receives the most Inspection of Public Records Act requests, and they almost always are for building permit information. He said previously people had to go to archives and dig out the paper plans and make copies.

- Councilor Rivera said he trusts they are doing what is going to be best for you. He just wanted a basic idea of the source of new funds, but this isn't new money, it's money being moved around.

Mr. Snyder said you will see, throughout the budget, that there have been some line item changes, and that was corrected from a finance and budget standpoint. He said professional contracts have been moved to service contracts, and as we go along, he will try to find others. He said, from a tracking standpoint there have been changes. He said when there isn't a department base, usually 1-2 lines down you will see a similar number, and it's just a tracking mechanism.



- Councilor Rivera said under Risk Management, the general liability increased by almost \$56,000, and it is being shown below last year's budget. He asked how does that get worked, since the \$61,800 wasn't in the budget the year before. Is Mr. O'Reilly having to make up the difference within his budget to have a flat budget.

Mr. Snyder said he didn't ask the department/division directors to worry about those kinds of things. He said he didn't ask the departments to consider salaries, health benefits, general liability and things which were out of their control in the flat budget. He said in this case, it is up, but that was largely because of the salaries, health benefits and general liability. He said the bottom line comparison last year to this fiscal year, his budget is up, but the portions Mr. O'Reilly can control have been flat or he reduced the Land Use budget.

- Councilor Rivera said the Land Use budget for this fiscal year, year to date is \$472,599 budget, and asked if that will increase over the rest of the fiscal year.

Mr. Snyder said there are still funds to be spent within the budget, and whether the full allotment will be spent will be seen, but he imagines they will spend something closer to the \$581,000.

- Councilor Rivera said this goes to his original question. If the budget was \$581,000 last year and expected to be \$593,000 for the next fiscal year, how was the \$61,000 for general liability balanced in the operating budget.
- Mr. Snyder said he would be willing to say it wasn't operational changes, it was more salaries, benefits and retirement offsetting a little bit. He is not aware of any major cuts in the department and the operational line items were flat across the board. There is an uptick in General Liability and in others there are ups and downs across the board which resulted in a total overall uptick of \$61,000..
- Councilor Rivera asked if every department has to cover its own liability issues.

Mr. Tapia said, "No. Those are some items they have no ability to control. So once they did the base budget, and/or complied with the director of the City Manager, we went ahead and were able to go in, once they figured the vacancy rates to be put in, we established those numbers, threw them into the budget and these came out. The general liability, you asked previously, yes, some of those numbers were based on litigation or open litigation, some we can't discuss..... I don't know the specifics of some of them, but I know that because of that there was an increase. Matt doesn't have control of that, nor does any department director."

- Councilor Rivera said, "So then just numbers, just numbers on paper, his budget should look \$56,000 higher to cover that general liability, but it doesn't."

Mr. Tapia said, "Correct. Actually Matt was conservative. Also, he looked at actual needs and what he did and he actually is one of the few coming in lower, saying, I didn't need \$15,000 here, I only needed \$10,000. So, yes, part of his makeup was doing this. If we went by each line item, we could tell you where they were absorbed from last year's budget."

- Councilor Rivera said, so then he is covering his own general liability problems, and Mr. Tapia said this is correct.
- Councilor Maestas said Mr. Snyder talked about the expansion requests and how those aren't included in the proposed budget, and then we have the Gap Sheet. He said we made one decision and that was to get the Worker's Compensation carry-over and add that to the Health fund.
- Chair Dominguez said this is correct.
- Councilor Maestas said, "But as we entertain expansion request, I don't know what we're working with. Do we have any money in the black, a working balance, because I know you're going to talley that, and I don't know which way to go. Should we entertain some of these prioritized expansion requests if we don't have a working balance. In other words, if we approve his FTE for Code Enforcement to cover the annexed areas, then does that mean somebody else has to take a hit, and we have to find a proportioned reduction in the budget. So how are we going to move forward Mr. Chairman in terms of entertaining request for expansion. Or should we really go through the Gap Sheet and make those broader policies, that way we know if we have any kind of working balances to entertain any requests for expansion.
- Chair Dominguez said, "I think the Gap Sheet in many ways is a wish list. I say that very carefully. Most of it is IT. So I think Brian wants to have a discussion about some of that when we get to the IT Department. I think it's okay to have that discussion now, but I think Brian's really just looking at this expansion in terms of us being in the black and above our revenue projections, and it's not necessarily as a way to balance the budget. Does that make sense."
- Councilor Maestas said, "It does. Okay, we'll see how this goes. And the only other question is if we could have some general information on the departments before they get started, like how many vacancies they have. And I also want a kind of an explanation on the vacancy credits for wages and benefits. Is that a standard assumption for each department. And what are the assumptions going in, in terms of vacancies, and what do these credits mean."

Mr. Snyder said each department director can speak to some of that and Mr. Tapia can talk about the vacancies. He said, "To answer what I think was your question, or to add to what Chair Dominguez mentioned, do we have funds to play with from the standpoint of funding these expansion requests. The simple answer right now is no. Right now we're looking pretty much at just a balanced budget. We don't have additional revenues that exceed expenditures at this time. That being said, I think what you're referring to about the Gap Sheet is the bottom half of the Gap Sheet, the potential revenues. If we increase revenues by whatever means, we would be moreso

in the black and we could entertain some of these budget expansion requests, but right now our revenues aren't exceeding expenditures to allow me to make a recommendation that this is what I recommend as City Manager to move forward to fill these positions and/or add to capital needs without affecting the overall budget, and/or somebody else's department have to cut something out of the department to balance the budget."

- Councilor Maestas asked if we are still at 10% reserves in the proposed budget, or did we reduce that.

Mr. Tapia said, "To answer your question, on that portion, I put in there also the difference, and that's up to the Finance Committee to recommend and to the Council. I can use that if you want me to use it to cover some of the deficiencies we have in the budget, but it's not included in my revenue calculations. That's something I can do. Like the recommendation for the \$750,000, I can throw that in. This difference between the 10% and what the State mandates, approximately \$1 million, I can throw that in. Is it in there, no, it's not."

- Councilor Maestas said then the 10% reserve is not in the budget, or it is.

Mr. Snyder said 12% is in the budget currently. He said what Mr. Tapia is saying is we could realize \$1 million in additional one-time revenue if we went to 10% .

- Mr. Tapia said, "Just to go to the expansion list, this year we entertained and the City Manager wanted to know what you've been asking for, or wanted to ask. We haven't done an expansion list, but this is something some of the directors have been requesting or needed for the last 3-5 years, but they haven't done. This year, the City Manager asked for this list to show what are the department's needs and ranking, and if we have additional monies, these are some of the things that they would like."

- Councilor Maestas asked him to address the vacancy credits for wages and minutes.

Mr. Snyder distributed a worksheet on vacancy credits [Exhibit "7"].

Mr. Tapia said, "Last year they went, across the board, about 4%. This means that every position that was approved by the Council was funded at 100%. We showed the budget at 100% and then we reduced them by 4%, so we only budgeted from the different revenue sources at 96%. We have been looking at this, and you can see on this sheet, this is what is currently out there. We looked at the actual vacancy rates which made some of the directors look at vacant positions. And you'll see that as the departments come up. But we adjusted the vacancy rate per department, not just in the City overall. We looked at the potential for them to increase staff in the next fiscal year and adjusted. I think IT was about 14%. We didn't budget it at 14%, and at a lower rate. We know they are going to be filling those positions. We went across the board and tried to be realistic with vacancy rates and credits. The departments were funded for all positions approved by the Council."

- Councilor Ives said in looking at expansion requests, it was indicated the department is anticipating potentially a significant increase in permitting based on projects which are somewhere in the pipeline across the City, but haven't made the way to City Hall. How necessary is the upgrade to the IT software to be able to effectively handle the increase.

Mr. O'Reilly said the staff is very good at adapting. He said when he came on board, the mandated was to improve levels of customer service, turn-around o permits and on inspections with a flat budget and decreasing personnel and staff figured out ways to do that and continue to do so. He is meeting with staff to continue to look at changes in how personnel do things to keep the level of customer service high. There will be a point when they've made every change possible, and the only way to make things go more quickly is to use technology. He said they could handle the possible very very large projects, but not as timely and efficiently as they could. He said we are at the point where we have to have technology updates. He said the are 49 positions in Land Use with 7 vacancies. The technology would allow them to issue permits on line without people having to come to the City, pay for permits on line and potentially to be able to give a guaranteed permit date, commenting that certainty is the most important thing in the construction industry. We can't go to the next level of achievement unless we invest in technology, particularly in the Land Use Department.

- Councilor Ives said, presuming the projects move forward, there would be additional revenues to the City and asked an approximate dollar amount.

Mr. O'Reilly's said for example, for an additional \$80 million in FY 14-15, with the City's GRT share to be 3.5%, there would be more than \$2 million in additional revenue, not including the Building Permit Fees and other things which would be in the hundreds of thousands of dollars. These fees don't go directly to Land Use, and go into the General Fund. He said he prepares his budget conservatively, as he did when he had his own business. He said it was difficult for him to rank the things they have been wanting for more than 4 years, but are unable to do.

- Councilor Ives asked how the revenue related to Land Use compares with the total budget for the Land Use Department.

Mr. O'Reilly said the best year for Land Use in the last 10 years was in 2005-2006 when we took in over \$3 million, and last year \$2.4 million, noting the budget is \$4.1 to \$4.2 million. He is projecting the total revenues in 2013-2014 will be \$1.7 to \$1.8 million, or about 40% of the costs. It hovers around 40-50%, and in a good year 50-60%. If Land Use was operated as an enterprise, would have no choice but to raise the costs of permits and such to meet the budget.

- Councilor Ives said it sounds as if the book of business in Land Use may be a thing we're seeing come to fruition which would be great for the Santa Fe economy. He said, "I'm going to be a strong proponent for trying to make sure we can get the requests in place, especially given the age of the systems. It sounds as if the increased efficiencies are going to be key to moving forward in your department in terms of accomplishing what you need to do. Just stating my position on that up front."

- Councilor Lindell asked when the moratorium on impact fees expires.

Mr. O'Reilly said the reduction in residential fees expires in February 2016. He said Impact Fees do not go into the General Fund so they are a limited source of revenue that can be used only for specific things. He said Building Permit Fees can be used on anything for the City.

- Councilor Trujillo said, personally, he is glad he wants to do the software update, because it is time the City comes into the twenty-first century. He said the trend has been to go to web based software, and asked if this will be a data base the company creates that it stores or will it be in-house.

Mr. O'Reilly said he is unsure exactly how it works, whether the information is stored in a cloud or on our own servers. This software is an upgrade to the existing software. He said he and the City manager have discussed for example, when someone comes into Land Use and applies for permit, wouldn't it be great if the Water Division knew immediately, so they can get everything in place to install the water can and water meter, and then send out a field order when the permit is issued. The new software takes advantage of technology generally available in the world today, and has the ability to customize itself as to how we do business. He said this City is famous for adopting lots of interesting ordinances, including the Green Building Code and the Residential Additions Green Building Code. The current system doesn't have the capability to do this without costing thousands and thousands of dollars.

- Councilor Trujillo said if we're going to purchase upgrades, he wants them to be able to grow with the City without being obsolete in 2-3 years. He knows he is doing due diligence, but he wants him to look at web based possibilities.

- Chair Dominguez said the City needs to come up with a long range IT plan for the entire City.

Councilor Bushee asked if we will incorporate the organizational chart for each department.

- Chair Dominguez said that is available.

Councilor Bushee would like to discuss them. She said there was talk in Land Use of elevating Historic Preservation to a department status.

- Chair Dominguez said it isn't something has been contemplated, noting Mr. O'Reilly presented us with a flat budget. He asked if this is something she would like to propose.
- Councilor Bushee said, "I'm not proposing it. During the election cycle, I think the Mayor proposed it, so I just wanted to know if there was any discussion of it, if there was a possibility. I think it just means one more additional position. I really don't know, in this particular case, as we go forward, I want to talk about each department and the organizational chart as we go through the budget, if that's possible. But on this one, I'm assuming that's not your recommendation and that's not Brian's recommendation."

Mr. O'Reilly said, "That's correct."

- Councilor Bushee said, "Elevating Historic Preservation to its own department, I guess it would be."

Mr. Snyder said, "That's correct."

- Chair Dominguez asked, "In this organizational chart that has been presented to us, these vacant positions. That is as of when."

Mr. Snyder said it would be as of a couple of months ago when I had this run, and combined with H.R. and our GIS department to update the maps. They got a listing from H.R. of the current vacancies and current status of positions, and they incorporated it. I would say it was probably February.

- Chair Dominguez asked if the vacant positions on the organizational chart correlate to what has been presented to us in terms of the salary savings.

Mr. Snyder said, "They should be pretty close, yes."

- Chair Dominguez said, "One of the things that I would like to see is the previously approved organizational chart for each department. As far as I understand, this is the proposed organizational chart based on a balance budget. I don't know. That's what I want to see is whether or not changes have been made."

Mr. Snyder said he can provide him with a copy of last year's budget or chart in similar format to this. He said, "I'm not aware of any major changes staffing wise. I'm just brainstorming right now. I'm not aware of any specific ones I can call to your attention as an example, but I can get you last year's approved organizational chart so you have a side by side comparison."

- Chair Dominguez said, "In the expansion request that has been presented, as I mentioned, the grand total for IT equipment and software is \$1.8 million, and that's not the largest expense in this expansion, but it's \$1.8 million. I imagine that each department, as they went through this, they talked with our ITT staff to determine whether or not what is being proposed is something that our current system will use, or is it anticipating some sort of IT expansion or upgrade."

Mr. Snyder said, "As much as possible, from a planning standpoint, IT was involved in those discussions. IT was involved, for example, in Land Use's discussion on SunGuard and some of the others. Lisa Martinez, the Department Director, has definitely taken that initiative to coordinate those efforts as much as possible. But here again, these are budgetary proposals and there was definitely a detailed look at what was compatible with what, and what the ripple effect was, without getting into all of the weeds on each product. My guess is there probably would be some outstanding items as well in the ripple effect. For the most part they are coordinated with the current system."

- Chair Dominguez said, "But for the most part these IT equipment/software expansions are something our current system could support throughout the City, not just Land Use."

Mr. Snyder said, "That is correct. Now, on the first two items on the IT expansion request, those two items are basically some of our base systems. J.D. Edwards upgrade and the IBM i series upgrade, and we can talk more about those with Lisa during her budget hearing. But right there is \$1 million worth of basic upgrades. So, when a request comes in for the SunGuard upgrade, we're making sure that is not only compatible with our existing system, but it would be compatible with a future upgrade of a new system."

- Chair Dominguez said, "And then I guess, you don't have to articulate this now, Matt, but for every department that comes in front of us, let's just have a simple revenue/expenditure summary. This is how much money we generate, this is how much money we spend, and also, salary savings. Just a brief discussion about that, so each department would be able to come up with that. And I guess what I'm hoping is if we approve this, if it's the Committee's recommendation to approve this particular department, that we also include the organizational chart that has been present to us as part of that motion."

**MOTION:** Councilor Rivera moved, seconded by Councilor Trujillo, to approve the Land Use Department budget, including the organizational chart, as submitted.

**DISCUSSION:** Councilor Lindell asked the procedure for looking at the expansion requests. What is the timing on that for the expansion requests.

Chair Dominguez said this is something we can discuss toward the end, when we start wrapping this budget up, because as each Department comes forward there will be requests. And so we want to make sure, if anything, we keep a running tally of what it is we might want, and in the end, we have to consider whether or not we want to take from Peter to pay for these requests. So that's the process. Right now, the budget is being presented as flat. The motion and the recommendation support that flat recommendation based on our revenue and expenditures overall.

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

## 2) FINANCE

Mr. Snyder said the Finance budget starts on page 30 of the white book [Exhibit "1"].

Mr. Tapia presented the Finance Department budget. Please see page 30 of Exhibit "1" for specifics of this presentation.

Mr. Tapia said his expansion request is for a shredder and a color printer, while Fleet Maintenance needs some heavy equipment, and if he had to choose, he would go with Fleet Maintenance first.

*The Committee commented, made suggestions and asked questions as follows:*

- Councilor Trujillo asked what heavy equipment he proposes to purchase for fleet maintenance.

Mr. Tapia said the biggest thing, which is a safety issue, is the rim clip tire changer. He said if he has to squeeze and not get his shredder or color printer he would buy that. He reiterated that it is a safety issue.

- Councilor Trujillo said, "Just in reference to fleet management and Brian, I think you've looked at them, and I do want to thank you for sending me that list, because I went over some stuff. I guess my biggest concern with that is looking at some of the ages on the vehicles, some of the mileage that some of those vehicles have. There are a few, in my opinion that have gone past useful life and in my opinion, it's a liability on the City. So I just want you, and I do not know who our Fleet Manager is, to truly look at these vehicles. If they're past due, it's time to get rid of them and send them to auction. That's why we have the budget hearings, to see what we can do. I just want to see the City sending personnel out in vehicles that shouldn't be on the road, and I've seen that a few times.... I did my own assessment a few years back, and that's what I want you to be aware of."

Mr. Snyder said, "Your point is well taken. We have a fixed assets manager that we hired within the last 6-9 months that is doing exactly what I believe your point is, Mr. Tennyson, looking at all vehicles City-wide. There were several vehicle requests in the budget that I did not put forward, the reason being there are a lot of vehicles that are not being used within the City. But before I can feel comfortable in putting something forward or not, I want to make sure that our fixed assets were in order. And if there are vehicles, based on mileage or whatever, that need to be retired, we do that, but also look internally first within our existing vehicles that aren't being used and why they aren't being used. This is the plan moving forward.

Mr. Snyder said yes. He wants to get an overall assessment of our vehicle inventory and get some criteria for when we retire vehicles and fill those same needs internally with vehicles we have internally, let's do that.

- Councilor Trujillo said, "Feel free to pick my brain anytime. I know Mr. Tennyson. And I just want what's best for the City."
- Councilor Trujillo said, "For future reference, I do want to sit and talk with you Mr. Tennyson and you, Marcos. There is software out there that maybe in the future we can expand to the City."
- Councilor Rivera said, "As we look at health costs and the effect of the Health and Wellness Program on health insurance, can we also take a look to see if it is affecting Workers Compensation in any way, to see if employees are generally in better shape or condition, as part of that. It looks like the budget is pretty much the same as last year, so it hasn't been affected. But if we can keep track of that with the Wellness Program as well as looking at Health Insurance, I think that would be a good thing."



Mr. Snyder we can do that.

Mr. Tapia said, "That's where we're looking to get the \$750,000, because Workers Compensation hasn't been used as much as we anticipated, so that's a good thing."

- Councilor Rivera asked that they keep a total and be able to include that anytime questions come up about the Wellness Program.

*Councilor Bushee's remarks here are inaudible.*

Mr. Snyder said, "We have, and the tire that was flat has been fixed and it's being used."

Councilor Bushee said on the org charts under Finance there are vacancies for two cashiers. She asked if it is in yellow if it is there because we used to have them, and are no longer going to fund them because the money isn't there, or do you plan on funding those.

Mr. Tapia said the positions will be filled, noting there is only one cashier position open, and there are other cashiers under the Water Division.

Councilor Bushee said then the yellow means somebody left and Mr. Tapia said yes.

Councilor Bushee said, "But none of those yellow ones mean that they've gone away. They've just gone away from budget cycle to budget cycle, they're not there unless they plan on being filled."

Mr. Snyder said, "That's correct. They are funded. In the case of the Cashiers that you picked up on, there was some turnover, largely internal turnover in cashiers in utility billing and trading of employees almost through the advertisement process. So one of those positions has been filled, and the other one is in the process of being filled right now."

Councilor Bushee said there were quite a few yellow or vacant positions, and she just presumed that was some kind of turnover.

Mr. Snyder said some of it is turnover. Those positions are funded and in the budget, but as Mr. O'Reilly alluded to, as programs grow or permits increase, Mr. O'Reilly is set up to fill those positions. There are several Ordinance changes that came through in recent years that had FIRs reports tied to it that had an additional or ½ FTE, those positions were established. Mr. O'Reilly is monitoring the growth and permits and will hire accordingly.

- Councilor Bushee said Mr. O'Reilly wanted an expansion position due to annexation, yet he has Building Permit Supervisor vacant. Is just that someone left and he didn't fill or is that he's not filled it for a few years. How does that work.

Mr. Snyder said the Building Permit Supervisor vacancy is due to a recent retirement and it will be filled.

- Councilor Bushee said then all of the vacant positions are temporarily not filled.

Mr. Snyder said Mr. O'Reilly has been advertising and trying to fill those positions.

- Chair Dominguez asked what green means on the organization charts.

Mr. Snyder said, "I'll have to look at when we get to it, to speak to it. Most of them are blue and yellow, and I'll have to look at the color on the specific org chart when we get to it."

**MOTION:** Councilor Rivera moved, seconded by Councilor Trujillo, to approve the Finance Department budget as presented by staff, including the organizational chart.

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

### 3) MUNICIPAL COURT

Mr. Snyder said the Municipal Court budget is on Page 60 in the white book [Exhibit "1"].

Judge Yalman presented information on the proposed budget, noting they put the requested expansion position on hold until mid-year, so they can see if there has been an expansion, because they haven't seen an increase in traffic which is the reason she requested the 3 additional clerks. So, they don't need those at the moment.

*The Committee commented, made comments and asked questions as follows:*

- Chair Dominguez asked if she knows what her expenditures and revenues are.

Judge Yalman said, "No, mainly because it's gone flat, but like last month, we brought in more money that we've ever brought in before. I think that had more to do with the IRS and the MVD than the Court. They did all their back suspensions, which we do every month, but they did it all at the end of the year, and I think when people got their refunds they came to pay. So it's not a direct relationship because it shouldn't have been out best month, based on the numbers that were actually filed. So, I think we're going to be about the same. We are about the same every year.

- Chair Dominguez asked about vacancies.

Judge Yalman said they have one vacancy, the accountant, and they are in the process of hiring. It has been advertised.

- Councilor Lindell said her question is to Brian Snyder. She said, "On the sheet that you handed out on the contractual services, on page 5, we have a \$30,000 reoccurring for Pro-Tem Judges to cover Municipal Court Judge absences, is that right, and is that reoccurring."

Mr. Snyder said is for when the Judge is absent from Court for vacation, sick leave, or any conferences or education she may need to do. He said he asked the same question. There is a pool of 5-7 judges will fill in to keep the Court system and the docket moving.

- Councilor Lindell asked if they are paid *per diem*.

Judge Yalman said they are paid per hour.

Councilor Bushee asked how the system is working, commenting it seems "like you always have lines."

Judge Yalman said, "I don't know when you're there. We do always have lines for the most part, but it's because there is a lot of information that goes into the system and a lot of information that is available to us. We are now imaging all the new cases, so that takes some time. But we've been with our new software system for 5-6 months, and is finally comfortable with it. We're still learning. We're still trying to take some advantage of it that we haven't in the past, but I think that we're actually doing much better. We're not losing things the way we were before, which is very nice. And the wonderful thing about imaging is that once it's in there, it's there, and you can find it. And some things take longer to get it up to speed, but once it's up to speed the cases I think are more manageable."

Councilor Bushee asked if there is an average wait time, or if each thing is different.

Judge Yalman said she doesn't know, and they haven't looked at it that way. She said they get "tons of walk-ins, and that tends to be what the lines are. Because when we know in advance who is going to be there, it's ready. But when you walk in and you have tickets from many years, we have to find all the tickets, get them into the system, and that's really what the delay is, that a lot of people come when they're supposed to come."

Councilor Bushee said she is only asking because Councilor Ives was working on doing something a little more administratively around parking.

Judge Yalman said she doesn't know about that, but Councilor Dimas trying to have some parking be adjudicated by hearing officers, and some parking will have to remain with the Courts, because it's in the statutes that way.

Councilor Bushee said if there is something we can help her with.

Judge Yalman said one of the expansion things she requested is a term employ to help us image. She said, "We have a wall like this of current files that need to be imaged in. It's a slow process, and then we have all of our DWI's which we have to keep in the system for 25 years that need to be imaged in. So there is a lot of imaging that needs to be done, and that's the one area you could really help on."

Councilor Bushee said she appreciates the organization Judge Yalman has brought to her job.

- Councilor Rivera said he heard Judge Yalman say she had a vacancy.

Judge Yalman yes, for an accountant, noting the vacancy occurred after the vacancy list was prepared, noting the accountant went over to the Convention Center. She said they just advertised for the accountant.

- Councilor Rivera said this isn't highlighted in the organizational chart.

Mr. Snyder said this happened within last month, and the organizational chart was prepared in February.

Chair Dominguez thanked Judge Yalman.

**MOTION:** Councilor Lindell moved, seconded by Councilor Rivera, to approve the Municipal Court budget, including the organizational chart, as submitted.

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

*Lunch break – 12:10 to 1:10 p.m.*

## **5) POLICE**

Mr. Snyder said the Police Department budget is in the white book [Exhibit "1"] beginning on Page 127.

Deputy Chief Schaerfl presented the budget information. Please see Exhibit "1" for specifics of this presentation.

Deputy Chief Schaerfl said, "We are prepared to potentially spread out the request for the second phase of 10 officers, which we should get next January. And potentially break that in half, and then we can do a mid-year evaluation based on calls for service that the RECC is compiling to see if they meet the expected calls for service that the BBER report placed its recommendation on. I don't see that they would be off significantly, but we can make the request based on the actuals are that we're having to deal with. I did express concern on forfeiting and never ever getting back any expansion positions, but I don't really have any problem postponing 50% of us and knocking us down to 5 officer this next January and then

evaluating those calls for service and seeing we need to spread out the additional 5 for that fiscal year. Or if we're doing okay, or if the numbers show us that no, you're going to need them sooner and later."

Deputy Chief Schaerfl said, "I would like to just remind the Committee, with regard to the Police Department, it is rather unique in that it takes a while for new officers to be brought in. And one of the considerations was to make sure we did strategically plan ahead of time for whatever numbers we could rely on as being accurate, because of the time frame it takes. New cadet officers... fast-tracking them is still between 9-10 months to get the officers on the street, even on a fast track. The Sheriff is as eager as anyone to hand over the keys to the newly annexed areas to the City." He believes the Sheriff will continue to provide services for the 3 years, but believes he will want us to step up to the plate sooner rather than later.

*The Committee commented, made suggestions and asked questions as follows:*

- Chair Dominguez said the majority of Police Department funds come from the General Fund. He asked how many programs subsidize the PD expenses, such as the STOP Program.

Deputy Chief Schaerfl said there are several, noting some are self-funding so it is not a revenue generator for the City, but they do put money into cash reserved earmarked for specific criteria, such as the DWI Forfeiture Program which does make money, but what it is allowed to be spent on is extremely specific. It has to be for a traffic safety related item. Correction Fees can range between \$150,000 to \$190,000 annual. Federal Forfeiture funds depend on what kind of federal narcotics or drug cases we have, from as little as zero to \$150,000 per year. They don't bank on or budget these funds, and if realized are mandated to be expended very very specifically and usually has to do with anti-drug programs with regard to narcotics interdiction. DWI School is \$75,000 annually.

- Chair Dominguez asked if he has this information where they can look at it.

Deputy Chief said it is just a synopsis, and they can provide a memo to the Committee.

- Chair Dominguez said it would be helpful for the Committee and the Governing Body to see what programs we have, which ones generate revenue. He asked Mr. Snyder where we can find the overall subsidy from the General Fund for the Police Department.

Mr. Snyder said it is on page 134 in the white book [Exhibit "1"], Business Unit 21227, \$368,000 DWI Forfeiture.

- Chair Dominguez asked if we have this information in a different format than this list.

Mr. Snyder, no, but this is just one way to look at it. Page 139, 22772, \$295,000 expenditures in DWI Forfeiture. He said he can prepare it in a consolidated format if he would tell him what funds he is looking for.

- Chair Dominguez said he is looking at it in general. He supposes difference between revenues and expenditures goes to the General Fund Operations of the Police Department.

Mr. Snyder said Department General Fund revenues are about \$216,000, and the General Fund subsidy is about \$20 million, so the majority of the Police Department budget is subsidized by the General Fund.

- Chair Dominguez said the reason he would like the information in a different format is that we need to look at some of the programs to exist to determine whether or not they are costing more money than anticipated and/or evaluate the Public Safety impact it has on the public. The DWI Forfeiture law is a good one. It isn't costing us less to operate than it costs, and the social advantages are much better.

Mr. Snyder said he easily can do a summary table of expenditures and revenues, and any other topics/programs you would like in the table, and asked what programs he would like that information for.

- Chair Dominguez said the False Alarm Ordinance, STOP, DWI Forfeiture. He asked if all of the yellow positions on the organizational chart are currently vacant, and asked the number of vacancies.

Deputy Chief Schaerfl said there are 17 realized vacancies, noting some people are eligible for retirement in the next quarter, and whether they choose to retire is up to them.

- Chair Dominguez asked if the Training Administrator position is still vacant.

Deputy Chief Schaerfl said no.

- Chair Dominguez asked about the Records Tech.

Deputy Chief Schaerfl said there is one Records Tech which is vacant, but they have a list of eligibles and the final vacancy is in background. The Training Adm has been hired, the DA Liaison has been hired, so the majority are officer vacancies. The Animal Services position has been filled.

- Chair Dominguez said there aren't 17 yellow boxes, but some of them are positions that are budgeted but not filled. He said the Organizational Chart to which Chair Dominguez is referring has the annexation expansions included.
- Chair Dominguez said there are 3 positions which have been temporarily assigned within the department.

Deputy Chief Schaerfl said this is correct. He said due to the cadets in the system currently, the full time training officer is on FMLA, it was necessary to do a temporary transfer to put another sworn person in there.

- Councilor Rivera said on page 128 [Exhibit "1"], a Crime Scene Tech was eliminated and asked how the program is working. He asked what he doing in lieu of having crime scene techs.

Mr. Schaerfl said there were 3 full time, funded, civilian Crime Scene Techs, and we rolled 2 of those into sworn positions. We still have one full time certified civilian Crime Scene Tech who is working full time at the Police Department. He said they have a very aggressive Auxiliary Crime Scene Team made up of sworn officers, and their auxiliary crime scene certification is a collateral duty, so they will be made up of some Detectives, but mostly patrol officers. He said they have been sent to training to be certified as Crime Scene Techs, noting they are listed as an auxiliary. So if we have a major scene that the resources at any given time aren't available, we can then call in the auxiliary team who have the same certification and training equipment, and they will come out and handle the crime scene process in part of the scene.

- Councilor Rivera said, then that works well for your department, and Deputy Chief Schaerfl said yes.
- Councilor Rivera said on page 130 [Exhibit "1"], regarding the Detention Center, the request was quite a bit more than the City Manager's, and based the additional funding we had to provide to help you cover, if the \$1.050 million is a more realistic cost for the Detention Center.

Nancy Jimenez said the \$1.050 million is more realistic. With the proposed annexation, we're probably looking at a 14-20% increase due to the annexation that starts in January 2015. She said we went low this fiscal year, so they had to increase the \$232,000. They are finding, instead of the \$232,000, noting it currently is \$177,000. They fluctuate between \$61,000 to \$95,000 per month at the jail. She said they are projecting a total cost of \$1,050,000 million. She said it is shown as an expansion item, and they will see it in the expansion sheet.

Mr. Snyder said he wants to be clear, as we move forward that an additional expenditure is needed in Police. He didn't want to roll it into the budget, having said it was going to be a flat budget, when it's not a flat budget. So there is a need for additional funding because Police Officers are doing their job and doing it well, and the reason it is portrayed this way..

- Councilor Rivera said it is more than doubling from actual which means it's not just annexation, it's the way we do business currently which probably closer to the \$1.050 million than including annexation. He asked if that should be part of the regular operating budget as we stand now, not including annexation.

Mr. Snyder said it should be part of the operating budget, but the budget wouldn't be flat if he put that in there, so he wanted to call it out on a specific expansion request. This is needed but it isn't included in the base budget.

- Councilor Rivera said then that's one of the expansion projects, whether we cover it or not, is going to have to be paid.

Mr. Snyder said this is correct.

- Councilor Rivera said on page 130, Uniform, Clothing and linen, the actual for 13-14 was \$4,000 and you're requesting \$20,000. He asked if he expects more changes in the uniforms and asked the reason for the increase..

Deputy Schaerfl said it is the initial purchase for the expansion officers, the initial set of equipment, gear, uniforms has to be purchased at the time that they are hired, and don't expect that the change like he is wearing today will impact the bottom line.

- Councilor Rivera, referring to page 137, Inventory Exempt, and asked if this is for items less than \$1,000, or "do I have inventory and operating mixed up."

Nancy Jimenez said he has them mixed up. She said Operating Supplies are for normal, day to day of \$500 and less, things that will work for 6 months to a year. Inventory exempt is actually anything above that, \$600 to \$5,000. Most of their items now fall under Inventory Exempt. She said light bars, sirens and all equipment officers need on a daily basis, usually comes from Inventory Exempt.

Councilor Bushee asked about the Domestic Violence Liaison position, and asked if it is funded again this year.

Deputy Chief Schaerfl said the original position filled by Carol Horowitz was grant funded, and that dissolved two years ago. Currently there is a grant with Solace and the Rape Crisis Center.

Councilor Bushee said apparently the position needs to be housed at Police Department under the grant standards rather than Solace. She said, "So essentially you have not put in for any additional money to make that position full time.

Deputy Chief Schaerfl said, "No ma'am. They did apply for a grant to turn one of their part time employees into a full time. Maria Jose at Solace said they didn't get the grant award.

Councilor Bushee said then the \$50,000 is in there and that's it, and Deputy Chief Schaerfl said yes.

Councilor Bushee said on contractual page 6, [Exhibit "9"], she thought the Red Light Camera Program, the Speed Van Camera Program paid for itself.

Deputy Chief Schaerfl said the STOP Program had made \$475,000 to \$650,000 annually. He said for the first 3 ½ months of 2014, we've been in contract negotiations, so that fund has generated nothing. However, there still is a cash reserve in STOP. He said they are paying for 3 civilians



and one sworn officer out of those 3 different programs, the DWI Forfeiture, the STOP and the Alarm enforcement. He said 3 personnel manage all 3 of the programs, along with the sworn officers, are fully funded from those 3 programs.

Ms. Jimenez said they contract with the hearing officers, noting it went down from \$47,000. She reiterated these aren't employees.

Councilor Bushee said the projected income for the program last year was \$400,000 to \$600,000.

Ms. Jimenez said last year we received \$650,000 and spent \$329,000. She said last year we didn't have to pay as many salaries out of the fund. In the current fiscal year, we were required to move individual employee salaries and benefits from General Fund into the STOP program for this fiscal year because we had extra cash and it helped the General Fund for the current fiscal year. The positions were 2 Police Program Coordinators and a Police Program Administrator along with a Police Officer – four individuals.

Councilor Bushee said there are political issues around Redflex being the only vendor and that Program is not in place, what positions would be impacted.

- Ms. Jimenez said a portion of the salaries would be impacted, noting we use some DWI funds and some STOP Program funds to pay these four salaries.

Councilor Bushee asked for a separate memorandum on what we take in, what we spend, what position it funds, what goes to Arizona to the Redflex people, and what positions are funded and what portion.

- Chair Dominguez asked that the entire Finance Committee and all members of the Governing Body get a copy of the Memorandum, and identify on the organizational charts which positions are funded from these programs as well.
- Councilor Trujillo would like the Memorandum to include how much goes to the State of New Mexico from these funds.
- Councilor Bushee said on page 136, Alarm Enforcement, she has a similar concern that money will go out of state. She said it "jumps all over the place from fiscal year to fiscal year in terms of the projected costs." She asked if funds still go out of state.

Ms. Jimenez said the current company with which we contract is out of state, and that contract is up in October, noting in July we will be going out for RFB. She said Councilor Bushee is looking at the expense lines, in 12/13, salaries and expenses were not charged against the funding, and reiterated they were asked to move one salary and they pay a portion of an Assistant City Attorney's salary out of this which has expenses.

- Councilor Bushee asked if these programs are steady in the revenue stream.

Ms. Jimenez said it varies on how the collections are doing.

Councilor Bushee said she is really uncomfortable with these things, and over the long haul she would like there to be actual funds if these programs are going to continue. She wants these to be companies in this community as well as to see dedicated funds for these positions.

- Chair Dominguez said these programs are in place for a particular reason. In the case of False Alarms, it was so Police wouldn't be responding to false alarms and could be catching the bad guys instead. And the same thing with the STOP program, and some sense that our citizens were safer. There has to be some way to determine whether or not it is just to make money and that there is a benefit to it. For example, our Police are not catching more bad guys because false alarms are down, or if there are just more bad guys.

Deputy Chief Schaerfl said, "You are exactly correct. In theory, all 3 of these programs, the False Alarm, the DWI Forfeiture and STOP would all go away, because the reasons they are instituted...."

- Chair Dominguez said if they all went away then we couldn't fill some of these positions, and Deputy Chief Schaerfl said this is correct. He said that makes it seem like we need for people to continue to have false alarms and the speed van to catch speeders so we basically can fund our Police Department.

Deputy Chief Schaerfl said when the programs were established, it was based on data that it is a reliable issue that needed specific attention by way of these programs. He said the false alarms, although they are reducing through streamlining, education and fee assessments, they will never go away because there are tens of thousands of them every year. But it has been shown that it is freeing up officer unencumbered time, so that I don't have to send as many officers repeatedly to as many false alarms.

- Chair Dominguez said we need that articulated in whatever memorandum is provided by the City Manager with regard to the False Alarm Program, but the DWI Forfeiture Program and everything else. It is important for us to recognize the realities of the revenues and expenditures and its potential positive impact on the public as well.

Councilor Bushee said she doesn't want people thinking we're setting up speed traps and things to generate some money.

Ms. Jimenez said these programs did not pay for employees salaries and benefits, noting that just started this current fiscal year to help with shortfalls in the General Fund and other areas. The potential funds coming in was to help buy additional equipment, and fund other Police Department needs, not necessarily to cover the employees' salaries and benefits.

- Chair Dominguez said it is consistent with the practice we've had for a number of years in using an enterprise to balance the general fund, such as the water payback. If it wasn't for these programs we have in place, our General Fund would be in even worse shape.

Councilor Bushee said if we don't sign another contract and the "vans go away for a period of time, then we're kind of SOL on these other positions. So it's not necessarily creative, it's detrimental."

- Councilor Trujillo said the Legislature split the money coming to the City from the STOP program and giving a portion to the State. He said the money which went to the State was to be spent for safety issues, DWI and such, and he wants to be sure the money from Santa is going for those purposes and not some \$80,000 crony being paid. He wants that information for his benefit.

Councilor Trujillo said he has asked Legal to look at this, because in the rule the State has for this that all of that money, or at least a portion, that is going to the State, currently could come to the City. There is a difference and if it is administrative he feels the money does not go to the State. He said, for clarification, when the City went out for bid several companies were interest. However, because we don't want the cameras and only want the speed vans, they were not willing to come up with the up front costs and the reason we had only one bid on this.

- Chair Dominguez said the organizational charts he has been provided for last year and this year are exactly the same, noting the Police Chief position is vacant and it isn't shown as being vacant.

Mr. Snyder said they are getting ready to interview next week and by next week there should be a candidate list of 5-7 for consideration.

- Chair Dominguez asked the amount of salary savings on this position.

Mr. Snyder said he doesn't know the salary savings off the top of his head. He said there was a payout option, and the previous Chief decided to go on a payout, so he doesn't believe there were any salary savings.

- Chair Dominguez said he has been asked if DWI cases are going to Municipal or Magistrate Court.

Deputy Chief Schaerfl said he and Captain Lettenberger have met twice with Judge Yalman, to try to streamline the protocols which would determine if one Court may hear one DWI or another, and based on what Judge Yalman has requested. He said based on Judge Yalman's request, the new protocols have gone out to the DWI officers. Those are, unless there are exceptional mitigating circumstances that would put something into the Felony range where Municipal Court can't hear it, all 1<sup>st</sup> and 2<sup>nd</sup> offenses shall attempt go to the Municipal court." He said Judge Yalman has the authority to do those and we're "going to everything in our power to get all 1<sup>st</sup> and 2<sup>nd</sup> offenses. He said 3<sup>rd</sup> and subsequent have to go to another Court, because of the higher punishments instituted under State law, some of which exceed the realm of the Municipal Court Judge for sentencing.

- Chair Dominguez asked if there were a lot of cases which were going to Magistrate Court instead of Municipal Court and Deputy Chief Schaerfl said yes.
- Chair Dominguez asked the reason.

Deputy Chief Schaerfl said, "I will tell you what my DWI officers told me. They were not comfortable with the conviction rate and sometimes it appeared that the City prosecutor had such a heavy case load that perhaps some things were pled down to a lower charge before they went to trial. So I think it is the culmination of some bad experiences and the officers making decisions to run things almost exclusively into Magistrate Court."

- Chair Dominguez asked Mr. Snyder if he is aware of this.

Mr. Snyder said he heard about this recently, and this is part of what initiated the conversations. He said to an earlier topic, that by having it go to Municipal Court it increases revenues as well as decreases the jail time and costs associated with the jail. They have to figure out how much of this was happening previously, and the \$1 million in jail fees should decrease and the revenues should increase from the Municipal Court. He said we are working through it and trying to get some set policies and procedures in place to move forward with having the first and second offenders going to the Municipal Court.

- Chair Dominguez said we've lost revenue from that practice and Mr. Snyder said that is his understanding.
- Chair Dominguez asked if Teen Court has been funding, noting there was a request from the Teen Court.

Ms. Jimenez said yes, \$40,000 for Teen Court and \$70,000 for Drug Court.

- Chair Dominguez asked, referring to the Gap Sheet on the LEAD program, if this is something we would have the Police Department absorb, whether through salary savings or some other operation for how the Police Department is operating.

Deputy Chief Schaerfl said the monies recognized in the Gap Sheet are for the treatment side and not the enforcement side. He said once the officer makes the LEAD referral, those monies will fund the doctors or psychologist or whomever for follow-up treatment with the individual.

- Chair Dominguez asked if we want to fund this from the Police Department or out of different departments, or even our health insurance.

Mr. Snyder said, "We funded it in the current fiscal year in the amount of \$100,000, so really the gap should only be \$100,000, because as I understand it was \$100,000 for year 1 and \$200,000 for year 2. So that \$200,000 should be \$100,000. I understood it was funded out of the Police Department for this fiscal year. Where it is funded out of, I'm not sure which is the best place off the top of my head."

- Chair Dominguez asked if the \$100,000 is part of their flat budget, and Mr. Snyder said yes.

- Chair Dominguez asked if that needs to be on the Gap Sheet.

Mr. Snyder said, "\$100,000 should appear on the Gap Sheet and \$100,000 should be in their budget to keep it flat."

- Chair Dominguez asked how it is on the Gap Sheet if the Police already are proposing it as part of their flat budget.

Mr. Snyder in FY 13/14 in the base budget there was \$100,000 for the LEAD Program. In FY 14/15, we're asking to fund it at \$200,000. So we put \$100,000 into the flat base budget and then \$100,000 would be unfunded.

- Chair Dominguez said then we need to find \$100,000.

Ms. Jimenez said in the current fiscal year, the \$100,000 for LEAD didn't come from the Police Department. She understands the \$100,000 came from somewhere else within the Finance Department.

Mr. Snyder said the LEAD Program was passed after last year's budget was approved, so it wasn't in the base budget. So perhaps it is correct to be shown as an additional \$200,000 on the Gap Sheet.

- Chair Dominguez said then we need to appropriate \$200,000 for the LEAD program in FY 14/15.

Mr. Snyder said this is correct, noting the \$100,000 for the current fiscal year came from cash reserves to fund the program, and now we need \$200,000 to continue the program as it was originally intended.

- Chair Dominguez asked if it can come from cash reserves.

Mr. Tapia said he can work it into wherever they want, "but if it hits the cash reserves it goes against that percentage between what we need to require in cash balance, and what we say we would like at 10% ." Instead of being \$1 million, it will then be \$800,000.

Mr. Snyder said he would prefer to find it in the budget somewhere, although it will be funded by cash reserves ultimately if it is in the General Fund. If it is the Police Department, or Community Services, or wherever, I would like to have it plotted into [inaudible] budget.

- Chair Dominguez said either way, the proposal is to have the Police Department fund the \$200,000.

Mr. Snyder said his proposal that the General Fund will fund the \$200,000, whether it resides in Community Services or the Police Department's general fund, we'll fund it.

- Councilor Bushee asked if we are okay with the County on the RECC.

Mr. Snyder said his understanding that is still a concern of the County, and we are budgeting as we have in year's past. The City is not incurring any additional expenses.

- Councilor Rivera asked if we are keeping track of what is being brought back into the Police and Fire budgets which is now being used to fund personnel and programs in both Police and Fire. He asked, if we were asked, could we say where those monies are being used.

Mr. Snyder will have to look at the details. He understanding is that whatever was passed to fund the RECC, a certain type of tax, the County is realizing all of that, it's all going to the County. And that is the reason behind the City saying we don't want to increase the amount the City has to pay because the County is realizing all of the revenues. He will get the details of what we receive, if anything, and where it goes.

- Councilor Rivera said the City used to pay a certain amount to the RECC, and when the County imposed the tax, it took full responsibility of the RECC, therefore the money we were spending now came back to the Police and Fire Budgets. He said when they ask to enter into some type of agreement to continue or to start paying the RECC again, we're already using the money which was saved for ongoing programs. We don't have that money any more, and it is being used for other things. He said this is what "I want to be able to show and say, is that the money that we were using for the RECC is now being used on a yearly basis as part of our budget, and the money is no longer there. So if we can sort of back-track and find where all of that is being spent, and make sure it is part of our recurring budget."

Mr. Snyder will look into that.

- Chair Dominguez said, in terms of annexation, we are looking at \$1.5 million one-time cost, but that is for Police, Fire and Public Works.

Mr. Snyder said this is in the expansion budget [Exhibit "5"], noting it is \$1.5 million for 10 additional Police Officers, vehicles and equipment. He said the current budget includes the additional officers, so if we do a phased-in approach as suggested by Deputy Chief Schaerfl, and budgeted for 5 officers in 14/15, and set up metrics to track properly, we could revisit it at mid-year

and possibly consider expanding those 5 positions to another additional 5 positions as original scheduled. But, only if we're comfortable that the call volumes and level of response dictates we need to do that.

- Chair Dominguez said then if we approve the Police Department budget, we have to account for that cost as well.

Mr. Snyder said it actually a reduction in cost, because the current budget includes the 10 positions.

Mr. Tapia said, "The base budget has the 10 positions you approved in January. The expansions are not in there."

- Chair Dominguez asked the cost of the expansion for the Police Department.

Mr. Snyder said based on the Expansion Sheet, it is \$1,548,990, divided by two, so \$770,000.

- Chair Dominguez asked how they propose to pay for that.

Mr. Snyder said they have options on the Gap Sheet that are options to pay for that.

- Councilor Maestas asked why we are even talking expansion, if the Chief is willing to fill only 5 of the 10 that already are included in the budget with a mid-year assessment.

Mr. Snyder said he mis-spoke. He said, "What is included in the budget is the first year of 10 positions, that we did during mid-year. What is on the Expansion Sheet is another 10 officers, year two. That is not in the base budget. Again, I mis-spoke. So there are 10 officers in the budget. What we are talking about is doing 5 additional officers and not the 10 that are on the Expansion Sheet."

- Councilor Maestas said he thinks this is an appropriate compromise. He said if we consider any expansion, we ought to at least consider expansion associated with annexation as a high, high priority. He asked if we are considering the 5 additional positions, noting he would support that request, pending the identification of recurring funds to pay for it.

Responding to the Chair, Mr. Snyder said Mr. Tapia will be keeping a talley.

Mr. Tapia said "I'm looking at different things, how we budgeted. For example, the BBER Report showed up to \$2.6 or \$2.7 million recurring revenues total – property taxes, GRT and business license. Everything that we do. About \$2.3 million that I was looking at for annexation this next fiscal year is not included as revenues in the base budget. \$1 million. I would throw that in. That's part of it, I'm looking at that. I'm looking at \$1 million, between the 1/12 required for cash balances and what we do, at 10%. That difference, one time. Throwing that in. I'm looking that, if you do a resolution, instead of taking one-quarter of the Wastewater, because I had a different one in an

earlier Gap Sheet, but once I reviewed that, there was some debt service, so I took that off the Gap Sheet and made it from one-quarter to one-sixteenth. If we did that, that would be about \$1.8 million recurring by Resolution. Instead of going to the Wastewater, it would go to General Fund Operations to help with that. So that's something."

Mr. Tapia continued, "In addition, I could do one time.... I've been looking at about a half-million dollars that I would recognize on the vacancy savings for the General Fund only that we would be able to use, that normally would just go into our cash balance. So on those alone, it would add up to about \$5.6 million. Not recurring. The recurring. If you did the one-sixteenth, that would be \$1.8 recurring. And then including in this, I'm counting on annexation. At mid-year I'm going to have to look at the actual numbers coming in, but it would be another \$2.3 million in annexation money. About \$1.7 million that could be used for operations and/or capital purchases. Recurring."

- Councilor Dominguez said, "But for Fiscal Year 14/15, you're looking at about \$750,000 with this reduction in the proposed expansion."

Mr. Tapia said, "Out of that yes, but you have to imagine that I still have a gap. This budget is not flat.... not necessarily flat, because it has the increases not only from AFSCME and Fire, it also includes the 10 additional positions, the benefits and increases to the health programs. This budget, as it sits, without the \$1.8 million from Wastewater, without the \$2.3 from the annexation, I'm still looking at almost \$5 million it is in the hole, because of the salaries, health benefits and little bit of other stuff. So, out of this total that I just told you this one time, I probably have about \$600,000 to \$700,000 available, and I could take care of the \$750,000 for the P.D. probably, and that's it. Now, we're looking at other things, to see what else we could do, but that's all I have right now that I've been working on. Other than that, I just have the \$2.3 million from annexation, the \$1.8 from wastewater that is recurring."

- Chair Dominguez asked the projected revenue from annexation.

Mr. Tapia said it varies, not noting his conservative estimate is about \$2.3, although he thinks it goes up to \$2.7. He believes it will be about \$2.3 million. He noted our February GRT puts us \$3.5 million above what we thought we would get.

- Councilor Maestas asked for an updated Gap sheet, so we don't have numbers flying around in our head.

Mr. Tapia said this is something he is working on already. He will formalize it and put it in an updated Gap Sheet and have it for you first thing in the morning.

Councilor Bushee said, "Just to clarify, your Wastewater money would be not to raise the rates on the customer base."

Mr. Tapia said it would not.



Councilor Bushee recalls that was done by Ordinance the last time.

Mr. Tapia said he unsure how it would work, but the Council could direct 1/16 to go to General Fund operation..

Councilor Bushee said if we do that, it wouldn't involve bond counsel and any issues.

Mr. Tapia said that portion is not tied to debt.

Councilor Bushee said she thought \$4.9 million is coming from water ultimately, and we are seeking \$2 million this time. She said, "There's lots of money sitting around in water as well and could we just take the full almost \$5 million that is left."

Mr. Snyder said, "In the Financial Plan in Water, we can't pay everything all up front, the repayment, but we've rescaled it, we've phased it in over a 3-5-7 year payback plan."

Responding to Councilor Bushee, Mr. Snyder said the money in Water and Wastewater is tied specifically to projects. It is tied to debt. It is all inter-twined. Without raising rates, we came up with a payback plan and it is \$2 million per year for the next several years, and we've been paying that back for the last several years.

Councilor Bushee said she thought they could accelerate it.

Mr. Snyder will ask the question again, but the last time we evaluated it, we set it up on as fast track as we would get it and it was a maximum of \$2 million a year.

*[Councilor Bushee's remarks here are inaudible, because she was talking at the same time as Mr. Snyder]*

Councilor Bushee said perhaps we change our reserve policy or create a reserve policy.

Mr. Snyder said last year, we aligned it with the MRC/Marty Sanchez debt. So the amount we're paying from Water to the General Fund went directly to pay the MRC/Marty Sanchez debt. He said the CVB is challenged with having the debt service in it, and MRC/Marty Sanchez has a similar challenge. So if we can get rid of the debt, then the revenues help pay for the actual expenses.

Councilor Bushee said, "You could make Marty Sanchez pay for the effluent they use, and then you could take some of that money and pay back the General Fund so we could fund the Police. I know, not this budget. No really, I want to know about the reserves as a possibility if we shift a little downward on what we hold back. But I just keep seeing piles of cash in both Wastewater and Water."

Mr. Snyder said, "There is money there. And in the Pre-Budget Book, we can get into that when we get into utilities, but those are tied to specific projects. And specifically in water, there is a need for a bond sale several years out. You will see the cash balances going down based on the completed projects, and then we need to have a bond sale as part of our finance plan."

- Councilor Rivera said he thought were just considering the base budget and looking at expansion items, maybe on the last day of these budget hearings.
- Chair Dominguez said we can do it either way. The challenge is that we potentially will get through only half of the departments, and every source of revenue could be depleted. He said, "I think we need to hear from the entire City, all the departments and then have a discussion about where our priorities lie and where we want to take revenue from, whether from Water or Wastewater or reserves or whatever the case may be. "This is just my thoughts on that."
- Councilor Rivera said that makes sense, so that should be decided after everybody has had the chance to pitch their expansion projects.

**MOTION:** Councilor Rivera moved, seconded by Councilor Trujillo, to approve the Police Department budget as presented by staff, with the Organizational Chart.

**DISCUSSION:** Councilor Maestas asked if there are members of the Finance Committee who are interested in supporting an expansion request, he thinks we should bring it up now since appropriate staff are here to answer questions.

Chair Dominguez said, "If we can articulate very clearly in this case, this expansion request is significant, and staff keep that amount, so that end of all the department hearings, we will know how much of an expansion we, as the Governing Body and the Committee think are significant enough to consider additional revenues for."

**FRIENDLY AMENDMENT:** Chair Dominguez would like to amend the motion to include direction to staff to include this proposed expansion in a running talley. **THE AMENDMENT WAS FRIENDLY TO THE MAKER AND SECOND AND THERE WERE NO OBJECTIONS BY THE OTHER MEMBERS OF THE COMMITTEE..**

Councilor Lindell said when she asked about that earlier in terms of Land Use, once we've completed this vote, then can she bring that forward as part of our running total.

Chair Dominguez said we can do that. Chair Dominguez said, "As Chair, I'll just give direction to staff, after this vote, I'll just give them direction to include that in the running total. That's fine."

**VOTE:** The motion, as amended, was approved unanimously on a voice vote.

Chair Dominguez said, "So I'd like to go ahead and ask you, Brian, to include the expansion in Land Use that we talked about earlier and keep that in your running talley as well. It's in regard to the SunGuard expansion.

Mr. Snyder said there are two expansions we discussed, one was the SunGuard expansion, and the other was the FTE for annexation. He asked if we are discussing both, or only talking about just one or the other in Land Use.

Councilor Lindell said she is talking about both.

Chair Dominguez said, "So go ahead and put both of them on the expansion list.

## **6) FIRE**

A copy of *Santa Fe Fire Department Finance Committee Budget Presentation*, entered for the record by Chief Erik Litzenberg, is incorporated herewith to these minutes as Exhibit "13."

Chief Litzenberg said he likes to create his own presentation because it helps you to make informed decisions about the Fire Department "if you can see what we think we are through our eyes." He said the numbers jive with those in the white and green books [Exhibits "1" and "2" respectively].

Chief Litzenberg reviewed the information in Exhibit "13." Please see Exhibit "13," for specifics of this presentation.

Mr. Snyder said the Fire Budget is on page 41 of the white book [Exhibit "1"].

*The Committee commented, made suggestions and asked questions as follows:*

- Councilor Maestas said the expansion position would be part of the C shift battalion.

Chief Litzenberg said that is where the opening is. He said six years ago they promoted a second Battalion Chief on each shift, and prior to that there was one Battalion Chief per shift. He said six years ago we promoted three people so we would have two Battalion Chiefs on each shift. He said, "Last year, as part of the concessions we made to have a balanced budget, we did not fill one of those positions. And so, in the meantime, we have been having a duty officer who has a pager and radio and is available for calls at all times. But the sixth person is to go back to a full complement, so it's really filling a vacancy that we think was created a year ago."

- Councilor Maestas said the number two priority in the expansion request is a ladder truck, and asked if this is to replace an existing truck, or is this in addition to the ladder trucks we have.

Chief Litzenberg said, "It's a little bit of both. But really, the more concise answer is it is in addition two. At present, we use a vehicle that is called a quint, which is an engine with a ladder on the top. As we move forward and change our staffing paradigm, we're trying to get our bigger, heavy vehicles and stop moving them as much. To that, we really have to take the ladder off an engine and make it its own vehicle. So we are asking for an engine truck that is in addition to the fleet that we currently have." He said there will be some awkward transition at one point to get there, but the end result will be a more effective workforce that is responding more efficiently to the higher volume of calls which are EMS calls, while not compromising our effectiveness in the higher risk calls.

- Councilor Rivera noted that Chief Salas had spoken about vacant property on South Meadows for a fire station, and asked if it is still available, and is it still an option for us.

Deputy Chief Litzenberg said they had spoken about that property a number of years ago when we first talked about annexation. It was a 3 acre parcel at 599 and South Meadows. He understands the 3 acres still exists. However, when they went into the 5 year delay for Fire, we stopped negotiations for the 3 acres because the State asked if we would be building the station next year. He said it exists now, and Land Use has been looking at acquiring it as part of an economic development portion of the parcel, at a significantly bigger size than 3 acres, because it is a pretty valuable spot in the City. If that happens, there would be 2 options for us to develop the south side station. One would be within the 30 acre parcel at 599 and South Meadows. If it is acquired, the second option would be where our current training center is, rebuilding a new response station there. We left ourselves open with two options in the event one is not there.

- Councilor Rivera asked if he has looked at additional sites, noting there are a lot of unknowns about the Agua Fria Station and whether it will remain there. It currently is staffed by the County. He said after 3 years, the County can decide to pull out at any time. He asked if there are better sites closer to the Airport Road that he looked at, are these the two sites of focus.

Chief Litzenberg those are the two we think are the best. There are other sites, but they aren't big enough and City-owned. He said there a balancing act between it being a good spot and us having good access to it. He said he speaks regular with Santa Fe County Fire Chief David Sperling about the Agua Fria Fire Station. He said Chief Sperling is more than happy to try to negotiate that being handed over to us in some form. There are two problems with that area, the first is that the Fire Station is in a condition that we would have to start from scratch in terms of living space. The second and bigger problem is that the Volunteers will need a place for their vehicles, so they can give up only a small portion. This isn't an ideal spot, but it is still on our radar.

- Councilor Rivera said then the Volunteers would continue to staff that station in order to respond to the Agua Fria Village.

Chief Litzenberg said yes, and across 599 as well.

- Councilor Rivera said it does make sense to look for our own spot of land, our own area where we could construct a Fire Station.

Chief Litzenberg said, "In looking at all of them, we think that's a pretty good summary. We prefer that."

Mr. Snyder said Chief Litzenberg is correct that we are in conversations with the State about that parcel of land, noted this was initiated recently to make sure as we move forward with annexation that is still an opportunity. It is in the range of a 28 acre parcel overall, and we are carving out a 3-4 acre chunk for the fire station.

Councilor Bushee said we are dealing with new officers needed for annexation, and this, to her is an annexation-related issue. She asked why this isn't part of the urgent discussion for this budget cycle as week.

Mr. Tapia said it is part of it, noting \$2.4 million was requested for the building, but he doesn't that is sufficient, but in 15-16 they are requesting funding for a building, but it's not part of next year's fiscal...."

Councilor Bushee said, "On their thing, it is 2016-2018. All they have is some vehicle replacement, ambulance stuff, and other things that aren't small items." She said the annexation preparation isn't slated until 2016-2016. Her concern is that there will be lower response if there is a lack of infrastructure and there will be higher insurance premiums for the people living there who are those who can least afford to do that.

Mr. Tapia said the information he put together on the annexation was previous documentation done by the Fire Department for him. It's in part of the Pre-Budget Book that he did, but it's not for FY 14-15.

Councilor Bushee said she is concerned that we don't lose track of this, and doesn't want to punt this too far off.

- Chair Dominguez said the fire station is in the Budget for \$2.1 million for 15-16.

**MOTION:** Councilor Rivera moved, seconded by Councilor Trujillo, to approve the Fire Department budget as presented by staff [Exhibit "13"], with the Organizational Chart.

**DISCUSSION:** Responding to a question from Councilor Rivera, Chief Litzenberg said the Organizational Chart is "more or less the same as before, yes."

Chair Dominguez asked what has changed.

Deputy Chief Litzenberg said it is where the vacancies are.

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

## **7) TRANSPORTATION**

Jon Bulthuis, Director, presented budget information, beginning on page 224 of the white book [Exhibit "1"].

### **a) PARKING**

Mr. Bulthuis said in terms of the capital investment, the expansion, the recommendation is that the funds for that investment would come from the fund balance, so it is a one-time hit to our fund balance, rather than through any operating revenue.

*The Committee commented, made suggestions and asked questions as follows:*

- Chair Dominguez asked Mr. Bulthuis if he sees parking revenues increasing in general.

Mr. Bulthuis said yes, over time. He said that is partly based on the investment we make in the collection equipment, so we talked about that being one of our priorities, upgrading the system. He said we are seeing strong, positive results from the current project to put credit card meters on the street, in terms of revenue enhancement. He said as we make those investments, he does see revenues increases, and believes Sebastian Gurule, Director of Parking, would agree with that.

- Chair Dominguez asked if that is true in our garages as well.

Mr. Bulthuis said the revenue control equipment at the garages will help us to maintain better internal control and assure the policies we have in place, such as the new one with the theater at the Railyard, and those deals are all accounted for and the billings are happening as they should. And the accounting is done in such a way that we can reconcile what happens at each of those sites.

- Chair Dominguez asked if the parking garage is part of the debt for the CVB or is it separated.

Mr. Bulthuis said there is a debt component related to CVB and the Parking structure at the Community Convention Center. He asked Mr. Tapia to speak to this.

Mr. Tapia said about 30% of the total debt that is now part of CVB's operations that should be parking. He said that is about \$1 million. He said, "If we did this in the current fiscal year, looking at the anticipated cash balance in parking, it would wipe it out. We would have to move about \$1

million from the CVB to Parking to absorb that. I think eventually it will be there, but I'm not sure that we are there the next fiscal year. I think they could handle a portion of that debt and relieve some pressure on the CVB, but that's up to the City Manager and this Committee to decide."

Mr. Snyder said he did initiate the conversation, because in looking at the fund analysis for the CVB and expressing concerns about it at the past 2 Finance Committee meetings. The debt service for the CVB is \$3.5 million annually and 30% of that is \$1 million which is the parking component. Parking is realized in the fees. The revenues collected at the parking structure would not pay the debit on the facility. Some of the challenges come from waiving fees when convention come into town, and things like that. It is part of a bigger plan, and it helps solve some of the challenges within the CVB and looking at a real draft CVB projection with moving the \$1 million out, reducing the \$3.5 million annual debt service to \$2.5 million. He said, if you recall, by 2022-2023, we were \$8-\$9 million in the red. By doing this, we are in the red \$322,000. It doesn't solve the problem, we're still depleting the cash reserves, but now we're moving it to parking.

Mr. Snyder said he hasn't seen the Parking Fund analysis, but they're not used to seeing that debt service. He has to look at this from a big picture standpoint as well as what our policies and procedures are from running the facility. He said in doing this, he would want to make sure the Parking Division is made whole, but he doesn't want to hamstring the CVB in its rental of the rooms." He thinks there should be a parking discount for a convention of 500 people, not waived, but some flexibility. He said on the surface there is an opportunity.

- Chair Dominguez said it isn't a recommendation to do any of that in this fiscal year.

Mr. Snyder said he isn't ready to make that recommendation, although he is looking at it seriously to shore up some of the challenges we have at the CVB.

- Chair Dominguez asked the impact on Finance and the City if we decide to do this at a different date, or after the budget is approved.

Mr. Tapia said, "Like we did last year, the debt service will all be part of the CVB. If we want to take a portion of that and start phasing it into the Parking so they can get used to this debt service. Part of how they're making funds is because of the parking garage. Now we have to pay for the debt service. If you did something gradually, such as \$300,000 to \$500,000, then that is something he thinks Parking could absorb. I still have to wait, like Brian said, for the budget guys and Andy to run an analysis of Parking to see if it can absorb that, and how it will look in 2-5 years. We are trying to look, like you suggested, ahead, and that's what we've doing. But I think we need to start putting some of that debt there."

- Chair Dominguez asked if we can have some of this by tomorrow when we hear the CVB budget.

Mr. Snyder said he has asked for that analysis to be done, and believes they should be able to get the fund analysis done, fully thought out. He said, "I can't commit to that, but we will have looked at it." He said keep in mind we're dealing with two enterprise fund, and to him an enterprise fund

should operate as an enterprise fund – debt, revenues and making sure we're made whole. He can't comment without see the parking side, but we do have the ability to change the revenue structures for Parking, but he doesn't know what that would "look and feel like," and he's throwing it out for discussion. He thinks it's only fair to set both funds up to succeed. He said we're not setting up the CVB to succeed and we're dipping into the reserves at \$2.5 million a year, and that's depleting the cash reserves. Parking has done a good job in the last year trying to turn things around, and we still have additional opportunities from the standpoint of collections. If we can get a good collections policy to collect the fines we charge, or get more of a return. There are opportunities there.

- Councilor Trujillo said when we first built the Community Convention Center, we bought those machines, which were automated machines, but they never worked. He said we still have those downstairs, and asked what we are going to do with them. He's heard they're obsolete.

Mr. Bulthuis said that is the kind of equipment we're talking about replacing, so we would sell those for whatever the market value is, which isn't great.

- Councilor Trujillo would like to get those off our inventory and sell them as soon as possible, and Mr. Bulthuis agreed.

Councilor Bushee said she is interested in Brian's concept. She agrees that we should wave fees, but parking becomes an issue. We are doing this sporadically and it's not a policy we have created. She said the parking garages are attached to enterprises, but they aren't there just to support the CVB or the Railyard. In fact, at Public Works, we will be hearing the "People to the Plaza Resolution," which includes waiving fees, trying to lower fees or creating new ways to get people into the under utilized facilities. She doesn't know the fiscal impact of all of that. She views parking differently, noting she isn't a big fan of parking garages, although she knows we had to build them. She said parking should be free to get people downtown, or Parking at the Railyard. She said the live/work structures have 1 parking space and guests are supposed to pay.

Councilor Bushee said it doesn't appear we have a Parking Advisory Committee any more. It feels like there should be a review of parking overall, and that's on street parking. She said we have to pay off the debt on the facilities. She would love to find a way to encourage people. She doesn't go into dark parking garages underground if she doesn't have to.

Mr. Gurule said that was one of the Committees on the list to be reviewed and potentially eliminated, and they were in the process of working on the Resolution to reestablish the scope of the Committee. They were asked to hold off until the Council took action on the Committees to be eliminated. He said we didn't get rid of that Committee.

Councilor Bushee said she would ask that we re-empanel that Committee.

Mr. Bulthuis said he was told that the terms of the current Committee are expired, so new appoints would need to be made.



- Chair Dominguez said this can be included in any motion on this issue, and perhaps the first duty could be to look at the debt at the CVB.

Mr. Snyder said the Mayor currently is looking at all 60 plus Committees, the structure and purpose and is hoping to come to the Governing Body with recommendations to consolidate, eliminating, whatever. He said we seem to go through this every 3-6 years. He said at the same time, we need to be sure the needs of the community are being met, and parking probably is definitely one of those needs.

- Chair Dominguez said perhaps it will be a recommendation from the Committee to the Mayor to reinstate the committee, noting if the Governing Body decides it wants to do this, we can get that Committee reinstated either way.
- Councilor Maestas said to close discussion on the debt service transfer to parking, he would rather not wait and go through a committee process. He would like before the budget hearings are over, to look at the fiscal impact to parking. He asked Mr. Snyder if he can get some numbers so they can look at the financial impact and perhaps a determination as whether that might affect parking fees. He said we have a new CVB Director, and he thinks any person coming into a new position doesn't want to assume all of the baggage and liability for which somebody else was responsible. He thinks transferring the debt service to Parking is the right thing to do. He would like those numbers by May 5<sup>th</sup>, because he would like to entertain wrapping that into this budget instead of kicking that can down the road.
- Chair Dominguez said the City Manager is asking staff to prepare that analysis, so perhaps we can have that discussion tomorrow when we hear the CVB.

Mr. Snyder said that is his hope. He said isn't sure how it will break down into impacting fees and such, but we will have a handle on the big picture numbers, and have Mr. Gurule here to participate in that conversation as well.

## **b) TRANSIT**

A copy of Ordinance No. 23-1991, *Ordinance adopting a Municipal Gross Receipts Tax*, adopted by the City, dedicating a portion of the GRT for transportation, submitted for the record by Jon Bulthuis, is incorporated herewith to these minutes as Exhibit "14."

Mr. Bulthuis reviewed the Transit Budget, noting they are continuing to see reductions in federal allocation on the capital and, to some degree on the operating side, although operating is more a consolidation of funds and a reduction in the fund level. The result, on the capital side, led us to move forward with a loan agreement with the New Mexico Finance Authority in recent months, requesting \$3.5 million to be paid through a set aside in the GRT, as well as the service reductions he just spoke about which can save \$125,000 annually. The source is the dedicated Transit Tax. He noted he provided a copy of the Ordinance [Exhibit "14"] related to the NMFA request, which is self explanatory.

Mr. Bulthuis said there is an error under the Para-Transit, in the white book on page 236, under Para-Transit it shows a double counting of the fare box which will need to be corrected. The amount of \$268,000, Santa Fe Para-Transit Operations U.S. Department of Transportation, should have been subtracted from the U.S. DOT amount toward the top of the page.

*The Committee commented, made suggestions and asked questions as follows:*

- Councilor Lindell, referring to page 237, line 530710 Software Subscription, asked if that is new.

Mr. Bulthuis said yes, noting this is a new component added by Trails. It is an automatic vehicle locator, which will provide the exact location of the revenue vehicles when in service, so people can get real time bus arrival information and such. It will be an ongoing component going forward. In the current fiscal year, it was budgeted as a start-up project, so it wasn't included in the budget request shown on the sheets, but it is an ongoing cost that will be part of the budget going forward.

- Councilor Lindell asked about Other Consulting of \$20,000 on the same page.

Mr. Bulthuis said this is anticipated costs to bring someone in to assist once the service plan is in place, take the level of service decided by the Governing Body and cut them into pieces of work, and develop a schedule we can assign to the Operator.

- Councilor Rivera, referring to page 239, said it appears that we used \$10,000 over the past two years, but he continues to budget almost \$30,000 last year and this year, although he is consistent with the \$10,000 costs. He asked the reason these funds aren't allocated elsewhere.

Mr. Bulthuis said the \$10,000 was spent on the para-transit vehicles and now we are [inaudible because of noise overlay].

- Councilor Rivera said this is something that may need to be looked at.
- Councilor Maestas, referring to the 1991 Ordinance, said if you look at the dedication, Paragraph 3 on page asks for an evaluation of the set aside for Quality of Life. He asked if that ever has been done.

Mr. Bulthuis said that came up when they went to the Finance Authority, but he doesn't recall what the Finance Director's response, but thinks he was going to look at that to see if it had been delivered to Council. However, he can't recall that having been done during his years on staff..

- Councilor Maestas said clearly our priorities have changed since then. He said transit ridership is up, and you face some long term problems with your fare box recovery, noting he recalls Mr. Bulthuis saying at a previous meeting it is under 10%. He said that is below the average of most transit systems across the country. He said we really should look at some of these dedications that go back as far as 1991 and assess them. He said that will allow us to make more informed decisions to ensure we are meeting more contemporary priorities, instead of those from 1991. In

the end, it might help our transportation operations going forward to be sure it is sustainable, particularly on the transit side.

- Councilor Maestas said the number one priority in Transit is for a Heavy Equipment Mechanic, noting he already has 4, and asked if this would be number 5.

Mr. Bulthuis said yes, due primarily to the hours of operation. He said we have equipment on the road almost all the time – noting the service is shut down at 11:00 p.m. and open the doors again at 5:00 a.m. He said they want a heavy equipment on duty on all hours, daytime, evenings and weekend. He said the fleet size has increased in bringing the Santa Fe Ride Service, and now transferring the Santa Fe Pick Up Service to Transit.

### c) AIRPORT

Mr. Bulthuis said the budget is on page 234 of the white book [Exhibit "1"]. Mr. Bulthuis reviewed the budget. Please see page 234 for specifics on this presentation.

*The Committee commented, made suggestions and asked questions as follows:*

- Councilor Rivera said he doesn't see the Airport in the Organizational Chart and asked if there is a page missing on Transportation.

Mr. Bulthuis said he has a copy in his packet and can run a copy and distribute to the Committee.

- Councilor Rivera asked if has changed at all in the last few years.

Mr. Bulthuis said, "It has not. The only addition was the intern position, which was a temporary position, and we would like to see that carried over into the next fiscal year if we are able to afford that, but that's the only change personnel-wise. It is in the expansion request that you have."

Mr. Snyder said he will provide a copy of the full Organizational Chart for the Committee, noting the intern position is in the expansion request on page 3.

- Councilor Lindell asked, regarding Transit, on what is the big picture benefit of the software she was asking about.

Mr. Bulthuis said it allows for computer aided dispatching in real time for our Para-Transit system. So, we're required by federal law to take reservations and provide next day transportation, and this is for seniors and disabled. However, the Council has directed us also to accommodate same day request from that same population group. He said the software will allow us to fit trip in the daily roster. He said they print a daily roster based on the advanced day reservation, and it allows us to fit the trips between other trips which were previously scheduled.

- Councilor Lindell asked what we did before this.

Mr. Bulthuis said it was done manually, so there was less ability to respond in the moment and keep the wait times down for the same day trip requests. He said it happened, but it just didn't happen as efficiently.

- Councilor Lindell said, then we've tested this software for a year.

Mr. Bulthuis said yes, and it's not just the software. The contract talks about maintaining the way it's structure, so if we make changes to our system, there is a cost to the vendor to bring those changes into this software. So that kind of ongoing maintenance work is included as a part of that dollar amount as well.

**MOTION:** Councilor Maestas moved, seconded by Councilor Trujillo, to approve the Transportation budget as presented by staff, including the organizational chart and with direction to staff to reinstitute the Parking Advisory Committee.

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

*Recess – 3:15 to 3:30 p.m.*

## **8) UNION PRESENTATION**

Chair Dominguez asked Mr. Snyder if all the bargaining units were invited to today's session.

Mr. Snyder said that is his understanding.

Nick Lovato, President, AFSCME, thanked the Council for approving the contract. He said the members are very happy. He said we're telling them we're going to try to work on getting them some more money down the road. He hopes and they all are hoping the GRTs will increase. He said the employees are doing a great job with what they have. He said it is very hard for employees to catch up on all the stuff related to the new annexation. He said, however, they are going to take care of the public constituency. He reiterated his thanks for approving the contract, noting it is a 3 year contract. He said the only thing they will be opening will be the negotiation on the financials.

Councilor Rivera thanked AFSCME for doing its part to help the City during the recession, commenting they lost a lot from their union contract during the recession, and is glad you were able to negotiate some of that back into the contract for this fiscal year. He thanked all of the employees "for doing what I think is more than their fair share to help us balance the budget during those tough times." He said during the recession he was able to ride along with some of the crews, and the attitude always was positive, saying, 'We're making do, we could use some more stuff, but we'll make do with what we have.' And oftentimes repairing their own equipment, sharpening their tools and make sure whatever they had lasted as long as it possibly could. Just the attitude of the people I saw during my time participating

with the Parks Crews, the Recycling Crews and some of the other crews was amazing. So please extend my thanks to all of your membership and you for all of your hard work. Thanks."

Councilor Bushee said while waiting for the raise, they also had to endure and continue to endure, the rising costs and impact of health care costs.

Mr. Lovato said, "I'm pretty sure they know that, but I've been letting them know. We actually will be meeting on Wednesday on the costs for health care. And we'll let them know from now on."

Responding to the Chair, Mr. Snyder said, "All of the unions and HR and Management are represented on the Employee Benefit Committee."

Chair Dominguez said the representatives of the Police and Fire Unions were not here and maybe we can hear from them tomorrow.

Councilor Rivera said the Fire Union President was here during their budget hearing, and then he left, so he is unsure if he might have been confused about his role.

*Chair Dominguez's remarks here are inaudible because he had his microphone turned off.*

Mr. Snyder said he will notify the unions and give the opportunity to come and speak on May 5, 2014.

Chair Dominguez reviewed the departments that will be presenting tomorrow.

Councilor Maestas he will be here tomorrow until about 11:00 a.m.

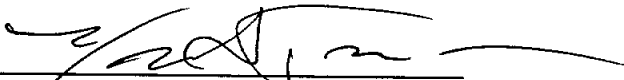
Councilor Dominguez thanked everyone for the good job today, commenting it appears we're on the right track to a balanced budget.

## **6. ADJOURN**

The meeting was recessed at 3:45 p.m.

  
Carmichael A. Dominguez, Chair

Reviewed by:

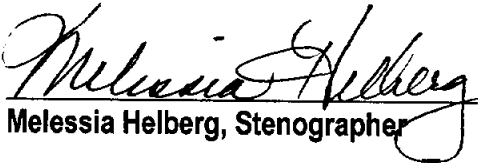


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Marcos A. Tapia, Director  
Department of Finance

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Melessia Helberg, Stenographer



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Melessia Helberg, Stenographer

## GAP (General Fund)

New Expenses 2014-2015			Recommended	Approved
GAP Carryover from 2013 and Prior (MRC / E-1, Audit Finding) Tab 11				
Affordable Care Act			\$0	
Union AFSCME Contract Employee Salary / Benefit Increase	\$1,295,200			1,295,200
Fire Union Increase	\$405,536			\$405,536
***Health Insurance GAP Tab 20	\$1,200,000			
Annexation Police / Fire / Public Works (sal+benefits), (Short of Rev) Tab 24	\$30,922			
Annexation Police / Fire / Public Works Equipment (Short of Rev) Tab 24				
Operational Shortage MRC Tab 9	\$1,400,000			
Operational Shortage GCCC Tab 9	\$573,049			
Operational Shortage Southside Library	\$931,654			
Lead Program Cost				
Operational Shortage CVB Tab 9 (Cash Balance)	\$1,168,810			
CM / Council recommended expansion	?			?
<b>Total 2014-15</b>	<b>\$7,005,171</b>	<b>\$3,739,190</b>	<b>\$0</b>	<b>\$1,700,736</b>

## Potential Revenue

Revenues 2014-2015			Recommended	Approved
GRT projection for 14-15 (Amount not used for Fire / AFSCME)		Potential		
Increase GRT 1/8 % (Hold Harmless, 3/8% = \$10,500,000)	\$219,264			
Increase GRT .25 % (Unimposed = \$7,000,000)	\$3,500,000			
Increase GRT .25 % (Unimposed = \$7,000,000)	\$7,000,000			
Increase Property Tax 1 Mil (Potential of 4.833 Mills = \$17,001,838)	\$3,517,484			
Increase Property Tax 2 Mil	\$7,034,968			
Use of Workman's Comp. funds over Actuarial Requirements for Health Fund		\$759,000		
Water Payback Balance***		\$2,000,000		
Electric Franchise Fee	\$500,000			
GF cash balance above State Mandated (at rate of 75%)		\$909,000		
Vacancy add back General Fund		\$500,000		
Waste Water 1/16% GRT Transfer to General Fund	\$1,800,000			
<b>Subtotal</b>	<b>\$23,571,716</b>	<b>\$4,159,000</b>	<b>\$0</b>	<b>\$0</b>
GAP			<b>\$0</b>	<b>\$0</b>

\*\* Enterprises will fund equal amount of approx. \$500K for a total of \$1.2M into health fund

\*\*\* analysis indicates water can afford to pay back \$2.0M on loan w/o rate increase. Owe \$4,924,545

Exhibit "4"

- City Councilor District 1
- City Councilor District 1
- City Councilor District 2
- City Councilor District 2
- City Councilor District 2
- City Councilor District 3
- City Councilor District 3
- City Councilor District 3
- City Councilor District 4
- City Councilor District 4
- City Councilor District 4
- Mayor

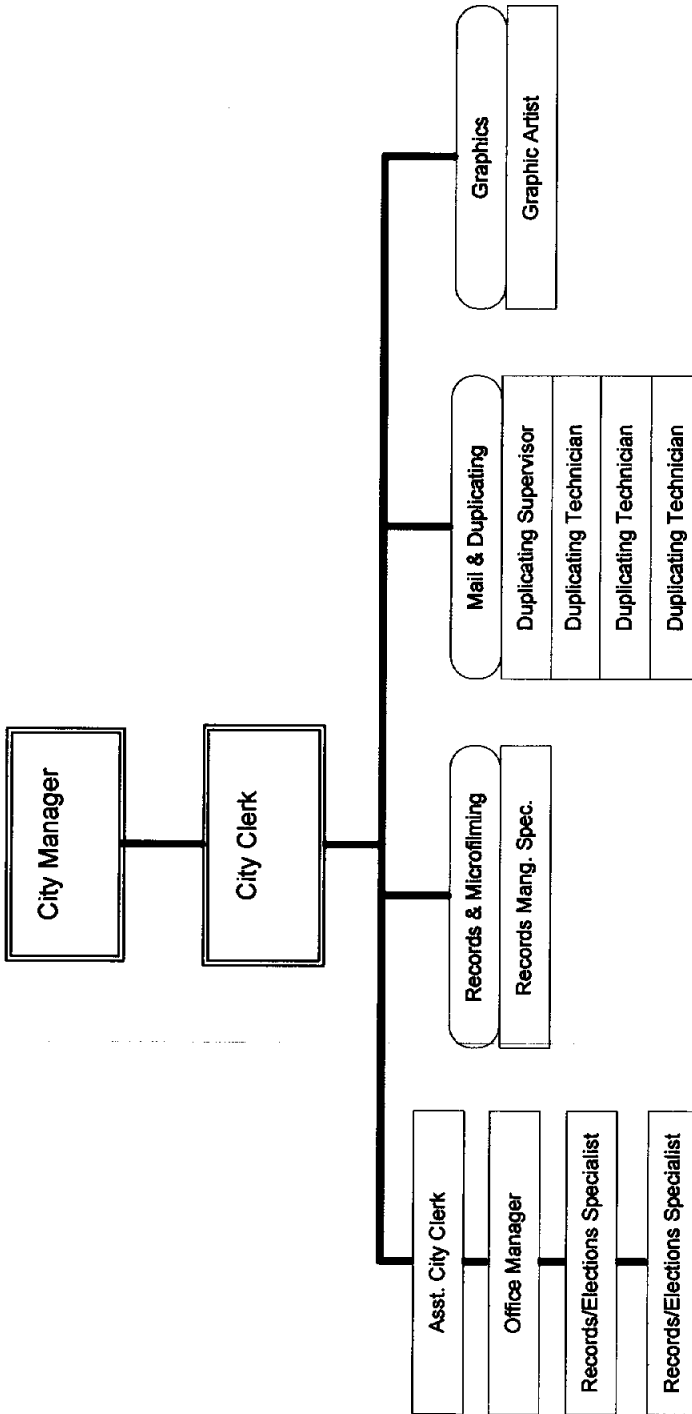
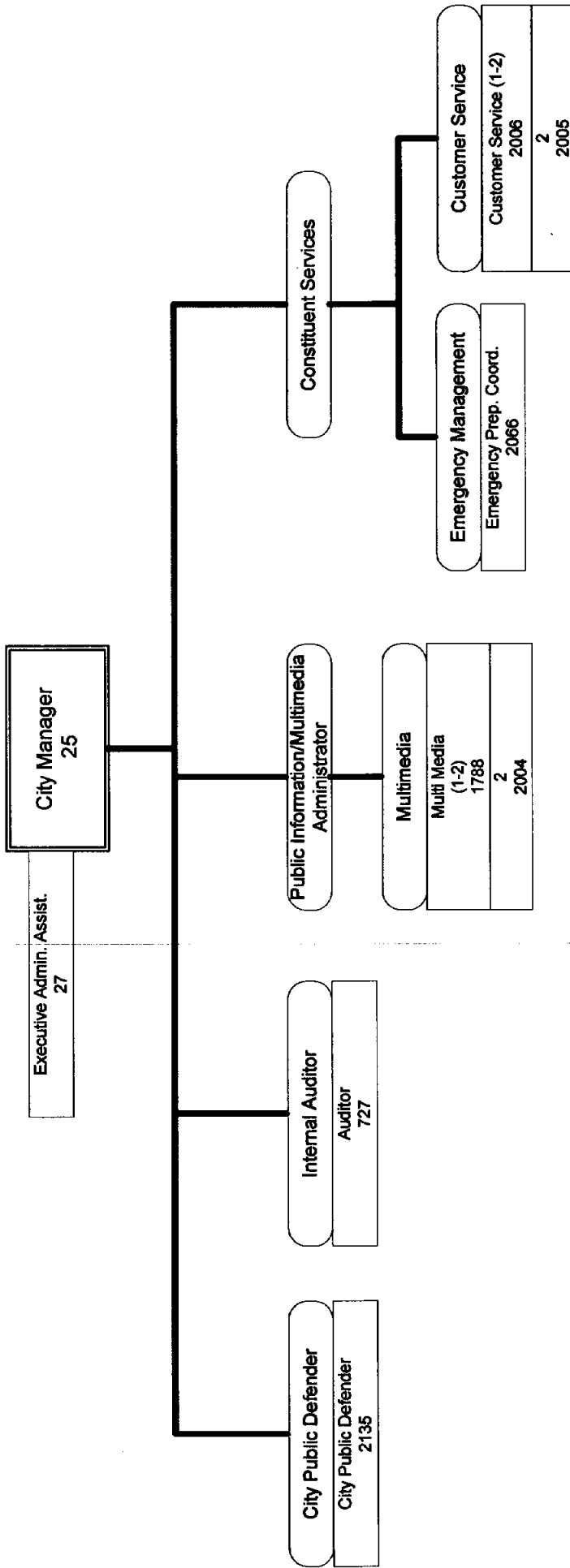
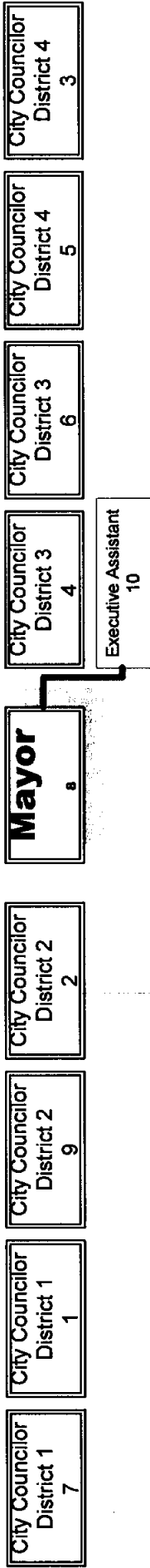


Exhibit "5"





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City Councilor  
District 1

City Councilor  
District 2

City Councilor  
District 2

City Councilor  
District 2

Mayor

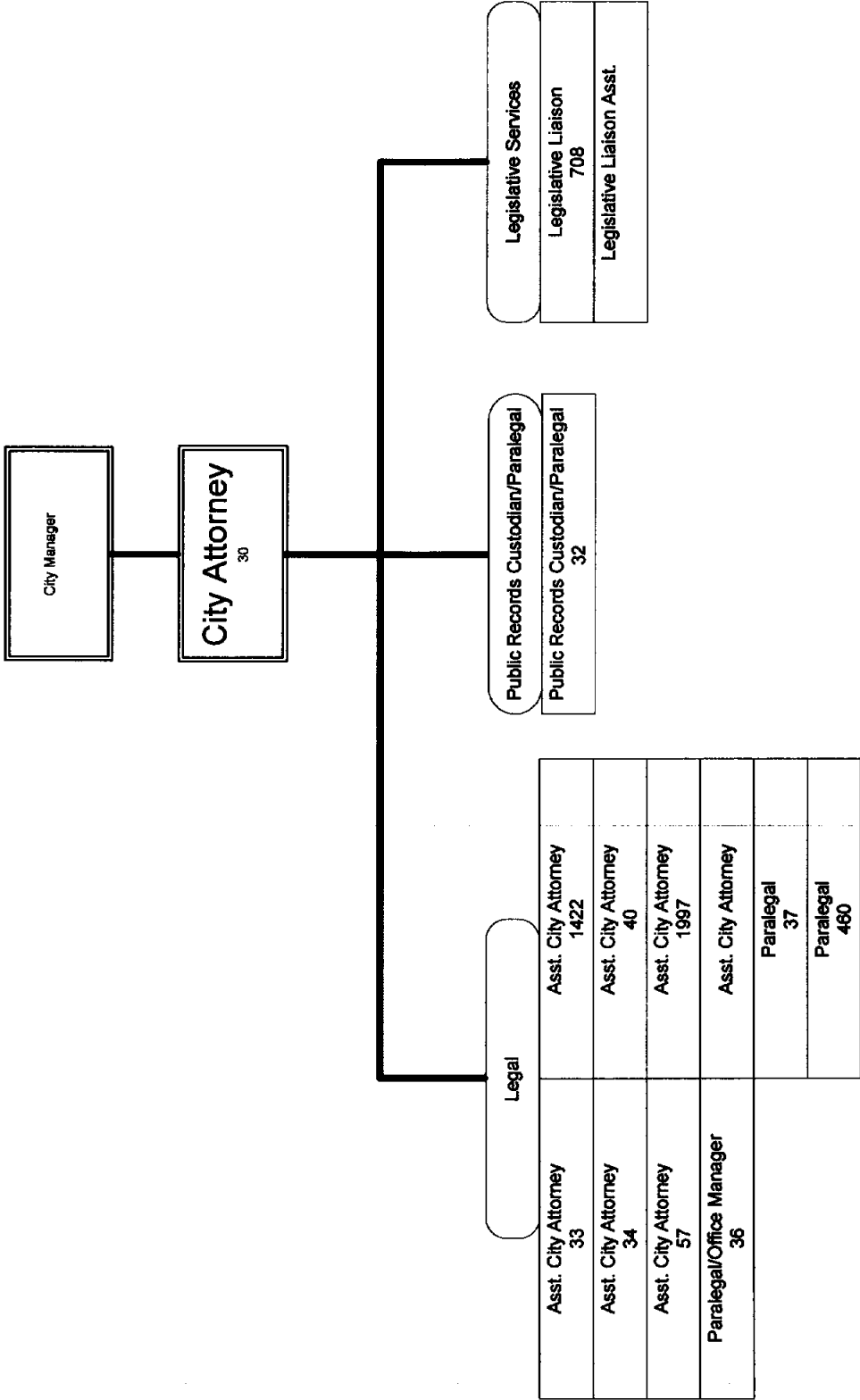
City Councilor  
District 3

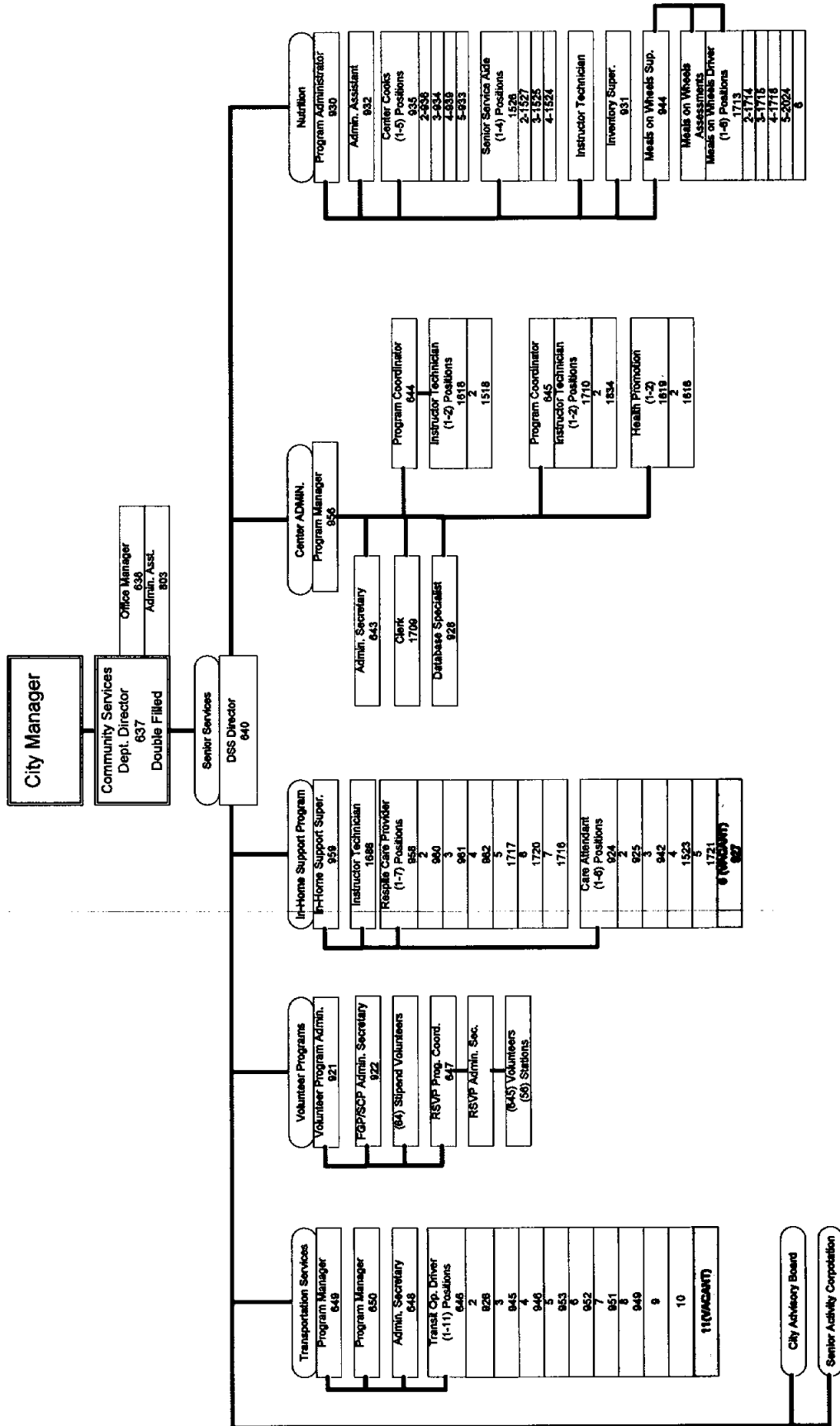
City Councilor  
District 3

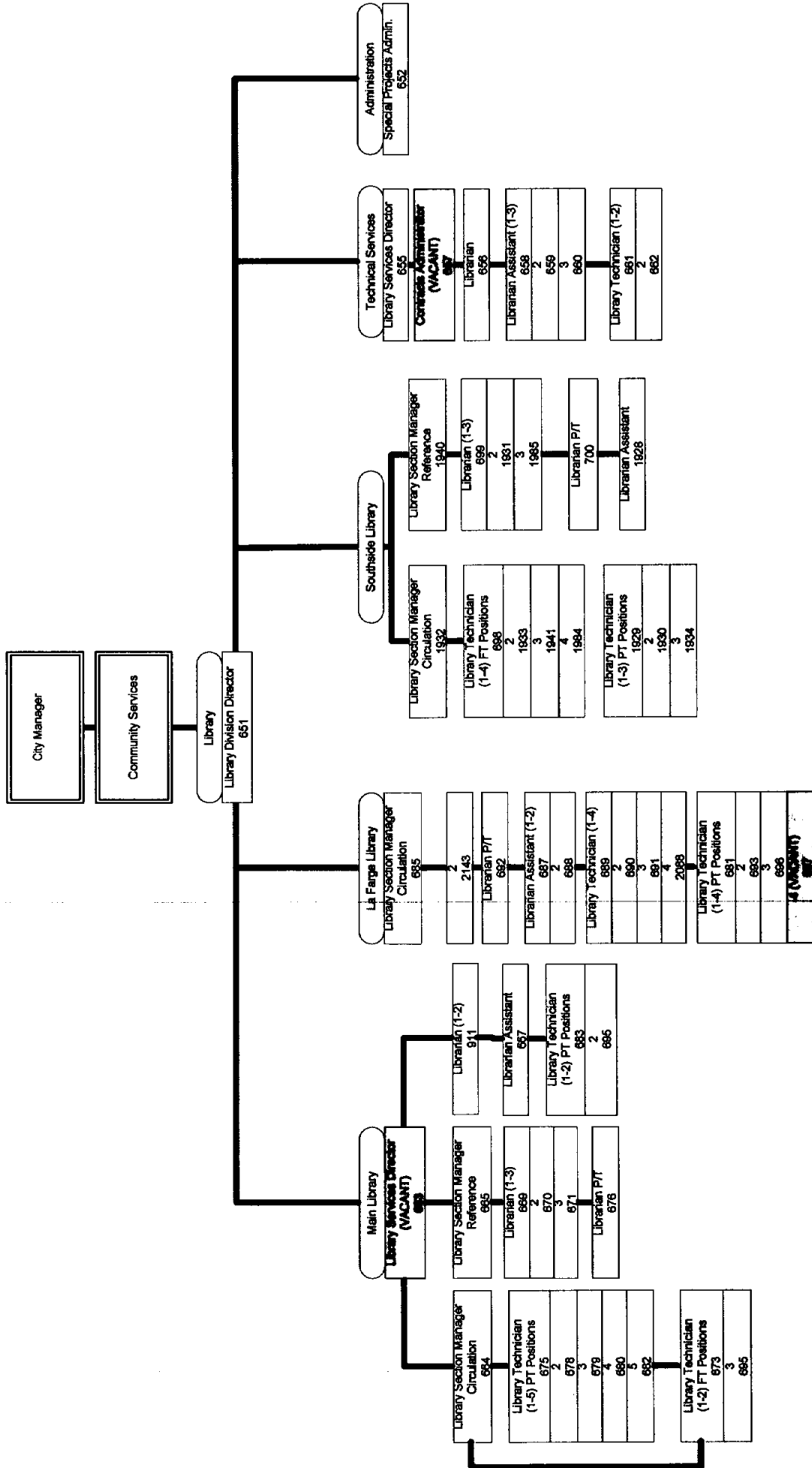
City Councilor  
District 4

City Councilor  
District 4

City Councilor  
District 4





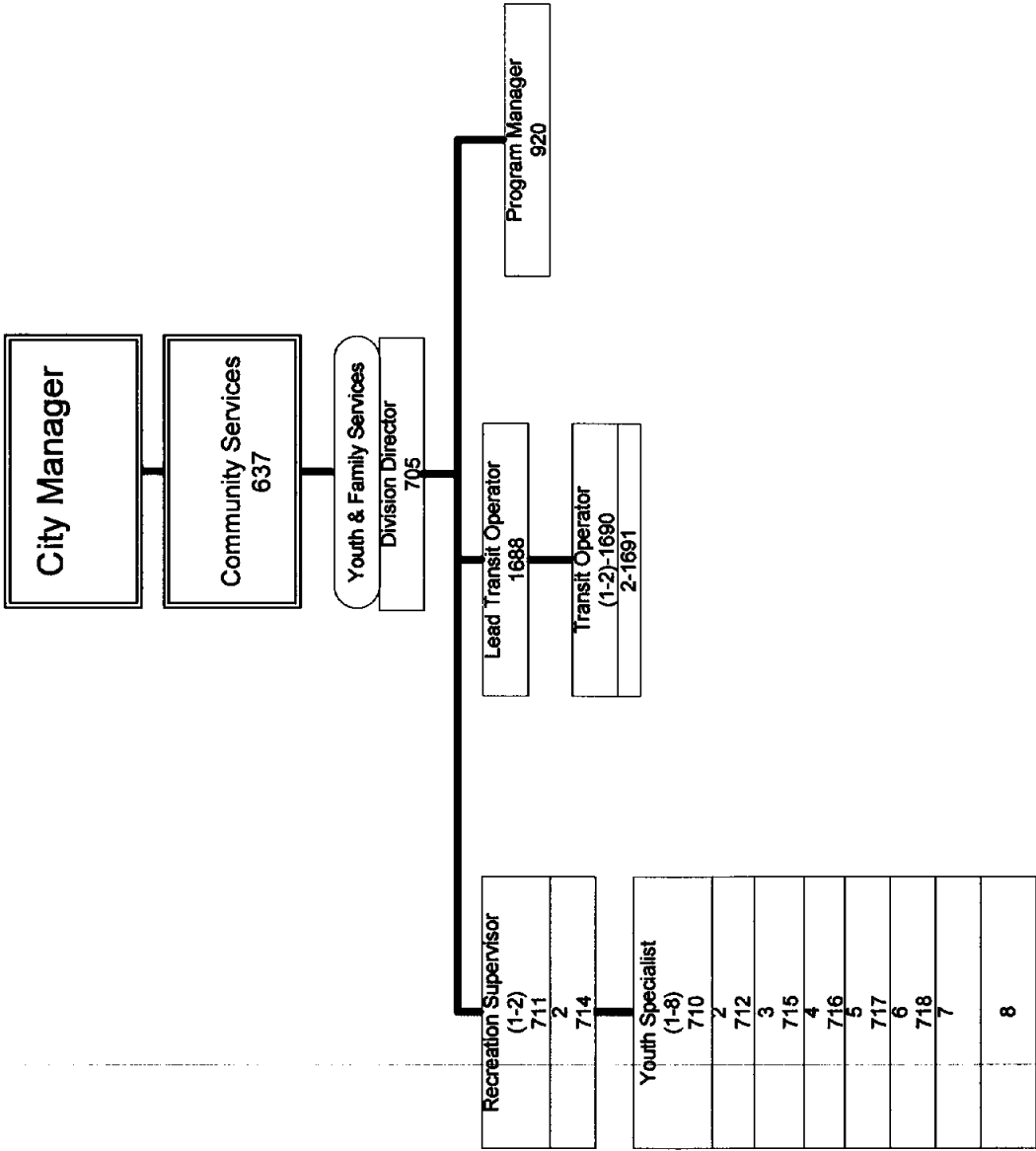


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SYP Supervisor (TMP) 713
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SYP Asst. Supervisor (1-16) 1588
2-1589
3-976
4-979
5-981
6-982
7-984
8-986
9-987
10-988
11-989
12-990
13-991
14-992
15-993
16-994



City Councilor  
District 1

City Councilor  
District 1

City Councilor  
District 2

City Councilor  
District 2

**Mayor**

City Councilor  
District 3

City Councilor  
District 3

City Councilor  
District 4

City Councilor  
District 4

*Judicial  
Branch*

Municipal  
Court Judge  
11

Court Administrator  
14

Deputy Court  
Administrator  
13

Court Admin Assistant  
19

Admin Asst. Confidential  
15

Accountant  
1809

Court Clerk (1-9) 23
2
1886
3
18
4
1579
5
16
6
17
7
21
8
22
9
24

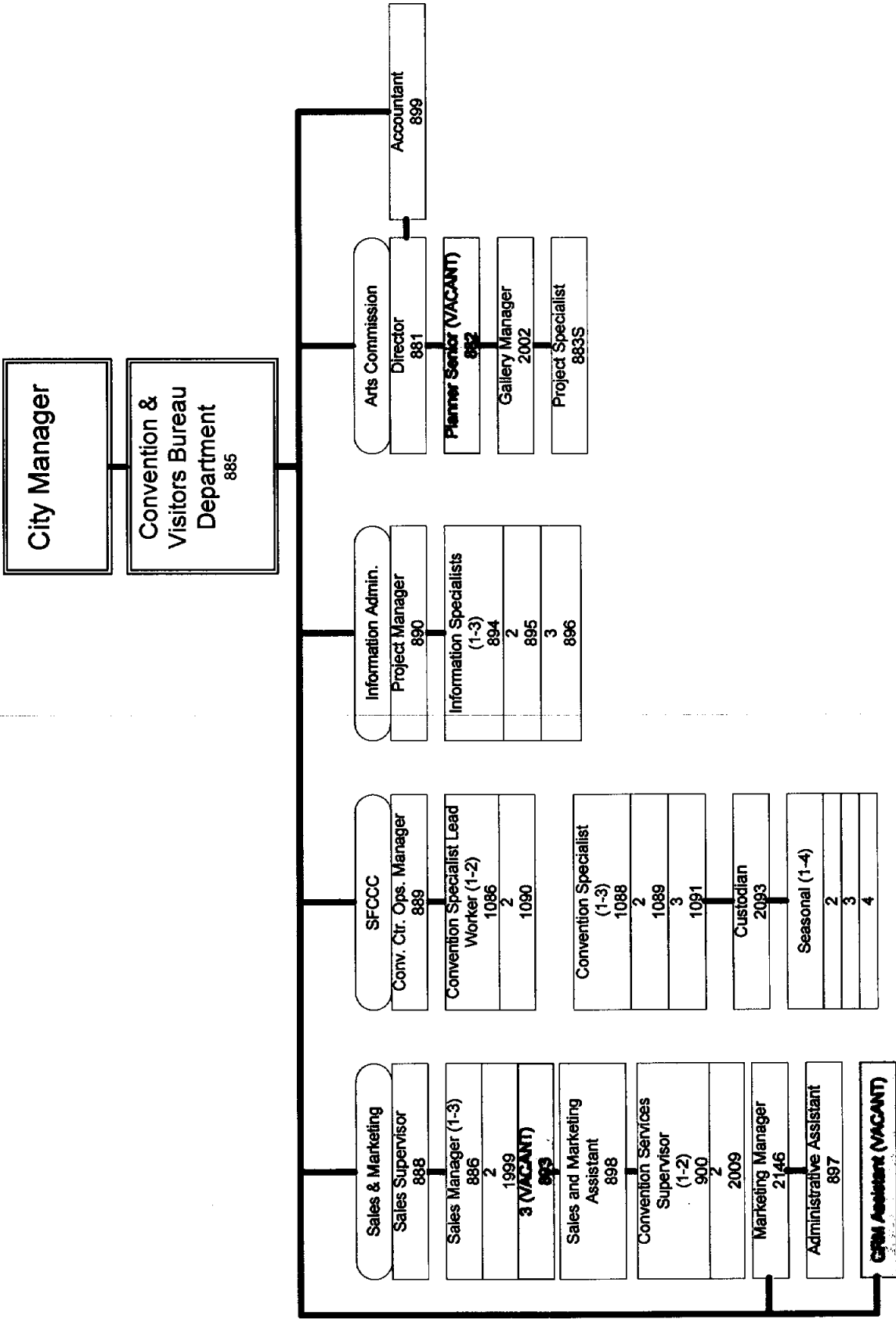
Probation Officer/Drug  
Court Coordinator/DUI  
Coordinator  
1854

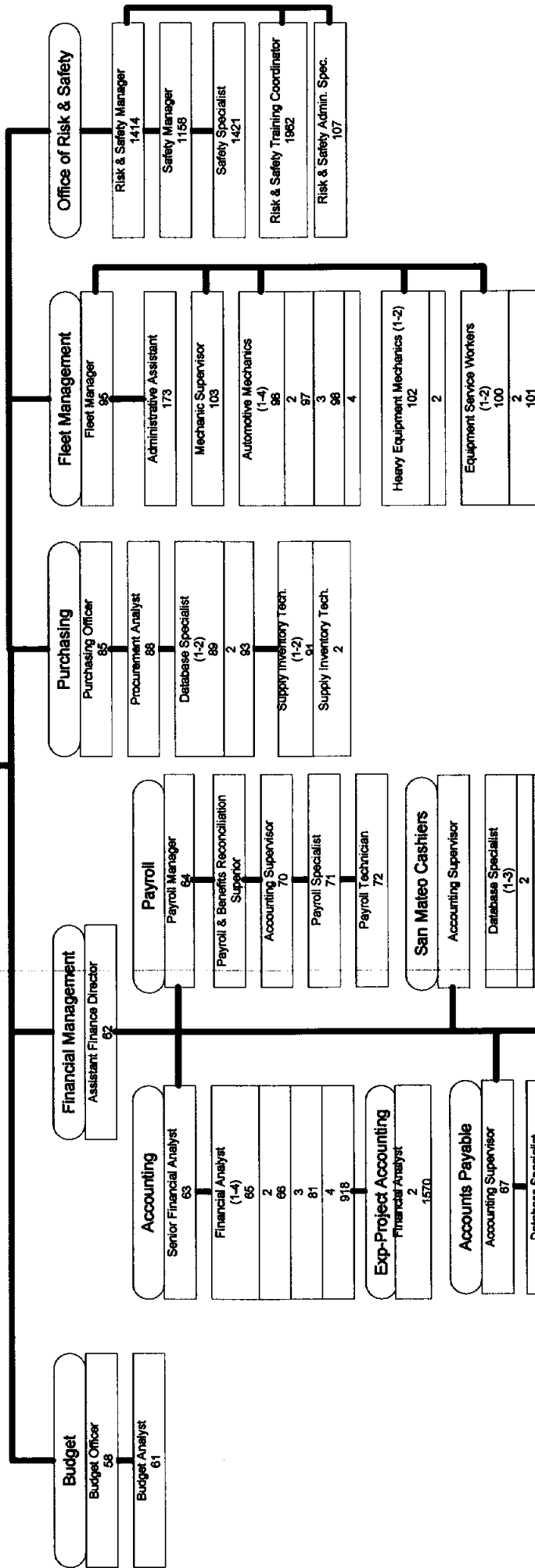
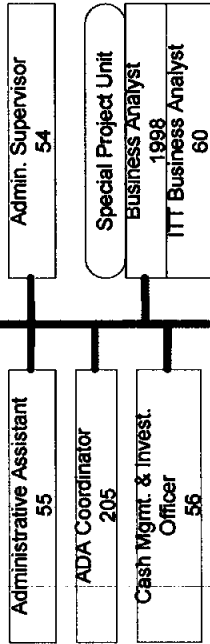
Bailiff/Court Clerk  
1853

Court Records Clerk  
(12), 12A

Court Admin Assistant  
20

Custodian  
180







9 VACANCIES  
172 Positions

Wildland Urban Interface  
Superintendent  
Wildland Urban Interface  
Specialist  
2 Forestry Lead  
(Seasonal)  
8 Forestry Tech  
(Seasonal)  
(12)

Asst. Fire Chief

Office Manager  
IT Specialist

Fire Department  
Fire Chief

Administrative Assistant

Operations  
Assistant Fire Chief

Support Services  
Assistant Fire Chief

Medical Officer

Training Officer  
Admin. Assistant

Training Captain  
Training Captain  
Training Captain  
Training Captain  
(5)

Fire Marshal  
Admin. Assistant

Deputy Fire Marshal  
Fire Inspector  
Fire Inspector  
Fire Inspector (Vacant)  
(5)

Fleet Administrator  
Heavy Equipment Mechanic

Equipment Services Worker  
(1-2)  
(4)

Fire Officer  
(1)

C Shift  
Battalion

Battalion Chief 1

Station 7  
Captain  
Lieutenant  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
(8)

Station 8  
Captain  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner (Vacant)  
Freightliner  
Freightliner  
(7)

Station 10  
Captain  
Freightliner  
(2)

B Shift  
Battalion

Battalion Chief 1

Station 1  
Captain  
Engineer  
Paramedic  
FF/Paramedic  
Paramedic  
Freightliner  
Freightliner  
Freightliner  
(8)

Station 3  
Captain  
Lieutenant  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner (Vacant)  
Shift Engineer  
(11)

Station 10  
Captain  
Freightliner  
(2)

A Shift  
Battalion

Battalion Chief 1

Station 1  
Captain  
Engineer  
Paramedic  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Freightliner (Vacant)  
Freightliner  
(11)

Station 3  
Captain  
Lieutenant  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner (Vacant)  
Freightliner  
Freightliner  
(7)

Station 10  
Captain  
Freightliner  
(2)

B Shift  
Battalion

Battalion Chief 1

Station 1  
Captain  
Engineer  
Paramedic  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Freightliner (Vacant)  
Freightliner  
(11)

Station 3  
Captain  
Lieutenant  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner (Vacant)  
Freightliner  
Freightliner  
(7)

Station 10  
Captain  
Freightliner  
(2)

C Shift  
Battalion

Battalion Chief 1

Station 1  
Captain  
Engineer  
Paramedic  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Freightliner (Vacant)  
Freightliner  
(11)

Station 3  
Captain  
Lieutenant  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner (Vacant)  
Freightliner  
Freightliner  
(7)

Station 10  
Captain  
Freightliner  
(2)

C Shift  
Battalion

Battalion Chief 1

Station 1  
Captain  
Engineer  
Paramedic  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Freightliner (Vacant)  
Freightliner  
(11)

Station 3  
Captain  
Lieutenant  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner (Vacant)  
Freightliner  
Freightliner  
(7)

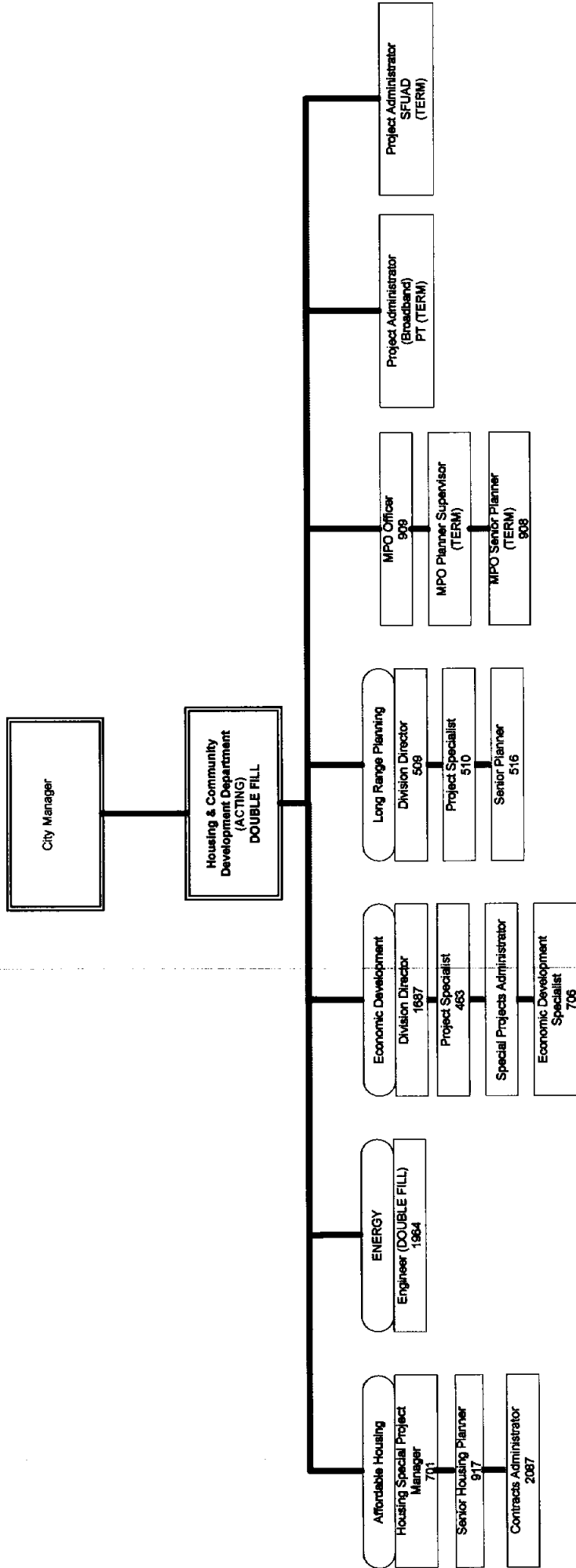
Station 10  
Captain  
Freightliner  
(2)

Station 4  
Captain  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Shift Engineer  
(8)

Station 4  
Captain  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Shift Engineer  
(8)

Station 4  
Captain  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Shift Engineer  
(8)

Station 4  
Captain  
Engineer  
Paramedic  
FF/Paramedic  
Freightliner  
Freightliner  
Shift Engineer  
(8)



City Councilor  
District 4

City Councilor  
District 4

City Councilor  
District 3

City Councilor  
District 3

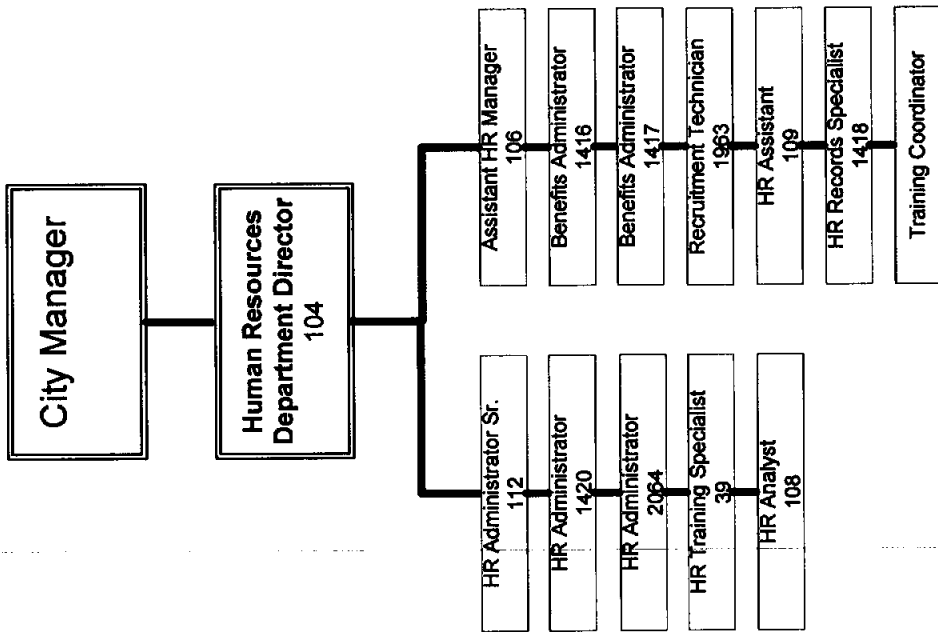
**Mayor**

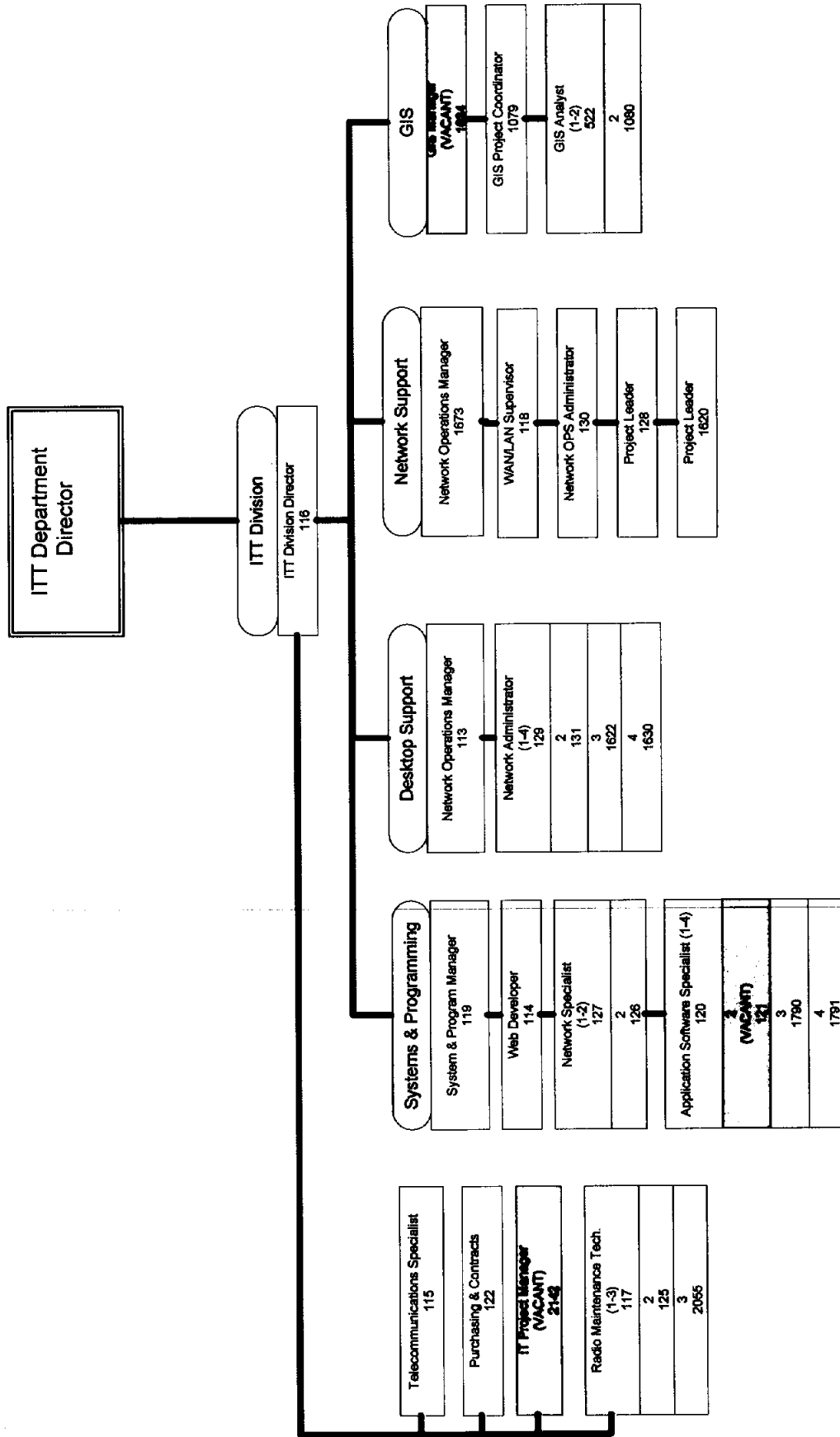
City Councilor  
District 2

City Councilor  
District 2

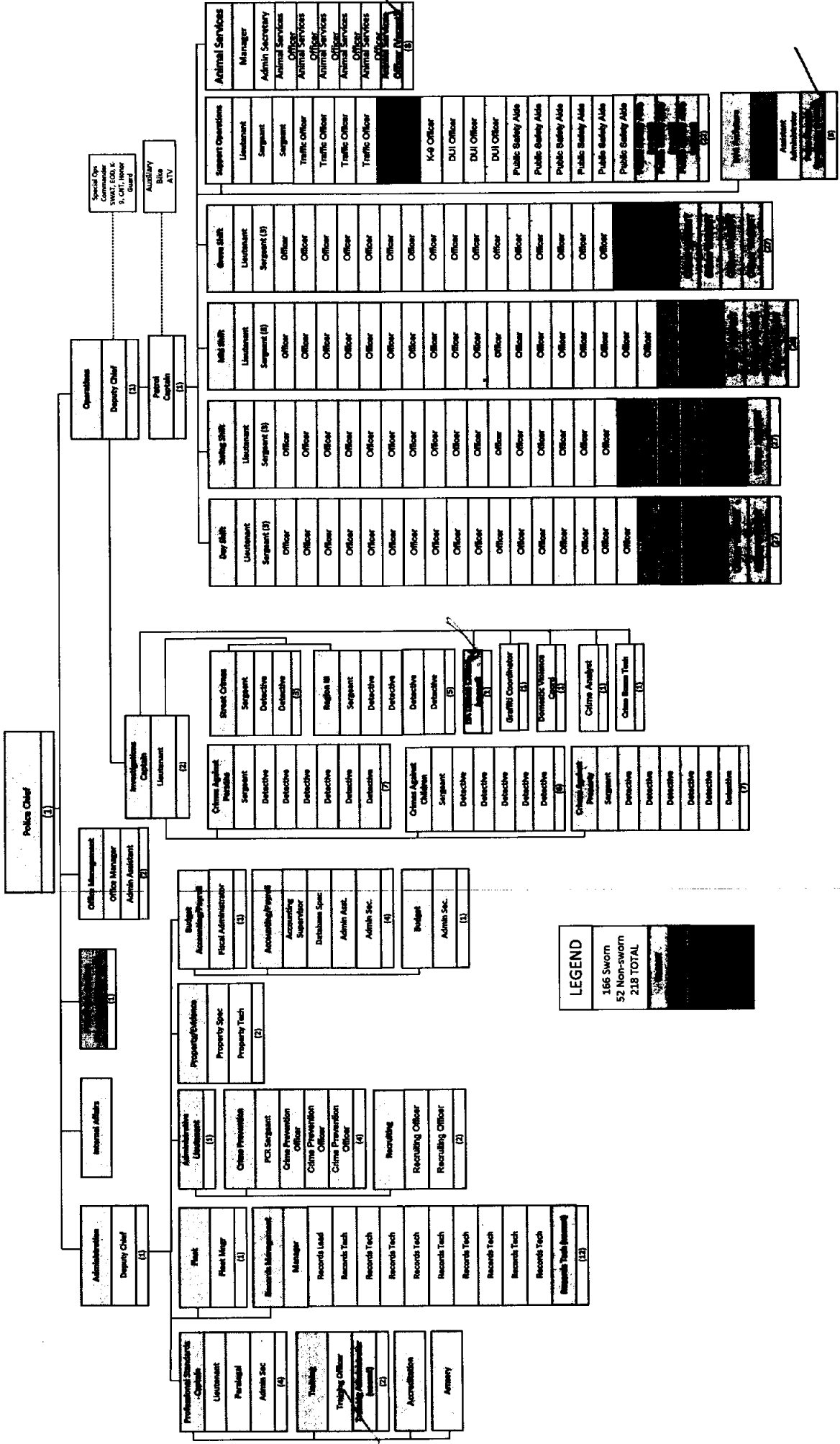
City Councilor  
District 1

City Councilor  
District 1

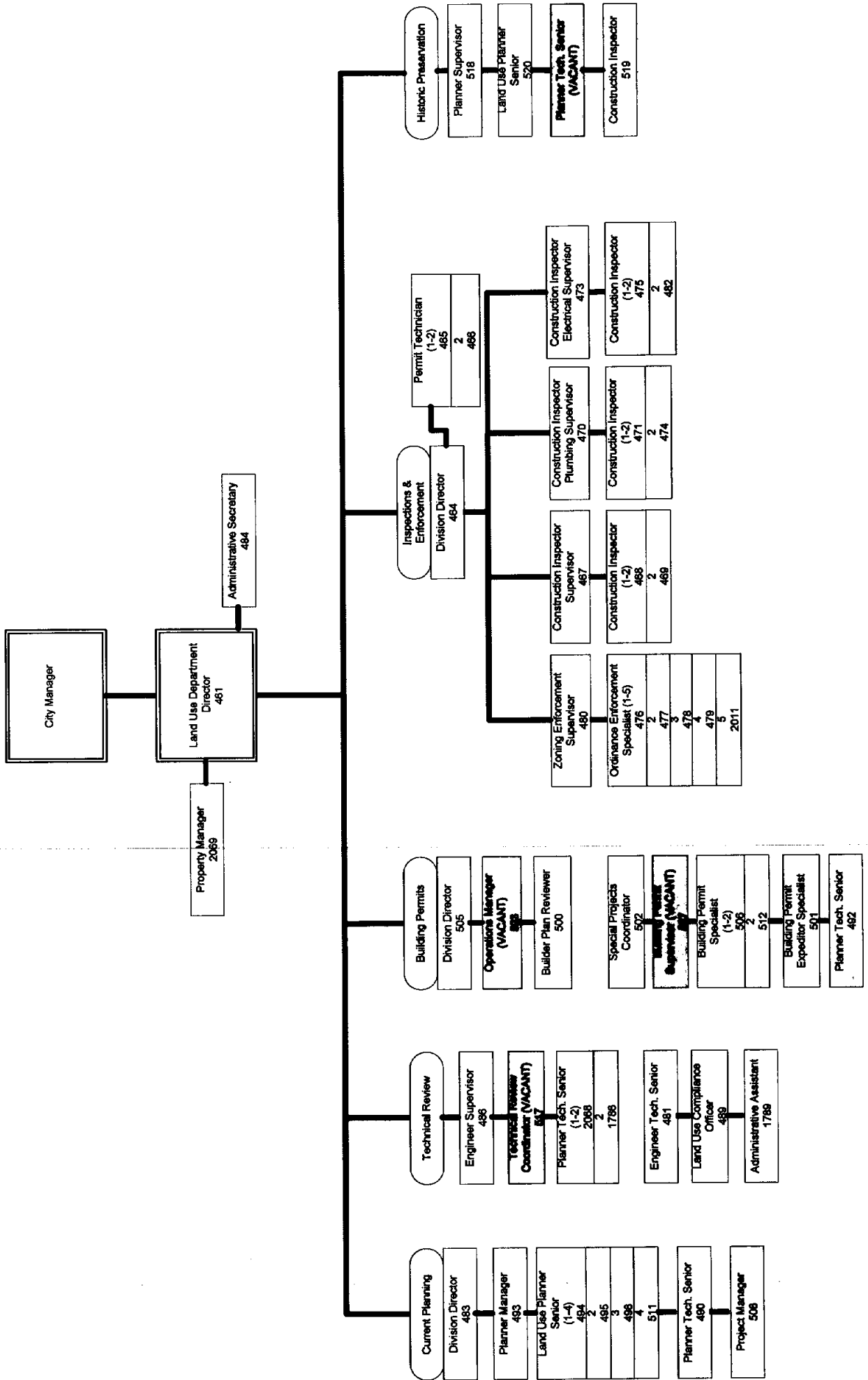


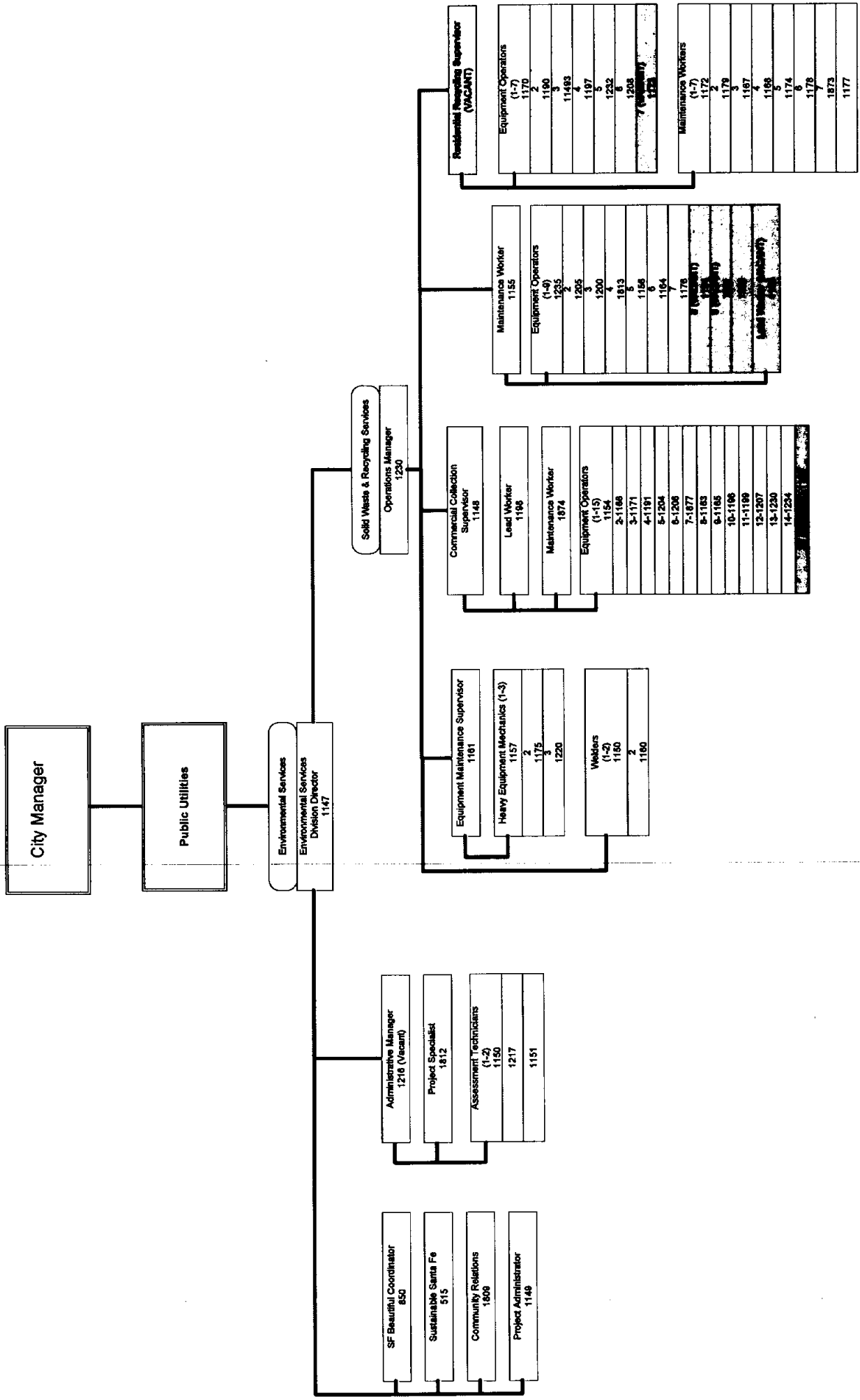


Santa Fe Police Department



LEGEND	
186 Sworn	
52 Non-sworn	
218 TOTAL	

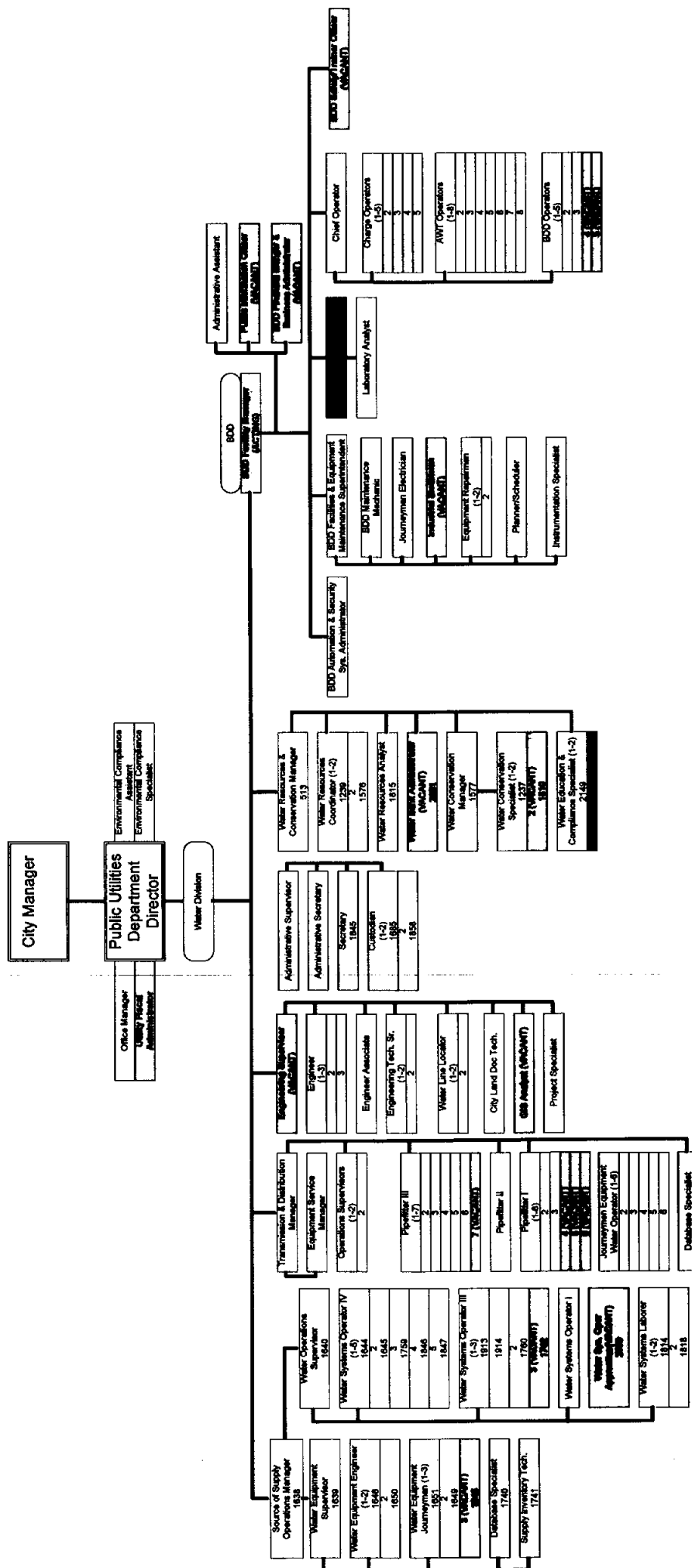


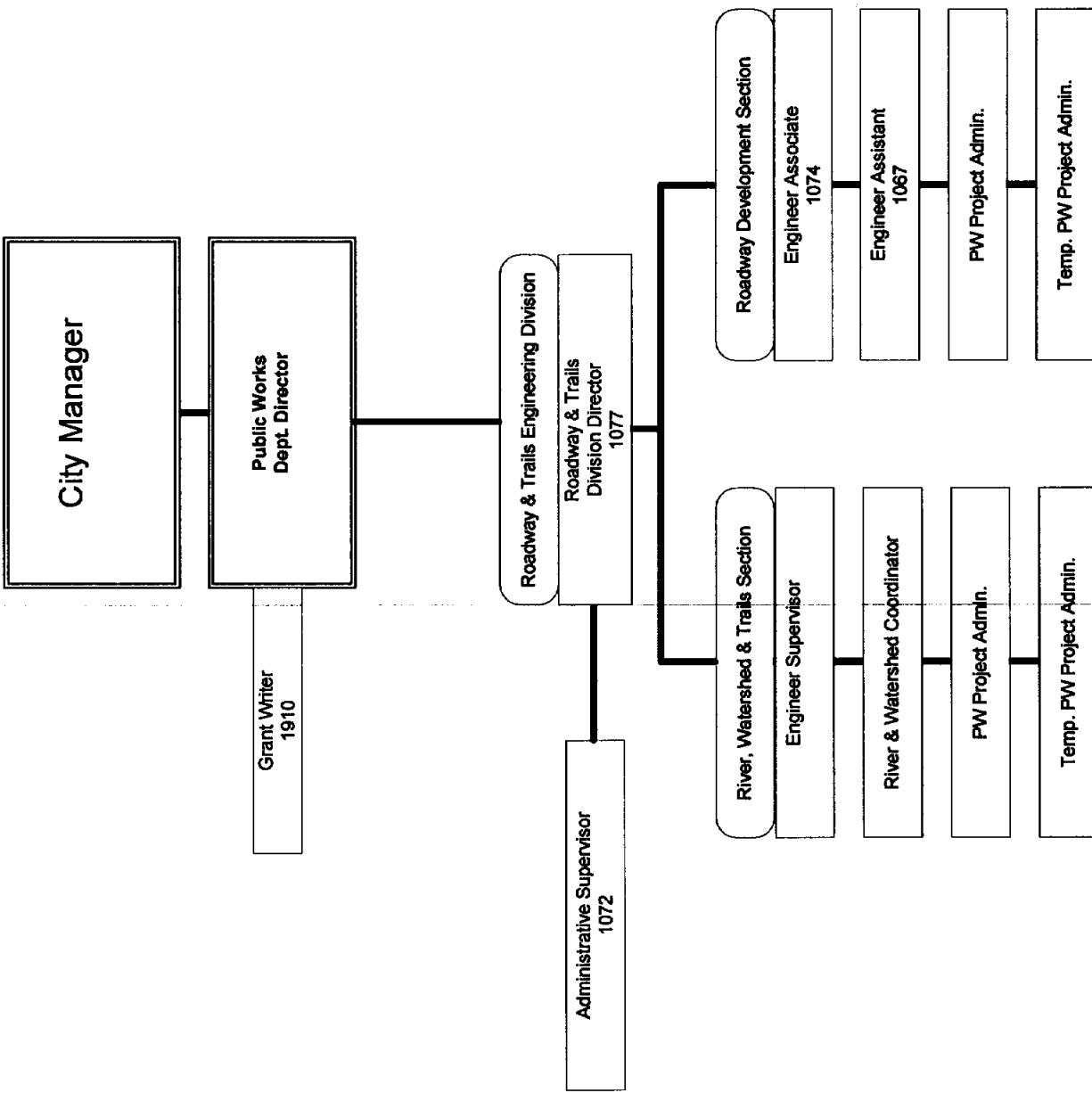


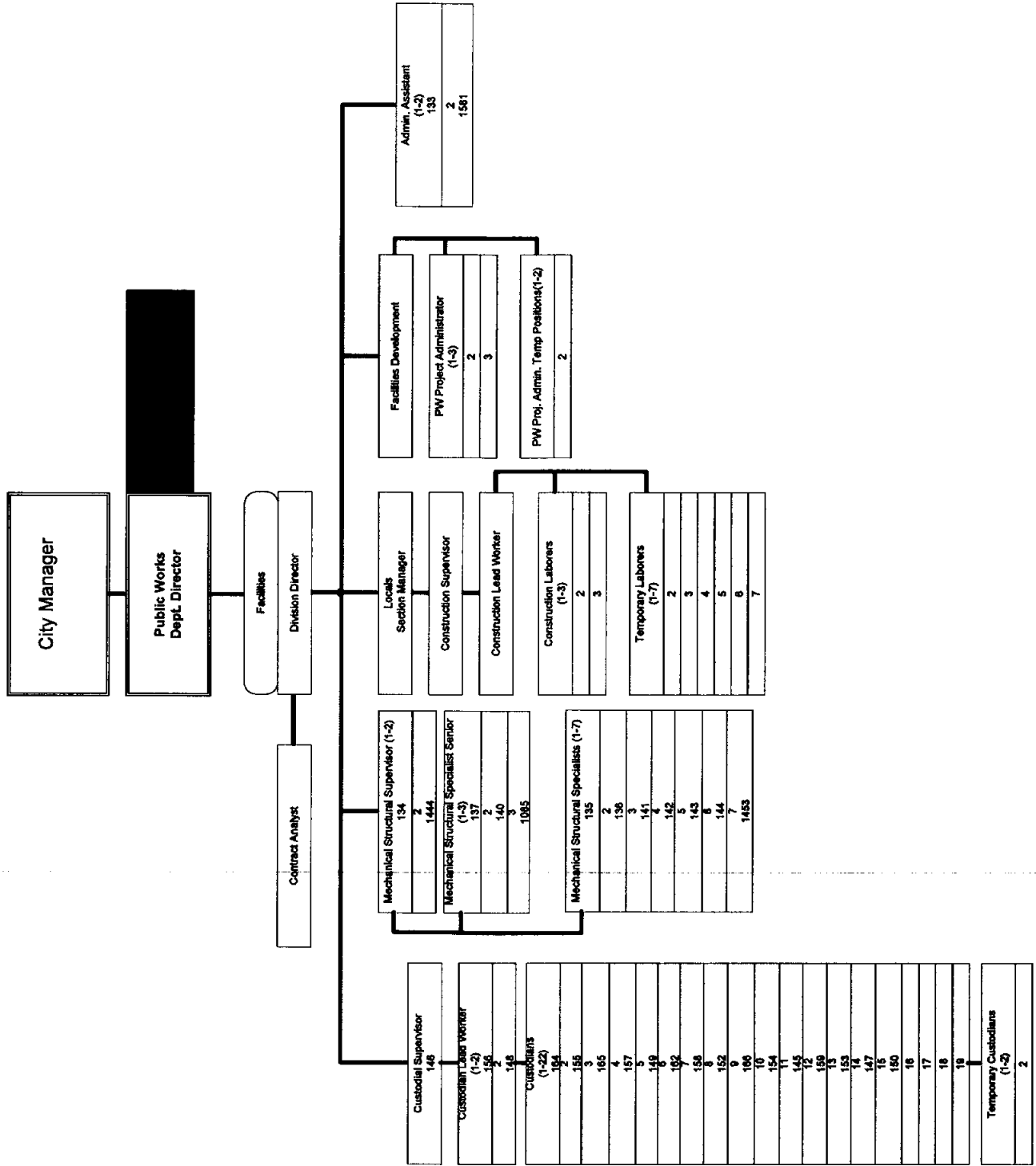


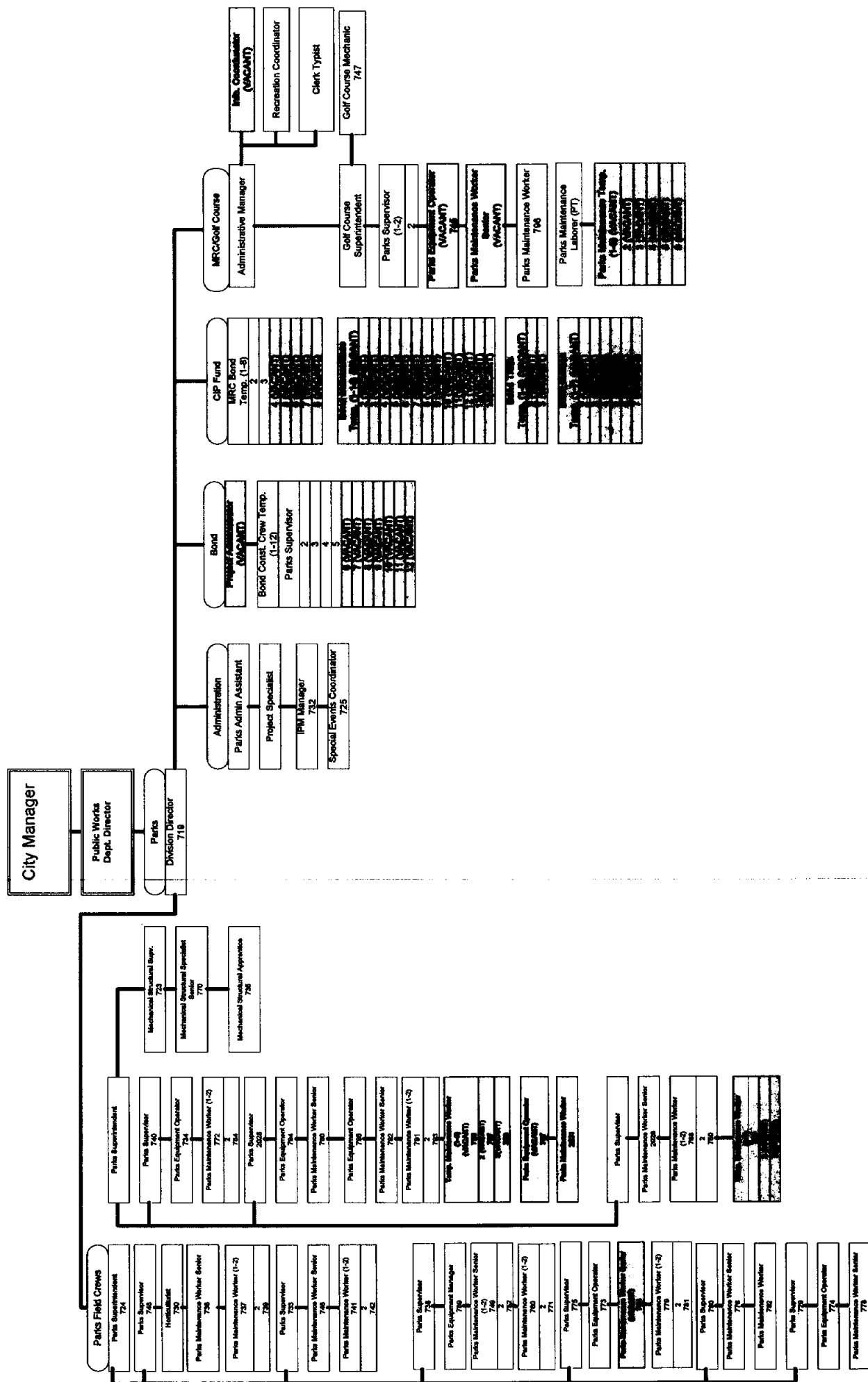


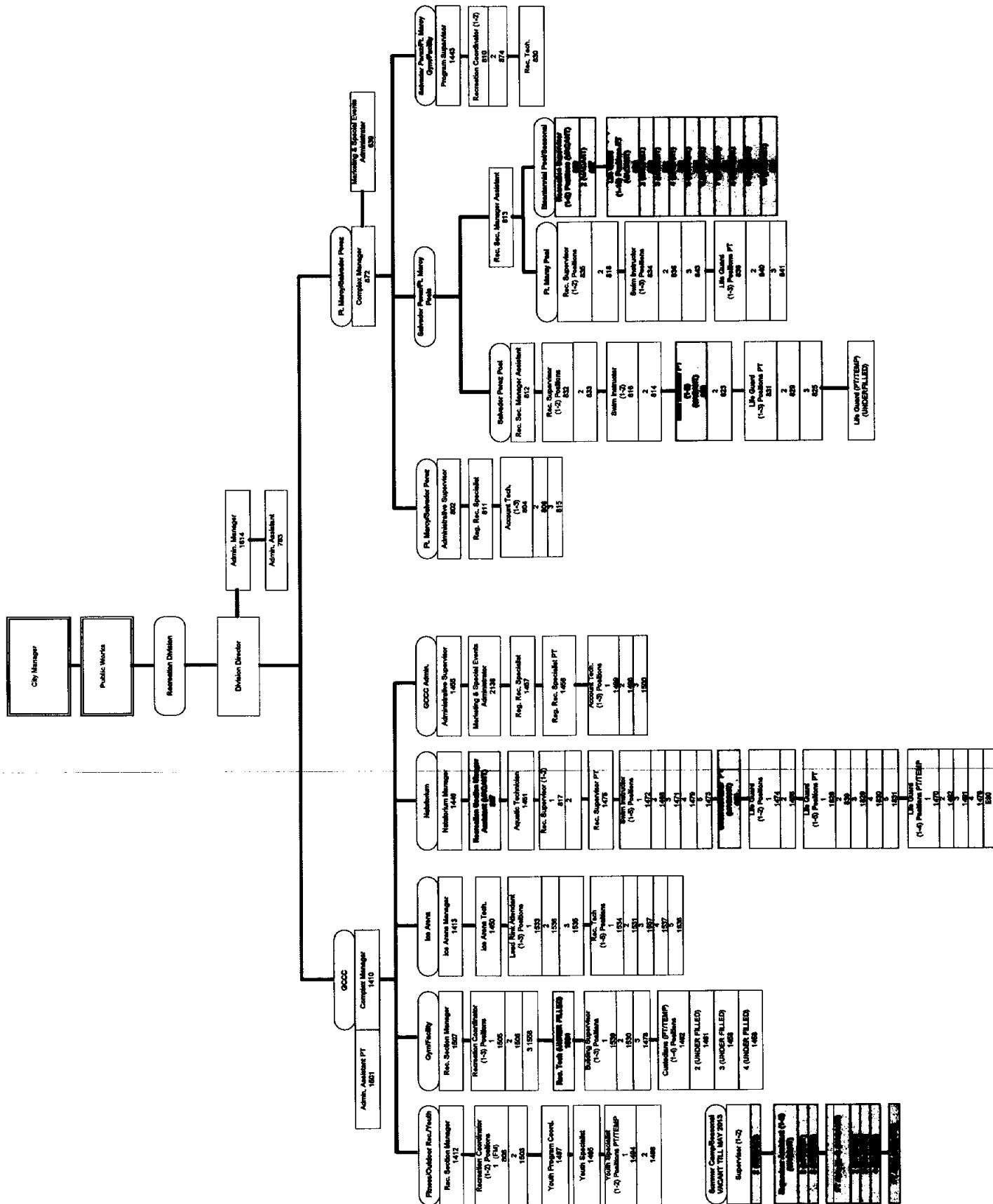


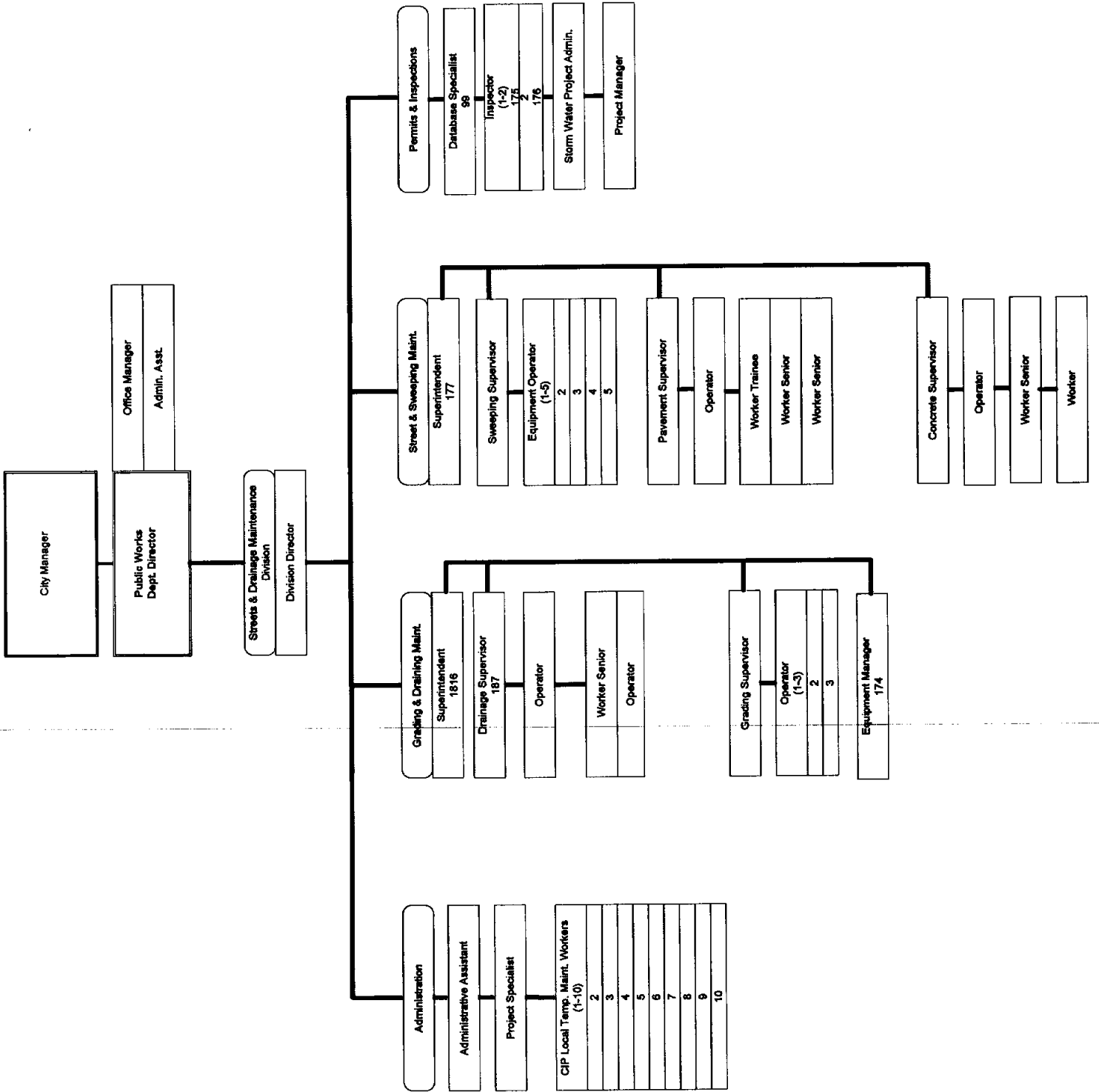


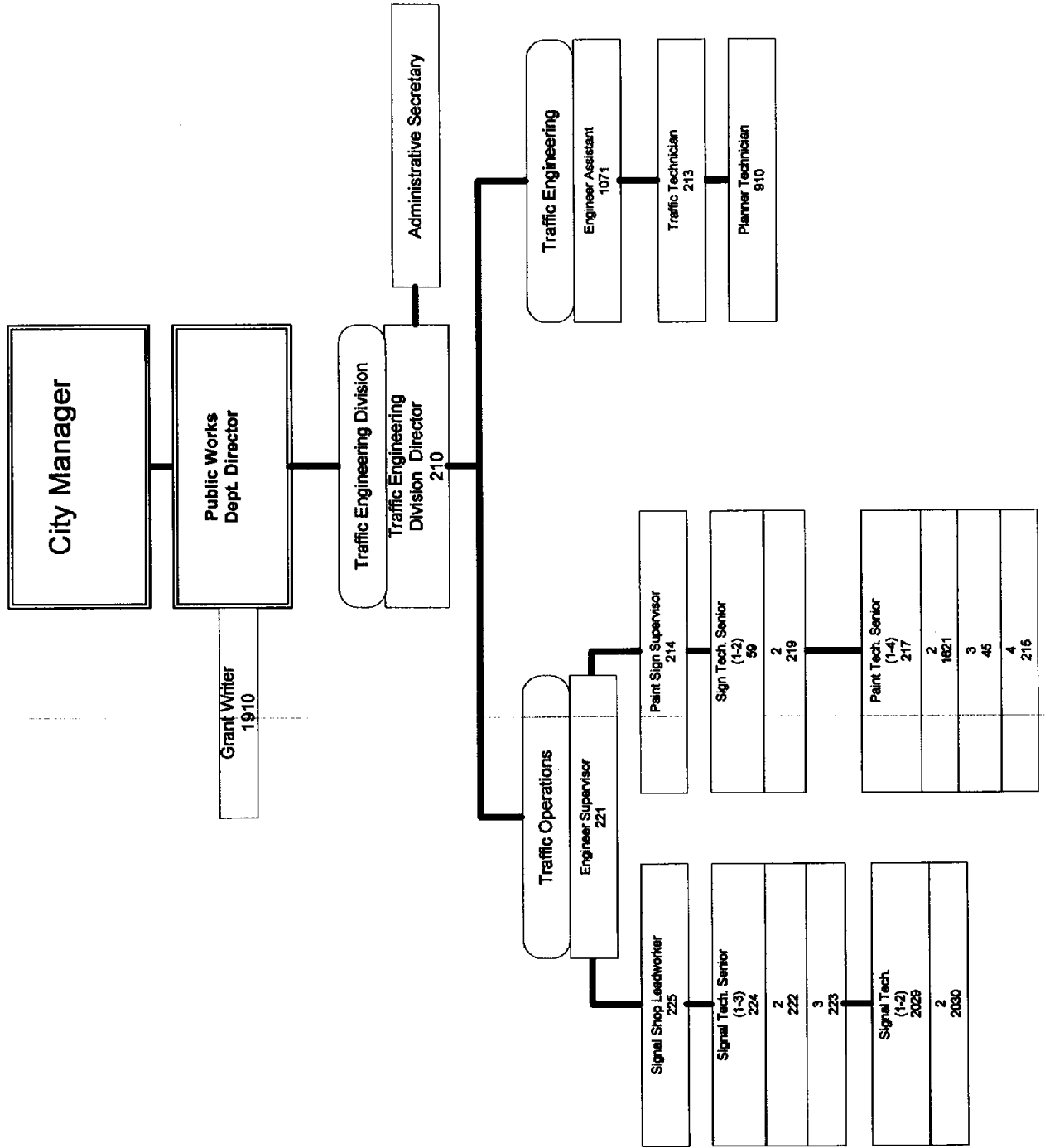




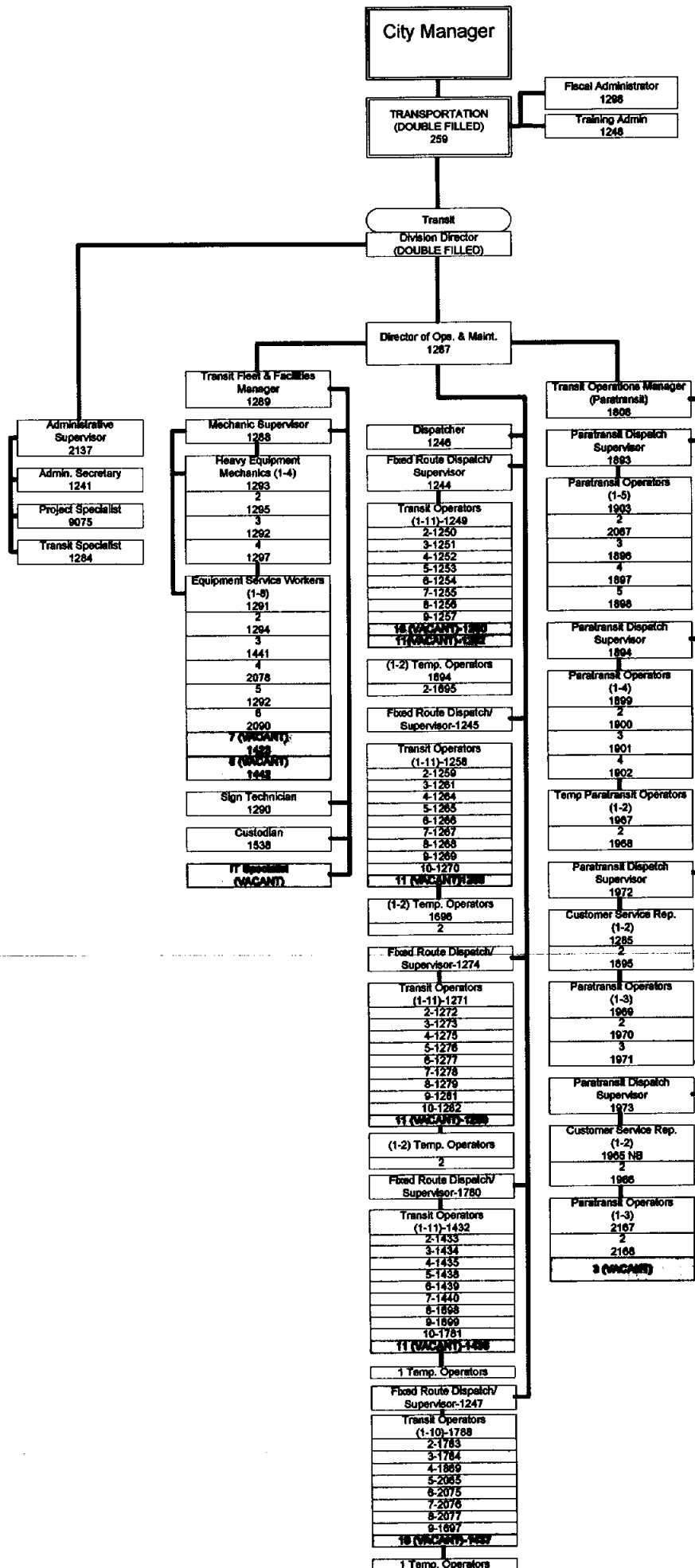












Council-Approved FY 2013/14 City of Santa Fe Organizational Chart

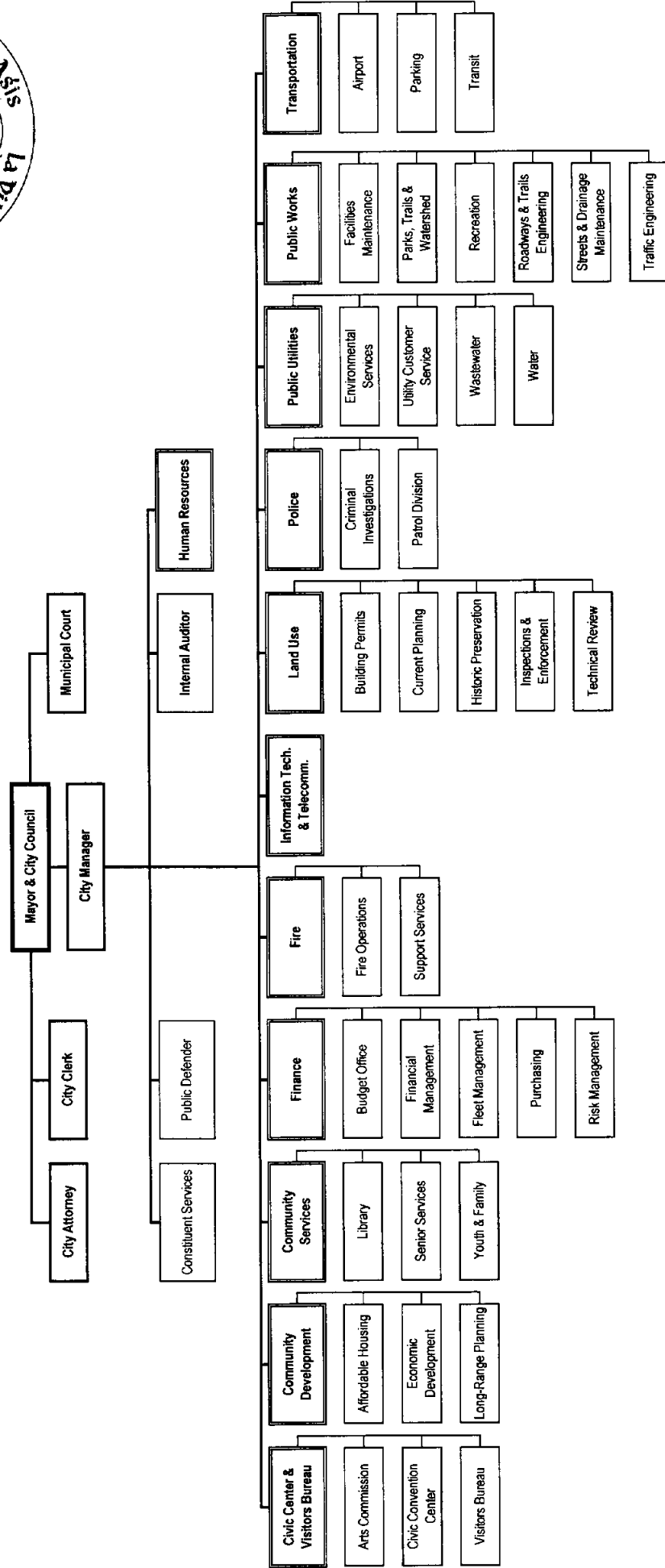


Exhibit "6"

DISTRIBUTED TO:	RESIDENTIAL DOLLARS <sup>(1)</sup>	COMMERCIAL DOLLARS <sup>(1)</sup>	ALLOCATION TO CITY 2013/14 BUDGET <sup>(2)</sup>
<u><b>The State:</b></u> Debt Service	1.3600	1.3600	N/A (State)
<u><b>Santa Fe County:</b></u> Operations Debt Service	5.2190 1.6400	11.8500 1.6400	N/A (SF County) N/A (SF County)
<u><b>Santa Fe School District:</b></u> Operations Capital Improvement Debt Service HB33 School Bldg.	0.1330 2.0000 3.4160 1.5000	0.5000 2.0000 3.4160 1.5000	N/A (School District) N/A (School District) N/A (School District)
<u><b>Other:</b></u> Santa Fe Community College	3.3860	3.9300	N/A (Other)
<u><b>City:</b></u> Operations Public Safety - Police Public Safety - Fire Debt Service 2008 GO Bond Debt Service 2010 GO Bond Debt Service 2013 GO Bond	0.6464 0.2798 0.2798 0.5394 0.2539 0.0827	1.5099 0.6535 0.6535 0.5394 0.2539 0.0827	\$3,161,187 \$1,368,275 \$1,368,275 \$1,277,044 \$601,075 \$195,739
<b>TOTAL</b>	<b>20.7360</b>	<b>29.8889</b>	<b>\$7,971,595</b>

Source (1): Certificate of Property Tax Rates in Mills, State of New Mexico

[http://www.nmdfa.state.nm.us/Certificate\\_of\\_Property\\_Tax.aspx](http://www.nmdfa.state.nm.us/Certificate_of_Property_Tax.aspx)

Source (2): City of Santa Fe Annual Budget

# GROSS RECEIPTS TAX

GROSS RECEIPTS TAX		
DISTRIBUTED TO:	CENTS	ALLOCATION TO CITY 2013/14 BUDGET
The State (1.225 is returned to the city)	4.6250	37,368,000
State increment in lieu of food GRT	0.5000	N/A (included in other listed City categories)
State Capital	0.4275	N/A (SF County)
State Operations	0.2500	N/A (SF County)
State Capital	0.1125	N/A (SF County)
State Operations	0.1250	N/A (SF County)
State Capital	0.1250	N/A (SF County)
State Operations	0.1250	N/A (SF County)
City Capital Improvement Plan	0.5000	15,000,000
General City Operations	0.5000	15,000,000
Mun. G.R.T. (Bus Systems, Quality of Life, Revenue Loss)	0.2500	7,400,000
Mun. G.R.T. Environmental (WW)	0.0625	1,800,000
Mun. G.R.T. Infrastructure:		
Solid Waste	0.0625	1,800,000
Railyard	0.0625	1,800,000
Police	0.0625	1,800,000
Chavez Center	0.0625	1,800,000
Water	0.2500	7,300,000
Mun. Equivalent Distrib		350,000
<b>TOTAL</b>	<b>8.1875</b>	<b>91,418,000</b>

DEPARTMENTAL RESOURCES<sup>1</sup> - FY 2013/14 MIDYEAR BUDGET (as of 12/31/13)

Department / Division	General Fund		Other Funds									
	Dept. GF Revenues <sup>2</sup>	Net General Fund Subsidy <sup>3</sup>	Fees/Charges/Interest/Misc. <sup>4</sup>	Intergovmtl. Grants/Loans	½% CIP GRT Fund	Other GRT <sup>5</sup>	Lodgers' Tax <sup>6</sup>	Property Tax <sup>7</sup>	Quality of Life/ Recreation <sup>8</sup>	Net Use of Avail. Cash <sup>9</sup>	Total Dept. Resources <sup>10</sup>	Total GRT Allocation <sup>11</sup>
Civic Center & Visitors Bureau	80,000	-	579,155	6,167	-	-	7,402,515	-	66,250	966,223	9,020,310	1,562,492
Community Development	-	1,422,742	2,473,296	2,958,997	82,680	370,000	-	-	-	467,855	7,775,570	-
Community Services:												
Administration	-	391,558	-	-	-	-	-	-	-	-	391,558	305,436
Library	6,500	2,493,835	2,441	30,668	975,832	-	-	-	-	-	3,543,958	2,921,152
Senior Services	-	2,224,573	88,072	1,519,811	-	-	-	-	41,182	15,647	3,848,103	1,735,282
Youth & Family	-	697,061	11,866	197,000	-	1,887,000	-	-	658,486	23,064	3,474,277	2,430,744
Total Community Services	6,500	5,807,027	102,179	1,747,479	975,832	1,887,000	-	-	699,668	38,711	11,257,896	7,392,614
Finance	1,000	3,870,630	6,061,312	-	-	-	-	-	-	381,191	10,313,133	3,019,292
Fire	2,400,500	11,686,653	253,680	939,434	-	-	-	1,368,275	-	-	14,248,042	9,116,194
General Government	400,867	4,949,868	439,460	228,820	-	-	-	-	-	105,257	5,723,405	3,861,153
Human Resources	-	765,855	19,619,515	-	-	-	-	-	-	1,383,435	21,768,805	597,407
Information Tech. & Telecomm.	-	3,442,114	-	-	1,014,643	-	-	-	-	-	4,456,757	3,699,670
Land Use	2,717,604	1,395,194	374	26,390	-	-	-	-	-	3,369	1,425,327	1,088,324
Police	216,055	20,630,127	1,356,135	341,455	-	1,910,851	-	1,368,275	-	434,138	26,040,981	18,003,418
Public Utilities:												
Administration	-	-	734,182	-	-	-	-	-	-	-	734,182	-
Environmental Services	-	105,452	10,753,473	70,000	-	1,800,000	-	-	-	1,614,808	14,343,733	1,882,258
Utility Customer Service	-	-	4,375,193	-	-	-	-	-	-	868,051	5,243,244	-
Wastewater	-	-	11,481,839	-	-	1,800,000	-	-	-	-	13,281,839	1,800,000
Water	-	-	37,991,899	990,332	-	7,300,000	-	-	-	699,851	46,982,082	7,300,000
Total Public Utilities	-	105,452	65,336,586	1,060,332	-	10,900,000	-	-	-	3,182,770	80,585,080	10,982,258
Public Works:												
Administration	-	30,286	720,636	-	510,787	1,072,129	-	-	12,000	1,150,199	3,496,037	1,606,541
Facilities Division	401,220	2,039,889	-	-	624,610	-	-	-	-	-	2,664,499	2,215,829
Parks, Trails & Watershed	84,000	5,756,112	1,155,014	3,401	1,406,201	147,740	-	-	72,000	1,618,106	10,158,574	6,044,006
Recreation	583,100	1,624,717	1,988,845	-	558,567	1,795,647	-	-	43,822	-	6,011,598	3,621,577
Roadways & Trails Engineering	166,000	262,812	-	-	511,468	-	-	-	-	-	511,468	511,468
Streets & Drainage	-	-	2,982,347	-	-	-	-	-	-	1,219,472	4,464,631	205,007
Traffic Engineering	52,500	2,507,744	-	-	216,390	-	-	-	-	-	2,724,134	2,172,560
Total Public Works	1,286,820	12,221,560	6,846,842	3,401	3,828,023	3,015,516	-	-	127,822	3,987,777	30,030,941	16,376,989
Transportation:												
Airport	-	-	1,233,000	2,822,632	-	-	-	-	-	425,135	4,480,767	-
Parking	-	-	5,058,817	-	-	-	-	-	-	216,213	5,275,030	-
Transit	-	-	1,709,022	4,451,601	-	5,443,734	-	-	-	335,140	11,939,497	5,443,734
Total Transportation	-	-	8,000,839	7,274,233	-	5,443,734	-	-	-	976,488	21,695,294	5,443,734
Non-Departmental GRT <sup>12</sup>	-	-	-	-	9,098,822	1,175,633	-	-	-	-	-	10,274,455
<b>GRAND TOTAL</b>	<b>7,109,346</b>	<b>66,297,222</b>	<b>111,089,373</b>	<b>14,586,708</b>	<b>15,000,000</b>	<b>24,702,734</b>	<b>7,402,515</b>	<b>2,736,550</b>	<b>893,740</b>	<b>11,927,154</b>	<b>244,341,541</b>	<b>91,418,000</b>

<sup>1</sup>Departmental operating (non-CIP) revenues, grants, tax allocations and other resources, including use of cash

<sup>2</sup>Department/Division-generated General Fund revenues (principally attributable to Department/Division)

<sup>3</sup>Dept./Div. General Fund expenditures plus transfers from General Fund, less revenues in previous column

<sup>4</sup>All other Dept./Div. revenues, including fees, reimbursements, interest, misc. (Human Resources and Risk Management include employee benefits and other insurance premiums assessed to all City departments)

<sup>5</sup>Includes all GRT revenues budgeted elsewhere than the General Fund or ½% GRT Fund - excludes \$1.25 million transferred/reallocated from the Municipal GRT Fund (2116) to the General Fund (see footnote #10)

<sup>6</sup>Includes dedicated Visitors' Bureau, Civic Convention Center & Arts funding from Lodgers' Tax

<sup>7</sup>Excludes General Fund Property Tax, which is included in overall General Fund revenues/departments subsidies;

also excludes Property Tax dedicated to General Obligation Bond debt service for non-Departmental CIP projects

<sup>8</sup>Includes all Departmental allocations from the multi-departmental Quality of Life (2505) and Recreation (2705) Funds

<sup>9</sup>Total Dept./Div. net expenditures in excess of sources in previous columns (areas where net rev. > exp. not shown)

<sup>10</sup>Adjusted total resources; because it includes calculated figures e.g. net GF, column does NOT tie directly to system

<sup>11</sup>Includes transfer/reallocation of \$1,254,268 in GRT revenue to General Fund from Municipal GRT Fund (2116)

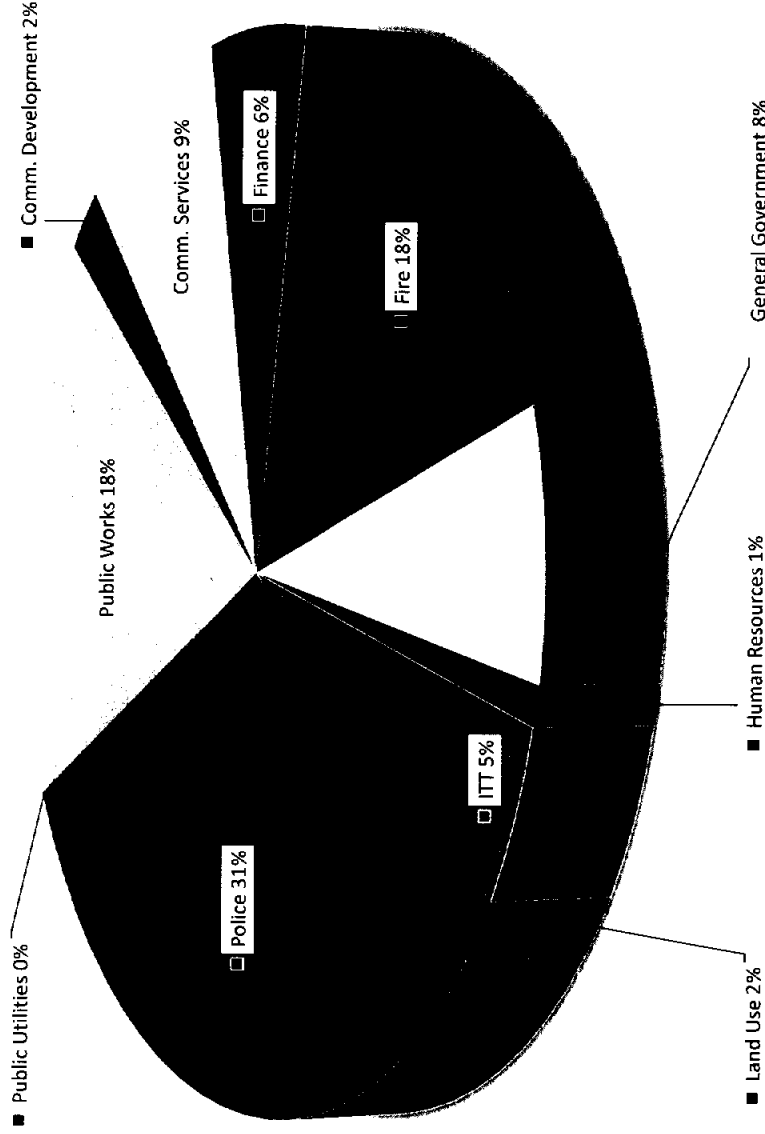
<sup>12</sup>Includes all non-Departmental GRT uses including debt service and CIP project administration; excludes Buckman

Direct Diversion (BDD) operations and the Santa Fe Solid Waste Management Agency (SFSWMA)

GF GRT DISTRIBUTION BY DEPT/DIV - FY 2013/14 MIDYEAR BUDGET

Department / Division	General Fund Dept. Share of GF GRT	Other Funds		Total GRT Allocation
		1/2% CIP GRT Fund	Other GRT	
Civic Ctr./Visitors Bureau	-	82,680	370,000	1,562,492
Community Development	1,109,812	-	-	-
Community Services:	305,436	-	-	305,436
Administration/Youth Comm.	1,945,320	975,832	-	2,921,152
Library	1,735,282	-	-	1,735,282
Senior Services	543,744	-	1,887,000	2,430,744
Youth & Family	4,528,782	975,832	1,887,000	7,392,614
Total Community Services	3,019,292	-	-	3,019,292
Finance	9,116,194	-	-	9,116,194
Fire	3,861,153	-	-	3,861,153
General Government	597,407	-	-	597,407
Human Resources	2,685,027	1,014,643	-	3,699,670
Information Tech. & Telecomm.	1,088,324	-	-	1,088,324
Land Use	16,092,587	-	1,910,851	18,003,418
Police	-	-	-	-
Public Utilities:	-	-	-	-
Administration	82,258	-	1,800,000	1,882,258
Environmental Services	-	-	-	-
Utility Customer Service	-	-	-	-
Wastewater	-	-	1,800,000	1,800,000
Water	-	-	7,300,000	7,300,000
Total Public Utilities	82,258	-	10,900,000	10,982,258
Public Works:	-	-	-	-
Administration	23,625	510,787	1,072,129	1,606,541
Facilities	1,591,219	624,610	-	2,215,829
Parks, Trails & Watershed	4,490,065	1,406,201	147,740	6,044,006
Recreation	1,267,363	558,567	1,795,647	3,621,577
Roadways & Trails Engineering	-	511,468	-	511,468
Streets & Drainage	205,007	-	-	205,007
Traffic Engineering	1,956,170	216,390	-	2,172,560
Total Public Works	9,533,450	3,828,023	3,015,516	16,376,989
Transportation:	-	-	-	-
Airport	-	-	-	-
Parking	-	-	-	-
Transit	-	-	5,443,734	5,443,734
Total Transportation	-	-	5,443,734	5,443,734
Non-Departmental GRT <sup>11</sup>	-	9,098,822	1,175,633	10,274,455
<b>GRAND TOTAL</b>	<b>51,715,266</b>	<b>15,000,000</b>	<b>24,702,734</b>	<b>91,418,000</b>

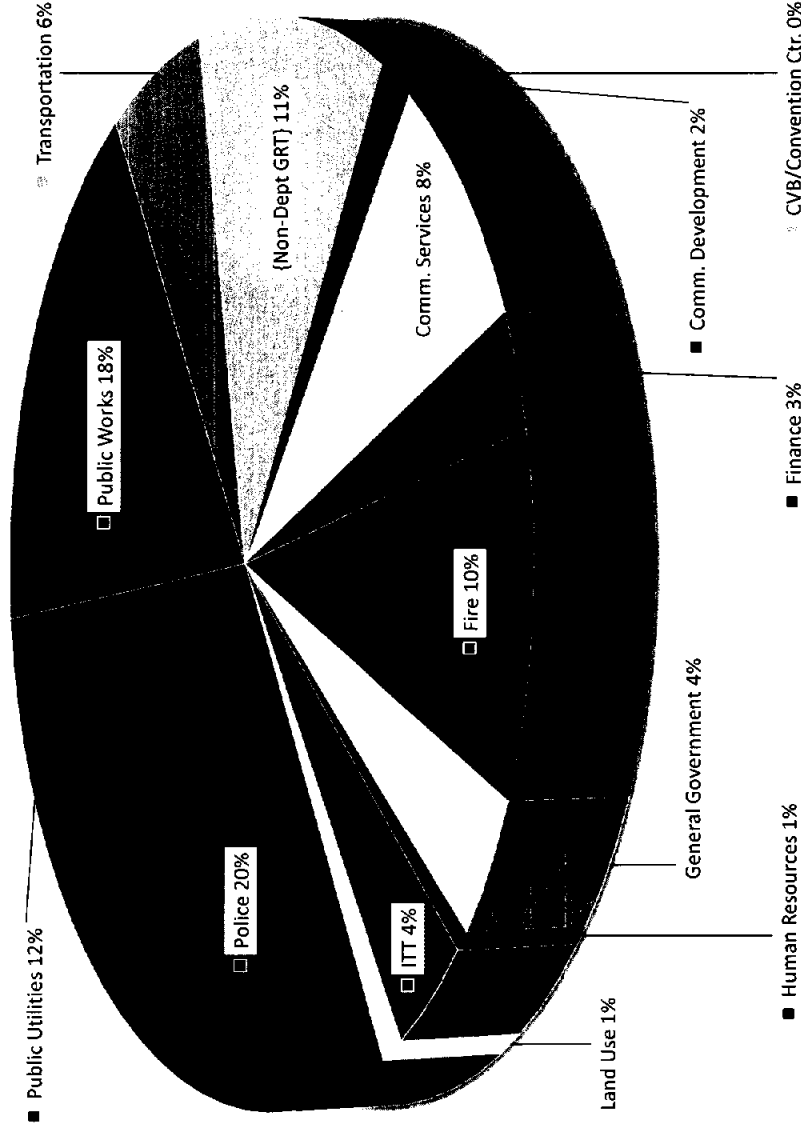
GENERAL FUND GRT Distribution by Department -  
FY 13/14 Midyear Budget



**GRT DISTRIBUTION BY DEPT/DIV - FY 2013/14 MIDYEAR BUDGET**

Department / Division	Dept. Share of GF GRT	General Fund		Total GRT Allocation
		1/2 CIP	Other Funds	
Civic Ctr./Visitors Bureau	1,109,812	82,680	370,000	1,562,492
Community Development	-	-	-	-
Community Services:	305,436	-	-	305,436
Library	1,945,320	975,832	-	2,921,152
Senior Services	1,735,282	-	-	1,735,282
Youth & Family	543,744	-	1,887,000	2,430,744
Total Community Services	4,528,782	975,832	1,887,000	7,392,614
Finance	3,019,292	-	-	3,019,292
Fire	9,116,194	-	-	9,116,194
General Government	3,861,153	-	-	3,861,153
Human Resources	597,407	-	-	597,407
Information Tech. & Telecomm.	2,685,027	1,014,643	-	3,699,670
Land Use	1,088,324	-	-	1,088,324
Police	16,092,567	-	1,910,851	18,003,418
Public Utilities:	-	-	-	-
Administration	-	-	-	-
Environmental Services	82,258	-	1,800,000	1,882,258
Utility Customer Service	-	-	-	-
Wastewater	-	-	1,800,000	1,800,000
Water	-	-	7,300,000	7,300,000
Total Public Utilities	82,258	-	10,900,000	10,982,258
Public Works:	-	-	-	-
Administration	23,625	510,787	1,072,129	1,606,541
Facilities	1,591,219	624,610	-	2,215,829
Parks, Trails & Watershed	4,490,065	1,406,201	147,740	6,044,006
Recreation	1,267,363	558,567	1,795,647	3,621,577
Roadways & Trails Engineering	-	511,468	-	511,468
Streets & Drainage	205,007	-	-	205,007
Traffic Engineering	1,956,170	216,390	-	2,172,560
Total Public Works	9,533,450	3,828,023	3,015,516	16,376,989
Transportation:	-	-	-	-
Airport	-	-	-	-
Parking	-	-	-	-
Transit	-	-	5,443,734	5,443,734
Total Transportation	-	-	5,443,734	5,443,734
Non-Departmental GRT <sup>11</sup>	-	9,098,822	1,175,633	10,274,455
<b>GRAND TOTAL</b>	<b>51,715,266</b>	<b>15,000,000</b>	<b>24,702,734</b>	<b>91,418,000</b>

**TOTAL GRT Distribution by Department -  
FY 13/14 Midyear Budget**



### Projected Cash by Fund - SELECTED FUNDS

FUND		2024	2023	2022	2021	2020	2019	2018	2017	2016
1001	General Fund	7,711,964	70,035,397	2,940,162	69,419,376	4,510,772	(954,589)			6,757,375
2112	1% Lodgers Tax Advertising	607,822	23,093	1,208,107	1,129,634	33,700	67,866			675,688
2113	Special Uses Lodgers Tax (45%)	215,357	3,682	1,714,286	199,406	1,705,801	(187,239)			28,118
2115	Marketing Lodgers Tax (50%)	446,011	63,984	2,831,087	2,983,425	30,000	(118,354)			327,657
2116	Municipal GRT	698,778	7,402,626	-	-	7,400,000	2,626			701,404
2117	Economic Development	360,349	465,809	-	1,106,220	40,200	(680,611)			(320,262)
2120	MGRT-Railyard/General	896,703	1,802,880	-	-	2,888,738	(1,085,858)			(189,155)
2121	Municipal GRT-GCCC/Parks	192,650	1,800,530	-	-	1,795,647	4,883			197,533
2122	Convention Center-Lodgers Tax	1,029,860	5,606	3,428,571	-	3,428,571	5,606			1,035,466
2251	Fire Property Tax/Safety	(80)	1,371,197	1,309,910	2,737,898	21,045	(77,836)			(77,916)
2252	Police Property Tax/Safety	1,162,861	1,382,298	1,119,910	2,644,974	1,008,654	(1,151,420)			11,441
2401	Storm Water Drainage	153,089	1,570,679	-	1,644,567	-	(73,888)			79,201
2505	Quality of Life	160,283	625	702,000	295,763	500,417	(93,555)			66,728
2513	Children & Youth Programs	721,003	1,063,119	-	1,127,678	-	(64,559)			656,444
2515	Human Service Provider	301,576	835,547	-	843,662	-	(8,115)			293,461
2705	Recreation Fund	59,463	174,158	430,167	572,385	-	31,940			91,403
2716	Southside Library	72,309	2,441	975,832	970,573	-	7,700			80,009
3102	1/2% GRT Income Fund	411,196	15,065,646	2,087,597	2,512,311	14,619,108	21,824			433,020
5100	Civic Convention Center	1,669,768	427,468	3,428,571	4,802,535	137,522	(1,084,018)			585,750
5105	Civic Center Art Space	47,158	16,637	73,700	94,874	-	(4,537)			42,621
5150	Parking Enterprise Fund	1,330,317	5,058,817	-	5,432,963	97,727	(471,873)			858,444
5250-5280	Solid Waste Funds (Operating/CIP)	6,886,076	12,613,322	14,000	15,390,980	275,868	(3,039,526)			3,846,550
5300-5391	Water Funds (Operating/CIP)	80,307,023	46,282,231	15,595,944	50,556,213	17,634,194	(6,312,232)			73,994,791
5400	Transit Bus Operations	1,913,988	2,728,537	5,148,861	7,409,372	1,168,934	(700,908)			1,213,080
5421	SF Paratransit Operations	139,009	408,293	650,011	1,097,592	39,688	(78,976)			60,033
5450-5475	Wastewater Funds (Operating/CIP)	19,761,563	13,281,839	1,997,585	15,893,080	1,997,585	(2,611,241)			17,150,322
5600	Municipal Recreation Complex	(943,088)	1,121,907	1,400,000	2,681,323	82,767	(242,183)			(1,185,271)
5700	Genoveva Chavez Community Ctr	1,207,703	1,834,831	2,436,649	4,017,576	263,698	(9,794)			1,197,909
5800	Airport Fund	(196,423)	1,233,000	-	1,678,876	-	(445,876)			(642,299)
5850-5859	Railyard Funds (Operating/CIP)	1,585,630	617,350	3,209,088	5,105,479	336,003	(1,615,044)			(29,414)
6101	Risk/Safety Administration	1,257,270	4,206,685	500,000	3,346,277	1,371,045	(10,637)			1,246,633
6104	Insurance Claims Fund	1,047,697	47,641	1,350,000	1,953,693	-	(556,052)			491,645
6106	Benefits Administration	506,603	382,007	-	436,756	-	(54,749)			451,854
6107	Santa Fe Health Fund	6,545,352	18,251,267	-	19,516,970	75,000	(1,340,703)			5,204,649
6109	Workers' Comp Fund	5,306,315	1,776,798	-	1,106,690	500,000	170,108			5,476,423
TOTAL		143,573,156	213,357,947	54,552,038	228,709,121	61,962,684	(22,761,820)			120,811,336



Dept (PR System)	Department	Division	Company	Business Unit	Object Account	July-March Actuals	March Actuals FY 13/14	March Actuals Average (2 Pay Periods)	Forecasted Remainder of year (6PP)	Forecasted Total Expenditures	Cumulative Budget FY 13/14	Forecasted Budget Balance	Vacancy Rate	14/15 Vacancy Rate
AH Total	AFFORDABLE HOUSING					133,078.13	20,195.45	10,097.73	60,586.35	193,864.48	191,497.00	(2,167.48)	-1.13%	2.00%
CS Total	COMMUNITY SERVICES					5,109,291.73	528,033.46	264,016.73	1,584,100.38	6,693,392.11	7,322,666.00	629,273.89	8.59%	4.00%
CV Total	CONVENTION AND VISITORS BUREAU					1,238,718.13	152,318.30	76,159.15	486,954.90	1,698,673.03	1,896,028.00	199,354.97	10.51%	5.00%
FD Total	FIRE					10,758,670.56	1,139,945.71	589,972.86	3,419,837.13	14,178,507.69	14,593,477.00	414,969.31	2.84%	2.00%
FN Total	FINANCE					3,024,326.22	317,987.67	158,993.84	953,963.01	3,978,289.23	4,231,460.00	253,170.77	5.98%	4.00%
GG Total	GENERAL GOVERNMENT					3,155,638.50	321,849.64	160,924.82	965,548.92	4,121,187.42	4,036,565.00	(84,622.42)	-2.10%	2.00%
HC Total	HOUSING AND COMMUNITY DEVELOPMENT					752,718.90	82,666.96	41,333.48	248,000.88	1,000,719.78	1,226,074.00	225,354.22	18.38%	10.00%
HR Total	HUMAN RESOURCES					764,303.84	86,917.72	43,458.86	260,753.16	1,025,057.00	1,019,760.00	(5,297.00)	-0.52%	1.00%
IT Total	INFORMATION TECHNOLOGIES					1,507,931.14	164,243.65	82,121.83	492,730.95	2,000,662.09	2,330,908.00	330,245.91	14.17%	4.00%
LU Total	LAND USE					2,578,078.79	274,584.48	137,292.24	823,753.44	3,401,833.23	3,897,931.00	496,097.77	12.73%	6.00%
PD Total	POLICE					13,570,603.02	1,481,021.71	740,510.86	4,443,065.13	18,013,668.15	19,121,325.00	1,107,656.85	5.79%	4.00%
PU Total	PUBLIC UTILITIES					13,851,478.28	1,509,281.75	754,630.87	4,527,785.25	18,378,263.53	22,705,172.00	4,325,908.47	19.05%	10.00%
PW Total	PUBLIC WORKS					11,065,201.91	1,191,966.77	595,983.38	3,575,900.31	14,641,102.22	15,983,615.00	1,352,512.78	8.46%	4.00%
TPD Total	TRANSPORTATION					7,384,953.89	792,838.44	396,419.22	2,378,515.32	9,763,469.21	10,661,644.00	898,174.79	8.42%	6.00%
Grand Total						76,756,622.32	8,268,994.52	4,134,497.26	24,806,983.56	101,563,605.88	111,891,836.00	10,328,330.12	9.23%	0.00%

*Exhibit "7"*

## EXPANSION REQUESTS - FY 2014/15 BUDGET DEVELOPMENT

EXPANSION REQUESTS - FY 2014/15 BUDGET DEVELOPMENT										
Department	Division	Ranking	Expansion Description	Fund	BU	Salaries/ Benefits	Operating Expenses	IT Equip./ Software	Equipment/ Vehicles	TOTAL
Civic Center/Visitors Bureau:	Visitors' Bureau	1	Sales Manager position - CVB [1 FTE]	2115-50K Marketing Lodgers' Tax	22108	73,620	23,000			73,620
	Civic Center	2	Dedicated internet service for Convention Center facility	5100-Convention Center Ops.	52102		57,156			57,156
	Civic Center	3	Base increase: water, rep. & mtc., supplies, rentals*	5100-Convention Center Ops.	52102		352,498			352,498
	Visitors' Bureau	4	Base increase: communication, postage, advertising*	2115-50K Marketing Lodgers' Tax	22108		36,203			36,203
	Arts & Culture	5	Base increase: advertising [covered by budgeted/avail. revenue]*	2112-1% Lodgers' Tax Advertising	22103		100,000			100,000
	Visitors' Bureau	6	Base increase: Lents/Fiesta Council support [CC Res 2013-29]*	2115-50K Marketing Lodgers' Tax	22113/22719		20,000			20,000
	Visitors' Bureau	7	Base increase: Rodeo de Santa Fe support*	2115-50K Marketing Lodgers' Tax	22755					
Subtotal: Civic Center/Visitors Bureau						73,620	588,857			662,477
Community Development:										
(all Divisions)										
(none requested)										
Community Services:	Library	1	Useful virtualization/maint. for public access net-zero clients	1001-General Fund	12100		34,273			34,273
	Senior Services	2	Transit Operator: TRMGP pos. - Senior Assisted Transportin. [1 FTE]	2534-Senior Assisted Transportation	22779	53,933				53,933
	Senior Services	3	Meats-on-Wheels Driver TRMGP pos. - Home Meal Dmry. [1.5 FTE]	2528-Senior Nutrition Program	22707	32,547				32,547
	Library	4	Main Library video surveillance/card lock system	1001-General Fund	12102		35,000			35,000
	Library	5	Librarian position - LaFarge Library [1 FTE]	1001-General Fund	12103	71,153				71,153
	Library	6	Librarian position - Main Library [1 FTE]	1001-General Fund	12102	71,153				71,153
	Library	7	Library Supv. position - Circulation [1 FTE]	1001-General Fund	12102	78,102				78,102
	Library	8	Library Tech. position - Circulation [1 FTE]	1001-General Fund	12102	48,552				48,552
Subtotal: Community Services Department						355,440	34,273	35,000		424,713
Finance Department:	Administration	1	Color printer and replacement shredder for Administration	1001-General Fund	12013		1,800			1,800
	Fleet Management	2	48,000-LB mobile column lift for heavy vehicle maintenance	1001-General Fund	12024		30,000			30,000
	Financial Management	3	Color printer for Accounting	1001-General Fund	12018		2,000			2,000
	Fleet Management	4	Vehicle replacement - 1994 ¾ ton utility bed 4x4 pickup	1001-General Fund	12024		32,000			32,000
	Fleet Management		Flatbed tow truck & related transport equipment	1001-General Fund	12024		82,000			82,000
	Fleet Management		Equipment replacement - rim clamp tire chainer	1001-General Fund	12024		14,000			14,000
	Fleet Management		Equipment replacement - diagnostic tire balancer	1001-General Fund	12024		10,000			10,000
	Fleet Management		Equipment replacement - diagnostic tire balancer	1001-General Fund	12024		17,860			17,860
Subtotal: Finance Department							17,860	81,000	257,000	359,660
Fire Department:										
Fire Department	Fire Operations	1	Vacant/non-funded Battalion Chief position - Operations [1 FTE]	1001-General Fund	12089	137,746				137,746
	Fire Operations	2	Vehicle replacement - ladder truck	1001-General Fund	12089		850,000			850,000
Subtotal: Fire Department						137,746				987,746
General Government:										
General Government	City Attorney	1	Assistant City Attorney position - City Prosecutor's Office [1 FTE]	1001-General Fund	12005	111,693				111,693
	Municipal Court	1	TRMGP Temp Court Clerk [1 position - document imaging [1 FTE]	1001-General Fund	12002	49,753				49,753
	Municipal Court	2	3 Court Clerk [1 positions - annexation/trific/DUI [3 FTE]	1001-General Fund	12002	149,259				149,259
Subtotal: General Government						310,705				310,705
Human Resources:										
Human Resources	Human Resources	1	HR Associate position - front desk/records management [1 FTE]	1001-General Fund	12025	71,947				71,947
	Human Resources	2	HR Associate position - upgrade from PT to FT/recruitment [1.5 FTE]	1001-General Fund	12025	27,741				27,741
Subtotal: Human Resources						99,688				99,688
Grand Total										
Total						1,000,000	1,000,000	1,000,000	1,000,000	4,000,000

revised: FY1415-RAWK-ED\_041214

revised from base to expansion per CH instruction

COSF Budget Office

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Exhibit "8"

Department	Division	Ranking	Expansion Description	Fund	BU	Salaries/ Benefits	Operating Expenses	IT Equip./ Software	Equipment/ Vehicles	TOTAL
<b>Subtotal: Human Resources</b>										
<b>Information Tech. &amp; Telecom:</b>	Human Resources	3	Training/Juinion funding-staff/supv. professional development	1001-General Fund	12025	99,688	75,000	-	-	174,688
	Network Operations	1	Base increase: JD Edwards upgrade to release 9.1*	1001-General Fund	12029		480,000			480,000
	Network Operations	2	Base increase: replmt. of IBM System I (Series/AS400) system*	1001-General Fund	12029		600,000			600,000
	Network Operations	3	Base increase: replmt. of point-to-point microwave comm. system*	1001-General Fund	12029		55,000			55,000
	Network Operations	4	Base increase: data center audit remediation*	1001-General Fund	12029		106,500			106,500
	Network Operations	5	Base increase: replacement of end-of-life switches/routers*	1001-General Fund	12029		261,500			261,500
	Network Operations	6	Base increase: Microsoft Server 2012 w/ software assurance*	1001-General Fund	12029		12,660		155,466	12,660
	Network Operations	7	Base increase: 75 hand-held radios for SPD-replmt. plan year 2*	1001-General Fund	12029		472,500			472,500
	Network Operations	8	Base increase: replacement of 350 PCs/ various City departments*	1001-General Fund	12029		14,385			14,385
	Network Operations	9	Base increase: What's Up Gold network management system*	1001-General Fund	12029		10,500			10,500
	Network Operations	10	Base increase: 7 laptops for Citywide applications training*	1001-General Fund	12031		500			500
	Network Operations	11	Base increase: SFDD data center temperature/humidity sensor*	1001-General Fund	12029	85,624				85,624
	Network Operations	12	Fiscal Administrator position - contracts management (1 FTE)	1001-General Fund	12029	123,322				123,322
	Network Operations	13	2 Network Specialist positions - ITT help desk support (2 FTE)	1001-General Fund	12029	142,306				142,306
	Network Operations	14	2 Network Administrator positions - data center relocation (2 FTE)	1001-General Fund	12031	142,304				142,304
	Systems & Programming	15	2 Application Software Specialist positions - system support (2 FTE)	1001-General Fund	12031	165,274				165,274
	Systems & Programming	16	2 Project Leader positions - Police/Court/Transit support (2 FTE)	1001-General Fund	12029	129,500				129,500
	Network Operations	17	Certification-level training for ITT staff - phase 1 of 3-year plan	1001-General Fund	12029		100,000			100,000
	Network Operations	18	Backup generator for City Hall data center	1001-General Fund	12029		52,327			52,327
	Network Operations	19	Document management system pilot project - PO, Clerk, Attorney	1001-General Fund	12029		5,200			5,200
	Network Operations	20	Video surveillance forensic analysis & historical data preparation	1001-General Fund	31029	92,100				92,100
	Geographic Info. Systems (GIS)	21	ArcGIS web-based GIS cloud server implementation	1001-General Fund	12029		13,000			13,000
	Network Operations	22	Citywide mobile device management system pilot project	1001-General Fund	12029		1,980			1,980
	Network Operations	23	Type backup systems for virtual servers (VMware/Symantec V-Ray)	1001-General Fund	12029	658,830	706,800	1,439,352	416,966	3,221,948
<b>Subtotal: Information Technology &amp; Telecommunications</b>										
<b>Land Use Department:</b>										
<b>Police Department:</b>	Inspections & Enforcement	1	Ordinance Enforcement Specialist position - annexation (1 FTE)	1001-General Fund	12073	66,183				66,183
	Administration	2	Sunguard ONESolution Community Dev. Suite/maint. agreement	1001-General Fund	12072		16,900	254,400		271,300
	Building Permit Division	3	Newline software upgrade contract services - Building Permit Div.	1001-General Fund	12073		8,500			8,500
	Inspections & Enforcement	4	Vehicle purchase - Ford pickup truck - annexation (per 88ER)	1001-General Fund	12073		20,000			20,000
	Administration	5	Vestibule/Permit Desk customer service improvements	1001-General Fund	12072		35,000			35,000
	Historic Preservation	6	Increase in printing/publishing - Historic Preservation	1001-General Fund	12107		4,000			4,000
	Administration	7	Flat file storage system - Land Use Administration	1001-General Fund	12072		4,800			4,800
	Administration	8	Copier/scanner/maintenance contract - Land Use Administration	1001-General Fund	12072	66,183	64,900	254,400	29,200	414,683
	Administration									
	Administration									
<b>Subtotal: Land Use Department</b>										
<b>Police Department:</b>	Administration	1	10 Police Officer II positions/Vehicles/equip. - annexation (10 FTE)	2252-Police Property Tax/Safety	22252	800,990	85,000		663,000	1,548,990
	Patrol Division	2	Base increase: 12 replacement Police Vehicles/associated equip.*	2210-Municipal GRT - Police	22210	87,982			600,000	687,982
	Administration	3	Civilian Financial Analyst position - Alarm audit findings (1 FTE)	2224-Public Safety Special Revenue	22225		523,703			523,703
	Administration	4	Base increase: SF County Detention Center costs - City prisoners*	1001-General Fund	12057	888,972	608,703		1,263,000	2,760,675

\* Funding source undetermined; sufficient revenue does not currently exist in General Fund, Police Property Tax or other major police fund

Department	Division	Ranking	Expansion Description	Fund	BU	Salaries/ Benefits	Operating Expenses	IT Equip./ Software	Equipment/ Vehicles	TOTAL
* Funding source undetermined; sufficient revenue does not currently exist in General Fund, Police Property Tax or other major Police funds										
Public Utilities:	Water	1	Vehicle purchase - Ford F550 utility truck/Trans. & Distribution	5300-Water Operating Fund	52363				120,000	120,000
	Water	2	Base increase: replacement 1998 utility truck/Source of Supply*	5300-Water Operating Fund	52361				75,125	75,125
	Wastewater	3	Base increase: 1/2 ton extended cab 4x4 pickup/Treatment Plant*	5450-Wastewater Management	52452				22,500	22,500
	Water	4	Base increase: replacement 2004 pickup truck/Source of Supply*	5300-Water Operating Fund	52361				19,614	19,614
Subtotal: Public Utilities										
Public Works:	Streets & Drainage Maintenance	1	Replacement dump trucks/spreader boxes/plows - snow removal	3326 Paved Street Rehab (Gas Tax)	32390				610,590	610,590
	Facilities Maintenance	2	4 Custodian positions/associated uniforms - GCCC (4 FTE)	1001-General Fund	12036	194,191	2,800		186,991	186,991
	Facilities Maintenance	3	Custodian position/supplies/uniforms - Market Station (1 FTE)	1001-General Fund	12036	55,833	4,700		60,533	60,533
	Facilities Maintenance	4	Custodian position/supplies/uniforms - Fort Marcy (1 FTE)	1001-General Fund	12036	48,552	2,764		51,316	51,316
	Facilities Maintenance	5	Custodian position/supplies/uniforms - Salvador Perez (1 FTE)	1001-General Fund	12036	48,552	2,764		51,316	51,316
	Recreation	6	Base increase: replacement Zamboni - GCCC (\$10K R&M offset)*	5700-Genovese Chavez Comm. Ctr.	52705		(10,000)		150,000	140,000
	Recreation	7	Base increase: replacement vehicle/exercise equip. - Ft. Marcy*	1001-General Fund	12119				149,031	149,031
	Recreation	8	Base increase: replacement exercise equipment - Sal Perez*	1001-General Fund	12120				115,744	115,744
	Parks, Trails & Watershed	9	Base increase: operating supplies/Mary Sanchez Golf Course*	5600-Municipal Recreation Complex	52600		68,000		88,000	88,000
	Recreation	10	Base increase: replacement exercise equipment - GCCC*	5700-Genovese Chavez Comm. Ctr.	52703				58,304	58,304
	Traffic Engineering	11	Signal Technician position - street/signal light maint. (1 FTE)	1001-General Fund	12053	66,302			66,302	66,302
	Traffic Engineering	12	Paint Technician position - annexation/maint. backup (1 FTE)	1001-General Fund	12051	53,908			53,908	53,908
	Recreation	13	Vacant/non-funded Account Technician position - Sal Perez (1 FTE)	1001-General Fund	12120	50,423			50,423	50,423
	Recreation	14	Recreation Technician position - Sal Perez (1 FTE)	1001-General Fund	12120	48,552			48,552	48,552
	Recreation	15	Temporary FT Account Technician position - Sal Perez (1 FTE)	1001-General Fund	12120	32,938			32,938	32,938
	Recreation	16	Registration Records Spec. position - upgrade from PT to FT (5 FTE)	5700-Genovese Chavez Comm. Ctr.	52701	17,295			17,295	17,295
	Recreation	17	Vacant/non-funded temp. PT Rec. Tech. position - GCCC (5 FTE)	5700-Genovese Chavez Comm. Ctr.	52703	15,682			15,682	15,682
	Parks, Trails & Watershed	18	Parks positions/supplies/vehicles/equipment - annexation (9 FTE)	1001-General Fund	12112	675,191	109,940		525,219	1,310,350
Subtotal: Public Works										
Transportation Department:	Parking	1	Base increase: replacement parking lot revenue control systems*	5150-Parking Fund	52155				500,000	500,000
	Airport	2	Base increase: parking lot revenue equipment/table/software*	5800-Airport Fund	52800			27,700	180,000	207,700
	Transit	3	Heavy Equipment Mechanic position - Transit Fleet Maint. (1 FTE)	5400-Transit Fund	52403	66,733			66,733	66,733
	Transit	4	Base increase: vehicle replacements - 2 CNG buses (5500K mi)*	5400-Transit Fund	52402	113,287			500,000	613,287
	Transit	5	Transit Operations Manager position - Fixed-Route Ops. (1 FTE)	5400-Transit Fund	52800	48,615			48,615	48,615
	Airport	6	Temporary FT Airport Management Intern position (1 FTE)	5800-Airport Fund	52156				53,700	53,700
	Parking	7	Base increase: replacement rider sweepers for lots/garages*	5150 Parking Fund	52156	98,698			98,698	98,698
	Transit	8	2 Paratransit Operator positions - Santa Fe Ride (2 FTE)	5400 Transit Fund	52421	327,333		27,700	1,233,700	1,588,733
Subtotal: Transportation Department										
GRAND TOTAL						4,225,936	2,277,361	1,841,252	5,895,593	14,240,542

scored from base to expansion per OAI instruction

period:PT1415-PAWNEO\_042114

Cost Budget Office

## FY 2013-14/2014-15 BUDGET COMPARISON - CONTRACTUAL SERVICES

			-in FY 14/15:	B - Base Bud	R - Recurring
				X - Neither	
DEPARTMENT / DIVISION			FY 14/15	FY 13/14	Increase /
Business Unit/Line Item		Description	Type	Request	Base Bud (Decrease)
CIVIC CENTER & VISITORS BUREAU / ARTS & CULTURE					
22103.510250	Debt Service Administration Fees (1% Lodgers' Tax)	B	171	-	171
22103.510300	Arts Commission/Grant Panel Stenographer	R	1,500	1,500	-
22103.510300	Online Grant Management/Reporting System	X	-	12,300	(12,300)
22103.510310	Design & Photography Services	B	2,500	-	2,500
22103.510340	Creative Tourism Initiative - Website, Workshops, Events	R	30,000	30,000	-
22103.510340	Mayor's Recognition Awards for Excellence in the Arts	R	17,500	14,100	3,400
22103.510340	Strategic Planning	B	10,000	-	10,000
22103.510400	Santa Fe Bandstand Program - Designated Funding	R	50,000	50,000	-
22103.510400	Community Arts Development Program - Arts Nonprofits	R	35,250	35,250	-
22103.510400	Poet Laureate Appearances and Programming	R	3,000	5,000	(2,000)
22103.510400	Honoraria - Common Ground Prize Awards	R	1,750	1,750	-
22103.510400	Honoraria for Arts Funding Grant Panelists	R	450	900	(450)
22525.510400	Artist Contracts for Community Youth Mural Program	R	500	500	-
22746.510340*	Sister Cities Committee - Delegation Hosting Services	R	2,000	5,000	(3,000)
22746.510400*	Sister Cities Committee - Honoraria/Participation Fees	R	5,000	3,229	1,771
22753.510340*	Management Services for International Arts/Cultural Visits	R	9,000	10,000	(1,000)
22753.510400*	Contracts for Artists/Designers - Creative Cities Exchanges	R	35,000	37,078	(2,078)
22819.510400	ArtsWorks Program Partners in Education Agreement	R	30,000	30,000	-
32708.510400	Artist Contracts for Art in Public Places Program	R	150,000	164,171	(14,171)
52104.510310	Exhibition Photography Services	R	2,250	2,000	250
52104.510400	Honoraria for Artist Workshops/Demonstrations	R	2,800	2,800	-
52104.510400	Consignment to Artists for Work Sold in Gallery Exhibit (60%)	R	2,000	2,000	-
Subtotal: Arts & Culture			390,671	407,578	(16,907)

\*BU classified as Non-Departmental

## CIVIC CONVENTION CENTER

22122.510250	Debt Service Administration Fees (Convention Center Lodgers' Tax)	B	305	-	305
52102.510250	Debt Service Administration Fees (Civic Convention Center)	B	92,375	94,363	(1,988)
52102.510300	Baler/Compactor Maintenance <sup>1</sup>	R	-	3,000	(3,000)
52102.510300	Convention Center Calendar/Booking Software <sup>1</sup>	R	-	15,500	(15,500)
52102.510300	Generator Maintenance <sup>1</sup>	R	-	4,350	(4,350)
52102.510300	HVAC Maintenance/Chemical Treatment <sup>1</sup>	R	-	40,165	(40,165)
52102.510300	Landscaping/Courtyard Maintenance <sup>1</sup>	R	-	4,900	(4,900)
52102.510300	Modern Fold Airwalls Maintenance <sup>1</sup>	R	-	4,700	(4,700)
52102.510310	Convention Center/City Hall Security Service	R	15,230	15,230	-
52102.510310	After-Hours Security Monitoring Service	R	13,000	13,000	-
52102.510310	Elevator Monitoring Service	R	12,533	12,533	-
52102.510310	Facility Pest Control Service	R	5,100	4,600	500
52102.510310	Kitchen Drains Service	R	5,000	5,000	-
52102.510310	Extinguisher/Fire System Testing	R	3,400	1,400	2,000
52102.510310	Grease Trap Cleaning	R	1,000	1,000	-
52102.510810	Dishwasher Chemicals Service	R	2,000	1,500	500
52110.510250	Debt Service Administration Fees (Convention Center CIP)	B	673	-	673
<b>Subtotal: Civic Convention Center</b>			<b>150,616</b>	<b>221,241</b>	<b>(70,625)</b>

<sup>1</sup>Expenditures moved to non-contractual lines (Repair & Maintenance/Software Subscriptions) for FY 14/15

## VISITORS BUREAU

22108.510300	Public Relations	R	200,000	210,000	(10,000)
22108.510300	Bulk Mail Machine Printer Lease <sup>2</sup>	R	-	9,780	(9,780)
22108.510300	Bulk Mail Software License <sup>2</sup>	R	-	5,000	(5,000)
22108.510300	CVB/CCC Booking/Customer Relationship Management System <sup>2</sup>	R	-	10,000	(10,000)
22108.510300	Photocopier Lease <sup>2</sup>	R	-	5,000	(5,000)
22108.510300	Rolodex Service (Contact Names/Numbers)	X	-	4,000	(4,000)
22108.510310	Website Services	R	150,000	140,000	10,000
22108.510310	Travel Planner Distribution	R	33,000	14,620	18,380
22108.510310	Water Service for CVB/SFCCC Staff	R	800	1,000	(200)
22108.510340	Advertising/Mailhouse Service	B	66,000	-	66,000
22108.510340	Research Services - Visitor Demographics/ROI	B	50,000	-	50,000
22108.510340	Film Office Liaison	R	17,000	17,000	-
22108.510400	Santa Fe Bandstand - Designated Funding (Moved to Arts in 14/15)	X	-	40,000	(40,000)
22109.510250	Debt Service Administration Fees (50% Lodgers' Tax)	B	230	-	230
22113.510400	Lensic Theater - Designated Funding	R	50,000	-	50,000
22719.510400	Santa Fe Fiesta Council - Designated Funding	R	50,000	-	50,000
22754.510400	OTAB Funding - Special Events	R	70,000	70,000	-

DEPARTMENT / DIVISION			-in FY 14/15	R - Recurring	
Business Unit/Line Item	Description	Type	FY 14/15 Request	FY 13/14 Base Bud	Increase / (Decrease)
22755.510400	Rodeo de Santa Fe - Designated Funding	R	20,000	15,000	5,000
Subtotal: Visitors Bureau			707,030	541,400	165,630
TOTAL: CIVIC CENTER & VISITORS BUREAU			1,248,317	1,170,219	78,098
COMMUNITY DEVELOPMENT / ADMINISTRATION					
22794.510300	Contract Services for Energy Efficiency Projects	R	-	5,000	(5,000)
52910.510250	Debt Service Administration Fees (College of SF - Operating)		557	-	557
52912.510250	Debt Service Administration Fees (College of SF - Debt)		89	-	89
Subtotal: Community Development Administration			646	5,000	(4,354)
ECONOMIC DEVELOPMENT					
22116.510340	Business/Entrepreneurial Development	R	506,000	520,000	(14,000)
22116.510340	Workforce Development	R	225,122	221,122	4,000
22116.510340	Marketing, Communications, Regional Engagement	R	105,000	95,000	10,000
Subtotal: Economic Development			836,122	836,122	-
AFFORDABLE HOUSING					
12106.510400	Homebuyer Assistance	R	287,000	182,000	105,000
12106.510400	Affordable Rental Housing	R	95,000	95,000	-
12106.510400	Program Outreach Assistance	R	55,000	10,000	45,000
12106.510400	Fair Housing/Foreclosure Prevention	R	10,000	55,000	(45,000)
12106.510400	Housing Trust Assistance	R	-	105,000	(105,000)
22543.510500	SF Habitat for Humanity (CDBG)	R	60,000	96,700	(36,700)
22551.510400	Youthworks Program (CDBG)	R	45,000	22,000	23,000
22552.510500	SF Community Housing Trust (CDBG)	R	60,000	223,301	(163,301)
22561.510400	Adelante Program (CDBG)	R	35,000	15,000	20,000
22563.510400	Girls, Inc. (CDBG)	R	-	40,148	(40,148)
22565.510400	Esperanza Shelter (CDBG)	R	20,000	-	20,000
22573.510400	Home Improvement/Rehabilitation Assistance (Affordable Housing Trust)	R	3,295	-	3,295
22573.510500	SF Community Housing Trust (Affordable Housing Trust)	R	85,000	-	85,000
22574.510400	Nonprofit Sponsor-Based Rental Assistance	R	-	520,457	(520,457)
22574.510500	Tenant-Based Rental Assistance - Life Link (Shelter + Care)	R	363,592	837,754	(474,162)
22574.510500	Project-Based Rental Assistance - Life Link (Shelter + Care)	R	38,607	296,381	(257,774)
22579.510250*	Debt Service Administration Fees (Tierra Contenta Land Sale)		353	-	353
22579.510400*	Home Improvement/Rehabilitation Asst. (Tierra Contenta Land Sale)	R	46,705	-	46,705
22579.510500*	Homewise Downpayment Assistance (Tierra Contenta Land Sale)	R	49,772	-	49,772
22737.510400	Home Improvement/Rehabilitation Assistance (CDBG)	R	40,000	66,379	(26,379)
22738.510500	Homewise Downpayment Assistance (CDBG)	R	40,000	120,500	(80,500)
22805.510400	Kitchen Angels (CDBG)	R	20,000	30,000	(10,000)
22808.510400	SF Youth Shelters (CDBG)	R	-	15,253	(15,253)
22817.510400	SF Recovery Center (CDBG)	R	7,000	-	7,000
22826.510400	St. Elizabeth's Shelter (CDBG)	R	73,000	-	73,000
22831.510400	SF Habitat for Humanity (Affordable Housing Loan)	R	40,000	-	40,000
22831.510500	Tenant-Based Rental Assistance - Life Link (Affordable Housing Loan)	R	150,000	-	150,000
22831.510500	Homewise Downpayment Assistance (Affordable Housing Loan)	R	5,228	-	5,228
Subtotal: Affordable Housing			1,629,552	2,730,873	(1,101,321)
LONG-RANGE PLANNING					
12084.510340	Communications/Long-Range Planning Consulting	R	80,000	80,000	-
22305.510340	Pedestrian & Transit Plans/Metropolitan Planning Org. Svcs. (Sec. 112)	R	192,000	150,000	42,000
22306.510340	Pedestrian & Transit Plans/Metropolitan Planning Org. Svcs. (Sec. 5303)	R	48,000	-	48,000
22766.510400	Joint City/County Planning Meetings Support	X	-	1,000	(1,000)
Subtotal: Long-Range Planning			320,000	231,000	89,000
TOTAL: COMMUNITY DEVELOPMENT			2,786,320	3,802,995	(1,016,675)
COMMUNITY SERVICES / ADMINISTRATION					
12097.510400	LEAD Task Force Pilot Program - Opiate Addiction		200,000	-	200,000
LIBRARY					
12100.510310	Main Library/LaFarge Branch Security Services	R	94,770	94,770	-
12100.510310	Virtualization/Maint. - Public Access Net-Zero Clients [Expansion]		34,273	-	34,273
12100.510310	Interpreter for the Hearing Impaired (Main/LaFarge)	R	300	300	-
12100.510400	Children's Programming Presenters (Main/LaFarge)	R	2,200	2,200	-
12101.510300	Electronic Catalog/Database Cleanup Services <sup>3</sup>	R	-	4,500	(4,500)
12101.510310	Inter-Library Loan Service	R	33,252	33,252	-
12101.510310	Library Database Training/Technical Support	R	4,999	4,999	-
22504.510310	Library Courier Service (Quality of Life)	R	19,300	18,572	728
22774.510310	Southside Library Security Service	R	72,569	72,569	-
22774.510310	Interpreter for the Hearing Impaired (Southside)	R	1,000	1,000	-

DEPARTMENT / DIVISION Business Unit/Line Item	Description	Type	-in FY 14/15:		
			FY 14/15 Request	FY 13/14 Base Bud	Increase / (Decrease)
22774.510400	Children's Programming Presenters (Southside)	R	5,233	5,233	-
<b>Subtotal: Library Division</b>			<b>267,896</b>	<b>237,395</b>	<b>30,501</b>
<sup>3</sup> Expenditures moved to non-contractual lines (Software Subscriptions) for FY 14/15					
<b>SENIOR SERVICES</b>					
22583.510340	Senior Companion Volunteer Meals/Training/Special Provisions	R	3,000	3,000	-
22590.510340	Foster Grandparent Program Meals/Training/Special Provisions	R	1,034	1,034	-
22591.510340	Retired Senior Volunteer Meals/Training/Special Provisions	R	500	1,800	(1,300)
22592.510250	Kitchen Hood Safety Certification/Mandated Services	R	1,200	1,200	-
22629.510500	Grandparents Raising Grandchildren Care Reimbursements	R	10,000	10,000	-
22783.510250	Mandatory Fire Sprinkler System Inspection/Testing	R	500	500	-
22783.510300	Generator Maintenance <sup>4</sup>	R	-	500	(500)
22783.510340	Special Events Entertainment	R	5,000	5,091	(91)
72109.510310	Security Service - Senior Olympics	R	300	300	-
<b>Subtotal: Senior Services</b>			<b>21,534</b>	<b>23,425</b>	<b>(1,891)</b>
<sup>4</sup> Expenditures moved to non-contractual lines (Repair & Maintenance) for FY 14/15					
<b>YOUTH &amp; FAMILY DIVISION</b>					
22533.510350	After-School Homework Tutoring (Quality of Life)	R	7,000	7,000	-
22533.510350	Children/Teen Computer Tutoring (Quality of Life)	R	6,000	6,000	-
22533.510350	Youth Arts & Crafts Training & Instruction (Quality of Life)	R	6,000	6,000	-
22533.510350	GCCC Ice Skating Program (Quality of Life)	R	3,000	3,000	-
22533.510350	Teen Culinary Classes (Quality of Life)	R	2,000	2,000	-
22581.510250	Documentation of Grant-Funded Children/Youth Programs	R	3,500	4,500	(1,000)
22581.510250	Debt Service Administration Fees (Children & Youth)	R	201	-	201
22581.510340	Youth Provider Coalition Projects - Outreach/Events	R	3,000	1,500	1,500
22581.510340	Children & Youth Commission Retreat/Provider Hearings	R	500	1,000	(500)
22582.510400	Children & Youth Programs - School/Nonprofit Contracts	R	1,139,261	1,000,000	139,261
22615.510400	Teen Nights Program Activities/Events (Quality of Life)	R	82,585	82,585	-
22618.510350	Strengthening Santa Fe Youth Reading Program (Quality of Life)	R	17,000	17,000	-
22710.510310	Summer Youth Program Transportation	R	10,000	10,000	-
22710.510350	Summer Youth Ice/Roller Skating & Swimming Programs	R	7,000	7,000	-
22710.510350	Community Garden Project/Water Harvesting Education	R	5,000	5,000	-
22710.510350	Summer Youth Program Seasonal Employee Training	R	5,000	5,000	-
22710.510350	Summer Youth Arts/Reading Programs	R	2,500	2,500	-
22763.510250	Debt Service Administration Fees (Human Services)	R	92	-	92
22763.510400	Human Services Providers Contracts	R	829,500	722,256	107,244
22763.510400	SF Resource Opportunity Center Shelter	R	70,000	77,656	(7,656)
22763.510400	Food Policy Council Administration	R	10,000	12,000	(2,000)
22768.510340	Community Monitoring/Truancy Prevention/Strategic Planning	R	194,905	197,000	(2,095)
<b>Subtotal: Youth &amp; Family</b>			<b>2,404,044</b>	<b>2,168,997</b>	<b>235,047</b>
<b>TOTAL: COMMUNITY SERVICES</b>			<b>2,893,474</b>	<b>2,429,817</b>	<b>463,657</b>
<b>FINANCE / ADMINISTRATION</b>					
12013.510330	Annual City-Wide Audit Contract	R	168,050	168,311	(261)
22105.510330*	Annual Lodgers' Tax Audit Contract	R	17,000	-	17,000
22114.510250*	Debt Service Administration Fees (Municipal GRT)	R	243	-	243
22222.510250*	Debt Service Administration Fees (Municipal GRT - Railyard)	R	231	-	231
32103.510250*	Debt Service Administration Fees (CIP Reallocation)	R	3,057	-	3,057
32107.510250*	Debt Service Administration Fees (½% GRT)	R	132	-	132
32139.510300*	Financial System - Report Generation Software <sup>5</sup>	R	-	67,000	(67,000)
32139.510300*	Financial System - Comprehensive Annual Financial Report (CAFR) <sup>5</sup>	R	-	60,000	(60,000)
32139.510300*	Financial System - Ongoing Consulting Services <sup>5</sup>	R	-	58,000	(58,000)
32139.510300*	Document Merging System - Annual Maintenance <sup>5</sup>	R	-	6,000	(6,000)
42114.510250*	Debt Service Administration Fees (2004 GRT Bond)	X	-	1,250	(1,250)
42116.510250*	Debt Service Administration Fees (2006 GRT CIP Bond)	R	894	750	144
42120.510250*	Debt Service Administration Fees (2008 Bond - CIP Share)	R	700	700	-
42123.510250*	Debt Service Administration Fees (2010 A/B Refunding Bond)	R	372	-	372
42124.510250*	Debt Service Administration Fees (2012 A/CIP Refunding Bond)	R	750	3,458	(2,708)
42125.510250*	Debt Service Administration Fees (2013 A Refunding Bond)	R	1,250	2,550	(1,300)
42126.510250*	Debt Service Administration Fees (2013B Refunding Bond)	X	-	2,550	(2,550)
42150.510250*	Debt Service Administration Fees (2008 General Obligation Bond)	R	2,138	2,000	138
42151.510250*	Debt Service Administration Fees (2013 General Obligation Bond)	R	2,098	188,822	(186,724)
423000.510250*	Debt Service Administration Fees (Parks Bond Administration)	R	891	-	891
<b>Subtotal: Finance Administration</b>			<b>197,806</b>	<b>561,391</b>	<b>(363,585)</b>

\*BU classified as Non-Departmental

<sup>5</sup>Expenditures moved to non-contractual lines (Software Subscriptions) for FY 14/15

		-in FY 14/15:		R - Recurring
				X - Neither
DEPARTMENT / DIVISION		FY 14/15	FY 13/14	Increase /
Business Unit/Line Item	Description	Request	Base Bud	(Decrease)
<b>FINANCIAL MANAGEMENT</b>				
12017.510250	Debt Service Administration Fees (Comptroller)	B 1,842	-	1,842
12021.510310	Armored Car Service (Cashier)	R 4,000	8,000	(4,000)
12022.510300	Ambulance Billing Service (Accounts Receivable)	R 216,000	216,000	-
52206.510310	Armored Car Service (Utility Customer Service/Cashier)	R 4,100	6,000	(1,900)
<b>Subtotal: Financial Management</b>		<b>225,942</b>	<b>230,000</b>	<b>(4,058)</b>
<b>PURCHASING</b>				
22119.510310	2 Year Service/Support Contract - Fuel Site Upgrade [Expansion]	B 17,860	-	17,860
<b>RISK MANAGEMENT</b>				
62102.510200	Employment-Related Arbitration	R 35,000	35,000	-
62102.510300	Pre-Employment Physical Examinations	R 50,000	50,000	-
62102.510300	Actuarial Analysis - General Liability/Workers' Comp.	R 15,000	15,000	-
62102.510310	Pre-Employment Background Checks	R 10,000	10,000	-
62106.510200	Contracted Legal Services for Ongoing Litigation	R 300,000	500,000	(200,000)
62106.510250	Drug Tests/MRO Program - Various Departments	R 50,000	35,000	15,000
62106.510250	Debt Service Administration Fees (Insurance Claims)	193	-	193
62106.510300	Hepatitis B Vaccinations	R 20,000	20,000	-
62106.510300	Injury Prevention Training - All Departments <sup>6</sup>	R -	30,000	(30,000)
62106.510300	Mandated Safety Training - All Departments <sup>6</sup>	R -	30,000	(30,000)
62106.510310	MVD Records Checks	R 30,000	30,000	-
62110.510250	Debt Service Administration Fees (Workers' Compensation)	1,414	-	1,414
62111.510300	Third Party Administrator - Workers' Compensation	R 60,000	60,000	-
62121.510300	Police Phlebotomies for DUI/Drug Cases	R 3,000	3,000	-
62122.510300	Firefighter/HazMat Team Physicals	R 49,922	49,922	-
62122.510300	PRC-Mandated Physician Medical Director	R 31,415	29,612	1,803
62122.510300	Fire Department Consultant Pharmacist	R 13,000	9,000	4,000
62122.510310	Fire Assessment Center Services	R 9,000	13,000	(4,000)
62122.510310	Firefighter Cadet Background Checks	R 3,000	3,000	-
<b>Subtotal: Risk Management</b>		<b>680,944</b>	<b>922,534</b>	<b>(241,590)</b>
<sup>6</sup> Expenditures moved to non-contractual lines (Employee Training) for FY 14/15				
<b>TOTAL: FINANCE DEPARTMENT</b>		<b>1,122,552</b>	<b>1,713,925</b>	<b>(591,373)</b>
<b>FIRE DEPARTMENT / ADMINISTRATION</b>				
12087.510300	RescueNet ePCR System Repairs & Maintenance <sup>7</sup>	R -	25,240	(25,240)
12087.510300	PaperVision Software Maintenance <sup>7</sup>	R -	13,000	(13,000)
<b>Subtotal: Fire Administration</b>		-	<b>38,240</b>	<b>(38,240)</b>
<sup>7</sup> Expenditures moved to non-contractual lines (Repair & Maintenance) for FY 14/15				
<b>FIRE OPERATIONS</b>				
12089.510310	ALS Cardiac Monitors - Repairs & Maintenance	R 18,000	3,950	14,050
<b>FIRE SUPPORT SERVICES</b>				
22208.510250	Debt Service Administration Fees (State Fire Fund)	B 221	-	221
22236.510300	Firefighter Pulmonary Examinations (US DHS Grant)	X -	38,500	(38,500)
<b>Subtotal: Fire Operations</b>		<b>221</b>	<b>38,500</b>	<b>(38,279)</b>
<b>TOTAL: FIRE DEPARTMENT</b>		<b>18,221</b>	<b>80,690</b>	<b>(62,469)</b>
<b>GENERAL GOVERNMENT / CITY MANAGER</b>				
12003.510200	Public Defender Back-Up/Private Investigation Services	R 2,000	2,000	-
12003.510310	Public Address System Music Service	R 2,600	2,360	240
12003.510340	Legislative Lobbyist Services (50% Split w/ Water Div.)	R 33,538	28,500	5,038
12138.510300	Public Access Channel Contract - SF Community College	R 71,374	70,000	1,374
12138.510300	Public Radio Broadcasting Services - KSFR	R 17,500	34,440	(16,940)
12138.510300	On-Call Service for Council Chambers Audiovisual Equipment	X -	10,200	(10,200)
12138.510310	Upgrades to Council Chambers Audiovisual Equipment	R 55,566	29,800	25,766
12138.510310	Public Access Channel Music Contract	R 2,200	2,200	-
22127.510300	Public Access Channel - Comcast PEG Fee Share	R 13,333	13,333	-
22200.510300	US DHS/FEMA New Mexico Homeland Grant Contract Services	X -	32,862	(32,862)
<b>Subtotal: City Manager</b>		<b>198,111</b>	<b>225,695</b>	<b>(27,584)</b>
<b>CITY ATTORNEY</b>				
12005.510200	Municipal Court Prosecutor Contract	R 32,456	32,456	-
12005.510300	Justice Systems Software Maintenance/Support <sup>8</sup>	R -	1,370	(1,370)
12005.510300	Process Service Fees, Recording/Witness Fees <sup>8</sup>	R -	884	(884)
12005.510300	Photocopier Maintenance <sup>8</sup>	R -	457	(457)



		-in FY 14/15:		R - Recurring	
				B - Both NER	X - Neither
DEPARTMENT / DIVISION		FY 14/15	FY 13/14	Increase /	
Business Unit/Line Item	Description	Type	Request	Base Bud	(Decrease)
22798.510200	DWI Forfeiture Program Contract Legal Services	R	-	26,182	(26,182)
<b>Subtotal: City Attorney</b>			<b>32,456</b>	<b>61,349</b>	<b>(28,893)</b>
<sup>a</sup> Expenditures moved to non-contractual lines (Software Subscriptions/Processing Fees/Repair & Maintenance) for FY 14/15					
<b>CITY CLERK</b>					
12006.510300	Committee Stenographers	R	93,910	88,410	5,500
12006.510300	City Council Reporter	R	18,500	17,300	1,200
12006.510300	Spanish Translator/Interpreter for the Hearing Impaired	R	3,169	3,169	-
12006.510310	Digital Supplemental Code Service	R	25,000	24,000	1,000
12011.510300	Election Services - Officials/Translators/Consultant/Transport	R	-	35,000	(35,000)
22797.510250	Debt Service Administration Fees (Public Elections Financing)	B	124	-	124
22797.510500	Public Financing for Election Campaigns of Participating Candidates	R	85,000	420,000	(335,000)
<b>Subtotal: City Clerk</b>			<b>225,703</b>	<b>587,879</b>	<b>(362,176)</b>
<b>INTERNAL AUDIT</b>					
12015.510310	Fraud, Waste & Abuse Hotline Administration	B	6,000	-	6,000
<b>MUNICIPAL COURT</b>					
12002.510200	Pro Tem Judges to Cover Mun. Court Judge Absences	R	30,000	30,000	-
12002.510300	Document Imaging Project for Old Files	X	-	5,300	(5,300)
12002.510310	Security Service for Municipal Court	R	60,000	60,000	-
12002.510310	Spanish Interpreters for Defendants	R	38,800	28,000	10,800
12002.510310	Courier Service for Court Collection	R	4,000	4,000	-
12002.510310	Interpreters for the Hearing Impaired (ADA Compliance)	R	2,500	600	1,900
12002.510310	On-Site Confidential Document Shredding	R	1,000	1,000	-
12002.510310	Non-Spanish Foreign Language Interpreters for Defendants	R	600	1,300	(700)
12002.510310	Fire/Security Alarm Monitoring	R	350	350	-
22202.510250	Court Automation Fees - Remittance to State per Statute	R	43,400	43,400	-
22202.510250	Judicial Education Fees - Remittance to State per Statute	R	20,800	20,800	-
22202.510250	DWI Lab Fees - Remittance to State per Statute	R	17,500	17,500	-
22202.510250	DWI Prevention Fees - Remittance to State per Statute	R	16,800	16,800	-
22202.510250	Substance Abuse Fees - Remittance to State per Statute	R	1,600	1,600	-
22212.510400	Teen Court Operations	R	40,000	40,000	-
22217.510400	Drug Court Operations	R	70,000	70,000	-
22226.510310	Offender Home Detention/Electronic Monitoring	R	25,000	25,000	-
<b>Subtotal: Municipal Court</b>			<b>372,350</b>	<b>365,650</b>	<b>6,700</b>
<b>TOTAL: GENERAL GOVERNMENT</b>			<b>834,620</b>	<b>1,240,573</b>	<b>(405,953)</b>
<b>HUMAN RESOURCES</b>					
12025.510340	Position Classification/Compensation Analysis		12,500	-	12,500
62107.510300	Third Party Health Benefits Administration	R	583,930	553,098	30,832
62107.510300	Annual Actuarial Report	R	5,000	5,000	-
62116.510250	Debt Service Administration Fees (Benefits Administration)	B	134	-	134
62116.510300	Benefits Administration Consulting	R	50,000	36,590	13,410
62116.510340	Employee Assistance Program	R	48,150	37,000	11,150
62120.510300	Third Party Dental Benefits Administration	R	60,840	60,840	-
<b>TOTAL: HUMAN RESOURCES</b>			<b>760,554</b>	<b>692,528</b>	<b>68,026</b>
<b>INFORMATION TECHNOLOGY &amp; TELECOMMUNICATIONS</b>					
12029.510300	Land Mobile Radio System Interoperability Upgrade Project	X	-	5,306	(5,306)
12029.510310	AS400/RECC Data Mirroring Verification	B	16,300	-	16,300
12029.510310	Video Surveillance Forensic/Historical Data Analysis [Expansion]	B	5,200	-	5,200
12029.510340	E1 Financial System Upgrade Planning [Expansion]	R	480,000	25,000	455,000
12029.510340	Network Security Risk & Vulnerability Assessment	R	64,200	30,000	34,200
12029.510340	Advanced Network Design/Analysis/Support/Troubleshooting	R	10,000	10,000	-
12031.510300	E1 Financial System Functional Analysis/Network Support	R	87,500	83,000	4,500
32110.510300	Geographic Info. Systems (GIS) Cloud Hosting Upgrade [Expansion]		92,100	-	92,100
32110.510300	Geographic Information Systems (GIS) Web Hosting Application <sup>a</sup>	R	-	17,172	(17,172)
<b>TOTAL: INFORMATION TECHNOLOGY &amp; TELECOMMUNICATIONS</b>			<b>755,300</b>	<b>170,478</b>	<b>584,822</b>
<sup>a</sup> Expenditures moved to non-contractual lines (Software Subscriptions) for FY 14/15					
<b>LAND USE DEPARTMENT / ADMINISTRATION</b>					
12072.510310	Scanning/Electronic Archiving of Approved Construction Permits	R	38,500	43,500	(5,000)
12072.510310	Updates/Clarifications/Rewrites of Codes/Ordinances	R	12,500	12,500	-
12072.510310	Historic Downtown District Cultural Resources Database		5,000	-	5,000
<b>Subtotal: Land Use Administration</b>			<b>56,000</b>	<b>56,000</b>	<b>-</b>

-in FY 14/15:	R - Recurring
	X - Neither

DEPARTMENT / DIVISION Business Unit/Line Item	Description	Type	FY 14/15 Request	FY 13/14 Base Bud	Increase / (Decrease)
<b>BUILDING PERMIT DIVISION</b>					
12079.510300	Scanner/Plotter Maintenance <sup>10</sup>	R	-	4,500	(4,500)
12079.510340	NaviLine Software Upgrade Services [Expansion]		8,500	-	8,500
<b>Subtotal: Building Permit Division</b>			<b>8,500</b>	<b>4,500</b>	<b>4,000</b>
<sup>10</sup> Expenditures moved to non-contractual lines (Repair & Maintenance) for FY 14/15					
<b>CURRENT PLANNING DIVISION</b>					
12085.510200	Recording Fees for Plats/Warranty Deeds <sup>11</sup>	R	-	500	(500)
<sup>11</sup> Expenditures moved to non-contractual lines (Recording Fees) for FY 14/15					
<b>HISTORIC PRESERVATION</b>					
12107.510340	State-Certified Consultants--Historic Cultural Inventories	R	500	500	-
12107.510400	Annual Heritage Preservation Awards	R	500	500	-
22720.510340	Historic Preservation Information Collection/Analysis, Staff Training	R	24,999	12,743	12,256
<b>Subtotal: Historic Preservation</b>			<b>25,999</b>	<b>13,743</b>	<b>12,256</b>
<b>TOTAL: LAND USE DEPARTMENT</b>			<b>90,499</b>	<b>74,743</b>	<b>15,756</b>
<b>POLICE DEPARTMENT / ADMINISTRATION</b>					
12057.510310	Pre-Employment Criminal Background Checks	R	30,000	36,000	(6,000)
12057.510310	City Hall Security Service	R	20,000	20,000	-
12057.510310	Vehicle Tow Charges for Crash Investigations/Police Vehicles	R	11,000	5,000	6,000
12057.510310	Armored Car Service (Deposits)	R	4,000	4,000	-
12057.510410	Incarceration Costs for City Prisoners - SF County Detention Center <sup>†</sup>	R	930,000	500,000	430,000
12057.510410	Medical Costs for City Prisoners - SF County Detention Center	R	120,000	120,000	-
22201.510410	Incarceration Costs for City Prisoners - SF County Detention Center	R	150,000	150,000	-
22205.510250	DWI School Student Fees - Remittance to State per Statute	R	30,000	42,600	(12,600)
22205.510350	Certified DWI School Director	R	33,500	30,000	3,500
22209.510310	Audiovisual Systems Installation - Police Training	X	-	4,595	(4,595)
22225.510200	Hearing Officers for Alarm Cases	R	10,000	10,000	-
22229.510310	US DOJ/Edward Byrne Grant Contract Services	X	-	13,089	(13,089)
22252.510250	Debt Service Administration Fees (Police Property Tax/Safety)		243	-	243
22252.510300	Psychological Evaluations/Background Checks [Expansion]	R	25,000	-	25,000
22252.510300	Fit-for-Duty Psychological Evaluations	R	20,000	20,000	-
22252.510310	Pre-Employment Polygraph Examinations	R	20,000	20,000	-
22252.510310	Staff Promotion Eligibility Assessment Center Costs	R	15,000	15,000	-
22252.510310	Towing Charges for Police Vehicles/Crash Scenes	R	15,000	15,000	-
22252.510310	Transcription Services	R	10,000	12,000	(2,000)
22252.510310	Hazardous Materials Disposal	R	5,000	4,000	1,000
22252.510400	Regional Emergency Communications Center Equip./Maint. - City Share	R	30,000	30,000	-
22772.510200	Hearing Officers for DWI Vehicle Seizure Cases	R	30,000	47,000	(17,000)
22772.510250	Debt Service Administration Fees (DWI Forfeiture)		103	-	103
22772.510310	DWI Vehicle Seizure Towing Charges	R	120,000	100,000	20,000
22792.510200	Hearing Officers for Speed Camera Nuisance Abatement Cases	R	50,000	50,000	-
22792.510250	Speed Camera Program Income - Remittance of State Share per Statute	R	130,000	130,000	-
22792.510340	Speed Camera Program Operation/Administration	R	217,730	217,730	-
<b>Subtotal: Police Administration</b>			<b>2,026,576</b>	<b>1,596,014</b>	<b>430,562</b>
<sup>†</sup> General Fund portion of FY 14/15 incarceration costs includes \$523,703 moved to expansion					
<b>CRIMINAL INVESTIGATIONS</b>					
12062.510300	Laboratory Services - Criminal Investigations	R	1,000	7,000	(6,000)
12062.510300	Medical Examinations - Criminal Investigations	R	1,000	-	1,000
12062.510310	Vehicle Towing Services - Criminal Investigations	R	4,000	-	4,000
12062.510310	Cable TV Service	R	2,000	-	2,000
12062.510310	Transcription Service for Time-Sensitive Cases/Interviews	R	2,000	1,212	788
12062.510400	Contingency - Investigations/Surveillance/Undercover Ops.	R	10,000	10,000	-
12189.510340	Rape/Domestic Violence Counselor (Solace)	R	35,640	30,000	5,640
12189.510400	Rape/Domestic Violence Counseling Services (Esperanza Shelter)	R	30,000	45,000	(15,000)
12189.510500	Domestic Violence Victim Assistance (Solace/Esperanza Shelter)	R	5,000	10,000	(5,000)
<b>Subtotal: Criminal Investigations</b>			<b>90,640</b>	<b>103,212</b>	<b>(12,572)</b>
<b>PATROL DIVISION</b>					
12188.510300	Veterinarian Contract for Animal Services Cases	R	10,000	6,000	4,000
12188.510310	Stray Animal Holding Services (SF Animal Shelter)	R	159,000	159,000	-
22210.510300	Police Vehicle Equipment Maintenance <sup>12</sup>	R	-	15,000	(15,000)
22210.510310	Towing Charges for Police Vehicles/Crash Scenes	R	20,000	15,000	5,000
<b>Subtotal: Patrol Division</b>			<b>189,000</b>	<b>195,000</b>	<b>(6,000)</b>
<sup>12</sup> Expenditures moved to non-contractual lines (Repair & Maintenance) for FY 14/15					
<b>TOTAL: POLICE DEPARTMENT</b>			<b>2,306,216</b>	<b>1,894,226</b>	<b>411,990</b>

		-in FY 14/15-		B - Both New		R - Recurring	
DEPARTMENT / DIVISION		FY 14/15	FY 13/14	Increase /			
Business Unit/Line Item	Description	Type	Request	Base Bud	(Decrease)		
PUBLIC UTILITIES / ADMINISTRATION							
52200.510300	Chemical/Biological Analysis of Environmental Samples	X	-	1,000	(1,000)		
52200.510300	Tritium Analysis - Buckman Water Wells	X	-	1,000	(1,000)		
Subtotal: Public Utilities Administration			-	2,000	(2,000)		
ENVIRONMENTAL SERVICES							
12117.510310	GPS System Monitoring (SF Beautiful)	B	846	-	846		
22813.510400	SF Beautiful Grant - Litter Cleanup Subcontracts	R	900	900	-		
52251.510250	Debt Service Administration Fees (Solid Waste)	B	1,981	-	1,981		
52251.510300	Solid Waste Rate Analysis	R	25,000	25,000	-		
52251.510300	Paseo de Vista/Frank Ortiz Landfill Monitoring	X	-	24,500	(24,500)		
52251.510300	Solid Waste Staff Safety Training <sup>13</sup>	R	-	10,000	(10,000)		
52251.510310	GPS System Monitoring (Solid Waste)	R	41,720	16,920	24,800		
52251.510320	Frank Ortiz Landfill Abatement Plan	R	100,000	310,780	(210,780)		
52251.510400	SWM Share of Utilities Administration/Customer Service	R	737,348	688,312	49,036		
52252.510200	Analysis for Green City/Building Code Development/Review	R	3,000	14,000	(11,000)		
52252.510340	Sustainable Santa Fe Commission - Intern Services	R	16,475	3,000	13,475		
Subtotal: Environmental Services			927,270	1,093,412	(166,142)		
<sup>13</sup> Expenditures moved to non-contractual lines (Employee Training) for FY 14/15							
UTILITY CUSTOMER SERVICE							
52201.510300	Consultant Services - Division Mission/Goals/Objectives	X	-	10,000	(10,000)		
52201.510300	GPS Vehicle Location System <sup>14</sup>	R	-	10,000	(10,000)		
52201.510340	Utility Billing System Support/Meter Installation	R	157,954	-	157,954		
52202.510340	Customer Service Review	R	15,000	15,000	-		
52205.510200	Hearing Officer for Utility Billing Disputes	R	5,409	5,000	409		
52205.510310	Utility Bill & Insert Printing/Mailing	R	135,234	125,000	10,234		
52209.510340	Automated Meter Reading System Evaluation	R	30,000	11,500	18,500		
52210.510300	Interactive Voice Reponse System Support <sup>14</sup>	R	-	25,000	(25,000)		
52210.510340	Custom Programming Support	R	54,094	50,000	4,094		
52210.510340	Utility Billing System Support/Training	R	54,094	50,000	4,094		
Subtotal: Utility Customer Service			451,785	301,500	150,285		
<sup>14</sup> Expenditures moved to non-contractual lines (Software Subscriptions) for FY 14/15							
WASTEWATER MANAGEMENT							
52451.510250	Engineering/Environmental Services for Division Projects	R	8,000	18,600	(10,600)		
52451.510250	Debt Service Administration Fees (Wastewater)	B	4,495	4,959	(464)		
52451.510300	Wastewater Rate Analysis/Financial Planning	R	20,100	15,500	4,600		
52451.510310	NM One Call Sewer Line Locates	R	15,000	9,000	6,000		
52451.510310	After-Hours Emergency Paging Service	R	1,500	1,500	-		
52451.510400	WWM Share of Utilities Administration/Customer Service	R	836,724	850,020	(13,296)		
52452.510300	Heavy Equipment Maintenance/Repairs	R	-	41,613	(41,613)		
52452.510300	Specialized Electrical Support/Maintenance	R	-	21,613	(21,613)		
52452.510300	Specialized Instrumentation Support/Maintenance	R	-	21,613	(21,613)		
52454.510250	EPA-Mandated Specialized Pollutant Analysis (Water Quality Lab)	R	35,000	40,000	(5,000)		
52454.510810	Laboratory/Treatment Plant Chemicals Disposal	B	5,000	-	5,000		
52455.510300	Sewer Line Repair/Replacement/Pipe Bursting Services	R	-	100,000	(100,000)		
52455.510300	Survey Verification, Traffic Control, Miscellaneous	R	-	5,000	(5,000)		
52456.510320	Engineering/Analysis/Design Services - non-CIP Projects	R	45,000	45,000	-		
52458.510250	EPA-Mandated Specialized Pollutant Analysis (Industrial Pretreatment)	R	6,000	4,070	1,930		
52459.510250	Debt Service Administration Fees (Sewer Line Extension CIP)	B	169	-	169		
52460.510250	EPA-Mandated Specialized Pollutant Analysis (Composting)	R	7,500	7,500	-		
52464.510250	Debt Service Administration Fees (Wastewater Impact Fee)	B	443	-	443		
52468.510250	Debt Service Administration Fees (Wastewater Modification/Rplcmt.)	B	764	-	764		
52469.510250	Debt Service Administration Fees (W/W Effluent Line - Tierra Contenta)	B	408	-	408		
Subtotal: Wastewater Management			986,103	1,185,988	(199,885)		
WATER DIVISION							
52300.510200	Water Rights Litigation/Legal Services	R	108,188	50,000	58,188		
52300.510200	General Water Litigation/Legal Services	R	75,731	70,000	5,731		
52300.510200	Water Construction Litigation/Legal Services	R	54,094	50,000	4,094		
52300.510200	Legal Services for Required Permits	R	5,409	5,000	409		
52300.510200	Gross Receipts Tax Payable on Legal Services	R	-	14,328	(14,328)		
52300.510250	Debt Service Administration Fees (Water Operating)	B	37,176	38,333	(1,157)		
52300.510250	Fiscal Agent Fees - IRS Compliance	R	18,000	18,000	-		
52300.510300	Water Resources Management/Long-Term Planning	R	333,218	233,000	100,218		
52300.510300	Environmental Analysis/Water Quality Monitoring/Compliance	R	200,147	185,000	15,147		
52300.510300	Regional Water/Hydrology Strategic Planning	R	91,418	59,500	31,918		
52300.510300	Contracted Financial Analysis of Rates/Revenues/Debt	R	54,094	50,000	4,094		

-in FY 14/15		R - Recurring
		X - Neither

DEPARTMENT / DIVISION Business Unit/Line Item	Description	Type	FY 14/15 Request	FY 13/14 Base Bud	Increase / (Decrease)
52300.510300	Global Positioning System (GPS) Maintenance Services <sup>15</sup>	R	-	15,000	(15,000)
52300.510300	Gross Receipts Tax Payable on Professional Services (Administration)	R	-	20,909	(20,909)
52300.510300	Supervisory Control & Data Acquisition Sys. (SCADA) Data Charges <sup>15</sup>	R	-	10,200	(10,200)
52300.510310	San Juan/Chama O&M/Contract/Association Payments	R	209,000	209,000	-
52300.510310	Streamflow Gauging/Water Resources Monitoring	R	104,401	72,100	32,301
52300.510310	Electronic Document Filing Service Fees	R	16,228	15,000	1,228
52300.510310	Water Storage Payments	R	15,600	15,600	-
52300.510310	Acequia/Water Rights Dues	R	1,725	1,725	-
52300.510320	Engineering/Survey Services for Projects/Systems	R	62,208	57,500	4,708
52300.510340	Legislative Lobbyist Services (50% Split w/ GF/CMO)	R	30,000	30,000	-
52300.510340	Grant Application Assistance	R	10,819	10,000	819
52300.510400	Water Share of Utilities Administration/Customer Service	R	3,751,891	3,346,043	405,848
52300.510400	SF River Fund Project Support	R	10,819	10,000	819
52301.510250	Debt Service Administration Fees (Water Debt Service)		1,051	-	1,051
52302.510250	Debt Service Administration Fees (Water Acquisition)		790	-	790
52303.510250	Debt Service Administration Fees (Water Arbitrage Reserve)		829	-	829
52314.510250	Debt Service Administration Fees (Water Construction)		1,670	-	1,670
52341.510250	Debt Service Administration Fees (Water Capital Projects)		232	-	232
52343.510250	Debt Service Administration Fees (Water Conservation)		402	-	402
52343.510310	Water Conservation Program Services	R	51,930	48,000	3,930
52343.510500	Water Conservation Rebate Program Payments	R	281,678	281,678	-
52344.510250	Debt Service Administration Fees (Well & Booster Station Projects)		717	-	717
52345.510300	Graphic Design Services for Water Conservation	R	4,328	3,000	1,328
52345.510300	Gross Receipts Tax Payable on Professional Services (Conservation)	R	-	1,000	(1,000)
52345.510310	Water Summit Security	R	1,082	16,000	(14,918)
52345.510340	Water Summit Facilitator	R	12,983	41,667	(28,684)
52354.510250	Debt Service Administration Fees (Meter Replacement)		154	-	154
52355.510250	Debt Service Administration Fees (Tank Projects)		146	-	146
52356.510250	Buckman Wells - Permit Compliance		283,474	-	283,474
52358.510250	Debt Service Administration Fees (Water Supply Projects)	R	1,987	902	1,085
52359.510250	Debt Service Administration Fees (Water CIP Projects)		197	-	197
52361.510300	Raw Water Lab Analysis for Regulatory Compliance	R	37,866	30,000	7,866
52361.510300	Emergency Maintenance/On-Call City-Wide Repair <sup>15</sup>	R	-	165,000	(165,000)
52361.510300	Employee Safety Training <sup>15</sup>	R	-	5,000	(5,000)
52361.510300	Gross Receipts Tax Payable on Professional Svcs. (Source of Supply)	R	-	50,636	(50,636)
52361.510300	Heavy Equipment Repair/Maintenance Services <sup>15</sup>	R	-	10,000	(10,000)
52361.510300	High/Low-Voltage Electrical Services <sup>15</sup>	R	-	15,000	(15,000)
52361.510300	Instrumentation Maintenance <sup>15</sup>	R	-	5,000	(5,000)
52361.510300	Meter Calibration Services <sup>15</sup>	R	-	10,000	(10,000)
52361.510300	On-Call Fencing Maintenance/Repair <sup>15</sup>	R	-	5,000	(5,000)
52361.510300	Preventative Software Maintenance/Support <sup>15</sup>	R	-	17,000	(17,000)
52361.510300	Tank Inspection/Corrosion Prevention Services <sup>15</sup>	R	-	5,000	(5,000)
52361.510310	Security Service for Source of Supply Facilities	R	382,539	257,364	125,175
52361.510320	SCADA System Support/Engineering	R	21,638	15,000	6,638
52361.510810	MIOX Treatment Chemical Service	R	10,819	10,000	819
52363.510300	Gross Receipts Tax Payable on Professional Svcs. (Trans. & Distrib.)	R	-	10,000	(10,000)
52363.510300	Heavy Equipment Repair/Maintenance Services <sup>15</sup>	R	-	5,000	(5,000)
52363.510300	Large Meter Calibration/Testing <sup>15</sup>	R	-	70,000	(70,000)
52363.510300	Pressure Reducing Valve (PRV)-SCADA System Support <sup>15</sup>	R	-	5,000	(5,000)
52363.510300	Safety Planning, Training, Materials & Implementation <sup>15</sup>	R	-	5,000	(5,000)
52363.510310	Emergency Dispatch/Traffic Safety Control (Trans. & Distribution)	R	75,731	5,000	70,731
52364.510300	Aerial Photography/LiDAR Topography Mapping	X	-	75,000	(75,000)
52364.510300	Gross Receipts Tax Payable on Professional Svcs. (Water Engineering)	R	-	1,818	(1,818)
52364.510310	NM One Call Water Line Locates	R	12,983	12,000	983
52364.510310	Management Service for Locate Tickets	R	9,737	9,000	737
52364.510310	Emergency After-Hours Dispatch Service (Water Engineering)	R	1,298	1,200	98
52376.510250	Debt Service Administration Fees (Water Treatment Plant Projects)		1,306	-	1,306
52378.510340	Rio Tesuque Offset - Consulting Services		124,786	-	124,786
52378.510340	Long-Term Water Supply Return Flow Credits		108,188	-	108,188
52387.510250	Debt Service Administration Fees (Water GRT)		5,386	-	5,386
52388.510250	Debt Service Administration Fees (Water Rights Acquisition)		168	-	168
52391.510250	Debt Service Administration Fees (2009 A/B Water Bond)	R	2,653	2,500	153
<b>Subtotal: Water Division</b>			<b>6,628,914</b>	<b>5,780,003</b>	<b>848,911</b>
<b>TOTAL: PUBLIC UTILITIES</b>			<b>8,994,072</b>	<b>8,362,903</b>	<b>631,169</b>

<sup>15</sup>Expenditures moved to non-contractual lines (Software Subscriptions/Repair & Maintenance/Employee Training) for FY 14/15

#### BUCKMAN DIRECT DIVERSION (BDD)\*

72401.510250	Debt Service Administration Fees (BDD - City)	B	150	-	150
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DEPARTMENT / DIVISION Business Unit/Line Item	Description	Type	-in FY 14/15:			R - Recurring
			FY 14/15 Request	FY 13/14 Base Bud	Increase / (Decrease)	
72402.510250	Debt Service Administration Fees (BDD - SF County)	B	788	-	788	
72410.510200	Board Counsel--BDD Legal Services	R	108,111	146,698	(38,587)	
72410.510200	Legal Services Related to LANL Runoff Testing Negotiations	X	-	17,500	(17,500)	
72410.510250	Laboratory Analysis - Environmental Permit Compliance	R	54,094	163,000	(108,906)	
72410.510250	Consultant Services - Permit Compliance	R	27,047	125,000	(97,953)	
72410.510250	Annual Fire Safety Inspection	B	7,200	-	7,200	
72410.510250	Debt Service Administration Fees (BDD - Operations)	B	626	-	626	
72410.510300	Annual Water Tank Inspection	B	10,000	-	10,000	
72410.510300	Insurance Brokerage Services	B	10,000	-	10,000	
72410.510300	BDD Facilities Repair/Maintenance <sup>16</sup>	R	-	60,000	(60,000)	
72410.510300	BDD Treatment Plant Site Landscaping <sup>16</sup>	R	-	60,000	(60,000)	
72410.510300	Booster Station Pump Maintenance <sup>16</sup>	R	-	60,000	(60,000)	
72410.510300	Consultant Services - Process Studies/Technical Assistance	X	-	110,000	(110,000)	
72410.510300	Industrial Controls/Relays Maintenance <sup>16</sup>	R	-	10,000	(10,000)	
72410.510300	Large Meter Calibration/Maintenance <sup>16</sup>	R	-	14,000	(14,000)	
72410.510300	SCADA System Support/Maintenance <sup>16</sup>	R	-	40,000	(40,000)	
72410.510300	Software Maintenance/Troubleshooting <sup>16</sup>	R	-	14,000	(14,000)	
72410.510300	Water Treatment Equipment Failure Analysis/Corrosion Prevention <sup>16</sup>	R	-	10,000	(10,000)	
72410.510310	BDD Facilities Security Service	R	172,943	182,813	(9,870)	
72410.510310	Stenography/Transcription Service for BDD Board Meetings	R	3,200	3,200	-	
72410.510310	BDD Facilities Pest Control Service	B	1,200	-	1,200	
72410.510330	Annual BDD Audit Contract	B	12,000	-	12,000	
72410.510810	Water Treatment Chemicals Service	B	265,000	374,783	(109,783)	
<b>Subtotal: Buckman Direct Diversion</b>			<b>672,359</b>	<b>1,390,994</b>	<b>(718,635)</b>	

\*BDD classified as Non-Departmental

<sup>16</sup>Expenditures moved to non-contractual lines (Software Subscriptions/Repair & Maintenance) for FY 14/15**SANTA FE SOLID WASTE MANAGEMENT AGENCY (SFSWMA)\***

52501.510200	SFSWMA Legal Services	R	35,300	35,300	-	
52501.510310	Landfill/BURRT Hazardous Waste/Fluids Disposal	R	155,000	155,000	-	
52501.510300	On-Site OSHA/Safety Assessment/Planning	R	50,000	75,000	(25,000)	
52501.510310	Security Service for Landfill/BURRT	R	75,000	75,000	-	
52501.510250	Air Quality/Methane/Groundwater/Leachate Monitoring	R	60,000	60,000	-	
52501.510310	Technical Computer Support	R	35,000	35,000	-	
52501.510250	Storm Water Monitoring/Testing/Permitting	R	20,000	30,000	(10,000)	
52501.510320	Surveying Services for Cell Management/Volume Calculation	R	25,000	25,000	-	
52501.510310	Refuse Tire Hauling/Processing/Disposal	R	24,750	24,750	-	
52501.510330	Annual SFSWMA Audit	R	30,000	22,000	8,000	
52501.510300	Electrical Systems Repair/Maintenance <sup>17</sup>	R	-	20,000	(20,000)	
52501.510300	Landfill/BURRT Scale Calibration <sup>17</sup>	R	-	10,000	(10,000)	
52501.510250	OSHA-Required Medical/Physical Examinations	R	15,000	10,000	5,000	
52501.510310	Armored Car Service (SFSWMA)	R	9,125	9,125	-	
52501.510310	Phone System Support	R	6,000	6,000	-	
52501.510310	Random Drug Testing/Vaccinations	R	10,000	6,000	4,000	
52501.510300	Website Updates	R	5,000	5,000	-	
52501.510250	Financial/Investment Services	B	3,243	-	3,243	
52501.510250	Debt Service Administration Fees (Caja del Rio Landfill)	B	1,340	-	1,340	
52501.510600	Mineral Sales Contract Reimbursement - BLM Share	R	95,000	51,750	43,250	
52501.510310	SFSWMA Facilities Pest Control Service	B	4,000	-	4,000	
52501.510310	BURRT Fire System Testing	B	2,000	-	2,000	
52503.510310	Contracted Operations & Maint. - Landfill Gas Collection System	R	110,000	110,000	-	
<b>TOTAL: SFSWMA</b>			<b>770,758</b>	<b>764,925</b>	<b>5,833</b>	

\*SFSWMA classified as Non-Departmental

<sup>17</sup>Expenditures moved to non-contractual lines (Repair & Maintenance) for FY 14/15**PUBLIC WORKS / ADMINISTRATION**

12109.510340	Holidays/Special Events Entertainment	R	9,700	8,000	1,700	
52850.510250	Debt Service Administration Fees (Railyard Development)	R	2,786	2,961	(175)	
52853.510250	Debt Service Administration Fees (Railyard Traffic Impact)	B	127	-	127	
52856.510250	Debt Service Administration Fees (Railyard Market Station)	R	1,382	1,250	132	
52857.510310	Railyard Park Stewards	R	100,000	100,000	-	
52857.510340	Railyard Soundstage/Equipment/Lighting/Marketing	R	49,500	49,500	-	
<b>Subtotal: Public Works Administration</b>			<b>163,495</b>	<b>161,711</b>	<b>1,784</b>	

**FACILITIES MAINTENANCE**

32108.510320	Project Cost Estimates/Designs/Feasibility Studies/Reviews	R	1,029	1,029	-	
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**PARKS, TRAILS & WATERSHED**

12112.510310	NM Corrections Inmate Labor--Arterials/Landscaping Maintenance	R	45,000	45,000	-	
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-in FY 14/15:		R - Recurring
		X - Neither

DEPARTMENT / DIVISION	Description	Type	FY 14/15 Request	FY 13/14 Base Bud	Increase / (Decrease)
Business Unit/Line Item					
12112.510310	Parks Prairie Dog Removal		42,500	-	42,500
12112.510310	Parks Security Patrol for 9 New G.O. Bond Locations <i>[Expansion]</i>		32,940	-	32,940
12174.510400	Boys & Girls Club 4th of July Entertainment/Refreshments	R	30,000	30,000	-
12177.510400	Trails Volunteer Coordinator Services	X	-	50,000	(50,000)
22513.510310	Contracted Parks Tree Maintenance	R	44,000	34,625	9,375
32754.510310	Fire Suppression Systems/Hoods Service - Parks Concession Facilities		12,289	17,289	(5,000)
52600.510250	State-Mandated Water Well Analysis/Monitoring	R	10,000	10,000	-
52600.510300	MRC Advisory Board Stenographer	R	900	900	-
52600.510300	Wells Fargo Bank Contract Services <sup>18</sup>	R	-	3,100	(3,100)
52600.510310	Sports Facility Security Patrol	R	13,375	13,375	-
52600.510310	Armored Car Service (MRC/Golf Course)	R	5,000	5,000	-
52600.510310	Security Alarm Service	R	2,785	2,785	-
52600.510310	Irrigation System Maintenance/Technical Support	R	2,676	22,676	(20,000)
52600.510310	MRC Facility Pest Control Service	R	700	700	-
52600.510340	Golf Pro Shop/Driving Range/Carts Operations Contract	R	121,417	105,123	16,294
52600.510340	Golf Course Marketing Services	R	25,400	25,400	-
52600.510600	Golf Course Player Card Sales - NM Golf Limited Share Reimbursement	R	3,725	3,725	-
52605.510250	Debt Service Administration Fees (MRC Debt Service)		241	-	241
52858.510310	Railyard Park & Plaza Security Patrol	R	54,220	28,600	25,620
52858.510310	Railyard Park & Plaza Prairie Dog Removal		7,500	-	7,500
<b>Subtotal: Parks, Trails &amp; Watershed</b>			<b>454,668</b>	<b>398,298</b>	<b>56,370</b>

<sup>18</sup>Expenditures moved to non-contractual lines (Bank Charges & Fees) for FY 14/15

#### RECREATION DIVISION

12118.510300	Ft. Marcy/Salvador Perez Facility Security	R	-	1,430	(1,430)
12119.510300	ActiveNet Cash Management System Services (Ft. Marcy)	X	-	5,000	(5,000)
12119.510300	Cardio/Strength Equipment Preventative Maintenance <sup>19</sup>	R	-	2,800	(2,800)
12119.510310	Armored Car Service (Ft. Marcy)	R	3,802	3,802	-
12119.510310	Facilities Security Service (Fort Marcy)	R	428	1,430	(1,002)
12119.510350	Dance/Fitness/Yoga/Aerobics Instructors (Ft. Marcy)	R	59,487	44,545	14,942
12120.510250	Red Cross Certifications for Lifeguards/Swim Instructors	R	1,980	3,000	(1,020)
12120.510250	NM Environment Dept. Operational Permits (Sal. Perez Pool)		150	-	150
12120.510300	ActiveNet Cash Management System Services (Sal. Perez)	X	-	6,000	(6,000)
12120.510310	Armored Car Service (Sal. Perez)	R	3,790	3,790	-
12120.510310	Facilities Security Service (Sal. Perez)	R	428	-	428
12120.510350	Dance/Fitness/Yoga/Aerobics Instructors (Salvador Perez)	R	8,190	8,190	-
12121.510250	Certifications for Lifeguard/WWSI/CPR/First Aid Classes	R	1,560	1,560	-
12121.510250	Red Cross Administrative Fees - Learn to Swim Program	R	786	786	-
12121.510250	NM Environment Dept. Operational Permits (Ft. Marcy Pool)		300	-	300
12121.510350	Fitness/Aquatics Instructors (Ft. Marcy Pool)	R	3,895	2,000	1,895
12123.510250	NM Environment Dept. Operational Permits (Bicentennial Pool)	R	300	300	-
12123.510310	Armored Car Service (Bicentennial Pool)	R	1,100	1,100	-
12123.510340	Winterization Consulting/Training Services (Bicentennial Pool)	X	2,102	2,102	-
12135.510300	Sports Clinic/Camp Instructors	R	-	4,500	(4,500)
22616.510340	Special Events Operation/Promotion	R	1,100	1,100	-
22709.510350	Sports Clinic/Camp Instructors (Recreation)	R	6,000	3,000	3,000
22713.510340	Outdoor Recreation Program	R	7,000	7,000	-
52701.510250	Debt Service Administration Fees (GCCC)		315	-	315
52701.510300	Photocopier Maintenance Contract <sup>19</sup>	R	-	1,877	(1,877)
52701.510310	Armored Car Service (GCCC)	R	5,200	5,200	-
52701.510340	ActiveNet Cash Management System Services (GCCC)	R	8,200	8,200	-
52702.510300	Cable TV Service	X	-	1,200	(1,200)
52702.510310	GCCC Security Service	R	63,915	63,915	-
52702.510310	Fire/Burglary Alarm Monitoring	R	2,000	2,000	-
52703.510340	Officials/Referees/Monitors for Sports Leagues/Tournaments	R	33,300	30,000	3,300
52703.510340	Summer Camp FACT Art Program	R	6,000	6,000	-
52703.510340	Summer Camp Transportation Services	R	5,920	5,920	-
52703.510340	Spring Break Program Instructors/Staff	R	3,006	2,820	186
52703.510340	Pow-Wow Program Head Staff	R	1,300	1,300	-
52703.510350	Dance/Fitness/Yoga/Aerobics Instructors (GCCC)	R	60,422	48,360	12,062
52703.510350	Sports Clinic/Camp Instructors (GCCC)	R	7,000	7,000	-
52703.510350	Youth Program Guest Instructors	R	2,506	2,506	-
52704.510250	NM Environment Dept. Operational Permits (GCCC Natatorium)	R	600	1,000	(400)
52704.510350	Fitness/Aquatics Instructors (GCCC Natatorium)		3,895	-	3,895
52705.510340	Hockey Referees	R	12,000	12,000	-
52705.510340	In-House Skating Events	R	305	305	-
52705.510350	Learn to Skate Program Instructors	R	11,760	11,760	-
52705.510350	Hockey Coaches	R	6,600	6,600	-
52710.510340	Annual Triathlon - Timing Services	R	4,000	4,000	-
52710.510340	Outdoor Recreation - Movies In The Park Series	R	3,500	3,500	-

			~in FY 14/15:	B - Both N&R	R - Recurring
DEPARTMENT / DIVISION			FY 14/15	FY 13/14	Increase /
Business Unit/Line Item	Description	Type	Request	Base Bud	(Decrease)
52710.510340	Annual Triathlon - Barricade/Safety Services	R	3,000	3,000	-
52710.510340	Special Events - Audio/Visual Services	B	2,000	2,000	-
52710.510340	Annual Triathlon - Photography Services	R	1,000	1,000	-
52710.510340	Annual Triathlon - Race Official Services	R	1,000	1,000	-
52710.510340	Annual Triathlon - Event Consultation Services	R	500	500	-
52710.510340	Annual Triathlon - Sound/Music Services	R	500	500	-
52710.510350	Sports Clinic/Camp Instructors (Outdoor Recreation)	R	3,800	3,800	-
52710.510350	Special Events Clinic/Camp Instructors (Outdoor Recreation)	R	3,700	3,700	-
52722.510250	Debt Service Administration Fees (GCCC CIP Bond)	B	103	-	103
72103.510340	Basketball League/Tournament Officials	R	27,200	27,200	-
72103.510340	Softball League/Tournament Officials	R	11,250	11,250	-
72103.510340	Volleyball League/Tournament Officials	R	7,200	7,200	-
72103.510340	Football League/Tournament Officials	R	4,200	4,200	-
72103.510340	Sports League/Tournament Monitors	R	3,250	3,250	-
<b>Subtotal: Recreation Division</b>			<b>412,845</b>	<b>397,498</b>	<b>15,347</b>
<sup>19</sup> Expenditures moved to non-contractual lines (Repair & Maintenance) for FY 14/15					
<b>ROADWAYS &amp; TRAILS ENGINEERING</b>					
32109.510320	Engineering/Appraisal/Environmental Studies/NM One Call	R	1,000	2,705	(1,705)
<b>STREETS &amp; DRAINAGE MAINTENANCE</b>					
22401.510300	YouthWorks - River/Arroyo Cleanup/Construction/As-Needed Labor	R	40,000	40,000	-
22401.510340	SF Watershed Association/Stewardship Program	R	20,000	-	20,000
22784.510250	Debt Service Administration Fees (Roads Impact Fees)	B	317	20,000	(19,683)
<b>Subtotal: Streets &amp; Drainage Maintenance</b>			<b>60,317</b>	<b>60,000</b>	<b>317</b>
<b>TRAFFIC ENGINEERING</b>					
12054.510340	School Crossing Guards Program Administration (SFPS)	R	175,000	175,000	-
32131.510320	Project Cost Estimates/Designs/Feasibility Studies/Reviews	R	6,475	6,475	-
<b>Subtotal: Traffic Engineering</b>			<b>181,475</b>	<b>181,475</b>	<b>-</b>
<b>TOTAL: PUBLIC WORKS</b>			<b>1,274,829</b>	<b>1,202,716</b>	<b>72,113</b>
<b>TRANSPORTATION DEPARTMENT / AIRPORT</b>					
52800.510300	Appraisals/Surveys for Current/New Leases	R	7,500	64,985	(57,485)
52800.510310	FAA-Mandated Terminal/Checkpoint/Airfield Security	R	67,000	15,000	52,000
52800.510310	Prairie Dog Removal/Relocation - Airport Share	R	15,000	7,500	7,500
52800.510310	Airport Terminal Fire Alarm Service	R	650	650	-
52800.510310	Airport Terminal Floor Mat Service	B	500	650	(150)
<b>Subtotal: Airport</b>			<b>90,650</b>	<b>88,785</b>	<b>1,865</b>
<b>PARKING DIVISION</b>					
52151.510250	Debt Service Administration Fees (Parking)	B	345	-	345
52152.510300	Parking Revenue Management Software Upgrade	X	-	58,300	(58,300)
52152.510310	Armored Car Service (Parking/Accounting)	R	3,800	2,851	949
52154.510310	Armored Car Service (Parking/Collections)	R	3,800	3,000	800
52155.510310	Security/Monitoring Coverage for Municipal Parking Lots	R	285,230	315,230	(30,000)
<b>Subtotal: Parking Division</b>			<b>293,175</b>	<b>379,381</b>	<b>(86,206)</b>
<b>TRANSIT DIVISION</b>					
52401.510250	Compressed Natural Gas Cylinder Inspection	B	6,500	-	6,500
52401.510300	Project Consulting/Survey & Appraisal Services	R	33,560	81,120	(47,560)
52401.510310	City Life Trip Planning App - Administration/Operation	B	12,200	-	12,200
52401.510310	Armored Car Service (Transit)	B	3,800	-	3,800
52401.510340	Student Intern Project Assistance	B	20,000	-	20,000
52402.510250	DOT-Mandated Physicals for Safety-Sensitive Positions	R	1,500	1,500	-
52402.510250	Debt Service Administration Fees (Transit)	B	439	-	439
52410.510300	Grant Management Technical Assistance	X	-	1,000	(1,000)
52420.510300	Charter Transportation Services - Folk Art Weekend	X	-	17,560	(17,560)
52420.510300	Route/Scheduling Services - Time Table Preparation	X	-	6,000	(6,000)
<b>Subtotal: Transit Division</b>			<b>77,999</b>	<b>107,180</b>	<b>(29,181)</b>
<b>TOTAL: TRANSPORTATION DEPARTMENT</b>			<b>461,824</b>	<b>575,346</b>	<b>(113,522)</b>
<b>GRAND TOTAL</b>			<b>24,989,915</b>	<b>25,567,078</b>	<b>(577,163)</b>

Total Recurring:  
Total Non-Recurring:

24,621,815



Self-funded Employer's Guide

**Transitional Reinsurance Fee  
and Patient-Centered Outcomes  
Research Institute Fee**



*Exhibit "10"*





To fund some of the changes mandated by the Affordable Care Act (ACA), several new taxes and fees will impact your group health plan. Two of these fees, the Transitional Reinsurance Fee and the Patient-Centered Outcomes Research Institute (PCORI) Fee, are paid to the government directly by you.

While questions related to your specific situation should be directed to your tax adviser or legal counsel, we would like to share an overview of the fees, information on remitting payment, and the types of coverage impacted by the fees.

The Reinsurance and PCORI Fees are both temporary and assessed on a per capita basis. That means the fee is paid for each member or covered life (employees, spouses and dependents) under your health plan. While both fees are paid annually, they have different schedules, fee amounts and exclusions.

Because the Reinsurance Fee, in particular, will have a financial impact on your business, we want to share this information now so you have time to prepare for and fund this three-year fee.

## About the Transitional Reinsurance Fee

The ACA requires health insurance issuers and self-funded group health plans to fund a Transitional Reinsurance Program in place from 2014 to 2016. Through the program, Reinsurance Fees are distributed to health insurance issuers in the non-grandfathered individual market that disproportionately attract individuals at risk for high medical costs. The assumption is that the individual market, which also includes health insurance purchased through individual Exchanges (also called Health Insurance Marketplaces) will disproportionately attract individuals at risk for high medical costs. Reinsurance payments will be made to reduce the uncertainty of insurance risk in the individual market by partially offsetting issuers' risk associated with high-cost enrollees.

The fees are collected by the Department of Health and Human Services (HHS). Under the rules established by HHS, you will submit your membership count to HHS, and the agency will calculate your fee and then send you an invoice. The funds will then be used by a reinsurance entity to make payments to eligible health insurance issuers that offer health insurance through the individual market.

## Transitional Reinsurance Fee Payment Schedule

The health reform law specifies the total amounts of the Reinsurance Fee that must be collected: \$12 billion in 2014, \$8 billion in 2015 and \$5 billion in 2016, totaling \$25 billion.

The Reinsurance Fee will be \$5.25 per member per month (\$63 annually) for 2014, and it decreases for the subsequent two years. States also may collect fees if they establish their own reinsurance program.

UnitedHealthcare must remit the Reinsurance Fee for its fully insured coverage, but our customers with self-funded plans are responsible for funding and paying the Reinsurance Fee.

The fee is collected each year from 2014–2016, and the first payment is due Jan. 15, 2015, for the 2014 benefit year. You must submit membership counts for 2014 to HHS by Nov. 15, 2014. Annual membership counts are based on the first nine months of the benefit year. HHS will invoice plans for the amount due by Dec. 15. We expect this same schedule in 2015 and 2016.

## Remitting the Transitional Reinsurance Fee

The Department of Labor (DOL) has advised that payment of the Reinsurance Fee would be considered a permissible expense of the plan under Title I of the Employee Retirement Income Security Act of 1974 (ERISA) because the payment is required under the ACA.

The Internal Revenue Service (IRS) has indicated that a sponsor of a self-funded group health plan that pays the Reinsurance Fee may treat the contributions as an ordinary and necessary business expense, subject to disallowances or limitations under the Code. This tax treatment applies whether the contributions are made directly or through a third-party administrator or administrative-services-only contractor.



### Key Dates for the Reinsurance Fee

► **November 15, 2014**  
Membership counts due to HHS

► **December 15, 2014**  
The latest date that HHS will invoice health plans

► **January 15, 2015**  
Payment is due to HHS



## **Coverage Impacted by the Transitional Reinsurance Fee**

The Reinsurance Fee generally applies to major medical coverage, including grandfathered plans.

The following types of coverage are specifically excluded from the fee:

- Accident-only coverage
- Children's Health Insurance Program (CHIP)
- Employee Assistance Programs (EAP) or wellness programs that do not provide major medical benefits
- Expatriate-only plans
- Flexible Savings Accounts within the meaning of Section 125 of the Code
- Health Reimbursement Arrangements that are integrated with major medical coverage
- Health Savings Accounts
- Indemnity reinsurance policy
- Medicaid
- Medicare
- Medicare Advantage plans
- Medicare supplement coverage that meets the requirements of Section 1882(g)(1)
- Part D prescription drug benefits
- Prescription drug benefit plans
- Retiree-only plans that pay secondary to Medicare
- Stop loss
- Plans covering tribal members and dependents (not employment-based plans)
- TRICARE
- Specified diseases or hospital indemnity coverage
- Stand-alone vision and dental (as long as they are excepted benefits under HIPAA)

## About the PCORI Fee

The Patient-Centered Outcomes Research Institute (PCORI) Fee helps fund research that evaluates and compares health outcomes, clinical effectiveness, and the risks and benefits of medical treatments and services.

## PCORI Fee Payment Schedule

Under the ACA, health insurance issuers and plan sponsors are responsible for paying the PCORI Fee. The fee is in effect from 2012 to 2019. Like the Reinsurance Fee, the PCORI Fee is assessed on each covered life.

Here is the fee schedule:

- For plan years ending on or after Oct. 1, 2012, and before Oct. 1, 2013, the fee is \$1 per member per year.
- For plan years ending on or after Oct. 1, 2013, and before Oct. 1, 2014, the fee is \$2 per member per year.
- For plan years ending in any fiscal year beginning on or after Oct. 1, 2014, the fee is indexed for medical inflation.
- The fee will not apply to policy or plan years ending after Sept. 30, 2019.

Payment must be submitted by July 31 of the calendar year immediately following the last day of the plan year.

### ► Case example: Calculating the PCORI Fee Using the Form 5500 Method

Next Level Logistics determined that it has 350 employees and 835 lives covered under its plan using the Form 5500 method. Its plan year runs from Oct. 1, 2012, to Sept. 30, 2013.

For Next Level Logistics, the \$1 per member per year fee in the amount of \$835 is due on July 31, 2014. (Remember, if Next Level Logistics's plan year ended on or between Oct. 1, 2012 to Dec. 31, 2012, the PCORI Fee would have been due July 31, 2013. But, because the plan year ended on Sept. 30, 2012, its first fee is not due until July 31, 2014.) The payment of the PCORI Fee is based on the date the plan ends, not when it begins, and the fee must be filed on Form 720 by July 31 of the calendar year immediately following the last day of the plan year.

Assuming Next Level Logistics still has 835 covered lives for the second year of the PCORI Fee, a payment of \$1,670 will be due on July 31, 2015.

## Remitting the PCORI Fee

Unlike the Reinsurance Fee, you will not be invoiced for the PCORI Fee. You'll need to file federal excise tax return **Form 720**. Payment must be submitted with the form by July 31 of the calendar year immediately following the last day of the plan year. (Third-party administrators are prohibited under the health reform law from remitting the fee for you.)

The PCORI Fee is imposed on the plan sponsor, not the group health plan. For this reason, sponsors generally may not pay the fee with ERISA plan assets, which includes participant contributions. But the DOL has indicated that the board of trustees of a multiemployer plan (which has no other source of funding), as well as a voluntary

employees' beneficiary association (VEBA) providing retiree-only coverage, may use plan assets to pay the fee. This is in contrast to the Reinsurance Fee, which is payable from ERISA plan assets.

The IRS stated that the PCORI Fee will be tax-deductible by employer groups (i.e., sponsors of self-funded group health plans) as ordinary and necessary business expenses, subject to any applicable disallowances or limitations under the Code.

## **Coverage Impacted by the PCORI Fee**

The PCORI Fee applies to grandfathered, medical, pharmacy, retiree-only, any accident or health insurance coverage (including a policy under a group health benefit plan) issued to individuals residing in the United States. This fee does not apply to the following types of coverage (this list is different than the Reinsurance Fee exclusions):

- Children's Health Insurance Program (CHIP)
- Employee Assistance Programs (EAP) or wellness programs
- "Excepted benefits," as defined under HIPAA, such as stand-alone vision or dental plans
- Expatriate coverage (those working outside the United States and their spouses and dependents)
- Flexible Spending Accounts, when they meet the excepted benefits test
- Health Reimbursement Arrangements, when they meet the excepted benefits test
- Health Savings Accounts
- Indemnity reinsurance policies, where the reinsuring company accepts all or part of the risk of loss under the policy and the issuing company retains its liability for covered lives
- Medicaid
- Medicare
- Stop loss, where the issuer is liable for all losses in excess of a specified amount and where the plan sponsor retains its liability for losses
- TRICARE
- Federal programs for providing care to Indian tribes (other than through insurance)

## **Special Counting Rules for Multiple Self-funded Plans**

If the plan sponsor of a self-funded plan has more than one self-funded plan (e.g., one for medical, another for pharmacy) it may treat them as a single self-funded plan for purposes of these fees to avoid double counting of the members.

If you have a flexible spending account (FSA), that is not an excepted benefit, or a health reimbursement arrangement (HRA) and also have a fully insured medical plan, then you may treat each participant's account as covering a single life. The plan sponsor is not required to count spouses or other dependents. (The special rule does not apply if you have another self-funded plan.)

If you have an FSA/HRA and also an applicable self-funded health plan (that is not a FSA or HRA), the arrangements may be treated as one plan. In this case, the special counting rule for FSAs/HRAs would not apply.

**These special counting rules apply only to self-funded plans.**



## **Calculating Your Membership Count for Either Fee**

The IRS provides four counting methods for determining the number of members covered by your health plan, and you may already have the information at your fingertips.

Remember that when determining the number of covered lives for the Reinsurance Fee, annual membership counts are based on the first nine months of the calendar year regardless of plan year or renewal date. For the PCORI Fee, covered lives are counted during the entire year.

Calculating the number of covered lives under your plan will directly affect the amount of your payment for the Reinsurance and PCORI Fees, so it must be performed carefully. We recommend that you calculate the number of covered lives under more than one counting method to determine the one that is most favorable.

### ► **Case example: Estimating the Reinsurance Fee Using the Snapshot Date Method**

Kevco Manufacturing counts its members on the first day of the first three quarters of the plan year.

**January 1** 1,989 members

**April 1** 1,882 members

**July 1** 1,990 members

-----  
5,861 *divide by 3*  
-----

**1,954**

Average membership count for the first nine months of the year x \$5.25 fee x 12 months = \$123,102  
estimated payment for 2014

With certain differences noted below, these methods may be used to calculate both the Reinsurance Fee and the PCORI Fee. (A different counting method may be used for each fee.) You must use the same method consistently for the duration of any year but may use a different method from one plan year to the next. Many of you have multiple plans, so it's important to know that the same method must be used for all plans during the plan year.

- 1. Actual Count:** Count the total covered lives for each day of the plan year and divide by the number of days in the plan year. (For the Reinsurance Fee, you only count lives during the first nine months of the plan year; for the PCORI Fee you count lives for the full 12 months of the year.)
- 2. Snapshot Dates:** Count the total number of covered lives on a single day in each quarter (or more than one day) and divide the total by the number of dates on which a count was made. (The date or dates must be consistent for each quarter. Reinsurance Fee only looks at the first three quarters of the plan year.)
- 3. Snapshot Factor:** In the case of self-only coverage and other than self-only (e.g., family or self-only plus one) coverage, determine the sum of: (1) the number of participants (i.e., employees or retirees) with self-only coverage, and (2) the number of participants (i.e., employees or retirees) with other than self-only coverage multiplied by 2.35.
- 4. Form 5500 Method (Annual Return/Report of Employee Benefit Plan):**
  - For self-only coverage, determine the average number of participants by combining the total number of participants at the beginning of the plan year with the total number of participants at the end of the plan year as reported on the Form 5500 and divide by 2.
  - For plans with self-only and other than self-only (e.g., family or self-only plus one) coverage the average number of total lives is the sum of total participants covered at the beginning and the end of the plan year, as reported on Form 5500.

#### **More on Form 5500**

- This may be the most accessible method for many private sector employers. Plan administrators of an employee benefit plan subject to ERISA must file Form 5500 each year.
- It is generally filed by employers in the private sector with 100 or more employees. Small employers with plan assets must also file Form 5500.
- Form 5500 only shows your number of participants, which are employees and/or retirees (not spouses or dependents).
- State and local government plans (including tribal government plans), churches and tribal plans do not file this form, so the Form 5500 method is not available to these groups.
- UnitedHealthcare does not have access to this form.

## Membership Count Support

Employers have the most accurate information when determining the number of lives covered under their health plans. One of the resources to find your membership count is Employer eServices\*. Find the membership by month on Employer eServices under Reports, then Membership, then click on Membership by Month report. (If Employer eServices is not available to you, contact your UnitedHealthcare representative.) These numbers can be used to determine the number of covered lives using the Snapshot or Snapshot Factor methods. (If you have multiple carriers, you may not have your total membership count on Employer eServices.)

Your UnitedHealthcare representative can also provide a membership count to you for the Reinsurance Fee using the Snapshot or the Snapshot Factor method. (The date this will be available has yet to be determined.) We encourage you to compare numbers you may receive through Employer eServices or your UnitedHealthcare representative to the number of covered lives you have calculated for the Reinsurance Fee, including the Form 5500 method, if available to you.

UnitedHealthcare will not supply membership counts, outside of Employer eServices, for the PCORI Fee. Although the membership counts for the Reinsurance Fee are not due until Nov. 15, 2014, the PCORI Fee, on the other hand, is due for many organizations by July 31, 2013. Most companies will have made two annual PCORI fee payments before the first Reinsurance Fee payment is due. In addition to different payment schedules, the PCORI Fee is calculated based on the number of members for 12 months and the Reinsurance Fee for nine months.

According to the health reform law, the employer is ultimately responsible for the accuracy of the membership counts and payment of fees.



### ► Case Example: Comparing Membership Counts

DuVail Industries has more than 100 employees and is subject to the Form 5500 filing requirement. Its plan provides for family group health plan coverage.

Using the Snapshot count method, it determined its membership for the first three quarters of the year is 201, 250 and 265. The average of these counts is 239. DuVail then contacts its plan accountant and learns that the participant count (employees and/or retirees only) on its prior year Form 5500 at the beginning of the year was 105 and at the end of the year was 115. The sum of these two counts is 220. Accordingly, DuVail Industries elects to use the Form 5500 method for determining the number of covered lives for the Reinsurance Fee.



## Why UnitedHealthcare Does Not Remit the Fees for You

The Reinsurance and PCORI Fees are based on your membership counts, and you are in the best position to analyze which is the most cost-effective way to determine your membership count. The final rule also prohibits third-party administrators from remitting the PCORI Fee on behalf of self-funded customers. Here's why you, and not your TPA, should determine the number of covered lives under your plan:

- 1. Variations in Plan Design:** Sponsors of self-funded plans have flexibility in their plan design. This includes benefit offerings from different issuers, HMOs and TPAs. Groups sometimes adopt policies that allow members to freely transfer from one benefit offering to another. You are permitted to provide coverage to the same employees through more than one group health plan simultaneously. Due to this flexibility, our data will only represent a portion of your plan membership. Our membership count, while helpful, is not sufficient to support a covered lives determination.
- 2. Coverage Considerations:** Certain types of coverage are excluded from the Reinsurance and PCORI Fees. Be sure to review your plan documents to determine if coverage is subject to the fee. Although UnitedHealthcare can share technical information about these fees, we are not in the position to review your plan documents and provide legal advice.
- 3. Fluctuations in Employment:** You may experience variations in staffing levels that will affect your membership count. Although your human resource department is aware of these employment trends, we are not. Normal employment fluctuations should be taken into account so you can effectively count covered lives consistent with the health reform law. This may include seasonal workers, for example, when a retailer may increase staffing in the fourth quarter to gear up for the holiday season.
- 4. Dependency Variables:** There are variations under the approved counting methods. This variation stems, in part, from the fact that Form 5500 only captures the number of participants (i.e., employees and retirees) and not total covered lives. Due to this limitation, self-funded employers may extrapolate the number of covered lives assuming a "rough" dependency factor of 2.0 (i.e., each employee will have one dependent). Although ERISA customers with a high ratio of dependents per employee might benefit from use of the Form 5500 method, those with a low ratio of dependents per employee might not. For this reason, we suggest that you compare figures using different counting methods.
- 5. Limitations of Form 5500:** If Form 5500 is available, it is an important tool to be used when ERISA plan administrators count covered lives. The Form 5500, however, may disclose information about ERISA welfare benefit plans, which includes a range of benefits, including health, life, disability and death benefits. This means that participants in non-group health plans may be comingled on Form 5500 with group health plan participants. When determining your membership count, the plan fiduciary using the Form 5500 method would need to coordinate closely with your accountants to determine which participants are disclosed on Form 5500. (UnitedHealthcare does not have access to Form 5500.)



Considering these factors, we encourage you to assess your membership count and compare the figure using more than one counting method. If you have questions about the counting methods or submitting fee payment, please contact your tax adviser or legal counsel.



### **For more information**

Consult your UnitedHealthcare representative if you have questions. Visit the United for Reform Resource Center at **[uhc.com/reform](http://uhc.com/reform)** for the latest health reform news, educational videos, timelines and frequently asked questions about health reform.



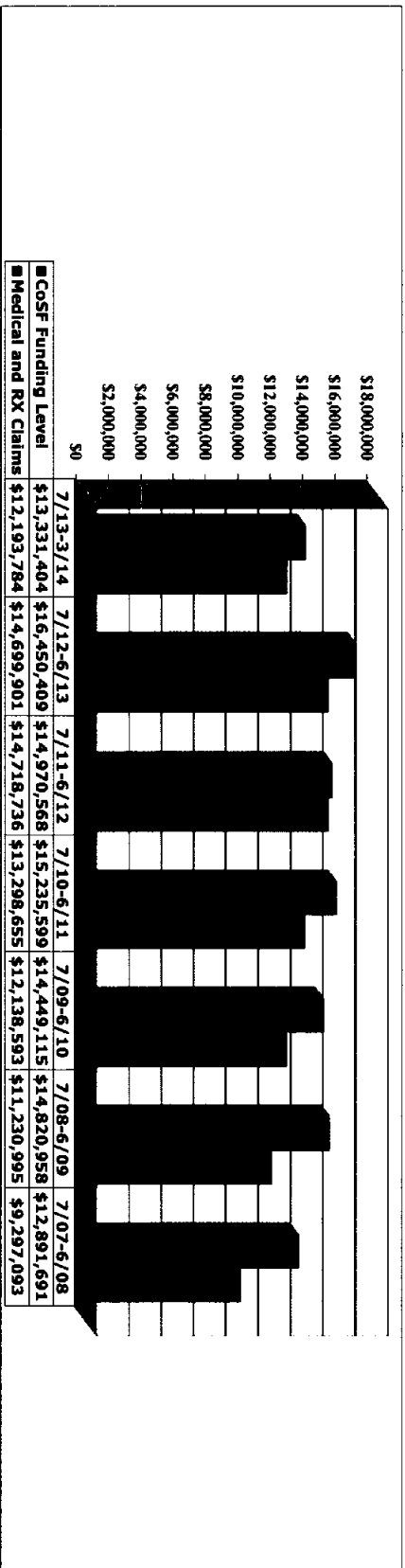
\*This information is based upon UnitedHealthcare's interpretation of the snapshot count method of counting covered lives, which is one of four counting methods approved by the IRS. It is also predicated on the eligibility information that the customers has provided UnitedHealthcare throughout the year.

Because UnitedHealthcare does not know whether a Snapshot count is the most appropriate method to be used for your group health plan, it is important that you compare this Snapshot count with the results you may obtain under other available PCORI counting methods. Each of the different counting methods may produce different results which will affect the amount of your PCORI Fee.

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UHCEW647324-001

# City of Santa Fe Medical Plan Performance



CARRIER PLAN		COMBINED		UHC		E		F		G	
YEAR		7/13-3/14	7/12-6/13	7/11-6/12	7/10-6/11	7/09-6/10	7/08-6/09	7/07-6/08			
1	Average Contracts	1,246	1,245	1,251	1,280	1,226	1,229	1,134			
2	% Variance to Prior Year	0.0%	-0.5%	-2.2%	4.4%	-0.2%	8.3%	N/A			
3	Average Members	3,171	3,155	3,177	3,203	2,977	2,926	2,719			
4	% Variance to Prior Year	0.5%	-0.7%	-0.8%	7.6%	1.7%	7.6%	N/A			
5	Average Contract Size	2.55	2.53	2.54	2.50	2.43	2.38	2.40			
UTILIZATION											
6	Cosf Funding Level	\$13,331,404	\$16,450,409	\$14,970,568	\$15,235,599	\$14,449,115	\$14,820,958	\$12,891,691			
7	Cosf Funding Level PMPM	\$467.11	\$434.53	\$392.67	\$396.36	\$404.52	\$422.17	\$395.09			
8	% Variance to Prior Year	7.5%	10.7%	-0.9%	-2.0%	-4.2%	6.9%	N/A			
9	Medical and RX Claims	\$12,193,784	\$14,974,930	\$15,051,750	\$14,431,264	\$12,455,977	\$11,420,871	\$10,283,940			
10	Actual Stop Loss Recovery	-\$19,770	-\$275,029	-\$333,014	-\$1,132,609	-\$317,385	-\$189,876	-\$986,847			
11	Claims (net of SL recoveries)	\$12,193,784	\$14,699,901	\$14,718,736	\$13,298,655	\$12,138,593	\$11,230,995	\$9,297,093			
12	Fixed Costs	\$1,074,843	\$1,290,497	\$1,280,655	\$1,154,574	\$1,077,661	\$987,233	\$800,674			
13	TOTAL CLAIMS + FIXED COSTS	\$13,268,627	\$15,990,398	\$15,999,390	\$14,453,229	\$13,216,254	\$12,218,228	\$10,097,767			
14	HRA Spend*	\$11,770	\$14,045	\$51,238	\$39,986	\$28,212					
15	Total Claims+Fixed Costs+HRA	\$13,280,397	\$16,004,443	\$16,050,628	\$14,493,214	\$13,244,466					
16	TOTAL PMPM	\$465.33	\$422.75	\$421.00	\$377.04	\$370.01					
17	% Variance to Prior Year PMPM	10.1%	0.4%	11.7%	1.9%	6.3%					
18	COMPARE TO FUNDING	99.5%	97.2%	106.9%	94.9%	91.5%					
19											

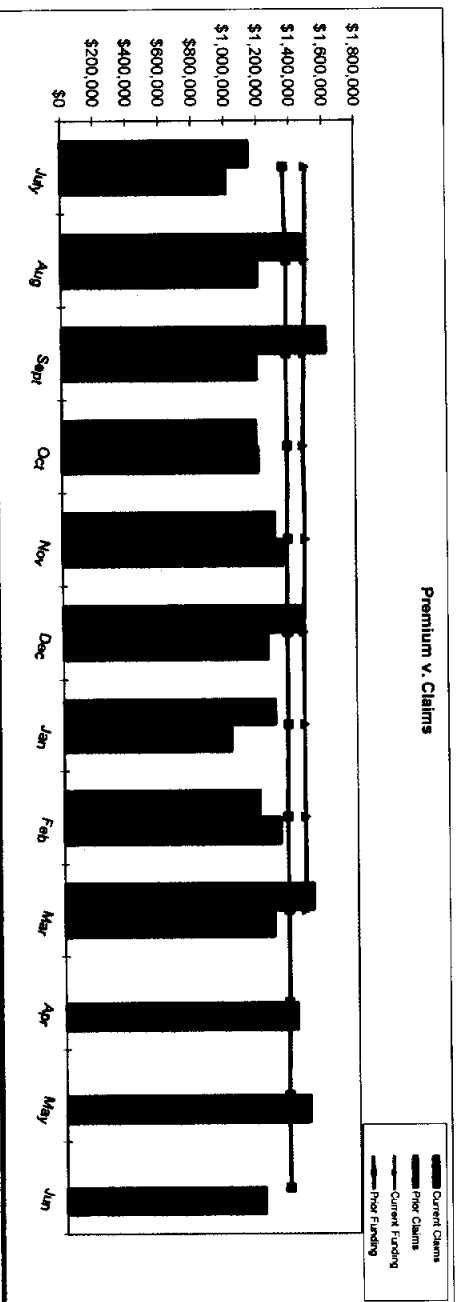
\*HRA Spend is based on financial data (Payments by Month report).

Exhibit "H"

# City of Santa Fe Claims by Month by Plan Year-All Plans Combined

Current Period 2013-2014	Funding			Claims		
	Members	Plan Funding	Funding PMPM	Total Medical Claims	Managed Pharmacy	Total Claims*
July	3,210	\$1,497,017	\$466.36	\$976,829	\$172,937	\$1,149,765
August	3,201	\$1,493,230	\$466.49	\$1,282,703	\$188,401	\$1,471,104
September	3,178	\$1,483,786	\$466.89	\$1,438,083	\$179,746	\$1,617,830
October	3,158	\$1,475,103	\$467.10	\$1,012,819	\$175,751	\$1,188,570
November	3,174	\$1,483,119	\$467.27	\$1,107,394	\$193,740	\$1,301,135
December	3,147	\$1,471,522	\$467.60	\$1,280,469	\$189,226	\$1,469,695
January 2014	3,151	\$1,474,267	\$467.87	\$1,124,613	\$170,037	\$1,294,650
February	3,158	\$1,476,315	\$467.48	\$1,017,319	\$180,856	\$1,198,175
March	3,163	\$1,477,046	\$466.98	\$1,328,553	\$194,077	\$1,522,630
Year-to-Date Totals	28,540	\$13,331,404	\$467.11	\$10,568,782	\$1,644,772	\$12,213,554
% Change to 12-13			7.5%			8.2%

Current Period 2012-2013	Members	Funding			Claims		
		Plan Funding	Funding PMPM	Total Medical Claims	Managed Pharmacy	Total Claims*	Paid Claims PMPM
July	3,140	\$1,361,195	\$433.50	\$866,814	\$149,037	\$1,015,850	\$323.52
August	3,172	\$1,379,735	\$434.97	\$1,030,998	\$170,888	\$1,201,887	\$378.90
September	3,160	\$1,373,339	\$434.60	\$1,047,207	\$146,960	\$1,194,167	\$377.90
October	3,170	\$1,379,066	\$435.04	\$1,034,307	\$169,554	\$1,203,861	\$379.77
November	3,165	\$1,376,841	\$435.02	\$1,094,658	\$256,817	\$1,351,475	\$427.01
December	3,152	\$1,371,351	\$435.07	\$1,096,335	\$157,103	\$1,253,438	\$397.66
January 2013	3,159	\$1,372,723	\$434.54	\$857,808	\$169,490	\$1,027,298	\$325.20
February	3,139	\$1,364,948	\$434.84	\$1,135,169	\$188,793	\$1,323,962	\$421.78
March	3,153	\$1,370,626	\$434.71	\$1,124,904	\$155,007	\$1,279,911	\$405.93
April	3,152	\$1,369,410	\$434.46	\$1,218,513	\$199,429	\$1,417,941	\$449.85
May	3,145	\$1,365,235	\$434.10	\$1,346,043	\$145,151	\$1,491,195	\$474.15
June	3,151	\$1,365,942	\$433.49	\$1,059,181	\$154,765	\$1,213,946	\$385.26
Year-to-Date Totals	37,858	\$16,450,409	\$434.53	\$12,911,936	\$2,062,994	\$14,974,930	\$395.56
% Change to 11-12			10.7%				0.2%



# City of Santa Fe

## Summary of Large Claimants Over \$75,000

July 2013 - March 2014

Claimant	Relationship	Payments	Anticipated Stop Loss Recovery
1	Child	\$242,247	-
2	Child	\$209,239	-
3	Subscriber	\$206,306	-
4	Child	\$195,359	-
5	Subscriber	\$182,262	-
6	Spouse	\$136,225	-
7	Subscriber	\$126,574	-
8	Subscriber	\$125,058	-
9	Spouse	\$112,261	-
10	Subscriber	\$108,201	-
11	Subscriber	\$99,028	-
12	Subscriber	\$95,856	-
13	Spouse	\$94,833	-
14	Spouse	\$89,520	-
15	Spouse	\$88,543	-
16	Subscriber	\$79,248	-
17	Subscriber	\$76,834	-
<b>Total:</b>		<b>\$2,267,596</b>	<b>\$0</b>
<b>Total Medical Claims: \$10,568,782</b>			
<b>Large Claims % of Total: 21.5%</b>			
<b>Individual Stop Loss (Does not include RX): \$250,000</b>			

July 2012 - June 2013

Claimant	Relationship	Payments	Anticipated Stop Loss Recovery
1	Subscriber	\$541,517	\$291,517
2	Spouse	\$243,610	-
3	Subscriber	\$224,426	-
4	Subscriber	\$164,524	-
5	Subscriber	\$158,963	-
6	Child	\$148,647	-
7	Spouse	\$140,875	-
8	Spouse	\$131,959	-
9	Subscriber	\$116,839	-
10	Spouse	\$109,186	-
11	Child	\$107,796	-
12	Child	\$94,215	-
13	Spouse	\$81,524	-
<b>Total:</b>		<b>\$2,264,081</b>	<b>\$291,517</b>
<b>Total Medical Claims: \$12,911,936</b>			
<b>Large Claims % of Total: 17.5%</b>			
<b>Individual Stop Loss (Does not include RX): \$250,000</b>			

**City of Santa Fe**  
**Health Insurance Fund - Five Year Projection**  
**No change to 2013-14 Funding Levels**

	A	B	C	D	E
	2013-14	2014-15	2015-16	2016-17	2017-18
1 Beginning Cash	\$6,545,352	\$6,100,517	\$4,077,260	\$558,383	(\$4,485,619)
2 City Contribution	\$13,632,840	\$13,632,840	\$13,632,840	\$13,632,840	\$13,632,840
3 Employee Contribution	\$4,187,798	\$4,187,798	\$4,187,798	\$4,187,798	\$4,187,798
4 Total Contributions	\$17,820,638	\$17,820,638	\$17,820,638	\$17,820,638	\$17,820,638
<b>Expenses</b>					
5 Medical Claims	\$14,196,596	\$15,332,324	\$16,558,910	\$17,800,828	\$19,135,890
6 Pharmacy Claims	\$2,199,602	\$2,353,574	\$2,518,324	\$2,707,198	\$2,910,238
7 Individual Stop Loss	\$818,139	\$916,316	\$1,026,274	\$1,149,427	\$1,287,358
8 Aggregate Stop Loss	\$65,894	\$67,871	\$69,907	\$72,004	\$74,164
9 UHC Administration	\$551,793	\$568,347	\$585,397	\$602,959	\$621,048
10 ACA Reinsurance Fee	\$0	\$168,000	\$139,200	\$89,600	\$35,200
11 PCORI Fee	\$0	\$3,200	\$6,400	\$6,656	\$6,922
12 Life Ins Premium	\$406,270	\$406,270	\$406,270	\$406,270	\$406,270
13 Vision Premium	\$27,178	\$27,993	\$28,833	\$29,698	\$30,589
14 Total Expenses	\$18,265,473	\$19,843,895	\$21,339,515	\$22,864,640	\$24,507,679
15 Transfers Out	\$0	\$0	\$0	\$0	\$0
16 Contributions - Expenses	(\$444,835)	(\$2,023,257)	(\$3,518,877)	(\$5,044,002)	(\$6,687,041)
17 Ending Fund Balance	\$6,100,517	\$4,077,260	\$558,383	(\$4,485,619)	(\$11,172,660)
18 Increase/Decrease in Cash from Prior Year	(\$444,835)	(\$2,023,257)	(\$3,518,877)	(\$5,044,002)	(\$6,687,041)
<b>City Actual Contribution</b>					
20 Increase	\$0	\$0	\$0	\$0	\$0
21 Contribution Increase	\$0	\$0	\$0	\$0	\$0
<b>% expense</b>					
22 prior year	4.2%	8.6%	7.5%	7.1%	7.2%

Beginning with 2012-13, City's portion of Life Ins Prem assumed to be 60%, Vision 100%.  
Assumed annual increases - ISL 12%, ASL 3%, Admin 3%, Life 0% and Vision 3%. Assumes no plan migration.  
Medical and Pharmacy costs annually increase per AON's Health Care Trend Rate Estimates:

8.5%	8.0%	8.0%	7.5%	7.5%
6.5%	7.0%	7.0%	7.5%	7.5%

Contribution increases in lines 20 and 21 are included in lines 2-4.

*Exhibit "12"*

**City of Santa Fe**  
**Health Insurance Fund - Five Year Projection**  
**Zero Fund Balance in Five Years**

	A	B	C	D	E
	2013-14	2014-15	2015-16	2016-17	2017-18
1 Beginning Cash	\$6,545,352	\$6,100,517	\$5,194,527	\$3,910,183	\$2,217,981
2 City Contribution	\$13,632,840	\$14,487,549	\$15,342,258	\$16,196,967	\$17,051,676
3 Employee Contribution	\$4,187,798	\$4,450,356	\$4,712,914	\$4,975,471	\$5,238,029
4 Total Contributions	\$17,820,638	\$18,997,905	\$20,055,171	\$21,172,438	\$22,289,705
Expenses					
5 Medical Claims	\$14,196,596	\$15,332,324	\$16,558,910	\$17,800,828	\$19,135,890
6 Pharmacy Claims	\$2,199,602	\$2,353,574	\$2,518,324	\$2,707,198	\$2,910,238
7 Individual Stop Loss	\$818,139	\$916,316	\$1,026,274	\$1,149,427	\$1,287,358
8 Aggregate Stop Loss	\$65,894	\$67,871	\$69,907	\$72,004	\$74,164
9 UHC Administration	\$551,793	\$568,347	\$585,397	\$602,959	\$621,048
10 ACA Reinsurance Fee	\$0	\$168,000	\$139,200	\$89,600	\$35,200
11 PCORI Fee	\$0	\$3,200	\$6,400	\$6,656	\$6,922
12 Life Ins Premium	\$406,270	\$406,270	\$406,270	\$406,270	\$406,270
13 Vision Premium	\$27,178	\$27,993	\$28,833	\$29,698	\$30,589
14 Total Expenses	\$18,265,473	\$19,843,895	\$21,339,515	\$22,864,640	\$24,507,679
15 Transfers Out	\$0	\$0	\$0	\$0	\$0
16 Contributions - Expenses	(\$444,835)	(\$905,990)	(\$1,284,344)	(\$1,692,202)	(\$2,217,974)
17 Ending Fund Balance	\$6,100,517	\$5,194,527	\$3,910,183	\$2,217,981	\$7
Increase/Decrease in Cash					
18 from Prior Year	(\$444,835)	(\$905,990)	(\$1,284,344)	(\$1,692,202)	(\$2,217,974)
City Actual Contribution					
20 Increase	\$854,709	\$854,709	\$854,709	\$854,709	\$854,709
Employee Actual					
21 Contribution Increase	\$262,558	\$262,558	\$262,558	\$262,558	\$262,558

% expense	
increase/decrease from	
22 prior year	4.2%      8.6%      7.5%      7.1%      7.2%

Beginning with 2012-13, City's portion of Life Ins Prem assumed to be 60%, Vision 100%.  
Assumed annual increases - ISL 12%, ASL 3%, Admin 3%, Life 0% and Vision 3%. Assumes no plan migration.  
Medical and Pharmacy costs annually increase per AON's Health Care Trend Rate Estimates:

8.5%	8.0%	8.0%	7.5%	7.5%
6.5%	7.0%	7.0%	7.5%	7.5%

Contribution increases in lines 20 and 21 are included in lines 2-4.



**City of Santa Fe**  
**Health Insurance Fund - Five Year Projection**  
**\$2 Million Fund Balance in Five Years**

	A	B	C	D	E
	2013-14	2014-15	2015-16	2016-17	2017-18
1 Beginning Cash	\$6,545,352	\$6,100,517	\$5,394,528	\$4,510,187	\$3,417,989
2 City Contribution	\$13,632,840	\$14,640,550	\$15,648,260	\$16,655,970	\$17,663,680
3 Employee Contribution	\$4,187,798	\$4,497,356	\$4,806,914	\$5,116,472	\$5,426,030
4 Total Contributions	\$17,820,638	\$19,137,906	\$20,455,174	\$21,772,442	\$23,089,710
Expenses					
5 Medical Claims	\$14,196,596	\$15,332,324	\$16,558,910	\$17,800,828	\$19,135,890
6 Pharmacy Claims	\$2,199,602	\$2,353,574	\$2,518,324	\$2,707,198	\$2,910,238
7 Individual Stop Loss	\$818,139	\$916,316	\$1,026,274	\$1,149,427	\$1,287,358
8 Aggregate Stop Loss	\$65,894	\$67,871	\$69,907	\$72,004	\$74,164
9 UHC Administration	\$551,793	\$568,347	\$585,397	\$602,959	\$621,048
10 ACA Reinsurance Fee	\$0	\$168,000	\$139,200	\$89,600	\$35,200
11 PCORI Fee	\$0	\$3,200	\$6,400	\$6,656	\$6,922
12 Life Ins Premium	\$406,270	\$406,270	\$406,270	\$406,270	\$406,270
13 Vision Premium	\$27,178	\$27,993	\$28,833	\$29,698	\$30,589
14 Total Expenses	\$18,265,473	\$19,843,895	\$21,339,515	\$22,864,640	\$24,507,679
15 Transfers Out	\$0	\$0	\$0	\$0	\$0
16 Contributions - Expenses	(\$444,835)	(\$705,989)	(\$884,341)	(\$1,092,198)	(\$1,417,969)
17 Ending Fund Balance	\$6,100,517	\$5,394,528	\$4,510,187	\$3,417,989	\$2,000,020
18 Increase/Decrease in Cash from Prior Year	(\$444,835)	(\$705,989)	(\$884,341)	(\$1,092,198)	(\$1,417,969)
City Actual Contribution					
20 Increase	\$1,007,710	\$1,007,710	\$1,007,710	\$1,007,710	\$1,007,710
Employee Actual					
21 Contribution Increase	\$309,558	\$309,558	\$309,558	\$309,558	\$309,558
% expense					
22 prior year	4.2%	8.6%	7.5%	7.1%	7.2%

Beginning with 2012-13, City's portion of Life Ins Prem assumed to be 60%, Vision 100%.  
Assumed annual increases - ISL 12%, ASL 3%, Admin 3%, Life 0% and Vision 3%. Assumes no plan migration.  
Medical and Pharmacy costs annually increase per AON's Health Care Trend Rate Estimates:  
8.5% 8.0% 8.0% 7.5% 7.5%  
6.5% 7.0% 7.0% 7.5% 7.5%

Contribution increases in lines 20 and 21 are included in lines 2-4.

**City of Santa Fe**  
**Health Insurance Fund - Five Year Projection**  
**\$1.2 Million Annual City Increase**

	A 2013-14	B 2014-15	C 2015-16	D 2016-17	E 2017-18
1 Beginning Cash	\$6,545,352	\$6,100,517	\$5,645,888	\$5,264,266	\$4,926,146
2 City Contribution	\$13,632,840	\$14,832,840	\$16,032,840	\$17,232,840	\$18,432,840
3 Employee Contribution	\$4,187,798	\$4,556,426	\$4,925,053	\$5,293,681	\$5,662,308
4 Total Contributions	\$17,820,638	\$19,389,265	\$20,957,893	\$22,526,520	\$24,095,148
<b>Expenses</b>					
5 Medical Claims	\$14,196,596	\$15,332,324	\$16,558,910	\$17,800,828	\$19,135,890
6 Pharmacy Claims	\$2,199,602	\$2,353,574	\$2,518,324	\$2,707,198	\$2,910,238
7 Individual Stop Loss	\$818,139	\$916,316	\$1,026,274	\$1,149,427	\$1,287,358
8 Aggregate Stop Loss	\$65,894	\$67,871	\$69,907	\$72,004	\$74,164
9 UHC Administration	\$551,793	\$568,347	\$585,397	\$602,959	\$621,048
10 ACA Reinsurance Fee	\$0	\$168,000	\$139,200	\$89,600	\$35,200
11 PCORI Fee	\$0	\$3,200	\$6,400	\$6,656	\$6,922
12 Life Ins Premium	\$406,270	\$406,270	\$406,270	\$406,270	\$406,270
13 Vision Premium	\$27,178	\$27,993	\$28,833	\$29,698	\$30,589
14 Total Expenses	\$18,265,473	\$19,843,895	\$21,339,515	\$22,864,640	\$24,507,679
15 Transfers Out	\$0	\$0	\$0	\$0	\$0
16 Contributions - Expenses	(\$444,835)	(\$454,630)	(\$381,622)	(\$338,120)	(\$412,531)
17 Ending Fund Balance	\$6,100,517	\$5,645,888	\$5,264,266	\$4,926,146	\$4,513,615
18 Increase/Decrease in Cash from Prior Year	(\$444,835)	(\$454,630)	(\$381,622)	(\$338,120)	(\$412,531)
<b>City Actual Contribution</b>					
20 Increase	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
21 Employee Actual					
21 Contribution Increase	\$368,627	\$368,627	\$368,627	\$368,627	\$368,627

% expense increase/decrease from	22 prior year	4.2%	8.6%	7.5%	7.1%	7.2%
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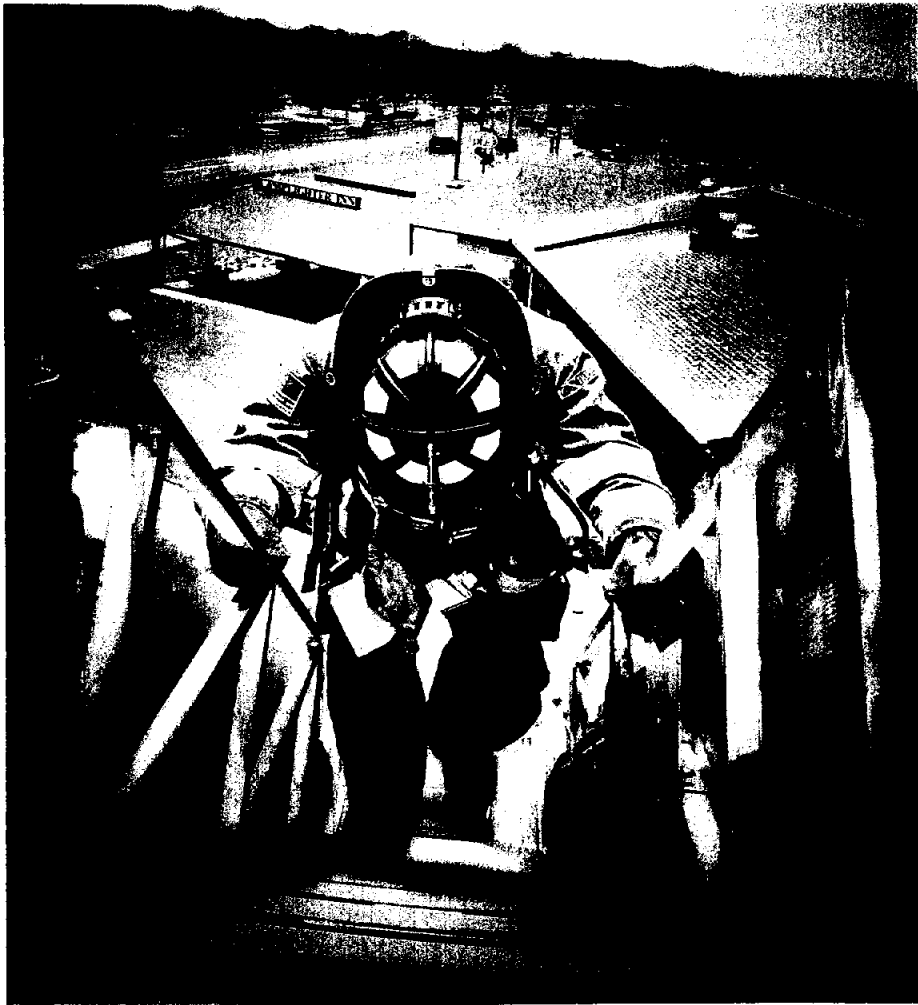
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8.5%	8.0%	8.0%	7.5%	7.5%
6.5%	7.0%	7.0%	7.5%	7.5%

Contribution increases in lines 20 and 21 are included in lines 2-4.

# Santa Fe Fire Department

## Finance Committee Budget Presentation



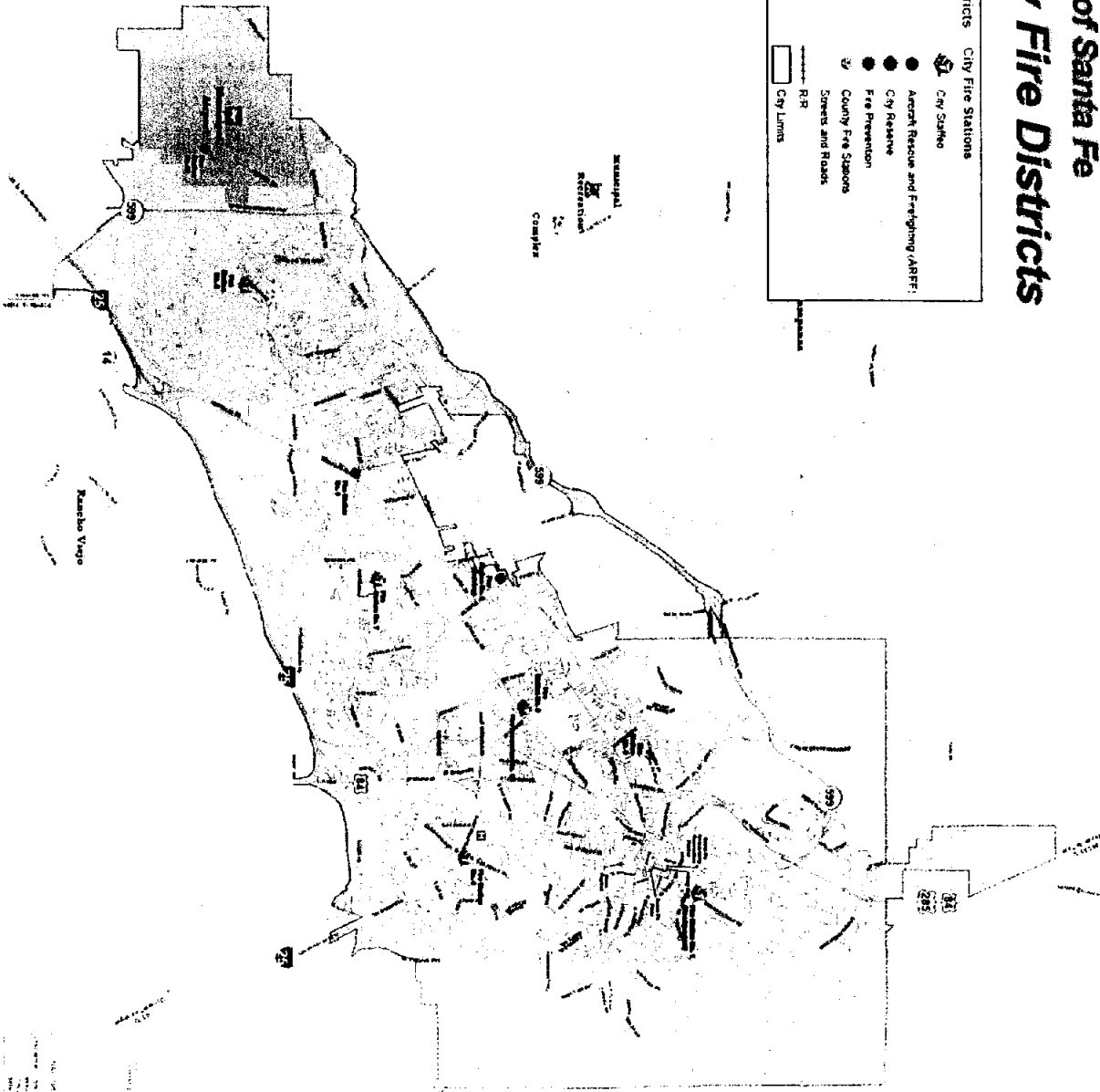
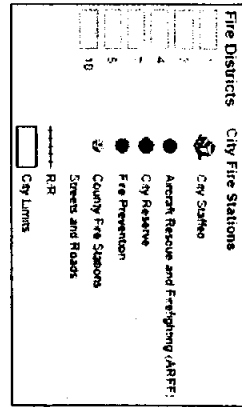
April 28, 2014

*Exhibit "13"*

# Santa Fe Fire Department Response Districts



## City of Santa Fe City Fire Districts



City of Santa Fe  
Fire Department  
Response Districts  
Map  
Scale: 1 inch = 1 mile  
Date: 1/1/2000  
Author: [Name]  
Reviewer: [Name]  
Approved: [Name]

## **Santa Fe Fire Department Stations**

### **Operational Stations**

**Station 1 – Fort Marcy Park**

**Station 3 – Ashbaugh Park**

**Station 4 – Arroyo Chamiso Road**

**Station 7 – GCCC**

**Station 8 – Southside Library**

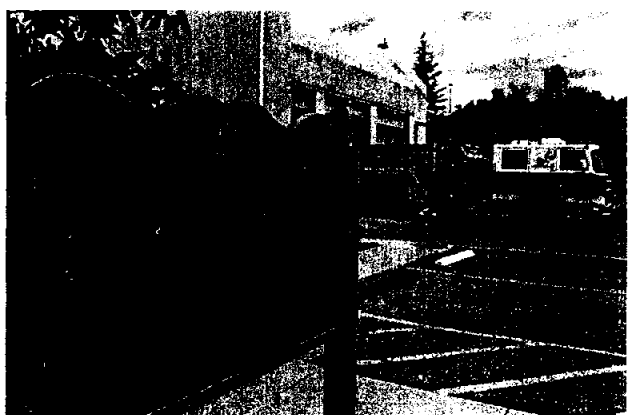
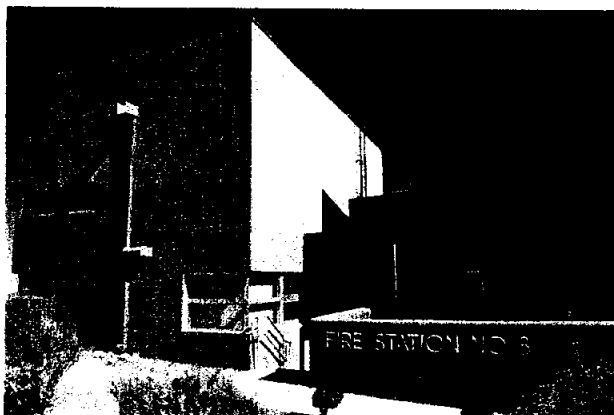
**Station 10 – Santa Fe Airport**

**Fire Prevention Station 3A – Ashbaugh Park**

**Training Station 5 – Siler Rd and Agua Fria St**

**Wildland Urban Interface Station 9 – Airport Rd and Cerrillos Rd**

**Unmanned Station 6 – Alto Park**



## **Santa Fe Fire Department Personnel**

- **172 Positions**
  - **6 Vacancies**
  - **10 Potential retirements by the end of 2015**
  - **10 Seasonal (2 recurring)**
  - **YCC – 20 additional positions grant funded**



## Santa Fe Fire Department Apparatus

- Engine
- Med
- Rescue
- Command Vehicles
- ARFF
- Specialized



## Santa Fe Fire Department Call Statistics

Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
# of Calls	10,118	10,320	10,641	11,618	11,633	11,710	12,327	13,591	14,138	13,337

**\*The FD call volume has increased by as much as 4,000 calls (40%)**

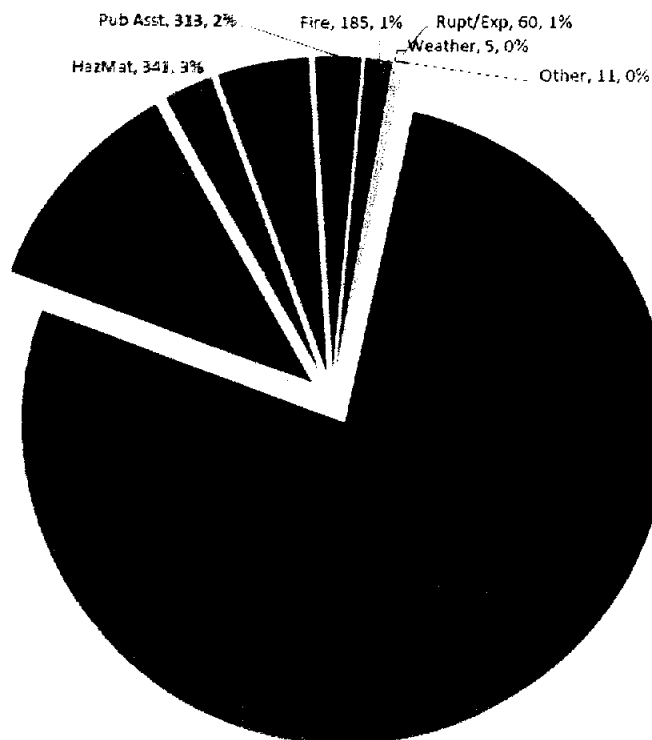
**\*\* The recognized norm is a 4.0% call volume increase per year**

**\*\*\*Decrease is not the expected trend, most likely due to changes in reporting**

**\*\*\*\* Agua Fria District of Santa Fe County responded to 1400 calls last year.**

**With projected growth and annexation, our call volume will be approximately 17,000 calls by 2018.**

### Response Summary 2013





## Santa Fe Fire Department Budget Summaries

### Revenues

Revenue	2009	2010	2011	2012	2013
Insp. Fees	\$112,528.00	\$131,977.00	\$151,451.00	\$142,566.00	\$122,439.00
Med Billing	\$1,695,978.00	\$1,637,182.00	\$1,635,318.00	\$2,158,817.00	\$1,920,454.00
Fire Billing	\$0.00	\$0.00	\$41,647.00	\$35,584.00	\$34,562.00
Wildland	\$42,652.00	\$45,517.00	\$326,841.00	\$236,271.00	\$320,660.00
Total	\$1,851,158.00	\$1,814,676.00	\$2,155,257.00	\$2,573,238.00	\$2,398,115.00

### Historic Budget

Fiscal Year	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Budget	\$17,069,864.00	\$16,229,671.00	\$16,722,486.00	\$16,935,370.00	\$16,722,652.00

### 2014-2015 Summary

General Fund		Salaries	Operating	Total
12087	Fire Administration	\$511,224.00	\$83,560.00	\$594,784.00
12089	Fire Operations	\$11,838,866.00	\$520,543.00	\$12,359,409.00
22234	Fire Training		\$15,050.00	\$15,050.00
		\$12,350,090.00	\$619,153.00	\$12,969,243.00
Grants/Tax/Funds		Salaries	Operating	Total
22206	Emergency Medical Service Grant	\$0.00	\$20,000.00	\$20,000.00
22207	Emergency Preparedness Grant	\$0.00	\$7,000.00	\$7,000.00
22208	State Fire Fund	\$0.00	\$637,724.00	\$637,724.00
22232	Fire Hazard Reduction	\$320,660.00	\$0.00	\$320,660.00
22251	Fire Property Tax	\$2,156,317.00	\$426,945.00	\$2,583,262.00
	YCC Grant	\$217,074.00	\$59,818.00	\$276,892.00
		\$2,694,051.00	\$1,151,487.00	\$3,845,538.00
	Total	\$15,044,141.00	\$1,770,640.00	\$16,814,781.00

**\*Personnel expenses represent 89% of the total budget**

**\*\*General Fund represents 77% of the total budget, special funds and grants represent 23%**

## Summary of Cuts and Budget Impacts

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Fire Property Tax Used to Balance GF	520,398					
Vacant/Deleted Chief Officer Positions	125,019	125,019	125,019	125,019	125,019	
BC Holiday Pay		24,600	24,600	24,600	24,600	24,600
BC OT						
St 4 Re-model				1,250,000		
Union Members Incentive Cut		59,714	59,714	59,714	59,714	
Efficiencies and cutting & take home vehicles		266,697	266,697	266,697	266,697	266,697
Cut in EMS Supplies (centralized storage)					41,600	
Fleet performs its own Eng. Diagnostics		3,200	3,200	3,200	3,200	3,200

## Contracts/Committed Expenses 2014-2015

**\$69,500 – Regional Emergency Communication Center**

**\$31,415 – Medical Director for licensing and training**

**\$25,240 – Zoll for electronic reporting and data maintenance**

**\$18,000 – Physio for maintenance and upkeep of 15 lead EKGs**

**\$13,000 – HOV for scanning of documentation**

**\$13,000 – Pharmacist for medication license**

**\$10,000 – Kronos for staffing software and management**

**\$9,000 – Pyxis for medication supply and distribution management**

**\$9,000 – Donnoe and Associates for non-biased promotional testing**

**\$8,400 – EMS Supply Rental Space**

**\$3,000 – Safe Hiring Solutions for new hire background checks**

## **Review of Major Goals 2013-2014**

### **1. Improve Community Involvement and Resiliency**

- **Started a Facebook page and Twitter feed**
- **Filmed our first public safety announcement in a new campaign**
- **Did two rounds of Apprenticeship program with Youthworks**
- **Received FEMA grant for cardiorespiratory evaluations of staff**

### **2. Wildland Urban Interface Program**

- **Performed 750 home assessments and 35 hazard reduction projects**
- **Hired 10 seasonal Atalaya members and 20 YCC members**
- **Purchased a new vehicle, chipper, and trailer with reimbursements**
- **Arranged for the transfer of a grapple truck for project work**

### **3. Operations**

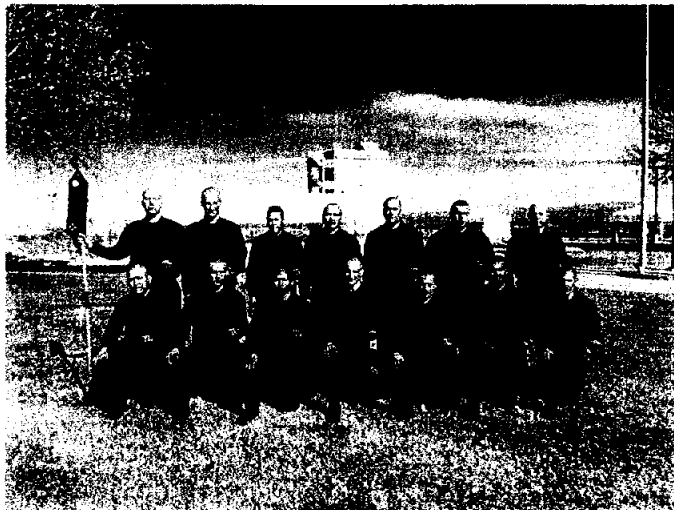
- **Worked to integrate GPS dispatching to reduce response time**
- **Worked to boost response capabilities at Santa Fe Airport**
- **Completed successful negotiations and increased staffing by two**

### **4. Support Services**

- **Developed specifications and ordered replacement engine**
- **Addressed improvements needed and security in all facilities**
- **Conducted regional training – AutoX, National Fire Academy, etc.**
- **Conducted 29<sup>th</sup> Fire Recruit Academy – graduated 14 cadets**

### **5. Annexation**

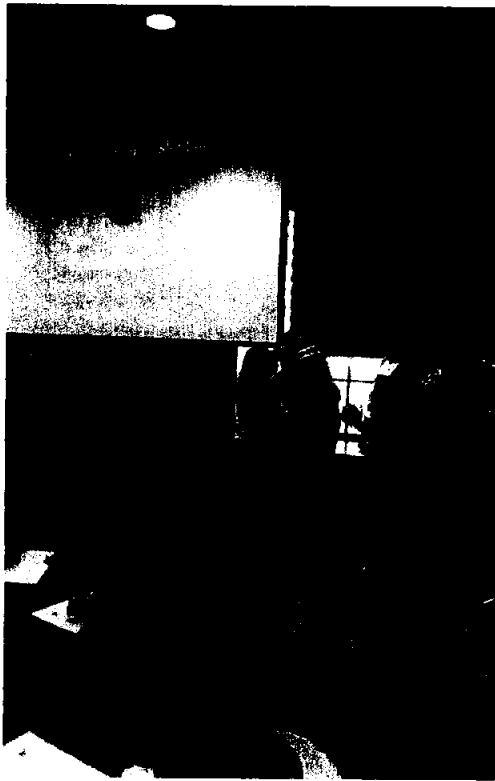
- **Continued to monitor logistical and operational needs**



# The Santa Fe Fire Department

## Performance Based Measures / Functions

1. To provide high quality service oriented fire, medical, and rescue response to the citizens of Santa Fe that meets or exceeds national standards.
2. To provide preventative services to the citizens of Santa Fe that include but are not limited to youth mentorships and apprenticeships, public education, fire prevention, risk reduction in the wildland urban interface, and community health initiatives.
3. To provide training and development opportunities for employees that will not only help to maintain currency and licensure, but also enable their professional growth and achieve performance management objectives.



## **Major Expenditures and Future Projects**

- **2014-2015**
  - Replace Engine - \$402,000
  - Replacement IT infrastructure (copier, radios, laptops) - \$123,000
  - Replace 1 Ambulance - \$110,000
  - Purchase 2 staff vehicles - \$50,000
  - Personal protective equipment - \$75,000
  - Improvements to parking lots - \$51,200
  - Replace floor in Station 7 - \$20,000
  - On-line training/tracking program - \$14,000
- **2015-2016**
  - SCBA Modernization - \$1,000,000
  - Replace ARFF Response Vehicle - \$250,000 - \$1,000,000
  - Replace 1 Engine - \$402,000
  - Replace 1 Ambulance - \$150,000
- **2016-2018 – Annexation Preparation**
  - New Station - \$3,500,000
  - 1 New/1 Replacement Fire Engine - \$900,000
  - Replace 1 Ambulance - \$150,000
  - Academy and Equipment - \$200,000

## **Additions/Expansion Requests for 2014-2015**

1. Increases due to CBA changes (previously approved)
2. Fill the vacant 6<sup>th</sup> Battalion Chief position - \$137, 745
3. Purchase a new ladder truck - \$850,000

## **Major Goals for 2014-2015**

### **1. Community Involvement and Resiliency**

- **Start Community Health Initiative**
- **Continue with Apprenticeship and increase school mentorships**
- **Film monthly public safety announcements using members of SFFD**

### **2. Wildland Urban Interface Program**

- **Perform 1000 home assessments**
- **Continue to expand Atalaya Handcrew size and capabilities**
- **Continue watershed fuel treatments in collaboration with USFS**
- **Increase number of classified full time positions**

### **3. Operations**

- **Boost response capabilities at Santa Fe Airport**
- **Initiate Battalion Chief Development Program**
- **Complete transition to single radio communication platform**

### **4. Support Services**

- **Continue with fleet replacement schedule**
- **Address improvements needed to all facilities**
- **Support regional and interagency training and recruit academy**

### **5. Annexation**

- **Continue to monitor logistical and operational needs**



CITY OF SANTA FE  
ORDINANCE NO. 23, 1991

AN ORDINANCE

ADOPTING A MUNICIPAL GROSS RECEIPTS TAX.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

Section 18-10.1      Imposition of Tax. There is imposed on any person engaging in business in this municipality for the privilege of engaging in business in this municipality an excise tax equal to one quarter ( $1/4$ ) of one percent ( $1\%$ ) of the gross receipts reported or required to be reported by the person pursuant to the New Mexico Gross Receipts and Compensating Tax Act as it now exists or as it may be amended. The tax imposed under this ordinance is pursuant to the Municipal Gross Receipts Tax Act as it now exists or as it may be amended and shall be known as the "municipal gross receipts tax." Imposition of this  $1/4$  of  $1\%$  increment of Municipal Gross Receipts Tax raises the total Municipal Gross Receipts Tax within the City of Santa Fe to one and one quarter percent ( $1.25\%$ ).

Section 18-10.2      General Provisions. This ordinance hereby adopts by reference all definitions, exemptions and deductions contained in the Gross Receipts and Compensating

*Exhibit "14"*

1 Tax Act as it now exists or as it may be amended.

2 **Section 18-10.3 Specific Exemptions.** No municipal

3 gross receipts tax shall be imposed on the gross receipts  
4 arising from:

5 A. the transmission of messages by wire or other means  
6 from one point within the municipality to another point  
7 outside the municipality;

8 B. transporting persons or property for hire by  
9 railroad, motor vehicle, air transportation or any other means  
10 from one point within the municipality to another point  
11 outside the municipality; or

12 C. a business located outside the boundaries of a  
13 municipality on land owned by the municipality for which a  
14 gross receipts tax distribution is made pursuant to Subsection  
15 C of Section 7-1-6.4 MMSA 1978.

16 **Section 18-10.4 Dedication.** Revenue from the

17 municipal gross receipts tax will be used for the purpose(s)  
18 listed below:

19 a) The proceeds of the gross receipts tax shall first  
20 be used to finance the acquisition, operation, maintenance and  
21 any other expenses necessary for or incidental to the  
22 provision of a public bus system. After satisfying the  
23 provision of a public bus system as set forth herein, the  
24 remaining proceeds of the gross receipts tax shall be  
25 allocated as set forth in subparts b) and c) herein. In the



1 event that the public bus system is ever discontinued, the  
2 proceeds allocated pursuant to this subpart shall be used for  
3 general municipal operations and the discontinuance of the  
4 public bus system shall not affect the allocations set out in  
5 subparts b) and c) herein. The governing body shall not  
6 discontinue the public bus system until the notice and hearing  
7 requirements of §§ 2-2.3A, 2-2.3B, 2-2.3C, 2-2.4A, 2-2.4D, 2-  
8 2.6 SFCC 1987 have been met.

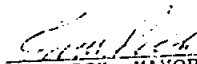
9 b) Up to two-thirds of the proceeds remaining following  
10 the distributions provided for in subpart a) of the gross  
11 receipts tax shall be used for general municipal operations.

12 c) Up to one-third of the proceeds remaining following  
13 the distributions provided for in subpart a) of the gross  
14 receipts tax shall be used exclusively for the following  
15 quality of life purposes: recreation, open space, libraries  
16 and parks. The allocation for quality of life purposes  
17 pursuant to this subpart shall be made for a period of five  
18 consecutive years from the effective date of this ordinance,  
19 after which the use of these proceeds shall be evaluated by  
20 the governing body. Such evaluation by the governing body  
21 shall assess the need for continuing specified quality of life  
22 projects and balance these needs against funding of general  
23 municipal operations, the results of which shall be an  
24 appropriation of the more essential program.

25 **Section 18-10.5 Effective Date.** The effective date

1 of the municipal gross receipts tax shall be January 1, 1992,  
2 unless an election is held pursuant to Section 7-19-4 (C) (2)  
3 NMSA 1978 on the question of disapproving the ordinance, in  
4 which case the effective date shall be either July 1 or  
5 January 1, whichever date occurs first after the expiration of  
6 three months from the date when the results of the election  
7 are certified to be in favor of the ordinance's adoption.

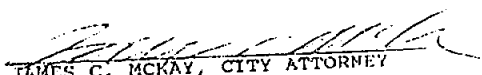
8 PASSED, APPROVED AND ADOPTED this 26th day of June, 1991.

9  
10   
11 SAM PICK, MAYOR

12 ATTEST:

13   
14 FRANCIS C. ROMERO, CITY CLERK

15 APPROVED AS TO FORM:

16  
17   
18 JAMES C. MCKAY, CITY ATTORNEY  
19 /s/