

City of Santa Fe Finance Committee FY21 Budget Hearing



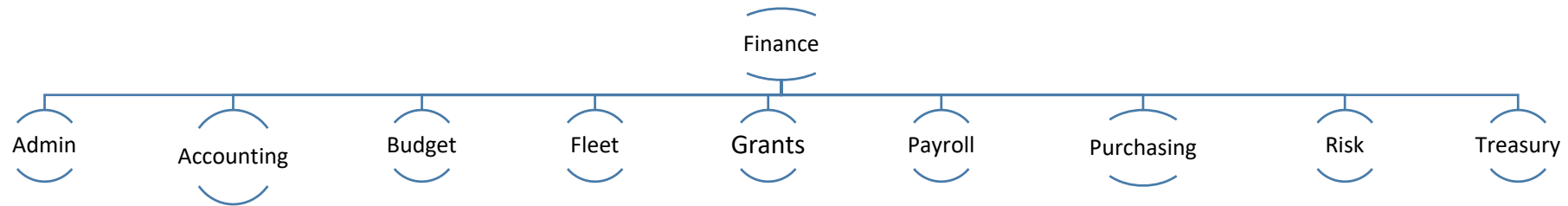
July 2020



Finance Department

Mission

With excellence and integrity, the Finance Department is committed to building the public trust through sound financial management and innovative and effective business decisions while protecting the City's assets and ensuring compliance with Federal, State, and local laws and regulations. The Department is committed to providing timely, accurate, clear, and concise information to the City's leadership and departments with exemplary customer service. Finance Department employees are stewards charged with the safeguarding and oversight of the City's financial assets and resources. The Department strives to provide trust and confidence to those we serve, both internal and external customers, staff, and constituents.





Finance Department

FY21 Recommended Budget

Finance's total FY21 Recommended Budget decreased by \$6,961,502, or 23%, from the FY20 budgeted levels. The Finance's General Fund FY21 Recommended Budget decreased by \$1,012,156, or 19%, from the FY20 budgeted levels. The budget includes the following changes from FY20 levels:

Personnel:

- 15% furlough for 4 pay periods for the Director
- 10% furlough for 4 pay periods for other employees, unless otherwise modified due to operational needs
- No pay cuts and no layoffs



Finance Department

Accounting Mission

The mission of the Accounting Division is to provide timely, accurate, clear and complete financial information to stakeholders, other City Departments, and constituents while protecting the City's assets, both real and intangible, and ensuring the City is in compliance with Federal, State and local financial and fiduciary laws.

Finance Department

Accounting



| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY21 Recom | \$ Change | % Change |
|------------|--------------------|----------------------------|------------------|------------------|------------------|------------------|------------------|-------------|
| 100 | General Fund | Salaries, Wages & Benefits | 1,267,686 | 1,396,772 | 1,142,409 | 764,392 | (378,017) | -33% |
| 100 | General Fund | Contractuals & Utilities | 486,955 | 541,966 | 553,000 | 526,000 | (27,000) | -5% |
| 100 | General Fund | Repairs & Maintenance | 161 | 182 | 3,000 | - | (3,000) | -100% |
| 100 | General Fund | Supplies | 6,957 | 9,824 | 3,500 | - | (3,500) | -100% |
| 100 | General Fund | Insurance | 27,587 | 26,669 | 24,692 | 18,165 | (6,527) | -26% |
| 100 | General Fund | Other Operating Costs | 80,757 | 3,414 | 11,205 | 3,000 | (8,205) | -73% |
| 100 | General Fund | Transfers Out | 1,200,000 | - | - | - | - | - |
| 100 | Total | | 3,070,103 | 1,978,826 | 1,737,806 | 1,311,557 | (426,249) | -25% |
| | Grand Total | | 3,070,103 | 1,978,826 | 1,737,806 | 1,311,557 | (426,249) | -25% |



Finance Department

Administration Division Mission

The mission of the Administration Division of the Finance Department is to provide accurate and timely support for all aspects of Department operations.

| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY21 Recom | \$ Change | % Change |
|--------------------|--------------|----------------------------|------------------|------------------|------------------|----------------|------------------|-------------|
| 100 | General Fund | Salaries, Wages & Benefits | 860,468 | 852,029 | 623,437 | 284,225 | (339,212) | -54% |
| 100 | General Fund | Contractuals & Utilities | 217,531 | 15,389 | 54,000 | 130,000 | 76,000 | 141% |
| 100 | General Fund | Supplies | 98,888 | 71,200 | 43,772 | 47,272 | 3,500 | 8% |
| 100 | General Fund | Insurance | 13,214 | 10,895 | 11,906 | 108,178 | 96,272 | 809% |
| 100 | General Fund | Other Operating Costs | 537,531 | 471,409 | 1,020,593 | 303,454 | (717,139) | -70% |
| 100 | General Fund | Capital Outlay | 40,368 | 2,690 | 23,500 | - | (23,500) | -100% |
| 100 | General Fund | Transfers Out | - | - | - | - | - | - |
| 100 | Total | | 1,767,999 | 1,423,612 | 1,777,208 | 873,129 | (904,079) | -51% |
| Grand Total | | | 1,767,999 | 1,423,612 | 1,777,208 | 873,129 | (904,079) | -51% |

Finance Department

Budget Mission



The Budget Division services the City's strategic priorities through budget development that is aligned with the Mayor and Council's priorities. The Division, which includes the Budget functions for the Finance Department, constantly works to provide both short- and long-term financial planning documents, enabling City-wide planning in a transparent and consistent presentation.

Finance Department

Budget



| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY20 Recom | \$ Change | % Change |
|--------------|----------------------|----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------|
| 100 | General Fund | Salaries, Wages & Benefits | 646 | - | 441,988 | 232,150 | (209,838) | -47% |
| 100 | General Fund | Contractuals & Utilities | - | - | 4,500 | 54,500 | 50,000 | 1111% |
| 100 | General Fund | Supplies | 17,239 | 70,870 | 108,000 | 57,500 | (50,500) | -47% |
| 100 | General Fund | Insurance | 5,592 | - | 3,974 | 7,364 | 3,390 | 85% |
| 100 | General Fund | Other Operating Costs | 1,063 | - | 7,650 | - | (7,650) | -100% |
| 100 | Total | | 24,540 | 70,870 | 566,112 | 351,514 | (214,598) | -38% |
| 365 | 1/2% GRT Income Fund | Salaries, Wages & Benefits | 105,255 | 90,415 | (186,146) | 140,433 | 326,579 | -175% |
| 365 | 1/2% GRT Income Fund | Insurance | 272 | 286 | - | - | - | |
| 365 | 1/2% GRT Income Fund | Other Operating Costs | 1,091 | 322 | - | - | - | |
| 365 | 1/2% GRT Income Fund | Transfers Out | 15,154,087 | 16,215,664 | 17,463,902 | 12,533,671 | (4,930,231) | -28% |
| 365 | Total | | 15,260,705 | 16,306,687 | 17,277,756 | 12,674,104 | (4,603,652) | -27% |
| Grand | Total | | 15,285,245 | 16,377,557 | 17,843,868 | 13,025,618 | (4,818,250) | -27% |



Finance Department

Fleet Management Mission

Fleet Management provides City departments with a comprehensive and extensive array of vehicle services. Team members have extensive expertise in working on vehicles ranging from riding lawn mowers to City buses. But most importantly, Fleet Management guarantees the quality of emergency response units such as police cruisers, ambulances, and fire engines. The City of Santa Fe constituents are a primary focus in terms of minimizing vehicle investments, improving efficiency, and reducing overall transportation costs. Fleet Management ensures that all City departments have the necessary equipment to complete their work that serves the community.

Finance Department

Fleet Management



| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY21 Recom | \$ Change | % Change |
|------------|-------------------------|----------------------------|------------------|------------------|------------------|------------------|------------------|-------------|
| 620 | Services to Other Depts | Salaries, Wages & Benefits | 728,185 | 621,897 | 795,023 | 744,532 | (50,491) | -6% |
| 620 | Services to Other Depts | Repairs & Maintenance | 87,299 | 247,639 | 300,000 | 255,000 | (45,000) | -15% |
| 620 | Services to Other Depts | Supplies | 354,642 | 374,412 | 348,015 | 321,300 | (26,715) | -8% |
| 620 | Services to Other Depts | Insurance | 42,396 | 39,100 | 39,826 | 35,136 | (4,690) | -12% |
| 620 | Services to Other Depts | Other Operating Costs | 786 | 7,698 | 28,928 | 3,000 | (25,928) | -90% |
| 620 | Services to Other Depts | Capital Outlay | - | 12,082 | - | - | - | |
| 620 | Total | | 1,213,309 | 1,302,827 | 1,511,792 | 1,358,968 | (152,824) | -10% |
| | Grand Total | | 1,213,309 | 1,302,827 | 1,511,792 | 1,358,968 | (152,824) | -10% |



Finance Department

Grants Management Mission

The mission of the Grants Management Division (GMD) is to administer in accordance to the Office of Management and Budget (OMB) Guidance for Grants and Agreements the “Grant Life Cycle” which entails the Pre-Award Phase (Funding Opportunities and Application Review), the Award Phase (Award Decisions and Notifications), and the Post Award Phase (Implementation, Reporting, and Closeout) for City of Santa Fe’s federal and state grants. The City of Santa Fe will also adhere to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Code of Federal Regulations (CFR) Part-200), Program Handbooks\Guidelines, and the State of New Mexico State Auditor’s Office’s Audit Rule 12-6-12 NMSA as it pertains to grant management and reporting requirements.

| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY21 Recom | \$ Change | % Change |
|--------------------|--------------|----------------------------|--------------|--------------|-----------|----------------|----------------|----------|
| 100 | General Fund | Salaries, Wages & Benefits | - | - | - | 609,150 | 609,150 | |
| 100 | Total | | - | - | - | 609,150 | 609,150 | |
| Grand Total | | | | | | 609,150 | 609,150 | |

Finance Department

Payroll Mission



The Payroll Division is dedicated to ensuring all payroll related functions are completed accurately and timely in order to provide our employees with proper compensation of all work performed. Division staff are dedicated to providing quality customer service to all City of Santa Fe staff offering guidance and direction with respect, integrity and confidentiality. Division staff are also committed to ensuring compliance of all Federal and State payroll and tax requirements.

Finance Department

Payroll



| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY21 Recom | \$ Change | % Change |
|--------------|--------------|----------------------------|--------------|--------------|----------------|----------------|---------------|------------|
| 100 | General Fund | Salaries, Wages & Benefits | - | - | 231,332 | 303,976 | 72,644 | 31% |
| 100 | General Fund | Contractuals & Utilities | - | 575 | 45,152 | 45,152 | - | 0% |
| 100 | General Fund | Insurance | - | - | - | 4,910 | 4,910 | |
| 100 | Total | | - | 575 | 276,484 | 354,038 | 77,554 | 28% |
| Grand | Total | | | 575 | 276,484 | 354,038 | 77,554 | 28% |



Finance Department

Purchasing Mission

The Purchasing Division provides services adding value and improvement to the City's success. The procurement team is committed to acting in accordance with best practices and cost-effective approaches to meet and exceed internal and external customer expectations.

| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY20 Recom | \$ Change | % Change |
|--------------|-----------------------|----------------------------|----------------|----------------|----------------|----------------|----------------|---------------|
| 100 | General Fund | Salaries, Wages & Benefits | 315,137 | 244,141 | 320,562 | 333,056 | 12,494 | 4% |
| 100 | General Fund | Contractuals & Utilities | 338 | 541 | 85,000 | 75,000 | (10,000.00) | -12% |
| 100 | General Fund | Repairs & Maintenance | - | - | 1,600 | - | (1,600.00) | -100% |
| 100 | General Fund | Supplies | 4,307 | 954 | 2,500 | - | (2,500.00) | -100% |
| 100 | General Fund | Insurance | 6,269 | 5,130 | 15,142 | 7,350 | (7792) | -51% |
| 100 | General Fund | Other Operating Costs | 15,699 | 2,259 | 6,724 | 8,656 | 1932 | 29% |
| 100 | Total | | 341,750 | 253,025 | 431,528 | 424,062 | (7,466) | -2% |
| 210 | Capital Equipment Rsv | Contractuals & Utilities | - | 835 | - | - | - | |
| 210 | Capital Equipment Rsv | Repairs & Maintenance | 16,630 | 11,426 | - | - | - | |
| 210 | Capital Equipment Rsv | Supplies | 587 | 395 | - | - | - | |
| 210 | Capital Equipment Rsv | Other Operating Costs | (853) | - | - | - | - | |
| 210 | Capital Equipment Rsv | Capital Outlay | - | - | - | - | - | |
| 210 | Total | | 16,365 | 12,656 | - | - | - | |
| Grand | Total | | 358,115 | 265,681 | 431,528 | 424,062 | (7,466) | 14 -2% |



Finance Department

Risk Management Mission

The mission of Risk Management is to provide guidance on safe work practices that will protect our most valuable asset--our employees--and to provide fiscally sound loss-prevention programs that protect against any adverse impact to the City's financial stability.

| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY21 Recom | \$ Change | % Change |
|--------------------|-----------------|----------------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| 600 | Risk Management | Salaries, Wages & Benefits | 3,712,133 | - | 92,808 | 166,819 | 74,011 | 80% |
| 600 | Risk Management | Contractuals & Utilities | 104,702 | 83,555 | 130,000 | 55,000 | (75,000.00) | -58% |
| 600 | Risk Management | Supplies | 28,523 | 31,668 | - | - | - | |
| 600 | Risk Management | Insurance | 3,517,470 | 3,354,281 | 3,986,636 | 4,255,896 | 269,260 | 7% |
| 600 | Risk Management | Other Operating Costs | 27,399 | 37,835 | 37,015 | 10,704 | (26,311) | -71% |
| 600 | Risk Management | Transfers Out | 2,056,433 | 1,763,795 | 1,838,682 | 403,852 | (1,434,830) | -78% |
| 600 | Total | | 9,446,660 | 5,271,135 | 6,085,141 | 4,892,271 | (1,192,870) | -20% |
| Grand Total | | | 9,446,660 | 5,271,135 | 6,085,141 | 4,892,271 | (1,192,870) | -20% |



Finance Department

Treasury Mission

The Treasury Division's mission is to protect and safeguard the City's fiscal assets through the collection, deposit and reconciliation of City receipts and timely reporting of revenues.

| Fund | Fund Title | Category | FY18 Actuals | FY19 Actuals | FY20 Base | FY21 Recom | \$ Change | % Change |
|------------|--------------------|----------------------------|----------------|----------------|----------------|----------------|------------------|-------------|
| 100 | General Fund | Salaries, Wages & Benefits | 511,631 | 529,947 | 466,557 | 375,777 | (90,780) | -19% |
| 100 | General Fund | Contractuals & Utilities | 9,000 | 79,226 | 35,500 | 33,000 | (2,500) | -7% |
| 100 | General Fund | Supplies | 34,255 | 33,801 | 14,500 | 14,500 | - | 0% |
| 100 | General Fund | Insurance | 22,369 | 17,979 | 19,325 | 6,137 | (13,188) | -68% |
| 100 | General Fund | Other Operating Costs | 10,857 | 83,873 | 109,000 | 69,000 | (40,000) | -37% |
| 100 | General Fund | Capital Outlay | - | - | - | - | - | - |
| 100 | Total | | 588,112 | 744,826 | 644,882 | 498,414 | (146,468) | -23% |
| | Grand Total | | 588,112 | 744,826 | 644,882 | 498,414 | (146,468) | -23% |