



AGENDA

SPECIAL FINANCE COMMITTEE /
BUDGET HEARINGS MEETING
JULY 22, 2020
AT 1:00 PM
ATTEND VIRTUALLY

SPECIAL PROCEDURES FOR SPECIAL FINANCE COMMITTEE MEETING/BUDGET HEARINGS

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, and the ban on public gatherings of more than five (5) people, the Special Finance Committee Meeting/Budget Hearings will be conducted virtually.

Viewing: Members of the public may stream the meeting live on the City of Santa Fe's YouTube channel at <https://www.youtube.com/user/cityofsantafe>. The YouTube live stream can be accessed at this address from most smartphones, tablets, or computers.

The video recording of this meeting will also remain available for viewing at any time on the City's YouTube channel at <https://www.youtube.com/user/cityofsantafe>. Staff is available to help members of the public access pre-recorded meetings on-line at any time during normal business hours. Please call 955-6521 for assistance.

Agenda: The agenda for the meeting will be posted at santafe.primegov.com.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CHAIR OPENING REMARKS**
5. **DEPARTMENT REVIEWS**
 - a. Human Resources – 1:00PM
 - b. ITT– 2:00PM
 - c. Finance– 3:00PM



AGENDA

**SPECIAL FINANCE COMMITTEE /
BUDGET HEARINGS MEETING
JULY 22, 2020
AT 1:00 PM
ATTEND VIRTUALLY**

6. ADJOURN

City of Santa Fe Finance Committee FY21 Budget Hearing



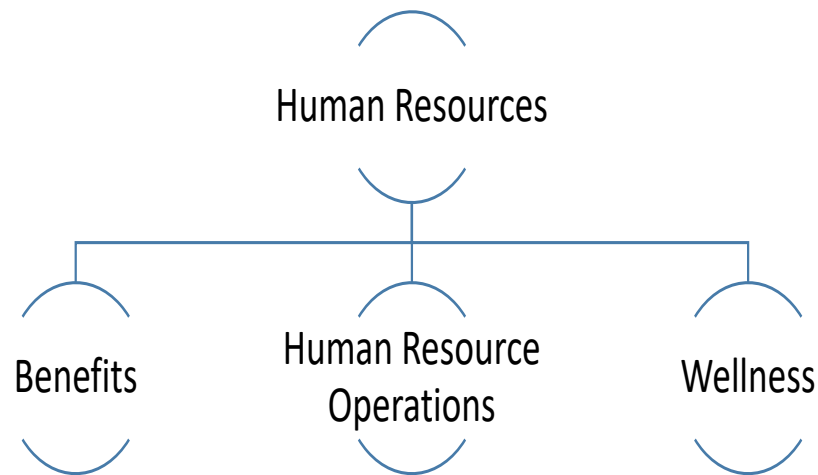
July 2020



Human Resources Department

Mission

- To provide our customers with human resources services to effectively hire, develop and retain a high-quality workforce for the City of Santa Fe.





Human Resources Department

FY21 Recommended Budget

Human Resources total FY21 Recommended Budget decreased by \$827,764, or 3%, from the FY20 budgeted levels. The Human Resources General Fund FY21 Recommended Budget decreased by \$215,283, or 6%, from the FY20 budgeted levels. The Safety section has been moved to Emergency Management as part of the City reorganization. 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

Human Resources Department



	Fund	Fund Title	Category	FY18 Actuals	FY19 Actuals	FY20 Base	FY20 Recom	\$ Change	% Change
	100	General Fund	Salaries, Wages & Benefits	872,687	903,406	2,839,873	3,093,107	253,234	9%
	100	General Fund	Contractuals & Utilities	316,959	159,206	320,638	220,638	(100,000)	-31%
	100	General Fund	Repairs & Maintenance	-	27,499	1,319	-	(1,319)	-100%
	100	General Fund	Supplies	17,149	26,200	18,065	10,900	(7,165)	-40%
	100	General Fund	Insurance	25,301	20,359	21,884	39,276	17,392	79%
	100	General Fund	Other Operating Costs	206,882	173,485	319,342	91,917	(227,425)	-71%
	100	General Fund	Capital Outlay	5,299	33,762	-	-	-	
	100	General Fund	Transfers Out	-	-	150,000	-	(150,000)	-100%
100									
Total				1,444,277	1,343,918	3,671,121	3,455,838	(215,283)	-6%
	605	Santa Fe Health/Dental	Salaries, Wages & Benefits	416,600	362,478	435,228	219,082	(216,146)	-50%
	605	Santa Fe Health/Dental	Contractuals & Utilities	677,055	692,027	918,403	928,153	9,750	1%
	605	Santa Fe Health/Dental	Supplies	18,953	19,178	20,000	20,000	-	0%
	605	Santa Fe Health/Dental	Insurance	20,644,579	21,864,498	22,747,483	22,341,398	(406,085)	-2%
	605	Santa Fe Health/Dental	Other Operating Costs	609	5,989	6,500	6,500	-	0%
	605	Santa Fe Health/Dental	Transfers Out	202,962	75,000	75,000	75,000	-	0%
605									
Total				21,960,758	23,019,170	24,202,614	23,590,133	(612,481)	-3%
	615	Unemployment Claims	Contractuals & Utilities	2,626	-	-	-	-	
	615	Unemployment Claims	Insurance	35,656	133,056	200,000	200,000	0	0%
615									
Total				38,282	133,056	200,000	200,000	-	0%
Grand Total				23,443,317	24,496,143	28,073,735	27,245,971	(827,764)	-3%

City of Santa Fe Finance Committee FY21 Budget Hearing



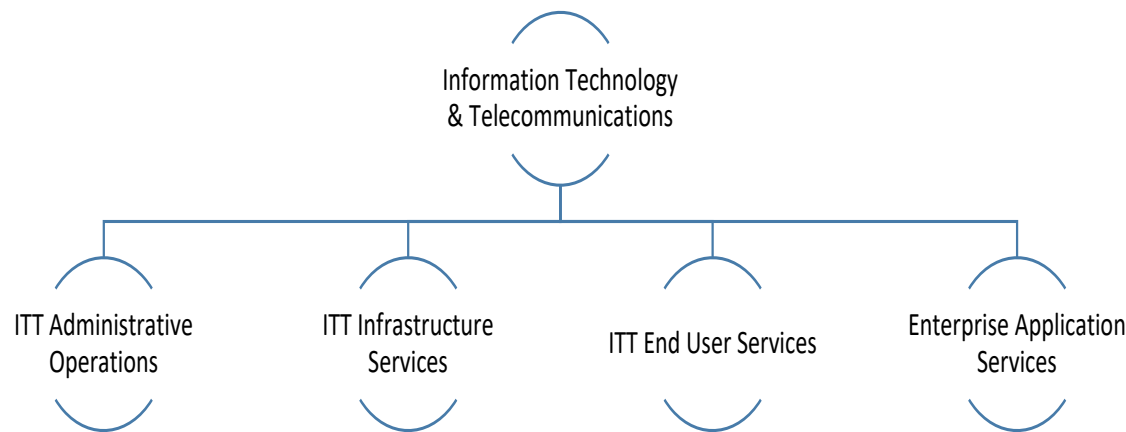
July 2020



Information Technology and Telecommunications Department

Mission

The Information Technology and Telecommunications Department (ITT) strives to be a trusted technology advisor to the City. This is achieved by implementing industry best practices in operational processes and management, becoming a more capable, collaborative, and agile department, which consistently provides excellent technology services to support the City's mission.





Information Technology and Telecommunications Department

FY21 Recommended Budget

ITT Department's total FY21 Recommended Budget decreased by \$1,826,815, or 12%, 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

Information Technology and Telecommunications Department



ITT Administrative Operations Mission

The Administrative Operations Division's mission is to provide quality contracting, procurement services and accountability by performing to the highest level to achieve the City of Santa Fe's confidence.

Information Technology and Telecommunications Department ITT Administrative Operations



Fund	Fund Title	Category	FY18 Actuals	FY19 Actuals	FY20 Base	FY20 Recom	\$ Change	% Change
365	1/2% GRT Income Fund	Salaries, Wages & Benefits	35,409	-	-	-	0	
365	1/2% GRT Income Fund	Contractuals & Utilities	26,880	31,221	-	-	-	
365	1/2% GRT Income Fund	Repairs & Maintenance	-	12,000	-	-	-	
365	1/2% GRT Income Fund	Supplies	185,017	8,614	65,000	65,000	-	0%
365	1/2% GRT Income Fund	Insurance	-	-	-	-	0	
365	1/2% GRT Income Fund	Other Operating Costs	135,092	25,610	164,513	164,513	0	0%
365	1/2% GRT Income Fund	Capital Outlay	18,876	-	-	-	0	
365	1/2% GRT Income Fund	Transfers Out	934,138	-	3,131,000	1,247,271	(1,883,729)	-60%
365	Total		1,335,413	77,445	3,360,513	1,476,784	(1,883,729)	-56%
620	Services to Other Depts	Salaries, Wages & Benefits	1,446,315	563,468	816,875	589,854	(227,021)	-28%
620	Services to Other Depts	Contractuals & Utilities	52,419	(81,646)	34,386	6,858	(27,528)	-80%
620	Services to Other Depts	Repairs & Maintenance	60,773	28,759	7,500	6,000	(1,500)	-20%
620	Services to Other Depts	Supplies	94,392	88,981	26,670	20,720	(5,950)	-22%
620	Services to Other Depts	Insurance	84,663	104,090	68,423	89,111	20,688	30%
620	Services to Other Depts	Other Operating Costs	8,003	12,437	23,769	15,000	(8,769)	-37%
620	Total		1,746,566	716,089	977,623	727,543	(250,080)	-26%
Grand Total			3,081,978	793,534	4,338,136	2,204,327	(2,133,809)	-49%

Information Technology and Telecommunications Department



ITT Infrastructure Services Mission

The mission of the Infrastructure Services Division is to provide outstanding technology infrastructure, network services and solutions through design/build, operations and enhancements that maximize performance and support all aspects of digital operations for the City of Santa Fe. These services empower staff to provide exceptional digital services, enrich the constituent's experience, and effectively manage and protect municipal data.

Information Technology and Telecommunications Department

ITT Infrastructure Services



Fund	Fund Title	Category	FY18 Actuals	FY19 Actuals	FY20 Base	FY20 Recom	\$ Change	% Change
620	Services to Other Depts	Salaries, Wages & Benefits	642,422	970,960	843,510	930,208	86,698	10%
620	Services to Other Depts	Contractuals & Utilities	1,310,536	1,293,297	2,190,779	1,712,395	(478,384.00)	-22%
620	Services to Other Depts	Repairs & Maintenance	315,091	273,253	215,000	170,388	(44,612.00)	-21%
620	Services to Other Depts	Supplies	250,137	233,862	9,200	8,150	(1,050.00)	-11%
620	Services to Other Depts	Other Operating Costs	836,388	971,305	1,585,176	1,259,454	(325,722.00)	-21%
620	Services to Other Depts	Capital Outlay	60,279	76,959	213,000	163,000	(50,000.00)	-23%
620	Services to Other Depts	Transfers Out	-	11,000	-	-	-	
620	Total		3,414,852	3,830,637	5,056,665	4,243,595	(813,070.00)	-16%
Grand Total			3,414,852	3,830,637	5,056,665	4,243,595	(813,070.00)	-16%

Information Technology and Telecommunications Department



ITT End User Services Mission

The End User Service Division's mission is to effectively and efficiently provide access and availability to ITT-supported services to the satisfaction of all City staff by providing an informative and supportive first point of contact and to assist them in making the best use of technology in their business roles.

Information Technology and Telecommunications Department ITT End User Services



Fund	Fund Title	Category	FY18 Actuals	FY19 Actuals	FY20 Base	FY20 Recom	\$ Change	% Change
620	Services to Other Depts	Salaries, Wages & Benefits	311,820	510,771	515,892	649,657	133,765	26%
620	Services to Other Depts	Contractuals & Utilities	3,293	122,702	-	-	-	
620	Services to Other Depts	Supplies	3,892	11,575	12,400	8,400	(4,000)	-32%
620	Services to Other Depts	Other Operating Costs	19,919	75,753	31,200	1,200	(30,000)	-96%
620	Total		338,923	720,801	559,492	659,257	99,765	18%
Grand Total			338,923	720,801	559,492	659,257	99,765	18%

Information Technology and Telecommunications Department



ITT Enterprise Application Services Mission

The Enterprise Application Services Division's mission is to provide a full spectrum of innovative business and professional services for developing, maintaining, and supporting enterprise-class business applications for the City of Santa Fe.

Information Technology and Telecommunications Department



ITT Enterprise Application Services

Fund	Fund Title	Category	FY18 Actuals	FY19 Actuals	FY20 Base	FY20 Recom	\$ Change	% Change
620	Services to Other Depts	Salaries, Wages & Benefits	587,559	894,495	947,448	889,619	(57,829)	-6%
620	Services to Other Depts	Contractuals & Utilities	22,620	246,075	189,908	100,000	(89,908)	-47%
620	Services to Other Depts	Supplies	1,542,476	1,087,741	2,314,792	1,891,423	(423,369)	-18%
620	Services to Other Depts	Other Operating Costs	24,003	27,194	58,900	38,000	(20,900)	-35%
620	Total		2,176,658	2,255,504	3,511,048	2,919,042	(592,006)	-17%
	Grand Total		2,176,658	2,255,504	3,511,048	2,919,042	(592,006)	-17%

City of Santa Fe Finance Committee FY21 Budget Hearing



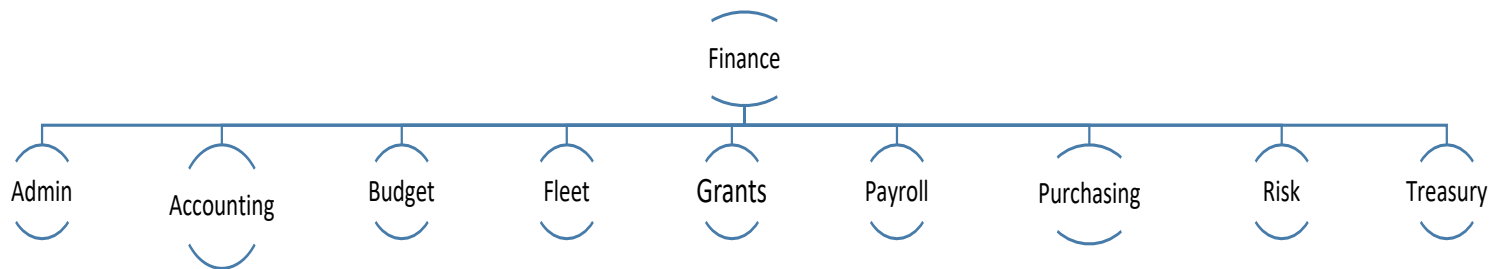
July 2020



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	FY20 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	FY20 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. 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	FY20 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	FY20 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	FY20 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)	-12%
100	General Fund	Repairs & Maintenance	-	-	1,600	-	(1,600)	-100%
100	General Fund	Supplies	4,307	954	2,500	-	(2,500)	-100%
100	General Fund	Insurance	6,269	5,130	15,142	7,350	(7,792)	-51%
100	General Fund	Other Operating Costs	15,699	2,259	6,724	8,656	1,932	29%
100	Total		341,750	253,025	431,528	424,062	(7,466)	-2%
Grand Total			341,750	253,025	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	FY20 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	FY20 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%