



Agenda

Regular Meeting of the Finance Committee

April 30, 2025 at 10:00 AM
Council Chambers, City Hall
200 Lincoln Avenue

Procedures for Finance Committee Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Chair Opening Remarks
5. Department Reviews
 - a. Public Utilities Department (Administration, Environmental Services, Utility Customer Service, Wastewater Management, Water Division)
6. Matters from the Chair
7. Next Meeting: Thursday, May 1, 2025
8. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



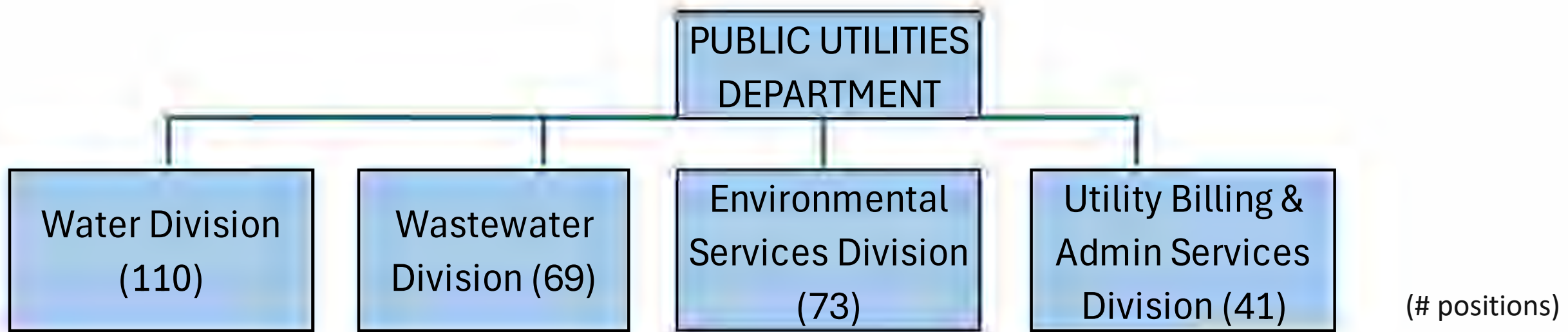
CITY OF SANTA
CITY HALL

**Proposed
FY2026 Budget
Public Utilities Department**



CITY OF SANTA FE

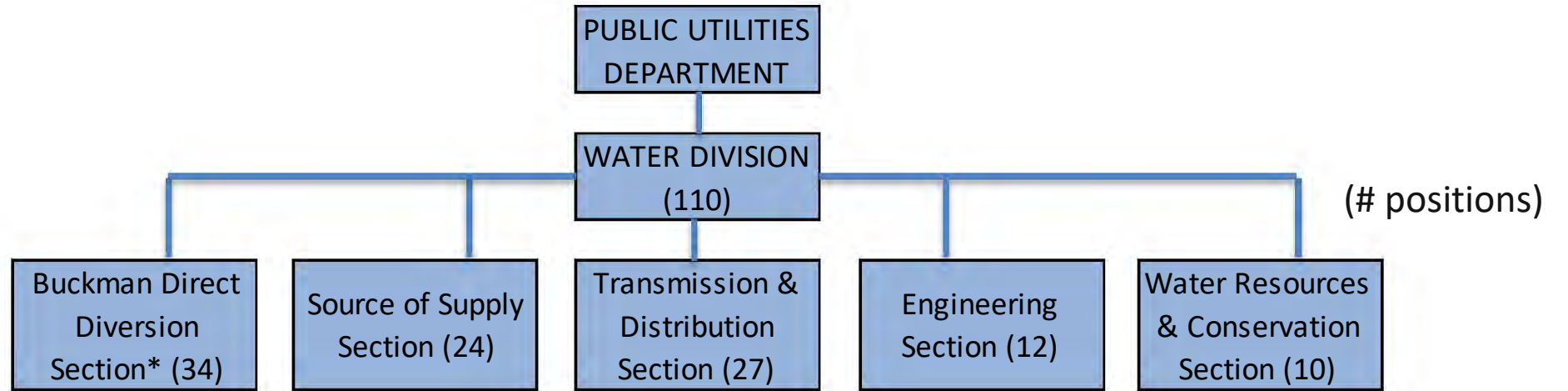
Santa Fe's Public Utilities Department



Delivering utility services to the City of Santa Fe

- 3 enterprise funds (Water, Wastewater, Environmental Services)
- Utility Billing and Admin Services Division is funded by transfers from the enterprise funds
- Over 260 funded positions
- Predicted FY2026 annual revenues of \$83.8M
- PUD operations budget spending by enterprise funds \$57M in FY23 and \$66M in FY24
- Revenues in excess of operations budget spending is used to fund capital improvement needs
- Revenue analysis suggests both water and wastewater need increased revenues to meet impending CIP needs

Water Division

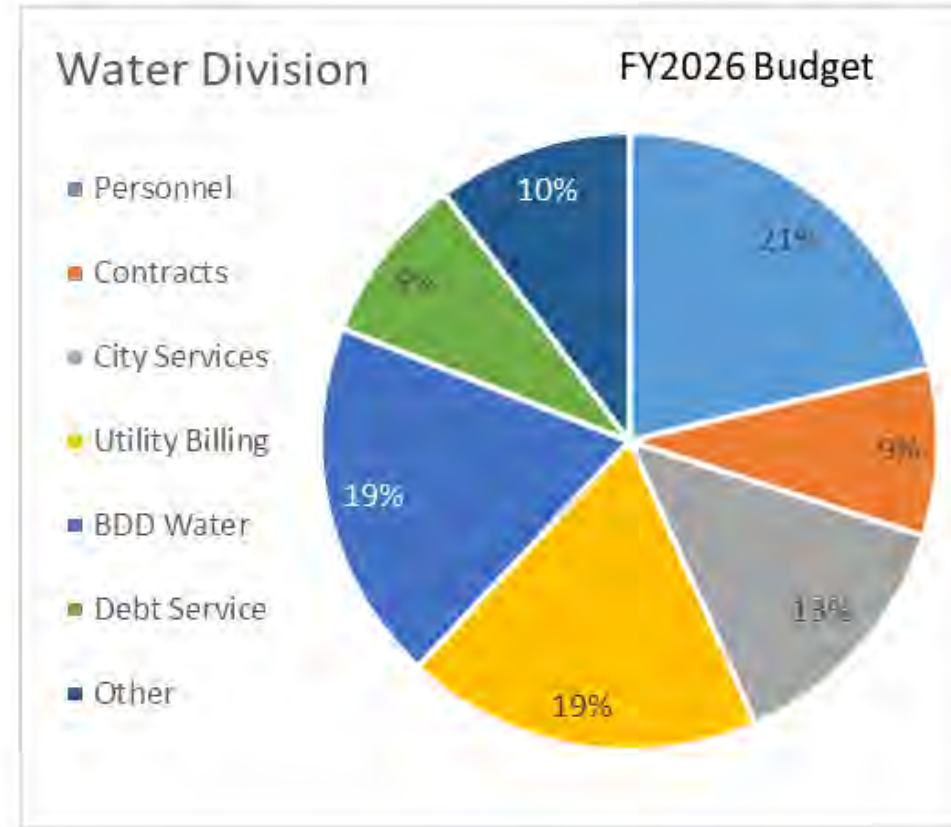
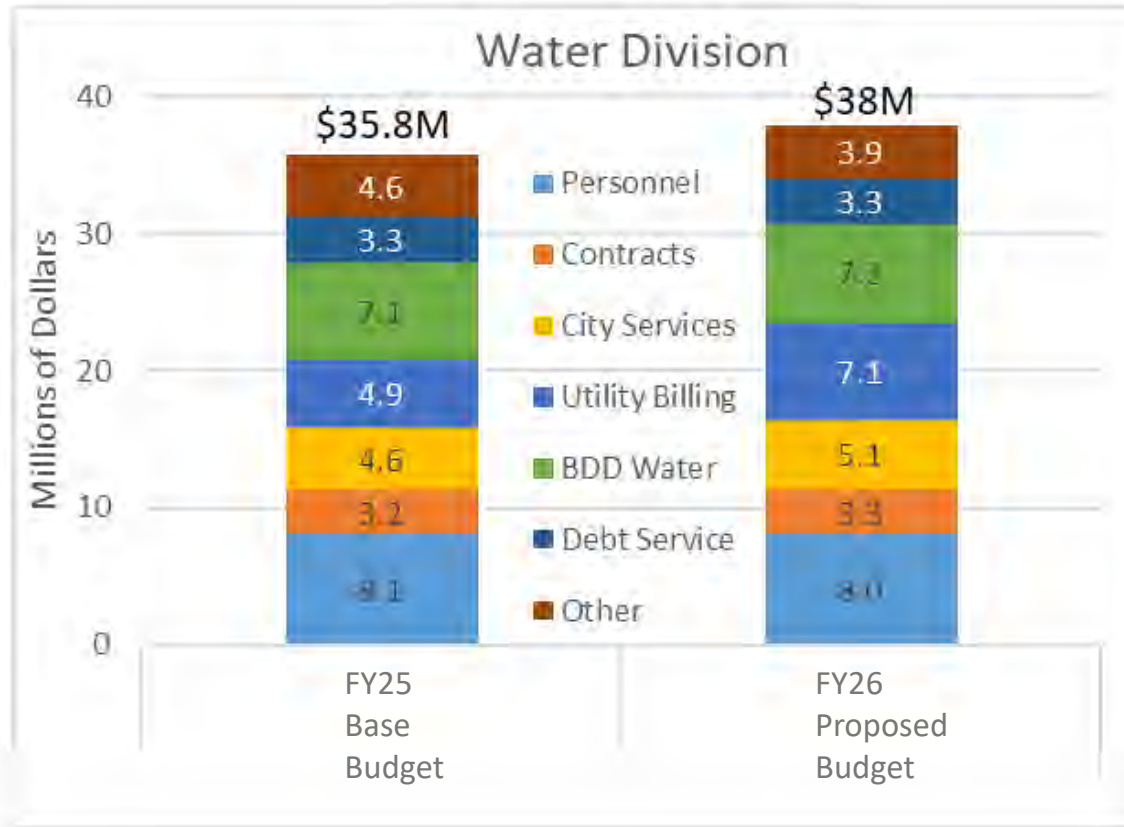


*The Buckman Direct Diversion Project is owned jointly by CoSF, Santa Fe County, and Las Campanas, and staffed and managed by the CoSF Water Division.

Providing a safe, reliable, and resilient water supply to meet Santa Fe's needs

- 110 positions in 5 sections
 - Source of Supply and BDD deliver potable water into the transmission and distribution system
 - The Transmission and Distribution Section manages the pipes, valves, hydrants, and meters that deliver potable water to customers
 - The Engineering Section provides technical support to ensure the system is built properly
 - The Water Resources and Conservation Section ensures water is available to meet current and future needs
- Predicted FY2026 revenues 41.4M
- FY2024 operations budget spending 35M
- Water will require increased revenues to meet impending CIP needs (two dam rehabilitations, CRWTP rehabilitation, SJC Return Flow Project)

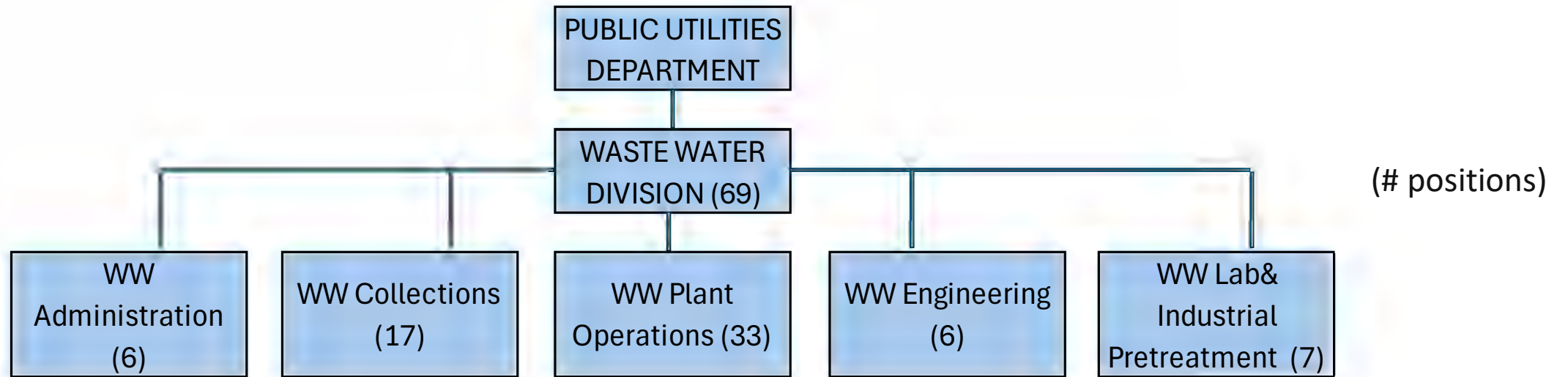
Water Division Recommended Budget



Providing a safe, reliable, and resilient water supply to meet Santa Fe's needs

- 6% budget increase from FY25 Base Budget attributable to increased spending by Utility Billing
- Personnel, BDD, and Utility Billing are largest budgeted expenses
- Asset Management and Backflow Prevention programs are being stood up
- Data dashboard and long range water planning efforts are being advanced

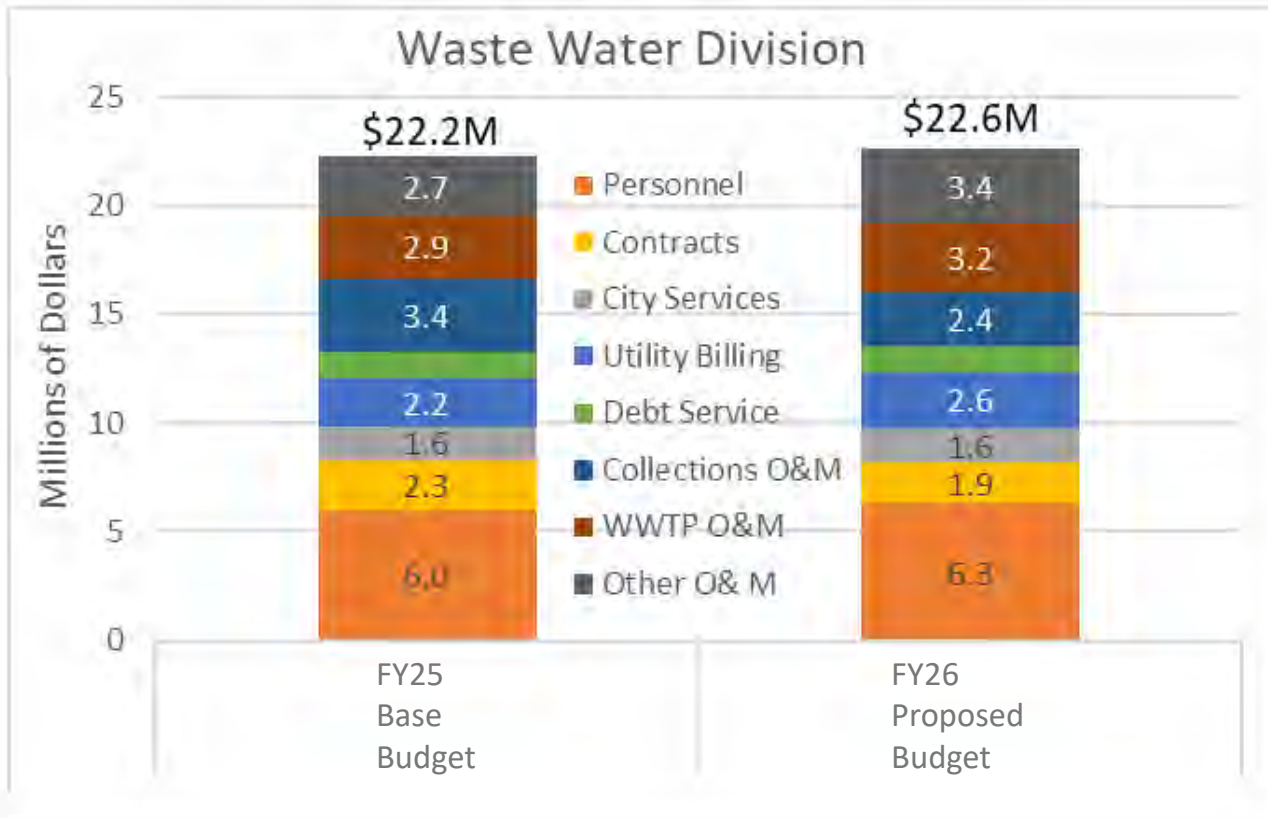
Wastewater Division



Collecting and treating the City's wastewater to applicable standards to safeguard public health and the environment while generating an additional supply of water

- 69 positions in 5 sections
 - Collections collects and conveys wastewater to the Paseo Real Water Reclamation Facility (PRWRF)
 - Plant Operations ensures treatment to applicable standards at PRWRF
 - The Engineering section ensures the collection system and plant are properly built
 - The Lab, and Admin sections support the administrative and regulatory needs of the division
- Predicted FY2026 revenues 21M
- FY2024 operations budget spending 15M
- Wastewater will require increased revenues to meet impending CIP needs at PRWRF

Wastewater Division Recommended Budget

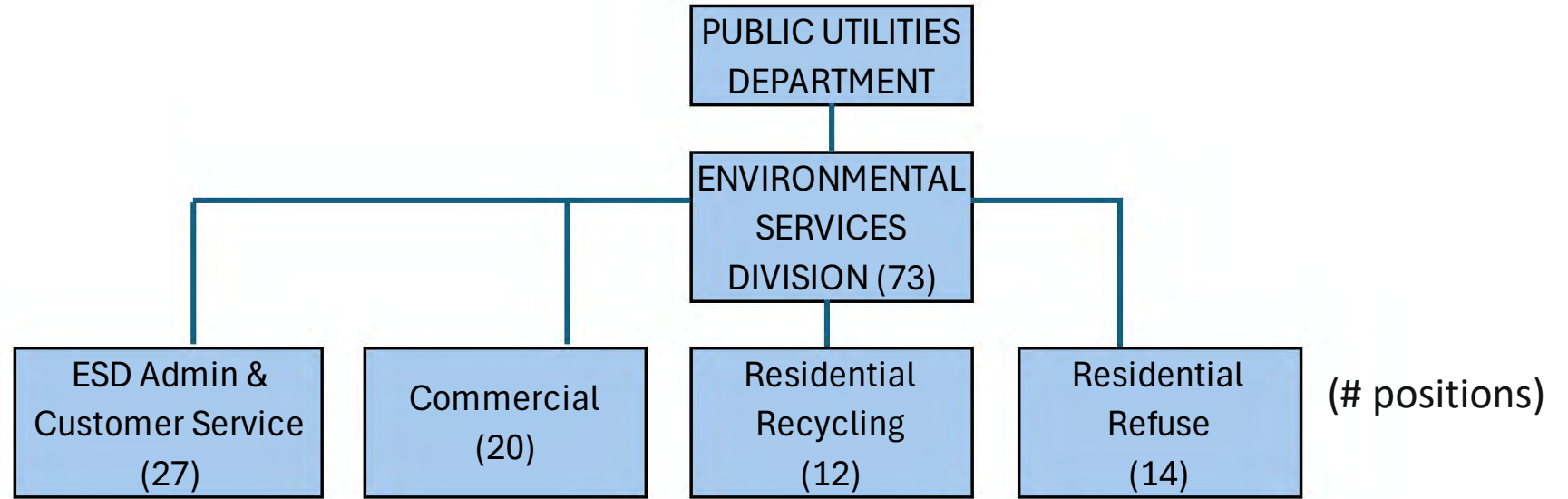


Collecting and treating the City's wastewater to applicable standards to safeguard public health and the environment while generating an additional supply of water

- 2% operations budget increase from FY25 Base Budget is nominal
- Operations and Maintenance, and personnel are largest budgeted expenses
- Immediate focus on maintaining compliance at PRWRF after upsets in 2024 (compliant with E. Coli requirements since October of 2024)
- Focus on developing information for GB to decide on capital improvement plan to ensure long term plant compliance
- Focus on recruitment, training, and development of personnel



Environmental Services Division

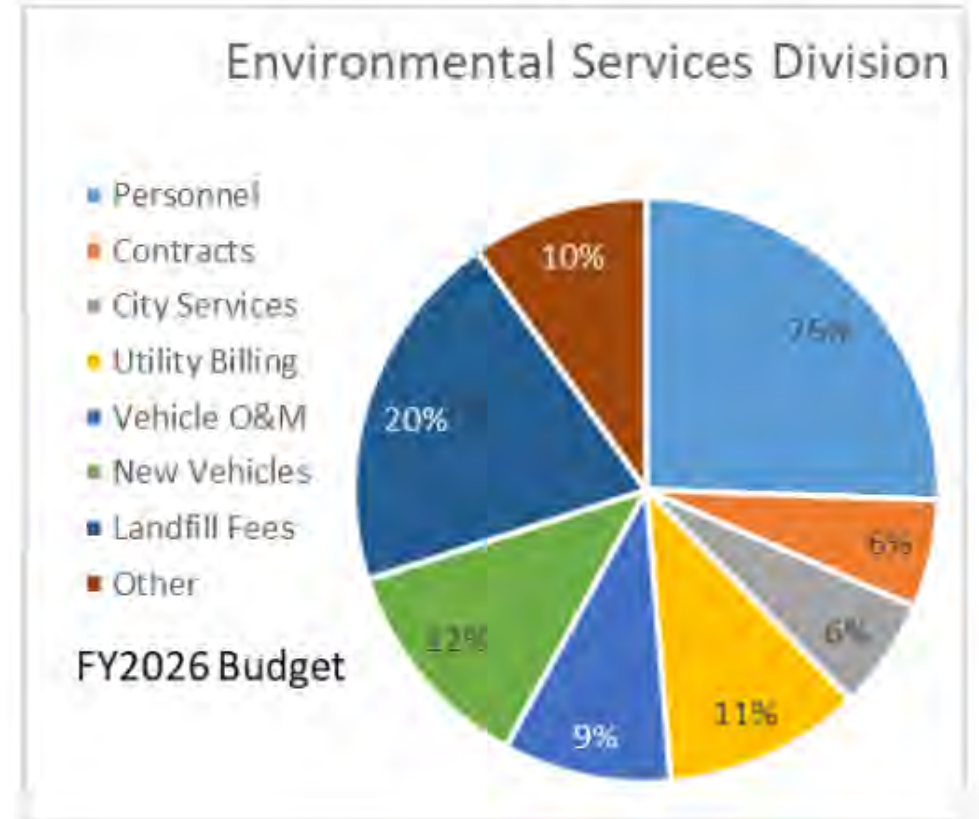
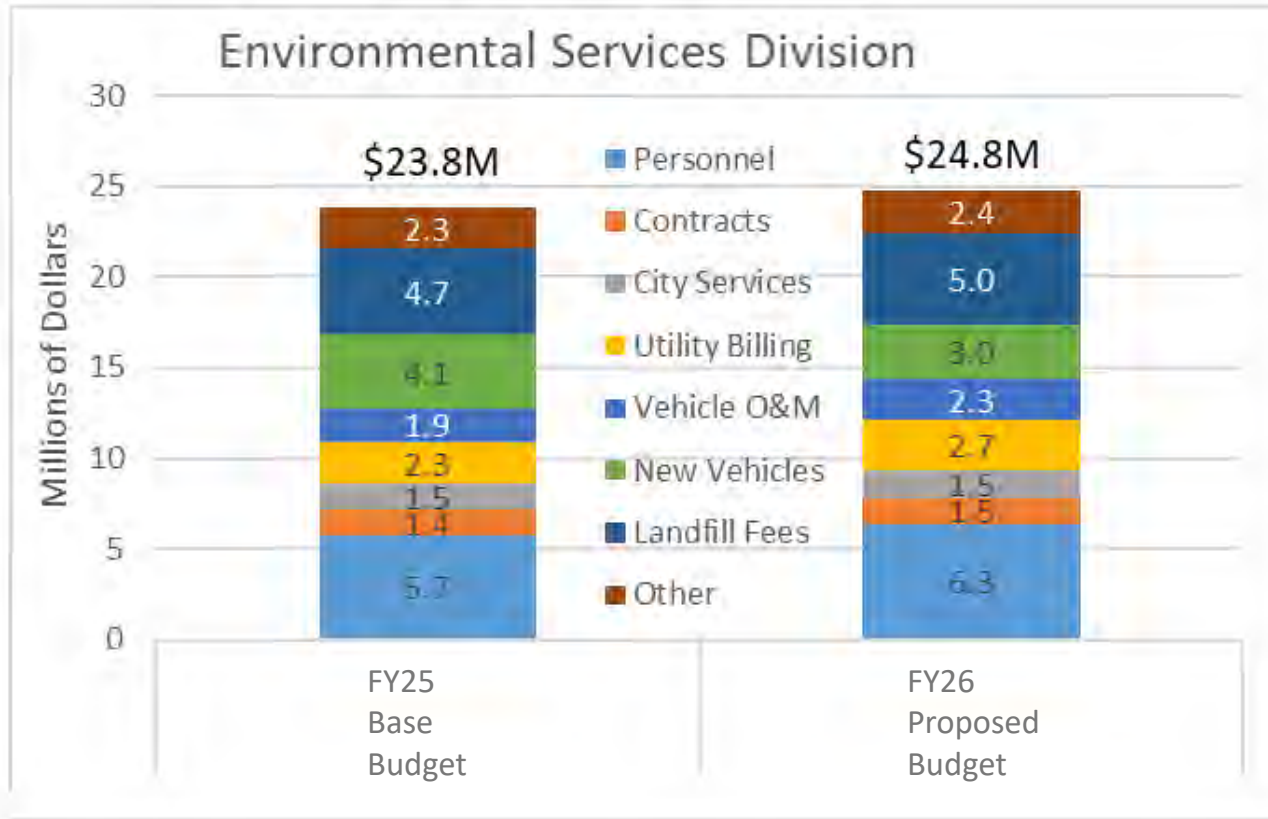


Collecting solid waste and recyclables for the protection of our community and environment

- 73 positions in 4 sections
 - Residential Recycling and Refuse, and the Commercial sections operate and maintain a fleet of trucks to collect trash and recycling from City customers
 - The Admin and Customer Service section support the administrative and customer service needs of the division
 - Keep Santa Fe Beautiful and Sustainability also currently part of ESD Admin & Customer Service section
- Predicted FY2026 revenues 22M
- FY2024 operations budget spending 16M



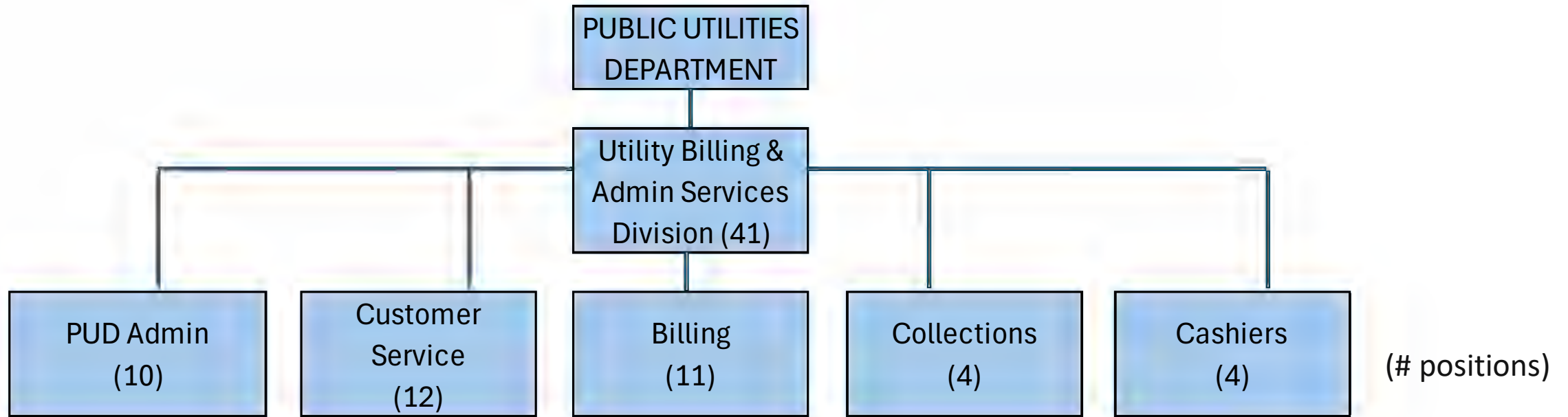
Environmental Services Division Recommended Budget



Collecting solid waste and recyclables for the protection of our environment and our community

- 4% operations budget increase from FY25 base budget can be attributed to increases in personnel and Utility Billing
- Personnel, Landfill Fees, and New Vehicles are the largest budgeted expenses
- FY2026 focus on completing design of a new Admin and Maintenance Facility (CIP)
- FY2026 focus on increasing capacity and public outreach related to recycling drop off locations

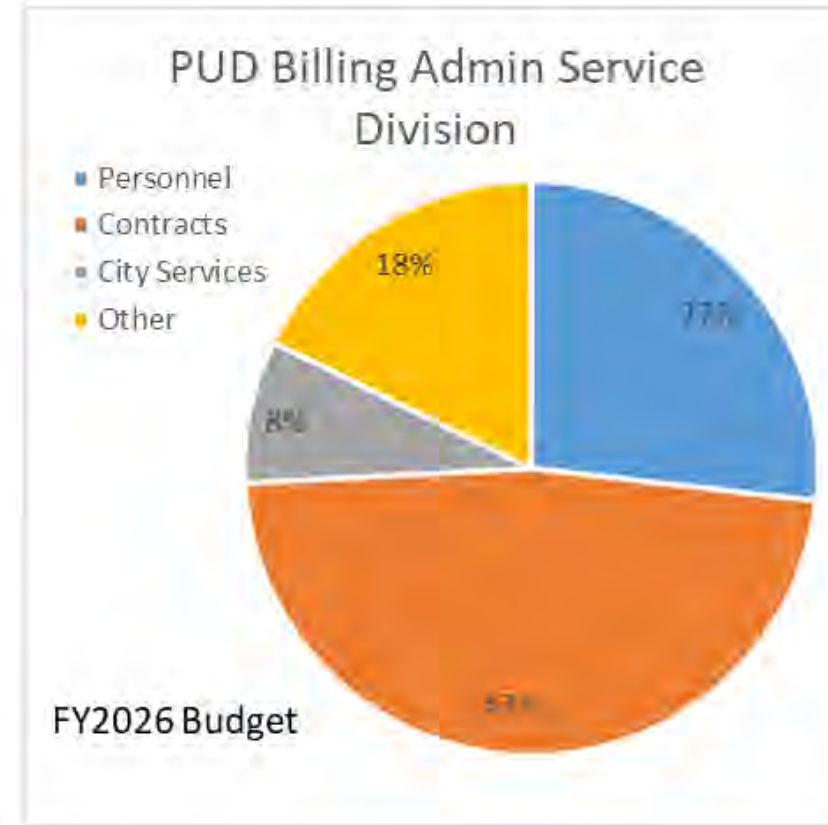
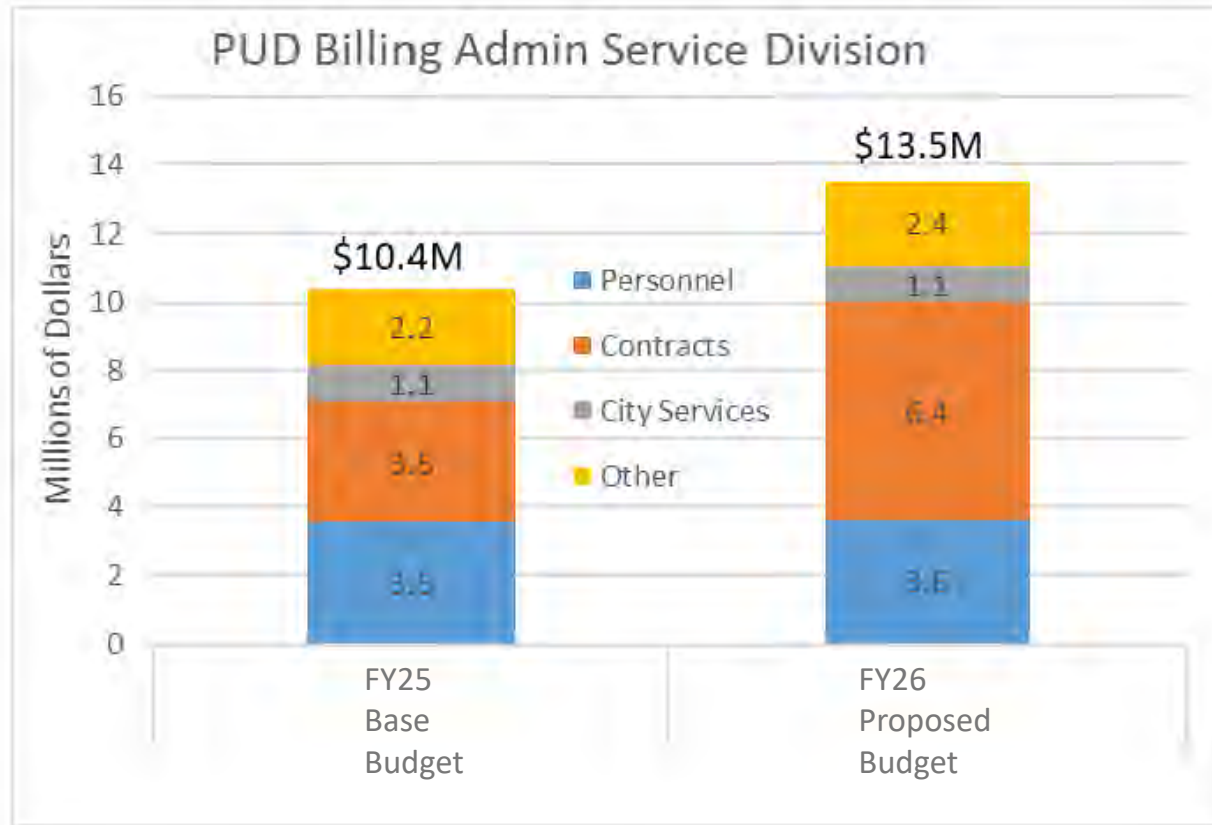
Utility Billing and Admin Services Division



Providing the billing, collection, administrative, and customer services necessary for smooth utility operations in Santa Fe

- 41 positions in 5 sections
 - Customer service assists with all user needs associated with receiving and paying for utility services
 - Billing and Collections ensure accurate and timely billing and collection of overdue bills, while the cashiers receive payments
 - PUD Admin provides internal services to the department
- Utility Billing and Admin Services Division is funded by transfers from the three enterprise funds

Utility Billing & Admin Services Div Recommended Budget

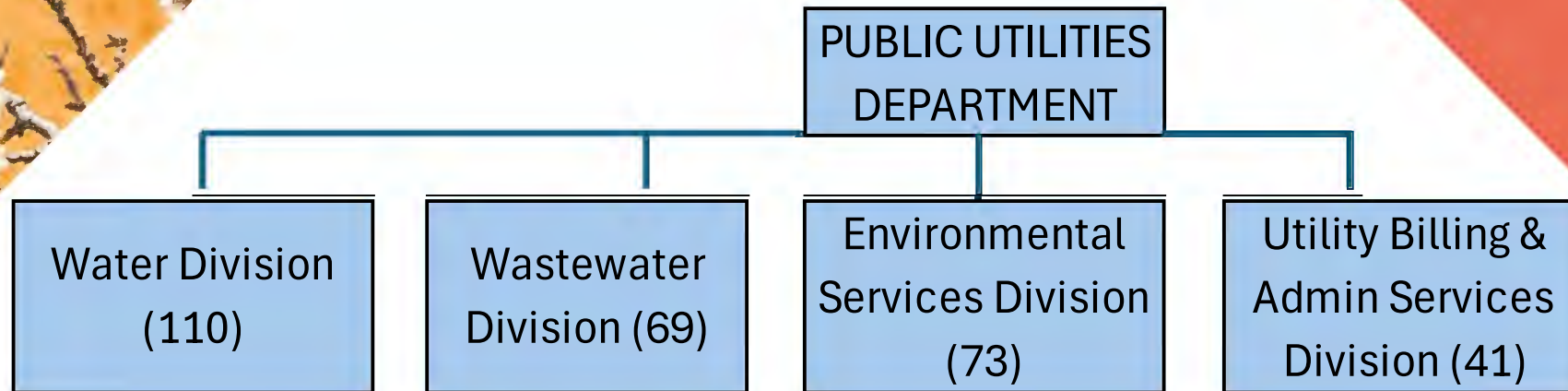


Providing the billing, collection, administrative, and customer services necessary for smooth utility operations in Santa Fe

- 3.1M (30%) operations budget increase from FY25 base budget is largely due to 2.9M in increases in contractual services
 - 2.5M contract with ITConnect for ADVANCED billing system implementation
 - 1.7M contract with ADVANCED billing system for software
- Largest expenditures are in contractual services and personnel
- Focus on transitioning from outdated 1980s era internally built billing system to a cutting edge billing system (ADVANCED)



Questions?



Water Division Supplementary Information

Water							
Division	Actual	Actual	Base Budget	Proposed Budget	\$ Change	% Change	
	FY23	FY24	FY25	FY26			
Personnel	\$ 3,102,922	\$ 6,200,915	\$ 8,088,501	\$ 8,047,829	\$ (40,672)	-1%	
Contracts	\$ 1,958,775	\$ 1,980,919	\$ 3,183,733	\$ 3,326,872	\$ 143,139	4%	
City Services	\$ 4,213,903	\$ 3,960,437	\$ 4,609,584	\$ 5,064,616	\$ 455,032	10%	
Electricity	\$ 1,208,096	\$ 913,496	\$ 1,300,000	\$ 1,300,000	\$ -	0%	
Utility Billing	\$ 3,879,422	\$ 3,945,935	\$ 4,883,472	\$ 7,097,366	\$ 2,213,894	45%	
BDD Water	\$ 5,403,600	\$ 6,234,934	\$ 7,114,369	\$ 7,200,000	\$ 85,631	1%	
Debt Service	\$ 1,384,017	\$ 1,316,531	\$ 3,342,135	\$ 3,343,340	\$ 1,205	0%	
Operations	\$ 10,001,275	\$ 10,181,589	\$ 4,565,162	\$ 3,883,083	\$ (682,079)	-15%	
Total	\$ 31,152,010	\$ 34,734,757	\$ 37,086,956	\$ 39,263,106	\$ 2,176,150	6%	

CITY OF SANTA FE
PUBLIC UTILITIES DEPARTMENT - EXPENDITURES SUMMARY
PROPOSED FISCAL YEAR 2025/26 BUDGET

SUMMARY BY DIVISION	ACTUAL	ACTUAL	2024/25	PROPOSED	\$ CHANGE	% CHANGE
	EXPENDITURES	EXPENDITURES	ORIGINAL	BUDGET	2024/25 vs.	2024/25 vs.
	2022/23	2023/24	BUDGET	2025/26	2025/26	2025/26

Water Operations	31,152,010	34,734,757	35,476,440	39,730,768	4,254,328	12.0%
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Wastewater Division Supplementary Information

Excel Budget Template

Wastewater							
Division	Actual FY23	Actual FY24	Base Budget FY25	Proposed Budget FY26	\$ Change	% Change	
Personnel	\$ 2,740,626	\$ 4,511,934	\$ 6,016,488	\$ 6,275,674	\$ 259,186	4%	
Contracts	\$ 1,179,740	\$ 679,202	\$ 2,287,798	\$ 1,923,000	\$ (364,798)	-16%	
City Services	\$ 1,539,929	\$ 1,202,410	\$ 1,555,377	\$ 1,554,066	\$ (1,311)	0%	
Utility Billing	\$ 1,463,389	\$ 1,594,620	\$ 2,186,852	\$ 2,612,106	\$ 425,254	19%	
Debt Service	\$ 609,793	\$ 631,603	\$ 1,186,650	\$ 1,189,650	\$ 3,000	0%	
Collections O&M	\$ 466,450	\$ 1,223,189	\$ 3,412,872	\$ 2,427,200	\$ (985,672)	-29%	
WWTP O&M	\$ 1,729,944	\$ 1,808,754	\$ 2,902,340	\$ 3,220,500	\$ 318,160	11%	
Other O& M	\$ 2,929,111	\$ 3,369,187	\$ 2,692,256	\$ 3,392,858	\$ 700,602	26%	
Total	\$ 12,658,983	\$ 15,020,899	\$ 22,240,633	\$ 22,595,054	\$ 354,421	2%	

CITY OF SANTA FE

PUBLIC UTILITIES DEPARTMENT - EXPENDITURES SUMMARY

PROPOSED FISCAL YEAR 2025/26 BUDGET

Budget Book

SUMMARY BY DIVISION	ACTUAL EXPENDITURES 2022/23	ACTUAL EXPENDITURES 2023/24	2024/25 ORIGINAL BUDGET	PROPOSED BUDGET 2025/26	\$ CHANGE 2024/25 vs. 2025/26	% CHANGE 2024/25 vs. 2025/26
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Wastewater Management

12,658,983

15,020,899

18,998,947

22,709,242

3,710,295



Env. Services Division Supplementary Information

Excel Budget Template

Environmental Services							
	Actual	Actual	Base Budget	Proposed Budget			
Division	FY23	FY24	FY25	FY26	\$ Change	% Change	
Personnel	\$ 2,705,934	\$ 4,590,594	\$ 5,713,654	\$ 6,335,775	\$ 622,121	11%	
Contracts	\$ 751,041	\$ 783,718	\$ 1,408,547	\$ 1,485,000	\$ 76,453	5%	
City Services	\$ 802,672	\$ 1,141,484	\$ 1,486,902	\$ 1,530,325	\$ 43,423	3%	
Utility Billing	\$ 1,318,498	\$ 1,505,496	\$ 2,256,657	\$ 2,719,963	\$ 463,306	21%	
Vehicle O&M	\$ 1,593,421	\$ 1,531,213	\$ 1,899,824	\$ 2,310,000	\$ 410,176	22%	
New Vehicles	\$ (0)	\$ (21,603)	\$ 4,050,912	\$ 2,995,000	\$ (1,055,912)	-26%	
Landfill Fees	\$ 4,056,402	\$ 4,136,637	\$ 4,730,000	\$ 5,000,000	\$ 270,000	6%	
Other	\$ 2,422,780	\$ 2,728,606	\$ 2,282,622	\$ 2,431,584	\$ 148,962	7%	
Total	\$ 13,650,749	\$ 16,396,144	\$ 23,829,118	\$ 24,807,647	\$ 978,529	4%	

Budget Book

**CITY OF SANTA FE
PUBLIC UTILITIES DEPARTMENT - EXPENDITURES SUMMARY
PROPOSED FISCAL YEAR 2025/26 BUDGET**

SUMMARY BY DIVISION	ACTUAL	ACTUAL	2024/25	PROPOSED	\$ CHANGE	% CHANGE
	EXPENDITURES	EXPENDITURES	ORIGINAL	BUDGET	2024/25 vs.	2024/25 vs.
	2022/23	2023/24	BUDGET	2025/26	2025/26	2025/26
Environmental Services	13,650,749	16,396,144	21,322,983	24,771,157	3,448,174	16.2%



Billing & Admin Services Div Supplementary Information

Excel Budget Template

Utility Billing & Administrative Services						
	Actual	Actual	Budget	Budget		
Division	FY23	FY24	FY25	FY26	\$ Change	% Change
Personnel	\$ 3,071,516	\$ 3,047,660	\$ 3,530,261	\$ 3,615,154	\$ 84,893	2%
Contracts	\$ 1,632,873	\$ 2,017,591	\$ 3,546,629	\$ 6,390,000	\$ 2,843,371	80%
City Services	\$ 816,559	\$ 1,092,608	\$ 1,111,160	\$ 1,085,487	\$ (25,673)	-2%
Other	\$ 2,361,775	\$ 2,491,253	\$ 2,198,695	\$ 2,394,556	\$ 195,861	9%
Total	\$ 7,882,723	\$ 8,649,112	\$ 10,386,745	\$ 13,485,197	\$ 3,098,452	30%

Budget Book

**CITY OF SANTA FE
PUBLIC UTILITIES DEPARTMENT - EXPENDITURES SUMMARY
PROPOSED FISCAL YEAR 2025/26 BUDGET**

	ACTUAL	ACTUAL	2024/25	PROPOSED	\$ CHANGE	% CHANGE
SUMMARY BY DIVISION	EXPENDITURES	EXPENDITURES	ORIGINAL	BUDGET	2024/25 vs.	2024/25 vs.
	2022/23	2023/24	BUDGET	2025/26	2025/26	2025/26
Public Utilities Administration	3,164,904	3,439,284	2,532,715	4,093,704	1,560,989	61.6%
Utility Customer Service	4,717,819	5,209,828	7,822,810	9,386,993	1,564,183	19.8%