

**ANNUAL BUDGET**

**CITY OF SANTA FE**

**SANTA FE, TEXAS**



**FISCAL YEAR**

**OCTOBER 1, 2012 -- SEPTEMBER 30, 2013**

## **ELECTED OFFICIALS**

<b><u>City Council</u></b>	<b><u>Term Expires</u></b>	<b><u>Occupation</u></b>
Ralph Stenzel Mayor	May, 2015	Retired
Joe Carothers Place #1	May, 2013	Small Business Owner
Wanda Wagner Place #2	May, 2015	Retired
Jeff Tambrella Place #3	May, 2015	Technology Specialist
Ronald "Bubba" Jannett Place #4	May, 2013	Maintenance Supervisor
Pat McCrary Place #5	May, 2013	Retired Secretary

## **CITY COUNCIL**

The City Council, consisting of a Mayor and five Councilmembers elected by the people, is the governing body of the City of Santa Fe. As the legislative body, the Council is responsible for the care, management and control of the City. This can be accomplished through policymaking, which includes identifying the needs of local residents, formulating programs to meet the changing requirements of the community, and measuring the effectiveness of ongoing municipal services.

In making policy decisions, the Council avails itself to all the advice and counsel to which it has access. This involves the close consideration of the many appointments which it must make from the City Manager to the various advisory boards and study groups, all of whom the Council strives to use for assistance in policy-making decisions and in determining the scope and functions of the city government.

**ADMINISTRATIVE STAFF**

City Manager

Joe Dickson

City Attorney

Ellis J. Ortego

Municipal Court Judge

Carlton A. Getty

City Secretary/Treasurer

Janet L. Davis

Director of Administrative Services

Pamela K. Wood

Community Services Director

Diana Steelquist

Public Safety Director

Kenneth Campbell

Librarian

Brenda Cheatham

Street Superintendent

Chris Beanland

Court Administrator

Cheryl Hopf

Fire Marshal

Charlie Tuttoilmondo

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**MISSION  
STATEMENT  
AND GOALS**

# CITY OF SANTA FE

## Mission Statement

The City of Santa Fe is dedicated to making the best use of its resources as a city government – human, financial, technical, and legal – to support our unique quality of life in Santa Fe and make our community a great place to live, work, and raise a family.

The following principles will guide our actions in furtherance of this mission:

1. We will strive to always look for a better way to serve our citizen customers.
2. We will treat each employee and citizen with honesty, consideration, and respect.

## General Goals

Community Safety and Security. To preserve and promote the safety of individuals and property in Santa Fe. (police, fire, EMS, code enforcement, animal control)

Physical Resources. To preserve the physical and capital resources that support the residential and economic health of the community through well-planned maintenance and development. (streets, drainage, utilities, planning, building and development regulation)

Community Enrichment. To provide educational, cultural and leisure opportunities for Santa Fe residents. (library, parks and recreation)

General Government. To provide the leadership and support services necessary for the efficient and effective operation of city government. (city council, administration, tax collection)

**BUDGET  
MESSAGE**

# CITY OF SANTA FE

September 27, 2012

Mayor Ralph Stenzel  
Mayor Pro Tem Pat McCrary  
Councilmember Joe Carothers  
Councilmember Wanda Wagner  
Councilmember Jeff Tambrella  
Councilmember Ronald Jannett

Re: 2012-2013 Budget Message

Dear Mayor and Council Members:

In accordance with Article 9, Section 9.03 of the Charter of the City of Santa Fe, Texas, submitted herewith and for your consideration is the budget for governmental operations for this City for the fiscal year 2012-2013 and the budget message.

This budget contains the following:

1. An estimate of the revenues from all sources for the 2012-2013 fiscal year along with a comparative statement of the budgeted and projected revenues for the current fiscal year.
2. An estimate of expenditures for the 2012-2013 fiscal year and the budgeted and projected expenditures for the current fiscal year.
3. Detail departmental expenditures with line item explanations.
4. Capital Improvement Plan (CIP)

The budget document has been prepared in accordance with principles of municipal finance and the revenue estimates are based on a 96 percent collection rate of current ad valorem taxes. The budget is based on a tax rate of \$0.3147 on the 2012 freeze adjusted taxable value of \$485,340,644. Of that value \$5,720,794 is new and improved structures. This tax rate is the effective tax rate which is an increase of .0033 over the 2011-2012 tax rate of .3114. The certified freeze ceiling (taxes frozen for over 65 and disabled) is \$227,299. The total budget for the 2012-2013 fiscal year is \$4,567,560 as compared to the 2011-2012 amended budget of \$6,396,143; a decrease of \$1,828,583. An amount of \$295,645 has been appropriated from the fund balance leaving an estimated ending fund balance of \$992,670.

The City's Investment Portfolio as of June 30, 2012, shows the City currently holds seven (7) CD's through Texas First Bank with a book value of \$882,774.26 which is 63.38 percent of the portfolio, two money market accounts with BBVA Compass Bank in the amount of \$243,720.45 plus the operating account of \$3,000.53 together comprising 17.71% of the portfolio. The average quarterly yield for the CD's was .71 percent. For the same period \$5,047.79 or .36 percent of the portfolio is invested with TexPool and \$258,508.07 or 18.56 percent is invested with Logic. The average quarterly yield for TexPool and Logic was .12 percent and .27 percent respectively. Total investments amount to \$1,393,051.10

Highlights of the 2012-2013 budget are:

**New Capital Expenditures:**

- Annual lease purchase payments on equipment
- One new replacement computer in Administration
- Four new Police patrol cars
- Continued street improvements
- Facility improvements at Joe Tambrella Park

**Personnel Expenditures:**

- Effective January 1, 2013 the wage freeze will be lifted and the budget includes a 3% across the board wage increase which includes Collective Bargaining personnel
- 5% increase in medical group insurance premiums
- 6% increase in dental group insurance premiums

**Public Safety:**

- \$9,116 increase for the maintenance and operation of new Galveston County Animal Services Center

**Capital Improvement Plan:**

The 2009-2014 Capital Improvement Plan (CIP) approved by Council includes:

- Purchase of land and building a new police building and municipal court.
- Expansion of the Mae S. Bruce Library
- Improvements to the Thelma Webber Community Center
- Increased street improvements

I wish to express my sincere appreciation to this Council, the City Secretary, and Department Heads for the research and dedication of time and teamwork in the preparation of this budget.

Respectfully submitted,



Joe Dickson  
City Manager

# **GENERAL FUND**

## **GENERAL FUND**

The general fund is the City's main operating fund, receiving and accounting for the city's tax revenues. In addition to property and sales taxes, which make up the bulk of the revenues in the general fund, the fund also includes revenues derived from fines and forfeits, utility franchise fees, license and permit fees, payments from other governmental entities, and several other miscellaneous general revenue sources.

The general fund is also the fund which accounts for general purpose expenditures for most city government functions, unless such functions and/or certain revenues are required, for legal, policy, or other reasons, to be accounted for separately.

The general fund contains such city services as police protection, library services, street maintenance, parks, planning, health, finance, administration, and others. The City Council is the final authority over allocations in the general fund budget.

**GENERAL FUND SUMMARY**

	Actual 2008/09	Actual 2009/10	Actual 2010/11	Original 2011/12	Amended 2011/12	Projected 2011/12	Proposed 2012/13
Beginning Fund Balance	1,923,547	2,147,024	1,598,444	1,483,179	1,503,723	1,503,723	1,288,315
Transfer from reserve-- park development			281				
Transfer from reserve-- HOME cash acct			85				
Revenues	6,177,361	5,215,701	6,377,827	4,227,126	6,127,865	6,075,177	4,271,915
Expenditures	6,093,929	5,764,281	6,472,914	4,532,060	6,396,143	6,290,585	4,567,560
compensated absences reclassification	140,045	-	-	-	-	-	
Ending Fund Balance	2,147,024	1,598,444	1,503,723	1,178,245	1,235,445	1,288,315	992,670
<i>Appropriated Fund Balance</i>	83,432	(548,580)	(95,087)	(304,934)	(268,278)	(215,408)	(295,645)

9/24/12 jld

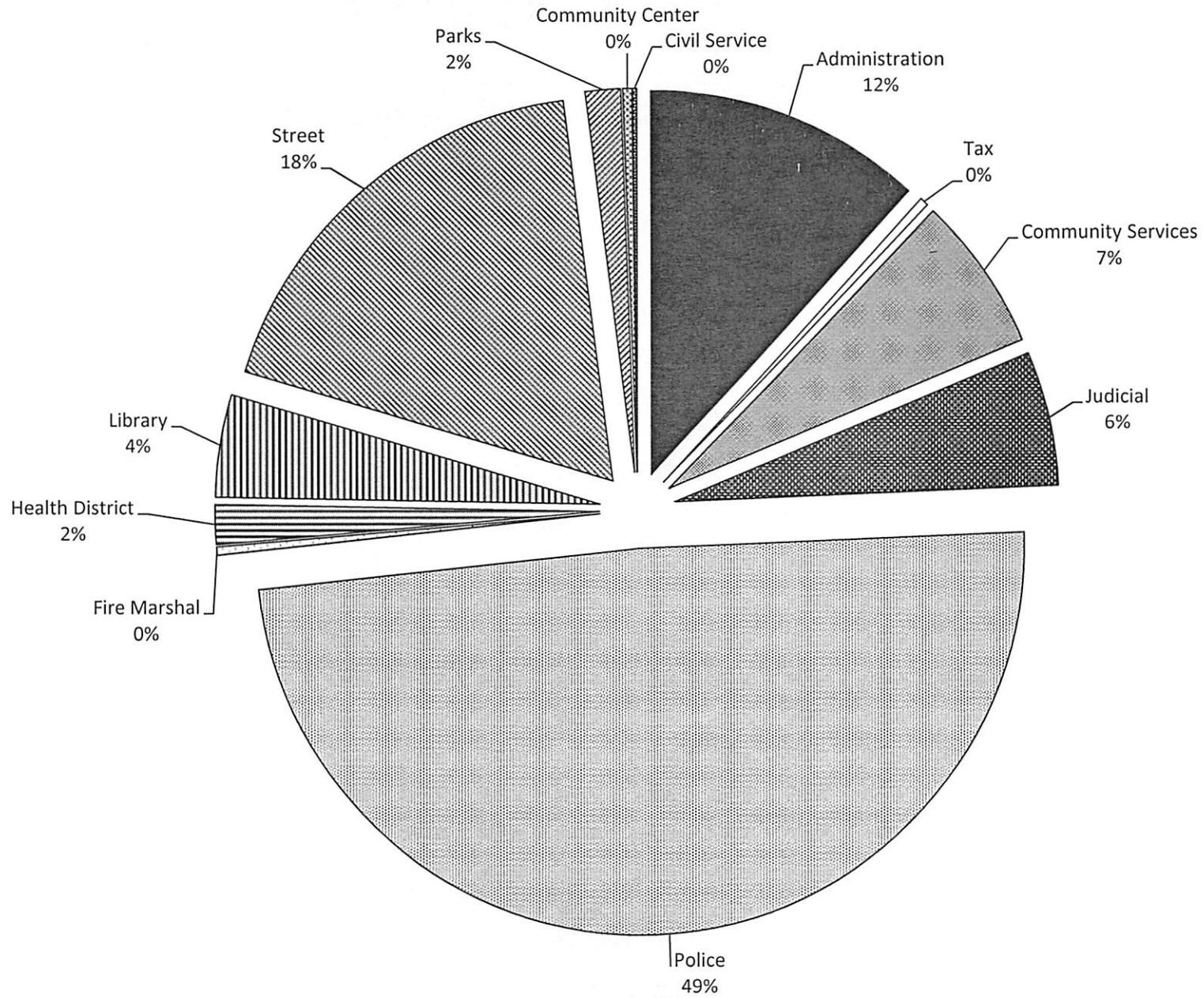
2012/13 OPERATING BUDGET

01 -GENERAL FUND  
FINANCIAL SUMMARY

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>REVENUE SUMMARY</u>							
REVENUE CATEGORIES		<u>5,215,730</u>	<u>6,377,850</u>	<u>4,532,060</u>	<u>6,396,143</u>	<u>6,290,585</u>	<u>4,567,560</u>
*** TOTAL REVENUES ***		<u>5,215,730</u>	<u>6,377,850</u>	<u>4,532,060</u>	<u>6,396,143</u>	<u>6,290,585</u>	<u>4,567,560</u>
<u>EXPENDITURE SUMMARY</u>							
ADMINISTRATION		866,728	505,623	536,029	547,429	540,929	537,584
TAX		13,380	14,233	15,856	15,856	13,942	16,666
COMMUNITY SERVICES		253,852	271,843	277,277	280,277	273,302	296,344
JUDICIAL		257,694	306,960	282,770	286,878	274,911	261,026
POLICE		2,186,290	2,186,460	2,195,896	2,360,669	2,306,551	2,235,637
FIRE MARSHAL		12,339	11,853	13,487	13,487	12,856	15,683
PUBLIC SAFETY		53,598	53,108	67,863	67,863	66,459	76,620
LIBRARY		223,355	201,217	199,444	199,644	199,212	199,611
STREET		1,370,057	1,432,390	844,550	923,739	919,059	834,957
DEBT SVC.-TIME WARRANTS		0	0	0	0	0	0
HOME/SAMHSA/SECO FUNDS		0	1,500	0	39,379	39,379	0
BUILDING FUND		0	0	0	0	0	0
PARKS		115,821	100,972	77,413	77,413	61,158	68,151
SPECIAL PROJECTS		0	0	0	0	0	0
COMMUNITY CENTER		17,590	18,254	16,875	21,165	20,809	17,315
CDBG 6TH ST GRANT		194,998	0	0	0	0	0
CIVIL SERVICE		4,004	8,905	4,600	41,600	41,274	7,966
CDBG DSR ROUND 1		194,296	1,359,596	0	741,504	741,504	0
CDBG DSR ROUND 2		180	0	0	779,240	779,240	0
CDBG 2011-12 GRANT		99	0	0	0	0	0
CDBG 2013-14 GRANT		0	0	0	0	0	0
*** TOTAL EXPENDITURES ***		<u>5,764,281</u>	<u>6,472,914</u>	<u>4,532,060</u>	<u>6,396,143</u>	<u>6,290,585</u>	<u>4,567,560</u>
REVENUES OVER (UNDER) EXPENDITURES		<u>( 548,551)</u>	<u>( 95,064)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

2012/13

### Operating Expenditures by Department



-6a-

## 2012/13 OPERATING BUDGET

## 01 -GENERAL FUND

## REVENUES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<b>TAXES AND FRANCHISE FEES</b>							
47010	TAX REVENUE - CURRENT YEAR	1,519,188	1,616,987	1,648,866	1,648,866	1,650,000	1,684,479
47011	TAX REVENUE - DELINQUENT	35,844	37,756	35,000	35,000	33,000	35,000
47012	TAX REVENUE-PENALTY & INTERES	30,530	32,249	25,000	25,000	25,000	25,000
47013	TAX REV - RENDERED PENALTIES	74	0	0	0	0	0
47014	EXCESS FUNDS-PROP TAX SALE	0	17	0	0	0	0
47015	TAX CERTIFICATES	0	0	0	0	0	0
47016	TAX REV-SPEC INVENTORY TAX	65	238	0	0	0	0
47020	CONTRACT FEE - GARBAGE	80,472	81,364	84,000	84,000	82,640	81,000
47021	FRANCHISE FEE - CABLE	130,739	130,455	130,000	218,000	219,216	132,000
47022	FRANCHISE FEE - GAS	33,142	39,895	39,000	39,000	27,687	28,000
47023	FRANCHISE FEE - ELECTRICITY	366,935	392,315	398,960	398,960	402,093	411,491
47024	FRANCHISE FEE - TELEPHONE	64,996	60,247	61,000	61,000	59,000	60,000
47030	CITY SALES TAX	882,090	884,868	870,000	870,000	900,000	930,000
47031	ADD'L SALES TAX-PROP TAX RED	441,045	442,434	435,000	435,000	450,000	465,000
47035	MIXED BEVERAGE TAX	7,875	4,438	5,000	5,000	6,900	7,200
DEPARTMENT REVENUES TOTAL		3,592,995	3,723,263	3,731,826	3,819,826	3,855,536	3,859,170
<b>LICENSE AND PERMIT FEES</b>							
47105	WRECKER PERMITS	800	800	800	800	800	800
47107	HOME OCCUPATION LICENSE	0	0	0	0	0	0
47110	PEDDLER/VENDOR LICENSES	130	135	0	0	275	200
47112	MASS GATHERING PERMITS	0	0	0	0	0	0
47115	ALCOHOLIC BEVERAGE PERMITS	1,805	1,640	2,100	2,100	1,500	1,500
47120	OIL WELL DRILLING PERMITS	0	0	0	0	250	0
47125	HAZARDOUS MATERIALS PERMITS	500	500	500	500	500	500
47130	ANIMAL CONTROL TAGS	0	0	0	0	0	0
47131	IMPACT FEES - STREETS	0	0	0	0	0	0
47132	IMPACT FEES - DRAINAGE	0	0	0	0	0	0
47135	CULVERT PERMITS	11,580	8,460	10,000	10,000	6,000	8,000
47140	BUILDING PERMITS	130,997	98,759	85,000	85,000	70,000	70,000
47142	PLAN REVIEW FEES	42,741	30,507	25,000	25,000	20,000	20,000
47145	MANUFACTURED HOME PERMITS	1,040	1,240	1,000	1,000	800	1,000
47146	MH PARK LICENSING	8,920	3,800	3,000	3,000	3,400	3,400
47150	ELECTRICAL LICENSES AND EXAMS	0	0	0	0	0	0
47155	SALVAGE YARD PERMITS	1,000	500	500	500	500	500
47160	HOUSE MOVING PERMITS	650	450	0	0	0	0
47165	PIPELINE FEES	3,275	2,975	3,000	3,000	3,175	3,175
47167	SECURITY ALARM INSP FEES	0	0	0	0	0	0
47170	SUBDIVISION PLAT FILING FEES	1,100	1,250	1,000	1,000	1,910	1,500
47171	ENGINEERING & CONSULTING FEES	1,277	0	500	500	0	0
47172	COMMUNITY PARK FEES	10,000	11,178	12,000	12,000	0	6,770
47175	ZONING CHANGE REQUEST FEES	1,600	2,900	1,500	1,500	2,500	2,000
47180	ZONING PERMITS	2,450	1,750	2,000	2,000	1,500	1,500
47185	OFF-PREMISE SIGNS	0	0	0	0	0	0
47190	FIRE PREVENTION FEES	0	0	0	0	1,000	500
47195	POLICE REPORT FEES	0	0	0	0	0	0
DEPARTMENT REVENUES TOTAL		219,865	166,844	147,900	147,900	114,110	121,345

2012/13 OPERATING BUDGET

01 -GENERAL FUND

REVENUES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>FINES AND FORFEITS</u>							
47203	CS2 - CHILD SAFETY FEE	0	0	0	0	0	0
47204	UNRECONCILED COURT FINES	0	0	0	0	0	0
47205	MUNICIPAL COURT FINES	248,109	206,229	250,000	250,000	200,000	200,000
47206	BUILDING SECURITY FUND	220	1,478	6,500	14,858	14,858	3,000
47207	TECHNOLOGY FUND	2,487	4,544	0	0	0	0
47208	CREDIT CARD PROCESSING FEE	0	0	0	250	240	350
47210	LIBRARY FINES	3,246	2,992	2,500	2,500	3,000	3,000
47215	CASH BOND FORFEITURES	0	0	0	0	0	0
DEPARTMENT REVENUES TOTAL		254,062	215,243	259,000	267,608	218,098	206,350
<u>INTERGOVERNMENTAL REVENUE</u>							
47305	DARE PROGRAM	0	0	0	0	0	0
47307	ECONOMIC DEVELOPMENT CORP.	15,000	15,000	15,000	15,000	15,000	15,000
47310	SFISD LAW ENFORCEMENT	0	0	0	0	0	0
47312	TRAINING FUNDS FROM STATE	3,841	1,952	1,900	0	0	3,550
47313	POLICE SPECIALIZED TRAINING	0	0	0	0	0	0
47315	SPECIAL CRIMES INVESTIGATOR	0	0	0	0	0	0
47318	CONTRIBUTION BY TXDOT	0	0	0	0	0	0
47319	CONTRIBUTION BY PVT CITIZEN	0	0	0	0	0	0
47320	NTF / DEA	0	0	0	0	0	0
47321	CONTRIBUTION BY GALV COUNTY	272,271	536,004	0	0	0	0
47322	SEIZED/AWARDED VEHICLE/EQPT	10,915	0	0	3,124	3,124	0
47323	POLICE GRANT	78	2,000	0	0	0	0
47324	STATE HOMELAND SECURITY GRANT	0	0	0	0	0	0
47325	LIBRARY GRANT	6,727	5,553	0	0	0	0
47330	AUTO CRIMES TASK FORCE	44,271	41,067	48,000	48,000	48,000	48,000
47335	SFISD - CANINE UNIT	0	0	0	0	0	0
47340	SETH GRANT - WATER/SEWER	0	0	0	0	0	0
47345	WCID #8 - AUDIT REIMBURSEMENT	0	0	0	0	0	0
DEPARTMENT REVENUES TOTAL		353,103	601,576	64,900	66,124	66,124	66,550
<u>MISCELLANEOUS REVENUE</u>							
47405	FILING FEE - ABANDONMENT	0	200	0	0	100	0
47408	COMMUNITY CENTER RENTAL	9,424	4,710	7,000	7,000	5,000	5,000
47409	COMM CTR DEPOSIT FORFEITURES	113	0	0	0	100	0
47410	LIBRARY MEETING ROOM	0	0	0	0	0	0
47411	BRUCE LIBRARY EXPANSION	0	0	0	0	0	0
47412	PENNIES FOR PROGRAMMING	0	0	0	0	0	0
47413	CHILD SAFETY FAIR DONATIONS	1,279	652	0	0	0	0
47414	CRIME PREVENTION DONATIONS	0	0	0	0	0	0
47415	LIBRARY MEMORIAL FUND	942	192	0	0	0	0
47416	LIBRARY DONATIONS	3,219	1,868	0	200	200	0
47417	PARK FUNDRAISERS/DONATIONS	0	0	0	0	0	0
47418	ANNIVERSARY FUND DONATIONS	0	0	0	0	0	0
47419	SALE OF ANNIVERSARY T-SHIRTS	0	0	0	0	0	0
47420	INTEREST & INVESTMENT INCOME	6,288	7,824	10,000	10,000	8,500	10,000
47421	INTEREST-LIBRARY EXPANSION	29	23	0	0	0	0

## 2012/13 OPERATING BUDGET

01 -GENERAL FUND  
REVENUES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
47422	ECONOMIC DEVELOP. CONTRIB.	0	0	0	0	0	0
47423	INTEREST-SPEC PROJECTS/PARKS	0	0	0	0	0	0
47424	L TURNER PARK FUND DONATIONS	0	0	0	0	0	0
47425	BRADY BILL APPLICATIONS	0	0	0	0	0	0
47427	SEIZED FUND REVENUE	11,796	3,333	0	20,828	20,828	0
47430	COPIES / MAPS	2,031	1,455	2,000	2,000	1,800	2,000
47431	SUBDIVISION ST LIGHT REV.	2,678	1,869	2,000	2,000	1,402	0
47433	SF FIRE & RESCUE DONATION	0	0	0	0	0	0
47435	LEASE OF PROPERTY	50	50	0	0	0	0
47440	SALE OF ASSETS	34,610	5,637	0	16,552	16,552	0
47441	SALE OF ASSETS-CRIME PREVENT.	0	0	0	0	0	0
47445	OTHER FINANCING SRCS-CAPITAL	257,013	267,695	0	188,555	188,555	0
47446	OTHER FINAN SRCS-EQUIP/WARRNT	6,080	0	0	16,800	16,800	0
47450	COMMISSION ON TELEPHONES-JAIL	1,067	236	1,000	1,000	500	500
47455	PG&E SETTLEMENT	0	0	0	0	0	0
47460	INSURANCE REIMB-WRECKED AUTO	23,044	0	0	0	0	0
47470	CONTRIBUTION BY DEVELOPER	45,000	0	0	0	0	0
47480	OTHR FINANCING SRCS-OPERATION	0	0	0	0	0	0
47485	FEMA FUNDS	0	0	0	0	0	0
DEPARTMENT REVENUES TOTAL		404,663	295,744	22,000	264,935	260,337	17,500
<u>OTHER REVENUE</u>							
47951	SALE OF SEIZED ASSETS	0	0	0	0	0	0
47952	MISCELLANEOUS REVENUE.	2,284	14,084	1,500	1,500	1,000	1,000
47980	APPROPRIATED FUND BALANCE	0	0	304,934	268,278	215,408	295,645
47982	SAMHSA GRANT-FEDERAL FUNDS	0	0	0	0	0	0
47983	SAMHSA GRANT-KILROY FOUND.	0	0	0	0	0	0
47984	IN-KIND CONTR-KILROY FOUND	0	0	0	0	0	0
47985	IN-KIND CONTR-SFISD	0	0	0	0	0	0
47989	HOME-ineligible-local funds	0	0	0	0	0	0
47990	HOME PROGRAM - FEDERAL FUNDS	0	0	0	0	0	0
47991	HOME PROGRAM-STATE/LOCAL FUND	0	0	0	0	0	0
47992	HOME PROGRAM - ADMIN EXP REIM	0	0	0	0	0	0
47993	HOME PROGRAM-PAYMENT OF LIEN	0	0	0	0	0	0
47994	IN-KIND CONTR-CITY OF SF	0	0	0	0	0	0
47995	IN-KIND CONTR.-GRANTWORKS	0	0	0	0	0	0
47996	IN-KIND CONTR.-ATTORNEY	0	0	0	0	0	0
DEPARTMENT REVENUES TOTAL		2,284	14,084	306,434	269,778	216,408	296,645
<u>CDBG GRANT</u>							
48000	SECO BLOCK GRANT	0	1,500	0	39,379	39,379	0
48010	CDBG-6th St-FEDERAL FUNDS	153,503	0	0	0	0	0
48011	CDBG-6th St-LOCAL FUNDS	40,741	0	0	0	0	0
48012	CDBG-6th St-IN-KIND-WCID #8	0	0	0	0	0	0
48015	CDBG-DRS1-FEDERAL FUNDS	194,081	1,359,596	0	736,853	736,853	0
48016	CDBG-DRS1-LOCAL/WCID#8	154	0	0	4,500	4,500	0
48017	CDBG-DRS2-LOCAL/WCID#8	180	0	0	0	0	0
48018	CDBG-DRS2.1-FEDERAL FUNDS	99	0	0	779,240	779,240	0
				- 9 -			
DEPARTMENT REVENUES TOTAL		388,758	1,361,096	0	1,559,972	1,559,972	0

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
REVENUES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
***	TOTAL REVENUES ***	5,215,730	6,377,850	4,532,060	6,396,143	6,290,585	4,567,560



**DEPARTMENTAL  
ANALYSIS**

**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Administration**

**PROGRAM PURPOSE –** Provide administrative support to the City Council and oversee the day-to-day operations of the City. Provides finance, accounting, and payroll support services for all aspects of city operations.

**PROGRAM ACTIVITIES –**

- ◆ Provide information to City Council
- ◆ Prepare Council meeting agendas
- ◆ Provide management of all city records
- ◆ Prepare budget
- ◆ Monitor progress of departmental objectives
- ◆ Control and monitor city funds
- ◆ Oversee personnel administration
- ◆ Process matters relating to employment and benefits
- ◆ Provide for legal and professional services
- ◆ Manage city's insurance and risk program
- ◆ Provide administrative support to the Economic Development Corporation
- ◆ Provide administrative support to the Civil Service Commission

**OPERATIONAL OBJECTIVES –**

General Management:

--- provide quality information to City Council in order to promote informed decision making on policy issues

- ◆ timely and accurate agenda materials
- ◆ monthly updates on general information and department activities

--- provide effective leadership, properly carry out policies, and guide and review department operations

- ◆ regular staff meetings
- ◆ annual performance reviews

--- promote increased public awareness of city activities, issues, and services

- ◆ newspaper articles/press releases/Blackboard CTY notifications



## 2012/13 OPERATING BUDGET

## 01 -GENERAL FUND

## ADMINISTRATION

## DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
501-9050	CE-LAND	324,500	0	0	0	0	0
501-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
501-9052	CE-FURNITURE & OFFICE EQUIP.	7,089	1,326	3,000	0	0	2,000
501-9053	CE-INSTRUMENTS	1,118	1,077	1,118	1,118	1,118	0
501-9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
501-9056	CE-MOTOR VEHICLES	0	0	0	0	0	0
501-9099	CE-CAPITAL OUTLAY-CAP. LEASE	3,200	0	0	0	0	0
EXPENSE CATEGORY TOTAL		335,907	2,403	4,118	1,118	1,118	2,000
<u>INSURANCE</u>							
501-9105	I-FIRE, LIAB., & EXT. COVERAG	66,538	68,625	73,000	78,000	78,000	75,000
EXPENSE CATEGORY TOTAL		66,538	68,625	73,000	78,000	78,000	75,000
<u>MAINTENANCE &amp; REPAIRS</u>							
501-9205	MR-BUILDINGS & STRUCTURES	5,570	2,398	3,000	3,000	3,000	3,000
501-9207	MR-KILROY BUILDING	0	37	500	500	0	500
501-9210	MR-FURNITURE AND OFFICE EQUIP	1,865	1,732	2,000	2,000	2,000	2,500
501-9215	MR-INSTRUMENTS	75	61	500	500	100	500
501-9220	MR-MACHINERY, TOOLS, & EQUIP.	724	37	600	600	0	600
501-9222	MR-PARKING LOT	6	24	0	0	0	0
501-9229	MR-MOTOR VEHICLES-OTHER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		8,240	4,289	6,600	6,600	5,100	7,100
<u>PERSONNEL SERVICES</u>							
501-9305	PS-RETIREMENT CONTRIBUTION	29,070	30,027	29,162	29,162	29,164	29,972
501-9310	PS-GROUP INSURANCE BENEFITS	20,529	21,488	22,394	22,394	22,213	23,417
501-9315	PS-JANITORIAL	2,808	2,808	2,920	2,920	3,028	2,920
501-9320	PS-LONGEVITY	3,675	3,915	4,155	4,155	4,155	4,395
501-9325	PS-MEDICARE & SOCIAL SECURITY	35,704	36,214	37,150	37,150	38,277	38,400
501-9329	PS-OVERTIME	0	0	0	0	0	0
501-9330	PS-REGULAR PAYROLL	222,297	226,778	226,928	226,928	226,932	229,956
501-9335	PS-TRAINING & TRAVEL-STAFF	2,541	4,062	6,500	6,500	5,000	6,000
501-9336	PS-TRAINING & TRAVEL-COUNCIL	3,673	5,054	7,000	7,000	5,000	7,000
501-9337	PS-TRAINING AND TRAVEL-SAMHSA	0	0	0	0	0	0
501-9338	PS-CAR ALLOWANCE	6,390	6,390	6,390	6,390	6,390	6,390
501-9340	PS-UNEMPLOYMENT TAXES	12,280	5,025	10,578	16,578	16,650	5,499
501-9345	PS-WORKERS' COMPENSATION	422	512	534	534	490	550
EXPENSE CATEGORY TOTAL		339,389	342,273	353,711	359,711	357,299	354,499

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 ADMINISTRATION  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SPECIAL SERVICES</u>							
501-9405	SS-ACCOUNTING SERVICES	24,000	19,000	19,000	19,000	20,000	20,000
501-9410	SS-ADVERTISING	4,733	4,231	5,000	5,000	5,000	5,000
501-9411	SS-ADVERTISING-ECON DEV	0	0	0	0	0	0
501-9418	SS-ANNIVERSARY FUND	0	0	0	0	0	0
501-9425	SS-DUES AND SUBSCRIPTIONS	8,735	5,151	5,500	5,500	5,500	5,500
501-9430	SS-ELECTION EXPENSES	15,674	0	7,000	7,000	8,300	7,000
501-9435	SS-LEGAL EXPENSES	9,836	11,589	15,000	15,000	12,325	15,000
501-9440	SS-MEDICAL EXPENSES	0	0	0	0	0	0
501-9455	SS-ORDINANCE CODIFICATION	0	3,513	1,500	1,500	884	1,500
501-9460	SS-PROFESSIONAL/CONTRACT SVCS	28,880	19,562	20,000	23,400	23,400	20,000
501-9463	SS-INTEREST PAYMENTS	265	0	0	0	0	0
501-9465	SS-SOFTWARE MAINTENANCE SVCS.	8,278	8,906	9,500	9,500	9,111	9,385
EXPENSE CATEGORY TOTAL		100,401	71,952	82,500	85,900	84,520	83,385
<u>SUPPLIES AND MATERIALS</u>							
501-9520	SM-CERTIFICATES, PLAQUES, ETC	465	461	500	500	500	500
501-9522	SM-ECONOMIC DEVELOPMENT	0	0	0	0	0	0
501-9525	SM-CHEMICAL, MEDICAL, SURGICA	6	0	0	0	0	0
501-9530	SM-EMERGENCY SUPPLIES	0	0	0	0	0	0
501-9534	SM-FURNITURE & OFFICE EQUIP	1,667	478	1,000	1,000	500	500
501-9535	SM-FUEL	0	0	0	0	0	0
501-9537	SM-INSTRUMENTS	69	54	0	0	0	0
501-9540	SM-JANITORIAL	597	581	600	600	600	600
501-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	733	0	0	0	0
501-9560	SM-OFFICE SUPPLIES & POSTAGE	4,977	5,395	5,500	5,500	5,500	5,500
501-9580	SM-SMALL TOOLS & SUPPLIES	165	180	200	200	100	200
501-9581	SM-SPECIAL PROJECTS	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		7,946	7,882	7,800	7,800	7,200	7,300
<u>UTILITIES</u>							
501-9605	U-GAS	161	142	150	150	150	150
501-9610	U-LIGHT AND POWER	4,587	4,632	4,500	4,500	4,000	4,500
501-9620	U-TELEPHONE	3,405	3,283	3,500	3,500	3,400	3,500
501-9625	U-WATER	154	142	150	150	142	150
EXPENSE CATEGORY TOTAL		8,307	8,199	8,300	8,300	7,692	8,300
<u>ADMINISTRATIVE</u>							
501-9995	COMPENSATED ABSENCES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
*** DEPARTMENT TOTAL ***		866,728	505,623	536,029	547,429	540,929	537,584

501-9052 CE-FURNITURE & OFFICE EQUIP. CURRENT YEAR NOTES:  
 Replacement laptop computer - 15

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 ADMINISTRATION  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
501-9105	I-FIRE, LIAB., & EXT. COVERAGE	CURRENT YEAR NOTES: Includes liability and property insurance coverage for all departments and all property and vehicles; also includes deductibles for insurance claims and litigation					
501-9205	MR-BUILDINGS & STRUCTURES	CURRENT YEAR NOTES: Carpet cleaning and floor waxing -- 1/2 of 35 percent of total bill (1,470), extermination of building (260), termite treatment (128), and routine maintenance					
501-9210	MR-FURNITURE AND OFFICE EQUIP.	CURRENT YEAR NOTES: Includes 1/2 copier maintenance agreement (2,400) and other routine office equipment maintenance					
501-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% phase-in contribution rate matched 1-1/2 to one					
501-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 5% increase in cost of medical insurance					
501-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
501-9325	PS-MEDICARE & SOCIAL SECURITY	CURRENT YEAR NOTES: Medicare contribution for all employees and social security contribution for part-time employees who do not qualify for participation in the city's retirement plan					
501-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase					
501-9335	PS-TRAINING & TRAVEL-STAFF	CURRENT YEAR NOTES: Includes training costs for administrative personnel					
501-9336	PS-TRAINING & TRAVEL-COUNCIL	CURRENT YEAR NOTES: Includes training costs for members of the City Council					
501-9338	PS-CAR ALLOWANCE	CURRENT YEAR NOTES: \$500 monthly allowance for city manager and \$32 monthly allowance for City Secretary					
501-9405	SS-ACCOUNTING SERVICES	CURRENT YEAR NOTES: Annual financial audit					
501-9410	SS-ADVERTISING	CURRENT YEAR NOTES: Includes advertising expenses for tax rate and budget hearing notices, ordinance caption publications, job openings, etc.					
501-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Membership dues to TML (\$2,150), TCMA (\$329), TMCA (\$175),					

## 2012/13 OPERATING BUDGET

01 -GENERAL FUND  
ADMINISTRATION  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
		HGAC (\$385), Guidry News (\$300), State Directory (\$122), Local Government Code, TML Online Survey, SF Chamber (\$80), GCM&C Assoc (\$100), Galveston County Daily News (\$175), ASCAP (\$315), 1/2 Internet provider services (750), and online access to code of ordinances (\$325)					
501-9430	SS-ELECTION EXPENSES	CURRENT YEAR NOTES: Includes funds for contract with the County for lease of voting equipment					
501-9435	SS-LEGAL EXPENSES	CURRENT YEAR NOTES: City Attorney retainer fee (\$900/mo) and other legal expenses, as necessary					
501-9455	SS-ORDINANCE CODIFICATION	CURRENT YEAR NOTES: Annual codification services for Code of Ordinances					
501-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Web page marketing and maintenance, Blackboard CTY notification system (\$5,200), Information technology services (\$12,000) for 8 hrs each month, and other professional services					
501-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Financial software (Incode) maintenance and support					
501-9520	SM-CERTIFICATES, PLAQUES, ETC.	CURRENT YEAR NOTES: Plaques, nameplates, certificates, frames, sympathy plants and cards, etc.					
501-9534	SM-FURNITURE & OFFICE EQUIP	CURRENT YEAR NOTES: Battery backups for computer workstations					
501-9605	U-GAS	CURRENT YEAR NOTES: 1/2 of City Hall gas bill					
501-9610	U-LIGHT AND POWER	CURRENT YEAR NOTES: 1/2 of electricity costs for City Hall and expenses for security light in parking lot					
501-9620	U-TELEPHONE	CURRENT YEAR NOTES: 1/2 of telephone expenses for City Hall and cell phone expenses for City Manager (900)					
501-9625	U-WATER	CURRENT YEAR NOTES: 1/2 of City Hall water bill					

**CITY OF SANTA FE  
ANNUAL BUDGET  
2012/2013**

**DEPARTMENT – Tax**

**PROGRAM PURPOSE** – Provide for the assessment and collection of city property in accordance with state and local laws.

**PROGRAM ACTIVITIES –**

- ◆ Adopt and enact property tax rate
- ◆ Monitor the assessment and collection of property taxes
- ◆ Reconcile tax revenue received with property tax collection reports generated by the county tax department
- ◆ Reconcile taxes receivable by years
- ◆ Prepare monthly and annual reports of collection activities

**OPERATIONAL OBJECTIVES –**

1. Contract with the County of Galveston for the assessment and collection of current and delinquent city ad valorem property taxes.
2. Maintain a collection rate of 96 percent for current taxes.
  - a. Collection rate: 95.45% (2001/02); 95.18% (2002/03);  
95.42% (2003/04); 94.60% (2004/05);  
96.35% (2005/06); 98.83% (2006/07);  
96.69% (2007/08); 96.70% (2008/09);  
97.82% (2009/10); 97.57% (2010/11)
3. Serve as information and assistance resource for citizens having tax and appraisal questions or problems.

**POSITIONS ---**

2012/13 OPERATING BUDGET

01 -GENERAL FUND

TAX

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
502-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>MAINTENANCE &amp; REPAIRS</u>							
502-9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	0
502-9210	MR-FURNITURE AND OFFICE EQUIP	0	0	0	0	0	0
502-9220	MR-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>PERSONNEL SERVICES</u>							
502-9305	PS-RETIREMENT CONTRIBUTION	0	0	0	0	0	0
502-9310	PS-GROUP INSURANCE BENEFITS	0	0	0	0	0	0
502-9315	PS-JANITORIAL	0	0	0	0	0	0
502-9320	PS-LONGEVITY	0	0	0	0	0	0
502-9330	PS-REGULAR PAYROLL	0	0	0	0	0	0
502-9335	PS-TRAINING AND TRAVEL	0	0	0	0	0	0
502-9345	PS-WORKERS' COMPENSATION	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>SPECIAL SERVICES</u>							
502-9415	SS-AD VALOREM	0	0	0	0	0	0
502-9420	SS-APPRAISAL DISTRICT	10,784	11,640	12,856	12,856	11,701	14,166
502-9425	SS-DUES AND SUBSCRIPTIONS	0	0	0	0	0	0
502-9460	SS-PROFESSIONAL/CONTRACT SVCS	2,596	2,593	3,000	3,000	2,241	2,500
502-9465	SS-SOFTWARE MAINTENANCE SVCS.	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		13,380	14,233	15,856	15,856	13,942	16,666
<u>SUPPLIES AND MATERIALS</u>							
502-9534	SM-FURNITURE & OFFICE EQUIP	0	0	0	0	0	0
502-9540	SM-JANITORIAL	0	0	0	0	0	0
502-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
502-9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>UTILITIES</u>							
502-9605	U-GAS	0	0	0	0	0	0
502-9610	U-LIGHT AND POWER	0	0	0	0	0	0
502-9620	U-TELEPHONE	0	0	0	0	0	0
502-9625	U-WATER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0

2012/13 OPERATING BUDGET

01 -GENERAL FUND

TAX

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
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***	DEPARTMENT TOTAL ***	13,380	14,233	15,856	15,856	13,942	16,666
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502-9420	SS-APPRAISAL DISTRICT	CURRENT YEAR NOTES: City's share of Galveston Central Appraisal District expenses					
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502-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Tax collection agreement with County of Galveston					
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**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Community Services**

**PROGRAM PURPOSE** – Manage, administer, and uniformly enforce all aspects of land management and building construction and repair occurring within the city in areas such as zoning, building, code enforcement, certificate of occupancy and compliance, flood control, storm water pollution control, and any other associated program regulatory requirements; abate violations of health and nuisance regulations on private property; assist with and recommend updates and revisions to the comprehensive plan and zoning map to ensure orderly growth of the City. The director and staff foster open communications between the public, City Council, and county, state, and federal agencies to educate the community and receive feedback for needed updates to the Comprehensive Plan and regulations which promote the orderly growth of the City.

**PROGRAM ACTIVITIES –**

- ◆ Review plans for building and development
- ◆ Issue development, zoning, and construction-related permits
- ◆ Manage zoning and code enforcement inquiries and related issues
- ◆ Manage complaints relevant to land mgmt. and development codes
- ◆ Perform development field inspections
- ◆ Establish development-friendly regulatory processes
- ◆ Manage contractor and mobile home park license renewal program
- ◆ Manage health and nuisance issues
- ◆ Update regulations and codes

**OPERATIONAL OBJECTIVES –**

1. Manage and process land use and development permit applications and perform inspections in a thorough, courteous, and timely manner.

a. Building permit statistics/number of inspections:

*(includes building, electrical, plumbing, mechanical, and m/h permits)*

permits issued	(FY04)- 906; (FY05)- 793; (FY06)- 663; (FY07)- 509; (FY08)- 559; (FY09)- 405; (FY10)- 439; (FY11)- 455
inspections	(FY04)-2,472; (FY05)-1,830; (FY06)-1,644; (FY07)-1,350; (FY08)- 743; (FY09)- 650; (FY09)- 716; (FY11)- 832

- b. Zoning permit statistics
    - permits issued (FY04)- 63; (FY05)-142; (FY06)-140; (FY07)-106  
(FY08)-115; (FY09)-113; (FY10)-101; (FY11)- 69
  - c. Modify code inspection documentation and audit system to increase system usability and accountability.
  - d. Modify plan check routine.
2. Increase and expedite the number of health and nuisance violations cases processed.
- a. Continue a code enforcement level of:
    - ◆ abatement of at least two substandard buildings per year
    - ◆ initiate ten code enforcement cases per code enforcement officer per month
  - b. Health nuisance cases - immediate court action for repeat offenders
    - ◆ cases generated (FY08) - 50; (FY09) - 148; (FY10) - 288; (FY11) - 304
    - ◆ cases resolved (FY08) - 39; (FY09) - 113; (FY10) - 269; (FY11) - 285
    - ◆ court cases (FY08) - 83; (FY09) - 26; (FY10) - 31; (FY11) - 19
    - ◆ cases pending (FY08) - 1; (FY09) - 1; (FY10) - 15; (FY11) - 0
    - ◆ off-premise signs: (FY08) - 3; (FY09) - 0; (FY10) - 0; (FY11) - 2
  - c. Continue working to demolish substandard buildings, using city resources, if necessary
    - ◆ Substandard buildings abated by property owner  
(FY06) - 7; (FY07) - 9; (FY08) - 1; (FY09) - 18; (FY10) - 9; (FY11) - 8
    - ◆ Substandard buildings abated by use of city funds  
(FY06) - 0; (FY07) - 0; (FY08) - 0; (FY09) - 0; (FY10) - 0; (FY11) - 1
    - ◆ Substandard buildings abated by federal grant  
(FY05) - 9; (FY06) - 0; (FY08) - 0; (FY09) - 4;
3. Implement strategic training of technical personnel to expand basic competencies and qualifications.
4. Implement necessary department policies and protocols to improve service delivery and effectiveness.

**POSITIONS** --- Community Services Director  
 Building Official  
 Administrative Assistant  
 Community Services Assistant  
 Court Clerk / Comm Svcs. Asst. (shared with court)

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 COMMUNITY SERVICES  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
503-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
503-9052	CE-FURNITURE & OFFICE EQUIP.	1,955	0	2,000	5,000	4,700	0
503-9053	CE-INSTRUMENTS	0	0	0	0	0	0
503-9056	CE-MOTOR VEHICLES	0	0	0	0	0	0
503-9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		1,955	0	2,000	5,000	4,700	0
<u>MAINTENANCE &amp; REPAIRS</u>							
503-9205	MR-BUILDINGS & STRUCTURES	1,368	1,567	1,500	1,500	1,500	1,500
503-9210	MR-FURNITURE AND OFFICE EQUIP	1,427	1,849	1,000	2,000	1,970	2,500
503-9215	MR-INSTRUMENTS	75	60	100	100	100	100
503-9220	MR-MACHINERY, TOOLS, & EQUIP.	39	0	100	100	0	50
503-9229	MR-MOTOR VEHICLES-OTHER	970	854	1,000	1,000	500	700
EXPENSE CATEGORY TOTAL		3,879	4,330	3,700	4,700	4,070	4,850
<u>PERSONNEL SERVICES</u>							
503-9305	PS-RETIREMENT CONTRIBUTION	21,386	21,738	21,411	21,411	21,618	24,080
503-9307	PS-EXTRA HELP	859	928	2,000	2,000	2,000	2,000
503-9310	PS-GROUP INSURANCE BENEFITS	19,867	20,989	21,962	21,962	21,803	23,014
503-9315	PS-JANITORIAL	2,808	2,808	2,920	2,920	3,028	2,920
503-9320	PS-LONGEVITY	2,050	1,845	2,110	2,110	2,110	2,350
503-9329	PS-OVERTIME	0	0	0	0	0	0
503-9330	PS-REGULAR PAYROLL	168,921	169,798	172,245	172,245	173,931	191,066
503-9335	PS-TRAINING AND TRAVEL	3,080	4,105	5,500	5,500	4,500	5,500
503-9336	PS-TRAINING-BOA	0	0	0	0	300	0
503-9337	PS-TRAINING-P&Z	586	726	2,500	2,500	0	800
503-9338	PS-CAR ALLOW-FIRE MARSHAL	0	0	0	0	0	0
503-9339	PS-TRAINING-FIRE MARSHAL	0	0	0	0	0	0
503-9345	PS-WORKERS' COMPENSATION	648	510	544	544	486	599
503-9350	PS-LITIGATION SETTLEMENT	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		220,205	223,447	231,192	231,192	229,776	252,329
<u>SPECIAL SERVICES</u>							
503-9410	SS-ADVERTISING	2,192	3,875	3,000	3,000	3,000	3,400
503-9425	SS-DUES AND SUBSCRIPTIONS	790	1,138	1,200	1,200	1,200	1,200
503-9440	SS-MEDICAL EXPENSES	0	25	0	0	0	0
503-9455	SS-ZONING ORD CODIFICATION	0	864	1,600	1,600	994	1,000
503-9460	SS-PROFESSIONAL/CONTRACT SVCS	7,915	20,626	16,800	14,800	12,000	15,000
503-9465	SS-SOFTWARE MAINTENANCE SVCS.	3,301	3,208	3,325	3,325	3,262	3,325
503-9480	SS-SUBDIVISION FILING FEES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		14,198	29,736	25,925	23,925	20,456	23,925

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 COMMUNITY SERVICES  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SUPPLIES AND MATERIALS</u>							
503-9520	SM-CERTIFICATES, PLAQUES, ETC	20	0	50	50	0	30
503-9533	SM-FIRE MARSHAL SUPP & MAT	0	0	0	0	0	0
503-9534	SM-FURNITURE & OFFICE EQUIP	500	80	100	100	108	100
503-9535	SM-FUEL	1,143	2,379	2,500	2,000	1,500	2,500
503-9537	SM-INSTRUMENTS	180	0	0	0	0	100
503-9540	SM-JANITORIAL	417	482	400	400	400	400
503-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
503-9555	SM-MAPS	0	0	0	0	0	0
503-9560	SM-OFFICE SUPPLIES & POSTAGE	3,324	3,513	3,300	4,800	4,800	4,500
503-9580	SM-SMALL TOOLS & SUPPLIES	274	206	100	100	200	100
503-9585	SM-OFF PREMISE SIGNS	0	0	0	0	0	0
503-9590	SM-WEARING APPAREL	17	71	0	0	0	0
EXPENSE CATEGORY TOTAL		5,875	6,731	6,450	7,450	7,008	7,730
<u>UTILITIES</u>							
503-9605	U-GAS	162	142	160	160	150	160
503-9610	U-LIGHT AND POWER	4,275	4,302	4,500	4,500	4,000	4,000
503-9620	U-TELEPHONE	3,173	3,013	3,200	3,200	3,000	3,200
503-9625	U-WATER	130	142	150	150	142	150
EXPENSE CATEGORY TOTAL		7,740	7,599	8,010	8,010	7,292	7,510
<u>ADMINISTRATIVE</u>							
503-9995	COMPENSATED ABSENCES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
***	DEPARTMENT TOTAL ***	253,852	271,843	277,277	280,277	273,302	296,344

- 503-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:  
 Carpet cleaning and floor waxing -- 1/2 of 35% of total bill (1,470), and other routine maintenance
- 503-9210 MR-FURNITURE AND OFFICE EQUIP. CURRENT YEAR NOTES:  
 1/2 copier maintenance agreement (2,400), and other routine office equipment maintenance
- 503-9229 MR-MOTOR VEHICLES-OTHER CURRENT YEAR NOTES:  
 Routine maintenance on 2 vehicles
- 503-9305 PS-RETIREMENT CONTRIBUTION CURRENT YEAR NOTES:  
 7% phase-in contribution rate matched 1-1/2 to one
- 503-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:  
 Includes 5% increase in cost of medical insurance
- 503-9320 PS-LONGEVITY CURRENT YEAR NOTES:

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 COMMUNITY SERVICES  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
		\$5 per month per year of service per employee					
503-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase; also includes 18 hrs per week for asst court clerk (funds moved from municipal court)					
503-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Staff training for flood plain management, APA conference, code enforcement, and building official certifications					
503-9337	PS-TRAINING-P&Z	CURRENT YEAR NOTES: APA annual conference expenses for board members					
503-9410	SS-ADVERTISING	CURRENT YEAR NOTES: Publication of legal notices pertaining to requests for changes to the zoning ordinance text and zoning map, code enforcement legal notices, and annexation notices					
503-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Plumbing inspector license, code enforcement licenses, ICC membership, AICP membership, CEAT memberships, Bamia memberships, and flood plain management					
503-9455	SS-ZONING ORD CODIFICATION	CURRENT YEAR NOTES: Annual codification services					
503-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Dickinson Bayou Watershed (\$300), contract with health district for storm water enforcement and inspections (\$10,000), engineering review (\$1,500), tree removal services (\$1,000), and substandard housing abatement (\$2,200)					
503-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Permitting software (Blue Prince) maintenance and support					
503-9560	SM-OFFICE SUPPLIES & POSTAGE	CURRENT YEAR NOTES: code enforcement and substandard structure notifications and other routine correspondence, including color printer ink and large format printer supplies (\$500)					
503-9605	U-GAS	CURRENT YEAR NOTES: 1/2 of city hall gas bill					
503-9610	U-LIGHT AND POWER	CURRENT YEAR NOTES: 1/2 of electricity expenses for city hall					
503-9620	U-TELEPHONE	CURRENT YEAR NOTES: 1/2 of telephone expenses for city hall and cell phone expenses for building official (600)					

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
COMMUNITY SERVICES  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
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503-9625 U-WATER

CURRENT YEAR NOTES:  
1/2 of city hall water bill

**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Judicial**

**PROGRAM PURPOSE –** Process and adjudicate criminal offenses which fall under the jurisdiction of the City.

**PROGRAM ACTIVITIES –**

- ◆ Conduct Municipal Court
- ◆ Administer Municipal Court docket
- ◆ Prosecute criminal offenders
- ◆ Collect and report fine money

**OPERATIONAL OBJECTIVES –**

1. Process all municipal court charges in a courteous, efficient, and timely manner.

a. Four regular court dates per month (one juvenile date and three adult dates); jury trial court dates, as needed

- total revenue collected (06) - \$359,138; (07) - \$359,403;  
(08) - \$537,267; (09) - \$484,367;  
(10) - \$377,132; (11) - \$319,743
- city revenue (06) - \$234,184; (07) - \$226,724;  
(08) - \$322,397; (09) - \$326,907;  
(10) - \$250,551; (11) - \$214,622

b. Continue aggressive program of serving and collecting warrants

- outstanding warrants (04)- 1,476; (05)- 1,896; (06)- 2,135; (07)- 2,152;  
(08)- 2,423; (09)- 2,813; (10)- 2,655; (11)- 2,399
- warrants served (04)- 321; (05)- 523; (06)- 1,323; (07)- 872;  
(08)- 1,097; (09)- 1,813; (10)- 1,251; (11)- 1,054
- subpoenas issued (01)- 426; (02)- 322; (03)- 464
- subpoenas served (01)- 404; (02)- 308; (03)- 428

2. Provide accurate and timely information to the judge, prosecutor, management, and the public
  - a. Continue to keep abreast of ways to enhance software and maintain network
  - b. Computerize all reporting and documentation functions of municipal court
    - Maintain network of municipal court offices and courtroom for efficient processing of case dispositions
    - Maintain current municipal court web site information.
3. Provide administrative support to the judge and prosecutor.
  - a. Keep up-to-date with new laws and changes in the law as they pertain to municipal court.

**POSITIONS** --- Court Administrator  
Municipal Court Clerk  
Municipal Court Clerk (shared with community services)  
City Judge  
City Prosecutor  
City Marshal/Bailiff

## 2012/13 OPERATING BUDGET

## 01 -GENERAL FUND

## JUDICIAL

## DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
504-9052	CE-FURNITURE & OFFICE EQUIP.	2,300	11,187	11,187	11,187	11,187	11,187
504-9053	CE-INSTRUMENTS	0	0	3,500	3,500	3,525	0
504-9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	0
504-9056	CE-MOTOR VEHICLES	7,551	8,079	0	0	0	0
504-9099	CE-CAPITAL OUTLAY-CAP LEASE	0	28,103	0	0	0	0
EXPENSE CATEGORY TOTAL		9,851	47,369	14,687	14,687	14,712	11,187
<u>MAINTENANCE &amp; REPAIRS</u>							
504-9205	MR-BUILDINGS & STRUCTURES	705	95	500	500	500	500
504-9210	MR-FURNITURE AND OFFICE EQUIP	855	2,671	2,000	2,000	0	1,000
504-9215	MR-INSTRUMENTS	21	1,172	500	500	0	500
504-9220	MR-MACHINERY, TOOLS, & EQUIP	0	0	300	300	0	0
504-9229	MR-MOTOR VEHICLES-OTHER	1,291	252	2,000	2,000	1,200	1,500
EXPENSE CATEGORY TOTAL		2,872	4,190	5,300	5,300	1,700	3,500
<u>PERSONNEL SERVICES</u>							
504-9301	PS-CERTIFICATION PAY	1,800	1,800	1,800	1,800	1,800	1,800
504-9305	PS-RETIREMENT CONTRIBUTION	18,208	19,216	18,883	18,883	18,887	17,978
504-9307	PS-EXTRA HELP	0	0	0	0	0	0
504-9310	PS-GROUP INSURANCE BENEFITS	20,319	20,654	21,783	21,783	21,609	22,795
504-9315	PS-JANITORIAL	624	624	649	649	673	649
504-9320	PS-LONGEVITY	2,470	2,755	2,995	2,995	2,995	3,235
504-9329	PS-OVERTIME	0	0	0	0	0	0
504-9330	PS-REGULAR PAYROLL	139,839	145,688	147,493	147,493	147,507	137,886
504-9335	PS-TRAINING AND TRAVEL	2,937	3,212	4,000	4,000	3,000	2,500
504-9337	PS-CELL PHONE ALLOWANCE	960	960	960	960	960	960
504-9338	PS-UNIFORM/CAR ALLOWANCE	520	520	520	520	540	520
504-9343	PS-WARRANT FEES	0	0	0	0	0	0
504-9345	PS-WORKERS' COMPENSATION	1,252	1,179	1,185	1,185	1,100	1,201
EXPENSE CATEGORY TOTAL		188,929	196,608	200,268	200,268	199,071	189,524
<u>SPECIAL SERVICES</u>							
504-9410	SS-ADVERTISING	426	450	500	500	325	500
504-9415	SS-CC TRANSACTION FEES	0	0	0	250	250	300
504-9425	SS-DUES AND SUBSCRIPTIONS	463	484	700	700	500	700
504-9427	SS-JUDGE	25,200	20,400	22,400	22,400	20,400	22,400
504-9428	SS-JURY AND WITNESS FEES	( 28)	357	500	500	0	500
504-9436	SS-PROSECUTOR	13,200	13,200	14,300	14,300	13,200	14,300
504-9440	SS-MEDICAL EXPENSES	0	0	0	0	0	0
504-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	2,000	4,500	0	0	0
504-9465	SS-SOFTWARE MAINTENANCE SVCS.	2,798	5,872	5,565	5,565	5,085	6,165
EXPENSE CATEGORY TOTAL		42,059	42,763	48,465	44,215	39,760	44,865

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 JUDICIAL  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SUPPLIES AND MATERIALS</u>							
504-9520	SM-CERTIFICATES, PLAQUES	141	192	300	300	0	300
504-9534	SM-FURNITURE & OFFICE EQUIP	570	1,279	1,000	1,000	0	500
504-9535	SM-FUEL	3,750	4,275	4,000	4,000	4,300	4,000
504-9537	SM-INSTRUMENTS	0	10	1,000	9,358	8,358	0
504-9540	SM-JANITORIAL	282	391	300	300	400	400
504-9550	SM-MACHINERY, TOOLS, & EQUIP.	2,135	0	0	0	0	0
504-9560	SM-OFFICE SUPPLIES & POSTAGE	4,184	2,634	4,000	4,000	3,500	3,500
504-9580	SM-SMALL TOOLS AND SUPPLIES	13	8	300	300	100	100
504-9590	SM-WEARING APPAREL	0	0	150	150	410	150
504-9599	SM-EQUIP/WARRANTY LEASE	0	4,610	0	0	0	0
EXPENSE CATEGORY TOTAL		11,075	13,399	11,050	19,408	17,068	8,950
<u>UTILITIES</u>							
504-9620	U-TELEPHONE	2,908	2,631	3,000	3,000	2,600	3,000
EXPENSE CATEGORY TOTAL		2,908	2,631	3,000	3,000	2,600	3,000
<u>ADMINISTRATIVE</u>							
504-9995	COMPENSATED ABSENCES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
***	DEPARTMENT TOTAL ***	257,694	306,960	282,770	286,878	274,911	261,026

504-9052 CE-FURNITURE & OFFICE EQUIP. CURRENT YEAR NOTES:  
 Final payment on lease purchase of new software program

504-9229 MR-MOTOR VEHICLES-OTHER CURRENT YEAR NOTES:  
 routine vehicle maintenance on city marshal vehicle

504-9301 PS-CERTIFICATION PAY CURRENT YEAR NOTES:  
 Master peace officer certification pay for city marshal/bailiff

504-9305 PS-RETIREMENT CONTRIBUTION CURRENT YEAR NOTES:  
 7% phase-in contribution rate matched 1-1/2 to one

504-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:  
 Includes 5% increase in cost of medical insurance

504-9320 PS-LONGEVITY CURRENT YEAR NOTES:  
 \$5 per month per year of service per employee

504-9330 PS-REGULAR PAYROLL CURRENT YEAR NOTES:  
 Includes average 3% wage increase; wages include 18 hrs per week decrease for asst court clerk (moved to community services)

## 2012/13 OPERATING BUDGET

01 -GENERAL FUND  
JUDICIAL  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
504-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Staff training and certification expenses					
504-9337	PS-CELL PHONE ALLOWANCE	CURRENT YEAR NOTES: Cell phone allowance for city marshal/bailiff (\$80/mo)					
504-9410	SS-ADVERTISING	CURRENT YEAR NOTES: Warrant amnesty advertising					
504-9427	SS-JUDGE	CURRENT YEAR NOTES: Municipal court judge services -- 4 court dates per month (\$20,400) plus additional court date per quarter, if needed (\$1,400) and alternate municipal court judge services for actual conduct of court, if necessary (\$600)					
504-9428	SS-JURY AND WITNESS FEES	CURRENT YEAR NOTES: Costs of jury trials, if needed					
504-9436	SS-PROSECUTOR	CURRENT YEAR NOTES: Municipal court prosecutor services -- 4 court dates per month (\$13,200), plus additional court date per quarter if needed (\$1,100)					
504-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Annual software (Incode) maintenance and support services (\$5,315) and anti-virus and sonic wall renewal licenses (\$850)					
504-9534	SM-FURNITURE & OFFICE EQUIP	CURRENT YEAR NOTES: Office chairs, filing cabinets, and replacement battery backups for computer workstations					
504-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: Uniform and related apparel for city marshal/bailiff					
504-9620	U-TELEPHONE	CURRENT YEAR NOTES: Monthly telephone expenses including caller ID					

**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Police**

**PROGRAM PURPOSE** – Promote the safety and security of people and property in Santa Fe, primarily through the deterrence and prevention of crime, the apprehension of offenders, and the enforcement of laws, such services to be provided in a prompt, courteous, and cost-effective manner.

**PROGRAM ACTIVITIES –**

- ◆ Handle emergency calls for service (CFS)
- ◆ Handle non-emergency CFS
- ◆ Investigate criminal cases
- ◆ Make arrests of perpetrators
- ◆ Handle accident cases
- ◆ Dispatch police, fire, and EMS personnel
- ◆ Engage in proactive police patrol
- ◆ Compile and report statistics
- ◆ Inform citizens of measures to protect themselves and their neighborhoods and businesses

**OPERATIONAL OBJECTIVES –**

1. Provide adequate police patrol coverage, optimizing the time available for proactive patrol.
  - a. A minimum of four officers on patrol during the evening and night shifts and a minimum of four officers on patrol during the day shift.
  - b. Continue increased supervision by having a patrol supervisor on each shift.
  - c. Establish and maintain an active reserve program.
  - d. Establish and maintain average response time of 4.0 minutes for emergency calls for service: 4.94 minutes (2006); 3.84 minutes (2007); 3.13 minutes (2008); 2.89 minutes (2009); 3.99 minutes (2010); 3.24 minutes (2011)

- e. Calls for service: 8,660 (2004); 10,628 (2005); 12,426 (2006); 10,708 (2007); 12,943 (2008); 12,120 (2009); 15,715 (2010); 22,908 (2011)
  - f. Citations issued: 2,306 (2004); 2,270 (2005); 2,736 (2006); 2,773 (2007); 3,701 (2008); 2,356 (2009); 2,147 (2010); 1,861 (2011)
2. Improve the department's ability and capacity to investigate crime.
- a. Arrests: 486 (2004); 865 (2005); 927 (2006); 1,258 (2007); 1,333 (2008); 1,297 (2009); 1,310 (2010); 1,073 (2011)
  - b. Establish and maintain a clearance rate of 45 percent for felony crimes.
  - c. Computerize evidence room allowing for better tracking of evidence and aiding in case disposition.
3. Encourage and provide for well-trained police force.
- a. Establish and maintain 50 percent of commissioned personnel with greater than basic certification: 56% - (2004); 52% - (2005); 39% - (2006); 31% - (2007); 23%- (2008); 35% - (2009); 52% - (2010); 65% - (2011)
  - b. Establish a training plan for officers above minimum state requirements by providing officers with training in the areas of investigation, crime scene search, rules of evidence, evidence collection, use of force, search and seizure, ethics and integrity, racial profiling, and emergency driving.
  - c. Create a policy/review team to establish standard operating procedures for specific policies; Identify and strengthen policies to ensure that our agency's directives and policies are in accordance with applicable Texas law.
4. Take an increasingly active role in informing and assisting the community in crime prevention efforts.
- a. Establish a more community-oriented police department.
  - b. Continue crime prevention program, conducted at least once a month at local businesses and community functions.

- c. Crime prevention activities:
- ◆ Crime prevention programs presented
  - ◆ Citizen Police Academy
  - ◆ Citizens on Patrol Program (COP)
  - ◆ Vehicles registered in HEAT program
  - ◆ Home/Business inspections
  - ◆ Police department tour groups
  - ◆ Children fingerprinted
  - ◆ Bicycle registrations

**POSITIONS** --- Public Safety Director  
Police Captain  
Police Lieutenant  
Police Sergeants (4)  
Police Officers (15)  
(12 patrol officers; 2 officers assigned to investigations;  
1 task force officer)  
Telecommunications Supervisor  
Dispatchers (5)  
Administrative Assistant

**GRANT FUNDING**

Auto Crimes Task Force (100%)

2012/13 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
505-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
505-9052	CE-FURNITURE & OFFICE EQUIP.	19,925	8,456	7,011	19,725	19,221	7,011
505-9053	CE-INSTRUMENTS	11,690	10,758	23,500	25,783	25,657	36,778
505-9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
505-9055	CE-HAZMAT EQUIPMENT	0	0	0	0	0	0
505-9056	CE-MOTOR VEHICLES - PATROL CA	109,640	54,191	73,186	71,841	71,841	74,655
505-9057	CE-POLICE VEHICLE - DONATION	0	0	0	0	0	0
505-9058	CE-SEIZED/AWARDED VEHICLE	10,915	0	0	3,124	3,124	0
505-9059	CE-CAR-PVT CITIZEN DONATION	0	0	0	0	0	0
505-9079	CE-CAPITAL LEASE EQUIPMENT	0	0	0	0	0	0
505-9085	CE-800 TRUNKING SYSTEM	0	0	0	0	0	0
505-9099	CE-CAPITAL OUTLAY-CAP. LEASE	94,668	173,570	0	111,666	111,666	0
EXPENSE CATEGORY TOTAL		246,838	246,975	103,697	232,139	231,509	118,444
<u>MAINTENANCE &amp; REPAIRS</u>							
505-9205	MR-BUILDINGS & STRUCTURES	3,744	2,750	4,000	4,000	4,000	4,000
505-9210	MR-FURNITURE AND OFFICE EQUIP	3,208	2,845	5,000	4,880	4,000	5,000
505-9215	MR-INSTRUMENTS	15,898	14,150	16,000	16,000	14,000	16,000
505-9220	MR-MACHINERY, TOOLS, & EQUIP.	818	2,643	1,500	3,500	3,500	1,500
505-9229	MR-MOTOR VEHICLES-OTHER	23,924	19,044	30,000	21,125	20,000	20,000
EXPENSE CATEGORY TOTAL		47,592	41,432	56,500	49,505	45,500	46,500
<u>PERSONNEL SERVICES</u>							
505-9301	PS-CERTIFICATION PAY	10,050	12,600	15,600	15,600	13,350	18,300
505-9302	PS-COURT COSTS	4,944	3,763	7,000	7,000	6,000	7,000
505-9305	PS-RETIREMENT CONTRIBUTION	171,141	175,363	179,893	179,893	178,042	184,740
505-9307	PS-EXTRA HELP	18,656	13,300	10,000	10,000	20,000	10,000
505-9310	PS-GROUP INSURANCE BENEFITS	133,297	135,623	160,100	160,100	144,859	167,561
505-9315	PS-JANITORIAL	4,992	4,992	5,192	5,192	5,386	5,192
505-9320	PS-LONGEVITY	7,345	7,660	7,245	7,245	7,435	8,380
505-9329	PS-OVERTIME	108,753	76,426	60,000	60,000	75,000	70,000
505-9330	PS-REGULAR PAYROLL	1,222,918	1,271,320	1,360,525	1,360,525	1,325,000	1,365,614
505-9331	PS-AUXILIARY POLICE PAYROLL	0	0	0	0	0	0
505-9334	PS-SPECIALIZED TRAINING	0	0	0	0	0	0
505-9335	PS-TRAINING AND TRAVEL	9,980	9,818	15,000	15,000	12,000	14,000
505-9336	PS-TRAINING-LEOSE	3,841	1,952	0	0	0	0
505-9337	PS-TRAINING-RESERVE OFCR	0	250	1,000	1,000	300	1,000
505-9338	PS-UNIFORM ALLOWANCE	13,660	13,420	14,560	14,560	14,240	14,560
505-9345	PS-WORKERS' COMPENSATION	31,615	23,954	24,362	24,362	23,033	25,043
EXPENSE CATEGORY TOTAL		1,741,192	1,750,441	1,860,477	1,860,477	1,824,645	1,891,390

2012/13 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SPECIAL SERVICES</u>							
505-9410	SS-ADVERTISING	0	0	0	0	0	0
505-9411	SS-ADVERTISING-SEX OFFENDERS	0	0	0	0	0	0
505-9423	SS-CONFIDENTIAL INFORM. FUND	500	3,025	1,000	2,700	2,700	1,000
505-9425	SS-DUES AND SUBSCRIPTIONS	4,204	4,266	4,500	4,500	3,000	3,500
505-9440	SS-MEDICAL EXPENSES	1,864	1,090	2,000	2,000	1,500	2,000
505-9457	SS-PRISONER SUPPORT	1,464	1,248	2,000	2,000	1,500	2,000
505-9460	SS-PROFESSIONAL/CONTRACT SVCS	2,483	2,062	6,607	18,000	18,000	7,500
505-9465	SS-SOFTWARE MAINTENANCE SVCS.	10,534	9,484	10,000	10,000	9,997	10,000
EXPENSE CATEGORY TOTAL		21,049	21,175	26,107	39,200	36,697	26,000
<u>SUPPLIES AND MATERIALS</u>							
505-9515	SM-CANINE SUPPLIES AND CARE	1,329	1,984	2,000	2,000	1,500	1,500
505-9520	SM-CERTIFICATES, PLAQUES, ETC	253	86	500	500	400	300
505-9525	SM-CHEMICAL, MEDICAL & SURGI(	1,223)	51	1,000	1,000	500	500
505-9528	SM-CRIME PREV SUPPLIES	1,876	1,680	1,500	1,500	1,500	1,500
505-9530	SM-EMERGENCY SUPPLIES	0	0	0	0	0	0
505-9534	SM-FURNITURE & OFFICE EQUIP	4,532	4,884	4,000	5,705	4,000	3,500
505-9535	SM-FUEL	70,013	78,230	80,000	85,000	85,000	80,000
505-9537	SM-INSTRUMENTS	2,609	1,334	3,040	4,368	4,000	2,500
505-9540	SM-JANITORIAL	963	855	1,500	1,500	1,000	1,000
505-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	500	500	0	500
505-9560	SM-OFFICE SUPPLIES & POSTAGE	7,185	6,313	8,000	8,000	7,500	8,000
505-9580	SM-SMALL TOOLS & SUPPLIES	4,515	2,587	2,500	2,600	2,500	2,500
505-9582	SM-VEHICLE GRAPHICS & SUPPLIE	0	0	6,700	12,000	12,000	16,628
505-9585	SM-TRAFFIC MARKERS & MATERIAL	0	0	0	0	0	0
505-9590	SM-WEARING APPAREL	5,535	3,351	11,000	11,000	9,000	8,000
505-9591	SM-WEARING APPAREL-RESERVE	174	950	1,000	1,000	400	1,000
505-9599	SM-EQUIP/WARRANTY LEASE	6,080	880	0	16,800	16,800	0
EXPENSE CATEGORY TOTAL		103,841	103,185	123,240	153,473	146,100	127,428
<u>UTILITIES</u>							
505-9605	U-GAS	743	417	875	875	400	875
505-9610	U-LIGHT AND POWER	13,752	13,335	14,000	14,000	12,500	14,000
505-9620	U-TELEPHONE	10,572	9,500	11,000	11,000	9,200	11,000
505-9625	U-WATER	711	0	0	0	0	0
EXPENSE CATEGORY TOTAL		25,778	23,252	25,875	25,875	22,100	25,875
<u>ADMINISTRATIVE</u>							
505-9995	COMPENSATED ABSENCES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
*** DEPARTMENT TOTAL ***		2,186,290	2,186,460	2,195,896	2,360,669	2,306,551	2,235,637

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
POLICE  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
							Final payment on replacement laptops for patrol units (\$5,011) and replacement computer (\$2,000)
505-9053	CE-INSTRUMENTS						CURRENT YEAR NOTES: Final payment on lease purchase of 3 new video systems for patrol units (\$5,144), 2nd pmt. of 3 on lease purchase of 3 new in-car video systems (\$6,988), and 2nd payment of 7 on lease purchase of new digital mobile and portable radios (\$24,646)
505-9056	CE-MOTOR VEHICLES - PATROL CAR						CURRENT YEAR NOTES: 2nd payment of 3 on lease purchase of 4 new police vehicles (\$36,655) and 1st payment of 3 on lease purchase of 4 new police vehicles (\$38,000)
505-9205	MR-BUILDINGS & STRUCTURES						CURRENT YEAR NOTES: Carpet cleaning and floor waxing (15% of total bill) (\$1,260), extermination of building (\$200), termite treatment (\$128), jail cleaning, and routine maintenance
505-9210	MR-FURNITURE AND OFFICE EQUIP.						CURRENT YEAR NOTES: Copier maintenance agreement (\$1,700), computer warranties, and other routine office equipment maintenance
505-9215	MR-INSTRUMENTS						CURRENT YEAR NOTES: TLETS maintenance contract (\$2,562), mobile data terminal user fees (\$4,320), air cards (\$6,420), fire extinguisher inspection (\$300), audio/video repair expenses, and other routine maintenance
505-9220	MR-MACHINERY, TOOLS, & EQUIP.						CURRENT YEAR NOTES: Repair and service of generator
505-9229	MR-MOTOR VEHICLES-OTHER						CURRENT YEAR NOTES: Vehicle maintenance expenses including purchase of new tires
505-9305	PS-RETIREMENT CONTRIBUTION						CURRENT YEAR NOTES: 7% phase-in contribution rate matched 1-1/2 to one
505-9307	PS-EXTRA HELP						CURRENT YEAR NOTES: Part-time relief dispatchers
505-9310	PS-GROUP INSURANCE BENEFITS						CURRENT YEAR NOTES: Includes 5% increase in cost of medical insurance
505-9320	PS-LONGEVITY						CURRENT YEAR NOTES: \$5 per month per year of service per employee
505-9330	PS-REGULAR PAYROLL						CURRENT YEAR NOTES: Includes average 3% wage increase for administrative

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 POLICE  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
							personnel; includes 8% wage increase, holiday pay, and shift differential for collective bargaining personnel
505-9335	PS-TRAINING AND TRAVEL						CURRENT YEAR NOTES: Includes all mandatory training, internal affairs training, open records training, etc.
505-9338	PS-UNIFORM ALLOWANCE						CURRENT YEAR NOTES: \$20 per pay period per uniformed personnel and those assigned to non-uniform duty
505-9425	SS-DUES AND SUBSCRIPTIONS						CURRENT YEAR NOTES: IACP, criss cross directory, TPCA (\$228), TCLEDDS (\$630), FBI NA (\$95), street maps, and 1/2 Internet provider services (\$750)
505-9440	SS-MEDICAL EXPENSES						CURRENT YEAR NOTES: Testing expenses for new hires
505-9460	SS-PROFESSIONAL/CONTRACT SVCS.						CURRENT YEAR NOTES: Fiber connectivity services through county (\$4,800), vehicle towing fees, shred/purge document services, and other professional services
505-9465	SS-SOFTWARE MAINTENANCE SVCS.						CURRENT YEAR NOTES: Annual software (OSSI) maintenance and support services
505-9515	SM-CANINE SUPPLIES AND CARE						CURRENT YEAR NOTES: Food, veterinarian care, certification, and replacement equipment
505-9520	SM-CERTIFICATES, PLAQUES, ETC						CURRENT YEAR NOTES: Appreciation certificates, annual officer awards, nameplates, and engraving services
505-9525	SM-CHEMICAL, MEDICAL & SURGICAL						CURRENT YEAR NOTES: Medical supplies for victims of crime/violence, including reimbursement of funds from Attorney General's office
505-9528	SM-CRIME PREV SUPPLIES						CURRENT YEAR NOTES: Supplies for Citizen Police Academy and public information materials
505-9534	SM-FURNITURE & OFFICE EQUIP						CURRENT YEAR NOTES: Battery backups for computer workstations, replacement monitors, and replacement chairs
505-9537	SM-INSTRUMENTS						CURRENT YEAR NOTES: taser cartridges and batteries and other types of small instruments

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 POLICE  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
505-9580	SM-SMALL TOOLS & SUPPLIES	CURRENT YEAR NOTES: Fingerprint supplies, latex gloves, crime scene tape, household batteries, etc.					
505-9582	SM-VEHICLE GRAPHICS & SUPPLIES	CURRENT YEAR NOTES: vehicle graphics and supplies/equipment for new units and equipment transfer and installation services					
505-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: Bullet proof vests, uniforms, rain gear, and related apparel for regular police force					
505-9591	SM-WEARING APPAREL-RESERVE	CURRENT YEAR NOTES: Bullet proof vests, uniforms, rain gear, and related apparel for reserve police force					
505-9620	U-TELEPHONE	CURRENT YEAR NOTES: Landline telephone expenses and cell phone expenses for Chief and Sergeant					

**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Fire Marshal**

**PROGRAM PURPOSE –** Promote fire prevention, through public awareness and education; conduct fire investigations; and enforce city fire codes.

**PROGRAM ACTIVITIES –**

- Make routine fire inspections of commercial properties
- Investigate fires for any criminal or accidental incidents as they relate to explosives or hazardous materials
- Compile and report fire statistics
- Advise on fire protection and prevention issues

**OPERATIONAL OBJECTIVES –**

1. Take an active role in assisting the community with fire protection and prevention issues.
  - a. Perform outdoor inspections for burn permits -- 676 (09); 389 (10); 1,122 (11)
  - b. Investigate illegal burn complaints – 60 (09); 30 (10); 41 (11)
  - c. Perform daycare, school, and business fire safety inspections –  
71 (09); 95 (10); 57 (11)
  - d. Enforce fireworks regulations – 3 (08); 3 (09); 3 (10); 14 (11)
2. Conduct fire investigations to determine if incident resulted from criminal or accidental activity and if explosives or hazardous materials were involved.  
21 – (07); 21 – (08); 19 – (09); 24 – (10); 20 – (11)
3. Inspect new construction, enforce city fire codes, and assist with enforcement of no-smoking regulations.
4. Maintain TCLEOSE certification and certification in arson investigation and building inspection.
5. Participate in planning review sessions with building department.

**POSITIONS --- Fire Marshal (part-time)**

## 2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 FIRE MARSHAL  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
506-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
506-9053	CE-INSTRUMENTS	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>MAINTENANCE &amp; REPAIRS</u>							
506-9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	0
506-9210	MR-FURNITURE AND OFFICE EQUIP	0	0	0	300	300	300
506-9215	MR-INSTRUMENTS	156	596	700	700	625	700
506-9229	MR-MOTOR VEHICLES-OTHER	2,026	538	1,000	700	500	1,000
EXPENSE CATEGORY TOTAL		2,182	1,134	1,700	1,700	1,425	2,000
<u>PERSONNEL SERVICES</u>							
506-9301	PS CERTIFICATION PAY	0	0	0	0	0	0
506-9307	PS-EXTRA HELP	0	0	0	0	0	0
506-9330	PS-REGULAR PAYROLL	7,200	7,200	7,200	7,200	7,200	8,400
506-9335	PS-TRAINING AND TRAVEL	325	215	500	500	400	500
506-9338	PS-CAR ALLOWANCE	0	0	0	0	0	0
506-9345	PS-WORKERS' COMPENSATION	(230)	34	37	37	35	43
EXPENSE CATEGORY TOTAL		7,295	7,449	7,737	7,737	7,635	8,943
<u>SPECIAL SERVICES</u>							
506-9425	SS-DUES AND SUBSCRIPTIONS	321	265	500	450	300	400
506-9440	SS-MEDICAL EXPENSES	0	0	0	0	0	0
506-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	0
506-9465	SS-SOFTWARE MAINTENANCE SV	75	27	0	50	41	50
EXPENSE CATEGORY TOTAL		396	292	500	500	341	450
<u>SUPPLIES AND MATERIALS</u>							
506-9534	SM-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
506-9535	SM-FUEL	809	859	1,200	1,200	1,215	1,500
506-9537	SM-INSTRUMENTS	0	0	0	0	0	0
506-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
506-9560	SM-OFFICE SUPPLIES & POSTAGE	467	1,194	1,300	1,500	1,500	1,500
506-9580	SM-SMALL TOOLS AND SUPPLIES	508	245	300	100	0	300
506-9590	SM-WEARING APPAREL	95	85	150	150	0	150
EXPENSE CATEGORY TOTAL		1,879	2,383	2,950	2,950	2,715	3,450

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 FIRE MARSHAL  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<b>UTILITIES</b>							
506-9620	U-TELEPHONE	587	595	600	600	740	840
EXPENSE CATEGORY TOTAL		587	595	600	600	740	840
*** DEPARTMENT TOTAL ***		12,339	11,853	13,487	13,487	12,856	15,683

- 506-9215 MR-INSTRUMENTS  
 CURRENT YEAR NOTES:  
 Air card (\$533), mobile data terminal user fee (\$90),  
 batteries, sensors, calib. gases, and general maintenance
- 506-9229 MR-MOTOR VEHICLES-OTHER  
 CURRENT YEAR NOTES:  
 Vehicle tires and routine maintenance
- 506-9330 PS-REGULAR PAYROLL  
 CURRENT YEAR NOTES:  
 16.6% increase in monthly stipend, from \$600 to \$700
- 506-9335 PS-TRAINING AND TRAVEL  
 CURRENT YEAR NOTES:  
 Includes mandatory and special training
- 506-9425 SS-DUES AND SUBSCRIPTIONS  
 CURRENT YEAR NOTES:  
 NFPA (\$150), Greater Houston Fire Marshal Council, Texas  
 Commission on Fire Protection, Texas Environmental Health  
 Association (30), Texas Dept of State Health Services (\$106)
- 506-9560 SM-OFFICE SUPPLIES & POSTAGE  
 CURRENT YEAR NOTES:  
 Business cards (\$200), burn permit and inspection forms  
 (\$400), and electronic NFPA codes (\$850)
- 506-9580 SM-SMALL TOOLS AND SUPPLIES  
 CURRENT YEAR NOTES:  
 Includes radio batteries
- 506-9590 SM-WEARING APPAREL  
 CURRENT YEAR NOTES:  
 Shirts, rain gear, and other related apparel for fire  
 marshal
- 506-9620 U-TELEPHONE  
 CURRENT YEAR NOTES:  
 Cell phone expenses for fire marshal

**CITY OF SANTA FE  
ANNUAL BUDGET  
2012/2013**

**DEPARTMENT** – Public Safety

**PROGRAM PURPOSE** – Monitor the provision of health and safety services to the public under contract to volunteer and other outside agencies.

**PROGRAM ACTIVITIES** –

- ◆ Contract with and provide funding to Galveston County for health services, including water pollution monitoring, and for animal control and animal shelter services
- ◆ Establish and implement Phase II stormwater regulations
- ◆ Support Emergency Operations Center when activated

**OPERATIONAL OBJECTIVES** –

1. Maintain open communication and effective partnership with the Galveston County Health District
  - a. Attend joint meetings regularly
  - b. Review contracts, budget documents, and activity reports
2. Provide supplies and support for the Emergency Operations Center
  - a. Provide hurricane tracking charts and tips and other emergency management pamphlets and supplies
  - b. Activate and manage contracts for debris removal, monitoring, and disposal services

**POSITIONS** ---

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
PUBLIC SAFETY  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>PERSONNEL SERVICES</u>							
507-9335	PS-TRAINING AND TRAVEL	602	0	1,000	0	0	0
EXPENSE CATEGORY TOTAL		602	0	1,000	0	0	0
<u>SPECIAL SERVICES</u>							
507-9432	SS-EQUIPMENT RENTAL	0	0	0	0	0	0
507-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	0
507-9462	PRINCIPAL PMTS - OPER LOAN	0	0	0	0	0	0
507-9463	INTEREST PMTS - OPER LOAN	0	0	0	0	0	0
507-9473	SS-HEALTH DEPT.-WATER POLL MO	5,231	5,447	6,000	6,396	6,396	6,641
507-9474	SS-ANIMAL CONTROL	23,855	23,855	26,188	26,188	26,188	30,791
507-9475	SS-ANIMAL SHELTER	23,806	23,806	33,875	34,479	33,875	38,388
EXPENSE CATEGORY TOTAL		52,892	53,108	66,063	67,063	66,459	75,820
<u>SUPPLIES AND MATERIALS</u>							
507-9528	SM-PAMPHLETS & SUPPLIES	0	0	300	300	0	300
507-9530	SM-EMERGENCY SUPPLIES	0	0	500	500	0	500
EXPENSE CATEGORY TOTAL		0	0	800	800	0	800
<u>UTILITIES</u>							
507-9620	U-TELEPHONE	104	0	0	0	0	0
EXPENSE CATEGORY TOTAL		104	0	0	0	0	0
*** DEPARTMENT TOTAL ***		53,598	53,108	67,863	67,863	66,459	76,620

507-9473 SS-HEALTH DEPT.-WATER POLL MON CURRENT YEAR NOTES:

Water pollution monitoring contract with county health district

507-9474 SS-ANIMAL CONTROL

CURRENT YEAR NOTES:

City's share of animal control services provided by county health district

507-9475 SS-ANIMAL SHELTER

CURRENT YEAR NOTES:

City's share of animal shelter operating expenses

507-9528 SM-PAMPHLETS & SUPPLIES

CURRENT YEAR NOTES:

Hurricane tracking charts and tips and other emergency management pamphlets and supplies

507-9530 SM-EMERGENCY SUPPLIES

CURRENT YEAR NOTES:

Food and supplies for personnel at EOC or special organized activities necessitating continued monitoring

**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Library**

**PROGRAM PURPOSE** – Provide library services to all citizens of the City of Santa Fe and surrounding areas to meet their information needs – personal, educational, business, and professional.

**DEPARTMENT GOALS –**

**ADMINISTRATION AND MANAGEMENT:**

- Provide a professional management environment for the library which is comprehensive, consistent, and sustainable
- Provide appropriate technological resources to assist in the efficient and effective management and administration of the library
- Develop and implement a comprehensive public information process to publicize the services, function, and value of the library
- Maintain a strong financial foundation to support current and future library operations
- Provide appropriate and well-trained staff resources to support the library's objectives
- Secure and maintain adequate physical facilities to achieve the library's mission

**PUBLIC SERVICES:**

- Provide an excellent collection of library materials in a variety of formats accessible to all patrons in the library's service area
- Create and support a community of life-long learners
- Provide and make available a comprehensive, high-quality collection of local history materials
- Provide training opportunities for all patrons to participate fully and effectively in the global electronic information environment
- Create and develop a role for the library in providing community information
- Develop, achieve, and maintain a service attitude and philosophy which fosters citizen participation in political, social and community activities

## STATISTICS

- Summer Reading Program (SRP) participation:  
7.75% (02); 9.6% (03); 8.6% (04); 8.0% (05); 8.0% (06);  
5.80% (07); 8.5% (08); 9.8% (09); 8.0% (10); 8.3% (11)
- Annual Circulation:  
43,040 (02); 36,910 (03); 36,908 (04); 36,418 (05); 33,532 (06);  
32,130 (07); 30,526 (08); 31,043 (09); 36,970 (10); 41,039 (11)
- Annual Door Count:  
34,924 (02); 33,309 (03); 32,607 (04); 34,170 (05); 33,370 (06);  
37,908 (07); 37,238 (08); 41,580 (09); 40,487 (10); 39,478 (11)
- Annual Computer Usage:  
15,379 (05); 29,626 (06); 37,195 (07); 38,712 (08); 40,487 (09);  
22,427 (10 – new tracking formula); 21,288 (11)
- Annual Programs - Attendance:  
86 – 1,574 (03); 88 – 1,967 (04); 94 – 2,317 (05);  
86 – 2,107 (06); 86 – 1,787 (07); 72 – 2,291 (08);  
95 – 2,564 (09); 108 – 2,688 (10); 101 – 2,699 (11)

**POSITIONS** --- Library Director (full-time)  
Library Assistant (full-time)  
Library Assistant (part-time 30 hours per week)  
Library Aide (part-time 22.75 hours per week)  
Library Clerk (part-time 20 hours per week)  
Library Clerk (part-time 22.75 hours per week)

## 2012/13 OPERATING BUDGET

## 01 -GENERAL FUND

## LIBRARY

## DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
508-9050	CE-LIBRARY SIGN DONATION	0	0	0	0	0	0
508-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
508-9052	CE-FURNITURE & OFFICE EQUIP.	0	2,142	0	0	0	0
508-9053	CE-INSTRUMENTS	0	0	0	0	0	0
508-9054	CE-MACHINERY, TOOLS, & EQUIP.	8,444	8,138	8,444	8,444	8,444	0
508-9099	CE-CAPITAL OUTLAY-CAP LEASE	24,176	0	0	0	0	0
EXPENSE CATEGORY TOTAL		32,620	10,280	8,444	8,444	8,444	0
<u>MAINTENANCE &amp; REPAIRS</u>							
508-9205	MR-BUILDINGS & STRUCTURES	3,400	2,998	3,000	3,000	3,000	3,000
508-9210	MR-FURNITURE AND OFFICE EQUIP	100	21	500	500	0	500
508-9212	MR-GROUNDS MAINTENANCE	180	47	500	500	500	500
508-9215	MR-INSTRUMENTS	23	160	100	100	40	100
508-9220	MR-MACHINERY, TOOLS, & EQUIP.	0	75	500	500	0	500
508-9229	MR-MOTOR VEHICLES	12	0	0	0	0	0
EXPENSE CATEGORY TOTAL		3,715	3,301	4,600	4,600	3,540	4,600
<u>PERSONNEL SERVICES</u>							
508-9305	PS-RETIREMENT CONTRIBUTION	13,823	14,544	14,581	14,581	14,830	15,412
508-9307	PS-EXTRA HELP	0	0	0	0	0	0
508-9310	PS-GROUP INSURANCE BENEFITS	9,998	10,425	10,824	10,824	10,770	11,338
508-9315	PS-JANITORIAL	3,120	3,120	3,245	3,245	3,365	3,245
508-9320	PS-LONGEVITY	2,140	2,085	2,305	2,305	2,305	2,695
508-9329	PS-OVERTIME	0	0	0	0	0	0
508-9330	PS-REGULAR PAYROLL	108,442	112,750	116,437	116,437	118,465	121,098
508-9335	PS-TRAINING AND TRAVEL	1,649	1,554	1,800	1,800	1,800	1,000
508-9338	PS-CAR ALLOWANCE	0	0	0	0	0	0
508-9345	PS-WORKERS' COMPENSATION	235	131	258	258	237	273
EXPENSE CATEGORY TOTAL		139,407	144,609	149,450	149,450	151,772	155,061
<u>SPECIAL SERVICES</u>							
508-9410	SS-ADVERTISING	0	0	0	0	0	0
508-9425	SS-DUES AND SUBSCRIPTIONS	9,027	9,029	3,400	3,400	3,400	5,000
508-9440	SS-MEDICAL EXPENSES	420	120	200	200	0	200
508-9460	SS-PROFESSIONAL/CONTRACT SVCS	2,810	2,810	3,110	3,110	3,000	5,000
508-9465	SS-SOFTWARE MAINTENANCE SVCS.	650	856	1,000	1,000	1,066	1,100
EXPENSE CATEGORY TOTAL		12,907	12,815	7,710	7,710	7,466	11,300

2012/13 OPERATING BUDGET

01 -GENERAL FUND

LIBRARY

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SUPPLIES AND MATERIALS</u>							
508-9525	SM-CHEMICAL, MEDICAL, SURGICA	14	0	0	0	0	0
508-9526	SM-CIRCULATION MATERIALS	7,023	6,099	5,000	5,000	5,000	5,000
508-9532	SM-EQUIPMENT OPERATING LEASE	2,365	2,372	2,400	2,400	2,400	2,400
508-9534	SM-FURNITURE & OFFICE EQUIP	5,347	3,864	3,000	3,000	3,000	2,500
508-9537	SM-INSTRUMENTS	100	0	0	0	0	0
508-9540	SM-JANITORIAL	333	460	450	450	450	450
508-9545	SM-MEMORIAL FUND	942	192	0	0	0	0
508-9550	SM-MACHINERY, TOOLS, & EQUIP.	276	98	300	300	0	300
508-9560	SM-OFFICE SUPPLIES & POSTAGE	2,760	1,827	2,000	2,000	2,300	2,000
508-9570	SM-PROGRAMS AND PROJECTS	3,430	3,180	3,090	3,290	3,290	3,000
508-9580	SM-SMALL TOOLS & SUPPLIES	64	37	300	300	50	300
508-9585	SM-TRAFFIC MARKERS & MATERIAL	0	0	0	0	0	0
508-9590	SM-WEARING APPAREL	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		22,654	18,129	16,540	16,740	16,490	15,950
<u>UTILITIES</u>							
508-9610	U-LIGHT AND POWER	9,985	10,567	11,000	11,000	10,000	11,000
508-9620	U-TELEPHONE	1,741	1,516	1,700	1,700	1,500	1,700
508-9625	U-WATER	326	0	0	0	0	0
EXPENSE CATEGORY TOTAL		12,052	12,083	12,700	12,700	11,500	12,700
<u>ADMINISTRATIVE</u>							
508-9995	COMPENSATED ABSENCES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
***	DEPARTMENT TOTAL ***	223,355	201,217	199,444	199,644	199,212	199,611

508-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:  
 Carpet cleaning and floor waxing (30% of total bill)  
 (\$2,520), extermination of building (\$220), and other  
 routine maintenance

508-9305 PS-RETIREMENT CONTRIBUTION CURRENT YEAR NOTES:  
 7% phase-in contribution rate matched 1-1/2 to one

508-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:  
 Includes 5% increase in cost of medical insurance

508-9320 PS-LONGEVITY CURRENT YEAR NOTES:  
 \$5 per month per year of service per employee

508-9330 PS-REGULAR PAYROLL CURRENT YEAR NOTES:  
 Includes average 3% wage increase and additional 2 hours per  
 week for Library Clerk and Library Aide

## 2012/13 OPERATING BUDGET

## 01 -GENERAL FUND

## LIBRARY

## DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
508-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Staff training and travel expenses for area meetings and workshops					
508-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Internet provider services (\$1,236), Apollo web and email hosting services (\$150), PLA/ALA dues (\$450), access to cirtual resources (previously provided by state grant funds) (\$1,600), and magazine and newspaper subscriptions (\$500)					
508-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Fire alarm monitoring services (\$660), annual fire inspection service (\$150), Apollo automation services and Content Cafe' (\$2,000), and technical support services (previously provided by HALS) (\$2,000)					
508-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Cybraryn security and filtering software					
508-9526	SM-CIRCULATION MATERIALS	CURRENT YEAR NOTES: Book, CD, and DVD purchases					
508-9532	SM-EQUIPMENT OPERATING LEASE	CURRENT YEAR NOTES: Copier lease					
508-9534	SM-FURNITURE & OFFICE EQUIP	CURRENT YEAR NOTES: Replacement computers; software purchases (previously provided by HALS)					
508-9560	SM-OFFICE SUPPLIES & POSTAGE	CURRENT YEAR NOTES: routine office supplies and laser printer cartridges					
508-9570	SM-PROGRAMS AND PROJECTS	CURRENT YEAR NOTES: expenses related to special programs, such as the summer reading program and teen programs (TSLAC previously provided a portion of the reading program materials)					

**CITY OF SANTA FE  
ANNUAL BUDGET  
2012/2013**

**DEPARTMENT – Street**

**PROGRAM PURPOSE –** Maintain and construct city streets and storm drainage facilities in an efficient and cost-effective manner.

**PROGRAM ACTIVITIES –**

- ◆ Repair and maintain paved and unpaved streets
- ◆ Reconstruct streets
- ◆ Dig and clean out drainage ditches
- ◆ Mow drainage ditches
- ◆ Install culverts for citizens
- ◆ Clean culverts and related drainage structures
- ◆ Maintain heavy equipment and vehicles
- ◆ Install and maintain traffic control and street signs
- ◆ Removal of debris and trees from ditches and streets
- ◆ Removal of carcasses from roadways
- ◆ Provide equipment and personnel support to Grounds Keeper

**OPERATIONAL OBJECTIVES –**

1. Build and rebuild quality city streets designed with an expected life span of about 15 years.
  - a. Miles of streets rebuilt/paved with hot mix asphalt:  
4.47 (2002); 4.06 (2003); 2.52 (2004); 2.81 (2005); 2.21 (2006);  
2.31 (2007); 1.16 (2008); 2.86 (2009); 4.56 (2010); 4.28 (2011)
2. Improve planning for on-going operations and for future capital improvements and equipment needs.
  - a. Continue to replace old equipment and continue to update operations.
  - b. Equipment maintenance expenditures: \$14,120 (FY02); \$20,030 (FY03);  
\$20,696 (FY04); \$40,687 (FY05); \$36,182 (FY06); \$32,949 (FY07);  
\$27,664 (FY08); \$35,917 (FY09); \$37,033 (FY10); \$40,109 (FY11)

- c. Continue to update street inventory list, including those streets in the annexed areas.
3. Perform routine maintenance of streets, drainage ditches, and traffic signs/markings in an efficient manner.
- a. Ditch mowing – number of completed passes around the city during growing season:
 

6.0 (FY00);	6.0 (FY01);	7.0 (FY02);	7.0 (FY03);
7.0 (FY04);	7.0 (FY05);	7.0 (FY06);	7.0 (FY07);
7.0 (FY08);	7.0 (FY09);	7.0 (FY10);	7.0 (FY11)
  - b. Drainage - total footage of ditches dug during fiscal year:
 

7,500' (00);	17,450' (01);	30,490' (02);	38,878' (03);
36,272' (04);	27,615' (05);	51,687' (06);	67,165' (07);
49,465' (08);	57,155' (09);	47,955' (10);	57,520' (11)
  - c. Continue upgrading and replacing street and traffic signs

**POSITIONS** --- Street Superintendent  
 Street Foreman  
 Heavy Equipment Operator (2)  
 Light Equipment Operator (5)  
 Laborer

2012/13 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
509-9051	CE-BUILDINGS & STRUCTURES	0	20,670	20,670	20,670	20,670	20,670
509-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
509-9053	CE-INSTRUMENTS	0	0	0	0	0	0
509-9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
509-9055	CE-MOTOR VEHICLES - PICK-UP	0	0	6,000	6,000	5,463	5,500
509-9057	CE-MOTOR VEHICLES - OTHER	0	0	22,000	21,423	20,658	20,658
509-9058	CE-MOTORGRADER	0	0	0	0	0	0
509-9059	CE-ROLLER	0	0	0	0	0	0
509-9060	CE-MOTOR VEHICLES - SLOPE MOW	64,768	21,931	22,754	22,754	22,753	0
509-9062	CE-MOTOR VEHICLES - GRADALL	50,146	0	0	0	0	0
509-9064	CE-MOTOR VEHICLES - DUMP TRUC	41,661	19,213	0	0	0	0
509-9065	CE-MOTOR VEHICLES-SIDE MOWER	0	0	0	0	0	0
509-9066	CE-MOTOR VEHICLES-WHEEL LOADE	0	0	0	0	0	0
509-9080	CE-STREET IMPROVEMENTS	198,767	173,528	150,000	150,000	150,000	160,000
509-9085	CE-CONTRIBUTION BY GALV COUNT	272,271	536,004	0	0	0	0
509-9086	CE-CONTRIBUTION BY TXDOT	0	0	0	0	0	0
509-9087	CE-CONTRIBUTION BY DEVELOPER	45,000	0	0	0	0	0
509-9099	CE-CAPITAL OUTLAY-CAP. LEASE	120,589	60,533	0	76,889	76,889	0
EXPENSE CATEGORY TOTAL		793,202	831,879	221,424	297,736	296,433	206,828
<u>MAINTENANCE &amp; REPAIRS</u>							
509-9205	MR-BUILDINGS & STRUCTURES	1,570	2,984	1,500	1,500	1,500	1,000
509-9210	MR-FURNITURE AND OFFICE EQUIP	0	0	100	100	0	100
509-9215	MR-INSTRUMENTS	438	696	750	750	500	500
509-9220	MR-MACHINERY, TOOLS, & EQUIP.	311	856	500	500	500	500
509-9224	MR-MOTOR VEHICLES-ASPHALT PAV	59	232	200	200	200	200
509-9225	MR-MOTOR VEHICLES-DUMP TRUCKS	7,860	8,294	7,000	5,000	5,000	6,000
509-9226	MR-MOTOR VEHICLES-MOTORGRADER	154	250	500	500	0	500
509-9227	MR-MOTOR VEHICLES-SLOPE MOWER	5,230	7,405	6,500	7,500	7,500	6,500
509-9228	MR-MOTOR VEHICLES-SIDE MOWER	3,965	9,513	5,500	6,800	6,800	4,000
509-9229	MR-MOTOR VEHICLES-OTHER	0	17	0	0	0	0
509-9230	MR-MOTOR VEHICLES-GRADALL	14,788	8,978	8,500	13,000	13,000	8,000
509-9231	MR-MOTOR VEHICLES-ROLLERS	552	276	500	500	250	500
509-9232	MR-MOTOR VEHICLES-TRAILERS	107	33	750	750	400	500
509-9233	MR-MOTOR VEHICLES-UTIL TRACTO	6	0	0	0	0	0
509-9234	MR-MOTOR VEHICLES-PULVI MIXER	0	0	0	0	0	0
509-9235	MR-STORM SEWERS	7,773	9,486	6,000	6,000	6,000	6,000
509-9236	MR-MOTOR VEHICLES-PICKUP TRKS	1,181	2,996	2,000	2,000	1,700	1,250
509-9237	MR-MOTOR VEHICLES-WATER TRUCK	347	356	1,000	1,000	750	750
509-9238	MR-MOTOR VEHICLES-WHEEL LOADE	3,654	936	1,500	1,500	1,000	1,000
509-9240	MR-STREETS AND ROADWAYS	26,539	24,130	28,000	23,500	23,000	25,000
EXPENSE CATEGORY TOTAL		74,534	77,438	70,800	71,100	68,100	62,300

2012/13 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>PERSONNEL SERVICES</u>							
509-9305	PS-RETIREMENT CONTRIBUTION	38,769	40,010	40,107	40,107	40,420	42,097
509-9307	PS-EXTRA HELP	0	0	0	0	0	0
509-9310	PS-GROUP INSURANCE BENEFITS	48,808	47,100	53,706	53,706	53,468	56,297
509-9315	PS-JANITORIAL	0	0	1,298	1,298	1,298	1,298
509-9320	PS-LONGEVITY	5,830	6,255	6,300	6,300	6,300	7,035
509-9329	PS-OVERTIME	1,017	1,958	2,000	2,000	1,500	1,500
509-9330	PS-REGULAR PAYROLL	303,268	307,702	318,302	318,302	321,948	329,590
509-9335	PS-TRAINING AND TRAVEL	40	304	200	200	0	0
509-9345	PS-WORKERS' COMPENSATION	18,298	14,884	17,363	17,363	15,874	18,262
EXPENSE CATEGORY TOTAL		416,030	418,213	439,276	439,276	440,808	456,079
<u>SPECIAL SERVICES</u>							
509-9425	SS-DUES AND SUBSCRIPTIONS	1,199	1,207	1,200	1,200	1,000	800
509-9432	SS-EQUIPMENT RENTAL	0	60	500	500	300	100
509-9440	SS-MEDICAL EXPENSES	315	1,160	500	500	0	250
509-9460	SS-PROFESSIONAL/CONTRACT SVCS	1,200	1,800	200	200	0	200
509-9465	SS-SOFTWARE MAINTENANCE SV	40	27	50	50	41	50
EXPENSE CATEGORY TOTAL		2,754	4,254	2,450	2,450	1,341	1,400
<u>SUPPLIES AND MATERIALS</u>							
509-9525	SM-CHEMICAL, MEDICAL & SURGIC	242	243	250	250	250	250
509-9534	SM-FURNITURE & OFFICE EQUIP	117	212	300	300	0	200
509-9535	SM-FUEL	38,193	47,660	57,000	57,000	60,000	55,000
509-9537	SM-INSTRUMENTS	6	50	100	100	100	100
509-9540	SM-JANITORIAL	658	647	550	550	550	550
509-9550	SM-MACHINERY, TOOLS, & EQUIP.	300	4	500	2,077	2,077	500
509-9560	SM-OFFICE SUPPLIES & POSTAGE	398	493	500	500	400	500
509-9580	SM-SMALL TOOLS & SUPPLIES	1,482	2,446	1,500	1,500	1,500	1,250
509-9585	SM-TRAFFIC MARKERS & MATERIAL	4,792	8,135	5,500	6,500	6,500	6,000
509-9590	SM-WEARING APPAREL	2,464	2,792	2,500	2,500	2,500	2,500
EXPENSE CATEGORY TOTAL		48,652	62,682	68,700	71,277	73,877	66,850
<u>UTILITIES</u>							
509-9605	U-GAS	0	0	0	0	0	0
509-9610	U-LIGHT AND POWER	2,362	2,916	2,900	2,900	2,900	2,900
509-9615	U-STREET LIGHTS	30,444	33,471	37,000	37,000	34,000	37,000
509-9620	U-TELEPHONE	1,790	1,537	2,000	2,000	1,600	1,600
509-9625	U-WATER	289	0	0	0	0	0
EXPENSE CATEGORY TOTAL		34,885	37,924	41,900	41,900	38,500	41,500

2012/13 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>ADMINISTRATIVE</u>							
509-9995	COMPENSATED ABSENCES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
***	DEPARTMENT TOTAL ***	1,370,057	1,432,390	844,550	923,739	919,059	834,957

509-9051 CE-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:  
Final lease purchase payment on new steel frame metal office building

509-9055 CE-MOTOR VEHICLES - PICK-UP CURRENT YEAR NOTES:  
2nd payment of 3 on lease purchase of new pickup truck

509-9057 CE-MOTOR VEHICLES - OTHER CURRENT YEAR NOTES:  
2nd payment of 3 on lease purchase of new paver

509-9080 CE-STREET IMPROVEMENTS CURRENT YEAR NOTES:  
Annual street improvements

509-9220 MR-MACHINERY, TOOLS, & EQUIP. CURRENT YEAR NOTES:  
Air compressor repairs and costs of oxygen and acetylene

509-9225 MR-MOTOR VEHICLES-DUMP TRUCKS CURRENT YEAR NOTES:  
Routine maintenance of 4 trucks

509-9227 MR-MOTOR VEHICLES-SLOPE MOWER CURRENT YEAR NOTES:  
Routine maintenance of 3 mowers

509-9228 MR-MOTOR VEHICLES-SIDE MOWER CURRENT YEAR NOTES:  
Routine maintenance of 2 mowers

509-9230 MR-MOTOR VEHICLES-GRADALL CURRENT YEAR NOTES:  
Routine maintenance of 2 excavators

509-9231 MR-MOTOR VEHICLES-ROLLERS CURRENT YEAR NOTES:  
Routine maintenance of 2 rollers

509-9232 MR-MOTOR VEHICLES-TRAILERS CURRENT YEAR NOTES:  
Routine maintenance of 2 trailers

509-9235 MR-STORM SEWERS CURRENT YEAR NOTES:  
Culverts for drainage projects

509-9236 MR-MOTOR VEHICLES-PICKUP TRKS CURRENT YEAR NOTES:  
Routine maintenance of 3 trucks

509-9240 MR-STREETS AND ROADWAYS CURRENT YEAR NOTES:  
Materials for street maintenance and repairs

2012/13 OPERATING BUDGET

01 -GENERAL FUND

STREET  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
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509-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% phase-in contribution rate matched 1-1/2 to one					
509-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 5% increase in cost of medical insurance					
509-9315	PS-JANITORIAL	CURRENT YEAR NOTES: 2 hours per week building cleaning services					
509-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
509-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase					
509-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Monthly Internet service					
509-9585	SM-TRAFFIC MARKERS & MATERIALS	CURRENT YEAR NOTES: Street signs, poles, and hardware					
509-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: Uniforms and protective gear					
509-9615	U-STREET LIGHTS	CURRENT YEAR NOTES: Current street lighting costs plus additional costs for new lights					
509-9620	U-TELEPHONE	CURRENT YEAR NOTES: Landline phone expenses (\$800) and cell phone expenses for street superintendent (\$660)					

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
DEBT SVC.-TIME WARRANTS  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
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SPECIAL SERVICES

510-9400	DEBT SVC.-TIME WARRANTS	0	0	0	0	0	0
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EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
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*** DEPARTMENT TOTAL ***		0	0	0	0	0	0
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2012/13 OPERATING BUDGET

01 -GENERAL FUND  
HOME/SAMHSA/SECO FUNDS  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
511-9054	CE-SECO PROJECT- federal	0	0	0	32,729	32,729	0
EXPENSE CATEGORY TOTAL		0	0	0	32,729	32,729	0
<u>MAINTENANCE &amp; REPAIRS</u>							
511-9205	BLDG MAINT - SECO GRANT (fed)	0	0	0	6,650	6,650	0
EXPENSE CATEGORY TOTAL		0	0	0	6,650	6,650	0
<u>PERSONNEL SERVICES</u>							
511-9310	PS-BENEFITS-SAMHSA GRANT	0	0	0	0	0	0
511-9330	PS-PERSONNEL-SAMHSA GRANT	0	0	0	0	0	0
511-9335	PS-TRAINING & TRAVEL-SAMHSA	0	0	0	0	0	0
511-9336	TRAVEL - FEDERAL INELIGIBLE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>SPECIAL SERVICES</u>							
511-9400	HOME PRGM-APPR FEES/TAX CERT	0	0	0	0	0	0
511-9401	HOME PROGRAM - CONST COSTS	0	0	0	0	0	0
511-9402	HOME PROGRAM-DEMOLITION COSTS	0	0	0	0	0	0
511-9403	HOME PROGRAM - ADMIN. EXPENSE	0	0	0	0	0	0
511-9404	HOME PROGRAM-LIEN PAYOFF REIM	0	0	0	0	0	0
511-9405	HOME PROGRAM-W/S CONNECTION	0	0	0	0	0	0
511-9406	HOME PROGRAM-SOFT COSTS	0	0	0	0	0	0
511-9407	IN-KIND CONTR - CITY OF SF	0	0	0	0	0	0
511-9408	IN-KIND CONTR - GRANTWORKS	0	0	0	0	0	0
511-9409	IN-KIND CONTR - ATTORNEY	0	0	0	0	0	0
511-9410	IN-KIND CONTR - KILROY FOUND	0	0	0	0	0	0
511-9411	IN-KIND CONTR - SFISD	0	0	0	0	0	0
511-9412	SS-SAFE SUMMER CAMP	0	0	0	0	0	0
511-9415	HOME-ineligible-appraisal/tax	0	0	0	0	0	0
511-9420	SS-CONSULTANT-SECO GRANT-fed	0	1,500	0	0	0	0
511-9421	SS-SECO PROJ (police/cc)-fed	0	0	0	0	0	0
511-9425	SS-DUES AND SUBSCRIPTIONS	0	0	0	0	0	0
511-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	1,500	0	0	0	0
<u>SUPPLIES AND MATERIALS</u>							
511-9526	SM-CIRCULATION MATERIALS	0	0	0	0	0	0
511-9534	SM-FURNITURE & OFFICE EQUIP	0	0	0	0	0	0
511-9537	SM-INSTRUMENTS	0	0	0	0	0	0
511-9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 HOME/SAMHSA/SECO FUNDS  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>UTILITIES</u>							
511-9610	U-UTILITIES - SAMHSA	0	0	0	0	0	0
511-9620	U-TELE/INTERNET-SAMHSA	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
***	DEPARTMENT TOTAL ***	0	1,500	0	39,379	39,379	0

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
BUILDING FUND  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
512-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
	EXPENSE CATEGORY TOTAL	0	0	0	0	0	0
<u>ADMINISTRATIVE</u>							
512-9999	CONTINGENCY FUND	0	0	0	0	0	0
	EXPENSE CATEGORY TOTAL	0	0	0	0	0	0
***	DEPARTMENT TOTAL ***	0	0	0	0	0	0

**CITY OF SANTA FE  
ANNUAL BUDGET  
2012/2013**

**DEPARTMENT – Park**

**PROGRAM PURPOSE –** To develop safe and culturally-friendly multi-use parks and recreational opportunities, in strategically aesthetic locations to accommodate the recreational needs of the community.

**PROGRAM ACTIVITIES –**

- Increase community awareness of parks and recreation facilities;
- Improve the delivery of parks and recreation programs;
- Identify opportunities for the city to expand its park inventory;
- Develop collaborative partnerships essential to broaden the scope of park and recreation services to the public;
- Pursue other sources of funding (private, state and federal) necessary to expand park and recreation services throughout the city;
- Maintain a park and recreation master plan to serve the recreational needs of the community.
- Mow city properties.
- Maintain city park facilities and buildings.

**OPERATIONAL OBJECTIVES –**

1. Prepare and fund plans and designs for the development of future parks and park facilities.
2. Continue to provide and support quality recreational and educational opportunities through special programs and activities, such as the Easter Egg Hunt, bi-annual Child Safety Fair, Ice Cream Social, and SAFE Summer Program.
3. Maintain and improve existing park grounds and playground equipment.
4. Secure services and funding necessary to expand park and recreation services throughout the city.

**POSITIONS** --- Seven (7) members of Park and Recreation Board appointed by the City Council under the general direction of the Community Services Director

Building and Grounds Keeper

(This position is under the direction and supervision of the Community Services Director)

## 2012/13 OPERATING BUDGET

## 01 -GENERAL FUND

## PARKS

## DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
513-9051	CE-BUILDINGS & STRUCTURES	19,785	0	10,000	10,000	0	0
513-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
513-9053	CE-INSTRUMENTS	0	0	0	0	0	0
513-9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	0
513-9055	CE-TRACTORS / MOWERS	5,022	4,840	5,022	5,022	5,022	0
513-9056	CE-MOTOR VEHICLES	0	0	0	0	0	0
513-9080	CE-PARKING LOT IMPROVEMENTS	0	0	0	0	0	0
513-9085	CE-GAZEBO CONST/IMPROVEMENTS	0	0	0	0	0	0
513-9099	CE-CAPITAL OUTLAY-CAP LEASE	14,379	0	0	0	0	0
EXPENSE CATEGORY TOTAL		39,186	4,840	15,022	15,022	5,022	0
<u>MAINTENANCE &amp; REPAIRS</u>							
513-9205	MR-BUILDINGS & STRUCTURES	541	1,170	1,000	1,000	500	3,935
513-9212	MR-GROUNDS MAINTENANCE	3,227	96	500	500	0	3,500
513-9215	MR-INSTRUMENTS	47	0	0	0	0	0
513-9220	MR-MACHINERY, TOOLS, & EQUIP	136	222	300	300	500	300
513-9222	MR-PARKING LOT	32	79	75	75	0	75
513-9227	MR-MOTOR VEHICLES-MOWERS	1,894	1,562	2,000	2,000	2,000	2,000
513-9229	MR-MOTOR VEHICLES-OTHER	1,201	2,210	1,200	1,200	1,200	1,000
513-9232	MR-MOTOR VEHICLES-TRAILERS	26	103	250	250	100	100
EXPENSE CATEGORY TOTAL		7,104	5,442	5,325	5,325	4,300	10,910
<u>PERSONNEL SERVICES</u>							
513-9305	PS-RETIREMENT CONTRIBUTION	4,388	5,168	3,218	3,218	3,160	3,344
513-9307	PS-EXTRA HELP	0	0	0	0	0	0
513-9310	PS-GROUP INSURANCE BENEFITS	6,900	8,813	5,306	5,306	5,263	5,562
513-9320	PS-LONGEVITY	0	105	165	165	165	225
513-9329	PS-OVERTIME	0	0	500	500	0	500
513-9330	PS-REGULAR PAYROLL	35,151	40,683	25,542	25,542	25,563	26,138
513-9335	PS-TRAINING AND TRAVEL	300	0	0	0	0	300
513-9345	PS-WORKERS' COMPENSATION	1,704	715	650	650	435	677
EXPENSE CATEGORY TOTAL		48,443	55,484	35,381	35,381	34,586	36,746
<u>SPECIAL SERVICES</u>							
513-9410	SS-ADVERTISING	0	0	0	0	0	0
513-9425	SS-DUES AND SUBSCRIPTIONS	35	35	35	35	35	35
513-9432	SS-EQUIPMENT RENTAL	0	656	700	700	400	300
513-9440	SS-MEDICAL EXPENSES	320	0	0	0	0	0
513-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		355	691	735	735	435	335

2012/13 OPERATING BUDGET

01 -GENERAL FUND

PARKS

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SUPPLIES AND MATERIALS</u>							
513-9505	SM-BLDGS & IMPROVEMENTS	0	40	300	300	0	150
513-9520	SM-CERTIFICATES, PLAQUES, ETC.	0	0	50	50	0	200
513-9525	SM-CHEMICAL, MEDICAL, & SURGICA	464	398	600	600	400	600
513-9535	SM-FUEL	5,366	9,377	5,000	5,000	5,400	6,000
513-9537	SM-INSTRUMENTS	25	49	100	100	170	100
513-9540	SM-JANITORIAL	279	236	250	250	250	250
513-9542	SM-LANDSCAPING MATERIALS	774	2,394	1,500	1,500	500	500
513-9550	SM-MACHINERY, TOOLS, & EQUIP	0	1,203	800	800	700	300
513-9560	SM-OFFICE SUPPLIES & POSTAGE	52	135	100	100	100	100
513-9565	SM-PARK EQUIPMENT	0	8,870	1,400	1,400	0	835
513-9580	SM-SMALL TOOLS & SUPPLIES	1,540	2,508	1,200	1,200	900	1,000
513-9581	SM-SPECIAL PROJECTS/ACTIVITES	4,943	4,948	6,200	6,200	6,000	6,200
513-9582	SS-CH SAFETY FAIR / I/C SOCIA	1,279	2,852	2,000	2,000	1,000	2,500
513-9585	SM-TRAFFIC MARKERS & MATERIAL	3,875	0	100	100	0	50
513-9590	SM-WEARING APPAREL	517	403	300	300	300	300
EXPENSE CATEGORY TOTAL		19,114	33,413	19,900	19,900	15,720	19,085
<u>UTILITIES</u>							
513-9610	U-ELECTRICITY	437	373	450	450	375	450
513-9620	U-TELEPHONE	712	729	600	600	720	625
513-9625	U-WATER	470	0	0	0	0	0
EXPENSE CATEGORY TOTAL		1,619	1,102	1,050	1,050	1,095	1,075
<u>ADMINISTRATIVE</u>							
513-9995	COMPENSATED ABSENCES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
*** DEPARTMENT TOTAL ***		115,821	100,972	77,413	77,413	61,158	68,151

513-9205 MR-BUILDINGS & STRUCTURES

CURRENT YEAR NOTES:

Routine maintenance of pavilions, restrooms, and other structures in the parks; addition of steel trail edging and play area handicap ramps for ADA compliance (\$2,935 from community park fee)

513-9212 MR-GROUNDS MAINTENANCE

CURRENT YEAR NOTES:

Routine maintenance of library park and walking trail, including mulch for playgrounds (\$3,000 from community park fee) and extra dirt around basketball court

513-9222 MR-PARKING LOT

CURRENT YEAR NOTES:

Re-stripe parking lot

513-9229 MR-MOTOR VEHICLES-OTHER

CURRENT YEAR NOTES:

Routine maintenance of pickup trucks

2012/13 OPERATING BUDGET

01 -GENERAL FUND

PARKS

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
513-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% phase-in contribution rate matched 1-1/2 to one					
513-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 5% increase in cost of medical insurance					
513-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
513-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase					
513-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Staff training and travel expenses					
513-9432	SS-EQUIPMENT RENTAL	CURRENT YEAR NOTES: rental of lifts for tree trimming					
513-9520	SM-CERTIFICATES, PLAQUES, ETC.	CURRENT YEAR NOTES: plaques for fit trail sponsors					
513-9525	SM-CHEMICAL, MEDICAL, & SURGICAL	CURRENT YEAR NOTES: Herbicide for use along FM 1764 curbs, ant poison for parks, and poison ivy wash					
513-9542	SM-LANDSCAPING MATERIALS	CURRENT YEAR NOTES: New plants and foliage for gazebo and Joe A. Tambrella Park					
513-9565	SM-PARK EQUIPMENT	CURRENT YEAR NOTES: 3 new park benches (to be paid from community park fee)					
513-9581	SM-SPECIAL PROJECTS/ACTIVITES	CURRENT YEAR NOTES: Expenses associated with special activities, such as the summer youth program (\$4,000), Easter egg hunt (\$1,000), Christmas tree lighting, and the kite flying event					
513-9582	SS-CH SAFETY FAIR / I/C SOCIAL	CURRENT YEAR NOTES: Expenses associated with child safety fair and ice cream social					
513-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: Uniforms and protective gear for building grounds maintenance staff					
513-9620	U-TELEPHONE	CURRENT YEAR NOTES: Cell phone expenses for building grounds maintenance staff					

**CITY OF SANTA FE  
ANNUAL BUDGET  
2012/2013**

**DEPARTMENT** – Special Projects

**PROGRAM PURPOSE** – To provide funds for special projects as identified by the Santa Fe Economic Development Review Commission (report dated December 10, 1998) and by the City Council.

**PROGRAM ACTIVITIES** –

- Primary emphasis on public works infrastructure improvements; identified as water/wastewater expansion, drainage, and streets/roads.
- Secondary emphasis on parks; which could include a community center building, pool, walking paths, neighborhood pocket parks, baseball fields, or soccer fields.
- Special Projects, as determined by the City Council.

**OPERATIONAL OBJECTIVES** –

**POSITIONS** ---

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
SPECIAL PROJECTS  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SPECIAL SERVICES</u>							
514-9400	SPECIAL PROJECTS & PROGRAMS	0	0	0	0	0	0
514-9412	SS-ADVERTISING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>SUPPLIES AND MATERIALS</u>							
514-9560	SM-OFFICE SUPPLIES & POSTAGE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENSE CATEGORY TOTAL		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
***	DEPARTMENT TOTAL ***	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Community Center**

**PROGRAM PURPOSE –** To provide the citizens of Santa Fe with a facility that can be utilized for events such as family reunions, weddings, receptions, educational classes, and other family-oriented activities.

**PROGRAM ACTIVITIES –**

- Provide a facility for the Santa Fe area senior citizens to hold daily activities
- Provide a facility for sanctioned activities such as painting classes, weight watcher classes, etc.
- Provide a facility for safe, supervised parties and family activities

**OPERATIONAL OBJECTIVES –**

5. Maintain a clean, safe, and ADA compliant facility for senior citizen daily activities, family activities, and supervised functions.

a. Senior Citizens utilize the facility Monday through Friday, 8 a.m. – 1 p.m.

b. Rentals -      100 (FY04);      77 (FY05);      87 (FY06);      61 (FY07);  
                              64 (FY08);      51 (FY09);      62 (FY10);      46 (FY11)

c. Revenue generated from rentals -  
\$10,810 (FY03);,      \$11,095 (FY04);      \$ 8,268 (FY05);  
\$10,880 (FY06);      \$ 8,280 (FY07);      \$ 9,314 (FY08);  
\$ 8,097 (FY09)      \$ 9,424 (FY10);      \$ 4,710 (FY11)

**POSITIONS ---**

## 2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 COMMUNITY CENTER  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>CAPITAL EXPENDITURES</u>							
515-9051	CE-BUILDINGS AND STRUCTURES	0	0	0	0	0	0
515-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
515-9053	CE-INSTRUMENTS	0	0	0	0	0	0
515-9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	2,790	2,790	0
515-9080	CE-PARKING LOT IMPROVEMENTS	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	2,790	2,790	0
<u>MAINTENANCE &amp; REPAIRS</u>							
515-9205	MR-BUILDINGS & STRUCTURES	2,131	2,827	2,000	3,500	3,500	2,650
515-9210	MR-FURNITURE AND OFFICE EQUIP	0	0	0	0	0	0
515-9215	MR-INSTRUMENTS	26	96	100	100	240	100
515-9220	MR-MACHINERY, TOOLS, & EQUIP	1,007	880	800	800	800	800
515-9222	MR-PARKING LOT	0	35	0	0	0	70
EXPENSE CATEGORY TOTAL		3,164	3,838	2,900	4,400	4,540	3,620
<u>PERSONNEL SERVICES</u>							
515-9315	PS-JANITORIAL	3,120	3,120	3,300	3,300	3,365	3,300
EXPENSE CATEGORY TOTAL		3,120	3,120	3,300	3,300	3,365	3,300
<u>SPECIAL SERVICES</u>							
515-9425	SS-DUES AND SUBSCRIPTIONS	100	110	0	0	0	0
515-9432	SS-EQUIPMENT RENTAL	0	194	300	300	0	200
515-9460	SS-PROFESSIONAL/CONTRACT SVCS	435	0	0	0	0	0
EXPENSE CATEGORY TOTAL		535	304	300	300	0	200
<u>SUPPLIES AND MATERIALS</u>							
515-9525	SM-CHEMICAL, MEDICAL, SURGICA	0	0	0	0	0	0
515-9534	SM-FURNITURE & OFFICE EQUIP	427	0	0	0	0	0
515-9537	SM-INSTRUMENTS	0	0	0	0	0	0
515-9540	SM-JANITORIAL	1,097	1,185	1,000	1,000	1,000	1,000
515-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
515-9560	SM-OFFICE SUPPLIES & POSTAGE	96	48	0	0	64	0
515-9580	SM-SMALL TOOLS & SUPPLIES	135	168	200	200	100	200
515-9585	SM-TRAFFIC MARKERS & MATERIAL	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		1,755	1,401	1,200	1,200	1,164	1,200

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 COMMUNITY CENTER  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<b>UTILITIES</b>							
515-9605	U-GAS	425	479	525	525	500	525
515-9610	U-LIGHT AND POWER	7,783	8,452	8,000	8,000	7,800	7,800
515-9620	U-TELEPHONE	667	660	650	650	650	670
515-9625	U-WATER	141	0	0	0	0	0
<b>EXPENSE CATEGORY TOTAL</b>		<b>9,016</b>	<b>9,591</b>	<b>9,175</b>	<b>9,175</b>	<b>8,950</b>	<b>8,995</b>
<b>*** DEPARTMENT TOTAL ***</b>		<b>17,590</b>	<b>18,254</b>	<b>16,875</b>	<b>21,165</b>	<b>20,809</b>	<b>17,315</b>

515-9205 MR-BUILDINGS & STRUCTURES

CURRENT YEAR NOTES:

Includes new septic lids with inspection ports (\$650), floor waxing (20% of total bill) (\$1,680), extermination of building (\$208), and other routine maintenance

515-9220 MR-MACHINERY, TOOLS, & EQUIP

CURRENT YEAR NOTES:

Annual venthood suppression system inspection, annual A/C check, and routine maintenance

515-9432 SS-EQUIPMENT RENTAL

CURRENT YEAR NOTES:

Lift rental for replacing flags and parking lot lights

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 CDBG 6TH ST GRANT  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SPECIAL SERVICES</u>							
516-9403	SS-ADMINISTRATIVE EXPENSES-FE	5,325	0	0	0	0	0
516-9404	SS-ENGINEERING - FED	6,700	0	0	0	0	0
516-9405	SS-REHAB OF PRIVATE PROP - FE	10,289	0	0	0	0	0
516-9406	SS-WATER FACILITIES - FED	131,189	0	0	0	0	0
516-9407	SS-WATER FACILITIES-LOCAL-WCI	0	0	0	0	0	0
516-9408	SS-WATER FACILITIES-LOCAL-CIT	27,390	0	0	0	0	0
516-9410	SS-ADVERTISING	664	0	0	0	0	0
516-9411	SS-ENGINEERING-LOCAL	10,441	0	0	0	0	0
516-9412	SS-REHAB OF PP-LOCAL-WCID#8	0	0	0	0	0	0
516-9413	SS-ADM-GRANTWORKS-LOCAL	3,000	0	0	0	0	0
EXPENSE CATEGORY TOTAL		194,998	0	0	0	0	0
<u>SUPPLIES AND MATERIALS</u>							
516-9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
*** DEPARTMENT TOTAL ***		194,998	0	0	0	0	0

**CITY OF SANTA FE**  
**ANNUAL BUDGET**  
**2012/2013**

**DEPARTMENT – Civil Service**

**PROGRAM PURPOSE –** Administer municipal civil service for police officers pursuant to Chapter 143 of the Texas Local Government Code and the Rules and Regulations adopted by the Civil Service Commission

**PROGRAM ACTIVITIES –**

- ◆ Provide information to members of the Civil Service Commission
- ◆ Schedule and prepare Commission meeting agendas
- ◆ Maintain records in accordance with civil service regulations
- ◆ Schedule and coordinate entry level and promotional testing
- ◆ Schedule employee hearings before the Commission
- ◆ Assemble documents and evidence and prepare findings of the Commission

**OPERATIONAL OBJECTIVES –**

1. Provide administrative support to the Civil Service Commission
  - ◆ timely and accurate agenda materials
  - ◆ maintain records of meetings, hearings, and other commission activities
  
2. Administer provisions of municipal civil service for police officers in accordance with state law and local commission rules and regulations
  - ◆ conduct entry level and promotional testing
  - ◆ maintain eligibility lists
  - ◆ maintain records of certification and appointment and other personnel documents
  - ◆ coordinate employee hearings and assemble documents and evidence

**POSITIONS** --- Three (3) members of Civil Service Commission appointed by the City Council

Director of Administrative Services (*included in Administration Department under the direction of the City Manager*)

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 CIVIL SERVICE  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>PERSONNEL SERVICES</u>							
517-9335	PS-TRAINING & TRAVEL-STAFF	0	0	0	0	0	0
517-9336	PS-TRAINING & TRAVEL- COMM.	786	0	0	0	0	0
EXPENSE CATEGORY TOTAL		786	0	0	0	0	0
<u>SPECIAL SERVICES</u>							
517-9410	SS-ADVERTISING	560	584	700	700	634	700
517-9425	SS-DUES & SUBSCRIPTIONS	0	159	0	0	140	166
517-9435	SS-LEGAL EXPENSES	703	5,947	3,000	40,000	40,000	5,000
517-9460	SS-EXAM MAT & SVCS-ENTRY	363	533	800	800	500	400
517-9461	SS-EXAM MAT & SVCS-PROMOTIONA	1,500	1,500	0	0	0	1,700
EXPENSE CATEGORY TOTAL		3,126	8,723	4,500	41,500	41,274	7,966
<u>SUPPLIES AND MATERIALS</u>							
517-9560	SM-OFFICE SUPPLIES	92	182	100	100	0	0
EXPENSE CATEGORY TOTAL		92	182	100	100	0	0
*** DEPARTMENT TOTAL ***		4,004	8,905	4,600	41,600	41,274	7,966

517-9410 SS-ADVERTISING CURRENT YEAR NOTES:  
 Advertising expenses for entry level and promotional testing

517-9435 SS-LEGAL EXPENSES CURRENT YEAR NOTES:  
 Legal expenses, including expenses related to mediation and arbitration, related to administration of civil service regulations

517-9460 SS-EXAM MAT & SVCS-ENTRY CURRENT YEAR NOTES:  
 Exam materials and services for police officer entry level testing

517-9461 SS-EXAM MAT & SVCS-PROMOTIONAL CURRENT YEAR NOTES:  
 Exam materials and services for police officer promotional testing

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 CDBG DSR ROUND 1  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SPECIAL SERVICES</u>							
518-9403	SS-ADMINISTRATIVE-FEDERAL	71,458	75,788	0	29,150	29,150	0
518-9404	SS-ENGINEERING-FEDERAL	122,116	157,308	0	57,749	57,749	0
518-9405	SS-ACCOUNTING SERVICES	0	0	0	4,500	4,500	0
518-9406	SS-CONTRACTOR-FEDERAL	0	1,124,547	0	649,267	649,267	0
518-9409	SS-ADVERTISING-LOCAL	0	0	0	151	151	0
518-9410	SS-ADVERTISING-FEDERAL	662	1,953	0	687	687	0
EXPENSE CATEGORY TOTAL		194,236	1,359,596	0	741,504	741,504	0
<u>SUPPLIES AND MATERIALS</u>							
518-9560	SM-OFFICE SUPPLIES & POSTAGE	60	0	0	0	0	0
EXPENSE CATEGORY TOTAL		60	0	0	0	0	0
***	DEPARTMENT TOTAL ***	194,296	1,359,596	0	741,504	741,504	0

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
 CDBG DSR ROUND 2  
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<u>SPECIAL SERVICES</u>							
519-9403	SS-ADMINISTRATIVE-FEDERAL 2.1	0	0	0	72,745	72,745	0
519-9404	SS-ENGINEERING-FEDERAL 2.1	0	0	0	87,850	87,850	0
519-9406	SS-CONTRACTOR-FEDERAL 2.1	0	0	0	617,995	617,995	0
519-9409	SS-ADVERTISING-LOCAL 2.1	0	0	0	0	0	0
519-9410	SS-ADVERTISING-FEDERAL 2.1	180	0	0	650	650	0
EXPENSE CATEGORY TOTAL		180	0	0	779,240	779,240	0
<u>SUPPLIES AND MATERIALS</u>							
519-9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
***	DEPARTMENT TOTAL ***	180	0	0	779,240	779,240	0

2012/13 OPERATING BUDGET

01 -GENERAL FUND  
CDBG 2011-12 GRANT  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<hr/>							
<u>SPECIAL SERVICES</u>							
520-9410	SS - ADVERTISING	99	0	0	0	0	0
EXPENSE CATEGORY TOTAL		99	0	0	0	0	0
*** DEPARTMENT TOTAL ***		99	0	0	0	0	0
		=====	=====	=====	=====	=====	=====

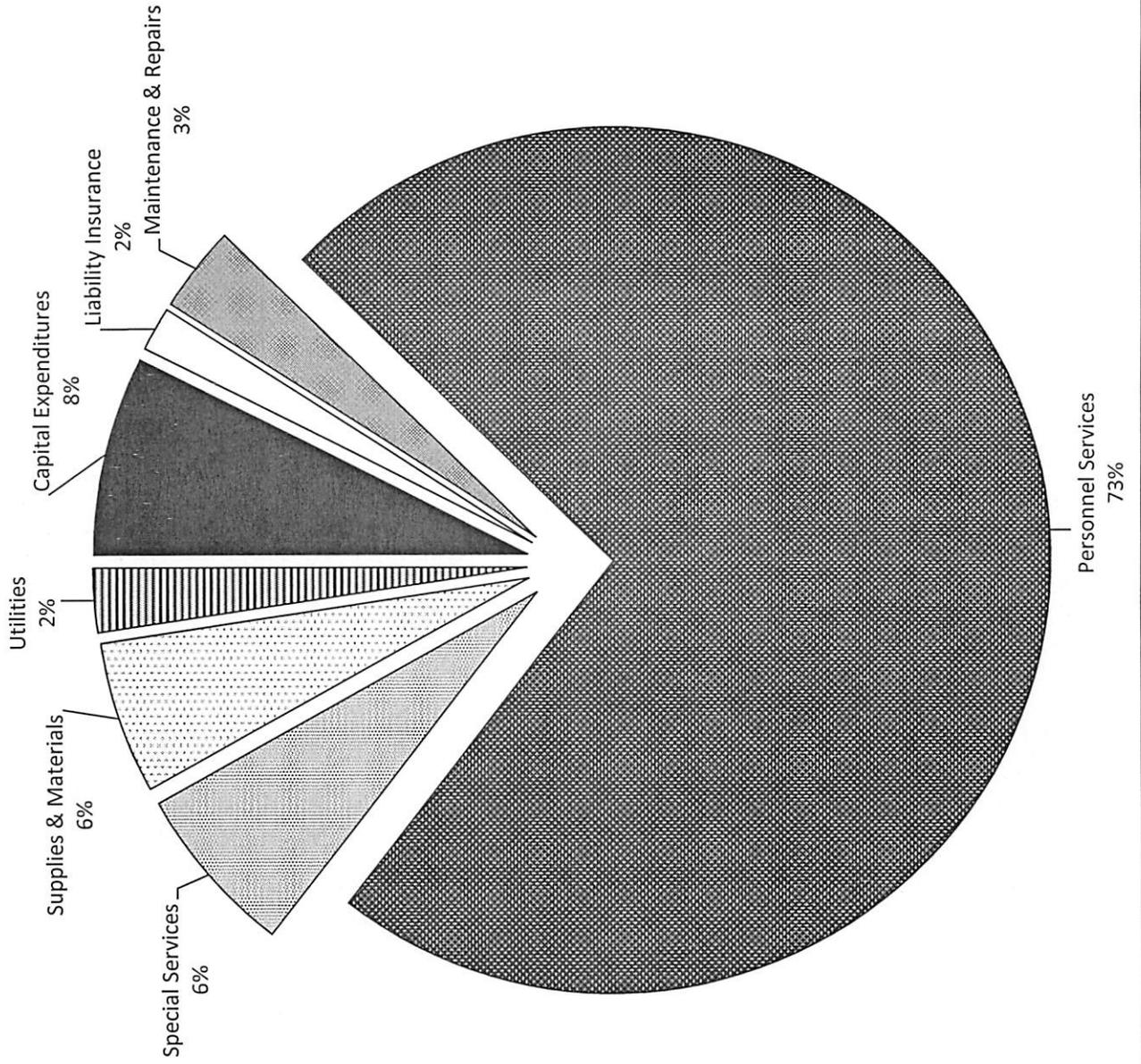
2012/13 OPERATING BUDGET

01 -GENERAL FUND  
CDBG 2013-14 GRANT  
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2009/10	ACTUAL 2010/11	ORIGINAL 2011/12	AMENDED 2011/12	PROJECTED Y/E 2011/12	CC BUDGET 2012/13
<hr/>							
<u>SPECIAL SERVICES</u>							
521-9410	SS - ADVERTISING	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
*** DEPARTMENT TOTAL ***		0	0	0	0	0	0
*** TOTAL EXPENSES ***		5,764,281	6,472,914	4,532,060	6,396,143	6,290,585	4,567,560

\*\*\* END OF REPORT \*\*\*

# 2012/13 Operating Expenditures by Category



## APPENDIX A

# FACTS AND FIGURES

# FACTS AND FIGURES

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## City Government

Year Incorporated	January 21, 1978
Home Rule Charter Adopted	August 8, 1981
Government	Council-Manager
City Council	Mayor and five at-large Councilmembers

## Physiographic

Land Area	16.0 square miles
Miles of Streets	92 miles
Longitude Range	W 95° 105'
Latitude Range	N 29° 377'
Elevation Range	20' - 28'

## Demographics

### Population

1990	8,429
2000	9,548
2010	12,222

### Population by Race and Ethnicity (2000 and 2010 US Census)

White	94.9% / 93.8%	9063	/	11,466
Black or African American	0.3% / 0.4%	24	/	46
Asian	0.2% / 0.5%	22	/	60
American Indian	0.6% / 0.5%	55	/	58
Other	2.9% / 3.4%	282	/	409
Two or more races	1.1% / 1.5%	102	/	183
<i>of Hispanic Origin</i>	<i>10.8% / 11.6%</i>	<i>1029</i>	<i>/</i>	<i>1412</i>

### Median Age (2000 and 2010 US Census)

1990 / 2000	32.7 / 36.1
2010	40.5

### Age Distribution (2000 and 2010 US Census)

Under 20	30.7% / 27.2%	2932	/	3326
20 to 44	34.4% / 29.0%	3276	/	3550
45 to 64	23.9% / 29.6%	2283	/	3604
65 +	11.0% / 14.2%	1057	/	1742

### Median Household Income (dollars)

1990 / 2000 US Census	33,834 / 50,567
2010 US Census	63,617

### Median Household Size (2000 and 2010 US Census)

Average household size	2.73 / 2.67
Owner-occupied	2.76 / 2.70
Renter-occupied	2.62 / 2.54
Average family size	3.1 / 3.03

### Housing Units (2000 and 2010 US Census)

Total housing units	3,723 / 4,957
Occupied housing units	3,492 / 4,583

## APPENDIX B

# AD VALOREM TAX STRUCTURE

# Ad Valorem Tax Structure

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## City of Santa Fe Five-Year History of Tax Rate and Budgeted Levy

Fiscal Year	Assessed Valuation	Tax Rate per \$100	Current Levy
2012	485,340,644	0.3147	1,684,479
2011	482,539,055	0.3114	1,648,866
2010	469,784,510	0.3114	1,601,865
2009	440,864,612	0.3114	1,500,500
2008	375,830,543	0.3114	1,291,012
2007	368,284,777	0.2992	1,217,192
2006	346,439,856	0.2992	1,197,294
2005	334,513,372	0.2824	1,110,088
2004	368,866,078	0.2747	1,013,275
2003	352,884,478	0.2719	959,493
2002	317,558,657	0.2719	863,442
2001	294,960,808	0.2620	772,797

\*\* The 2009 Assessed Valuation includes \$75,643,263 from properties annexed in March, 2008.

\* Beginning in 2005, the Assessed Valuation is the freeze adjusted taxable value; however, the current levy includes the levy on the freeze ceiling.

## History of Tax Rates

Fiscal Year	Effective Tax Rate	Tax Rate per \$100
2012	0.3147	0.3147
2011	0.3060	0.3114
2010	0.2954	0.3114
2009	0.3248	0.3114
2008	0.2969	0.3114
2007	0.2870	0.2992
2006	0.2784	0.2992
2005	0.2627	0.2824
2004	0.2667	0.2747
2003	0.2533	0.2719
2002	0.2530	0.2719
2001	0.2544	0.2620
1/2 cent sales adopted for property tax reduction		
2000	0.3419	0.3521
1999	0.3438	0.3541

**APPENDIX C**

**COUNCIL ACTION**

**BUDGET AND  
TAX RATE**

**CITY OF SANTA FE**

**ORDINANCE #20-2012**

**AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, ADOPTING  
THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012**

\* \* \* \* \*

WHEREAS, the City Manager of the City of Santa Fe, Texas, has prepared a proposed City budget for the fiscal year beginning October 1, 2012, and ending September 30, 2013; and

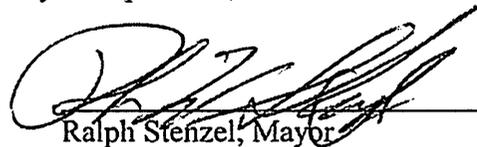
WHEREAS, a public hearing was duly held and all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

WHEREAS, after discussion, study, and consideration of the proposed budget, the City Council is of the opinion that the budget should be approved and adopted;

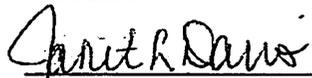
**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF SANTA FE, TEXAS:**

That the proposed budget for the fiscal year beginning October 1, 2012, and ending September 30, 2013, for the support of the general government of the City of Santa Fe, Texas, attached hereto and marked Exhibit "A", is hereby adopted in accordance with Article 9, Section 9.03 of the City Charter and shall constitute the budget of the City of Santa Fe, Texas, for the fiscal year beginning October 1, 2012.

**PASSED AND APPROVED** by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 27<sup>th</sup> day of September, 2012.

  
Ralph Stenzel, Mayor

ATTEST:

  
Janet L. Davis, City Secretary

**CITY OF SANTA FE**

**ORDINANCE #21-2012**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE, TEXAS, ESTABLISHING AN AD VALOREM TAX RATE; DATE WHEN AD VALOREM TAXES BECOME DELINQUENT; RATE AS OF ASSESSMENT; PROVIDING FOR CERTAIN EXEMPTIONS; PENALTY AND INTEREST FOR DELINQUENT TAXES AND SAVINGS CLAUSE.**

\* \* \* \* \*

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANTA FE, TEXAS:**

Section 1. That Ad Valorem property taxes for the year 2012 shall be at the rate of \$0.3147 per ONE HUNDRED DOLLARS (\$100.00) valuation on all real and personal property located within the Corporate Limits of the City of Santa Fe, Texas, as of January 1, 2012, subject to all exceptions and exemptions provided by the Constitution and Statutes of the State of Texas and the exemptions as provided in Section 4 hereof.

Section 2. That all property to be assessed under or in compliance with Section 1 hereby shall be assessed at ONE HUNDRED PERCENT (100%) of the actual market value.

Section 3. Ad Valorem property taxes for the year 2012 shall be deemed delinquent if not paid prior to February 1, 2013.

Section 4. The first FIFTEEN THOUSAND DOLLARS (\$15,000.00) of the market value of residence homesteads of persons, married or unmarried, including those living alone, who are under a disability for purposes of payment of disability insurance benefits under Federal Old Age, Survivors and Disability Insurance or its successors or of married or unmarried persons sixty-five (65) years of age or older, including those living alone, shall be exempt from all Ad Valorem taxes hereby levied. An eligible disabled person who is sixty-five (65) years of age or older may not receive both exemptions in the same year but may choose either. Exemptions shall be allowed for disabled veterans, as defined by Section 2, of Article VIII of the Constitution of the State of Texas to the maximum extent as allowed thereby. All lands designated as

agricultural lands under the provisions of Article VIII of the Constitution of the State of Texas shall be eligible for agricultural valuation.

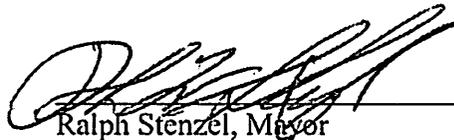
Section 5. An ad valorem tax freeze on the homesteads of disabled individuals or individuals age sixty-five or older, which is governed by §11.261 of the Tax Code, has been established by Ordinance No. 06-2004 of March 11, 2004, and remains in effect according to the terms set out in those regulations.

Section 6. A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1, 2013. However, a tax delinquent on July 1, 2013 incurs a total penalty of twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax accrues interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid.

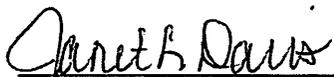
Section 7. An additional penalty of twenty percent (20%) of the amount of taxes, penalty, and interest due shall be charged if collection of the same has been placed in the hands of an attorney pursuant to the terms of Section 33.07 and Section 6.30 of the Property Tax Code.

Section 8. If any Section, paragraph, subdivision, clause, phrase, or provision of this Ordinance shall be adjudicated, invalid, or unconstitutional, or be unenforceable, for any reason, the same shall not affect the validity of the remainder of this Ordinance.

**PASSED AND APPROVED** by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 27<sup>th</sup> day of September, 2012.

  
\_\_\_\_\_  
Ralph Stenzel, Mayor

ATTEST:

  
\_\_\_\_\_  
Janet L. Davis, City Secretary

**APPENDIX D**

**GENERAL FUND  
ACCOUNT CODES**

**CITY OF SANTA FE  
DETAIL GENERAL FUND ACCOUNT CODES**

**REVENUES**

**TAXES AND FRANCHISE FEES**

TAX REVENUE - CURRENT YEAR - Collection of current ad valorem taxes levied on both real and personal properties within the city boundaries

TAX REVENUE - DELINQUENT - Collection of prior years ad valorem taxes levied on both real and personal properties within the city boundaries

TAX REVENUE - P&I - Penalty and interest charges assessed on ad valorem taxes paid after the due date

TAX REVENUE – RENDERED PENALTIES – Collection of penalties for businesses failing to render their business personal property

EXCESS FUNDS – PROPERTY TAX SALE – Funds from a property tax sale in excess of monies due for payment of property taxes

TAX CERTIFICATES - Fee to search tax records, upon request, and issue written statement of status of ad valorem taxes

CONTRACT FEE - GARBAGE - Fee collected by the contractor from customers utilizing residential refuse collection services

FRANCHISE FEE - CABLE - Fee collected from cable franchise provider for the privilege of using the public right-of-way

FRANCHISE FEE - GAS - Fee collected from gas franchise provider for the privilege of using the public right-of-way

FRANCHISE FEE - ELECTRICITY - Fee collected from electricity franchise provider for the privilege of using the public right-of-way

FRANCHISE FEE - TELEPHONE - Fee collected from telephone franchise provider for the privilege of using the public right-of-way

CITY SALES TAX - City sales and use tax (2%) collected on behalf of the City by the State Comptroller from businesses located in the City. The City retains 1 percent for the general fund, transfers ½ percent for property tax reduction, and remits ½ percent to the Economic Development Corporation

ADDITIONAL SALES TAX – PROPERTY TAX REDUCTION - Sales and use tax collected by the State Comptroller at the rate of ½ percent to be used to reduce the property tax rate, as approved by the voters at an election in May, 2001.

MIXED BEVERAGE TAX - A gross receipts tax imposed on the amount received by a business for the sale or service of mixed beverages within the City. This tax is collected on behalf of the City by the State Comptroller.

### LICENSE AND PERMIT FEES

WRECKER - Fees for permits issued to wrecker businesses and drivers

PEDDLERS/VENDOR LICENSES - Fees for permits issued to street vendors and door-to-door salespeople

ALCOHOLIC BEVERAGE - Fees for licenses to sell alcoholic beverages within the city limits, based on one-half the cost of state licenses

OIL WELL DRILLING - Non-refundable filing fee for permit applications to drill and operate a new well and to redrill, workover, or recomplete an existing well

HAZARDOUS MATERIALS - Fees collected for permits issued for transportation of industrial waste or hazardous materials

ANIMAL CONTROL TAGS - Registration fees for dogs and cats (County animal shelter began collecting these fees on behalf of the City effective 1 January 1995)

IMPACT FEES – STREETS – Fees collected from developers for necessary street improvements

IMPACT FEES – DRAINAGE – Fees collected from developers for necessary drainage improvements

CULVERTS - Fees for installation of culverts

BUILDING PERMITS – Fees collected for development and construction permits issued

PLAN REVIEW FEES – Fees charged for review of building plans (25% of building permit fee in 02/03, then maximum of 50% each year thereafter)

MANUFACTURED HOMES – Fees collected for permits issued for manufactured homes moved into or within the City

MANUFACTURED HOME PARK LICENSING – Fees collected for licenses issued for the operation of any mobile home park

ELECTRICAL LICENSES - Fees collected for licenses issued to electricians and electrical contractors

SALVAGE YARDS – Fees collected for permits issued for the operation of a salvage yard

HOUSE MOVING – Fees collected with an application to move into the city or relocate within the city a house, building, or structure

PIPELINE - Fees for permits issued for pipelines in operation within the City

SECURITY ALARM INSPECTION FEE – Fees collected for inspections of security alarm systems

SUBDIVISION PLAT FILING FEE - Fees to cover expenses associated with developer-initiated subdivision plats, including filing fees, engineering fees, survey fees, etc.

COMMUNITY PARK FEE - Fees collected when new residential development permits are issued to be used for the improvement and maintenance of existing and future park and recreational facilities

ZONING CHANGE REQUEST FEE - Fees for costs associated with applications for zoning changes and variances

ZONING PERMIT FEE – Fees collected for permits issued to determine the zoning status of the property

OFF-PREMISE SIGNS – Fee charged to developer for estimated expenses of signs to advertise subdivision under construction

FIRE PREVENTION FEE – Fees collected for permits issued, such as burn permits, fire alarm systems, fire suppression systems, fire safety inspections, and certificates of occupancy

## **FINES AND FORFEITS**

**UNRECONCILED COURT FINES** – Discrepancies between tickets receipted and fines collected

**MUNICIPAL COURT FINES** - Fines and penalties imposed and collected through municipal court for violations of city ordinances, traffic laws, and regulations

**BUILDING SECURITY FUND** - Municipal court cost security fee collected through municipal court upon conviction of certain offenses and to be used to provide security for the municipal court, its employees, and judges

**TECHNOLOGY FUND** - Municipal court cost technology fee collected through municipal court upon conviction of certain offense and to be used for the purchase of technological enhancements for the municipal court

**LIBRARY FINES** - Fines for overdue and lost circulation materials

**CASH BOND FORFEITURES** - Funds forfeited from cash bonds posted for oil and gas exploration and workover, pipeline installation, and seismic exploration

## **INTERGOVERNMENTAL REVENUES**

**DARE PROGRAM** - Reimbursement for expenses of the DARE program as per the terms of the agreements

**ECONOMIC DEVELOPMENT CORPORATION** – Reimbursement for administrative services provided by the City to the EDC through an Administrative Services Agreement

**SFISD LAW ENFORCEMENT** - Reimbursement for expenses of law enforcement services at the Santa Fe Independent School District as per terms of contract (contract not renewed for 00/01 school year and beyond - SFISD employed their own police department)

**TRAINING FUNDS FROM STATE** - Funds submitted to the police department to be used specifically for training of police personnel

**SPECIAL CRIMES INVESTIGATOR** - State grant funds for Special Crimes Investigator (Year 4 ended 9/30/97 - Did not apply for Year 5)

**NARCOTICS TASK FORCE / DRUG ENFORCEMENT AGENCY** - Reimbursement for certain personnel services of officer assigned to the Galveston County Narcotics Task Force or the Drug Enforcement Agency

CONTRIBUTION – Galveston County, Texas Department Transportation – Contributions from another governmental agency, such as infrastructure facilities acquired by the City through annexation or improvements to infrastructure related to state highway improvement projects

POLICE GRANT - Grant funds for certain police projects or programs

STATE HOMELAND SECURITY GRANT – Funds awarded to the city by the US Department of Homeland Security for purchases of specialized equipment for domestic preparedness

LIBRARY GRANT - Grant funds for certain library projects

AUTO CRIMES TASK FORCE - Reimbursement for certain personnel services of officer assigned to the Galveston County Auto Crimes Task Force

SFISD - CANINE UNIT - Reimbursement for expenses of canine unit services at the Santa Fe Independent School District as per terms of contract

SETH GRANT - WATER/SEWER - Grant funds provided to the city in May, 2000, by the Southeast Texas Housing Finance Corporation for infrastructure improvements

#### **MISCELLANEOUS REVENUE**

FILING FEE - ABANDONMENT - Filing fee for request to abandon a city street, alley, or public way

COMMUNITY CENTER RENTAL – Rental fee for use of Thelma Webber Community Center

COMMUNITY CENTER DEPOSIT FORFEITURES – Funds retained upon forfeiture of deposit for use of community center for necessary repairs or cleaning of facility following use

LIBRARY MEETING ROOM - Rental fee for use of meeting room at library

BRUCE LIBRARY EXPANSION - Donations for library expansion

PENNIES FOR PROGRAMMING – Donations received to assist with programming costs at the library

CHILD SAFETY FAIR DONATIONS – Monies donated specifically for expenses associated with the annual Child Safety Fair endorsed and sponsored by the City

LIBRARY MEMORIAL FUND - Monies donated to the library for a specific purpose (usually for book purchases in memory of a family member or friend)

LIBRARY PROGRAM DONATIONS - Donations received to assist with special library programs and projects

PARK FUNDRAISERS AND DONATIONS - Donations to the parks board and fundraiser proceeds for expenses associated with special programs and activities, such as the annual Easter egg hunt expenses

ANNIVERSARY FUND DONATIONS - Donations received for 20 year anniversary celebration in January, 1998

SALE OF ANNIVERSARY T-SHIRTS - Revenue from sale of T-shirts celebrating 20 year anniversary in January, 1998

INTEREST AND INVESTMENT INCOME - Interest earned on checking accounts and investments

INTEREST - LIBRARY EXPANSION - Interest earned on donations received and deferred for library expansion

INTEREST - SPECIAL PROJECTS/PARKS - Interest earned on funds reserved for special projects/park improvements

TURNER PARK FUND DONATIONS - Memorial donations made upon the death of former Councilmember Leila Turner to be used toward park improvements

BRADY BILL APPLICATIONS - Processing fee for firearm purchase application inquiry, as required by the Brady Bill

COPIES/MAPS - Charges for copies of city documents, including requested copies of police reports and fingerprinting services, and purchases of city maps

MISCELLANEOUS - Monies collected from developers for three years of estimated costs of street lights installed in new subdivisions

SANTA FE FIRE AND RESCUE DONATION - Cash donations for fixed assets purchased jointly under a written agreement or fixed assets purchased by Santa Fe Fire and Rescue and donated to the city

LEASE OF PROPERTY - Revenue from leasing of city-owned buildings and property

SALE OF ASSETS - Proceeds from sale of city assets no longer used or needed

OTHER FINANCING SOURCES - Monies from other sources, such as time warrants and financing resources

COMMISSION ON TELEPHONES-JAIL - Commission paid to city for usage of telephones installed in jail

PG&E SETTLEMENT - Litigation settlement funds paid to the city in June, 2000, for previous operation of natural gas pipelines in the city without a franchise agreement

INSURANCE REIMBURSEMENT - EQUIPMENT – Proceeds from insurance company for substantial repairs or to replace insured property or equipment

FEMA FUNDS – Funds received from the Federal Emergency Management Agency for reimbursement of city costs to provide disaster relief

MISCELLANEOUS – Unclassified revenue

APPROPRIATED FUND BALANCE – Amount of funds needed from previous year's ending fund balance to meet the current year's proposed expenditures

SAMHSA GRANT – Funds associated with the Substance Abuse and Mental Health Services Administration (SAMHSA) grant

HOME PROGRAM - Funds associated with the HOME program grant consisting of federal funds, state funds, administrative expense reimbursement, and repayment of funds for release of lien

IN-KIND CONTRIBUTIONS – Non-cash assistance in materials or services

CDBG GRANT – Funds associated with the Community Development Block Grant consisting of federal, state, and local funds for community development projects

## **EXPENDITURES**

**CAPITAL ASSET EXPENDITURES** – Land, land improvements, buildings, building improvements, infrastructure machinery, equipment, vehicles, furniture, etc. with an estimated economic useful life in excess of one year that meet the city's capital asset policy capitalization threshold. Improvements classified as maintenance that do not increase the value are not included as a capital asset.

**BUILDINGS AND STRUCTURES** - Includes buildings and attachments, structures, fences, playgrounds, etc.

**FURNITURE AND OFFICE EQUIPMENT** - Purchases of desks, chairs, rugs, typewriters, calculators, copiers, computer hardware and software, filing cabinets, beds, etc.

**INSTRUMENTS** - Purchases of such items as radio instruments, chemical apparatus, recreational or educational apparatus, cameras, projection machines, surveying instruments, scales, telephones, fire extinguishers, etc.

**LIBRARY SIGN DONATION** - Recognizing partial donation of outside library marquee

**MACHINERY, TOOLS, AND EQUIPMENT** - Purchases of such items as shop and plant equipment, major tools, stationary machinery and motors, heating and refrigeration units, generators, etc.

**MOTOR VEHICLES** - Purchases of automobiles, trucks, trailers, backhoes, tractors, mowers, loaders, ditching machines, road rollers, sweepers, and all other rolling stock that is numbered

**EQUIPMENT - CRIME PREVENTION** - Purchases of equipment from the proceeds of seized property or from the sale of donated crime prevention assets

**CAPITAL OUTLAY – CAPITAL LEASE** – Financing arrangements for acquisition leading to ownership of capital assets

**PARKING LOT IMPROVEMENTS** - Expenses associated with the improvement of the Mae S. Bruce Park parking lot and the construction of the parking lot at the community center

**GAZEBO CONSTRUCTION** - Expenses associated with the construction of the gazebo at the Mae S. Bruce Park in celebration of the City's 20<sup>th</sup> anniversary in January, 1998

800 TRUNKING SYSTEM - Funds set aside for the purchase of the trunked radio system

STREET IMPROVEMENTS - Expenses of major street projects, such as the annual street paving program

CONTRIBUTION BY GALVESTON COUNTY/TXDOT/DEVELOPER – Contributions made by another governmental agency or a developer, such as infrastructure facilities acquired by the City through annexation, improvements to infrastructure related to state highway improvement projects, or facilities acquired through acceptance of new subdivision infrastructure

### INSURANCE

FIRE, LIABILITY, AND EXTENDED COVERAGE - Premiums for fire, municipal liability, windstorm, and comprehensive coverage for the City and coverage for the canine, including liability and mortality

### MAINTENANCE & REPAIRS

BUILDINGS AND STRUCTURES - Buildings, structures, fences, etc., including purchases of light bulbs. Also includes maintenance of playground equipment and fall area.

FURNITURE AND OFFICE EQUIPMENT - Includes maintenance of desks, filing cabinets, chairs, typewriters, calculators, computers, copiers, postage machines, etc.

GROUNDS MAINTENANCE - Expenses associated with maintenance of landscaping, including purchases of soil, mulch, fertilizer, trees, plants, etc., and with maintenance of park benches, tables, and other small park accessories

INSTRUMENTS - Includes maintenance of such items as radio instruments, chemical apparatus, recreational or educational apparatus, telephones, pagers, and inspection/repair of fire extinguishers

MACHINERY, TOOLS, AND EQUIPMENT - Includes maintenance of such items as stationary machinery, shop and plant equipment, major tools, fire hoses, push lawn mowers, heating and refrigeration units, generators, and portable pumps

MOTOR VEHICLES - Maintenance of vehicles and equipment (such as riding lawn mowers), including car washes and the purchase of parts, tires, and batteries

PARKING LOT – Expenses associated with the maintenance of the parking lots at city-owned facilities

STORM SEWERS - Drainage maintenance including the purchase of culverts

STREETS AND ROADWAYS - All purchases for maintaining streets and roads

### **PERSONNEL SERVICES**

CERTIFICATION PAY - Pay for certificates obtained through courses of study undertaken for the purpose of maintaining or improving job skills, such as intermediate, advanced, and masters TCLEOSE certificates

COURT COSTS - Officers' pay for court appearance

RETIREMENT CONTRIBUTION - City's matching retirement contribution

EXTRA HELP - Pay for hours worked by temporary employees including their overtime, and certain contract services, except janitorial

GROUP INSURANCE BENEFITS - Premiums for group benefits for all eligible City employees

JANITORIAL - Pay for contract labor for janitorial services

LONGEVITY – Employee compensation payments made in recognition of length of service. Longevity payments are five dollars per month per year of service, payable after one year of employment.

MEDICARE AND SOCIAL SECURITY CONTRIBUTION - City's matching contribution for certain employees as required by law (effective 4/1/86 for medicare; effective 1/1/92 for social security for employees not eligible to participate in the city's retirement plan)

OVERTIME - Pay for regular hourly employees for time worked in excess of regular hours (hours may be paid at straight time or time and one half depending upon FLSA rules and administrative policies)

REGULAR PAYROLL - Pay for regular hours worked by regular employees; includes holiday pay for certain law enforcement personnel

AUXILIARY POLICE PAYROLL – Compensation paid to auxiliary police officers for hours worked in the Special Traffic Enforcement Program (STEP)

TRAINING AND TRAVEL – Expenditures for registration fees, transportation, meals, hotel, training materials for conferences, classes, and seminars attended by the City Council, city staff, and board and commission members

TRAINING – SAMHSA – Expenditures related directly to and authorized by the Substance Abuse and Mental Health Services Administration grant

TRAINING - LEOSE – Expenses, utilizing state funds allocated to the police department, related to specific training of police personnel

UNEMPLOYMENT TAXES - Contribution to Texas Employment Commission for quarterly report of wages

UNIFORM/CAR/CELL PHONE ALLOWANCE - Compensation for uniform maintenance for uniformed personnel, clothing allowance if assigned to non-uniform duty, and compensation for approved use of personal automobile or cellular phone

WARRANT FEES - Fees paid to police officers for serving warrants

WORKERS' COMPENSATION - Premiums for workers' compensation coverage for all city employees and elected and appointed officials

### **SPECIAL SERVICES**

ACCOUNTING SERVICES - Audit fees associated with annual financial statements

AD VALOREM - Printing services for tax rolls and posted tax rolls

ADVERTISING - Cost of printing or publishing public notices and ordinances, advertising for bids and personnel, and promotional advertising of city services, programs, and activities --- does not include election advertising

ANIMAL CONTROL - Contract fees for animal control services

ANIMAL SHELTER - Contract fees for housing of animals picked up by animal control

ANNIVERSARY FUND - Expenses associated with City's 20<sup>th</sup> anniversary celebration in January, 1998

APPRAISAL DISTRICT - City's share of Central Appraisal district budget for property appraisal services

CONFIDENTIAL INFORMANT FUND - Purchases for undercover expenditures and pay to informants

DEBT SERVICE - TIME WARRANTS - Quarterly payments on time warrants issued in 1993 for the purchase of the City Hall facility (Final payment in 02/03.)

DUES AND SUBSCRIPTIONS - Membership dues for professional organizations and associations; subscriptions to professional journals, publications, and directories; fuel tank registration fees; and fees for Internet provider

ECONOMIC DEVELOPMENT PROJECTS AND PROGRAMS - Monies set aside to fund economic development projects and programs identified annually by the City Council

ELECTION EXPENSES - Expenditures, including advertising, to conduct municipal elections

EQUIPMENT RENTAL - Costs associated with the rental of capital equipment, such as chippers, mixers, generators, etc., and the rental of small tools, on a short-term basis

EXAM MATERIALS - Materials associated with administering exams for entry level and promotional police positions according to collective bargaining and civil service regulations

HEALTH DEPARTMENT - Contract fees for water pollution monitoring services

HOME PROGRAM - Expenses associated with HOME program funding consisting of first time homebuyer grant assistance funded by federal and state funds

JUDGE - Municipal Court Judge services and Alternate Municipal Court Judge retainer fee

JURY, WITNESS, AND INTERPRETER FEES - Expenses associated with municipal court such as recording, jury, and witness fees, and court interpreter and translator services

LEGAL EXPENSES - Fees for legal services

MEDICAL EXPENSES - Drug testing and physicals for applicants and employees

ORDINANCE CODIFICATION - Expenses to annually update the Code of Ordinances and the Zoning Ordinance and to purchase new and replacement code books

PRINCIPAL AND INTEREST PAYMENTS – Operational Loan – Principal and Interest payments made on bank loan to fund operational expenses related to disaster relief

PRISONER SUPPORT - All expenses relating to prisoners including food, blankets, etc.

PROFESSIONAL/CONTRACT SERVICES - Fees for professional services, including engineering, surveying, consulting, warrant collection and other contracts, etc., and costs of services for special projects, such as nuisance abatement. Includes registration fees to TNRCC for water well testing, fuel tank testing fees, and subdivision plat filing expenses initiated by City.

PROSECUTOR - Municipal Court Prosecutor services

SUBDIVISION FILING FEES – Filing fees necessary to record subdivision plats

SOFTWARE MAINTENANCE SERVICES - Services for software support and licensing

## SUPPLIES AND MATERIALS

BUILDINGS & IMPROVEMENTS – Buildings, attachments, structures, fences, etc. that do not meet the city’s capital asset policy capitalization threshold.

CANINE SUPPLIES AND CARE - Food, veterinary care, training materials, and other supplies for canine used in drug detection and enforcement

CERTIFICATES, PLAQUES, ETC. - Frames for pictures and proclamations, proclamation paper, certificates, plaques, nameplates, engraving, etc.

CHEMICAL, MEDICAL, AND SURGICAL - Insecticides, rodent poison, liquid chlorine, weed killer, etc., medical expenses of victims, and DPS lab expenses

CIRCULATION MATERIALS - Includes books, magazines, videos, CDs, DVDs, etc., including those items originally lost by patron and then returned

CRIME PREVENTION SUPPLIES - Supplies used for the DARE and crime prevention programs

EMERGENCY SUPPLIES - Food and supplies for personnel at Emergency Operations Center (EOC) or for special organized activities necessitating continued monitoring for peacekeeping or safety reasons

EQUIPMENT OPERATING LEASE - Lease payments on equipment, such as copiers, etc.

FIRE MARSHAL SUPPLIES AND MATERIALS - All supplies and materials used by the fire marshal to perform inspections and keep records

FURNITURE AND OFFICE EQUIPMENT - Purchases of desks, chairs, rugs, typewriters, calculators, copiers, computer hardware and software, filing cabinets, postage machines, etc. that do not meet the city's capital asset policy capitalization threshold

FUEL - Gasoline and diesel fuels

INSTRUMENTS - Purchases of such items as radio instruments, chemical apparatus, recreational or educational apparatus, cameras, projection machines, surveying instruments, scales, telephones, pagers, fire extinguishers, taser cartridges and batteries, police flashlights and batteries, mobile video mics, etc. that do not meet the city's capital asset policy capitalization threshold

JANITORIAL - Includes cleaning preparations, deodorant disinfectants, wax, floor cleaning supplies, soap, trash bags, sanitary supplies, etc.

LANDSCAPING MATERIALS – Purchases of plants, trees, sand, bricks, etc. for new areas of foliage and for new sidewalks and walkways

MACHINERY, TOOLS, AND EQUIPMENT - Purchases of such items as shop and plant equipment, major tools, stationary machinery and motors, heating and refrigeration units, generators, push lawn mowers, portable pumps, etc. . that do not meet the city's capital asset policy capitalization threshold

MAPS – Purchases of various maps, or geographic representations, utilized for city operations, especially for long-range planning

MEMORIAL FUND - All purchases made from money donated for a specific purpose. (This account should not exceed the memorial fund revenue account.)

OFFICE SUPPLIES AND POSTAGE - Includes all consumable supplies necessary for use in the operation of an office – includes paper, printing, postage, stationery, pens, pencils, rubber bands, ink pads, paste, binders, filing supplies, ribbons, etc. Also includes coffee supplies.

PAMPHLETS AND SUPPLIES – Hurricane tracking charts and tips and other types of emergency management pamphlets and supplies

PARK EQUIPMENT – Playground equipment and materials and other small park accessories that do not meet the city's capital asset policy capitalization threshold.

SMALL TOOLS AND SUPPLIES - Those items which are liable to loss or rapid deterioration including small flashlights, shovels, shears, wrenches, crowbars, picks, barrels, brooms, brushes, film and developing, small household batteries, and items of a similar nature (normally under \$50)

SPECIAL PROJECTS AND ACTIVITIES - Expenses associated with a special project or activity, such as the park board annual Easter egg hunt, music-in-the-park, or Keep Santa Fe Beautiful projects

CHILD SAFETY FAIR / ICE CREAM SOCIAL – Expenses associated with the Child Safety Fair in odd-numbered years and the Ice Cream Social in even-numbered years

PROGRAMS AND PROJECTS - Supplies needed specifically for special programs and projects, such as the summer reading program at the library

TRAFFIC MARKERS AND MATERIALS - Includes any material for traffic signs and street marking/stripping and holiday decorations along streets and roadways

VEHICLE GRAPHICS AND SUPPLIES - Includes vehicle graphics and other new car supplies and equipment, such as duo and quad lights, strobe kits, and radar; the installation of equipment; and uninstal services to transfer equipment from one vehicle to another

WEARING APPAREL - Includes uniforms, badges, belts, boots, hats, slickers, gloves, safety vests, safety glasses, ear plugs, etc.

EQUIPMENT WARRANTY/LEASE – Funds expended through financing arrangements for purchases falling below the capital asset threshold

## UTILITIES

GAS - Charges for natural gas usage

LIGHT AND POWER - Charges for use of electrical energy provided by the utility vendor

STREET LIGHTS - Charges for street light installation and use of electricity

TELEPHONE - Communication expenses, including telephone lines, cellular phone service, and long distance charges

WATER - Charges for water usage

**ADMINISTRATIVE**

**COMPENSATED ABSENCES** - Change in value of current employees' accumulated vacation, accrued sick leave, floating holiday, and earned comptime at the fiscal year end

**CONTINGENCY FUND** - Funds reserved for certain unanticipated expenditures, such as an emergency situation or an extremely unusual circumstance or opportunity, which may arise during the fiscal year

**APPENDIX E**

**POLICIES**

# CITY OF SANTA FE

## POLICIES

\* \* \* \* \*

The following city policies are utilized by City staff in the ongoing activities of day-to-day management. These policies have been established by the City Council and are reviewed periodically. Policies are revised on an as-needed basis, to meet our current and future needs.

### BUDGET POLICY

To guide the budgeting process to ensure proper and effective financial management.

### SPECIAL PROJECTS FUND POLICY

To guide and direct the funding of special projects as first determined and recommended by the Santa Fe Economic Development Commission and then subsequently the City Council. (Prior to October 1, 2001, this policy was known as the Economic Development Fund Policy.)

### INVESTMENT POLICY

To guide and promote effective management of city funds.

### PURCHASING POLICY

To guide and direct the purchasing process of the City in order to acquire quality products and services at the most cost effective price or best value for the city.

### CAPITAL ASSET POLICY

To provide control and accountability over capital assets and to gather and maintain information needed for the preparation of financial statements.

### CODE OF CONDUCT

To provide guidance and convey expectations to public officials and employees in the conduct of their public and private actions and financial matters.

### PURCHASING CARD PROGRAM

To provide the City with an efficient and controllable method of making commodity, service, and travel purchases for the benefit of the City through a credit card issued by a purchasing card provider.

# **BUDGET POLICY**

## 1.00 General.

The budget of the City of Santa Fe is developed and enacted by the authority of the City Council under Chapter 102 of the Local Government Code and under Article 9 of the City Charter. This policy is designed to provide guidance to the City Council in exercising its budget responsibilities and in complying with the provisions of the City Charter. It is anticipated that future city councils will review this policy and make revisions as necessary.

## 2.00 Budget Process.

Prior to the submittal of the proposed budget by the City Manager, the City Council will provide the City Manager with guidance as to budget priorities for the coming fiscal year.

The City Council will review and discuss the proposed budget at one or more public meetings separate from and prior to the meeting at which the budget is adopted.

## 3.00 Revenue Estimates.

Revenue estimates in the budget will be based conservatively on recent historical collection data and on appropriate indicators of the local economy. The City Manager will monitor revenues throughout the fiscal year. If it becomes apparent that revenues will be less than budget estimates, the City Manager will inform the City Council and initiate corrective measures, mitigating any adverse impact on the city's fund balance.

## 4.00 Contingency Fund.

The budget may contain a contingency fund not to exceed the amount established in the City Charter (5 percent of proposed general fund expenditures.) The contingency fund may be used for certain unanticipated expenditures which may arise during the fiscal year. Such expenditures must relate either to an emergency situation or to an extremely unusual circumstance or opportunity that could not have been reasonably foreseen at the time of adoption of the budget. No expenditure from the contingency fund may be made without approval of the City Council.

5.00 Fund Balance.

The City shall attempt to maintain a general fund balance at a level sufficient to allow for variation in cash flows during the year, emergency expenditures, and unanticipated revenue shortfalls.

For the purpose of this policy, the fund balance is defined as current assets less current liabilities at the end of the most recent fiscal year.

As a matter of policy, the target amount for the fund balance should be equal to approximately three months' operating expenditures.

*(Section 1.00 - 5.00 adopted by Council Resolution #1993-37 of 9 December 1993.)*

## **SPECIAL PROJECTS FUND POLICY**

### 1.00 General.

The City Council established the Santa Fe Economic Development Review Commission (SFEDRC) by Resolution #1998-10 of July 9, 1998. The charge to the Commission was to review the need for economic development for the City and present proposals for implementation, if any, to the City Council. The Commission, by super majority, recommended that the City Council should develop an economic development program with primary emphasis on public works infrastructure improvements, identified as water/wastewater expansion, drainage, and streets/roads with secondary emphasis on parks. Since the passage of the Economic Development 4B sales tax in May, 2001, the City Council expanded the use of the fund to include Special Projects. All projects funded by this policy are reviewed and voted on by the City Council on a project by project basis.

### 2.00 Formula for Funding.

In order to fund the economic development projects recommended by the SFEDRC as well as any special projects, Council has chosen to use the ad valorem tax revenue generated from new construction during the current year. Additionally, any revenue generated by an increase in the effective tax rate (ETR) may be designated for these projects. For the purposes of this policy, effective tax rate is the rate calculated after the one half cent sales tax for property tax reduction is applied. The following formula is used to determine that revenue:

1. New construction value from certified tax roll :  $100 \times \text{effective tax rate (ETR)}$
2. Total value from certified tax roll :  $100 \times \text{ETR}$
3. Total value from certified tax roll :  $100 \times \text{ETR} + 3\%$
4. Subtract 2 from 3
5. Add 1 and 4 = special projects funding

### 3.00 Intent.

The above formula is intended to be used as a budgetary guide for funding of special projects during the current fiscal year. The Council may choose to fund more or less than the amount calculated by the formula. These funds are intended to be used to reinvest tax dollars generated from new growth the previous year into special projects for the current year. The amount of funding should be determined prior to formal adoption of the annual budget.

4.00 Projects.

Projects should be reviewed by Council and staff annually at the budget goal setting workshop. Project funding will be determined by a vote of the City Council, followed by a formal budget amendment as necessary. No funds budgeted will be automatically carried to the next fiscal year; however, budgeted funds may be moved to the Special Projects Fund Cash Account and reserved for future project funding by a vote of the City Council.

*(This policy includes all amendments made by the Council through the fiscal year 2001/2002, particularly Resolution #2001-19 of July 12, 2001, Resolution #2001-23 of September 13, 2001, Resolution #2001-33 of December, 2001, and Resolution #2003-02 of January 9, 2003.)*

## **INVESTMENT POLICY**

**INTRODUCTION.** The purpose of this document is to set forth the specific investment policy and strategy guidelines for the City of Santa Fe in order to achieve the goals of safety, liquidity, diversification, yield, and public trust for all investment activity. The City shall invest in a manner which will provide the highest rate of return with the maximum security while conforming to all state laws and statutes which govern the investment of public funds. The City Council of the City of Santa Fe shall review and adopt, by resolution, its investment strategies and policy not less than annually. The resolution shall include a record of the changes made to either the investment policy or strategy. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, Article 342a-2 V.T.C.S. (the “Act”)) to define, adopt, and review a formal investment strategy and policy.

**INVESTMENT STRATEGY.** The City of Santa Fe maintains a portfolio which utilizes the investment strategy considerations designed to address the unique characteristics of the fund group represented in the portfolio. Investment strategies for operating funds, commingled pools containing operating funds, and reserve funds have as their primary objective to assure the safety of the principal amount involved and to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short to medium term securities which will complement each other. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.

### **POLICY**

#### **SCOPE.**

This investment policy applies to all financial assets and funds of the City of Santa Fe. These funds are accounted for in the city’s comprehensive annual financial report and include the general fund, special revenue funds, debt service funds, and all other funds of the city.

#### **OBJECTIVES.**

The City of Santa Fe shall manage and invest its cash with five objectives, listed in order of priority: Safety, Liquidity, Diversification, Yield, and Public Trust. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law, the city charter, and this policy.

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

Safety. The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from securities defaults or erosion of market value. This can be accomplished largely through legal means by restricting investments to obligations of U.S. governmental entities or fully-secured deposits in financial institutions.

Liquidity. The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements.

Diversification. Consistent with other elements of this policy, no more than two-thirds of the City's invested funds will be placed in any single type of investment or any single financial institution, unless that institution also functions as the City's primary depository.

Yield. The City's cash management portfolio shall be designed to maximize the dollar income received over time, not the effective rate of return shown as a percentage figure on any given day. Yield considerations shall give way to safety and liquidity goals.

Public Trust. All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction which might impair public confidence in the City's ability to govern effectively.

## **RESPONSIBILITY AND CONTROL**

Investment Committee. An investment committee, consisting of the City Manager and the City Secretary/Treasurer, shall meet as necessary to discuss operational strategies and to monitor results.

Delegation of Authority and Training. Authority to manage the City's investment program is derived from a resolution of the City Council. The City Manager and City Secretary/Treasurer are designated as investment officers of the City and are responsible for investment decisions and activities. The investment officers shall attend at least one training session relating to the officer's responsibility under the Act within twelve (12) months after assuming duties, with a subsequent training session not less than once every

two (2) years and receive ten (10) hours of training. Such training from an independent source shall be approved or endorsed by either the Government Finance Officers Association of Texas (GFOAT), the Government Treasurers Organization of Texas (GTOT), the Texas Municipal League (TML), the University of North Texas (UNT), or the Texas Municipal Clerks Association (TMCA).

Internal Controls. The investment officers are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The investment officers shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The results of this review shall be reported to the City Council in conjunction with the annual audit of the financial statements. The internal controls shall address the following points: custodial safekeeping; clear delegation of authority; written confirmation for voice transactions for investments and wire transfers; agreement with depository bank, third party custodian, and investment pools; and control of collusion.

Prudence. The standard of prudence to be applied by the investment officers shall be the “prudent investor” rule, which states: “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.” In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- a) The investment of all funds, or funds under the City’s control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- b) Whether the investment decision was consistent with the written investment policy of the city.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest. City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the city and they shall further disclose positions that could be related to the performance of the city’s portfolio. City staff shall subordinate their personal financial transactions to those of the city, particularly with regard to timing of purchases and sales.

An investment officer of the city who has a personal business relationship with an organization seeking to sell an investment to the city shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the city shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

## **REPORTING**

**Quarterly Reporting.** The investment officers shall submit to the City Council a signed quarterly investment report that summarizes current market conditions, economic developments, and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

**Annual Report.** Within sixty (60) days of the end of the fiscal year, the investment officers shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Council.

**Methods.** The quarterly investment report shall include a concise management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary shall be prepared in a manner which will allow the city to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be prepared in compliance with generally accepted accounting principles. The report will be provided to the City Council. The report will include the following:

- a) A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.
- b) Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased.
- c) Additions and changes to the market value during the period.
- d) Fully accrued interest for the reporting period.
- e) Average weighted yield to maturity of portfolio on entity investments.
- f) Listing of investments by maturity date.
- g) The percentage of the total portfolio which each type of investment represents.
- h) Statement of compliance of the city's investment portfolio with state law and the investment strategy and policy approved by the City Council.

## **INVESTMENT PORTFOLIO**

**Active Portfolio Management.** The City shall pursue an active versus a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the city to benefit from the trade. The investment officers will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly.

**Investments.** Assets of the City of Santa Fe may be invested in the following instruments; provided, however, that at no time shall assets of the city be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended. The city is not required to liquidate investments that were authorized investments at the time of purchase. All investments shall be clearly legal and properly authorized under state and federal law and regulations, the city charter, and this policy.

### *Authorized Investments.*

- a) Obligations of the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value.
- b) Direct obligations of the State of Texas and agencies thereof.
- c) Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America.
- d) Certificates of Deposit and Share Certificates issued by a depository institution that has its main office or branch in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successor, the National Credit Union Share Insurance Fund (NCUA) or its successor, or secured by obligations described in (a) through (c) above, which are intended to include all direct agency or instrumentality issued mortgage back securities rated AAA by a nationally recognized rating agency, or by Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal amount of the certificates.
- e) Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. Investment in pools will be made only after adoption of a resolution and a participation agreement by the City Council which specifically authorizes such investment. This investment policy does not supersede the investment policy of an authorized investment pool.

*Investments Not Authorized.* The City's authorized investment options are more restrictive than those allowed by state law. Investments not specifically authorized by this investment policy are prohibited.

Maturity. The maturity of the city's investment instruments shall reflect as nearly as possible the expenditure patterns of the city during the fiscal year. The investment officers may not invest more than 20 percent of the portfolio for a period greater than one (1) year and may not invest any portion of the portfolio for a period greater than two (2) years.

Risk and Diversification. The City of Santa Fe recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines:

- a) Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act and authorized by this policy, which are described herein.
- b) Risk of market price changes shall be controlled by avoiding over concentration of assets in a specific maturity sector, limitation on maximum investment maturity, and avoidance of over concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.

## **SELECTION OF BANKS AND DEALERS**

Depository. Before awarding a depository services contract to a depository, the city shall give notice as authorized and in accordance with state law, shall prepare a formal request for proposal (RFP), and shall receive applications for the performance of depository services from one or more banks, credit unions, or savings associations. Applications received by the municipality from a bank, credit union, or savings association that is not doing business within the municipality may be considered.

The primary objectives of the depository agreement are:

- a) to seek a financial institution that is both capable of providing banking services and willing to be attentive to the city's money matters;
- b) to maximize the total dollars earned by the city on invested monies in order to be prudent and effective custodians of the taxpayer's financial resources; and
- c) to maintain a good working relationship between the city and the depository.

In reviewing applications submitted, the City Council shall consider the terms and conditions for the performance of depository services along with the security of the funds to be deposited and shall award one or more depository services contracts taking into consideration the terms most favorable to the city. The city may execute separate contracts with financial institutions for additional financial services as necessary. The term of any agreement or contract for depository or financial services shall not exceed the maximum term allowed by state law.

**Investment Pools.** A thorough investigation of the pool is required prior to investing, and on a continual basis. All investment pools must supply the following information in order to be eligible to receive funds:

- a) the types of investments in which money is allowed to be invested;
- b) the maximum average dollar-weighted maturity allowed, based on the stated maturity date, by the pool;
- c) the maximum stated maturity date of any investment security with the portfolio;
- d) the objectives of the pool;
- e) the size of the pool;
- f) the names of the members of the advisory board of the pool and the dates their terms expire;
- g) the custodian bank that will safekeep the pool's assets;
- h) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;
- i) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment
- j) the name and address of the independent auditor of the pool;
- k) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool;
- l) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios; and
- m) a description of interest calculations and how interest is distributed, and how gains and losses are treated.

The investment officers shall conduct an annual review of the financial condition of all authorized investment pools.

**Brokers and Dealers.** The investment officers shall, at least annually, review, revise, and adopt a list of qualified brokers/dealers that are authorized to engage in investment transactions with the city. A list of at least three broker/dealers will be maintained in order to assure competitive bidding. Only brokers/dealers registered with the U.S. Securities and Exchange Commission and the Texas State Securities Board are eligible for consideration to engage in investment transactions with the city. The investment officers shall base their evaluation of brokers and dealers upon financial conditions, strength and capability to fulfill commitments, overall reputation with other dealers or investors, regulatory status of the dealer, and background, experience, and expertise of the individual representatives.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate: audited financial statements, certification of having read the city's investment policy signed by a qualified representative of the organization, and acknowledgment that the organization has

implemented reasonable procedures and controls in an effort to preclude transactions that are not authorized by this policy. *Qualified representative* means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following:

- a) For a state or federal bank, a savings bank, or a state or federal credit union, a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- b) For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the certification on behalf of the investment pool.

### **SAFEKEEPING AND CUSTODY**

**Insurance or Collateral.** All deposits and investments of city funds other than direct purchases of U. S. Treasuries or Agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102 percent of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. Evidence of the pledged collateral shall be maintained by an investment officer or by a third party financial institution. Collateral shall be reviewed periodically to assure that the market value of the pledged securities is adequate. Deposit collateralization shall comply with all statutes applicable to governmental funds, including but not limited to the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. All securities pledged are subject to the approval of the city. Requests for substitution of collateral securities or a change in the total amount of securities pledged are subject to written approval of the city.

**Safekeeping Agreement.** Collateral pledged to secure deposits of the city shall be held by a safekeeping institution in accordance with a safekeeping agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Santa Fe determine that the city's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signatures of authorized representatives of the City of Santa Fe, the firm pledging the collateral, and the Trustee.

**Collateral Defined.** The City of Santa Fe shall accept only the following securities as collateral:

- a) FDIC insurance coverage.
- b) A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- c) Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.

Subject to Audit. All collateral shall be subject to inspection and audit by the city's investment officers and the city's independent auditors.

Delivery vs. Payment. Treasury Bills, Notes, Bonds, and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be held in the name of the city or held on behalf of the city. The Trustee's records shall assure the notation of the city's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the city.

### **INVESTMENT POLICY ADOPTION**

The City of Santa Fe investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed for effectiveness on an annual basis by the Investment Committee and any modifications will be recommended for approval by the City Council. The City Council shall review these investment policies and strategies not less than annually.

*(This investment policy adopted by Council Resolution #1998-14 of July 23, 1998, and has been reviewed and approved by the Council each year thereafter. The most recent review and approval by Council occurred on December 8, 2011, by Resolution #2011-25)*

## **PURCHASING POLICY**

- 1.00 It is the policy of the City of Santa Fe to acquire quality products and services at the most cost effective price or best value for the city. Purchases will be made within budget limits and to meet goals and objectives approved in the city's budget. Potential purchases that are not within budget limits may require a budget amendment.
- 2.00 Purchases will be made from local vendors when this can be done without sacrificing quality or favorable cost. If items of similar quality can be purchased from local vendors at the same price as that offered by others, the local vendor shall be favored.
- 3.00 When competitive bids or quotations are taken, the lowest cost bid from a responsible vendor will prevail, other terms being equal. The right is reserved, as the interest of the City of Santa Fe may require, to reject any and all bids and to waive any informality in the bids received.
- 4.00 Purchases of less than \$100 require approval of the department head.
- 5.00 Purchases of \$100 or more require an approved purchase order prior to the purchase. Prenumbered purchase order forms are issued and controlled by the accounting department. A single form, the purchase order form, will also serve as the purchase request, but does not constitute authorization to purchase unless it includes the following:
1. A detailed description of the items or services, their purpose, and their estimated cost;
  2. The budget account number to which the purchase will be charged;
  3. Certification by the accounting department that unencumbered funds are available to acquire the goods or services
  4. Written approval of the Department Head; and
  5. Written approval of the City Manager.
- 6.00 Purchase requests for amounts between \$1,000 and \$25,000 must be accompanied by at least three (3) competitive price quotations, unless impractical. The quotations should be based on uniform specifications, and if the estimated purchase is in excess of \$2,000, must be formal written quotations supplied by the vendors. The City Manager may award bids for budgeted items of \$25,000 or less provided the amount of the bid does not exceed 20 percent more than the amount budgeted for that item or service, or \$25,000, whichever is less.

- 7.00 Purchases in excess of \$25,000 are subject to the competitive sealed bidding requirements of State law, including advertising requirements. The City Manager or his/her designee may solicit bids for budgeted items without Council approval; however, the award of any bid over \$25,000 will be by Council action. Contracts for insurance are subject to the requirements of state law.
- 8.00 Purchases shall not be split into smaller purchases for the purpose of avoiding certain requirements of the Policy.
- 9.00 The City Manager may authorize the establishment and set the limit of petty cash funds to cover minor purchases of the city.
- 10.00 Blanket purchase orders may be used for certain vendors which are used on a high volume basis for a series of purchases over a period of time; or at the beginning of the fiscal year for fixed monthly payments such as lease purchase agreements. Blanket purchase orders must have an expiration date or a maximum dollar amount.
- 11.00 Emergency purchases, single source purchases, professional and personal services, purchases from other governmental entities, and cooperative purchases made under an interlocal contract may be exempt from the bidding requirements of this policy, consistent with State law. An emergency means an unforeseen circumstance beyond the control of the municipality that presents a real, immediate threat to the proper performance of essential functions or that will likely result in material loss or damage if immediate action is not taken.
- 12.00 Upon approval by the City Manager, store-issued charge cards and bank credit cards may be issued. They are to be used for city-authorized business purposes only in accordance with the credit card policy.
- 13.00 The City Manager may make administrative rules and regulations within the scope of this Policy, as may be necessary.

*(Original policy adopted by Council Resolution #1992-01 of January 9, 1992, and amended by Council Resolution #1994-17 of July 14, 1994, by Council Resolution #2005-04 of January 27, 2005, and by Council Resolution #2005-36 of December 8, 2005.)*

# CITY OF SANTA FE

## CAPITAL ASSET POLICY AND PROCEDURES

### POLICY GOAL.

The City is responsible for protecting and reporting all capital assets held by the City and for maintaining and safeguarding those assets. The goal of a capital asset inventory system and this policy is to provide control and accountability over capital assets and to gather and maintain information needed for the preparation of financial statements. These policies and procedures are the minimum requirements for capital assets; however, the capital asset inventory system may be maintained in greater detail with additional supporting documentation as long as the required minimum standards are met.

### VALUING AND CAPITALIZING ASSETS.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold and have an estimated life of greater than one year. Capital assets should be valued at cost, including all ancillary charges necessary to place the asset in its intended location and condition for use. The value can be determined by one of the following methods:

**Purchased Assets** – Use historical costs including all appropriate ancillary costs less any discounts or rebates. If the historical cost is not practicably determinable, use estimated cost. Interest costs are not capitalized in governmental funds.

**Constructed Assets** – Capitalize all direct costs associated with construction and management costs of a construction project by using the actual project management costs when they are practicably discernible and directly associated with the project.

**Donated Assets** – Donated capital assets are recorded at estimated fair market value at the date of the donation plus appropriate ancillary costs. If the fair market value is not determinable due to a lack of sufficient records, use the estimated cost. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of the gift.

**Ancillary Costs** – Normally, ancillary costs should be included in the cost of a capital asset. However, minor ancillary costs, not measurable at the time a capital asset is recorded, are not required to be capitalized.

Ancillary costs for *Land* include:

- Legal and title fees;
- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.;
- Surveying fees;
- Appraisal and negotiation fees;
- Site preparation costs; and
- Costs related to demolition of unwanted structures.

Ancillary costs for *Infrastructure* include:

- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.;
- Surveying fees;
- Appraisal and negotiation fees;
- Site preparation costs; and
- Costs related to demolition of unwanted structures.

Ancillary costs for *Buildings and Building Improvements* include:

- Professional fees of architects, engineers, attorneys, appraisers, etc.;
- Environmental compliance (i.e., asbestos abatement)
- Costs of fixtures permanently attached to a building or structure;
- Insurance premiums and related costs incurred during construction; and
- Any other costs necessary to place a building or structure into its intended location and condition for use.

Ancillary costs for *Furnishings, Equipment, or other capital assets* include:

- Transportation charges;
- Installation costs; and
- Any other normal or necessary costs required to place the asset in its intended location and condition for use.

## **DEFINITIONS.**

**Land** – The capitalized value of land includes the purchase price plus costs such as legal fees, fill, and any excavation costs incurred to put the land in condition for its intended use. Land is capitalized regardless of size or value and includes the amount of investment held in city-owned real estate. This asset class does not include land used or intended to be used for street or utility right of way. A gain or loss on the sale of land is reported as a special item in the statement of activities.

**Buildings** – Building costs include both acquisition and capital improvement costs of all city-owned buildings and permanently attached fixtures. Capital improvements include structures such as office buildings, storage quarters, and other facilities and property permanently attached to, or an integral part of, the structure.

**Building Improvements** - The costs of major improvements to a building which increases its useful life, such as additions, expansions, and renovations, should be capitalized when such improvements add to the value of the building.

**Improvements other than Buildings** – This asset class includes physical property of a permanent nature used to enhance the quality or facilitate the use of land for a particular purpose, such as park facilities, playground equipment, pavilions, recreation areas, parking areas, fencing, outdoor lighting, and signs. The costs of major improvements to these assets which increases its useful life, such as additions, expansions, and renovations, should be capitalized and added to the value of the asset.

Infrastructure - Long-lived capital assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature. This class includes assets such as roads, bridges, drainage systems, water systems, dams, radio transmission towers, and fiber optic cabling between buildings. Infrastructure paid for jointly by the state and other governmental entities should be capitalized by the entity responsible for future maintenance.

Infrastructure Improvements - Capital events that materially extend the useful life or increase the value of the infrastructure.

Computers and Computer Equipment – This asset class includes computer hardware, software, printers, and related computer equipment used for operations. The cost reflects the actual or estimated cost of the asset.

Equipment – Equipment and machinery used for operations. The cost for this asset type reflects the actual or estimated cost of the asset. This asset class includes telephone and voice mail equipment, office machines, refrigerators, ice machines, generators, air compressors, video projectors, video cameras, light bars, radars, pavers, excavators, rollers, tractors, mowers, loaders, sweepers, etc.

Furniture and Equipment – Furniture, fixtures, and other equipment which are fixed or movable tangible assets used for operations and are not an integral part of a building. The cost for this asset type reflects the actual or estimated cost of the asset. Costs of extended warranties and maintenance agreements which can be separately identified from the cost of the equipment should not be capitalized but should be expensed. This asset class includes certain office equipment, conference tables, desks, chairs, bookshelves, card catalogs, credenzas, and items of a similar nature.

Radio and Communications Equipment – Fixed or movable radio equipment used for operations. The cost for this asset type reflects the actual or estimated cost of the asset. This asset class includes mobile and handheld radios, chargers, dispatch consoles, and items of a similar nature.

Vehicles - Automobiles, pick up trucks, dump trucks, trailers, and other vehicles used for operations. The cost for this asset type reflects the actual or estimated cost of the asset. Costs of extended warranties and maintenance agreements which can be separately identified from the cost of the vehicle should not be capitalized but should be expensed.

Library Books and Materials - This group of assets has a cultural, aesthetic, and historical value which provides an economic benefit with an extraordinary long useful life. These assets provide information essential to the learning process and enhance the quality of the library. Individual items may be less than the capitalization limit, but when all assets of the group are added together, the dollar amount could exceed the capitalization limit. Books and materials not used in the library should be expensed unless the individual value meets the capital asset criteria.

## **ESTABLISHING AND MAINTAINING A FIXED ASSET INVENTORY.**

**General Policy** - The general policy is to capitalize and inventory all assets of the city with an estimated economic useful life in excess of one year that meet the following capitalization threshold:

Land	all land regardless of cost or value
Buildings	\$ 25,000
Building Improvements	\$ 25,000
Improvements	\$ 20,000
Infrastructure	\$100,000
Infrastructure Improvements	\$100,000
Computers	\$ 1,000
Equipment	\$ 2,500
Furniture	\$ 1,000
Radios	\$ 1,000
Vehicles	\$ 2,500
Library Books	\$ 10,000

Assets that are not capitalized are expended in the year of acquisition.

**Master Inventory** - An accurate master inventory shall include a description of the asset, asset identification number, cost, department of responsibility, physical location of asset, date of acquisition, method of acquisition, useful life, current year depreciation, and accumulated depreciation. Construction-in-progress projects will be capitalized when a project is substantially complete, accepted, and placed into service. New acquisitions and expansions of or extensions to existing capital assets that meet this policy shall be capitalized. Extraordinary repairs or improvements that increase future benefits from an existing capital asset beyond its previously assessed standard of performance shall be capitalized. Increased future benefits typically include an extension in the estimated useful life of the asset or an increase in the capacity or efficiency of an existing capital asset. Costs of maintenance, alterations, and other changes to a capital asset, which neither materially add to the value of the asset nor appreciably prolong its life, should not be capitalized nor added to the inventory.

**Identification of Asset** – All capital assets subject to inventory shall be marked upon receipt to identify that the property belongs to the city. This identification should facilitate the accounting for the asset, aid in its identification if the asset is lost or stolen, and discourage theft. A pre-numbered, standardized adhesive tag shall be securely affixed to the principal body of the asset where it cannot be removed easily or accidentally, but where it can be readily found. The following guidelines should be used for affixing identification tags:

- 1) Computers, printers, copiers, fax machines, scanners, and similar office equipment – on the back of the machine.
- 2) File cabinets, bookcases, credenzas, etc. – on the front in the upper corner.
- 3) Desks – on the upper right leg or upper right side
- 4) Chairs – on the underside
- 5) Air compressors, welders, generators, etc. – near the manufacturer's I.D. tag

Occasionally it will be impractical or impossible to mark some of the capital assets. Do not mark the asset if it:

- is stationary in nature and not susceptible to theft (such as land, infrastructure, buildings, improvements other than buildings, and leasehold improvements);
- has a unique permanent serial number that can be used for identification, security and inventory control (such as vehicles);
- would lose significant historical or resale value by being marked; or
- would have its warranty negatively impacted by being marked.

In these cases, the identification tag is not required, but sufficient information about the asset will be maintained in the inventory with a unique identifying number.

**Disposal of Asset** – Capital assets are to be removed from active inventory only after being declared surplus by the City Council. Surplus will be disposed of in a manner authorized by state law. Capital asset disposition records will be maintained in accordance with approved records retention schedules.

**Lost or Stolen Property** – When suspected or known loss of capital assets occur, a search should be conducted for the missing property. The search should include inquiries about transfers to other departments, storage, scrapping, conversion to another asset, etc. If the missing property is not found, the individual deemed primarily responsible for the asset and the individual's supervisor and department head shall complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property. The asset will then be removed from the inventory and records of such removal will be maintained in the same manner as disposed assets.

### **DEPRECIATION GUIDELINES.**

Depreciation is the systematic allocation of the cost of a capital asset over its useful life, rather than deducting the cost as an expense in the year of acquisition. Depreciation normally begins when an asset is purchased or completed. Depreciation will be calculated by month with a full month's depreciation taken for assets acquired anytime during the month. If the asset is disposed of before the end of its useful life, no depreciation is allowed for the month of disposition. Depreciation will be calculated using the straight-line method, where the cost of the asset is pro-rated over the estimated useful life of the asset. The following table represents the useful life of the city's capital assets by asset class:

L	Land	inexhaustible and non depreciable
B	Buildings	40 years
BI	Building Improvements	15 years
I	Improvements other than Buildings	15 years

IF	Infrastructure	60 years
II	Infrastructure Improvements	15 years
C	Computers and Computer Equipment	5 years
EQ	Equipment	10 years
F	Furniture	10 years
R	Radio and Communications Equipment	10 years
V	Vehicles	10 years
G	Library Books and Materials	10 years

**RESPONSIBILITY.**

**Each department head is responsible for:**

- (a) maintaining an accurate inventory of capital assets and safeguarding those assets assigned to the department;
- (b) promptly reporting the acquisition or removal of any asset in accordance with these procedures;
- (c) ensuring that assets assigned to the department are used only in the conduct of city business and not for personal gain or benefit; and
- (d) ensuring that the department observes these procedures.

**The City Secretary is responsible for:**

- (a) maintaining a master inventory of capital assets assigned to each department of the city based on information provided by each department head;
- (b) issuing identification tags;
- (c) distributing to each department head at fiscal year end a copy of the master inventory for the department for verification;
- (d) reporting any instances of non-compliance with these procedures to the city manager;
- (e) recommending amendments to these procedures as they become necessary; and
- (f) ensuring that these procedures are strictly observed.

**The City Manager is responsible for making periodic reviews of the master inventory to ensure strict adherence to these procedures.**

*(This capital asset policy adopted by Council Resolution #2004-21 of September 9, 2004.)*

# **CODE OF CONDUCT**

## **ARTICLE 1. Policy.**

The City of Santa Fe is committed to conducting its business in a fair, open, efficient, and accountable manner. Public officials and employees shall conduct their public and private actions and financial matters in a manner that shall present no apparent or actual conflict of interest between the public trust and their private interest or the interests of third parties. Each official and employee is expected to act in accordance with all laws that may apply to their position, as well to strive to avoid even an appearance of impropriety in the conduct of official business. To implement such policy, the City Council deems it necessary to establish regulations concerning the conduct of public officials and employees, whether elected or appointed, paid or unpaid, to serve as a guide for official conduct. Upon appointment or election to office, each public official and employee should be informed of this code and receive training about the entity's values and the city's expectations of its officials and employees. City Council members, Board members, department heads, and other personnel in areas that might be exposed to unethical behavior will be required to sign a code of conduct statement annually.

## **ARTICLE 2. Standards of Conduct.**

The City of Santa Fe expects its public officials and employees to conduct themselves in a businesslike manner and to promote public trust in government. All business conduct should be well above the minimum standards required by law. The City will not condone the activities of public officials or employees who achieve results through violation of law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Public officials or employees must not engage in sexual harassment or conduct themselves in a way that could be construed as such. Using inappropriate language, keeping or posting inappropriate materials in the work area, or accessing inappropriate materials on their computer is strictly prohibited.

### **ARTICLE 3. Conflicts of Interest.**

The City of Santa Fe expects that public officials and employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the City and the community. Use of their position or the knowledge gained as a result of their position for private or personal advantage is prohibited. Use of city property, services, or personnel for personal purposes is prohibited.

Any public official having a substantial personal or private interest, as defined by state law, in any policy or decision made by the City Council or any city board, shall file an affidavit with the City Secretary and shall disclose within the minutes, the nature and extent of the interest and shall abstain from further participation, including discussion and voting, on any matters relating to this interest.

Employees should avoid any obligation, interest, or distraction that may interfere with the independent exercise of judgment in the City's best interest. Employees are encouraged to help with religious, charitable, educational, and civic activities which brings credit to the City; however, employees should avoid acquiring any business interest or participating in any other activity that would create an excessive demand upon their time and attention if such an interest or activity would deprive the City of their best efforts on the job.

Public officials and employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the City or that provides goods or services to the City if such investment or interest could influence or create the impression of influencing their decisions in the performance of their official duties. Care should be taken to separate personal roles from City employment when communicating on matters not involving City business.

### **ARTICLE 4. Gifts, Entertainment, and Favors.**

Public officials and employees shall not convey or accept entertainment, gifts, personal favors, special privileges, or any benefit for himself or on behalf of another person that could, in any way, influence or appear to influence, business decisions in favor of any person or organization with whom or with which the City has, or is likely to have, business dealings or a contractual arrangement.

Similarly, public officials and employees shall not accept any other preferential treatment because their position with the City might be inclined to, or be perceived to, place them under obligation. The City strictly prohibits the solicitation or acceptance of bribes, kickbacks, secret commissions, or any benefit as consideration for a decision, vote, recommendation, or other exercise of official discretion as a public official or employee. Any breach of this rule will result in immediate termination of employment and prosecution to the fullest extent of the law.

#### **ARTICLE 5. City Funds and Other Assets.**

Public officials and employees who have access to public funds in any form must follow the prescribed procedures for recording, handling, and protecting the funds. Those who become aware of the evidence of fraud and dishonesty should immediately notify the proper authority. When a public official or employee's position requires spending public funds or incurring any reimbursable personal expenses, that individual must use good judgment on the City's behalf to ensure that good value is received for every expenditure. Public funds and all other assets of the City, such as equipment, vehicles, and facilities, are for public purpose and solely for the conduct of official city business. Therefore, personal use of city assets is restricted to such services as are available to the public generally. In addition, the use of city identification, stationery, supplies, materials, and other equipment for personal or political matters is not permitted.

#### **ARTICLE 6. Records and Communications.**

Accurate and reliable records of many kinds are necessary to meet the City's legal and financial obligations and to manage the affairs of the City. Records must reflect, in an accurate and timely manner, all business transactions. Public officials and employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements. Public officials and employees must not make or engage in any false record or communication of any kind, whether internal or external. Such activities shall include but are not limited to false expense, attendance, financial, or similar reports and statements.

## **ARTICLE 7. Privacy and Confidentiality.**

No current or former public official or employee shall, except as required in the performance of official duties, disclose confidential or privileged information gained by reason of their official position, nor shall the information be used for personal interest. When handling financial or personal information, officials and employees should collect, use, and retain the information only for City business. Relevant information should be obtained directly from the person concerned, and only reputable and reliable sources should be used to supplement this information. Information should be retained only for as long as necessary or as required by law. Access to personal information is limited to disclosure as provided by state law.

## **ARTICLE 8. Reporting of Unethical Behavior.**

Unethical behavior or fraud should be reported immediately to a department head, the City Manager, the City Attorney or the Mayor of the City of Santa Fe. Reports may be submitted anonymously and care will be given to protect the identity of the person submitting the report. All reporting of unethical behavior or fraud will be taken seriously and investigated by the appropriate personnel.

## **ARTICLE 9. Violations.**

The City Manager shall have the authority to discipline employees in accordance with Section 15, Behavior and Discipline Policy, Personnel Policy of the City of Santa Fe. The City Council shall determine whether a public official has violated any provision of this policy, and such public official may be subject to admonishment, censure, or removal from office. Any violation of this policy with the knowledge, express or implied, of the persons or corporation contracting with the City shall render the contract voidable by the City Manager or the City Council. Violations shall also be subject to prosecution to the fullest extent of the law.

*(Original policy adopted by Council Resolution #2005-29 of October 13, 2005.)  
(This policy reviewed and approved by Council by Resolution #2006-29 of October 12, 2006, by Resolution #2007-13 of June 14, 2007, by Resolution #2008-15 of June 12, 2008, by Resolution #2009-18 of June 11, 2009, by Resolution #2010-18 of July 8, 2010, by Resolution #2011-10 of June 9, 2011, and by Resolution #2012-13 of July 26, 2012.)*

# Purchasing Card Program

## Policies and Procedures

### **1. Purpose**

The purpose of the Purchasing Card Program is to provide the City with an efficient and controllable method of making commodity, service, and travel purchases for the benefit of the City through a credit card issued by a purchasing card provider. This program is designed to promote purchasing efficiency, flexibility, and convenience in accordance with established purchasing rules, policies, and procedures. The benefits of the program are reducing the use of personal funds and departmental petty cash thereby minimizing the amount of paperwork generated by these smaller transactions. This policy serves as a supplement to other City policies and serves as an alternative method of payment for authorized expenditures.

### **2. Policy**

The City Manager shall have the authority to implement the purchasing card program as established by the City Council. Purchasing card users are responsible for compliance with purchasing card policies and procedures. All purchases made on the card must comply with this policy and other applicable city policies.

Purchases made on the card will be for City business only. The card is not a personal line of credit for the cardholder and personal use of the card is prohibited. When in doubt as to whether a purchase is allowable under City policy, the Cardholder should either contact the Department Head before making the purchase, or make payment personally and seek reimbursement from the City afterward. Any out-of-pocket purchase made without authorization is subject to the City Manager's approval.

### **3. Duties and Responsibilities**

#### **A. Cardholder**

1. The employee who is issued a card is called a "Cardholder". The purchasing card has transaction limits for the maximum amount of each transaction as well as the maximum monthly transaction total. The Cardholder will be responsible for preserving the receipts and forwarding the receipts to the department head.
2. Each Cardholder shall use the card only for authorized purchases in accordance with this policy and other applicable city policies. A hardcopy receipt must be obtained from the vendor each time the card is used. Online and telephone purchases must also be documented by a receipt, so the Cardholder shall request such receipt from the vendor.

3. The Cardholder is responsible for immediately notifying the City Manager, City Secretary, and department head if the card is damaged, lost, or stolen.
4. Each Cardholder must acknowledge receipt of the purchasing card, understand the rules of usage, and sign the user agreement. Failure to abide by this Purchasing Card policy may result in disciplinary action, including termination of employment. In addition, the Cardholder will be required to reimburse the City for any unauthorized transactions.
5. The Cardholder is required to ensure that all goods and services purchased with the card have been received, credits have been received for returned merchandise, and duplicate billings are not approved. Billing discrepancies will be the sole responsibility of the cardholder to resolve.
6. Upon resignation or termination of employment of a Cardholder, the supervising Department Head shall notify the City Manager immediately and the card shall be turned in to the City Manager.

#### **B. Department Head**

The Department Head is responsible for designating Cardholders, for approving the Cardholder's usage of the purchasing card, and for ensuring that Cardholders are properly trained in the use of the purchasing card. The Department Head will ensure that purchases are authorized and will approve each monthly statement before forwarding the statement and hard copy receipts to accounting for processing. The Department Head may suspend or revoke use of any card under his direct control.

#### **C. City Manager**

The City Manager is responsible for managing the purchasing card program and for ensuring that Department Heads are properly trained in the use of the purchasing card. The City Manager will monitor all usage of the card and is the point of contact for any Cardholder questions or problems. The City Manager is responsible for ensuring strict adherence to this policy and shall take appropriate actions, including suspension or revocation of any card, to guard the city against infractions or potential infractions.

#### **4. Transaction/Card Limits**

Individual purchasing card transaction limits will be determined by the City Manager but may not exceed \$10,000 per month for combined use of all the city's purchasing cards.

## **5. Sales Tax**

As a tax-exempt government agency, the City of Santa Fe does not pay sales tax. Cardholders are responsible for ensuring that the merchant does not include sales tax in the transaction. A sales tax exemption certificate will be provided by accounting upon request. If tax is included, the Cardholder may be responsible for reimbursing the tax amount to the City. However, sales tax charges at restaurants are difficult to have removed and will be paid by the City without penalty to the Cardholder.

## **6. Returns**

Each Cardholder is responsible for coordinating returns with the vendor and making sure a proper credit slip is obtained. Credit should be issued to the Cardholder account. Cash refunds are only allowed when the vendor's policies dictate refund transactions in cash rather than credit. In these rare instances, the cash must be returned to accounting immediately with accompanying documentation.

## **7. Usage**

- A. The purchasing card may be used for the following expenditures:
  - 1. Purchases consistent with the purchasing policy, approved budget, and other applicable policies.
  - 2. Any business-related purchase as long as the vendor accepts credit cards.
  - 3. Any transaction that does not exceed the individual or combined transaction limit.
- B. Supporting documentation in the form of a credit card receipt must accompany each transaction. If a receipt is lost, the Cardholder must attach a written memo explaining the purchase transaction. The memo will be submitted to the Department Head for approval. Employees who repeatedly lose receipts will be subject to card revocation.

## **8. Restrictions and Exemptions**

- A. It is the responsibility of the Cardholder to be aware of the restrictions and requirements of this purchasing card program and abide by them. Unauthorized use is prohibited.
- B. Employees may *not* use the card for the following:
  - 1. Any purchases of items or services for personal use, including spouse and family expenses. Only city business expenses are allowable. Personal expenses should be paid separately by the Cardholder.
  - 2. Cash advances.

3. Any purchase of goods/services at an establishment at which a reasonable and prudent employee exercising good judgment would not utilize the City card to render payment, considering the interests of protecting the City's public image, ensuring proper expenditure of tax dollars, and avoiding even the appearance of impropriety.
  4. Any transaction amount greater than the Cardholder's transaction limit.
  5. Alcohol or liquor of any kind.
  6. Separate, sequential, and component purchases, or any transaction made with intent to circumvent the City purchasing policy.
  7. Any other purchase specifically excluded in the City Purchasing Policy.
- C. If the Cardholder has any question regarding the appropriateness of an establishment to be patronized or expenditure to be incurred, the employee should obtain advance authorization from the City Manager for the purchase or refrain from using the City card and choose an alternative method of payment.

## **9. Unauthorized Transactions**

All unauthorized purchases must be resolved in an appropriate method so that the City does not bear the cost of the purchase. The Cardholder will return the unauthorized item to the merchant for credit on the card account and will submit the credit receipt to the Department Head. If the item cannot be returned, the Cardholder will be required to submit payment for the full amount of the unauthorized purchase to accounting immediately following such purchase. If payment is not received, the amount of the purchase may automatically be deducted from the Cardholder's next paycheck. In addition, an unauthorized purchase may subject the Cardholder to disciplinary action up to and including termination of employment and revocation of card privileges.

## **10. Summary**

As a public entity, the City is expected to demonstrate to the public that tax dollars have been expended prudently and wisely. All participants in the purchasing card program are responsible for ensuring purchases made with the card will withstand the scrutiny of the press, the public, and internal and external audits. Therefore, the Cardholder must make sure that adequate documentation is submitted for each purchase, including a clear explanation, reason, and purpose for the purchase. All goods and services must have been received and utilized for City business, in accordance with city policies, or returned for credit.

*(This purchasing card program adopted by Council Resolution #2006-32 of November 9, 2006, and amended by Resolution #2009-36 of November 12, 2009.)*

**APPENDIX F**

**CAPITAL  
IMPROVEMENT  
PLAN**

**FISCAL YEAR 2009-2014**

# **CAPITAL IMPROVEMENT PLAN FISCAL YEAR 2009-2014**

AS SUBMITTED TO  
THE MAYOR AND THE CITY COUNCIL

MAYOR

**Ralph Stenzel**

MAYOR PRO TEM

**Jeff Tambrella**

CITY COUNCIL MEMBERS

**Joe Carothers,**

**Jim Abney**

**Ronald Jannett**

**Rebecca Darden**

CITY MANAGER

**Joe Dickson**

The development of the Capital Improvement Plan was a team effort between Administration, Police and Streets and Community Services Departments. In addition, a CIP Committee composed of citizens and staff was formed to help review and prioritize projects and the overall development of the Plan. This acknowledgment identifies several of the key individuals who shared in the development of this project. Many others who assisted are not individually identified. We thank all of you.

City Manager Joe Dickson

City Secretary Janet Davis

Police Chief Kenneth Campbell

Streets Superintendent Chris Beanland

Community Services Director Diana Salinas Steelquist

#### 2008-2009 CIP Committee Members

Robert Cheek

Gary W. Smith

Ralph Stenzel

Bobby Wright

Chris Beanland

Barry Cook

Joe Dickson

Diana Steelquist

# CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

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# CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

## I. Summary

The City of Santa Fe Capital Improvements Program (CIP) is a statement by which the City identifies long-range plans for major capital expenditures and matches them with available resources. Capital Projects such as new buildings, street improvements and equipment purchases are recognized and can be budgeted appropriately on an annual basis. The CIP allows budgetary plans for any one fiscal year to be consistent with intermediate and long-range plans, especially since capital assets and projects usually require a steady effort and funding over a number of years. The Santa Fe CIP provides a five-year planning schedule and identifies options for financing the plan.

This type of pre-planning allows the city to keep tax rates stable and provides for greater accountability to the public. The CIP is also a valuable source of information for elected officials and the public regarding proposed public facilities and their costs. As a long-range planning tool, developers utilize the Capital Projects information provided within the CIP to perform feasibility studies and identify urban growth patterns. Elected officials are also in tune with long-range plans identified and prioritized by the CIP Committee that will need to be funded as time and budgeted resources allow.

A Capital Project included in the CIP requires a total expenditure of at least \$ 100,000 and have a useful life of over 5 years. The City of Santa Fe Capital Asset Policy values assets and projects by costs including ancillary costs such as legal fees, professional fees, site preparation fees, survey costs, insurance, installation and any other costs necessary to place a building or structure into its intended location. Direct costs such as land, equipment, materials and the fair market value of donated assets are included in Capital Planning.

## II. Financing

### REVENUE SOURCES

The City of Santa Fe has few revenue sources to finance capital projects. The planned uses of these sources are reflected in the FY 2009-2014 Capital Improvements Program. The following describes the City's major revenue sources:

#### ***General Fund***

This funding source originates from revenue generated from city tax revenues, fines, forfeits, utility franchise fees, license and permit fees

## CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

and other miscellaneous general revenue sources. Grants and donations are typically accounted for in the General Fund.

CIP projects that are proposed to be funded via the annual operating budget are intended to be included in the annual budget in the appropriate year. Funds for such projects are not available unless and until they are approved by the City Council.

### ***Installment Sales***

The City may enter into an installment sales contract for a building or for equipment using that building or equipment to secure the financing, similar to a mortgage transaction. The City does not pledge the use of its taxing power to pay the contract. The City Council must approve the use of installment sales contracts.

### ***General Obligation Bond***

The City may borrow money from lenders, pledging the full faith and credit of the City to pay the loan through property tax revenue. This method generally requires both the approval of voters through a referendum and the approval of the City Council.

The City would sell general obligation bonds to pay for expenses associated with capital projects. Bond sales would be held throughout the year as needed. General obligation debt can be managed using bond anticipation notes to ensure that the City does not incur debt service earlier than necessary to avoid arbitrage problems.

### ***Revenue Bond***

The City may borrow money from lenders, pledging the revenues from projects that will generate the revenue to pay the debt. Because of the nature of the security, revenue bonds do not require voter approval. Like general obligation bonds, the City would sell revenue bonds once a year to pay for expenses associated with capital projects.

### III. Types of CIP projects

**Police Capital projects** have two components which include both the Police and local Court. Capital expenditures for these groups are facilities, major equipment and capital upgrades for communications. Facilities projects include emergency operations, training facilities, existing building renovations, and building upgrades.

**Streets Capital Projects** consist of Streets and Drainage. Street projects such as new roads, traffic signals, traffic studies, and streets reconstructions or rehabilitations are based upon the City's Major

## CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

Thoroughfare Plan and traffic studies. Drainage projects would include master drainage plans and studies, drainage infrastructure construction based on the studies, maintenance or repairs to existing facilities, and major equipment such as Gradalls, dump trucks, and mowers for constructing and maintaining drainage projects.

**Parks Capital projects** comprise community park improvements, community center improvements, beautifications and trails. Community Park improvements consist of major projects such as land acquisition, ball fields, restrooms, pavilions, park structures renovations and upgrades. Facility improvements exceeding \$100,000 in cost to the Thelma Webber Center, Joe A. Tambrella Park and Mae Bruce Annex Park are included under the parks category.

**Facilities Capital projects** consist of new construction and/or renovation of existing facilities to accommodate staff growth and building reuse. These buildings are for general public use and do not fall under other capital project types. Library expansion is included in this description. A municipal complex which would house police, judicial and administration services would also fall under this category.

**Community Services Capital Improvements** would consist of equipment upgrades for use in building inspections, code enforcement, and planning. Purchases would need to meet the criteria in the Capital Asset Policy.

<b>CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM</b>
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IV. FY 2009-2014 Capital Improvements Program Budget Summary

**TOTAL CAPITAL IMPROVEMENTS PROGRAM  
FY 2009 – 2014**

BUDGET YEARS	POLICE	STREET	FACILITIES (LIBRARY)	PARKS	COMMUNITY SERVICES	TOTAL ANNUAL CIP COSTS
FY 2009-2010		491,146	0	0	0	\$491,146
FY 2010-2011	412,746	505,536	2,912,943	0	0	\$3,831,225
FY 2011-2012	96,918	432,589	342,651	0	0	\$872,158
FY 2012-2013	3,083,457	441,000		0	0	\$3,524,457
FY 2013-2014	714,329	463,050		0	0	\$1,177,379

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition

**Estimating CIP costs**

The City of Santa Fe CIP is geared for projects with a five-year completion period. Each Capital Project has a timeline for development based upon the date of completion. Estimating each project's cost generally requires determining a completion date and working backwards. Present costs are estimated using current cost data. By using a conservative inflation factor of 5 percent, the costs can be projected from the time of design to the date the project should be completed. When looking at a completion date for a project, the time of design may need to be extended to allow for revision of the design to meet budget constraints. Time for land acquisition should also be factored into the timeline for completion of the project.

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

V. Police Capital projects



Existing Santa Fe Police Department Building

**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

<b>PROJECT NAME</b>	<b>PROJECT TOTAL</b>
<b>New Police &amp; Judicial building</b>	<b>\$4,359,150</b>

<b>TYPE:</b>	<b>Facilities</b>	<b>STATUS:</b>	<b>Awaiting funding</b>
<b>SUBTYPE:</b>	<b>Buildings &amp; Structures</b>	<b>Acct No#</b>	<b>505-9051</b>

<b>FISCAL YEAR FUNDING</b>	
Prior Years	0
2009 – Program Cost Estimate	20,000
2010 - Program Cost Estimate	31,700
2011	412,746
2012	96,918
2013	3,083,457
2014	714,329
<b>FUNDED TOTAL</b>	<b>\$4,359,150</b>

<b>PROJECT PHASE FUNDING</b>	
PROFESSIONAL SERVICES	\$215,373
LAND ACQUISITION (3.5 ACRES)	\$305,060
CONSTRUCTION	\$3,356,273
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$430,745
<b>PROJECT TOTAL</b>	<b>\$4,307,450</b>

<b>FUNDING SOURCES</b>	
GENERAL REVENUES	\$51,700
BOND FUNDS	\$4,307,450
OTHER PROJECT FUNDS	\$0
DEVELOPER	\$0
UNFUNDED	\$0
OTHER	\$0
<b>PROJECT TOTAL</b>	<b>\$4,359,150</b>

**PROJECT DESCRIPTION:**

New 15,000 sq. ft. facility to house police and court services.

**JUSTIFICATION:**

Annexation and development in both city and surrounding county necessitate additional police and judicial services. Existing structures have been renovated several times in past and have been outgrown.

**STATUS:**

Awaiting priority of project and bond funding sources

**ASSOCIATED OPERATING COSTS<sup>1</sup>**

2009	
2010	
2011	
2012	
2013	\$60,000
2014	\$320,000

<sup>1</sup> M&O, additional personnel; utility costs; furniture and equipment.

## CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

New Police/court/jail building

2009 estimated costs  
 15,000.00 sq. ft. building  
 \$225 per square foot  
 \$3,375,000 estimated cost including land acquisition

Project start date 2011  
 Completion date 2014  
 annual Inflation rate 5%

Year	2009	2010	2011	2012	2013	2014	2015
annual construction cost with inflation	3,375,000	3,543,750	3,720,938	3,906,984	4,102,334	4,307,450	4,522,823
Program cost estimates	20,000	31,700					
	<u>3,397,009</u>	<u>3,577,460</u>					

PROFESSIONAL SERVICES	\$215,373	5% of costs
LAND ACQUISITION (ACRES)	\$305,060	Estimate need at 3.5 acres @ \$87,160 per acre
CONSTRUCTION	\$3,356,273	
OTHER COSTS		
PROJECT MANAGEMENT	\$430,745	10% of cost
	\$4,307,450	

Annual Costs	2011	2012	2013	2014	Total costs
Professional Services	\$107,686	\$53,843	\$53,843		\$215,373
Land costs	\$305,060	\$0	\$0	\$0	\$305,060
Project Management	\$0	\$43,075	\$344,596	\$43,075	\$430,745
Materials and Construction	\$0	\$0	\$2,685,018	\$671,255	\$3,356,273
	<u>\$412,746</u>	<u>\$96,918</u>	<u>\$3,083,457</u>	<u>\$714,329</u>	\$4,307,450

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

VI. Street projects



Asphalt Paving in the City of Santa Fe

**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

<b>PROJECT NAME</b>	<b>PROJECT TOTAL</b>
<b>New Street Department Office</b>	<b>\$123,480</b>

<b>TYPE:</b>	<b>Facilities</b>	<b>STATUS:</b>	<b>Awaiting priority review, funding</b>
<b>SUBTYPE:</b>	<b>Buildings &amp; Structures</b>	<b>Acct No#</b>	<b>509-9051</b>

<b>FISCAL YEAR FUNDING</b>	
Prior Years	
2009	
2010	25,000
2011	25,000
2012	25,000
2013	25,000
2014	23,480
<b>FUNDED TOTAL</b>	<b>\$123,480</b>

<b>PROJECT PHASE FUNDING</b>	
PROFESSIONAL SERVICES	6,174
LAND ACQUISITION (using leased property from WCID#8)	0
CONSTRUCTION	103,012
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	14,294
<b>PROJECT TOTAL</b>	<b>\$123,480</b>

<b>FUNDING SOURCES</b>	
GENERAL REVENUES	\$0
BOND FUNDS	\$0
OTHER PROJECT FUNDS	\$0
DEVELOPER	\$0
UNFUNDED	\$0
OTHER (installment sales)	\$123,480
<b>PROJECT TOTAL</b>	<b>\$123,480</b>

**PROJECT DESCRIPTION:**

New 1200 sq. ft. facility for office space, meeting room, break room, bathroom and shower

**JUSTIFICATION:**

Current office building is in poor condition. Repairs were made after Hurricane Ike but space is inadequate, bathroom is in bad condition. No shower on site to remove poison ivy or other contaminants encountered during work.

**STATUS:**

Awaiting priority of project and funding sources

**ASSOCIATED OPERATING COSTS<sup>1</sup>**

2009	
2010	
2011	2,000
2012	2,100
2013	2,205
2014	2,315

<sup>1</sup> M&O, utility costs; furniture and equipment.

**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

<b>PROJECT NAME</b>	<b>PROJECT TOTAL</b>
<b>Street Improvements</b>	<b>\$2,610,253</b>

<b>TYPE:</b>	<b>Capital Expenditures</b>	<b>STATUS:</b>	<b>Awaiting funding</b>
<b>SUBTYPE:</b>	<b>Street Improvements</b>	<b>Acct No#</b>	<b>509-9080</b>

<b>FISCAL YEAR FUNDING</b>	
Prior Years (2007-2008)	<b>210,000</b>
2009	400,000
2010	400,000
2011	420,000
2012	441,000
2013	463,050
2014	486,203
<b>FUNDED TOTAL</b>	<b>\$2,820,253</b>

<b>PROJECT PHASE FUNDING</b>	
PROFESSIONAL SERVICES	\$0
LAND ACQUISITION (using leased property from WCID#8)	\$0
CONSTRUCTION	
OTHER COSTS	2,610,253
PROJECT MANAGEMENT (10% cost of project)	
<b>PROJECT TOTAL</b>	<b>\$2,610,253</b>

<b>FUNDING SOURCES</b>	
GENERAL REVENUES	\$0
BOND FUNDS	\$2,610,253
OTHER PROJECT FUNDS	\$0
DEVELOPER	\$0
UNFUNDED	\$0
OTHER	\$0
<b>PROJECT TOTAL</b>	<b>\$2,610,253</b>

**PROJECT DESCRIPTION:**

Street repairs and maintenance on paved and unpaved local streets

**JUSTIFICATION:**

On-going goal to pave 4 miles of road way has fallen behind over last three years.

**STATUS:**

Awaiting funding sources

**ASSOCIATED OPERATING COSTS<sup>1</sup>**

2009  
2010  
2011  
2012  
2013  
2014

1. M&O, utility costs; furniture and equipment.

<b>CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM</b>
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Street Department

Year	< 2 miles 2007	<1.25 miles 2008	4 miles 2009	4 miles 2010	4 miles 2011	4 miles 2012	4 miles 2013	4 miles 2014
Paving - annual cost with 5% inflation	\$132,000	\$78,000	\$400,000	\$400,000	\$420,000	\$441,000	\$463,050	\$486,203
New Office Building				\$25,000	\$25,000	\$25,000	\$25,000	\$23,480
Grade All purchase in 2006	\$51,146	\$51,146	\$51,146					
Slope mowers (2) purchase 2007	\$40,000	\$40,000	\$40,000					
<b>annual budgeted costs</b>	<b>\$223,146</b>	<b>\$169,146</b>	<b>\$491,146</b>	<b>\$425,000</b>	<b>\$445,000</b>	<b>\$466,000</b>	<b>\$488,050</b>	<b>\$509,683</b>

Annual cost for 1 mile of pavement = \$100,000

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**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

**New Street Department office building**

1,200.00 sq. ft.      2009 estimated costs  
 Project start date      2010      \$98      \$117,600      Cost based on Sq. Ft.  
 Estimated Completion date      2011  
 annual Inflation rate      5%

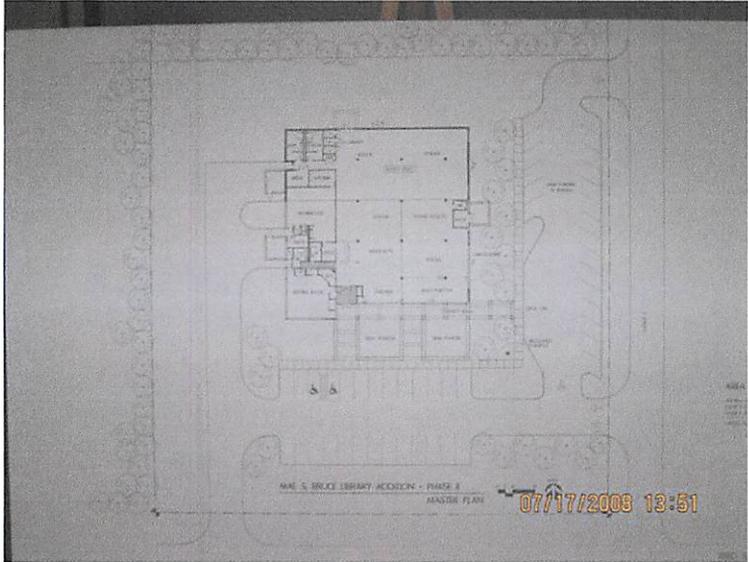
Year	2009	2010	2011	2012	2013	2014
annual cost with 5% inflation	\$117,600	\$123,480	\$129,654	\$136,137	\$142,944	\$150,091

PROFESSIONAL SERVICES	\$6,174		5% of costs			
LAND ACQUISITION (ACRES)	\$0		using leased land from WCID#8			
CONSTRUCTION	\$103,012					
OTHER COSTS						
PROJECT MANAGEMENT	\$14,294		10% of cost			
		\$123,480				

Annual Costs	2010		2011		Total costs
Professional Services	\$6,174	100%			\$6,175
Land costs	\$0				\$0
Project Management	\$11,435	80%	\$2,859	20%	\$14,295
Materials and Construction	\$92,710	90%	\$10,301	10%	\$103,013
	\$110,320		\$13,160		\$123,480

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

VII. Mae Bruce Library Expansion Project



Expansion Plan



Existing Library

**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

**PROJECT NAME** **PROJECT TOTAL**

**Mae Bruce Library Expansion** **\$3,589,293**

<b>TYPE:</b>	<b>Facilities</b>	<b>STATUS:</b>	<b>Awaiting funding</b>
<b>SUBTYPE:</b>	<b>Buildings &amp; Structures</b>	<b>Acct No#</b>	<b>508-9051</b>

<b>FISCAL YEAR FUNDING</b>	
Prior Years	
2007 – Estimate	0
2008	0
2009	0
2010	0
2011	2,912,943
2012	342,651
<b>FUNDED TOTAL</b>	<b>\$3,589,293</b>

**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

PROJECT DESCRIPTION:  
6,400 sq. ft. renovation and 9,630 sq. ft. expansion of existing library

**PROJECT PHASE FUNDING**

PROFESSIONAL SERVICES	\$170,919
LAND ACQUISITION (ACRES)	\$0
CONSTRUCTION	\$2,742,838
OTHER COSTS	\$0
PROJECT MANAGEMENT (10% cost of project)	\$341,837

**PROJECT TOTAL                      \$3,589,293**

**FUNDING SOURCES**

GENERAL REVENUES	\$
BOND FUNDS	\$3,589,293
OTHER PROJECT FUNDS	\$0
DEVELOPER	\$0
UNFUNDED	\$0
OTHER	\$0

**PROJECT TOTAL                      \$3,589,293**

**JUSTIFICATION:**

Expansion was planned for at the time the building was built in 1987. There has been continued growth in circulation, collection development, and programming for the community. Overall population build out of city necessitates larger facilities.

**STATUS:**

Awaiting funding sources

**ASSOCIATED OPERATING COSTS<sup>1</sup>**

2008	
2009	
2010	
2011	
2012 <sup>2</sup>	\$247,895

<sup>1</sup> Additional personnel, utility costs; full time Children's Librarian, full time assistant director; full time youth librarian and full time Head of circulation; Additional late night each week and full day on Saturday.

<sup>2</sup> Year expanded library fully operational

**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

2008 Library cost estimates

Renovation

6400 sq. ft                      \$115 per sq. ft.                      \$736,000

New construction

9630 sq. ft                      \$160 per sq. ft.                      \$1,540,800

**\$2,276,800**      Total Direct Costs

Indirect costs

Architectural cost (10%)                      \$227,680

Furniture & Equipment (5%)                      \$113,840

Owners Consultants (1.5%)                      \$34,152

Landscaping (1%)                      \$22,768

Opening Day Book Collection                      \$50,000

Project Management (10%)                      \$227,680

**Total Project costs**  
**\$2,952,920**

Future Operating Costs

Staff	\$223,495	\$14.82 average hourly wage in 2007 x estimated additional staff hours	Will need 3 additional full time staff members, plus increase partime staff to full time; Also additional work hours to keep library open longer.
Utilities	\$24,400		area increased by more than 2 times, estimate electrical water etc increase by 2
	<b>\$247,895</b>		Annual Operating costs increase by about \$100,000 per year with expansion

**CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM**

Library Expansion Project  
 Project start date           2011  
 Completion date            2012  
 annual inflation rate        5%

	year						
	2008	2009	2010	2011	2012	2013	2014
annual construction cost with inflation	\$2,952,920	\$3,100,566	\$3,255,594	\$3,418,374	\$3,589,293	\$3,768,757	\$3,957,195

PROFESSIONAL SERVICES	\$179,465	5% of costs
LAND ACQUISITION (ACRES)	\$0	
CONSTRUCTION	\$3,050,899	
OTHER COSTS		
PROJECT MANAGEMENT	\$358,929	10% of cost
	\$3,589,293	

Annual Costs	2011	2012	Total costs
Professional Services	\$179,465		\$179,465
Land costs	0		\$0
Project Management	\$287,143	\$71,786	\$358,929
Materials and Construction	\$2,745,809	\$305,090	\$3,050,899
	\$3,212,417	\$376,876	\$3,589,293

## CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

### VIII. Capital Projects Delivery Process

The City Manager must submit a five year capital program as an attachment to the annual budget. The capital program includes the proposed program by the planning commission and comments by the City Manager. The program includes:

1. A clear general summary of its contents;
2. A list of all capital improvements which are proposed to be undertaken during the five fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
3. Cost estimates, method of financing and recommended time schedules for each such improvement; and
4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

To achieve this goal in FY 2008/2009, the Mayor appointed a CIP Committee. The Committee with input from Staff reviewed several possible capital projects. These included :

- A Master Drainage Plan
- Water and Wastewater plants
- Street repairs and improvements
- Land purchase for Park expansion
- Digital Radios
- New office for Street Department
- New Police Department/Court Court building
- New City Hall/Municipal complex
- Mae Bruce Library Expansion

Projects were ranked by the Committee based upon various criteria from High, Medium or low priority. For example, those projects required by law were ranked highest. Projects preventing assets from deteriorating were ranked in the middle. And those which supported low demand services were ranked lowest. A complete listing of the projects and rankings is found in the Appendix portion of this document.

The CIP must be approved and adopted by the City Council. The Council will then begin the funding process based upon possible revenue sources identified in the program. Formal requests for proposals for projects will be processed. Proposals must fall within general costs identified or the CIP and Budget will be amended.

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

IX. Appendices

Santa Fe Police Department  
Capital Improvement Needs  
November 29, 2007

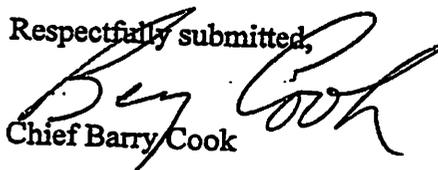
1 to 5 years needs, are a new Police Complex, we have outgrown our current building with no means of expansion. Our building currently is 5700 sq. ft. This new facility will need to be built for our current needs and for the future growth of the city and department. I believe that the new complex will need to be at least 10,000 sq.ft, with extra square footage for growth. A needs assessment is needed to determine exactly size needs. With this new complex we will need to acquire the land necessary for the construction. I recently attended a seminar of building a police faculty and learned that the timeline of concept to construction is approximately 3 yrs, without any delays in construction or funding. The longer it takes the more expensive it becomes. Somewhere in the 4 million dollar area + or -.

2 to 5 years need is to convert our existing radio equipment from analog to digital. I have begun purchasing dual mode radios to start on this process. These radios are \$4000.00 each and will need to replace 13 car radios, 2 dispatch radios and 26 current handheld radios. This doesn't not include, any additional radios required for the expansion of patrol personnel. The additional personnel will require 4 additional handheld radios, possibly 3 new car radios. Upgrade in computer systems, MDT's and the continual upgrade cost of OSSI. Laptop computer, \$5200.00 each for \$52,000.00, \$10,000.00 to \$15,000.00 for computer systems upgrades. A cost of \$259,000.00, will be needed for these purchases.

2 to 5 years need is to add patrol personnel to our patrol shifts from 2 officers and 1 supervisor per shift to 3 officers and 1 supervisor per shift. This would be the addition of 3 new patrol officers. As our community grows and the number of investigations needing to be investigated, we would need to add 1 additional detective to help investigate these offenses. With these increased needs, there will be the need for additional vehicles 1 for the new detective, and 3 new patrol cars and all the equipment necessary to put into service. An Approximate cost of the 4 new officers is \$200,000.00. The patrol cars with all the equipment are approximately \$40,000.00 per car. For \$120,000.00.

The needs and anticipated needs above are based on information I know of from direct knowledge. I am sure that there are some unknown and or unanticipated needs that may arrive.

Respectfully submitted,

  
Chief Barry Cook

**Projected costs  
For the  
Renovation and Expansion  
Of the  
Mae S. Bruce Public Library  
Santa Fe, Texas**

**Prepared By:**

**Catherine H. Threadgill  
Director  
Brazoria County Library System  
August 2007**

**As part of:**

**The Houston Area Library System Consultation Program**

## **Background and Requested Action**

The Santa Fe Community Library was started in 1975 with a collection of donated books placed in 400 square foot space in an old WWII Army barracks and run by a group of dedicated volunteers. As the years passed, the need for more space became pressing and a building fund was established. Local donations, coupled with grants from the Moody and Kempner Foundations, resulted in the purchase of a 1,920 square foot metal portable building located across from the old barracks on land leased from Santa Fe Independent School District.

With continued growth in circulation, collection development, programming for the community, and other library services, the local community again felt the need for a larger library. Mrs. Mae S. Bruce, a local businesswoman, responded to this need in 1987. She purchased three acres of land and built a 6400 square foot brick library for the community. In presenting the land and the library to the City of Santa Fe, her altruism and love of the community were reflected on the dedication plaque:

**"This building is my gift to the Santa Fe Area as a legacy to the people who have contributed so very much to my happiness and success in business."**

When she donated the library to the city, she had already prepared rough plans for expanding the library, should the need arise. Her plan called for expanding the library on the north and east sides, increasing the total square footage up to 16,000 square feet. In the past, the City of Santa Fe has pursued the expansion and HALS has had past consultants write space needs and building programs.

At this time however, the Mayor has requested a cost projection of the rough plans laid out by Mrs. Bruce.

The biggest challenge in the project will be saving the murals on the East wall of the library. Preserving them will increase the construction costs. The mural will need to be saved in pieces, and the Library Director will indicate where the sections of mural will be placed. The lighthouse mural might be a nice addition to the meeting room, if it is hung in panels. The memorial mural will need to stay in the Children's area of the library.

## **Cost Estimates**

The cost estimates specified below are based on information gained from local architects and actual construction and renovation costs for existing building

projects in Brazoria County. Costs may vary depending on the area and type of project, however, they will allow the City to make some educated decisions about the feasibility of the project.

While fees vary from one area to the next, the consultant has used percentages within the normally accepted ranges. The City may be able to find local companies and people with the proper expertise who are willing to donate or reduce their "normal" fees.

### Direct Project Costs

Renovation Cost for Current Facility  
(6,400 square feet @ \$115.00 per square foot)

\$ 1,361,000  
\$672,000

New Construction Cost  
(9,630 square feet @ \$160.00 per square foot)

\$1,540,800

### Total Direct costs

\$2,212,800

### In-Direct Costs

Architectural cost (10%)

\$ 221,280

Furniture & Equipment (5%)

\$ 110,640

Owners Consultants (1.5%)

(Geotechnical reports,

Surveys, civil engineering)

\$ 33,192

Landscaping (1%)

\$ 22,128

Opening day collection

\$ 50,000

### Total Project Cost

\$2,650,040

### Implications for Staffing

With additional space added to the library, one would expect an increase in patron usage. This, in turn, would imply a change in staffing time and levels. Among existing staff, one would expect an increase from 30 to 40 hours per week for the Children's Librarian/Reference/Programming person. This would result in the following staffing position and hours:

Children's Librarian/Reference/Programming – 40 hours per week

Director/Cataloger – 40 hours per week

Computer Technician – 40 hours per week

2 Circulation clerks/shelvers – 20 hours per week, each

An increase in patron usage, the addition of the "teen center," and the conversion of the computer lab back into a public use meeting room, would suggest that other staffing positions would be needed along with an increase in hours of operation. One might consider the following:

**Possible New Staff:**

- \*Assistant Director/Reference/Adult Programming -- 40 hours per week
- \*Youth Librarian/Reference/Youth Programming -- 40 hours per week
- \*Head of Circulation -- 40 hours per week

**Possible New Hours:**

With additional programming and public meetings, the library should be open at least two late nights a week and a full day on Saturdays as typical of library buildings of more than 12,000 square feet.

The discussion on staffing and hours are not part of the project costing, of course, but the improvements contemplated in this project will necessitate changes in these areas in order to optimize space utilization and to insure the most efficient use of the library.

**General Overview of the Renovation and Expansion**

The North Expansion will result in the following improvements:

- \*Increased workroom space
- \*Remodel of Director's office with access into the workroom
- \*New mechanical room
- \*New staff kitchen/lounge area
- \*Addition of an ADA compliant Family Restroom
- \*Addition of an emergency exit near the Family Restroom, wired to an alarm
- \*Addition of a Computer Technician's office
- \*Existing Computer Lab moved from meeting room to a new
- \*Computer Lab, with the existing lab creating a new wiring closet and server room
- \*Creation of an area for Public Service Computers outside of the Computer lab
- \*Addition of a Local History room with space for Friends storage
- \*Addition of a new Conference Room with seating for 10 to 12 people
- \*Addition of three new Study rooms to replace the two to be absorbed into the enlarged workroom and Director's Office

The East Expansion will result in the following improvements:

- \*Addition of an emergency exit by study rooms wired to an alarm
- \*New office space for Children's Librarian and Youth Librarian which should have lots of glass for better visibility
- \*Allow space for Children's computers
- \*Addition of a Children's storytime/puppet stage

Special concerns for the East Expansion;

- \*Save murals for re-location to other parts of the library
- \*Windows in the library should run above the wall shelving which is typically 90 inches in height. In staff offices, watch placement of windows and placement of furniture as the offices are small and furniture placement will be limited and windows can cause glare problems with computers
- \*Carefully consider the placement of computers in the computer lab relative to the windows as glare will be an issue in that room as well.

The renovation of existing space should include:

- \*Up-dating the Meeting room, possibly placing the Lighthouse mural in that room
- \*Redesign circulation desk to accommodate two check-out stations
- \*As noted above, Director's office will be enlarged and have access to the workroom
- \*Either move or enclose the wiring closet for the computers
- \*Re-carpet existing area to match additions

While the project is estimated at a little over \$2.6 million, there are some savings that could be realized. Last year we renovated our Brazoria Branch Library for about \$33,000 using volunteers and creative thinking. So while the new construction cost estimate may be fairly firm, the renovation of the existing building could be lowered. With a little over 30 volunteers, working 600 hours, they removed interior wall, replaced ceiling tiles, changed and replaced electrical and computer wiring, painted walls, moved shelves, cleaned up and spruced up the library.

Expenses:

New carpet	\$29,933
Materials (paint, cabling, Wiring, etc.)	\$ 2,169
Shelf Mover (See Below)	\$ 1,000
Total	\$32,602

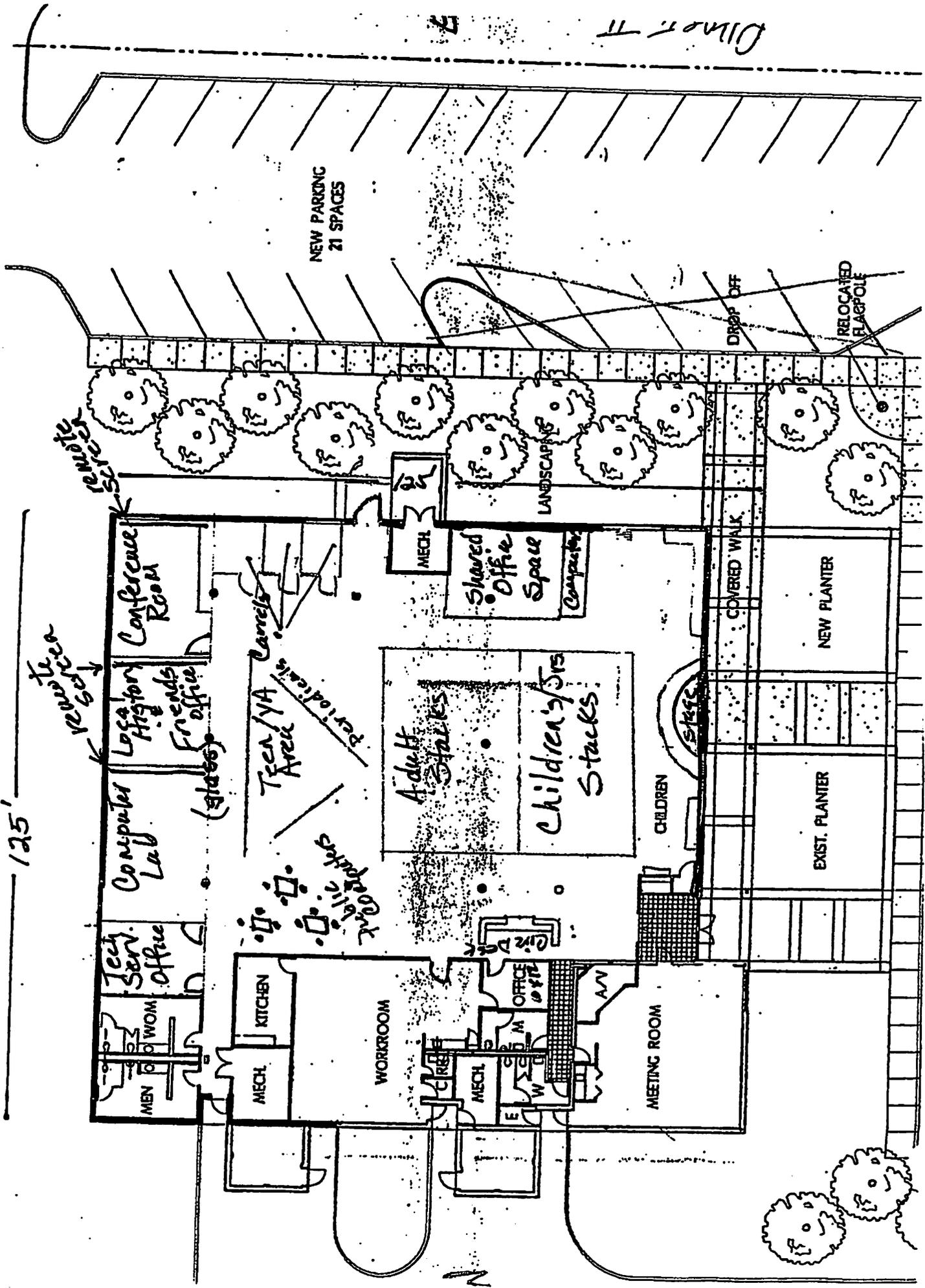
We remodeled a little over 10,000 square feet at approximately \$3.26 per foot.

Shelf Mover—One of the volunteers created a machine that actually lifted the steel case bookshelves still loaded with the books. The volunteers literally moved the book shelves out of the way of the carpet layers. After the carpet was installed, the volunteers moved the loaded shelves back into place. There was no need to empty the shelves, to dismantle the shelves, to box up the books, and then reverse the process when the carpet was in place. This was a substantial savings in the process of renovation. The Library Friends group is considering leasing the contraption out for others to use.

Later that year we replaced three air conditioners at \$9,000 and spent \$25,000 on a new roof.

We managed that project by involving the community— local hardware stores donating or selling things at cost, volunteers from the building trades doing the wiring, cabling, sheet rock repair, and other necessary work. Santa Fe may be able to take the same approach with the existing library space, thereby considerably reducing the \$672,000 estimate.

Diagram II



NEW PARKING  
21 SPACES

RELOCATED  
FLAGPOLE

DRAIN OFF

TECH  
SERV  
OFFICE

TECH  
SERV  
OFFICE

CONFERENCE  
ROOM

COMPUTER  
LAB

FRIENDS  
OFFICE

TEEN/YA  
AREA

PERIODICALS

BOOKSHELVES

ADULT  
STACKS

CHILDREN'S  
STACKS

CHILDREN

STAIRS

COVERED WALK

NEW PLANTER

EXIST. PLANTER

KITCHEN

WORKROOM

OFFICE

MEETING ROOM

MECH

MECH

MEN

WOMEN

OFFICE

AV

E

W

MECH

MECH

MECH

MECH

SHARED  
OFFICE  
SPACE

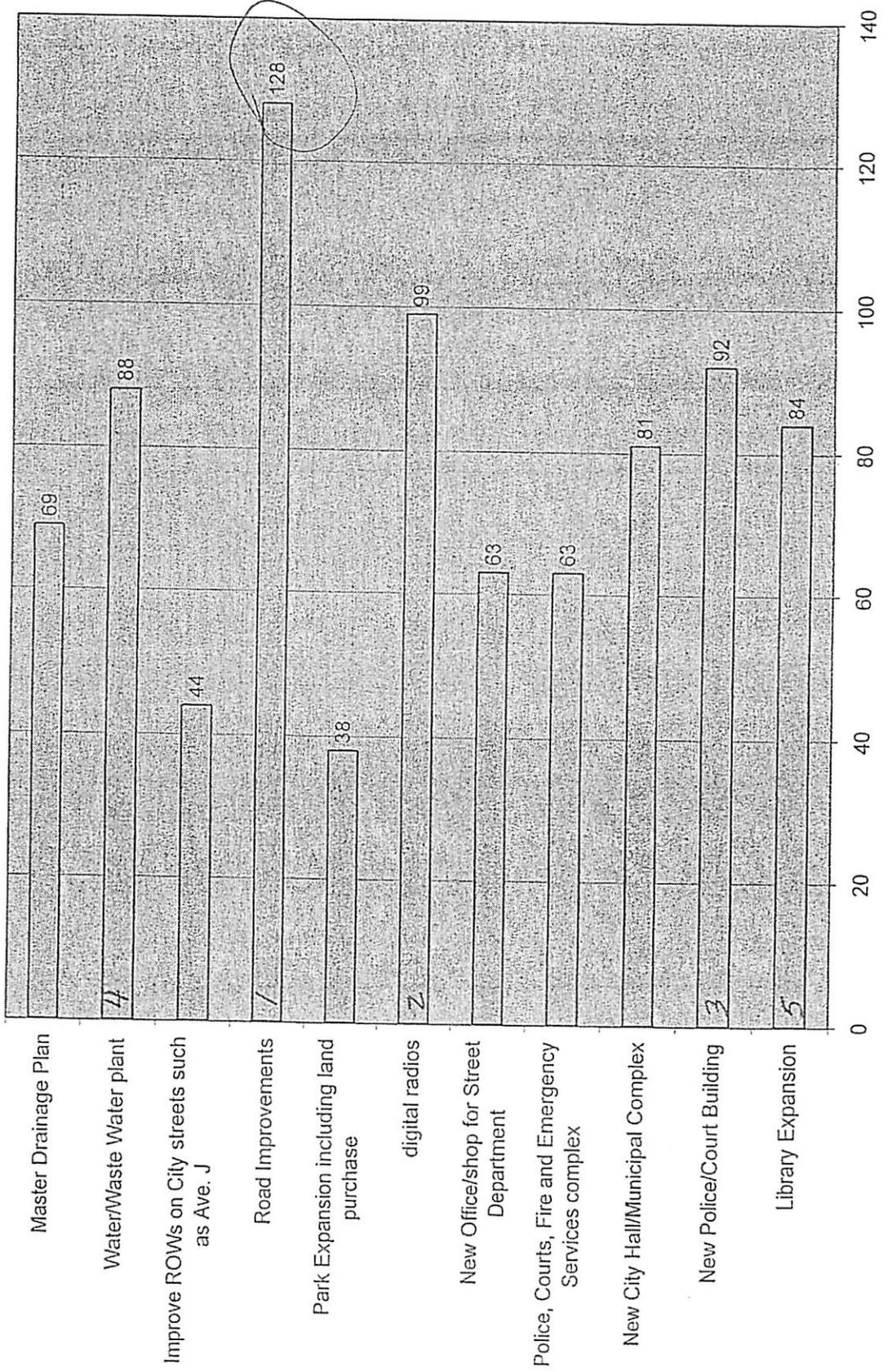
COMPUTER

LANDSCAPING

E

N

# Project Ranking



Project/Description	High Priority (3 points)			Medium Priority (2 points)			Low Priority (1 point)		Ranking					
	required by law or contract	improves public safety	reduces current operating/maintenance (contractual)	increases revenues	improve delivery of services to public	Benefits majority of residents	prevent assets from deteriorating	contributes to job retention		creates new jobs	high degree of public support (throughout essential)	supports services which are in low demand	improves quality of life	Totals
Library Expansion					3	3	2			2	1	1	12	
					3	3	2			2	1	1	12	
					3	3	2			2	1	1	6	
					3	3	2		2	2	1	1	9	
					3	3	2		2	2	1	1	15	
					3	3	2		2	2	1	1	6	
					3	3	2		2	2	1	1	13	
		0	0	0	0	24	15	10	4	8	12	7	11	84
			3			3	3	2		2	2	1	14	
			3			3	3	2		2	1	1	11	
New Police/Court Building		3			3	3	2			2	1	1	10	
		3			3	3	2		2	2	1	1	11	
		3			3	3	2		2	2	1	1	13	
		3			3	3	2		2	2	1	1	10	
		3			3	3	2		2	2	1	1	19	
		0	0	0	0	2	15	8	4	6	2	1	4	92
		3		3		3	3	2		2	1	1	14	
		3		3		3	3	2		2	1	1	7	
		3		3		3	3	2		2	1	1	10	
		3		3		3	3	2		2	1	1	4	
New City Hall/Municipal Complex					3	3	2			2	1	1	3	
					3	3	2			2	1	1	15	
		0	0	0	0	15	10	6	4	9	1	1	2	63
		3		3		3	3	2		2	1	1	13	
		3		3		3	3	2		2	1	1	15	
						3	3	2		2	1	1	0	
		3		3		3	3	2		2	1	1	10	
		3		3		3	3	2		2	1	1	14	
		3		3		3	3	2		2	1	1	10	
		0	15	12	0	18	15	6	2	10	3	1	17	81



Project/Description	High Priority (3 points)					Medium Priority (2 points)				Low Priority (1 point)		Total ranking
	required by law or contract	improves public safety	reduces current expenses (operating, maintenance, contractual)	increases revenues	improve delivery of services to public	Benefits majority of residents	prevent assets from deteriorating	contributes to job retention	creates new jobs	high degree of public support, though non-essential	supports services which are low in demand	
Improve ROWs on City streets such as Ave. J	3						2				1	8
		3				3	2				1	0
		3			3	3	2				1	6
		3				3				2	1	6
		3				3					1	12
		3				3		2			1	4
		12						2			1	3
		3				3					1	5
		3				3					1	5
		3				3					1	4
Water/Waste Water plant												
						3	2				1	16
		3			3	3	2				1	9
		3			3	3					1	9
		3			3	3	2				1	11
		3			3	3					1	9
		3			3	3					1	6
		9			3	3					1	14
		3			3	3					1	7
		3			3	3					1	7
Master Drainage Plan												
		3				3					1	6
		3				3	2				1	15
		3				3					1	6
		3				3		2			1	9
		3				3					1	12
		3				3					1	10
		18				3					1	6
		3				3					1	5
		3				3					1	5
	18				12		2			2	69	

**APPENDIX G**

**WAGE AND  
SALARY PLAN**

# **SALARY PLAN**

## **I. Basis**

The City Manager shall cause to be prepared, subject to required City Council approval, a salary plan for City employees. The plan shall designate a class for each position in the workforce and a step pay range for each class. Employees will be compensated in accordance with such plan. In positioning classes on the salary schedule, consideration shall be given to prevailing rates of pay among public sector employers of similar size and scope; the duties, responsibilities, and qualifications required of employees in the classes; and other relevant factors. The entire salary plan will be reevaluated every three years. (*most recent review was 9/2011*)

## **II. Administration of Salary Schedule**

The salary schedule shall be administered in accordance with the following rules:

A. Normally, the introductory appointment will be to Step A. Based on significant prior experience or other relevant qualifications, the appointment can be to Step B or higher with City Manager approval.

B. After satisfactory completion of the initial introductory period, an employee becomes a "regular employee" and is eligible for a pay increase of two steps. The introductory period is governed by the City's Personnel Policies.

C. After completion of the action and step advancements outlined in A and B above, future step advancement is subject to the annual performance evaluation. After such annual evaluation, salary actions are taken according to the following guidelines:

1. When the employee has performed unsatisfactorily, there shall be no salary increase. Such unsatisfactory performance will be handled as otherwise provided for in the City's Personnel Policies. An employee placed on disciplinary probation for a performance or behavior problem will receive no pay increase even from a general pay plan adjustment.

2. When the employee's performance has been satisfactory, a one step (2.0%) salary increase should be given to the maximum of Step F. For a very good (well above average) performance, a one and one half step (3.0%) salary increase should be given. For outstanding performance, a two step (4%) salary increase should be given. No increase shall be made past Step L.

3. In order to reward the very good and outstanding employees who are topped out, a performance bonus is provided. This award is a one-time bonus payment which does not become an employee's salary base. The reward shall be based on 15% and 20% of one month's salary respectively. The employee may elect to receive the equivalent of this performance bonus in special leave days which will be added to the employee's balance of vacation days and handled the same way as provided for in the policy on vacation leave.

4. An employee at Step J 1/2 and receiving an evaluation of outstanding shall be advanced to Step L and receive a performance bonus of 8% of one month's salary. An employee at Step K and receiving an evaluation of very good shall be advanced to Step L and receive a performance bonus of 8% of one month's salary. An employee at Step K and receiving an evaluation of outstanding shall be advanced to Step L and receive a performance bonus of 10% of one month's salary. An employee at Step K 1/2 and receiving an evaluation of very good shall be advanced to Step L and receive a performance bonus of 10% of one month's salary. An employee at Step K 1/2 and receiving an evaluation of outstanding shall be advanced to Step L and receive a performance bonus of 12% of one month's salary. An employee at Step L and receiving an evaluation of very good shall receive a performance bonus of 15% of one month's salary. An employee at Step L and receiving an evaluation of outstanding shall receive a performance bonus of 20% of one month's salary.

5. If an employee's performance appraisal is satisfactory and the employee is at or above the maximum step for that rating (Step F), then the employee will not receive an increase.

D. Notwithstanding any other provisions herein, the City may impose a freeze on performance pay increases, as budget constraints may dictate. During such freeze, the employee will continue to receive annual evaluations, but no salary or step advancement shall occur.

E. When an employee reaches the top of the pay grade for the position or at the time a position becomes vacant, the position and its classification in the salary plan will be reevaluated with respect to the factors cited in I-Basis" above. If such reevaluation does not result in a reclassification of the position, then no further base salary increases will take place.

F. When an employee is promoted, that employee should be placed in a step which is at least two steps (4%) in pay up from the employee's present step in the pay plan. The new position will be considered an introductory appointment and handled as described under the appropriate section of the Personnel Policy. Upon completion of the introductory period, the employee should be given at least a one step (2.0%) increase.

G. A former employee reinstated pursuant to these rules shall be compensated on a step of the approved ranges as administratively determined.

H. Members of the collective bargaining unit are not covered under this salary plan.

I. Upon request by the City Council, the City Manager will submit a written report to the City Council indicating the results of department head performance evaluations and any resulting salary increases.

## SALARY SCHEDULE

SALARY SCHEDULE														
GRADE		STEP												POSITION TITLE
		A	B	C	D	E	F	G	H	I	J	K	L	
hourly	1	7.25	7.40	7.54	7.69	7.85	8.00	8.16	8.33	8.49	8.66	8.84	9.01	
monthly		1,257	1,282	1,307	1,334	1,360	1,387	1,415	1,444	1,472	1,502	1,532	1,563	
annual		15,080	15,382	15,689	16,003	16,323	16,650	16,983	17,322	17,669	18,022	18,382	18,750	
hourly	2	7.61	7.76	7.92	8.08	8.24	8.40	8.57	8.74	8.92	9.10	9.28	9.47	
monthly		1,320	1,346	1,373	1,400	1,428	1,457	1,486	1,516	1,546	1,577	1,608	1,641	
annual		15,834	16,151	16,474	16,803	17,139	17,482	17,832	18,188	18,552	18,923	19,302	19,688	
hourly	3	7.99	8.15	8.32	8.48	8.65	8.83	9.00	9.18	9.37	9.55	9.74	9.94	Library Clerk
monthly		1,385	1,413	1,441	1,470	1,500	1,530	1,560	1,591	1,623	1,656	1,689	1,723	
annual		16,626	16,958	17,297	17,643	17,996	18,356	18,723	19,098	19,480	19,869	20,267	20,672	
hourly	4	8.39	8.56	8.73	8.91	9.08	9.27	9.45	9.64	9.83	10.03	10.23	10.44	
monthly		1,455	1,484	1,514	1,544	1,575	1,606	1,638	1,671	1,704	1,739	1,773	1,809	
annual		17,457	17,806	18,162	18,525	18,896	19,274	19,659	20,053	20,454	20,863	21,280	21,706	
hourly	5	8.81	8.99	9.17	9.35	9.54	9.73	9.92	10.12	10.33	10.53	10.74	10.96	
monthly		1,527	1,558	1,589	1,621	1,653	1,686	1,720	1,755	1,790	1,825	1,862	1,899	
annual		18,330	18,696	19,070	19,452	19,841	20,238	20,642	21,055	21,476	21,906	22,344	22,791	
hourly	6	9.25	9.44	9.63	9.82	10.02	10.22	10.42	10.63	10.84	11.06	11.28	11.50	
monthly		1,604	1,636	1,669	1,702	1,736	1,771	1,806	1,842	1,879	1,917	1,955	1,994	
annual		19,246	19,631	20,024	20,424	20,833	21,249	21,674	22,108	22,550	23,001	23,461	23,930	
hourly	7	9.72	9.91	10.11	10.31	10.52	10.73	10.94	11.16	11.38	11.61	11.84	12.08	Library Aide
monthly		1,684	1,718	1,752	1,787	1,823	1,859	1,897	1,934	1,973	2,013	2,053	2,094	Security Officer
annual		20,209	20,613	21,025	21,446	21,874	22,312	22,758	23,213	23,678	24,151	24,634	25,127	
hourly	8	10.20	10.41	10.61	10.83	11.04	11.26	11.49	11.72	11.95	12.19	12.44	12.68	
monthly		1,768	1,804	1,840	1,876	1,914	1,952	1,991	2,031	2,072	2,113	2,155	2,199	
annual		21,219	21,643	22,076	22,518	22,968	23,428	23,896	24,374	24,862	25,359	25,866	26,383	

	GRADE	STEP												POSITION TITLE
		A	B	C	D	E	F	G	H	I	J	K	L	
hourly	9	10.71	10.93	11.14	11.37	11.59	11.83	12.06	12.30	12.55	12.80	13.06	13.32	Laborer
monthly		1,857	1,894	1,932	1,970	2,010	2,050	2,091	2,133	2,175	2,219	2,263	2,309	
annual		22,280	22,726	23,180	23,644	24,117	24,599	25,091	25,593	26,105	26,627	27,159	27,702	
hourly	10	11.25	11.47	11.70	11.94	12.17	12.42	12.67	12.92	13.18	13.44	13.71	13.98	Library Assistant
monthly		1,950	1,988	2,028	2,069	2,110	2,152	2,195	2,239	2,284	2,330	2,376	2,424	
annual		23,394	23,862	24,339	24,826	25,322	25,829	26,345	26,872	27,410	27,958	28,517	29,088	
hourly	11	11.81	12.05	12.29	12.53	12.78	13.04	13.30	13.57	13.84	14.11	14.40	14.68	Light Equipment Operator
monthly		2,047	2,088	2,130	2,172	2,216	2,260	2,305	2,351	2,398	2,446	2,495	2,545	Building and Grounds Keeper
annual		24,564	25,055	25,556	26,067	26,589	27,120	27,663	28,216	28,780	29,356	29,943	30,542	
hourly	12	12.40	12.65	12.90	13.16	13.42	13.69	13.96	14.24	14.53	14.82	15.12	15.42	
monthly		2,149	2,192	2,236	2,281	2,327	2,373	2,420	2,469	2,518	2,569	2,620	2,672	
annual		25,792	26,308	26,834	27,371	27,918	28,476	29,046	29,627	30,219	30,824	31,440	32,069	
hourly	13	13.02	13.28	13.55	13.82	14.09	14.38	14.66	14.96	15.25	15.56	15.87	16.19	Community Services Assistant
monthly		2,257	2,302	2,348	2,395	2,443	2,492	2,542	2,592	2,644	2,697	2,751	2,806	Municipal Court Clerk
annual		27,082	27,623	28,176	28,739	29,314	29,900	30,498	31,108	31,730	32,365	33,012	33,672	
hourly	14	13.67	13.94	14.22	14.51	14.80	15.09	15.40	15.70	16.02	16.34	16.66	17.00	Heavy Equipment Operator
monthly		2,370	2,417	2,465	2,515	2,565	2,616	2,669	2,722	2,776	2,832	2,889	2,946	Dispatcher
annual		28,436	29,004	29,584	30,176	30,780	31,395	32,023	32,664	33,317	33,983	34,663	35,356	
hourly	15	14.35	14.64	14.93	15.23	15.54	15.85	16.17	16.49	16.82	17.15	17.50	17.85	Accounting Clerk
monthly		2,488	2,538	2,589	2,640	2,693	2,747	2,802	2,858	2,915	2,974	3,033	3,094	Administrative Assistant
annual		29,857	30,455	31,064	31,685	32,319	32,965	33,624	34,297	34,983	35,682	36,396	37,124	
hourly	16	15.07	15.37	15.68	15.99	16.31	16.64	16.97	17.31	17.66	18.01	18.37	18.74	
monthly		2,613	2,665	2,718	2,772	2,828	2,884	2,942	3,001	3,061	3,122	3,185	3,248	
annual		31,350	31,977	32,617	33,269	33,935	34,613	35,305	36,012	36,732	37,466	38,216	38,980	
hourly	17	15.83	16.14	16.47	16.79	17.13	17.47	17.82	18.18	18.54	18.91	19.29	19.68	Code Enforcement Officer
monthly		2,743	2,798	2,854	2,911	2,969	3,029	3,089	3,151	3,214	3,278	3,344	3,411	
annual		32,918	33,576	34,248	34,933	35,631	36,344	37,071	37,812	38,568	39,340	40,127	40,929	

	GRADE	STEP												POSITION TITLE
		A	B	C	D	E	F	G	H	I	J	K	L	
hourly	18	16.62	16.95	17.29	17.63	17.99	18.35	18.71	19.09	19.47	19.86	20.26	20.66	Telecommunications Supervisor
monthly		2,880	2,938	2,997	3,057	3,118	3,180	3,244	3,309	3,375	3,442	3,511	3,581	
annual		34,564	35,255	35,960	36,679	37,413	38,161	38,924	39,703	40,497	41,307	42,133	42,976	
hourly	19	17.45	17.80	18.15	18.52	18.89	19.26	19.65	20.04	20.44	20.85	21.27	21.69	
monthly		3,024	3,085	3,147	3,209	3,274	3,339	3,406	3,474	3,543	3,614	3,687	3,760	
annual		36,292	37,018	37,758	38,513	39,283	40,069	40,870	41,688	42,522	43,372	44,240	45,124	
hourly	20	18.32	18.69	19.06	19.44	19.83	20.23	20.63	21.04	21.47	21.89	22.33	22.78	Municipal Court Administrator
monthly		3,176	3,239	3,304	3,370	3,437	3,506	3,576	3,648	3,721	3,795	3,871	3,948	Library Director
annual		38,106	38,869	39,646	40,439	41,248	42,073	42,914	43,772	44,648	45,541	46,451	47,381	Director of Administrative Services
hourly	21	19.24	19.62	20.01	20.41	20.82	21.24	21.66	22.10	22.54	22.99	23.45	23.92	Street Foreman
monthly		3,334	3,401	3,469	3,538	3,609	3,681	3,755	3,830	3,907	3,985	4,065	4,146	
annual		40,012	40,812	41,628	42,461	43,310	44,176	45,060	45,961	46,880	47,818	48,774	49,750	
hourly	22	20.20	20.60	21.01	21.43	21.86	22.30	22.75	23.20	23.67	24.14	24.62	25.11	City Marshal / Bailiff
monthly		3,501	3,571	3,642	3,715	3,790	3,865	3,943	4,022	4,102	4,184	4,268	4,353	
annual		42,012	42,853	43,710	44,584	45,475	46,385	47,313	48,259	49,224	50,209	51,213	52,237	
hourly	23	21.21	21.63	22.06	22.51	22.96	23.42	23.88	24.36	24.85	25.35	25.85	26.37	Building Official
monthly		3,676	3,750	3,825	3,901	3,979	4,059	4,140	4,223	4,307	4,393	4,481	4,571	
annual		44,113	44,995	45,895	46,813	47,749	48,704	49,678	50,672	51,685	52,719	53,773	54,849	
hourly	24	22.27	22.71	23.17	23.63	24.10	24.59	25.08	25.58	26.09	26.61	27.15	27.69	
monthly		3,860	3,937	4,016	4,096	4,178	4,262	4,347	4,434	4,522	4,613	4,705	4,799	
annual		46,319	47,245	48,190	49,154	50,137	51,139	52,162	53,205	54,270	55,355	56,462	57,591	
hourly	25	23.38	23.85	24.33	24.81	25.31	25.82	26.33	26.86	27.40	27.94	28.50	29.07	
monthly		4,053	4,134	4,217	4,301	4,387	4,475	4,564	4,655	4,749	4,844	4,940	5,039	
annual		48,635	49,607	50,599	51,611	52,644	53,696	54,770	55,866	56,983	58,123	59,285	60,471	
hourly	26	24.55	25.04	25.54	26.05	26.57	27.11	27.65	28.20	28.77	29.34	29.93	30.53	City Secretary / Treasurer
monthly		4,256	4,341	4,427	4,516	4,606	4,698	4,792	4,888	4,986	5,086	5,187	5,291	
annual		51,066	52,088	53,129	54,192	55,276	56,381	57,509	58,659	59,832	61,029	62,249	63,494	

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	GRADE	STEP												POSITION TITLE
		A	B	C	D	E	F	G	H	I	J	K	L	
hourly	27	25.78	26.29	26.82	27.36	27.90	28.46	29.03	29.61	30.20	30.81	31.42	32.05	
monthly		4,468	4,558	4,649	4,742	4,837	4,933	5,032	5,133	5,235	5,340	5,447	5,556	
annual		53,620	54,692	55,786	56,901	58,040	59,200	60,384	61,592	62,824	64,080	65,362	66,669	
hourly	28	27.07	27.61	28.16	28.72	29.30	29.88	30.48	31.09	31.71	32.35	33.00	33.66	Community Services Director
monthly		4,692	4,786	4,881	4,979	5,078	5,180	5,284	5,389	5,497	5,607	5,719	5,834	Street Superintendent
annual		56,301	57,427	58,575	59,747	60,941	62,160	63,404	64,672	65,965	67,284	68,630	70,003	
hourly	29	28.42	28.99	29.57	30.16	30.76	31.38	32.01	32.65	33.30	33.97	34.64	35.34	
monthly		4,926	5,025	5,125	5,228	5,332	5,439	5,548	5,659	5,772	5,887	6,005	6,125	
annual		59,116	60,298	61,504	62,734	63,989	65,268	66,574	67,905	69,263	70,649	72,062	73,503	
hourly	30	29.84	30.44	31.05	31.67	32.30	32.95	33.61	34.28	34.96	35.66	36.38	37.10	Police Captain
monthly		5,173	5,276	5,382	5,489	5,599	5,711	5,825	5,942	6,061	6,182	6,305	6,431	
annual		62,071	63,313	64,579	65,871	67,188	68,532	69,902	71,300	72,726	74,181	75,665	77,178	
hourly	31	31.33	31.96	32.60	33.25	33.92	34.60	35.29	35.99	36.71	37.45	38.20	38.96	
monthly		5,431	5,540	5,651	5,764	5,879	5,997	6,116	6,239	6,364	6,491	6,621	6,753	
annual		65,175	66,478	67,808	69,164	70,547	71,958	73,398	74,865	76,363	77,890	79,448	81,037	
hourly	32	32.90	33.56	34.23	34.91	35.61	36.33	37.05	37.79	38.55	39.32	40.11	40.91	Public Safety Director
monthly		5,703	5,817	5,933	6,052	6,173	6,296	6,422	6,551	6,682	6,815	6,952	7,091	
annual		68,434	69,802	71,198	72,622	74,075	75,556	77,067	78,609	80,181	81,785	83,420	85,089	
hourly	33	34.55	35.24	35.94	36.66	37.39	38.14	38.90	39.68	40.48	41.29	42.11	42.95	
monthly		5,988	6,108	6,230	6,354	6,482	6,611	6,743	6,878	7,016	7,156	7,299	7,445	
annual		71,855	73,292	74,758	76,253	77,779	79,334	80,921	82,539	84,190	85,874	87,591	89,343	
hourly	34	36.27	37.00	37.74	38.49	39.26	40.05	40.85	41.67	42.50	43.35	44.22	45.10	
monthly		6,287	6,413	6,541	6,672	6,806	6,942	7,081	7,222	7,367	7,514	7,664	7,818	
annual		75,448	76,957	78,496	80,066	81,667	83,301	84,967	86,666	88,399	90,167	91,971	93,810	
hourly	35	38.09	38.85	39.63	40.42	41.23	42.05	42.89	43.75	44.62	45.52	46.43	47.36	
monthly		6,602	6,734	6,868	7,006	7,146	7,289	7,435	7,583	7,735	7,890	8,047	8,208	
annual		79,220	80,805	82,421	84,069	85,751	87,466	89,215	90,999	92,819	94,676	96,569	98,501	

## PERSONNEL ALLOCATIONS COMPARISON

DEPT.	POSITION	PAY GRADE	2008/09	2009/10	2010/11	2011/12	2012/13
<b>1-Adm</b>	City Manager	Exempt	1.0	1.0	1.0	1.0	1.0
	City Secretary/Treas.	26 - Exempt	1.0	1.0	1.0	1.0	1.0
	Accounting Clerk	15	1.0	1.0	1.0	1.0	1.0
	Director of Adm. Svcs.	20 - Exempt	1.0	1.0	1.0	1.0	1.0
<b>TOTAL ADMINISTRATION</b>			<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>3-Comm. Svcs.</b>	Community Svcs. Dir.	28 - Exempt	1.0	1.0	1.0	1.0	1.0
	Building Official	23	1.0	1.0	1.0	1.0	1.0
	Administrative Assistant	15	1.0	1.0	1.0	1.0	1.0
	Community Services Asst.	13	1.0	1.0	1.0	1.0	1.0
	Court Clerk (split w/court)	13	0.0	0.0	0.0	0.0	0.45
<b>TOTAL COMM. SVCS.</b>			<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.5</b>
<b>4-Judicial</b>	Court Administrator	20 - Exempt	1.0	1.0	1.0	1.0	1.0
	Municipal Court Clerk	13	2.0	2.0	2.0	2.0	1.0
	Court Clerk (split w/CS)	13	0.0	0.0	0.0	0.0	0.55
	City Marshal/Bailiff	22	1.0	1.0	1.0	1.0	1.0
<b>TOTAL JUDICIAL</b>			<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.6</b>
<b>5-Police</b>	Public Safety Director	32 - Exempt	1.0	1.0	1.0	1.0	1.0
	Police Captain	30 - Exempt	1.0	1.0	1.0	1.0	1.0
	Police Lieutenant		1.0	1.0	1.0	1.0	1.0
	Police Sergeant		4.0	4.0	4.0	4.0	4.0
	Police Officer		13.0	14.0	14.0	15.0	15.0
	Telecomm Supervisor	18	1.0	1.0	1.0	1.0	1.0
	Dispatcher	14	5.0	5.0	5.0	5.0	5.0
	Administrative Assistant	15	1.0	1.0	1.0	1.0	1.0
<b>TOTAL POLICE</b>			<b>27.0</b>	<b>28.0</b>	<b>28.0</b>	<b>29.0</b>	<b>29.0</b>
<b>8-Library</b>	Library Director	20 - Exempt	1.0	1.0	1.0	1.0	1.0
	Library Asst. (fulltime)	10	1.0	1.0	1.0	1.0	1.0
	Library Asst. (parttime)	10	1.0	1.0	1.0	1.0	1.0
	Library Aide (parttime)	7	1.0	1.0	1.0	1.0	1.0
	Library Clerk (parttime)	3	2.0	2.0	2.0	2.0	2.0
	Security Officer (parttime)	7	1.0	1.0	0.0	0.0	0.0
<b>TOTAL LIBRARY</b>			<b>7.0</b>	<b>7.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>



# CITY OF SANTA FE

## Organizational Chart

