



July 22, 2010

#### Dear Citizens:

I respectfully transmit the budget for the City of Rio Rancho for the fiscal year July 1, 2010 through June 30, 2011. The ongoing economic recession has continued to weigh on local employment, housing, and overall consumer spending, which in turn has led to significant declines in city revenues. In order to meet the growing demands of the community and address the budget structural deficit, the Governing Body has reduced expenditure levels and adopted various revenue measures.

We have worked hard to balance the budget in this extremely challenging environment. Despite increases in energy and healthcare expenses, city expenditure levels rose a modest 2.2 percent, reflecting reductions in spending in most other areas. Expenditure reductions include:

- Freezing positions as they become vacant, with 77 non-first responder positions currently vacant;
- Foregoing compensation increases for all employees;
- Implementing one percent salary reductions in the form of furloughs and one-time pay reductions.

The Adopted Budget also includes a number of revenue increases, including a one-quarter percent increase in the municipal gross receipts tax rate, new development service fees, and a new motor vehicle transaction fee. We estimate that the combined expenditure and revenue actions will provide a reserve fund balance that equals 8.3 percent of expenditures, as required by the state of New Mexico.

In spite of these challenging economic times, not only are we maintaining service levels, but our City continues to move forward. Through this budget we will enter our second year of implementation of the Strategic Plan. The purpose of the strategic planning effort was to create a set of clear goals and strategies for meeting priority needs and challenges facing the community

and city government. Updates to the Strategic plan can be found on page 23. Using Federal funds, the City is in the process of developing its first ever Sustainability Plan for our own operations. This Plan will identify ways we can be good environmental stewards, save resources and money and support staff productivity and efficiency across all departments.

As outlined in the strategic plan, our vision is to be a diverse, sustainable, family-friendly community that is safe, vibrant and attractive to residents, businesses and visitors. I believe we are making significant progress in this area with the opening of the new University of New Mexico and Central New Mexico Community College campuses earlier this year, ongoing construction of two first class hospitals, and a recent designation by Money Magazine as the 51<sup>st</sup> best place to live in America.

In summary, challenging economic times have required us to make tough decisions. However, I believe that this budget addresses the strategic priorities of our community while taking a long-term planning approach in order to ensure sustainability for future budget years.

Sincerely,

Thomas E. Swisstack, Mayor

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July 22, 2010

The Honorable Mayor and City Councilors City of Rio Rancho 3200 Civic Center Circle NE Rio Rancho, New Mexico 87144-4501

Dear Mayor and City Councilors:

In compliance with the City Charter and applicable state statute, I am submitting a copy of the Comprehensive City Budget Adopted for Fiscal Year 2011(FY11).

The theme of this year's budget recommendation is sustainability. Since 2005 when housing activity peaked, the economy of the city and thus revenues coming to city government has been in decline. Through a variety of prior actions we were able to avoid the harsh realities of much lower revenues and increasing demands for services that many other communities in the nation have faced. Despite these actions, the City budget has a structural deficit which seriously compromises our ability to meet the service needs of our growing community. Now, through this budget we have taken clear, decisive action to establish a sound foundation for our government. In order to adequately fund our city government for FY11 and into the future, the Governing Body adopted a balanced approach by approving expenditure cuts and revenue increases.

The FY11 Adopted Budget continues to reflect a regional economy that remains in recession. Although the New Mexico recession is predicted to end by the third quarter of 2010, forecasters expect the recovery to be modest through FY11, with below average growth rates in employment and income. Additionally, the local housing market remains subdued, as reflected in the continued decline in housing starts year to date in calendar year 2010. This follows the dramatic decline in housing starts from 3,084 in 2005 to 688 in 2009. This weakness in housing construction translated into significantly lower than expected gross receipts tax revenues in Fiscal Year 2010 and below average growth estimates in Fiscal Year 2011 gross receipts tax and property tax revenues.

Due to the continued weakness in revenue collections, the FY11 Adopted Budget includes additional spending reductions in both personal services and operating budgets. However, increases in utility costs and healthcare expenses result in an overall increase of 2.2 percent. The expenditure reduction plan includes 2.6 furlough days or a one percent salary reduction for all City employees and further cuts to various operating expenditures.

The Adopted Budget also includes a number of revenue increases, including a one-quarter

percent increase in the municipal gross receipts tax rate, new development service fees, and a new motor vehicle transaction fee. We estimate that the combined expenditure and revenue actions will provide a reserve fund balance that equals 8.3 percent of expenditures, as required by the state of New Mexico.

We have continued reducing expenditures by holding positions vacant and asked employees to forgo salary increases. This comes at a time when overall demand for public services has increased. Accordingly, City employees must provide the same or higher level of public services with fewer resources, less employees, and pay reductions.

#### **General Fund**

## **REVENUES:** \$48,089,836

Total General Fund budgeted revenues for FY11 (excluding transfers in from other funds) are projected to increase by 6.9 percent or \$3,093,152 compared to FY10 actual revenues. This increase is primarily due to the revenue enhancements discussed above. The beginning fund balance is \$4,707,402. This amount was \$632,085 more than the required reserve for year ending June 30, 2010 due to FY10 expenditure savings. Transfers into the General Fund are also expected to decline significantly from prior years, with an estimated transfer of \$645,888.

The City's single most important revenue source is the gross receipts tax (GRT). The GRT revenue estimate of \$23,146,277 accounts for 48 percent of the total FY11 General Fund operating revenues. The GRT distribution to the General Fund is projected to increase by approximately\$1,710,037, or 8 percent from FY10 levels. The projected growth is due to an estimated \$700,000 which will come from the one-quarter percent increase, anticipated growth in retail and service sector activity, and GRT bond debt service savings.

Property tax revenue, the second-largest revenue source, is estimated to decrease slightly from FY10 levels, with an estimated decrease of \$215,369, or -1.9 percent. Since the surge in new housing construction activity that occurred from 2005 to 2007, new construction in Rio Rancho has declined dramatically, returning to long-term historical levels. The two year lag between construction activity and property tax revenues is a function of new construction activity not materializing into new taxable value until the following year and not being picked up on the county's tax roll until the subsequent year. As such FY11 revenue estimate uses the 688 Rio Rancho housing permit number from 2009 and known non-residential construction activity.

The third largest revenue source stems from franchise fees. Franchise fees are projected to increase by \$91,926, 3.3 percent over the current year. The majority of the anticipated increase relates to natural gas revenue projections. Other major revenue increases to the General Fund are anticipated in the general government, public safety, and license and permit revenue categories due to increases to fees and newly implemented fees which make up a portion of the FY11 budget sustainability plan.

## TRANSFERS INTO GENERAL FUND: \$645,888

Transfers from special funds to the General Fund support operating activities.

Transfers from Impact Fee Funds

\$50,092

The Impact Fee Ordinance provides for the ability to transfer 3.0 percent of impact fee revenues to the General Fund to support impact fee administration costs. The transfers from the impact fee funds include: Roads \$12,165, Bikeways and Trails \$148, Parks \$4,621, Public Safety \$3,450, Drainage \$4,977, Water \$14,513, and Wastewater \$10,218.

Transfer from Recreation Development Fund

\$121,605

Reversion of funding for the Bosque Trail project to the General Fund.

Transfer from Infrastructure Rehabilitation Fund \$150,000

Transfer of the unencumbered balances of councilors discretionary funds to the General Fund.

Transfer from Infrastructure Fund

\$312,991

The amount in the Infrastructure Fund was budgeted as a match to the Unser Boulevard grant, however the budgeted match was changed to come from the GO Bond Construction Fund in the amount of \$442,221.

Transfer from Rio Rancho Economic Development Donation Escrow Fund

\$1,200

Transfer of fees received for administration of the donation fund.

Transfer from Rio Metro Fund for administrative fees

\$10,000

#### **EXPENDITURES:**

\$49,019,589

The Adopted Budget includes an overall increase in total General Fund expenditures of \$1,032,502, or a 2.2 percent increase.

**Personal Services:** 

\$39,097,297

Personal Services expenditures account for 80 percent of the General Fund operating budget (including transfers out as operational budget). In the Adopted Budget, Personal Service expenditures increase 2.2 percent or \$825,182. The primary factor contributing to the increase was the increase in the cost of healthcare benefits, which rose approximately 9 percent from FY10 levels. Measures taken to reduce personnel expenditures include:

- freezing positions that become vacant through attrition;
- forgoing salary increases;
- One percent salary reduction in the form of furloughs, holiday pay reductions, uniform allowance reduction, or one-time salary reductions;
- delaying hiring process for certain positions;

- reducing hours or days of aquatics operations;
- reducing summer program staffing levels; and
- establishing a part-time voluntary program which allows employees to temporarily change from full time employment to part time employment.

## Material and Services: \$9,896,292

Materials and Services expenditures increase by \$529,963 or 5.7 percent compared to FY10 actual expenditures. The increase results from city departments substantial efforts to reduce operating expenditures in the last quarter of FY10. The Adopted Budget continues to reflect overall reductions in various spending areas. The most significant decline can be seen in the Conference, Travel and Training line items.

## Capital Outlay: \$26,000

Capital Outlay in the General Fund contains items consisting primarily of equipment, and software. Funding in the FY11 Adopted Budget is to fund cardiac defibrillators that need to be replaced for EMS services. Capital Outlay is \$19,500 more than the FY 10 level. Large capital items such as vehicles are funded through the Equipment Replacement Fund. A detailed list of capital items can be found in the Capital Outlay section of the budget document.

#### TRANSFERS TO SPECIAL FUNDS: \$338,571

Transfers provide General Fund dollars to special funds to support various activities such as:

2005 GRT Bond Construction Fund \$127,891

To pay arbitrage costs.

Local Government Correction Fund \$76,200

To provide for detention facilities cost.

Lodgers Tax Fund \$34,016

To provide funding for advertising promotion of the City.

Promotion and Marketing Fund \$86,780

To provide funding for Special Events managed by the Convention and Visitors Bureau.

Crime Victims Assistance Grant \$13,684

To provide the required City's matching funds.

**ENDING FUND BALANCE:** \$4,084,966

The Reserved General Fund Ending Fund Balance is \$4,084,966, which meets the state reserve requirement of 8.3 percent of General Fund expenditures.

## **SPECIAL FUNDS:**

Special funds are established to account for revenue sources that fund particular functions or projects. A complete list of all special fund activities can be found in the Special Fund section. Following is a list of special funds that include significant activities:

#### **Worker's Compensation Fund**

The fund is budgeted to receive \$534,077 in Worker's Compensation premium from the General Fund, Water and Wastewater Utility, and Special Funds for the City's self- insurance for covering Worker Compensation claims.

#### **Recreation Activities Fund**

This self-funding program provides for adult softball, adult recreation programs, classes, and van trips supported by revenues of \$528,876.

#### **Library Fund**

The main source of budgeted revenues comes from State Library Bonds and County Library Bonds. Most of the budgeted expenditures include \$365,000 for books, \$44,100 for minor equipment, \$51,665 in memberships and subscriptions for both Loma Colorado and Esther Bone Libraries.

#### **Environmental Gross Receipts Tax Fund**

Expenditures from this fund must only be used for solid waste facilities, water facilities, sewer systems, and related facilities. Budgeted for the Water and Wastewater Utility is \$342,902 for repair and rehab water facilities. A new position will be funded out of this fund for solid waste related activities in the amount of \$40.165.

#### **Municipal Road Fund**

Supported by budgeted Gasoline Tax revenue of \$672,400, the fund provides for road maintenance material (\$353,734) supplies and (\$206,277) repair and maintenance. A new restoration fee is included in the budget in the amount of \$130,000.

## **Federal Grant Fund**

Several federal grants amounting to \$582,709 are budgeted for in this fund including:

ODWI Grant (Operation DWI), \$112,676 for overtime for DWI blitz activities.

STEP Grant (Selected Traffic Enforcement Program), \$130,534 for statewide training and minor equipment.

SFST Grant (Standard Field Sobriety Test), \$334,375 for contract services for statewide training.

Byrne SW Fugitive Enforcement, \$5,124 for overtime.

## Impact Fee - Road Fund

Based on 572 projected single family and commercial construction starts budgeted revenue is \$405,509. \$340,000 is budgeted for engineering Unser Boulevard and right of way purchases.

#### **Impact Fee – Parks Fund**

Based on 572 projected single family and commercial construction starts budgeted revenue is \$154,046. \$10,000 is budgeted for Rainbow Park Observatory, \$30,000 Cielo Grande Park, \$35,744 Common Ground Park, \$20,000 Esther Bond Pond Park, \$10,020 Sport Complex Addition and North Hill and Open Space \$14,000.

### **Rio Metro Fund**

The revenue and expenditures increased \$106,000 for the continuance of Rio Metro transportation program from the senior center.

#### **Law Enforcement Fund**

Increase revenue and expenditures by \$269,990 to include the New Mexico Finance Authority loan for the purchase of police vehicles.

## **Infrastructure Fund**

Transfer to General Fund for the Unser matching fund requirement was reduced by \$129,230 due to a FEMA reimbursement revenue which was over budgeted in the fund for FY10. This reduction changes the transfer from \$442,221 to \$312,991. An increase of \$121,000 is included for Leon Grande sidewalk.

#### **Building Replacement Fund**

The beginning fund balance was increased as a result of communication tower revenue received in FY10. This balance allows the city to replace the roof at MVD in the amount of \$50,000 due to numerous leaks.

#### **Refunding GRT Series 2003 Fund**

The city refinanced these bonds using a New Mexico Finance Authority loan, making final payment in July of 2010. As such, no GRT transfer to this fund will be necessary in FY11. A new fund was created, the GRT Refund NMFA Loan Fund, for the debt service on the refunding loan with revenues and expenditures budgeted at \$34,384.

## **Health and Dental Self Insurance Funds**

These new funds were created to self fund city health and dental claims. Premiums from the General Fund, Utility Fund, and a special fund for employer and employees total \$5,826,954.

## **Water and Wastewater Utility**

The Water and Wastewater Utility provides service to approximately 31,000 customers. Revenue to fund operations is derived from the sale of water and wastewater services. A 5 percent water and wastewater rate increase plus a \$3 water rights acquisition surcharge was initiated. These increases will provide funds for the rapidly rising operation and capital costs. At the end of Fiscal Year 2010 the City's contract to operate and maintain the physical plant portion

of the Utility will expire. Through the procurement process OMI was chosen. The new contract will maintain the current level of service in addition to improvements in water line cleaning, an Asset Management System and central purchasing/inventory function. Although capital expenditures have continued to be significantly reduced due to the continued decline in the economy the City plans to construct two projects that will support economic development in the northeast quadrant. These projects are the Barrancas sewer line and City Center booster station.

## **REVENUES:** \$32,508,144

Total revenues in Fiscal Year 2011 are derived from water and wastewater sales, impact fees, state appropriations, grants and interest income. A 5 percent or \$1,709,596 decrease in the total revenues is anticipated due to the revenue projections discussed below.

An increase of 5.2 percent or \$1,549,262 is anticipated in Water and Wastewater revenue as a result of increases in the Utilities customer base as well as in the water and wastewater rates.

Water and wastewater impact fees are projected to decrease 21.5 percent or \$225,151 due to the continued decline in the construction industry.

State appropriations and grants decreased \$2,207,053 because the total amount received in Fiscal Year 2010 includes grant awards from Army Corps of Engineers for arsenic removal and State of New Mexico for water & effluent infrastructure. In Fiscal Year 2011 the City received a small grant to assist with the Children's Water Festival. This festival introduces students and teachers to new ideas, options and solutions so they will conserve and protect water for the future.

Interest revenue decreased 40.63 percent or \$30,420 primarily due to the decrease in interest rates as well as a decrease in the cash balance.

## <u>MATERIALS & SERVICES:</u> \$18,118,255

The materials and services budget increased 27.8 percent or \$3,935,644 compared with actual FY10 expenditures. This is primarily due to the following: professional services for support of the SCADA system, electricity and chemicals for arsenic treatment, increase in the cost of fuel, and repairs to the water and wastewater infrastructure.

## **CAPITAL OUTLAY:** \$6,364,564

Capital Outlay in the Utilities Fund contains items such as equipment and capital projects. A detailed list of equipment can be found in the Capital Outlay section of the budget document. Funding for capital projects is provided through a combination of fund transfers from the Utilities Operations and Maintenance Fund, Impact Fees, grants, and bond proceeds.

Conversion of the current water meter system from manual reading to electronic reading and new meter installations (\$1,341,000) are budgeted in the Operations & Maintenance Fund.

The C.I.P. Water Capital Fund will provide funds (\$100,000) to install a new pressure reducing valve (PRV) on Southern Blvd. Pressure reducing valves enable the transfer of water between

pressure zones to meet consumption demands.

Funds to purchase water rights (\$3,477,000) are provided in the Water Rights Fund. To satisfy the Office of the State Engineer permit requirements, the City must acquire 728 acre feet of water rights over a 5 year period.

Funds to construct the City Center Booster pump station and transmission main are provided in Water Impact Fees (\$450,000). This project will provide additional water to the Central Business District supporting development of the UNM Campus/Hospital and CNM.

Wastewater Impact Fees will be used to repair and realign the Broadmoor / Chessman sewer line (\$414,359). As a result of the increased flows in the area back-ups have become more frequent realigning the sewer line will improve the wastewater flow characteristics and increase flow capacity.

Environmental Gross Receipts Tax Fund provides funding for the rehabilitation and repair of the City's wells (\$342,902). Annual repair and maintenance for the City's wells is essential to maintain the delivery of water to the City's Utilities customers.

## **ENDING FUND BALANCE:** \$1,528,377

In summary, our employees continue to meet the current service needs of the community, albeit with fewer resources at their disposal. In these tough economic times, as City revenues have declined dramatically, hard decisions have been made. I believe these combined actions of cutting expenses and raising revenues will help to get the City on track for long-term budget sustainability.

Many thanks go to all City employees for the great work they produce for our residents and for the creative ideas that they contributed to this budget process. Of course, the hard work of the staff of the Financial Services Department in developing the data and managing budget process is also very much appreciated.

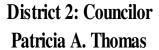
Sincerely,

James C. Jimenez

City Manager

# CITY OF RIO RANCHO GOVERNING BODY

District 1; Councilor Michael J. Williams



District 3: Councilor Tamara L. Gutierrez







District 4: Councilor Steven L. Shaw

District 5: Councilor Timothy C. Crum

District 6: Councilor/Deputy Mayor. Kathleen M. Colley







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