

City of Santa Fe, Texas



2025 Annual Budget

For the fiscal year beginning
October 1, 2024 & ending September 30, 2025

Adopted September 12, 2024

Cover Design by Jenna Davis



City of Santa Fe, Texas

Fiscal Year 2024-2025

Budget Cover Page

September 12, 2024

This budget will raise more revenue from property taxes than last year's budget by an amount of \$128,596, which is a 4.77 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$84,455.

The members of the governing body voted on the budget as follows:

FOR:	Bubba Jannett	John Dickerson
	Russell Schroeder	Dana Marks
	Ryan McCamy	

AGAINST:

PRESENT and not voting: Brandon Noto

ABSENT:

Property Tax Rate Comparison

	2024-2025	2023-2024
Property Tax Rate:	\$0.246097/100	\$0.238600/100
No-New-Revenue Tax Rate:	\$0.241739/100	\$0.219843/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.216334/100	\$0.194694/100
Voter-Approval Tax Rate:	\$0.272241/100	\$0.261801/100
Debt Rate:	\$0.025161/100	\$0.025497/100

Total debt obligation for City of Santa Fe, Texas secured by property taxes:
\$2,445,000



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Santa Fe
Texas**

For the Fiscal Year Beginning

October 01, 2023

Christopher P. Morrill

Executive Director



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BUDGET INTRODUCTION

An introduction to the Annual Budget is presented here in a series of narrative documents designed to give the public relevant information regarding the city's budget process and fiscal environment.

The budget document is the annual financial plan for City operations for the period covering a fiscal year, October 1 - September 30. This plan describes sources of revenue and how funds will be spent during the year. The Annual Budget has four basic functions.

First, it expresses the policy of the City Council. Through the budget, the City Council exercises its authority to allocate resources. As part of the budget review process, the City Council determines the tax rate for each fiscal year. At that time, the Council also makes appropriate adjustments to operations expenditures and policy amendments.

Second, the budget and subsequent accounting reports allow managers to isolate potential problems and ensure that City resources are used effectively and efficiently. The process of preparing the budget provides managers with the opportunity to evaluate their operations and to formulate goals and objectives for the upcoming year. The budget system also provides a means of planning and monitoring progress toward those goals throughout the year.

Thirdly, the Annual Budget is a means of communicating the City's spending plan to the residents of Santa Fe and others. The budget is a tangible expression of the City Council's policy direction. To residents, the budget is a symbol of the policy of the City Council and the actions of the City Administration.

Finally, the budget is the foundation for the proper accounting of City funds. It expresses in financial terms the goals and plans of the City Council. The types and amounts of authorized expenditures and the means for financing them are outlined in the budget. Once the budget is recorded in the accounting system, it serves as a control device to keep spending within authorized limits.

➤ Introduction

- Elected Officials
- Administrative Staff
- Mission Statement and Goals
- Budget Message
- Organizational Chart
- History Of Santa Fe
- Budget Process and Calendar
- Understanding the Budget



ELECTED OFFICIALS



Brandon Noto
Insurance **Mayor**
Term Expires May, 2027



Bubba Jannett
PW Supervisor *Councilmember Position 3*
Mayor-Pro Temp
Term Expires May, 2027



Ryan McCamy
Self-Employed *Councilmember Position 2*
Term Expires May, 2027



Russell Schroeder
Project Manager *Councilmember Position 1*
Term Expires May, 2025



John Dickerson
Transportation
Coordinator *Councilmember Position 4*
Term Expires May, 2027

Dana Marks
Oil & Gas *Councilmember Position 5*
Term Expires May, 2025



CITY COUNCIL

The City Council, consisting of a Mayor and five Council Members 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 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 of all the advice and counsel to which it has access. This involves the close consideration of the many appointments that 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 & MISSION

Position	Held by	Department
City Manager	Alun Thomas	Administration
City Secretary	Natalie Arnett	Administration
Public Safety Director	Walter Braun	Police
Community Services Director	Georgia Argentine	Community Services
Fire Marshal	Ramon Coven	Fire Marshal
Street Superintendent	Billy Creppon	Street & Maintenance
Library Director	Becky McClain	Library
Court Administrator	Lisa K. Snider	Court
Municipal Court Judge	James S. Tittle	Court
City Attorney	Charles Zech	City-Wide
Director of Finance	Rudy Zepeda	Administration

Mission Statement

The City of Santa Fe is dedicated to its citizens and to make our community a great place to live, work, and raise a family.

Vision Statement

Santa Fe is an inclusive community where small-town values are still prevalent. A place where the community's business supports the citizens' wants and needs as well as employing many of its residents. A harmonic blend of urban growth with the grassroots of a small Texas town.



Budget Letter for Fiscal Year 2025

September 12, 2024



2025 Fiscal Year Proposed Operating & Debt Budget Transmittal

Honorable Mayor and City Council,

I am pleased to present the Annual Budget of the City of Santa Fe for Fiscal Year (FY) 2025. This is a significant effort by the City organization and one we take seriously, as the budget document presents the City's priorities for the upcoming year. In presenting the Budget, I wish to recognize our Finance Director, Rudy Zepeda; our City Secretary, Natalie Arnett; and our department directors. Each of these employees made significant contributions to this document during the budget development and preparation process. Our City Charter requires that the City Manager submit a full and balanced, detailed budget proposal to you, as the City's governing body, each year. The final adopted budget will be completed through your continued hard work and with input from interested citizens.

Introduction

The budget tells the story of our local government to our community and demonstrates the City's commitment to accomplishing its stated goals. It shares and memorializes both our opportunities and the challenges we face. The budget sets service expectations, identifies and funds capital projects, and establishes the financial and human resources necessary to accomplish the Council's priorities with the least impact possible on our citizens through taxes, fees, and utility rates. The proposed FY2025 budget continues to focus on the key priorities identified by the City Council. There are several important projects or programs that will be highlighted that illustrate the commitment this budget makes to our community, particularly in Maintaining Infrastructure, Investing in Our Employees, and Enhancing Quality of Life. Before we begin, let us look back at the FY2024 Budget.

Review of FY2024 Budget

Overall, the FY2024 expenditures are estimated to be lower than budget appropriations. The projected General Fund expenditures are \$10,144,621, which is \$6,036 less than the total budgeted expenditures. The projected FY2024 General Fund revenues are projected to be \$10,234,417, which is \$186,000 above the budgeted revenues. The General Fund is, therefore, projected to end FY2024 with a positive estimated cash balance of \$89,796. However, these gains will undoubtedly be absorbed by the recovery efforts of Hurricane Beryl this summer. The city expects to recover most of these costs through federal assistance, though the reimbursement may take several months or years to complete.



FY2025 Budget Summary

Recovery from the pandemic continues to affect the City’s operations in unusual ways. Although sales tax has rebounded more strongly than even our most optimistic projections, and our property and industrial tax bases continue to grow, the effects of the cost of basic commodities exceeding inflation, coupled with the tightening of the labor pool, has produced operational challenges. Fortunately, that resurgence and growth in our sales tax revenues has provided the City with an opportunity to address these challenges. Additionally, the City anticipates the need for more street maintenance hours to assist in the recovery of more storm-related events.

The total operating budget for all funds of the City is \$14,251,351 and comprises the general fund, Hotel/Motel fund, 4B ½ cent fund, capital projects funds, and the City’s I&S fund. The general fund FY2025 budget of \$12,214,880 exceeds anticipated revenues by \$186,771 but maintains a low overall tax rate of 24.61 cents per \$100 of value.

The General fund is the largest of all funds and normal local government activities.

	FY2024 (ADOPTED)	FY2024 (PROJECTED)	FY2025(PROPOSED)
GF REVENUES	\$10,048,417	\$10,048,417	\$12,215,180
GF EXPENDITURES	\$10,150,657	\$10,144,621	\$12,401,941
	(\$102,240)	(\$96,204)	(\$186,771)
			<i>The deficit to be balanced with with reserve funds.</i>

Major budgetary highlights for the upcoming year include:

- A. At 24.61 cents, the tax rate is proposed to increase maintenance and operations by 0.75 cents. The proposed rate is under the Voter Approval Rate and would raise \$128,596 more than this current budget year.
- B. At \$12,401,941, the proposed general fund budget is \$2,166,463 more than the adopted FY 2024 budget, which represents a 22.2% increase. This is primarily due to grant funds expected to be used next year.
- C. The City of Santa Fe’s fee schedule is unaltered but should be able to produce \$18,700 less in general fund revenue, primarily from a decrease in franchise fees predicted.
- D. The proposed budget focuses on providing ≈ 5% market adjustment to all positions, which includes funding the annual step increases to separate longer-serving employees from new hires.

For Fiscal Year 2025, the City will be adopting a new contract for solid waste collection, which will further increase the level of service and potentially also increase the City’s franchise fee revenue. The city does not anticipate a reduction in revenue from this new contract.

The city’s sales tax remains a significant source of revenue and has exceeded all our forecasts. The City’s general fund balance, or the City’s “savings,” has remained healthy this past year. After transfers to the capital projects fund, the City’s general fund balance provides 5.3 months of operating expenditure coverage and serves as a financial cushion for unexpected events.



General Fund Revenue Highlights

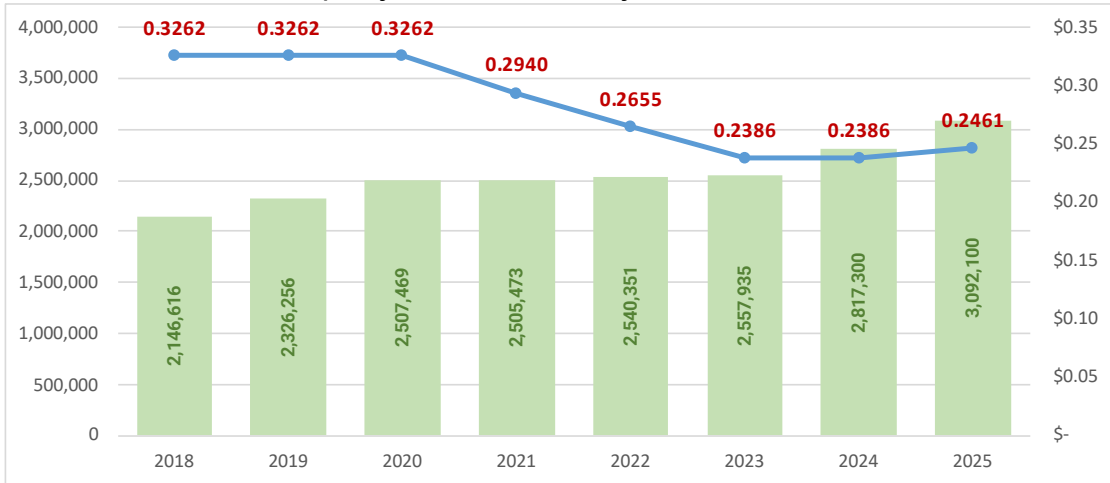
The City has a limited revenue stream. The City’s primary general fund revenue sources include sales tax, property tax, utility franchise payments, and a variety of other revenues that include permit fees, court fines, and recreation user fees.

Property tax revenue is based on the City’s appraised property values and an adopted tax rate. At approximately \$1.6 billion, the City’s assessed value is continuing to increase by double digits annually. The City has a well-rounded property tax roll with a good mixture of residential and commercial development. The City typically does not receive actual tax values until after the proposed budget is presented to the City Council. As such, the Galveston Central Appraisal District has estimated our values to be 2.92% more than last year’s certified freeze-adjusted tax roll of \$1,050,405,844.

Revenue Distribution

Grants	\$3,777,480	30.9%
Sales Tax	\$3,230,200	26.4%
Property Tax	\$3,141,100	25.7%
Fines & Fees	\$993,480	8.2%
Franchise Fees	\$770,000	6.3%
Miscellaneous	\$302,920	2.5%

Property Tax Rate History vs. Revenue




At \$3.1 million, combined commercial and residential property taxes constitute 25.7% of City revenues. This revenue is approximately half the cost of operating the police department. FY 2025 property taxes are anticipated to be \$236,950 higher than projected in the FY2024 budget. This is ~ 9.4% more than last year and includes a larger-than-normal value expected from values being petitioned through the GCAD.

If adopted as proposed, the 24.61 cents per \$100 will increase tax rate by 0.75 cents/\$100 (\$0.0075). This rate is split between 22.09 cents for operations and maintenance and 2.52 cents for general debt service. The tax rate follows the 3.5% limit on maintenance and operations rate increases.



Galveston County Property Tax Rates List 2023

Jamaica Beach	0.13959
Kemah	0.18556
Santa Fe 	0.23860
Dickinson	0.36687
League City	0.39500
Galveston	0.40885
La Marque	0.41806
Bayou Vista	0.42227
Tiki Island	0.43575
Texas City	0.49000
Hitchcock	0.49500
Friendswood	0.50073

The city's tax rate continues to be one of the lowest in the state of Texas for cities, with a rank of 173 out of 1,241 in 2023, as recorded by the Texas State Comptroller. The mean tax is 48.27 cents per \$100 of value.

At \$3,223,200, sales tax continues to make up the largest category of City revenues. FY2025 sales revenues are forecasted to increase \$266,000 over last year's actuals. Court fees are expected to provide \$510,000 to the general fund, which is \$12,500 less than the FY 2024 budget. Development permit fees are anticipated to increase \$5,000 from last year's forecast. These fees can vary significantly from one year to the next, depending on local construction activities. Based on knowledge of pending projects and monthly trends, staff predicts fees to be \$483,500 for next year, which remains higher than the \$478,000 budgeted in FY 2024. Recreation and Community Center fees have still not returned to pre-pandemic levels, although the City's acquisition of Runge Park during FY 2024 should allow this figure to increase. For FY 2025, staff forecasts that recreation fees, excluding those from Runge Park, will be approximately \$10,000, which is \$4,000 less than last year's budget.

General Fund Expenditure Highlights

The FY2025 non-capital budget proposes \$8,158,661 in expenditures. Expenditures include costs for personnel, supplies, materials, equipment, utilities, professional and contracted services, and other items. Personnel costs represent the single largest category of recurring expenditures at 78.6% of the non-capital budget. At \$3,864,560 and representing about 48% of the City's overall budget, Public Safety is the single largest category of City expenditures.

Overall, recurring general fund expenditures are \$575,791 more than the FY2024 budget. The post-pandemic work environment had, and continues to have, an impact on the City's ability to recruit and retain qualified employees. Efforts to attract and hire employees have included ensuring that the City offers competitive compensation, which in turn has contributed to pay compression. Our employees are also experiencing the impacts of inflation which is at a 40-year high. To address these challenges, the proposed budget includes funding a 5% market adjustment for all employees, which provides for an



annual merit increase based on performance and cost of living. The cost of the market adjustment and merit plan is \$239,890 and is the largest increase to the general fund and maintains are commitment to recruit, maintain, and train a qualified workforce. Approximately 78% of the salary adjustments are allocated to Sworn Personnel and Non-Exempt positions.

Below is a summary of noteworthy changes (\$10,000 and above) for FY2025 that are included in the General Fund:

Five percent Market & Merit & Regrades	\$ 239,890
Retirement	\$ 86,650
Fuel	\$ 43,200
Health & Dental Insurance	\$ 62,430
Property, Liability, and Windstorm Insurance	\$ 10,130
Supplies, Small Tools & Postage	\$ 66,700
Personnel & Board Training	\$ 17,280
Training	\$ 11,280
<u>All Other Maintenance Services & Repairs</u>	<u>\$ 37,410</u>
Summary Total	\$ 574,970

TOTAL BUDGET INCREASE \$ 574,970 less Grants and Capital

Overall Budget Increase from FY2024 = 5.3%

4B Half-Cent Sales Tax / Economic Development Corporation

The 4B half-cent sales tax fund operates as a separate source of funding for the City. It shifts items out of the general budget and into the sales tax fund. This lessens the burden on the City's regular budget. In Santa Fe, voters restricted this fund to capital infrastructure and incentives that support economic development.

The fund annually allocates unused infrastructure funds to the EDC fund balance for future large or multi-year projects. The FY2025 budget will see the City replacing Warpath Avenue, a major thoroughfare for students, parents, and commercial customers alike with concrete. This street improvement is expected to save the City significant money in the future due to the increased longevity of concrete streets (approximately 50 years) versus traditional asphalt streets (approximately 10-15 years) and the currently very modest price difference between the two materials.

Capital Project Funds & Bond Funds

These funds account for resources used for the construction of major capital items. Currently, there are two funds, one for general projects and one for equipment replacement. The City's Capital Improvement Program (CIP) – included as part of the budget – provides detailed information about each expense and future projects that could be completed in the next five years. Capital funds are mostly derived from end-of-year savings but may also include grant funds. With six proposed projects totaling \$3,315,680, staff will be extremely busy. The largest of these projects is the Texas CDBG-MIT Regional Mitigation Program,



followed by the replacement of police vehicles using the Capital Replacement Fund and the annual street paving program. This year's street repaving program will cost \$225,000 as part of this budget.

Avenue P Drainage Improvement Project

For the past couple of years, the City of Santa Fe has been working on plans for this drainage project in the area of Avenue P between Highland Bayou to the north and Highway 6 to the south. The project is a cooperative effort between the City of Santa Fe, the County of Galveston, and Galveston County Drainage District No. 1, with the City funding its portion of the project (approximately \$900,000) through funds it has been allocated through the American Rescue Plan Act (ARPA). Construction on the project began this year, FY 2024, and is expected to conclude in or before FY 2025. Upon completion, a substantial amount of water will be diverted away from the downstream half of the Castle Ditch and into the Highland Main drainage channel slightly upstream from its present confluence with the Castle Ditch. This project will improve drainage and mitigate the flooding risk for hundreds of parcels of land along Highway 6, within the Castle Estates subdivision and within the Triple Bar subdivision.

Texas CDBG-MIT Regional Mitigation Program

Texas CDBG-MIT Regional Mitigation Program Under the Regional Mitigation Program (COG MODs), Councils of Governments (COG) impacted by Hurricane Harvey were tasked with developing a local Method of Distribution (MOD) allocating CDBG-MIT funds to eligible entities. Santa Fe's allocated award is \$2,738,700, the usage of which is limited to low- to moderate-income areas. The status of the project proceeds through 2025 and will conclude in or before FY2026.

The City has two projects that will be funded through this grant – the “North Road Improvements” project and the “South Road Improvements” project. The projects will run concurrently, and both projects will involve the rehabilitation of current roadways, which includes a full-depth repair finished with a final surface of asphalt and complete associated appurtenances. Together, the two projects total 28,920 linear feet (approximately 5.48 miles) of street rehabilitation.

Hurricane Beryl

Santa Fe sustained significant damage during FY2024 when Hurricane Beryl made landfall on July 8, 2024. Strong winds from the hurricane brought down countless trees, resulting in damage to structures and infrastructure damage. Much of the infrastructure damage involved electrical and communications lines, with many parts of the city being left without power for the better part of a week. Staff performed exceptionally well during the event, with four important takeaways being noted during the emergency operations. Firstly, the city's debris collection efforts would have been faster if it owned one additional dump truck. Secondly, a more proactive approach to trimming trees and removal of dead trees in the City's right-of-way would have helped mitigate the number of downed power lines. Thirdly, City Hall was without power for over four days following the hurricane's landfall, exposing the future need to add a functioning generator to the facility. Finally, the City's approval in FY 2023 and implementation in FY 2024 of a mass communications system was a great investment and immeasurably improved the City's ability to communicate with its residents during and following the event.

Equipment Replacement Fund



The Equipment Replacement Fund is funded through annual department contributions based on the purchase price and estimated life of their equipment. In the Equipment Replacement Fund, I am recommending replacing \$315,000 worth of Police vehicles and the purchase of a \$20,000 aerial lift for use by both the Street and the Park Departments in trimming trees and removing dead trees from rights-of-way.

The proposed purchases are:

PD Trucks and patrol cars \$ 315,000

Aerial lift: \$20,000

Police Equipment \$12,000

The total requested replacements are within the fund balance, and there should be a balance of \$50,000 by the end of FY2025.

American Relief Fund

Through the American Rescue Plan Act, the federal government has allocated \$3,333,466 million directly to our City. In August of 2021, the City received its first tranche of \$1,669,530, of which \$1,559,426 has been used. We expect to spend the remaining \$1,774,040 from May 2024 to September 2025.

I am recommending that we use the remaining balance to complete the Avenue P Drainage Improvement Project, Motorola Systems Upgrade, AC/ replacement for the Library, and an upgrade to the City Financial Software. Future capital projects and equipment replacements already noted will be prioritized and recommended to you as the year progresses for this additional funding.

Conclusion

The FY2025 Budget represents a balanced budget using reserves that will enable the City of Santa Fe to continue to provide quality services to its citizens. The continual increases in the City's major revenues and the availability of federal resources mean the future looks better than forecast would have predicted two years ago. In addition to continuing these services, our citizens will enjoy the many benefits of the capital improvement projects underway and planned for FY2025.

I am especially proud of our City employees who work tirelessly to carry out the priorities set by the City Council. They continue to do a tremendous job under demanding conditions, as was exemplified during the City's response to Hurricane Beryl. They are the key to our success. I am truly thankful for their dedication and service to our citizens. We respectfully present the FY2025 Proposed Budget for consideration by the Mayor and City Council and look forward to finalizing our plan of work to serve our citizens in the coming year.

Sincerely,

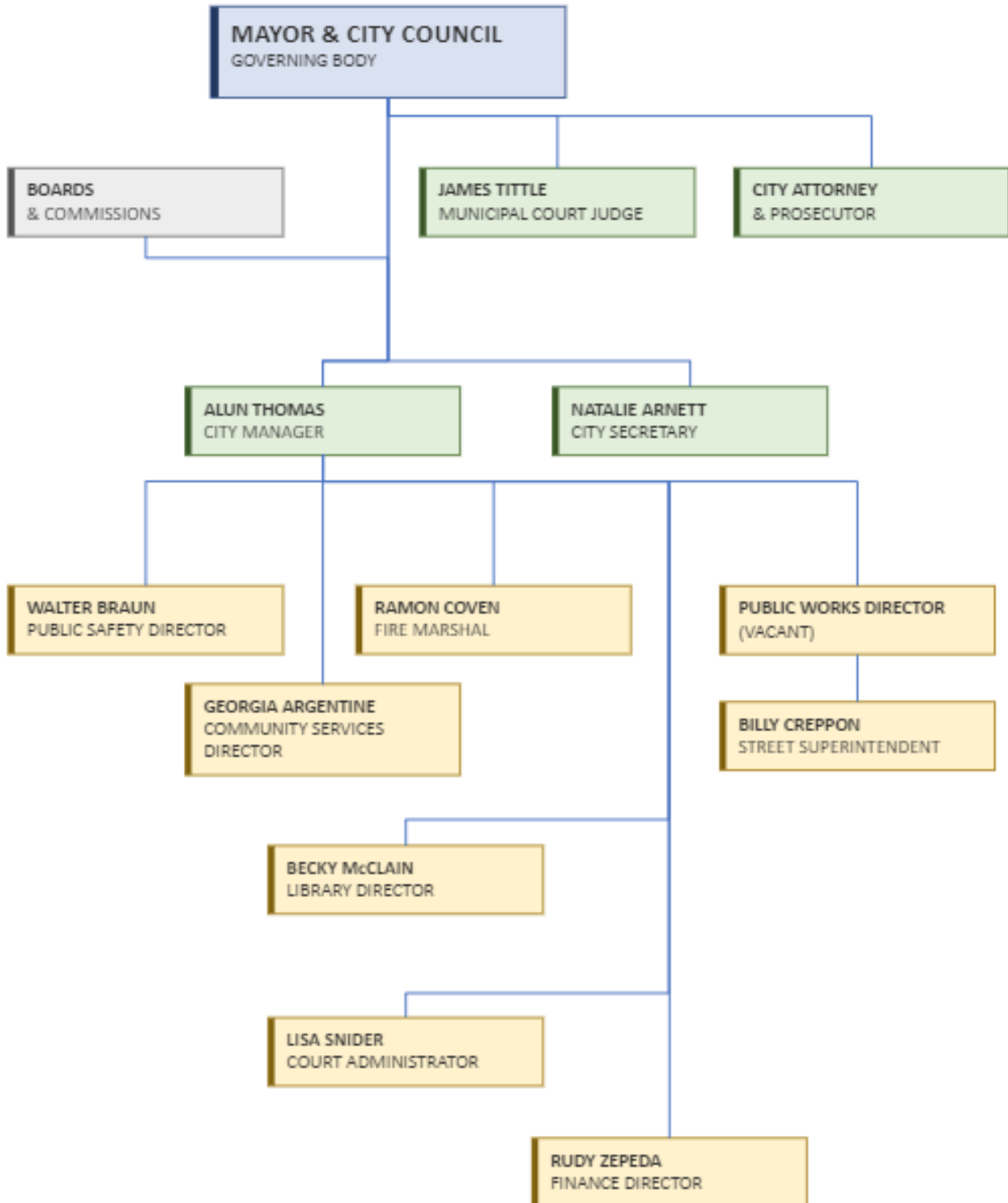
A handwritten signature in black ink that reads "Alun W. Thomas".

Alun W. Thomas
City Manager



CITY OF SANTA FE

ORGANIZATIONAL CHART





History of Santa Fe

In 1975, Hitchcock's Commissioner's Court considered annexing a three-square-mile area bordering Alta Loma, a move that alarmed residents. The area, within Hitchcock's extra-territorial jurisdiction, faced potential annexation, threatening the way of life that residents cherished.

The Chamber of Commerce convened a meeting at the High School cafeteria, drawing around 1,000 concerned citizens. Hitchcock City Commissioners assured the crowd that annexation was only under discussion, but the public remained wary. Legally, Hitchcock could annex Alta Loma/Arcadia without residents' consent.

A well-organized protest soon led Hitchcock city officials to delay the annexation proposal, allowing Alta Loma/Arcadia residents time to formulate a plan. Despite this temporary reprieve, the threat of annexation loomed. Residents realized they needed to preserve their communities, with incorporation as a city emerging as the best solution to avoid annexation by Hitchcock or other Galveston County cities.

Alta Loma and Arcadia, proud rural communities, faced an urgent and complex situation. The idea of another city annexing their area was intolerable. Residents united, attending workshops, meetings, and participating in surveys to shape their future.

On July 8, 1975, a panel addressed incorporation questions, outlining requirements and guidelines. The new city was named Santa Fe, inspired by the local school and railroad.

On November 6, 1976, a town meeting titled "Santa Fe—We Can Plan Our Own Future" was held, focusing on city management, community planning, street drainage, and law enforcement. Residents began establishing the necessary steps to form a new city.

In October 1977, Hitchcock resumed annexation efforts, proposing to annex five areas covering 2.4 square miles. A public hearing set the stage for a vote on December 16, 1977. However, on January 9, 1978, a petition with 882 resident signatures caused Hitchcock to hesitate, temporarily halting the annexation threat. Nonetheless, the threat persisted, emphasizing the importance of incorporation.

On January 21, 1978, the City of Santa Fe, Texas, was officially born. Voters approved the incorporation, with 1,024 in favor and 305 against. Through numerous workshops and preparations, the community's efforts culminated in establishing Santa Fe as a city, effectively thwarting Hitchcock's annexation attempts. This marked the beginning of Santa Fe, allowing residents to plan and control their future independently.



Demographics

Physiographic		Population	
Land Area	16.9 sq miles	1990	8,429
Miles of Streets	92 miles	2000	9,559
Longitude Range	W 95° 105'	2020	12,735
Latitude Range	N 29° 377'	2023	14,038
Elevation Range	20' - 28'	2024	14,452

Estimates as of July 1, 2023			
Race and Ethnicity Breakdown		Median Age (2022 & 2024 US Census)	
White	80.0%	2022	42.8
Black or African American	0.10%	2024	40.5
Asian	1.20%	EDUCATIONAL ATTAINMENT OF ADULTS	
American Indian	0.40%	Attending College	4.5%
Other	3.40%	High School Graduates	85.6%
Two or more races	14.90%	College Graduated	15.6%
<i>of Hispanic Origin</i>	21.00%		

Household Demographics			Gender	
Median Household Size 2024 US			Male	49.2%
Average household size	2.70		Female	50.8%
Average Family Size	3.15		Age Distribution	
Rate of Home Ownership	78.8%		Under 18	19.10%
Median Property Value	\$251,300		18 to 34	19.50%
Median Property Taxes	\$3,739		35 to 54	28.80%
Housing Units (2010 and 2023)			55 to 64	17.60%
Total housing units	4,957	5,366	65 +	15.00%
Occupied housing units	4,583	4,878		

Median Household Income (dollars)		Source:
Santa Fe:	\$91,209	https://www.neighborhoodscout.com/tx/santa-fe/
United States:	\$75,149	https://www.census.gov/

City Government

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



Budget Calendar and Process

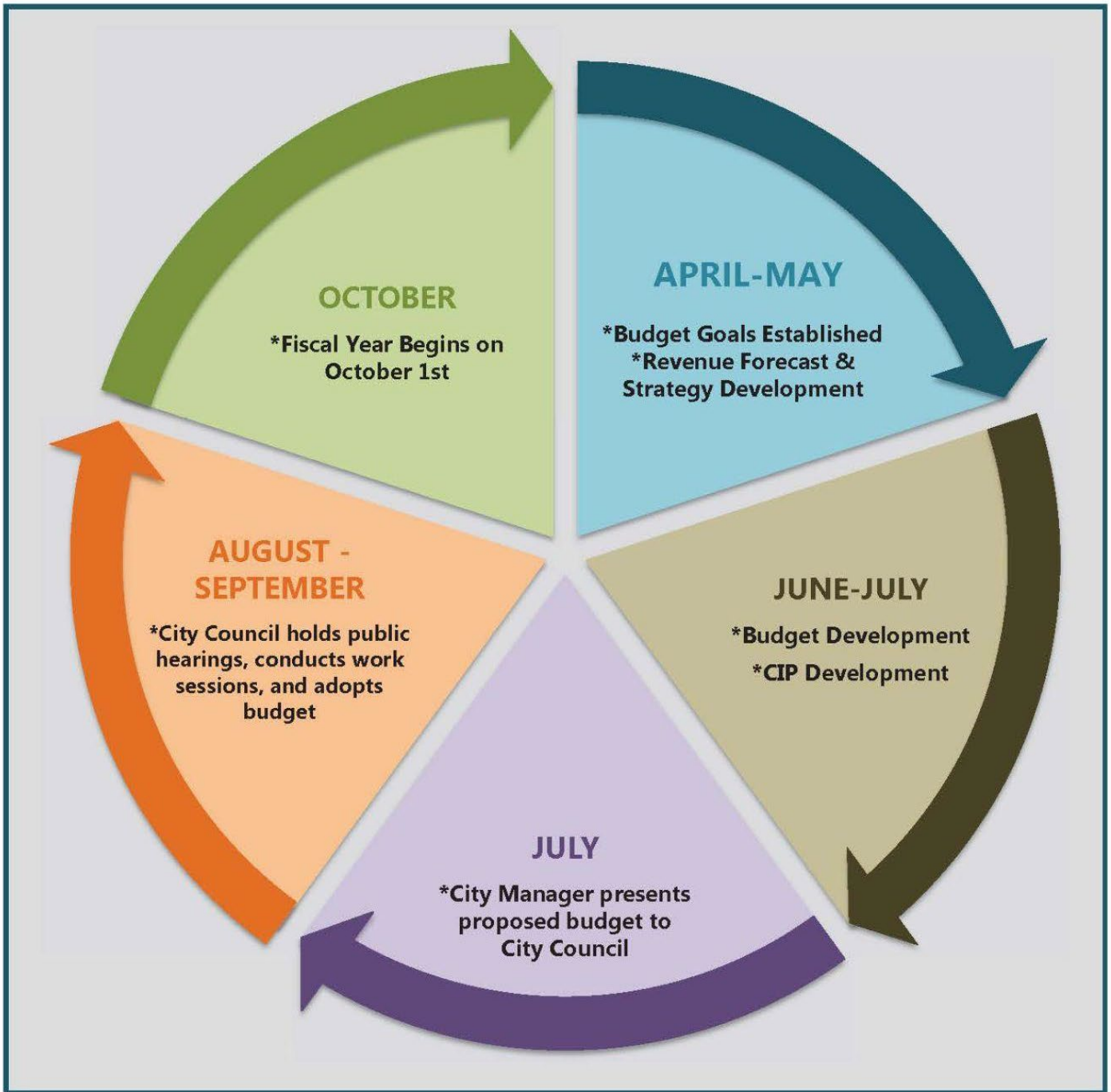
The City of Santa Fe begins in April with the development of next year's budget. The budget development process requires input from the city staff, the City Council, and the citizens. For this input to be given appropriate consideration, the process begins approximately 6 months before the budget is adopted. Details of this process can also be found in the City of Santa Fe's Home Rule Charter ([Section 9.03](#)).

There are 7 distinct phases in the development of the city's budget.

1. **Budget Goals:** After budget training in the second quarter, the budget process starts in April-May with the development of budget goals based on the city's Financial Plan and the continuous feedback received from the City Council and the citizens. After the goals are developed, a workshop with the city's administrative team sets the stage for budget formation.
2. **Revenue Forecast Schedule and Strategy Development:** This phase provides strategic fiscal forecasting, financial assumptions, revenue, and reserve information as well as management's expectations about the development of departmental budgets. At the workshop, the budget calendar is established. The calendar includes internal and external deadlines. The calendar allows the citizens and City Council to be aware of the schedule and the official dates for public input.
3. **Budget Development:** Departments develop their budgets based on the financial expectations and the guidelines provided to them. After the budgets have been entered into the city's financial system, they are reviewed with the City Manager. The review meeting allows departments to highlight changing trends in service levels in addition to making proposals for new services or changes to existing services.
4. **Capital Improvements Plan:** The Capital Improvement Plan is developed during this same process. The city operates with a five-year plan where projects are added based on priority as determined by staff. As the fund balance in each of the capital project funds is reviewed for excessive revenue, this revenue is considered for additional projects. Additional projects are prioritized and then placed on next year's schedule when funding will be available.
5. **Budget Presentation:** Once all input has been received, the budget is developed, and the City Manager makes a budget presentation to the City Council by August 15th. The proposed budget will contain the proposed tax rate, revenue estimates for fees and cost of living and benefits increases. The City Manager provides the City Council and the public with an overview of the budget and a summary of the major changes being recommended.
6. **Council Consideration:** The City Council then has over a month to receive public input through public hearings and community dialogue before adoption. Often, additional work sessions are scheduled to better understand complex changes or requirements that affect the city's budget.
7. **Budget Adoption & Amendments:** The City Council will adopt the budget and the Capital Improvements Plan before the start of the fiscal year on October 1st. The fiscal year begins Oct. 1 and runs through Sept. 30 of the following calendar year. Amendments will be adopted by the City Council periodically as required by state law and section 9.04(A) "Amendments after Adoption" of the City of Santa Fe's Home Rule Charter ([Section 9.04](#)).



CITY OF SANTA FE BUDGET PROCESS CALENDAR





Long-Term Financial Policy for the City of Santa Fe and Fund Relations

This long-term financial policy aims to ensure the fiscal stability and sustainability of the City of Santa Fe over the next decade. The policy will focus on three main revenue sources: property taxes, sales taxes, and service fees. Grants will be utilized for one-time capital replacements and infrastructure projects. The ultimate goal is to maintain a balanced budget, build healthy reserves, and manage potential financial challenges effectively.

Property Taxes:

- 1) **Property Assessment:** The city will review property assessments to ensure that property taxes are calculated fairly and accurately.
- 2) **Tax Rate Stability:** The city will strive to maintain a consistent property tax rate to provide predictability for taxpayers and enable better financial planning.
- 3) **Tax Base Growth:** Encourage sustainable development to expand the tax base, promoting economic growth while ensuring residents' quality of life is not compromised.
- 4) **Management:** Limiting tax abatements and other added value reductions that could require additional tax increases.

Sales Taxes:

- 1) **Diversification of Revenue Sources:** The city will seek to diversify its revenue streams to reduce reliance on sales taxes, thus minimizing the impact of economic downturns on city finances.
- 2) **Economic Development:** Promote economic development initiatives that will boost local businesses, increasing sales tax revenue organically.
- 3) **Periodic Review:** Conduct periodic reviews of sales tax rates to ensure they align with the economic climate and funding needs without burdening taxpayers.

Service Fees:

- 1) **Cost Recovery:** Regularly assess service fees to ensure they adequately cover the associated services' costs, avoiding subsidization from other revenue sources.
- 2) **Equitable Fees:** Evaluate service fees to ensure they are equitable and proportionate to the level of service provided.
- 3) **Transparency:** Clearly communicate the purpose and benefits of service fees to the public, fostering understanding and acceptance.

Grants:

- 1) **Capital Replacement and Infrastructure:** Utilize grants exclusively for one-time capital replacement and infrastructure projects to prevent dependency on unpredictable funding sources.
- 2) **Diversification of Funding Sources:** While grants are beneficial, the city will not rely solely on them, emphasizing self-sustainability through the identified revenue sources.

Fiscal Reserves:



- 1) Reserve Policy: Adhere to the city reserve policy specifying the target reserve level, considering at least three months of operating expenses as a minimum threshold for the discretionary fund balance.
- 2) Reserve Maintenance: Adhere to the reserve policy by maintaining the target reserve level to provide a buffer against unforeseen economic challenges or natural disasters.
- 3) Contingency Plans: Develop contingency plans in case of a significant decrease in revenues or an increase in expenditure requirements, outlining potential actions to reduce expenses and maintain the minimum reserve threshold.

Monitoring and Reporting:

- 1) Regular Financial Assessments: Conduct quarterly or semi-annual financial assessments to track revenue performance, expenditure trends, and the status of reserve levels.
- 2) Public Reporting: Publish regular financial reports and budget updates to ensure transparency and accountability to the public.

This long-term financial policy will guide the City of Santa Fe toward fiscal sustainability and resilience over the next five years. By focusing on stable revenue sources, prudent financial management, and reserve maintenance, the city can successfully navigate potential challenges and provide essential services to its residents while safeguarding its long-term financial health.

Which Fund Controls Each Department?

This table shows that all city operations are managed by the General Fund, while other major funds in this budget are used primarily to separate restricted or dedicated funds.

DEPARTMENT RELATIONSHIP TO FUND NUMBERS		ADMINISTRATION-501	DEBT SERVICE-501	CAPITAL REPLACEMENT-501	TAX-502	COMMUNITY SERVICES-503	JUDICIAL-504	POLICE-505	FIRE MARSHAL-506	PUBLIC SAFETY-507	LIBRARY-508	STREET-509	PARKS-513	SPECIAL PROJECTS-514	COMMUNITY CENTER-515	CIVIL SERVICE-517	CRIME VICTIM ASSISTANCE-522	PARK BOARD-527	MAINTENANCE-UTILITIES-528	HOTEL/MOTEL TAX-529	ARPA GRANT-530	ECONOMIC DEVELOPEMNT-575
FUND NAME	DEPARTMENT																					
GENERAL FUND (M&O)		01			01	01	01	01	01	01	01	01	01	01	01	01	01	01	01			
HOTEL OCCUPANCY FUND																				02		
DEBT SERVICE FUND			03																			
CAPITAL REPLACEMENT FUND				06																		
ECONOMIC DEVELOPMENT CORP. FUND																						75



Implementation of the Comprehensive Plan

In 2023, the city invested in a comprehensive master plan to engage the community and give the elected leader a vision and goals for the future decades. A successful Comprehensive Plan will be a blueprint recommending the next steps to achieve the vision and goals. It will identify potential funding sources and partnerships the City can leverage to implement the plan. The following are action items related to the three main objectives, including timeline, key players, and potential funding sources. Successful implementation will require proactive coordination between the City, other key players, and the community.

- Each department section includes progress towards their respective portion of this comprehensive plan.

Save space and resources for future infrastructure needs.

Action	Key Players	General Timeline
Implement safety measures for non-vehicular modes	Consultant	Short-Term
Initiate Capital Improvements Planning (CIP)	City Staff City Council Planning & Zoning Commission Galveston County Control & Improvement District #8 Galveston County Drainage District 1	Short-Term
Conduct an official Mobility Plan that includes a Thoroughfare Plan	Consultant	Short-Term
Collaborate with Water Control & Improvement District #8 (WCID 8)	City Staff Galveston County Water Control Improvement District #8	Short-Term
Conduct a Parks and Trails Master Plan	City Staff Consultant	Short-Term

Identify potential City park locations	City Staff Consultant	Short-Term
Start a city board that can identify funding and future projects	City Staff	Short-Term
Establish Roadway Impact Fees to implement roadway projects	City of Santa Fe City Council	Mid-Term
Partner with Galveston County Drainage District 1	City Staff Galveston County Drainage District 1	Ongoing

Funding | H-GAC, Texas Water Development Board, TxDOT, FEMA, Texas Parks and Wildlife, Keep Texas Beautiful



Attract Employers

Action Item	Key Players	General Timeline
Develop a strategic economic plan	City Staff Economic Development Corporation Chamber of Commerce Consultant	Short-Term
Develop a branding plan	City Staff Consultant	Mid-Term
Market Santa Fe as a destination	City Staff Economic Development Corporation Consultant	Ongoing
Provide diverse economic opportunities through regional partnerships	Economic Development Corporation Chamber of Commerce Bay Area Houston Economic Partnership Neighboring City Staff	Ongoing
Expand support for existing and future local businesses	City Staff Economic Development Corporation Chamber of Commerce	Ongoing

Funding | H-GAC

Develop Middle Market Housing

Action Item	Key Players	General Timeline
Create a community group to engage the residents about middle market housing	City Staff Economic Development Corporation Consultant Development Community	Immediate
Update the Unified Development Code	City of Santa Fe Staff Consultant City Council Planning & Zoning Commission Development Community	Short-Term
Incorporate middle market housing into the Unified Development Code	City Staff City Council Planning & Zoning Commission Development Community	Short-Term
Provide user-friendly online tools to help navigate the development process	City of Santa Fe staff Consultant	Mid-Term
Create development incentives for middle market housing	City Staff City Council Economic Development Corporation Development Community	Mid-Term

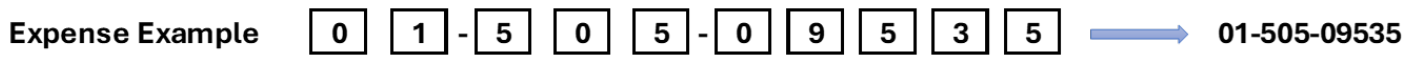
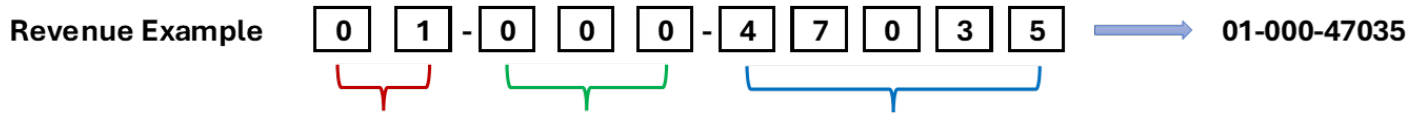
Funding | H-GAC



Understanding the Budget

Account Numbering:

The City of Santa Fe uses a 10-digit, three-segment account structure for all of its general ledger accounts, following the format: [NN-NNN-NNNN] See example:



Fund Codes
All budget accounts are categorized into one of the following funds:

- 01 General Fund
- 02 Hotel Occupancy Fund
- 03 Debt Service Tax Singing Fund
- 06 Capital Replacement Fund
- 75 Economic Developemnt Corporation Fund

Citywide Operations:
Funds 01, 02 & 06
Restricted Debt Obligations
Fund: 03
Component Unit of the City
Fund: 75

Department Codes
The middle segment identifies the department or class in one of the following:

- 000 Non-department/City-wide
- 501 Administration
- 502 Accounting & Tax
- 503 Community Services
- 504 Municipal Court
- 505 Police
- 506 Fire Marshal
- 507 Public Safety
- 508 City Library
- 509 Street Department
- 513 Parks Department
- 514 Special Projects
- 515 Community Center
- 517 Civil Service
- 522 Crime Victim Assistance
- 527 Parks & Recreation Board
- 528 Maintenance-Utilities
- 529 Hotel/Motel Tax
- 530 ARPA Grant
- 575 Economic Development

Object Codes
The third segment contains a 5-digit code that is used to identify all individual revenue and expenses accounts:

- 40000-49000 Revenue Accounts
- 09000-09999 Expense Accounts

Revenue:
Taxes, Grants, Fees & Fines

Expenses
Payroll, Operations, Utilities, Maintenance, Vendor Services, & Captal Expenses.



ALL FUND ACCOUNTS SUMMARY OF REVENUE AND EXPENSES

FUND NAME	Fund Number	Actual FY21-22	Actual FY22-23	Original Budget FY23-24	Amended FY23-24	Proposed FY24-25
General Fund	1	9,303,687	9,071,669	10,048,417	10,048,417	12,401,951
Hotel/Motel Fund	2	-	1,573	2,500	2,500	2,410
Debt Service Fund	3	326,255	351,796	351,570	351,570	367,400
Capital Projects Fund	6	652,908	-	83,200	83,200	153,000
Economic Development	75	881,853	1,081,912	1,087,850	1,087,850	1,200,300
Totals		11,164,703	10,506,951	11,573,537	11,573,537	14,125,061

EXPENDITURES

FUND NAME	Fund Number	Actual FY21-22	Actual FY22-23	Original Budget FY23-24	Amended FY23-24	Proposed FY24-25
General Fund	1	8,989,408	8,659,384	10,150,657	10,144,621	12,401,951
Hotel/Motel Fund	2	-	-	-	-	-
Debt Service Fund	3	264,346	327,177	331,220	331,220	334,100
Capital Projects Fund	6	652,546	-	-	-	315,000
Economic Development	75	1,949,983	1,072,804	1,086,700	1,086,700	1,200,300
Totals		11,856,283	10,059,365	11,568,577	11,562,541	14,251,351

NET TOTALS BY FUND

FUND NAME	Fund Number	Actual FY21-22	Actual FY22-23	Original Budget FY23-24	Amended FY23-24	Proposed FY24-25
General Fund	1	314,279	412,285	(102,240)	(96,204)	(0)
Hotel/Motel Fund	2	-	1,573	2,500	2,500	2,410
Debt Service Fund	3	61,909	24,619	20,350	20,350	33,300
Capital Projects Fund	6	362	-	83,200	83,200	(162,000)
Economic Development	75	(1,068,130)	9,108	1,150	1,150	-
Grand Totals		(691,581)	447,585	4,960	10,996	(126,290)



GENERAL FUND (01)

What is the “General Fund”?

Individual funds are created because of laws, grant requirements, or the desires of the governing body; All activity that has not been assigned to a specific individual fund is accounted for in the General Fund. As a result, most people find the General Fund to be the most important fund. That is the fund that contains uncommitted resources that may be used for general purposes. The general fund, along with all funds managed by the city, adheres to a modified accrual basis of accounting common to municipal organizations. This method of accounting matches the annual financial report produced at year-end and is explained further in that comprehensive document. This budget complies with all relevant financial policies.

The general fund is the city of Santa Fe’s main operating fund, receiving and accounting for 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 that 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.

Contents in this Section:

- General Fund Balance Summary
- Annual Cost of Services
- General Fund Revenue by Category Comparison
- Historical Revenue Comparison by Category
- General Fund Account Revenue Codes and Descriptions
- Property Tax Calculation, Valuations Comparison and Value Changes by Class
- Sales Tax Estimates
- Statement Of General Fund Revenues
- Statement Of General Fund Expenses
- Detailed Expenses by Departments



Running Fund Balances

At the end of every fiscal year, the net result of all general fund operating revenues over expenses is added to the fund balances from the prior year. As the current fiscal year progresses, with end-year closing and actual expenses being applied, the original budgeted numbers become actual and change next year’s projected fund balances as indicated below.

The projected column represents the city’s calculated fund balances using available system data before the annual audit of the city’s financial records. It is very common for this number to change from year to year. The proposed column represents our calculated ending fund balances.

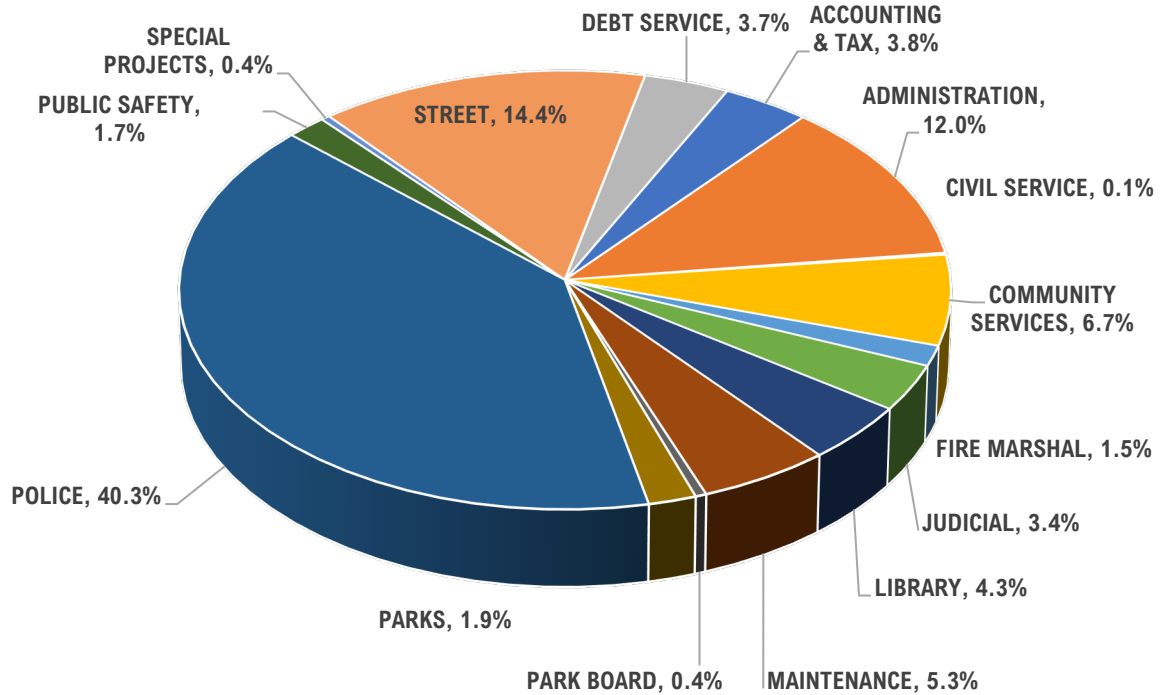
Appropriated fund balances represent the amount of prior accumulated funds required to balance the budget.

GENERAL FUND BALANCE SUMMARY							
	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Original 2023/24	Amended 2023/24	Proposed 2024/25
Beginning							
Fund Balance	2,126,321	2,680,866	2,890,465	3,205,105	3,617,390	3,617,390	3,521,186
Revenues	7,632,042	6,656,422	9,956,597	9,071,669	10,048,417	10,048,417	12,215,180
Expenditures	7,096,015	6,446,823	9,641,957	8,659,384	10,144,621	10,144,621	12,401,951
Ending							
Fund Balance	2,680,866	2,890,465	3,205,105	3,617,390	3,521,186	3,521,186	3,334,415
Added to/(Appropriated from)							
Fund Balance	554,545	209,599	314,640	412,285	-96,204	-96,204	-186,771

Budget Message: Expenses exceed revenues. Appropriations from existing fund balances are required to balance the General Fund Budget for the 2024-2025 fiscal year. These appropriations will appear in the budget's revenue section (Account 01-000-47980).



Annual Cost of City Services – “How much do I pay for my City Services?”



ESTIMATED HOME VALUE \$300,000

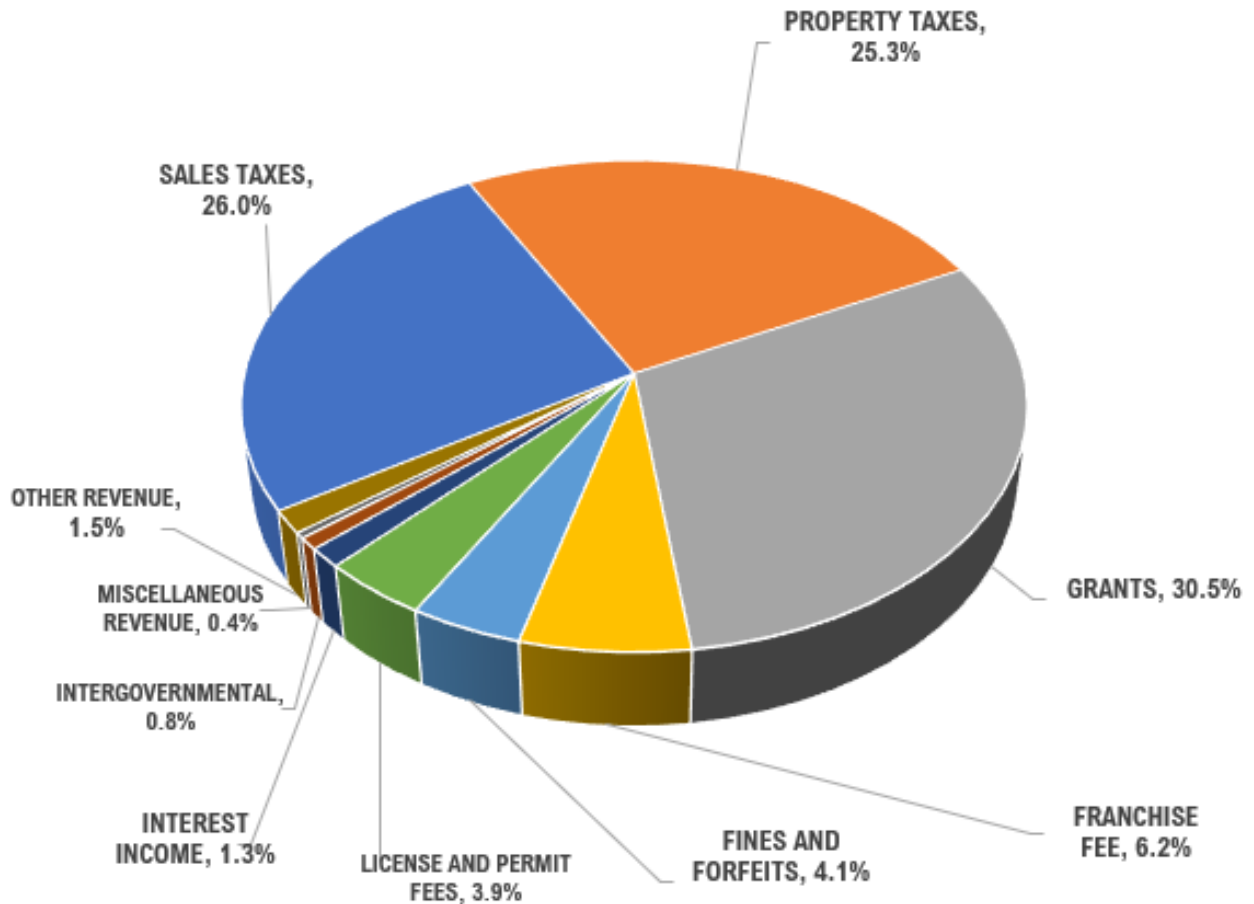
Department	Percentage	Service Cost/Yr	Daily Cost
ACCOUNTING & TAX	3.8%	\$30.90	\$0.08
ADMINISTRATION	12.0%	\$97.24	\$0.27
CIVIL SERVICE	0.1%	\$1.19	\$0.00
COMMUNITY SERVICES	6.7%	\$54.04	\$0.15
FIRE MARSHAL	1.5%	\$12.18	\$0.03
JUDICIAL	3.4%	\$27.76	\$0.08
LIBRARY	4.3%	\$34.93	\$0.10
MAINTENANCE	5.3%	\$42.79	\$0.12
PARK BOARD	0.4%	\$3.61	\$0.01
PARKS	1.9%	\$15.64	\$0.04
POLICE	40.3%	\$327.09	\$0.90
PUBLIC SAFETY	1.7%	\$14.16	\$0.04
SPECIAL PROJECTS	0.4%	\$3.17	\$0.01
STREET	14.4%	\$117.06	\$0.32
DEBT SERVICE	3.7%	\$30.27	\$0.08
ESTIMATED TOTAL CITY TAX BILL	100.0%	\$812.03	\$2.22



REVENUE OF THE GENERAL FUND

GENERAL REVENUE by CATEGORY

	Actual FY21-22	Actual FY22-23	Orig Budget FY23-24	Amended Budget FY24	PROPOSED 2025	% of All Revenue
FINES AND FORFEITS	344,180	573,541	522,530	522,530	510,010	4.1%
FRANCHISE FEE	774,413	875,069	781,530	781,530	770,000	6.2%
GRANTS	2,268,681	1,449,275	2,102,350	2,102,350	3,777,480	30.5%
INTEREST INCOME	18,651	138,214	150,700	150,700	160,000	1.3%
INTERGOVERNMENTAL REVENUE	25,385	31,786	96,500	96,500	98,100	0.8%
LICENSE AND PERMIT FEES	366,683	443,163	478,087	478,087	483,470	3.9%
MISCELLANEOUS REVENUE	330,464	37,573	48,820	48,820	44,820	0.4%
OTHER REVENUE	10,505	27,067	-	-	186,771	1.5%
PROPERTY TAXES	2,576,482	2,566,170	2,903,850	2,903,850	3,141,100	25.3%
SALES TAXES	2,588,243	2,870,533	2,964,050	2,964,050	3,230,200	26.0%
Grand Total	9,303,687	9,012,391	10,048,417	10,048,417	12,401,951	100.0%





GENERAL FUND ACCOUNT REVENUE CODES AND DESCRIPTIONS

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 above monies due for payment of property taxes

TAX CERTIFICATES - Fee to search tax records, upon request, and issue written statement of the 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 the 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 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 a business receives 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, work, or complete 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 the review of building plans (25% of the building permit fee in 02/03, then a maximum of 50% each year after that)

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 the 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 officers 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 officers 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 the 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 a 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 the use of the community center for necessary repairs or cleaning of the facility following use

LIBRARY MEETING ROOM - Rental fee for the use of meeting room at the 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 20-year anniversary celebration in January 1998

SALE OF ANNIVERSARY T-SHIRTS - Revenue from the 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 streetlights 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 the leasing of city-owned buildings and property

SALE OF ASSETS – Proceeds from the 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 the city for the usage of telephones installed in the jail



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

INSURANCE REIMBURSEMENT - EQUIPMENT – Proceeds from the 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 the 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



CITY OF SANTA FE
COMPARISON OF ASSESSED VALUES BY CLASS

TAX YEARS 2023 and 2024(Certified to Certified)

	2023	2024	Increase/ (Decrease)	% Change
Property Count	7,444	7,343		
LAND VALUATIONS				
HOMESITE	223,018,123	290,502,062	67,483,939	30.26%
NON-HOMESITE	166,798,450	195,138,479	28,340,029	16.99%
AG MARKET	48,789,621	58,848,291	10,058,670	20.62%
TIMBER MARKET	0	0	0	
IMPROVEMENTS				
HOMESITE	866,532,043	922,143,714	55,611,671	6.42%
NON HOMESITE	442,836,161	447,401,511	4,565,350	1.03%
PERSONAL PROPERTY	55,909,140	59,506,916	3,597,776	6.44%
MINERALS	98,438	81,326	-17,112	-17.38%
TOTAL	1,803,981,976	1,973,622,299	169,640,323	9.40%
EXEMPTIONS				
HOMESTEAD CAP ADJUST	159,838,140	164,803,006	4,964,866	3.11%
TOTAL EXEMPT PROPERTY	206,570,644	204,825,082	-1,745,562	-0.85%
TOTAL PRODUCTIVITY				
MARKET	48,789,621	58,848,291	10,058,670	20.62%
AG USE	-176,323	-169,759	6,564	-3.72%
TIMBER USE			0	
OTHER EXEMPTIONS				
OVER 65	19,016,736	20,686,650	1,669,914	8.78%
DISABLED PERSONS	2,874,220	3,038,900	164,680	5.73%
DISABLED VETS	22,780,031	26,763,214	3,983,183	17.49%
HOUSE BILL 366	97,417	79,000	-18,417	-18.91%
PRORATED EXEMPT				
PROPERTY	236,530	1,033	-235,497	-99.56%
TOTAL EXEMPTIONS	460,027,016	478,875,417	18,848,401	4.10%
NET TAXABLE	1,343,954,960	1,476,823,784	150,791,922	11.22%
FREEZE TAXABLE	-293,516,115	-395,587,059	-102,070,944	34.78%
Transfer Adjustments	-33,001	-194,370		
FREEZE ADJ TAXABLE VALUE	1,050,405,844	1,081,042,355	30,636,511	2.92%

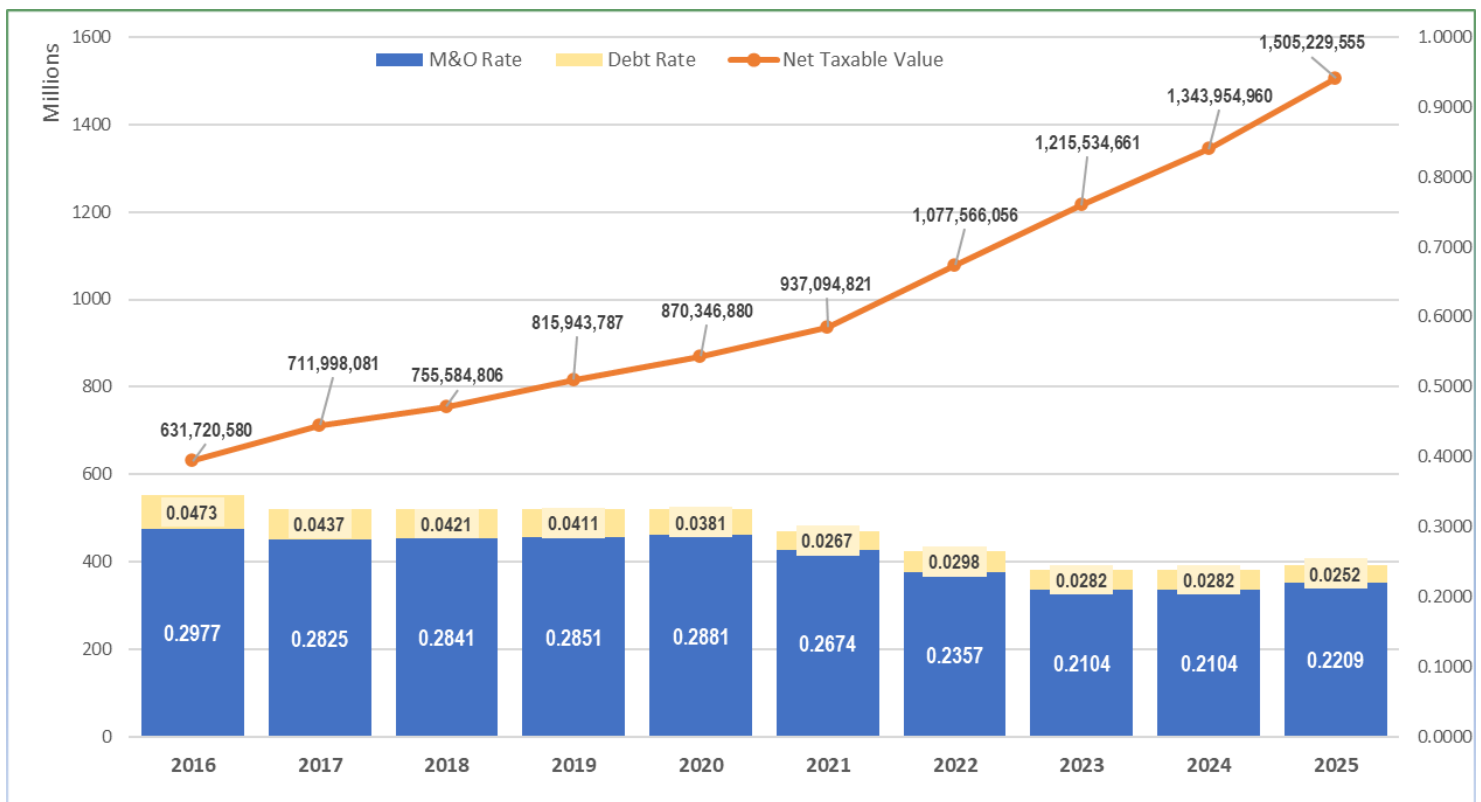
This page is from certified roll to certified roll.



Comparing the Tax Rates over Time

The City of Santa Fe's 2023-2024 overall tax rate was **\$ 0.23860** for every \$100 of valuation. The proposed rate of \$0.2460970 per \$100 of value indicates an overall increase of 1.8% in the tax rate and greater budgeted revenue from existing and new values added for the first time to the tax rolls. **\$ 0.2460970** reflects a commitment by the elected officials to keep property taxes low while balancing the budget of a growing city. While the city receives a significant amount of revenue from ad valorem or property taxes, at **25.7%**, it is only one of many ways the city generates funds to balance an ever-growing budget.

Certified Tax Value vs. Total Tax Rate (in cents)





CALCULATING THE PROPERTY TAX REVENUE FOR THE CITY

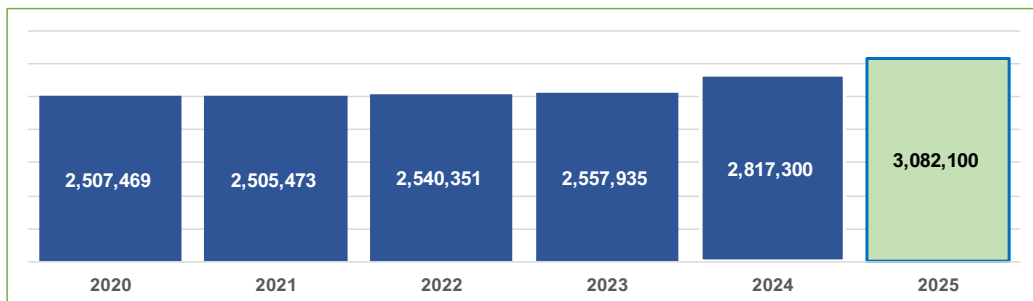
Using the certified values given to the city by the appraisal district, the estimated levy used in our budget is calculated using the following formula and is displayed in the **2024 Tax Roll** column below. For budget purposes, we do not include 3% of the total levy as not all taxes are expected to be paid on time. This budget reduction adheres to the City Charter for tax calculations within the current funding year. Additionally, the change in revenue shown represents the calculated new property values on the 2024 tax rolls. This is a conservative approximation.

Tax Levy = (Freeze Adjusted Certified Property Values x Proposed Tax Rate /100) + Freeze Ceilings

CITY OF SANTA FE 2024/2025 FISCAL YEAR
BUDGETED TAX LEVY CALCULATION

	2024 Tax Roll	
	DEBT SERVICE	M & O
CERTIFIED TAXABLE - FREEZE ADJUSTED	\$1,081,042,355	\$1,081,042,355
UNDER REVIEW (65%)	54,457,590	54,457,590
SUBTOTAL TAXABLE - FREEZE ADJUSTED	\$1,135,499,945	\$1,135,499,945
2024 (PROPOSED TAX RATE)	\$0.025161	\$0.220936
INCREASE/(DECREASE) from LAST YR	-\$0.000336	\$0.007831
2023 M&O TAX RATE	0.025161	\$0.220936
FREEZE ADJUSTED LEVY	\$285,703	\$2,508,728
+ CERTIFIED FREEZE CEILING	66,962	654,944
+ UNDER REVIEW FREEZE CEILING (85%)	2,167	13,778
CURRENT LEVY	\$354,832	\$3,177,450
COLLECTION RATE (Based on Tax Collector)	97.00%	97.00%
	10.22% Debt	89.78% M&O
TOTAL CURRENT LEVY BUDGETED	\$344,187	\$3,082,126
	<u>EST CHANGE IN REVENUE</u>	<u>\$264,795</u>

Historical M&O Revenue, including Budgeted 2025





ESTIMATED AD VALOREM TAX COLLECTIONS AND DISTRIBUTIONS

FISCAL YEAR 2024-2025

CURRENT TAXES

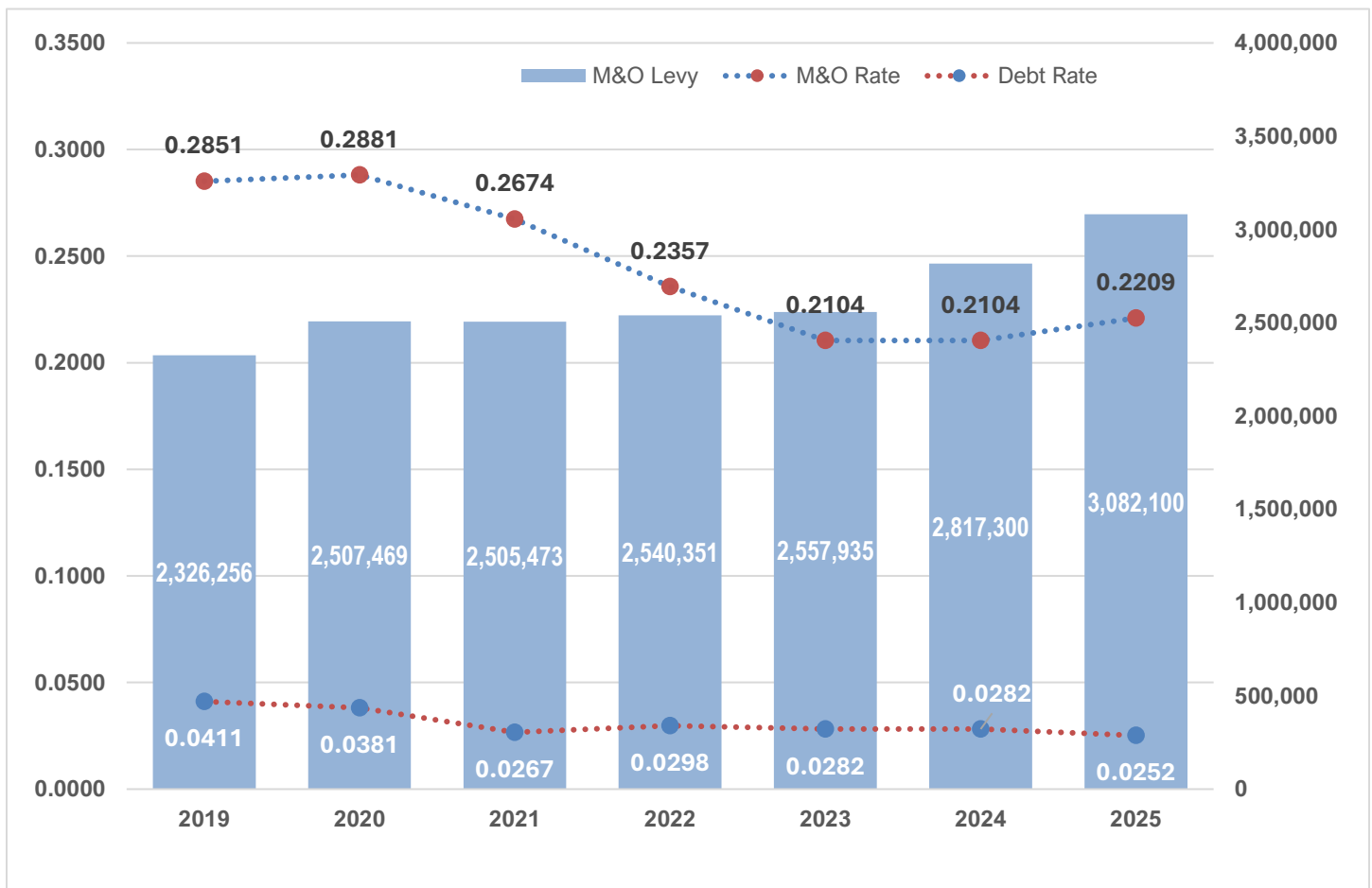
Fiscal Years	2023-2024	2024-2025	2024-2025	% of total	2024-2025 Collections at 97.00%
	Rate	Rate	Levy		
GENERAL FUND (01)	0.213105	0.2209360	\$3,177,450	89.95%	\$3,082,126
INTEREST & SINKING DEBT (03)	0.025497	0.0251610	\$354,832	10.05%	\$344,187
TOTAL TAX RATE	0.238602	0.2460970	\$3,532,282	100.00%	\$3,426,313

Change 3.14%

DEBT (INTEREST & SINKING) ALLOCATION 2024-25

Budget Code	03-47010	03-47011	03-47012	03-47013	Total
	M&O	Delinquent	P & I Current	P & I Del	
DEBT SERVICE OBLIGATIONS (03)	\$344,187	\$5,163	\$3,442	\$ -	\$352,792
	\$344,187	\$5,163	\$3,442	\$ -	\$352,792

Historical Comparison of General Operation Revenue (M&O) and Tax Rates





M & O Ad Valorem Tax Structure

History of Tax Rate and Budgeted Levy

Fiscal Year	Assessed Valuation	M & O Tax Rate per \$100	Budgeted Levy
2015	506,979,058	0.30740	1,742,022
2016	553,320,384	0.29770	1,845,511
2017	600,656,085	0.28250	1,920,576
2018	625,233,744	0.28410	2,034,245
2019	641,885,519	0.28510	2,102,775
2020	682,925,313	0.28810	2,260,415
2021	768,534,030	0.26730	2,424,646
2022	883,547,422	0.23570	2,437,556
2023	1,018,955,991	0.21044	2,620,426
2024	1,050,405,844	0.21310	2,817,310
2025	1,081,042,355	0.22094	3,082,126

The 2025FY Assessed Valuation (Tax Year 2024) includes 85% of values currently under review

The 2024 Assessed Valuation includes \$ 36,010,740 in new value & improvements.

The Assessed Valuation is the freeze adjusted taxable value with those under review; however, the current levy includes the levy on the freeze ceiling.

History of Tax Rates

Fiscal Year	No New Revenue (Effective) NNR Rate*	Selected M & O Tax Rate	Debt Service Tax Rate Debt Rate	Total Rate
2015	0.30740	0.30740	0.05150	0.35890
2016	0.28770	0.29770	0.04730	0.34500
2017	0.28250	0.28250	0.04370	0.32620
2018	0.27730	0.28410	0.04210	0.32620
2019	0.28090	0.28510	0.04110	0.32620
2020	0.27730	0.28810	0.03810	0.32620
2021	0.26730	0.26730	0.02670	0.29400
2022	0.23183	0.23575	0.02977	0.26552
2023	0.21044	0.21044	0.02817	0.23860
2024	0.19469	0.21310	0.02550	0.23860
2025	0.21658	0.22094	0.02516	0.24610



Property Tax History

Notable Tax Rate Events

Birth of the City – 1978-1980

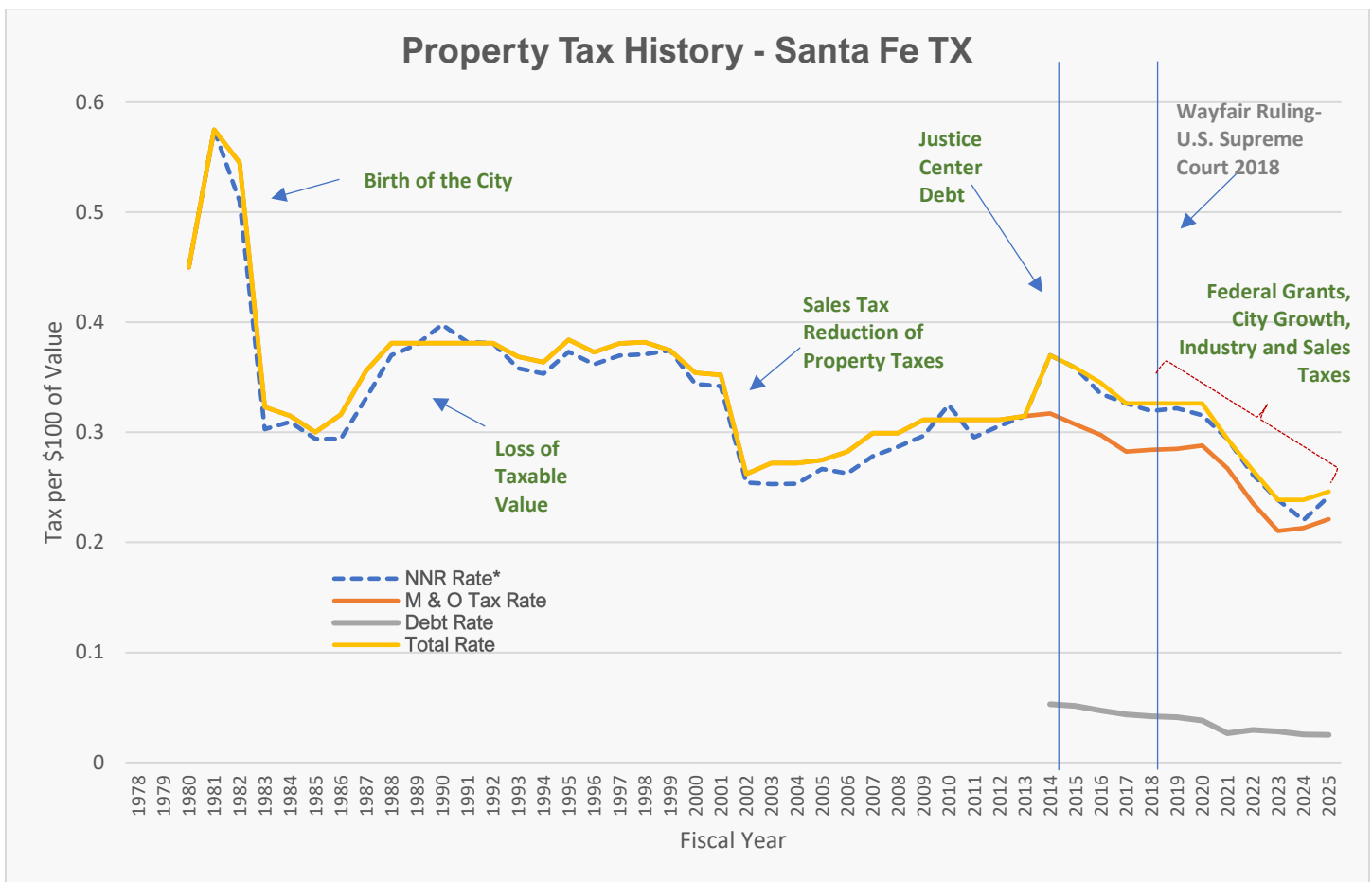
Loss of Taxable Value – 1986/1987

Sales Tax Reduction of Property Taxes – 2001/2002

Debt Service added for Justice Center – 2013/2014

Wayfair Ruling (related to Sales Tax) – U.S. Supreme Court - 2018

Federal & State Grants, City Growth through Sales Taxes– 2019-2024



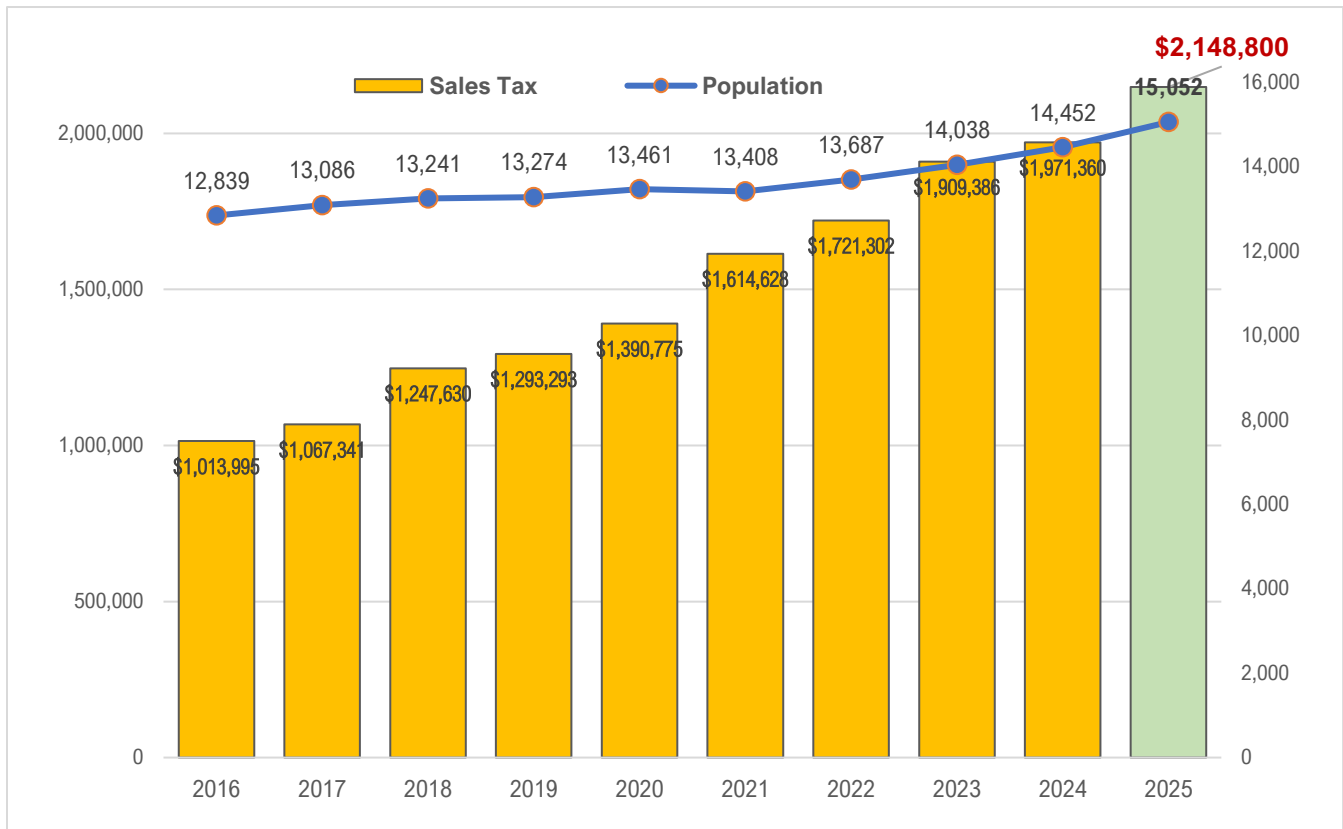
*NNR Rate – “No-New-Revenue” Rate: The tax rate at which the city would have received the same amount of revenue minus any new construction or added improvements.



Sales Taxes

As of July 2023, sales taxes are the largest revenue source in the General Fund (M&O), making up nearly 30% of the City's General Fund budgeted revenue. Of the 8.50% sales tax rate charged inside the city limits, the City receives 2.0% with 0.5% going towards reducing the Voter Approval Tax Rate. The local economic development entity receives 0.5% of the sales tax rate which is their primary funding. Fiscal year 2023 actuals indicate that \$70-85/barrel oil has improved economic conditions through business sales, job creation, and industry expansion. The state's economy is heavily reliant on the oil and gas industry, and fluctuations in oil prices can significantly impact its economic outlook. Higher oil prices generally benefit Texas as they support increased production and investment in the energy sector, leading to the job creation and economic growth mentioned. However, the ongoing energy transition and climate policies pose long-term challenges for Texas, necessitating a diversification of the state's economy to reduce reliance on oil and gas. As global demand, geopolitical events, and energy transition dynamics unfold, they will likely shape the Texas economic forecast in the near future. With these factors, as well as the trends indicated over the last three years in local sales tax collection, allow us to predict a 9% increase in sales tax revenue for the 2025 fiscal year. After 2025, we do not see the necessity to alter this trend over 9% though we expect at least one to two years under 7% over the next decade.

Historical Sales Tax Collection vs. City Population





STATEMENT OF GENERAL FUND REVENUE

All Departments (000)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-000-4000

GENERAL FUND REVENUE DETAIL

47010	TAX REVENUE - CURRENT YEAR	2,474,706	2,483,855	2,817,300	2,817,300	3,082,100	9.4%
47011	TAX REVENUE - DELINQUENT	69,446	49,013	56,350	56,350	30,800	-45.3%
47012	TAX REVENUE-PENALTY & INTEREST	31,799	33,257	30,000	30,000	28,000	-6.7%
47013	TAX REV - RENDERED PENALTIES	400	0	0	0	0	-
47016	TAX REV-SPEC INVENTORY TAX	132	44	200	200	200	0.0%
47020	CONTRACT FEE - GARBAGE	99,066	99,058	105,000	105,000	105,000	0.0%
47021	FRANCHISE FEE - INTERNET	202,740	182,433	203,000	203,000	180,000	-11.3%
47022	FRANCHISE FEE - GAS	35,687	39,337	37,000	37,000	39,000	5.4%
47023	FRANCHISE FEE - ELECTRICITY	420,286	416,287	420,000	420,000	430,000	2.4%
47024	FRANCHISE FEE - TELECOM	16,634	16,319	16,000	16,000	16,000	0.0%
47025	FRANCHISE FEE - PEG	0	121,634	530	530	0	-100.0%
47030	CITY SALES TAX	1,721,302	1,909,386	1,971,360	1,971,360	2,148,800	9.0%
47031	ADD'L SALES TAX-PROP TAX RED	860,651	954,718	985,690	985,690	1,074,400	9.0%
47035	MIXED BEVERAGE TAX	6,290	6,430	7,000	7,000	7,000	0.0%
47105	WRECKER PERMITS	2,600	2,725	2,000	2,000	2,000	0.0%
47110	PEDDLER/VENDOR LICENSES	860	1,030	220	220	230	4.5%
47115	ALCOHOLIC BEVERAGE PERMITS	828	3,128	1,120	1,120	1,200	7.1%
47120	OIL WELL DRILLING PERMITS	0	10	0	0	0	-
47127	OVERWEIGHT PERMIT - SHIPPING	3,963	2,952	0	0	0	-
47135	CULVERT PERMITS	13,072	11,914	11,220	11,220	11,900	6.1%
47137	PID REIMBURSEMENT AGRMNT	8,449	0	1,187	1,187	0	-100.0%
47140	BUILDING PERMITS	223,746	275,023	246,840	246,840	261,700	6.0%
47141	RE-INSPECTION FEES	4,177	1,417	2,240	2,240	2,400	7.1%
47142	PLAN REVIEW FEES	68,947	89,579	112,200	112,200	112,200	0.0%
47143	DEMOLITION PERMIT FEES	1,788	650	0	0	0	-
47145	MANUFACTURED HOME PERMITS	1,350	1,975	1,120	1,120	1,200	7.1%
47146	MH PARK LICENSING	3,240	3,020	3,370	3,370	3,570	5.9%
47165	PIPELINE FEES	1,375	1,375	1,770	1,770	1,880	6.2%
47170	SUBDIVISION PLAT FILING FEES	14,775	7,440	7,850	7,850	8,320	6.0%
47171	ENGINEERING & CONSULTING FEES	0	24,794	67,490	67,490	56,250	-16.7%
47175	ZONING CHANGE REQUEST FEES	4,500	2,750	3,370	3,370	3,570	5.9%
47180	ZONING PERMITS	1,635	1,925	2,240	2,240	2,370	5.8%
47190	FIRE PREVENTION FEES	10,725	11,156	13,460	13,460	14,270	6.0%
47196	GOLF CART REGISTRATION FEES	655	300	390	390	410	5.1%
47203	CS2 - CHILD SAFETY FEE	1,403	7,380	8,000	8,000	200	-97.5%
47205	MUNICIPAL COURT FINES	318,651	524,526	489,830	489,830	499,610	2.0%
47206	BUILDING SECURITY FUND	6,594	12,070	0	0	0	-
47207	TECHNOLOGY FUND	5,599	9,970	9,700	9,700	200	-97.9%
47208	CREDIT CARD PROCESSING FEE	11,320	19,779	15,000	15,000	10,000	-33.3%
47210	LIBRARY FINES	24	404	0	0	0	-



All Departments (000) continued	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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GENERAL FUND REVENUE DETAIL (cont.)

47215	CASH BOND FORFEITURES	589	-589	0	0	0	-
47307	EDC / INTERFUND TRANSFERS	24,000	30,000	90,800	90,800	96,000	5.7%
47312	TRAINING FUNDS FROM STATE	0	1,786	2,100	2,100	2,100	0.0%
47317	CONTRIBUTION BY SFEDC	297,846	486,538	78,850	78,850	0	-100.0%
47322	SEIZED/AWARDED VEHICLE/EQPT	1,385	0	3,600	3,600	0	-100.0%
47323	POLICE GRANT	2,299	-60,299	3,500	3,500	3,000	-14.3%
47407	PARK RENTAL	200	1,100	0	0	0	-
47408	WEBBER COMM CENTER RENTAL	9,295	11,255	6,000	6,000	6,000	0.0%
47409	COMM CTR DEPOSIT FORFEITURES	50	288	0	0	0	-
47415	LIBRARY MEMORIAL FUND	440	80	2,000	2,000	0	-100.0%
47416	LIBRARY DONATIONS	375	0	2,000	2,000	0	-100.0%
47417	PARK FUNDRAISERS/DONATIONS	12,770	0	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	18,651	138,214	150,700	150,700	160,000	6.2%
47427	SEIZED FUND REVENUE	625	0	0	0	0	-
47428	4TH OF JULY REV & DONATIONS	3	0	0	0	0	-
47430	COPIES / MAPS	1,406	1,556	800	800	800	0.0%
47431	SUBDIVISION ST LIGHT REV.	0	4,346	9,000	9,000	9,000	0.0%
47435	LEASE OF PROPERTY	9,020	9,020	9,020	9,020	9,020	0.0%
47440	SALE OF ASSETS	34,623	0	20,000	20,000	20,000	0.0%
47445	OTHER FINANCING SRCES-CAPITAL	256,836	0	0	0	0	-
47446	OTHER FINAN SRCES-EQUIP/WARRNTY	0	0	0	0	0	-
47460	INS REIMB-DAMAGED/WRECKED AUTO	0	6,636	0	0	0	-
47470	CONTRIBUTION BY DEVELOPER	0	0	0	0	0	-
47485	FEMA FUNDS	4,821	3,293	0	0	0	-
47951	SALE OF SEIZED ASSETS	0	0	0	0	0	-
47952	MISCELLANEOUS REVENUE.	10,505	27,067	0	0	0	-
47980	APPROPRIATED FUND BALANCE	0	0	0	0	186,770	-
48007	ARP LOCAL RECOVERY FUND	786,067	376,873	1,550,000	1,550,000	916,000	-40.9%
48022	CDBG-DR - FEDERAL	0	0	0	0	2,688,480	-
48026	HAZARD MITIGATION-FEDERAL	0	0	0	0	0	-
48027	CDBG-2019/20-LOCAL/WCID #8	18,686	0	0	0	0	-
48028	CDBG-2019/20-FEDERAL	87,675	0	0	0	0	-
48029	CDBGDR-C093 FEDERAL	605,930	58,441	0	0	0	-
48030	VOCA GRANT	470,178	587,723	470,000	470,000	170,000	-63.8%

Total Revenue	9,303,687	9,012,391	10,048,417	10,048,417	12,401,950	23.4%
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STATEMENT OF GENERAL FUND EXPENDITURES

GENERAL FUND EXPENSES by DEPARTMENT

Department Name	Actual FY21-22	Actual FY22-23	Budget FY23-24	Amended FY23-24	Proposed FY24-25
ACCOUNTING & TAX	24,752	22,695	27,000	27,000	341,050
ADMINISTRATION	968,204	1,451,245	1,206,850	1,206,850	1,073,170
ARP GRANT FUND	786,067	425,867	1,550,000	1,550,000	916,000
CDBG 2019-2020	712,291	139,267	-	-	-
CDBG MIT-MOD	-	-	-	-	2,688,480
CIVIL SERVICE	15,366	20,639	11,730	11,730	13,150
COMMUNITY CENTER	18,166	10,228	-	-	-
COMMUNITY SERVICES	563,371	485,681	565,360	565,360	596,387
CRIME VICTIM ASST-federal	470,178	470,178	470,000	470,000	170,000
FIRE MARSHAL	27,284	38,641	99,160	111,672	134,460
JUDICIAL	217,116	247,579	265,180	265,180	306,330
LIBRARY	330,218	315,988	362,550	362,550	385,440
MAINTENANCE	112,329	367,453	348,200	348,200	472,184
PARK BOARD	12,207	25,625	34,500	34,500	39,800
PARKS	229,074	154,767	168,810	168,810	172,570
POLICE	3,119,589	3,461,958	3,501,100	3,501,100	3,609,790
PUBLIC SAFETY	102,025	92,459	106,300	106,300	156,300
SPECIAL PROJECTS	10,000	35,000	35,000	35,000	35,000
STREET	1,271,171	1,063,111	1,389,600	1,389,600	1,291,830
Grand Total	8,989,408	8,828,380	10,141,340	10,153,852	12,401,941

MAJOR CHANGES:

For FY2025, the City Council approved an increase to the general wages for all departments to help the rising inflation from last year and to bring these essential positions closer to local market averages, including police officers covered under the collective bargaining agreement. This increase represents a 6.04% increase in wages and benefits from the prior year. This budget redirects some ARPA funds toward general equipment replacement, including a PD/Justice Center emergency HVAC system.

	Actual FY21-22	Actual FY22-23	Original Budget FY23-24	Amended Budget 2024	Proposed FY24-25	% of All Expenses
CAPITAL EXPENDITURES	499,012	6,105	491,250	491,250	465,800	3.8%
INSURANCE	149,281	185,833	256,900	256,900	267,000	2.2%
MAINTENANCE & REPAIRS	294,001	225,315	216,588	216,588	193,300	1.6%
PERSONNEL SERVICES	5,092,894	5,733,808	5,991,480	5,991,480	6,410,800	51.7%
SPECIAL SERVICES	637,709	709,308	712,397	706,361	722,531	5.8%
SUPPLIES AND MATERIALS	258,264	303,454	267,142	267,142	388,430	3.1%
UTILITIES	89,712	169,818	194,400	194,400	176,600	1.4%
CAPITAL EXP GRANT	1,968,536	746,702	2,020,500	2,020,500	3,777,480	30.5%
Grand Total	8,989,408	8,080,344	10,150,657	10,144,621	12,401,941	100.0%



GENERAL FUND ACCOUNT EXPENSE CODES AND DESCRIPTIONS

EXPENDITURES

CAPITAL ASSET EXPENDITURES

Land, land improvements, buildings, building improvements, infrastructure machinery, equipment, vehicles, furniture, etc. with an estimated economic useful life more than one year that meets the city's capital asset policy capitalization threshold. Improvements classified as "maintenance" that do not increase the value are not included as capital assets.

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 20th 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 master 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, and ammunition for police qualifications

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 the 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 20th anniversary celebration in January, 1998

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

BUILDING LEASE – Costs associated with rental of building space for operation of the Santa Fe Strong Resiliency Center

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

FORENSIC ANALYSIS SERVICES – Forensic analysis services conducted by the Texas Department of Public Safety state crime laboratory system performed on controlled substances, toxicology, DNA evidence submissions, and biological specimens

HEALTH DEPARTMENT - Contract fees for water pollution monitoring services

HOME PROGRAM - Expenses associated with HOME program funding consisting of first time home buyer 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 canines used in drug detection and enforcement

CERTIFICATES, PLAQUES, ETC. - Frames for pictures, proclamations, proclamation paper, certificates, plaques, name-plates, 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, battery backups for computer workstations, 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, kitchen sinks and tables, backsplash, 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, Christmas trees, Christmas lights, decorations, 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 comp time 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



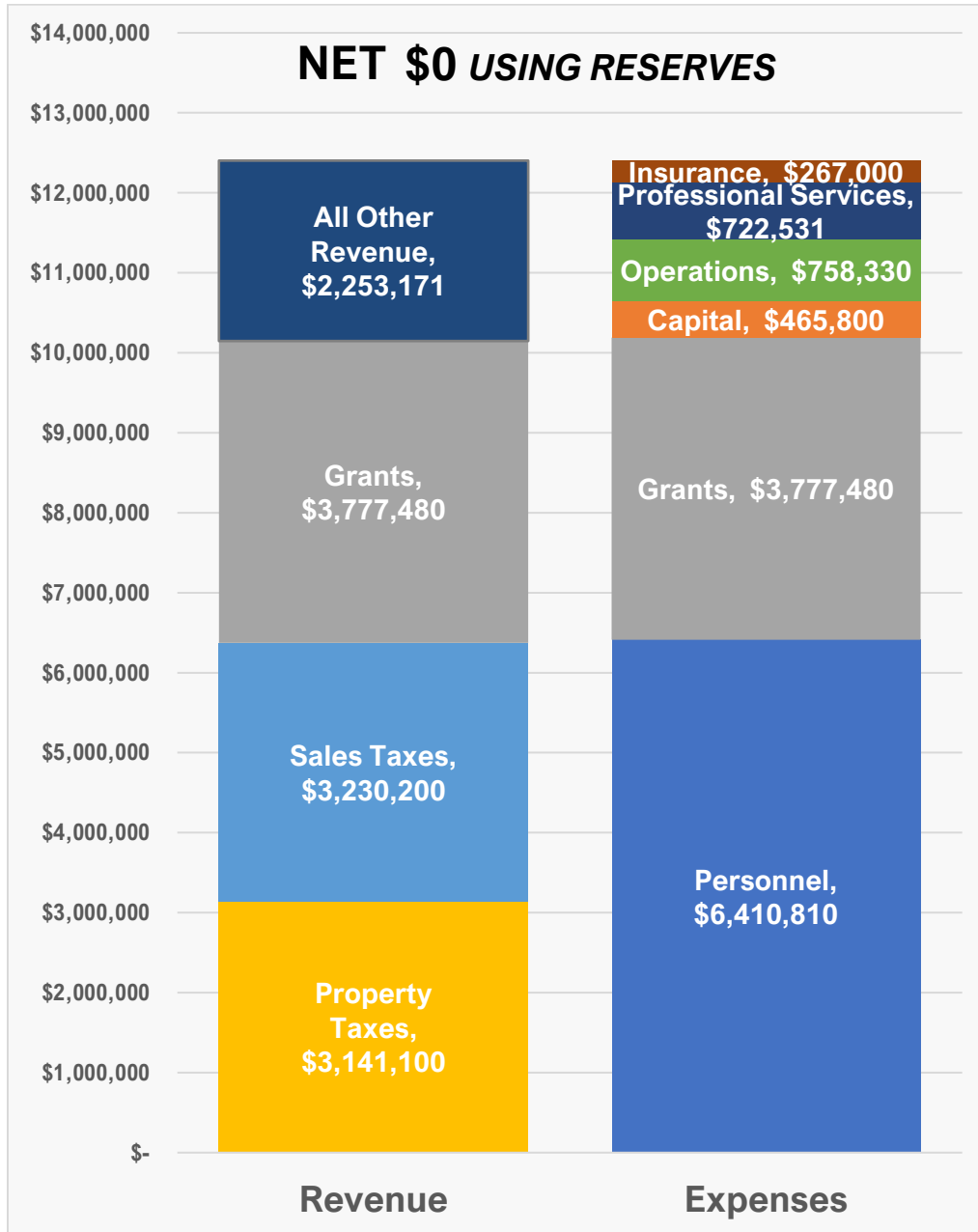
Detailed Expenses by Department

DEPARTMENT LIST

<u>DEPT ID</u>	<u>DEPARTMENT NAME</u>
501	ADMINISTRATION
502	ACCOUNTING & TAX
503	COMMUNITY SERVICES
504	JUDICIAL
505	POLICE
506	FIRE MARSHAL
507	HEALTH & PUBLIC SAFETY
508	LIBRARY
509	STREET
513	PARKS
514	SPECIAL PROJECTS
515	COMMUNITY CENTER
517	CIVIL SERVICE
522	CRIME VICTIM ASSISTANCE
526	CDBG MIT-MOD GRANT
527	PARK BOARD
528	MAINTENANCE-UTILITIES
530	ARPA GRANT
02-529	HOTEL/MOTEL TAX
03-501	DEBT SERVICE
75-575	ECONOMIC DEVELOPMENT



COMPARISON 2025 GENERAL FUND REVENUE VS. EXPENSES



General Fund revenue for the City of Santa Fe consists of three large categories: Sales Taxes, Property Taxes, and Services Fees & Fines. While grants are essential in the city budget, they will generally net out and will not constitute a regularly recurring item. Conversely, expenses consist of one large personnel category and two much smaller professional services and operations expense groups. Again, grants are expected to net out and do not play as much of a role in comparisons. Of the most significant expense category, Personnel, 54.2% of the total is the police & dispatch, 14% is the street personnel, and 31.8% is for all other city staff. The following department expenses are broken down by the object account code used by the city’s accounting system. The net difference shown above is balanced with reserve funds and added in “Other Revenue.”



STAFF JOB POSITIONS BY GRADE

The City of Santa Fe uses a 10 step – 33 Grade pay scale with increasing grades (1-33) based on roles and Steps A through K to separate individuals based on seniority. Grade steps are calculated to be 3% above the prior step and awarded per the City of Santa Fe Salary Pay Policy. Personnel expenses constitute 64% of all city general fund expenses. The City Manager and City Secretary are under contract.

POSITION	Department	Depart No.	Grade
LIBRARY CLERK-SUMMER INTERN	LIBRARY	508	01
LIBRARY AIDE	LIBRARY	508	01
LIBRARY AIDE II	LIBRARY	508	04
BUILDING & GROUNDS LABORER	PARKS	513	08
LIBRARIAN I	LIBRARY	508	11
RECEPTIONIST	COMMUNITY SERVICES	503	12
MUNICIPAL COURT CLERK	JUDICIAL	504	12
COMMUNITY SERVICES ASSISTANT	COMMUNITY SERVICES	503	12
LIBRARIAN II	LIBRARY	508	12
LIGHT EQUIPMENT OPERATOR-CDL TRAINER	STREETS	509	13
LIGHT EQUIPMENT OPERATOR	STREETS	509	13
COMMUNICATION SPECIALIST	ADMINISTRATION	501	14
ASSISTANT SECRETARY	ADMINISTRATION	501	14
ADMINISTRATIVE ASSISTANT	POLICE	505	14
ACCOUNTING SPECIALIST	ACCOUNTING	502	15
TELECOMMUNICATOR	POLICE	505	15
BLDG & GROUNDS KEEPER	PARKS	513	15
HEAVY EQUIPMENT OPERATOR	STREETS	509	16
MECHANIC	STREETS	509	17
TELECOMMUNICATOR II	POLICE	505	17
TELECOMMUNICATOR SR	POLICE	505	17
TELECOMMUNICATIONS SUPRVR	POLICE	505	19
PATROL OFFICER	POLICE	505	PD-01
MUNICIPAL COURT ADMINISTRATO	JUDICIAL	504	22
ECONOMIC DEVELOPMENT COORD	ADM	501	22
POLICE CORPORAL	POLICE	505	PD-02
STREET FOREMAN	STREETS	509	24
BUILDING INSPECTOR	COMMUNITY SERVICES	503	24
LIBRARY DIRECTOR	LIBRARY	508	25
BUILDING OFFICIAL	COMMUNITY SERVICES	503	25
FIRE MARSHAL	FIRE M	506	25
POLICE SERGEANT	POLICE	505	PD-03
STREET SUPERINTENDENT	STREETS	509	28
POLICE LEIUTENANT	POLICE	505	PD-04
COMMUNITY SERVICE DIR	COMMUNITY SERVICES	503	29
POLICE CAPTAIN	POLICE	505	30
FINANCE DIRECTOR	ACCOUNTING	502	32
PUBLIC SAFETY DIRECTOR	POLICE	505	33

**ADMINISTRATION****DEPARTMENT 501****DEPARTMENT – Administration (501)****PROGRAM PURPOSE**

Provide administrative support to the City Council and oversee the City's day-to-day operations. 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 the 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 the city's insurance and risk program
- Provide administrative support to the Economic Development Corporation
- Provide administrative support to the Civil Service Commission

OPERATIONAL OBJECTIVESGeneral Management:

- Provide quality information to City Council in order to promote informed decision-making on policy issues
- Provide timely and accurate agenda materials
- Provide monthly updates on general information and department activities
- Provide effective leadership, properly carry out policies, and guide and review department operations
- Provide regular staff meetings
- Provide annual performance reviews
- Promote increased public awareness of city activities, issues, and services
- Produce newspaper articles/press releases/Blackboard CTY notifications/social media

Financial Management:

- Provide accurate and timely financial information and counsel to the City Council, city departments, and the Economic Development Corporation
- Provide computerized financial data and personnel records
- Provide for custody and investment of public funds
- Provide effective and practical investment policy
- Manage inventory of all capital assets in an efficient and cost-effective manner
- Continue to seek new ways to diversify operating revenues



ADMINISTRATION

DEPARTMENT 501

Human Resources:

- provide fair and equitable employment policies and benefit programs
- current personnel policies
- benefit programs (medical insurance, retirement plan, deferred compensation plan, etc.)
- maximize individual needs and organizational objectives
- training and professional development programs
- effective salary plan

Planning:

- ▶ Continue to plan for future growth and development
 - secure property for future growth
 - pursue widening of major thoroughfares
 - pursue options for expanding water and sewer
 - pursue parks and recreation projects

Legal:

- ▶ Provide legal services to ensure that activities of the City are conducted in accordance with the requirements of the law
 - Written legal opinions
 - City Attorney approval of all new ordinances and other legal documents

Notes on Budget Changes for the new Fiscal Year

Dept (501)

PS-PERSONNEL SERVICES - Realization of a full salary for City Manager and City Secretary Positions in administration; Moved the finance Director and accounting staff to Department 502; Cost of living increase in wages and related benefits (2% COLA, ≈3% Merit/Step) (-\$127,640)

INSURANCE – The cost of Insurance will increase for general liability, fire, windstorm, and casualty by 3.9%. (\$10,100)

CAP OUTLAY/TRANSFER – Increase in the transfer to Capital Equipment Replacement Fund. (\$70,000)

PERSONNEL ALLOCATIONS BY YEAR

DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
501-Administration	City Manager	Contract	1.0	1.0	1.0	1.0
	City Secretary	Contract	1.0	1.0	1.0	1.0
	Director of Adm. Svcs.	20 - Exempt	-	-	-	-
	Assistant City Secretary	14				-
	Communications Specialist	14			1.0	1.0
	Receptionist	12				
TOTAL ADMINISTRATION			2.0	2.0	3.0	3.0



ADMINISTRATION

DEPARTMENT 501

Administration (501)		FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
01-501-9000		DETAIL OF EXPENSES					
9050	CE-LAND	0	246	0	0	0	-
9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	25,234	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	2,059	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	217	80,000	80,000	150,000	87.5%
9105	I-FIRE, LIAB., & EXT. COVERAGE	149,281	185,833	256,900	256,900	267,000	3.9%
9205	MR-BUILDINGS & STRUCTURES	482	632	500	500	0	-100.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	2,569	2,852	2,500	2,500	2,000	-20.0%
9215	MR-INSTRUMENTS	194	268	500	500	500	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	6,054	253	1,000	1,000	0	-100.0%
9222	MR-PARKING LOT	0	0	0	0	0	-
9301	PS-CERTIFICATION PAY	0	3,550	2,400	2,400	600	-75.0%
9305	PS-RETIREMENT CONTRIBUTION	64,678	103,188	92,140	92,140	73,800	-19.9%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	33,257	46,461	44,450	44,450	53,640	20.7%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	2,445	290	700	700	590	-15.7%
9325	PS-MEDICARE & SOCIAL SECURITY	6,262	4,214	6,880	6,880	5,230	-24.0%
9326	PS-WITHHOLDING TAX PENALTY	0	0	0	0	0	-
9329	PS-OVERTIME	1,983	9,652	1,410	1,410	1,880	33.3%
9330	PS-REGULAR PAYROLL	364,095	353,449	477,150	477,150	361,020	-24.3%
9334	PS-TRAINING & TRAVEL - EDC	387	792	0	0	0	-
9335	PS-TRAINING & TRAVEL-STAFF	6,892	12,235	10,000	10,000	13,000	30.0%
9336	PS-TRAINING & TRAVEL-COUNCIL	4,402	14,882	12,320	12,320	9,000	-26.9%
9337	PS-CELL PHONE ALLOWANCE	0	417	0	0	0	-
9338	PS-CAR ALLOWANCE	1,210	5,500	6,000	6,000	7,200	20.0%
9340	PS-UNEMPLOYMENT TAXES	101	80	360	360	470	30.6%
9345	PS-WORKERS' COMPENSATION	769	592	1,010	1,010	750	-25.7%
9405	SS-ACCOUNTING SERVICES	41,084	45,651	47,500	47,500	0	-100.0%
9410	SS-ADVERTISING	11,248	7,010	36,000	36,000	7,200	-80.0%
9425	SS-DUES, SUBSCRIPTIONS & FEES	11,919	16,509	5,000	5,000	7,700	54.0%
9428	SS-ECONOMIC DEVELOPMENT	-652	1,407	4,500	4,500	4,500	0.0%
9430	SS-ELECTION EXPENSES	34,631	22,895	16,000	16,000	37,000	131.3%
9433	SS-JANITORIAL SERVICES	1,418	0	0	0	0	-
9435	SS-LEGAL EXPENSES	11,935	31,309	31,187	31,187	32,300	3.6%
9440	SS-RECRUITMENT EXPENSES	15,645	238	300	300	300	0.0%
9455	SS-ORDINANCE CODIFICATION	350	0	2,000	2,000	3,000	50.0%
9459	SS-COMPREHENSIVE PLAN	91,873	127,995	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	35,445	25,589	15,250	15,250	5,000	-67.2%
9461	SS-SOCIAL MEDIA ARCHIVING	4,788	4,788	5,000	5,000	5,000	0.0%



ADMINISTRATION

DEPARTMENT 501

Administration (501)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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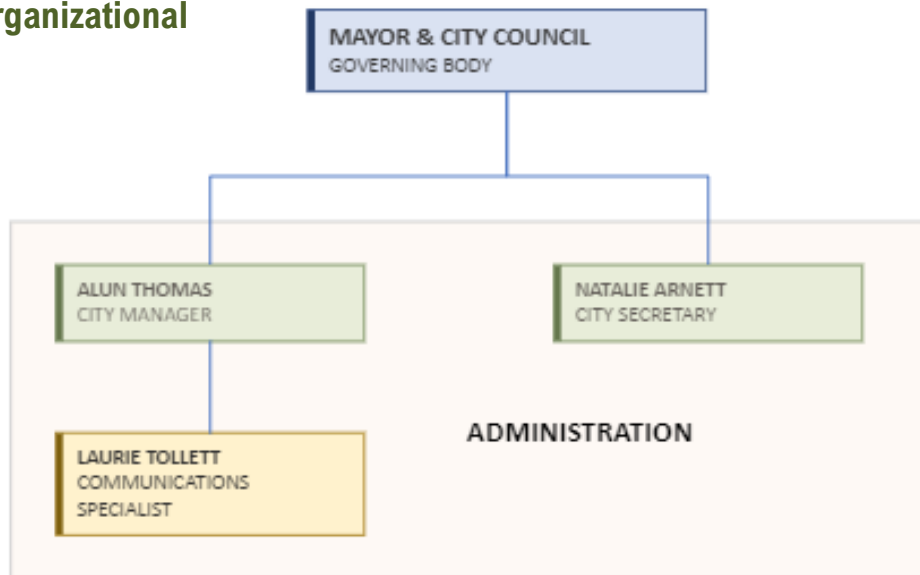
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DETAIL OF EXPENSES (cont.)

9462	SS-UNCOLLECTIBLE DEBT-WM	0	0	0	0	0	-
9465	SS-SOFTWARE MAINTENANCE SVCS.	9,116	31,211	12,000	12,000	0	-100.0%
9467	SS-WEBSITE & WEBMAIL SVCS	16,889	15,431	21,500	21,500	11,200	-47.9%
9520	SM-EMPLOYEE EVENTS, CERT, ETC.	1,100	0	1,000	1,000	2,000	100.0%
9525	SM-CHEMICAL, MEDICAL, SURGICAL	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	702	384	1,000	1,000	2,000	100.0%
9535	SM-FUEL	0	0	0	0	0	-
9537	SM-INSTRUMENTS	0	68	0	0	0	-
9540	SM-JANITORIAL	534	1,440	800	800	800	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	8,175	10,991	12,230	12,230	8,000	-34.6%
9580	SM-SMALL TOOLS & SUPPLIES	4	58	200	200	0	-100.0%
9590	SM-WEARING APPAREL	298	167	200	200	500	150.0%
9599	SM-EQUIPMENT/SERVICES	0	0	0	0	0	-
9605	U-GAS	57	0	0	0	0	-
9610	U-LIGHT AND POWER	938	0	0	0	0	-
9620	U-TELEPHONE	-1,766	0	0	0	0	-
9625	U-WATER	123	0	0	0	0	-

Total Expenses	968,204	1,088,747	1,207,887	1,207,887	1,073,180	-11.2%
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Department Organizational Chart





ACCOUNTING & TAX

DEPARTMENT 502

DEPARTMENT – Accounting & Tax (502)

PROGRAM PURPOSE – This department is responsible for managing and overseeing the financial transactions of the city. Its primary purpose is to ensure accurate financial reporting, compliance with regulations, and the efficient use of city resources. Provide for the assessment and collection of city property in accordance with state and local laws through its contract with the County of Galveston for the assessment and collection of current and delinquent city ad valorem property taxes. While human resource functions are shared between Accounting and Administration, only two staff members are currently assigned to this department.

PROGRAM ACTIVITIES –

Accounting

- Financial Reporting: Preparing and presenting financial statements and reports.
- Transaction Processing: Recording and processing all financial transactions, including payables and receivables.
- Budget Management: Assisting in preparing and monitoring the city’s budget.
- Audit Support: Providing necessary documentation and support for internal and external audits.

Tax Collections

- 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 –

- Accuracy: Ensure all financial records are accurate and up-to-date.
- Compliance: Adhere to local, state, and federal financial regulations.
- Efficiency: Streamline financial processes to enhance operational efficiency.
- Transparency: Maintain transparency in financial reporting to foster public trust.

OBJECTIVE METRICS

Estimated Current Year

- Budget Workshops: 7
- Transactions entered/processed: 5290
- Bank Reconciliations: 395
- Financial Awards/Recognitions (for current/prior year) : 3

Tax Collection Rate	
Fiscal Year	Percent Collected
2020	101.15%
2021	97.37%
2022	100.65%
2023	100.84%
2024	100.23%
2025*	100.23%

**projected*

PERSONNEL ALLOCATIONS BY YEAR						
DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
502-Finance & Tax	Finance Director	32 - Exempt	1.0	1.0	1.0	1.0
	Accounting Clerk/Specialist	15	1.0	1.0	1.0	1.0
TOTAL TAX & FINANCE			2.0	2.0	2.0	2.0



ACCOUNTING & TAX

DEPARTMENT 502

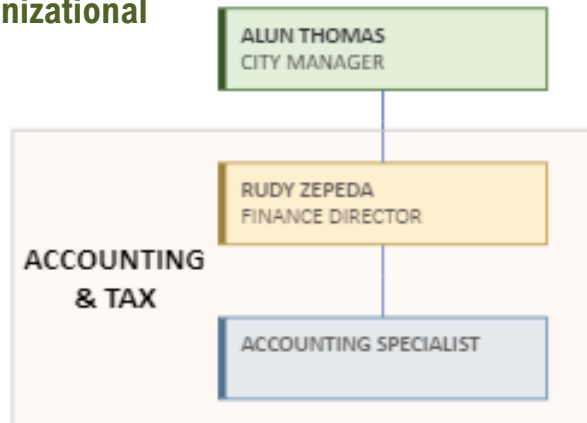
Tax (502)		FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
01-502-9000		DETAIL OF EXPENSES					
9301	PS-CERTIFICATION PAY	0	0	0	0	2,400	-
9305	PS-RETIREMENT CONTRIBUTION	0	0	0	0	33,020	-
9310	PS-GROUP INSURANCE BENEFITS	0	0	0	0	18,680	-
9320	PS-LONGEVITY	0	0	0	0	320	-
9325	PS-MEDICARE & SOCIAL SECURITY	0	0	0	0	2,340	-
9329	PS-OVERTIME	0	0	0	0	420	-
9330	PS-REGULAR PAYROLL	0	0	0	0	161,250	-
9335	PS-TRAINING AND TRAVEL	0	0	0	0	3,500	-
9340	PS-UNEMPLOYMENT TAXES	0	0	0	0	230	-
9345	PS-WORKERS' COMPENSATION	0	0	0	0	340	-
9405	SS-ACCOUNTING SERVICES	0	0	0	0	49,500	-
9420	SS-APPRAISAL DISTRICT	23,204	21,135	24,500	18,464	25,000	2.0%
9425	SS-DUES AND SUBSCRIPTIONS	0	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	1,548	1,560	2,500	2,500	2,500	0.0%
9465	SS-SOFTWARE MAINTENANCE SVCS.	0	0	0	0	38,900	-
9534	SM-FURNITURE & OFFICE EQUIP	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	0	0	2,400	-
9590	SM-WEARING APPAREL	0	0	0	0	250	-

Total Expenses	24,752	22,695	27,000	20,964	341,050	1163.1%
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Notes on Budget Changes for the new Fiscal Year Dept (502)

SS-APPRAISAL DISTRICT –An anticipated slight increase in fees (\$500)
PS-PERSONNEL SERVICES 9301-9405 - Moved all accounting services and personnel to the new department from Administration. Cost of living increase in wages and related benefits (2% COLA, ≈3% Merit/Step) - (\$222,500)

Department Organizational Chart





COMMUNITY SERVICE

DEPARTMENT 503

DEPARTMENT – Community Services (503)

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. Inspections by type: *(includes building, electrical, plumbing, mechanical, pools, signs, and m/h permits)* * Estimate for 2024

Building Permits		Building Inspections		Zoning Permits	
Year	Issued	Year	Completed	Year	Completed
2019	1,014	2019	1,805	2019	
2020	1,861	2020	2,406	2020	
2021	2,436	2021	3,104	2021	13
2022	2,225	2022	3,284	2022	12
2023	2,131	2023	2,556	2023	8
2024*	5,606	2024*	3,377	2024*	-

- b. Modify code inspection documentation and audit system to increase system usability and accountability.
- c. Modify plan check routine.



COMMUNITY SERVICE

DEPARTMENT 503

2. Increase and expedite the number of processed health and nuisance violation cases.

- 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

Health Nuisance Cases					
Year	New Cases	Resolved	Court Case	Pend	Signs
2019	161	107	24	13	1
2020	67	32	12	12	-
2021	133	57	-	-	1
2022	129	47	6	-	-
2023	107	49	20	6	-
2024*	-	-	-	-	-

c. Continue working to demolish substandard buildings, using city resources, if necessary

Substandard Buildings				
Year	New Cases	Owner Abated	City Abated	Grant Abated
2019	-	-	1	1
2020	-	-	-	-
2021	2	-	-	-
2022	1	-	-	-
2023	8	9	-	-
2024*	-	2	3	5

3. Implement strategic training of technical personnel to expand basic competencies and qualifications.

4. Implement department policies and protocols to improve service delivery and effectiveness.

PERSONNEL ALLOCATIONS BY YEAR

DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
503-Comm. Svcs.	Community Svcs. Dir.	29 - Exempt	1.0	-	1.0	1.0
	City Engineer	31 - Exempt	-	1.0	-	-
	Building Official	25		1.0	1.0	1.0
	Building Inspector	24	2.0	1.0	1.0	1.0
	Code Enforcement Ofcr	17	1.0	-	-	-
	Administrative Assistant	14	1.0	-	-	-
	Community Services Asst.	12	1.0	1.0	1.0	1.0
	Receptionist	12	1.0	1.0	1.0	1.0
TOTAL COMM. SVCS.			7.0	5.0	5.0	5.0



COMMUNITY SERVICE

DEPARTMENT 503

Notes on Budget Changes for the new Fiscal Year

Dept (503)

PS-PERSONNEL SERVICES –

Cost of living increase in wages and related benefits (2% COLA, ~3% Merit/Step) (\$34,290)

SUPPLIES –

Additional supplies related to code enforcement measured (\$8,500)

Community Services (503)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-503-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	500	500	0	-100.0%
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9056	CE-MOTOR VEHICLES	6,178	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	25	0	0	0	0	-
9210	MR-FURNITURE AND OFFICE EQUIP.	2,085	2,167	1,000	1,000	1,500	50.0%
9215	MR-INSTRUMENTS	0	0	200	200	200	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	0	219	500	500	500	0.0%
9229	MR-MOTOR VEHICLES-OTHER	307	1,168	1,000	1,000	0	-100.0%
9301	PS-CERTIFICATION PAY	0	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	64,274	86,177	63,740	63,740	71,100	11.5%
9307	PS-EXTRA HELP	1,420	245	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	49,180	45,779	44,650	44,650	46,820	4.9%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	1,850	825	1,360	1,360	1,370	0.7%
9325	PS-MEDICARE & SOCIAL SECURITY	7,553	7,294	4,810	4,810	5,030	4.6%
9329	PS-OVERTIME	6,181	12,888	5,150	5,150	15,020	191.7%
9330	PS-REGULAR PAYROLL	364,011	301,511	332,700	332,700	347,190	4.4%
9335	PS-TRAINING AND TRAVEL	2,625	1,552	5,000	5,000	5,000	0.0%
9336	PS-TRAINING-BOA	0	0	500	500	500	0.0%
9337	PS-TRAINING-P&Z	0	0	500	500	500	0.0%
9340	PS-UNEMPLOYMENT TAXES	103	86	450	450	590	31.1%
9345	PS-WORKERS' COMPENSATION	1,465	1,156	1,100	1,100	1,130	2.7%
9410	SS-ADVERTISING	4,688	2,821	6,000	6,000	10,000	66.7%
9415	CREDIT CARD TRANSACTION FEES	0	0	0	0	0	-



COMMUNITY SERVICE

DEPARTMENT 503

Community Services (503)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-503-9000

DETAIL OF EXPENSES (cont.)

9425	SS-DUES AND SUBSCRIPTIONS	1,573	1,469	3,000	3,000	3,000	0.0%
9433	SS-JANITORIAL SERVICES	1,418	0	0	0	0	-
9440	SS-MEDICAL EXPENSES	296	148	0	0	0	-
9455	SS-ZONING ORD CODIFICATION	0	0	1,500	1,500	0	-100.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	33,825	30,658	79,400	79,400	66,140	-16.7%
9465	SS-SOFTWARE MAINTENANCE SVCS.	6,159	6,752	7,000	7,000	7,000	0.0%
9480	SS-SUBDIVISION FILING FEES	0	0	0	0	0	-
9520	SM-EMPLOYEE EVENTS, CERT, ETC.	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	0	100	500	500	500	0.0%
9535	SM-FUEL	1,538	10	0	0	0	-
9537	SM-INSTRUMENTS	0	69	0	0	0	-
9540	SM-JANITORIAL	534	442	0	0	0	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	3,320	6,079	4,600	4,600	12,500	171.7%
9580	SM-SMALL TOOLS & SUPPLIES	74	40	100	100	0	-100.0%
9590	SM-WEARING APPAREL	91	254	100	100	800	700.0%
9605	U-GAS	57	0	0	0	0	-
9610	U-LIGHT AND POWER	861	0	0	0	0	-
9620	U-TELEPHONE	1,557	0	0	0	0	-
9625	U-WATER	123	-18	0	0	0	-

Total Expenses	563,371	509,890	565,360	565,360	596,390	5.5%
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Department Organizational Chart





JUDICIAL

DEPARTMENT 504

DEPARTMENT – Judicial (504)

PROGRAM PURPOSE – Provide fair and impartial administration of justice while accomplishing the duties incumbent upon it by the Santa Fe City Charter and the laws of the State of Texas.

PROGRAM ACTIVITIES –

- Process traffic citations and other Class C misdemeanor criminal charges filed
- Process and prepare complaints, summons, subpoenas, and arrest warrants
- Conduct court proceedings – 4 per month, jury trials as needed
- Collection of fines, fees, and court costs
- Report court activity to city administration and the State of Texas
- Provide and maintain accurate records of disposition of cases
- Provide information to defendants

OPERATIONAL OBJECTIVES –

1. Provide quality customer service to defendants in a professional, courteous, and efficient manner.
 - A. Maintain current municipal court website information
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
 - C. Maintain network of municipal court offices and courtroom for efficient processing of case dispositions and continue to maintain court database
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.
 - B. Continue training and professional development of court personnel.
4. Process traffic citations and collect fines, fees, and court costs.
 - a. Improve court collections. ** Estimate for 2024*

Total Revenue Collected		City Revenue Portion	
Year	Amount	Year	Amount
2019	\$ 329,815	2019	\$ 233,429
2020	\$ 246,332	2020	\$ 170,160
2021	\$ 352,612	2021	\$ 233,355
2022	\$ 465,538	2022	\$ 304,768
2023	\$ 666,900	2023	\$ 431,085
2024*	\$ 600,000	2024*	\$ 398,000

5. Continue participation in statewide warrant roundup.



JUDICIAL

DEPARTMENT 504

a. Continue program of serving and collecting warrants- * Estimate for 2024

Outstanding Warrants		Warrants Served	
Year	No. Outstanding	Year	No. Served
2019	2,855	2019	697
2020	2,127	2020	385
2021	2,636	2021	552
2022	2,731	2022	692
2023	4,623	2023	786
2024	4,202	2024	367

PERSONNEL ALLOCATIONS BY YEAR

DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
504-Judicial	Court Administrator	22 - Exempt	1.0	1.0	1.0	1.0
	Municipal Court Clerk	12	1.0	1.0	1.0	2.0
	Court Clerk (part-time)	12	1.0	1.0	1.0	-
	Presiding Judge	Contract	-	-	-	-
	Associate Judge	Contract	-	-	-	-
	Municipal Prosecutor	Contract	-	-	-	-
TOTAL JUDICIAL			3.0	3.0	3.0	3.0

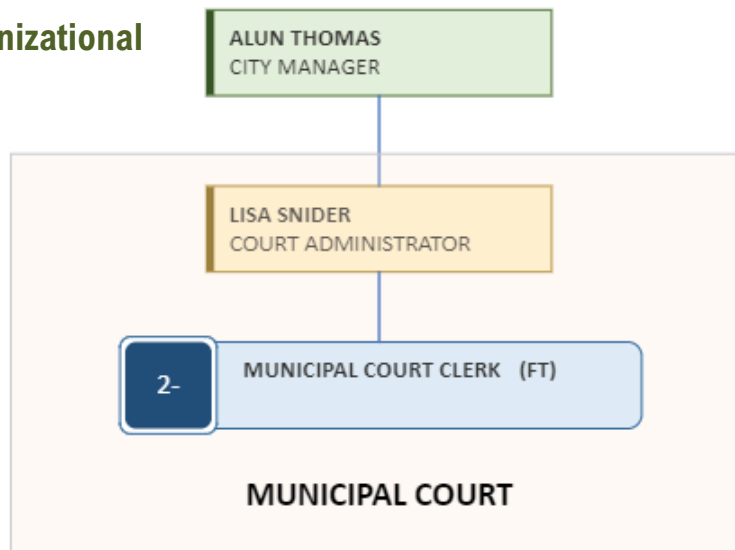
Notes on Budget Changes for the new Fiscal Year

Dept (504)

PS-PERSONNEL SERVICES -

- ▶ Cost of living increase in wages and related benefits (2% COLA, ~3% Merit/Step) (\$38,850)
Moved the part-time clerk position to full-time

Department Organizational Chart





JUDICIAL

DEPARTMENT 504

Judicial (504)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-504-9000

DETAIL OF EXPENSES

9052	CE-FURNITURE & OFFICE EQUIP.	1,000	0	1,000	1,000	0	-100.0%
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9056	CE-MOTOR VEHICLES	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	0	280	250	250	250	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	344	52	200	200	0	-100.0%
9215	MR-INSTRUMENTS	0	108	0	0	0	-
9220	MR-MACHINERY, TOOLS, & EQUIP	0	0	388	388	0	-100.0%
9229	MR-MOTOR VEHICLES-OTHER	36	0	0	0	0	-
9301	PS-CERTIFICATION PAY	0	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	16,736	28,339	20,820	20,820	30,510	46.5%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	16,615	17,187	17,830	17,830	27,970	56.9%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	2,415	2,595	1,780	1,780	970	-45.5%
9325	PS-MEDICARE & SOCIAL SECURITY	3,336	2,443	3,070	3,070	2,160	-29.6%
9329	PS-OVERTIME	111	107	0	0	0	-
9330	PS-REGULAR PAYROLL	113,599	119,530	127,890	127,890	149,010	16.5%
9335	PS-TRAINING AND TRAVEL	549	300	500	500	500	0.0%
9337	PS-CELL PHONE ALLOWANCE	0	0	0	0	0	-
9338	PS-UNIFORM/CAR ALLOWANCE	46	0	500	500	0	-100.0%
9340	PS-UNEMPLOYMENT TAXES	27	28	270	270	350	29.6%
9345	PS-WORKERS' COMPENSATION	2,105	264	270	270	310	14.8%
9410	SS-ADVERTISING	0	0	0	0	0	-
9415	SS-CC TRANSACTION FEES	5,491	12,193	11,000	11,000	11,000	0.0%
9425	SS-DUES-SUBSCRIPTIONS&FIN	40	0	0	0	0	-
9427	SS-JUDGE	26,400	26,400	26,400	26,400	26,400	0.0%
9428	SS-JURY AND WITNESS FEES	0	0	500	500	500	0.0%
9433	SS-JANITORIAL SERVICES	1,421	0	0	0	0	-
9436	SS-PROSECUTOR	21,645	41,756	40,000	40,000	42,000	5.0%
9440	SS-MEDICAL EXPENSES	0	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS	444	537	0	0	0	-
9465	SS-SOFTWARE MAINTENANCE SVCS.	798	71	8,500	8,500	8,500	0.0%
9520	SM-EMPLOYEE EVENTS, CERT, ETC.	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	0	0	0	0	1,500	-
9535	SM-FUEL	268	0	0	0	0	-
9537	SM-INSTRUMENTS	0	304	0	0	0	-
9540	SM-JANITORIAL	0	252	300	300	300	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	1,335	0	0	0	0	-



JUDICIAL

DEPARTMENT 504

Judicial (504)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-504-9000

DETAIL OF EXPENSES (cont.)

9580	SM-SMALL TOOLS AND SUPPLIES	0	0	100	100	100	0.0%
9599	SM-EQUIP/WARRANTY LEASE	0	0	0	0	0	-
9620	U-TELEPHONE	652	0	0	0	0	-

Total Expenses	217,116	256,571	265,180	265,180	306,330	15.5%
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MUNICIPAL COURT MISSION

The Santa Fe Municipal Court is committed to providing those we serve with fair and impartial administration of justice while accomplishing the duties incumbent upon it by the Santa Fe City Charter and the laws of the State of Texas.

ADDRESS

3650 FM 646 N
 PO Box 950
 Santa Fe, TX 77510
 (409) 925-3255 Phone
 (409) 927-2072 Fax



BUSINESS HOURS

Monday - Thursday 7:30 am - 5:00 pm
 Friday 7:30 am - 11:30 am

PERSONNEL

Presiding Judge

James Tittle

Associate Judge

James Tittle

Prosecutor

Ethan Baker

Court Administrator

Lisa Snider CMCCII
lsnider@santafetx.gov

Deputy Court Clerk

Susan Darwin CMCCI
sdarwin@santafetx.gov



POLICE

DEPARTMENT 505

DEPARTMENT – Police (505)

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
- Conduct criminal investigations
- Make arrests of perpetrators/suspects
- Investigate 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
 - Provide public awareness programs for the community
 - Maintain an active community policing program

OPERATIONAL OBJECTIVES –

01. Provide adequate police patrol coverage, optimizing the time available for proactive patrol.
 01. Maintain adequate staffing levels with a minimum of three officers on patrol during the day, evening and night shifts.
 - b. Continue level of supervision with a patrol supervisor assigned to each shift.
 - c. Maintain an active reserve program.
 - d. Establish and maintain average **Response Time** of 4.0 minutes or less for emergency calls for service:

Response Time	
Year	Average Time in Minutes
2019	4:11
2020	4:20
2021	4:31
2022	5:05
2023	2:20
2024*	3:40

* Estimate for 2024



POLICE

DEPARTMENT 505

e. Calls for Service & Citations :

Calls for Service	
Year	Number of Calls
2019	13,143
2020	9,240
2021	10,778
2022	8,507
2023	17,329
2024*	13,739

Citations issued		
Year	Number of Citations	Number of Warnings
2019	2534	
2020	1383	
2021	1434	1093
2022	1096	709
2023	2252	1829
2024*	2203	2051

2. Improve the department’s ability and capacity to investigate crime.

a. Arrest Statistics:

Arrests	
Year	Number of Arrests
2019	821
2020	390
2021	446
2022	382
2023	377
2024*	323

b. Establish and maintain a clearance rate of 45 percent for felony crimes.

01. Establish and maintain equipment for personnel to achieve departmental goals efficiently, effectively, and safely.

3. Encourage and provide for a well-trained police force.

a. Establish and maintain 50 percent of commissioned personnel with greater than basic certification:

Year	Percent
2019	46%
2020	50%
2021	65%
2022	75%
2023	79%
2024*	78%

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. Increase training for supervisors in areas of Leadership and Supervision.

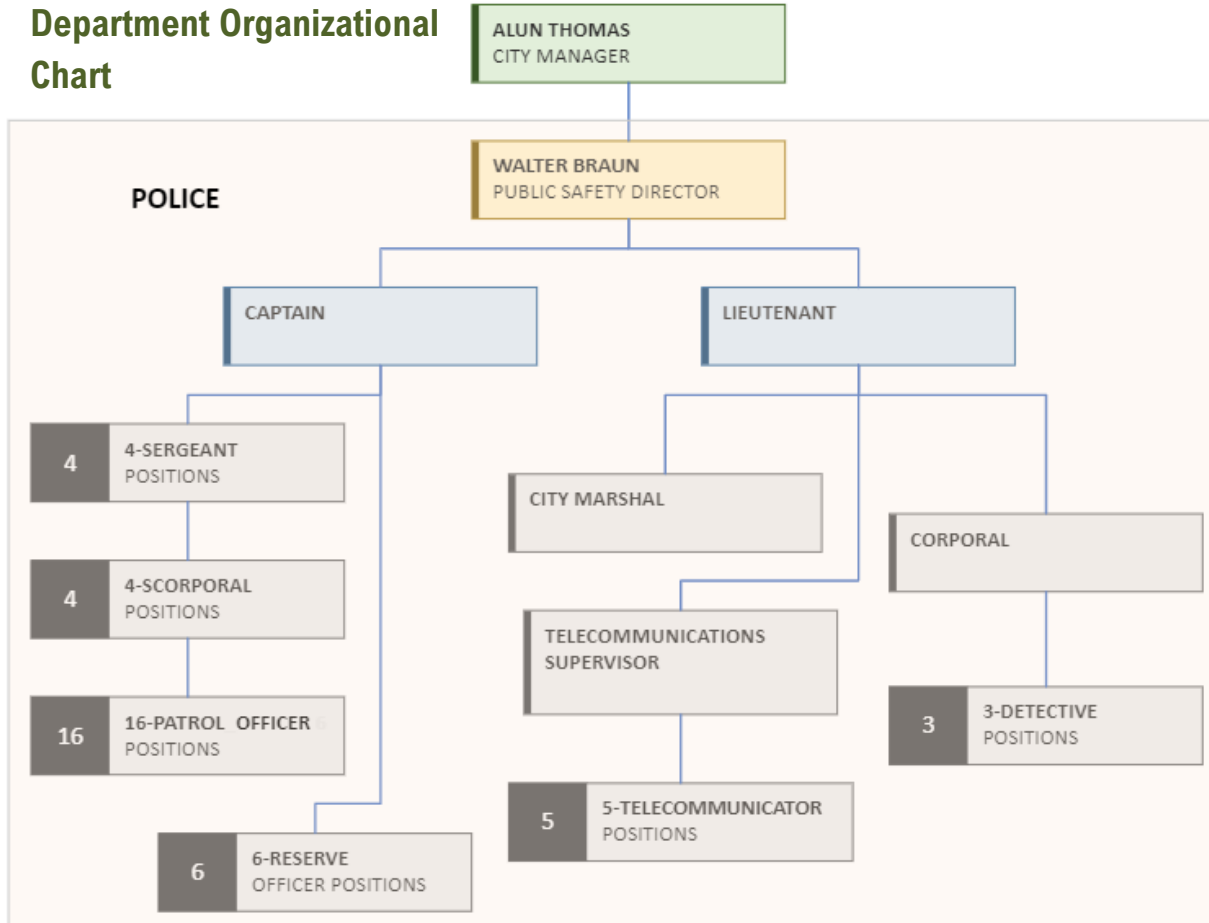


POLICE

DEPARTMENT 505

- d. Increase efficacy of policies and procedures by establishing policies and training recommended by Texas Chiefs of Police Association Foundation Best Practices Program and working toward becoming a recognized agency in the State of Texas.
- 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 programs:
 - Crime prevention programs for seniors and youths
 - Citizens' Police Academy
 - Citizens on Patrol Program (COP)
 - Community Engagement Programs
 - Facebook/Media Information posts
 - Home and Business inspections
 - Police department tour groups
 - Children fingerprinting
 - Bicycle registrations
- 5. Provide administrative support to the Civil Service Commission

Department Organizational Chart





POLICE

DEPARTMENT 505

PERSONNEL ALLOCATIONS BY YEAR

DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
505-Police	Public Safety Director	33 - Exempt	1.0	1.0	1.0	1.0
	Police Captain	30 - Exempt	1.0	1.0	1.0	1.0
	Police Lieutenant	PD-04	1.0	1.0	1.0	1.0
	Police Sergeant	PD-03	4.0	4.0	4.0	4.0
	Police Corporals & City Marshal	PD-02	5.0	5.0	5.0	5.0
	Police Patrol Officer	PD-01	13.0	13.0	13.0	13.0
	Telecommunications Supervisor	19	1.0	1.0	1.0	1.0
	Telecommunicator II	17			2.0	2.0
	Telecommunicator	15	5.0	5.0	3.0	3.0
	Administrative Assistant	14	1.0	1.0	1.0	1.0
TOTAL POLICE			32.0	32.0	32.0	32.0

Notes on Budget Changes for the new Fiscal Year

Dept (505)

PS-PERSONNEL SERVICES –

Cost of living increase in wages & related non-collective bargaining benefits ≈(2% COLA, 3% Merit/Step)

Collective Bargaining, Cost of living increase wages & related benefits (2.18% COLA, Average 2.93% Merit/Step) Total (\$122,970)

CAPITAL EXPENSES – Capital expenses have been modified to remove the funds transfer for future capital equipment to the new Capital Replacement Fund (Vehicles). Equipment (\$17,800)

REPAIRS & MAINTENANCE EXPENSES – Fleet maintenance moved to department 528. (-\$31,000)



POLICE

DEPARTMENT 505

Police (505)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-505-9000

DETAIL OF EXPENSES

9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	4,800	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	12,000	-
9056	CE-MOTOR VEHICLES - PATROL CAR	20,348	0	0	0	0	-
9058	CE-SEIZED/AWARDED VEHICLE	4,205	3,825	0	0	0	-
9079	CE-CAPITAL LEASE EQUIPMENT	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	18,628	8,853	9,000	9,000	0	-100.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	2,217	2,610	3,000	3,000	3,000	0.0%
9212	MR-GROUNDS MAINTENANCE	176	83	0	0	0	-
9215	MR-INSTRUMENTS	10,097	38,097	18,000	18,000	18,000	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	56,489	4,421	4,500	4,500	4,500	0.0%
9229	MR-MOTOR VEHICLES-OTHER	30,428	30,985	22,000	22,000	0	-100.0%
9301	PS-CERTIFICATION PAY	21,190	33,760	21,420	21,420	19,800	-7.6%
9305	PS-RETIREMENT CONTRIBUTION	370,678	625,684	455,810	455,810	493,830	8.3%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	228,854	252,122	286,850	286,850	300,850	4.9%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	12,935	12,945	16,230	16,230	14,490	-10.7%
9325	PS-MEDICARE & SOCIAL SECURITY	39,604	22,347	34,370	34,370	34,970	1.7%
9329	PS-OVERTIME	101,172	113,038	42,020	42,020	74,010	76.1%
9330	PS-REGULAR PAYROLL	1,991,190	2,106,824	2,370,640	2,370,640	2,411,600	1.7%
9335	PS-TRAINING AND TRAVEL	23,060	16,965	29,170	29,170	40,000	37.1%
9336	PS-TRAINING-LEOSE	0	289	2,000	2,000	2,000	0.0%
9338	PS-UNIFORM ALLOWANCE	14,660	7,080	16,120	16,120	12,500	-22.5%
9340	PS-UNEMPLOYMENT TAXES	270	312	3,150	3,150	3,740	18.7%
9345	PS-WORKERS' COMPENSATION	42,930	51,871	56,440	56,440	49,400	-12.5%
9410	SS-ADVERTISING	203	660	1,500	1,500	0	-100.0%
9423	SS-CONFIDENTIAL INFORM. FUND	1,000	1,000	2,400	2,400	2,400	0.0%
9425	SS-DUES AND SUBSCRIPTIONS	4,082	5,072	6,380	6,380	6,000	-6.0%
9432	SS-VEHICLE RENTAL SERVICES	2,010	0	0	0	0	-
9433	SS-JANITORIAL SERVICES	3,019	0	2,200	2,200	0	-100.0%
9440	SS-MEDICAL EXPENSES	1,018	834	1,500	1,500	700	-53.3%
9456	SS-GRANT EXPENDITURES	0	-11,167	500	500	3,000	500.0%
9457	SS-PRISONER SUPPORT	915	955	1,000	1,000	1,000	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	16,386	11,570	30,000	30,000	30,000	0.0%
9465	SS-SOFTWARE MAINTENANCE SVCS.	27,408	22,109	28,300	28,300	25,300	-10.6%
9515	SM-CANINE SUPPLIES AND CARE	2,265	93	0	0	0	-
9520	SM-EMPLOYEE EVENTS, CERT, ETC.	1,341	1,894	3,000	3,000	2,000	-33.3%
9525	SM-CHEMICAL, MEDICAL & SURGICA	0	0	500	500	0	-100.0%
9528	SM-CRIME PREV SUPPLIES	575	1,384	1,500	1,500	1,500	0.0%
9530	SM-EMERGENCY SUPPLIES	1,210	214	1,200	1,200	0	-100.0%
9534	SM-FURNITURE & OFFICE EQUIP	968	435	500	500	1,000	100.0%
9535	SM-FUEL	25,542	1,257	0	0	0	-



POLICE

DEPARTMENT 505

Police (505)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-505-9000

DETAIL OF EXPENSES (cont.)

9537	SM-INSTRUMENTS	4,854	7,519	9,600	9,600	6,000	-37.5%
9540	SM-JANITORIAL	844	703	1,400	1,400	1,400	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	6,940	8,576	7,500	7,500	7,000	-6.7%
9580	SM-SMALL TOOLS & SUPPLIES	4,834	2,267	2,000	2,000	8,000	300.0%
9582	SM-VEHICLE GRAPHICS & SUPPLIES	0	0	0	0	0	-
9585	SM-TRAFFIC MARKERS & MATERIALS	0	0	0	0	0	-
9590	SM-WEARING APPAREL	12,168	16,013	13,000	13,000	15,000	15.4%
9591	SM-WEARING APPAREL-RESERVE	0	0	0	0	0	-
9599	SM-EQUIP/WARRANTY LEASE	0	0	0	0	0	-
9605	U-GAS	197	0	0	0	0	-
9610	U-LIGHT AND POWER	4,923	0	0	0	0	-
9620	U-TELEPHONE	7,756	0	0	0	0	-

Total Expenses	3,119,589	3,403,500	3,504,700	3,504,700	3,609,790	3.0%
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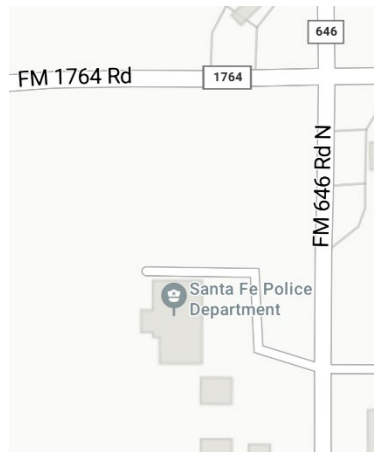
CONTACT INFORMATION

Santa Fe Police Department
 3650 FM 646 N
 Santa Fe, Tx 77510

Non-Emergency
 409-925-2000

Police Administration
 409-925-3092

Fax Number
 409-925-4806





FIRE MARSHAL

DEPARTMENT 506

DEPARTMENT – Fire Marshal (506)

PROGRAM PURPOSE – Promote fire prevention through public awareness and education, conduct fire investigations, and enforce city fire codes. Participate in planning review sessions with the building department.

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. Assist police department with enforcement of fireworks regulations

Burn Permits		
Year	Permitted	Fees Collected
2019	571	\$12,355
2020	650	\$14,768
2021	613	\$13,783
2022	453	\$10,695
2023	419	\$10,009
2024*	276	\$16,599

New Fire System Permits		
Year	Permitted	Fees Collected
2019	8	\$6,294
2020	10	\$1,188
2021	-	\$0
2022	13	\$900
2023	16	\$958
2024*	4	\$46,591

2. Perform outdoor inspections for burn permits, Investigate illegal burn complaints, and Perform daycare, school, and business fire safety inspections. Conduct fire investigations to determine if the incident resulted from criminal or accidental activity and if explosives or hazardous materials were involved

Civil & Criminal Inspections				
Year	Burn Permit	Illegal Burns	Safety	Investigations
2019	200	50	70	12
2020	275	50	60	15
2021	300	60	55	12
2022	26	-	-	-
2023	66	-	-	-
2024*	51	10	218	6

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.

PERSONNEL ALLOCATIONS BY YEAR

DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
506-Fire Marshal	Fire Marshal (part-time)	21	1.0	1.0		
	Fire Marshal (full-time)	25			1.0	1.0
TOTAL FIRE MARSHAL			1.0	1.0	1.0	1.0



FIRE MARSHAL

DEPARTMENT 506

Notes on Budget Changes for the new Fiscal Year

Dept (506)

PS-PERSONNEL SERVICES – Cost of living increase wages & related benefits ≈(2% COLA, 3% Merit/Step) (\$24,580)

SUPPLIES & MAINTENANCE/REPAIRS – One-time equipment purchases for investigations (\$6,500)

Fire Marshal (506)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-506-9000

DETAIL OF EXPENSES

9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9210	MR-FURNITURE AND OFFICE EQUIP	0	0	0	0	0	-
9215	MR-INSTRUMENTS	0	0	0	0	0	-
9229	MR-MOTOR VEHICLES-OTHER	789	249	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	0	5,411	0	0	18,200	-
9310	PS-GROUP INSURANCE BENEFITS	0	4,553	0	0	9,430	-
9320	PS-LONGEVITY	410	470	20	20	80	300.0%
9325	PS-MEDICARE & SOCIAL SECURITY	1,684	327	6,900	6,900	1,290	-81.3%
9326	PS-WITHHOLDING TAX PENALTY	0	0	0	0	0	-
9329	PS - OVERTIME	0	0	0	0	0	-
9330	PS-REGULAR PAYROLL	20,819	23,458	90,210	90,210	88,860	-1.5%
9335	PS-TRAINING AND TRAVEL	1,500	943	1,680	1,680	5,500	227.4%
9340	PS-UNEMPLOYMENT TAXES	9	10	90	90	120	33.3%
9345	PS-WORKERS' COMPENSATION	132	133	190	190	190	0.0%
9425	SS-DUES AND SUBSCRIPTIONS	100	62	200	200	680	240.0%
9440	SS-MEDICAL EXPENSES	0	74	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	0	0	0	3,000	-
9465	SS-SOFTWARE MAINTENANCE SV	42	24	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP.	0	0	0	0	300	-
9535	SM-FUEL	453	0	0	0	0	-
9537	SM-INSTRUMENTS	1,009	0	0	0	0	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	25	611	300	300	300	0.0%
9580	SM-SMALL TOOLS AND SUPPLIES	0	153	150	150	3,410	2173.3%
9582	SM-VEHICLE GRAPHICS & SUPPLIES	0	0	0	0	2,600	-
9590	SM-WEARING APPAREL	0	4,072	100	100	500	400.0%
9620	U-TELEPHONE	313	0	0	0	0	-

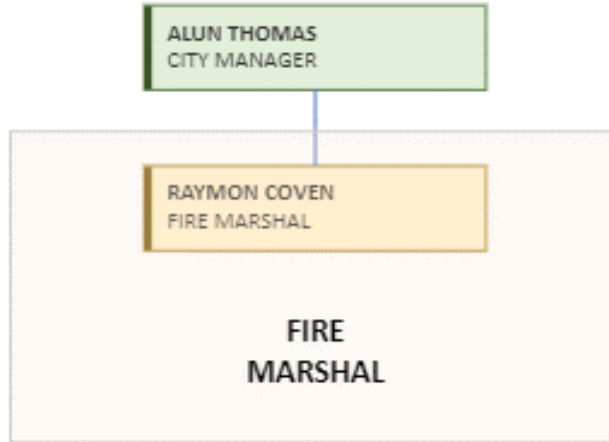
Total Expenses	27,284	40,548	99,840	99,840	134,460	34.7%
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FIRE MARSHAL

DEPARTMENT 506

Department Organizational Chart



HEALTH & PUBLIC SAFETY

DEPARTMENT 507

DEPARTMENT – HEALTH & PUBLIC SAFETY (507)

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

PROGRAM ACTIVITIES –

- ▶ Contract and provide funding for health services, including water pollution monitoring and animal control and 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 and the Galveston County Animal Services Division
 - 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 --- None

Notes on Budget Changes for the new Fiscal Year

Dept (507)

ANIMAL CONTROL –

The contract with Galveston County Health District will not increase services next year. (\$0)



HEALTH & PUBLIC SAFETY

DEPARTMENT 507

Public Safety (507)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-507-9000

DETAIL OF EXPENSES

9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	0	0	0	0	-
9473	SS-HEALTH DEPT.-WATER POLL MON	7,025	7,509	7,300	7,300	7,300	0.0%
9474	SS-ANIMAL CONTROL	95,000	84,950	99,000	99,000	99,000	0.0%
9530	SM-EMERGENCY SUPPLIES	0	0	0	0	50,000	-

Total Expenses	102,025	92,459	106,300	106,300	156,300	47.0%
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EMERGENCY RESPONSE & RECOVERY –

Allocated a small amount for disaster mitigation expenses. (\$50,000)

Animal Control Current Contract & Location: Galveston County Health District

Animal Resource Center

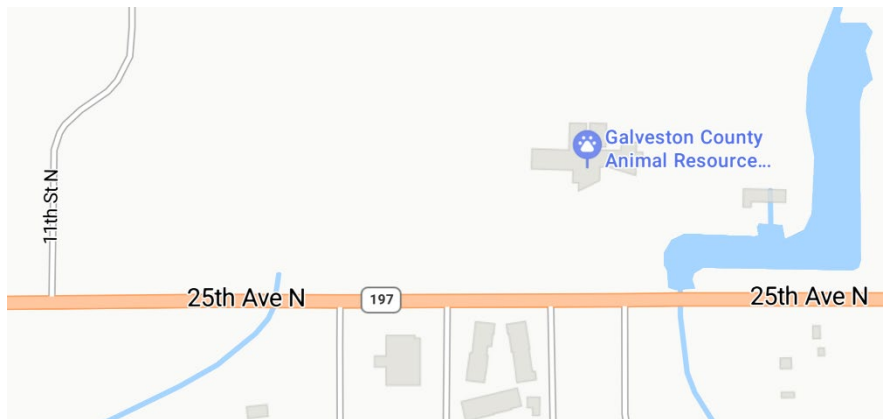
3412 25th Ave. N
 (Loop 197 N)
 Texas City, TX 77590
 409.948.2485
 409.945.2540 (fax)
 Email the ARC
arc@gchd.org



Galveston County
Health District

Adoption Hours of Operation

Tuesday and Thursday: noon-6 p.m.
 Wednesday and Friday: noon-5 p.m.
 Saturday: 10 a.m.-5 p.m.
 Sunday and Monday: Closed
Intake Hours of Operation
 Tuesday-Friday: noon-5 p.m.
 Saturday: 10 a.m.-5 p.m.
 Sunday and Monday: Closed





LIBRARY

DEPARTMENT 508

DEPARTMENT – Library (508)

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

DEPARTMENT GOALS – The city library's department aims to enhance community engagement by organizing diverse and inclusive programs catering to all age groups' interests and needs.

With a focus on promoting lifelong learning, the department endeavors to expand its collection of educational resources and digital technologies to foster an environment of innovation and knowledge dissemination within the city.

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 lifelong 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 that fosters citizen participation in political, social, and community activities

STATISTICS: Annual Circulation & Door Count: * Estimate for 2024

Annual Circulation		Annual Door Count	
Year	Total Circulation	Year	Door Count
2019	24,150	2019	29,561
2020	15,531	2020	15,272
2021	12,912	2021	11,463
2022	12,720	2022	13,842
2023	12,630	2023	20,240
2024*	11,904	2024*	19,228



LIBRARY

DEPARTMENT 508

Annual - Attendance:

Annual Computer Usage		Annual Program Attendance	
Year	Computer usage	Year	Attendance
2019	6,198	2019	8,427
2020	2,845	2020	9,467
2021	2,851	2021	3,103
2022	2,996	2022	5,738
2023	3,379	2023	19,149
2024*	4,473	2024*	18,501

Annual Digital Download % of Circulation:

Cost per Capita per day		Digital Download % of Cir	
Year	Cents	Year	% of Circulation
2019	7.80	2019	19.5%
2020	7.20	2020	29.0%
2021	5.84	2021	32.0%
2022	6.42	2022	41.0%
2023	5.18	2023	43.6%
2024*	5.81	2024*	39%

City's Cost per capita per day for Library Services & Population Served:

Number of Programs		Population Served	
Year	Programs	Year	Population
2019	253	2019	15,656
2020	178	2020	15,614
2021	203	2021	14,321
2022	155	2022	14,567
2023	323	2023	14,625
2024*	311	2024*	15,530

LIBRARY ADVISORY BOARD

Name	Position	Term Exp
Barbara Winburn	Chairperson / Position #1	July .2025
Stormy Stanford	Position #2	July .2025
Sandra Bradley	Position #3	July .2025
Stephanie Carter	Position #4	July .2026
Jennifer Meier	Position #5	July .2025
Debbie Tabor	Alternate	July .2026



LIBRARY

DEPARTMENT 508

PERSONNEL ALLOCATIONS COMPARISON

DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
508-Library	Library Director	22 - Exempt	1.0	1.0	1.0	1.0
	Librarian I	12	1.0	1.0	2.0	2.0
	Librarian Assistant	12	1.0	1.0	-	-
	Library Aide II (part-time)	5	1.0	1.0	1.0	1.0
	Library Aide (full-time)	1			1.0	1.0
	Library Aide (part-time)	1	2.0	2.0	1.0	1.0
	Library Clerk (part-time summer)	1	1.0	1.0	1.0	1.0
TOTAL LIBRARY			7.0	7.0	7.0	7.0

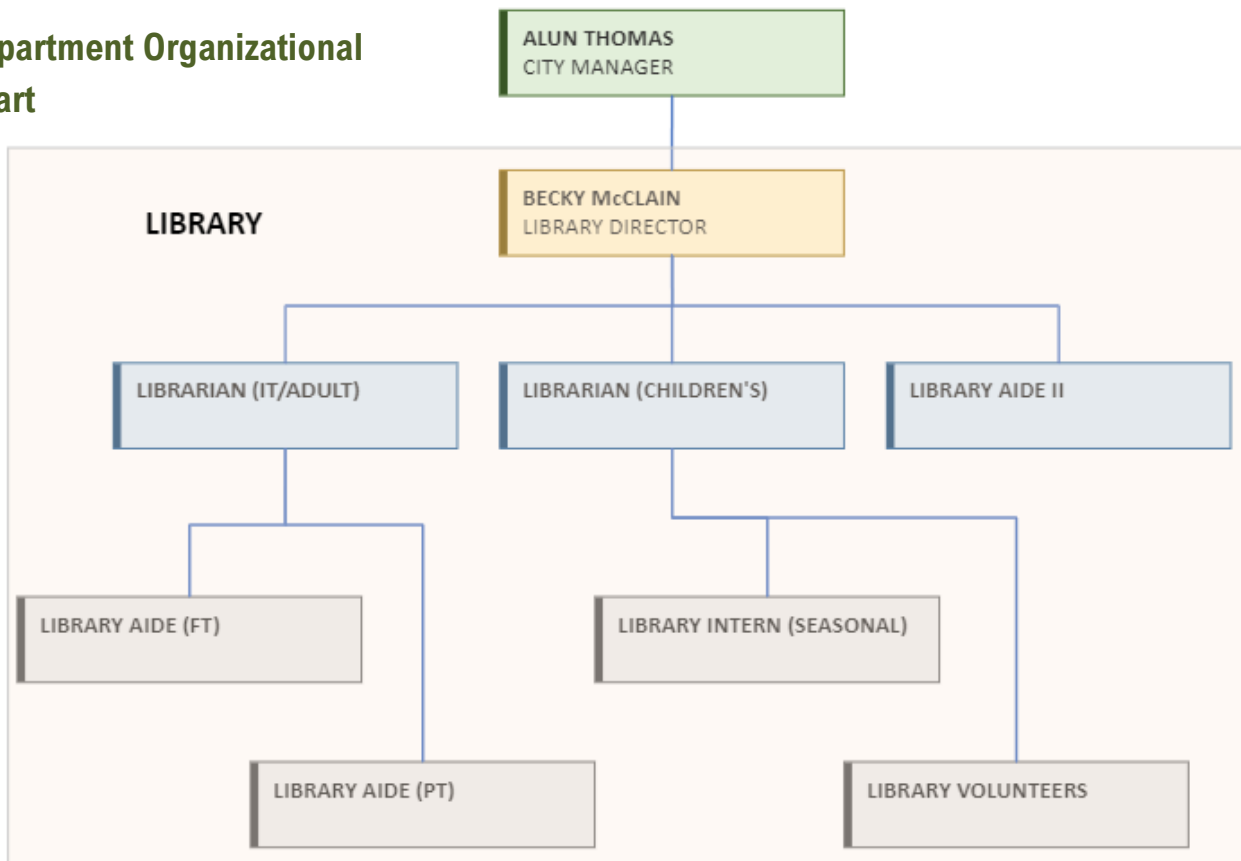
Notes on Budget Changes for the new Fiscal Year

Dept (508)

PS-PERSONNEL SERVICES –

Cost of living increase wages & related benefits ≈(2% COLA, 3% Merit/Step) - (\$19,300)

Department Organizational Chart





LIBRARY

DEPARTMENT 508

Library (508)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-508-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP LEASE	0	-283	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	920	428	0	0	200	-
9210	MR-FURNITURE AND OFFICE EQUIP.	0	0	100	100	100	0.0%
9212	MR-GROUNDS MAINTENANCE	245	718	1,000	1,000	1,000	0.0%
9215	MR-INSTRUMENTS	242	366	150	150	150	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	878	510	600	600	600	0.0%
9301	PS-CERTIFICATION PAY	0	500	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	32,736	57,754	42,200	42,200	47,610	12.8%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	24,305	33,321	35,490	35,490	37,220	4.9%
9320	PS-LONGEVITY	2,935	3,285	3,110	3,110	2,830	-9.0%
9325	PS-MEDICARE & SOCIAL SECURITY	3,379	2,504	3,210	3,210	3,400	5.9%
9329	PS-OVERTIME	0	0	580	580	1,090	87.9%
9330	PS-REGULAR PAYROLL	188,288	206,090	221,330	221,330	234,300	5.9%
9335	PS-TRAINING AND TRAVEL	3,677	6,601	7,550	7,550	6,000	-20.5%
9340	PS-UNEMPLOYMENT TAXES	111	59	540	540	820	51.9%
9345	PS-WORKERS' COMPENSATION	586	601	630	630	660	4.8%
9425	SS-DUES AND SUBSCRIPTIONS	3,830	2,971	9,310	9,310	7,000	-24.8%
9433	SS-JANITORIAL SERVICES	4,961	0	0	0	0	-
9440	SS-MEDICAL EXPENSES	124	74	100	100	100	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	5,687	5,530	6,600	6,600	8,860	34.2%
9465	SS-SOFTWARE MAINTENANCE SVCS.	143	-8	1,500	1,500	1,500	0.0%
9525	SM-CHEMICAL, MEDICAL, SURGICAL	31	0	50	50	50	0.0%
9526	SM-CIRCULATION MATERIALS	4,749	2,712	8,000	8,000	8,500	6.3%
9532	SM-EQUIPMENT OPERATING LEASE	0	943	0	0	1,050	-
9534	SM-FURNITURE & OFFICE EQUIP	22,285	3,234	4,000	4,000	4,000	0.0%
9537	SM-INSTRUMENTS	17,302	1,947	3,500	3,500	3,500	0.0%
9540	SM-JANITORIAL	543	334	1,200	1,200	1,500	25.0%
9542	SS-LANDSCAPING MATERIALS	0	0	1,300	1,300	1,300	0.0%
9545	SM-MEMORIAL FUND	0	0	2,000	2,000	0	-100.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	6	0	200	200	200	0.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	3,542	874	3,000	3,000	3,500	16.7%
9570	SM-PROGRAMS AND PROJECTS	4,722	5,049	9,000	9,000	8,000	-11.1%
9580	SM-SMALL TOOLS & SUPPLIES	140	196	100	100	100	0.0%
9590	SM-WEARING APPAREL	142	42	200	200	300	50.0%
9610	U-LIGHT AND POWER	2,705	0	0	0	0	-
9620	U-TELEPHONE	1,008	0	0	0	0	-
9625	U-WATER	0	0	0	0	0	-

Total Expenses	330,218	336,352	366,550	366,550	385,440	5.2%
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STREET

DEPARTMENT 509

DEPARTMENT – Street (509)

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
- ▶ Help support the building and groundskeeper with personnel or equipment

OPERATIONAL OBJECTIVES –

1. Build and rebuild quality city streets designed with an expected life span of about 15 years.

Miles of streets rebuilt/paved with hot mix asphalt:

Miles of streets rebuilt/paved	
Year	Miles
2019	2.21
2020	1.45
2021	2.55
2022	2.13
2023	0.00
2024*	0.90

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. Current operational life span is calculated at 10 years.



STREET

DEPARTMENT 509

b. Equipment maintenance expenditures:

Equipment Maintenance

Year	Dollars
2019	\$ 52,968
2020	\$ 47,546
2021	\$ 49,172
2022	\$ 121,050
2023	\$ 102,909
2024*	\$ 122,000

c. Continue to update the 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:

Ditch Mowing in Passes

Year	Passes
2019	5.0
2020	5.0
2021	5.0
2022	6.0
2023	6.7
2024*	7.0

b. Drainage - total footage of ditches dug during fiscal year:

Ditch Drainage

Year	Feet Dug
2019	51,130
2020	51,327
2021	51,286
2022	35,906
2023	43,399
2024*	45,990

c. Continue upgrading and replacing street and traffic signs



STREET

DEPARTMENT 509

PERSONNEL ALLOCATIONS BY YEAR

DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
509-Street	Public Works Director	31 - Exempt				
	Street Superintendent	28 - Exempt	1.0	1.0	1.0	1.0
	Street Foreman	24	1.0	1.0	1.0	1.0
	Mechanic	17	1.0	1.0	1.0	1.0
	Heavy Equip. Operator	16	2.0	2.0	2.0	2.0
	CDL Trainer- Lt.Equip Operator	13	-	-	1.0	1.0
	Light Equip. Operator	13	7.0	7.0	6.0	6.0
TOTAL STREET			12.0	12.0	12.0	12.0

Notes on Budget Changes for the new Fiscal Year

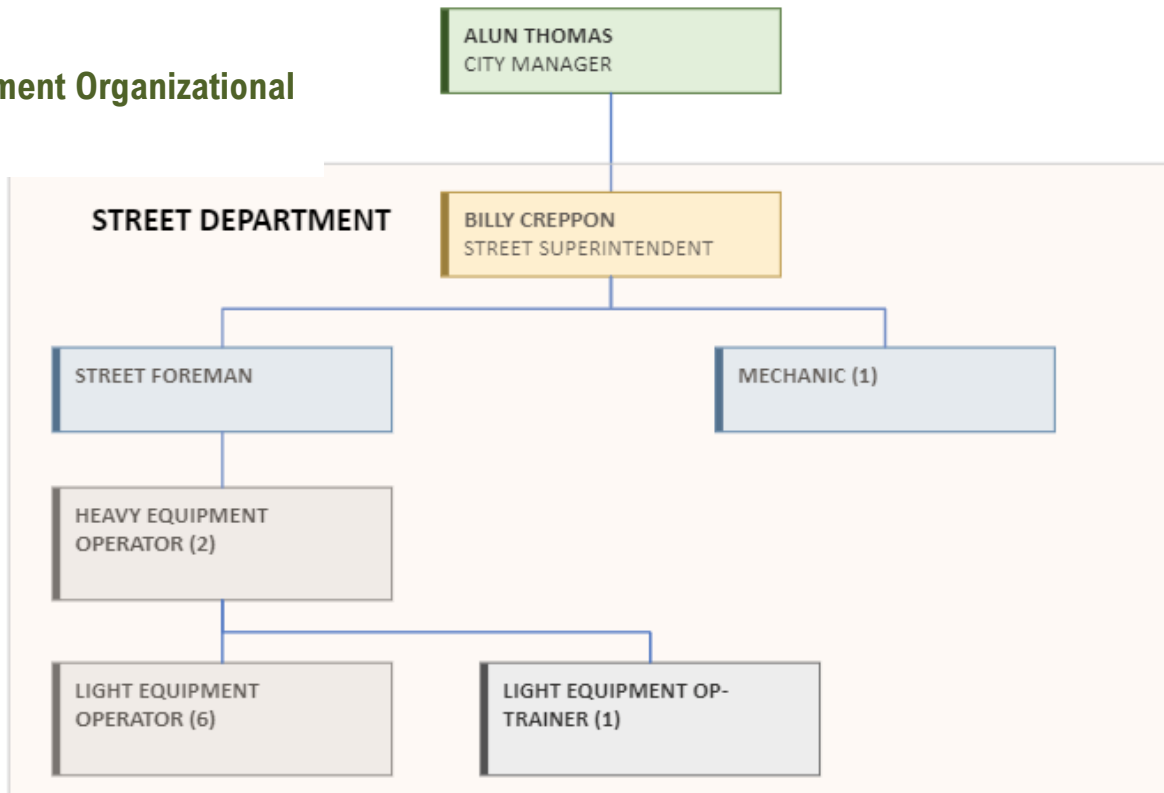
Dept (509)

PS-PERSONNEL SERVICES – Cost of living increase in wages and related benefits (2% COLA, 3% Merit/Step) plus 50 hrs. for scheduled overtime for storm management (\$77,700)

MAINTENANCE & REPAIRS – Moved maintenance and repairs to department 528 (-\$65,000)

CAPITAL EXPENSES – Capital expenses, including increase in paving for the coming year from the prior year(\$25,000)

Department Organizational Chart





STREET

DEPARTMENT 509

Street (509)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-509-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	11,534	0	0	0	20,000	-
9055	CE-MOTOR VEHICLES - PICK-UP	0	0	0	0	0	-
9057	CE-MOTOR VEHICLES - OTHER	0	0	76,900	76,900	0	-100.0%
9058	CE-MOTORGRADER	0	0	0	0	0	-
9059	CE-ROLLER	0	0	0	0	0	-
9060	CE-MOTOR VEHICLES - SLOPE MOWE	0	0	25,000	25,000	25,000	0.0%
9062	CE-MOTOR VEHICLES - GRADALL	78,846	0	78,850	78,850	0	-100.0%
9064	CE-MOTOR VEHICLES - DUMP TRUCK	17,071	0	0	0	0	-
9065	CE-MOTOR VEHICLES-SIDE MOWER	0	0	0	0	0	-
9066	CE-MOTOR VEHICLES-WHEEL LOADER	0	0	0	0	0	-
9067	CE-TRAILERS	10,708	0	0	0	0	-
9068	CE-WATER TRUCK	0	1,865	19,000	19,000	19,000	0.0%
9080	CE-STREET IMPROVEMENTS	4,299	172	200,000	200,000	225,000	12.5%
9085	CE-CONTRIBUTION BY GALV COUNTY	48	0	0	0	0	-
9086	CE-CONTRIBUTION BY TXDOT	0	0	0	0	0	-
9087	CE-CONTRIBUTION BY DEVELOPER	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	218,278	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	18,664	44	1,500	1,500	0	-100.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	0	0	0	0	0	-
9215	MR-INSTRUMENTS	507	570	800	800	0	-100.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	1,858	2,093	1,500	1,500	0	-100.0%
9224	MR-MOTOR VEHICLES-ASPHALT PAVE	59	493	500	500	0	-100.0%
9225	MR-MOTOR VEHICLES-DUMP TRUCKS	8,047	11,276	10,000	10,000	0	-100.0%
9226	MR-MOTOR VEHICLES-MOTORGRADER	0	0	0	0	0	-
9227	MR-MOTOR VEHICLES-SLOPE MOWER	11,621	11,438	12,000	12,000	0	-100.0%
9228	MR-MOTOR VEHICLES-SIDE MOWER	4,447	4,040	7,000	7,000	0	-100.0%
9229	MR-MOTOR VEHICLES-OTHER	6	301	0	0	0	-
9230	MR-MOTOR VEHICLES-GRADALL	19,786	19,144	25,000	25,000	0	-100.0%
9231	MR-MOTOR VEHICLES-ROLLERS	682	519	0	0	0	-
9232	MR-MOTOR VEHICLES-TRAILERS	228	189	200	200	0	-100.0%
9233	MR-MOTOR VEHICLES-UTIL TRACTOR	0	0	0	0	0	-
9234	MR-MOTOR VEHICLES-PULVI MIXER	0	0	0	0	0	-
9235	MR-STORM SEWERS	35,812	32,508	35,000	35,000	35,000	0.0%
9236	MR-MOTOR VEHICLES-PICKUP TRKS	2,248	2,575	4,500	4,500	0	-100.0%
9237	MR-MOTOR VEHICLES-WATER TRUCK	1,019	2,083	1,000	1,000	0	-100.0%
9238	MR-MOTOR VEHICLES-WHEEL LOADER	1,011	833	1,000	1,000	0	-100.0%
9240	MR-STREETS AND ROADWAYS	29,241	30,281	30,000	30,000	30,000	0.0%
9305	PS-RETIREMENT CONTRIBUTION	87,875	150,819	110,310	110,310	123,030	11.5%
9307	PS-EXTRA HELP	0	0	0	0	0	-



STREET

DEPARTMENT 509

Street (509)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-509-9000

DETAIL OF EXPENSES (cont.)

9310	PS-GROUP INSURANCE BENEFITS	95,687	101,178	105,880	105,880	111,020	4.9%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	5,665	4,790	5,370	5,370	4,630	-13.8%
9325	PS-MEDICARE & SOCIAL SECURITY	8,750	6,179	8,320	8,320	8,710	4.7%
9329	PS-OVERTIME	8,663	9,051	5,740	5,740	37,900	560.3%
9330	PS-REGULAR PAYROLL	493,702	528,437	573,720	573,720	600,810	4.7%
9335	PS-TRAINING AND TRAVEL	60	1,220	0	0	500	-
9340	PS-UNEMPLOYMENT TAXES	222	120	1,080	1,080	1,400	29.6%
9345	PS-WORKERS' COMPENSATION	21,335	22,452	22,730	22,730	22,180	-2.4%
9425	SS-DUES AND SUBSCRIPTIONS	571	0	800	800	0	-100.0%
9432	SS-EQUIPMENT RENTAL	2,348	2,272	3,800	3,800	2,000	-47.4%
9433	SS-JANITORIAL SERVICES	1,050	0	1,800	1,800	0	-100.0%
9440	SS-MEDICAL EXPENSES	148	114	500	500	0	-100.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	2,500	-800	0	0	0	-
9465	SS-SOFTWARE MAINTENANCE SV	34	142	50	50	0	-100.0%
9525	SM-CHEMICAL, MEDICAL & SURGICA	0	0	500	500	0	-100.0%
9534	SM-FURNITURE & OFFICE EQUIP	1,336	500	250	250	0	-100.0%
9535	SM-FUEL	34,921	0	0	0	0	-
9537	SM-INSTRUMENTS	0	368	700	700	1,000	42.9%
9540	SM-JANITORIAL	71	241	800	800	250	-68.8%
9550	SM-MACHINERY, TOOLS, & EQUIP.	1,137	429	1,000	1,000	1,500	50.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	207	271	500	500	400	-20.0%
9580	SM-SMALL TOOLS & SUPPLIES	6,045	5,920	5,500	5,500	5,500	0.0%
9585	SM-TRAFFIC MARKERS & MATERIALS	4,770	5,899	7,000	7,000	12,000	71.4%
9590	SM-WEARING APPAREL	3,307	6,032	3,500	3,500	5,000	42.9%
9605	U-GAS	70	0	0	0	0	-
9610	U-LIGHT AND POWER	901	0	0	0	0	-
9615	U-STREET LIGHTS	13,114	0	0	0	0	-
9620	U-TELEPHONE	662	0	0	0	0	-
Total Expenses		1,271,171	966,056	1,389,600	1,389,600	1,291,830	-7.0%



PARKS DEPARTMENT

DEPARTMENT 513

DEPARTMENT – Park (513)

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, including the Therapeutic Garden
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, Heritage Festival, and Christmas Tree Lighting.
3. Maintain and improve existing park grounds and playground equipment.
4. Secure services and funding (private, local, state, federal) necessary to expand park and recreation services throughout the city.

PERSONNEL ALLOCATIONS BY YEAR

DEPT.	POSITION	PAY GRADE	2021/22	2022/23	2023/24	2024/25
513-Parks	Bldg & Grounds Keeper	15	1.0	1.0	1.0	1.0
	Bldg & Grounds Laborer	8	1.0	1.0	1.0	1.0
TOTAL PARKS			2.0	2.0	2.0	2.0



PARKS DEPARTMENT

DEPARTMENT 513

Notes on Budget Changes for the new Fiscal Year

Dept (513)

PS-PERSONNEL SERVICES– Cost of living increase in wages and related benefits (2% COLA, 3% Merit/Step) (\$2,400)

SUPPLIES & SPECIAL SERVICES– Moved parks landscaping materials from Parks Board (527) (\$8,700)

Park (513)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-513-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9055	CE-TRACTORS / MOWERS	0	0	10,000	10,000	10,000	0.0%
9056	CE-MOTOR VEHICLES	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP LEASE	92,890	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	1,484	417	1,100	1,100	0	-100.0%
9212	MR-GROUNDS MAINTENANCE	14,010	2,181	3,900	3,900	3,900	0.0%
9215	MR-INSTRUMENTS	98	0	100	100	100	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP	246	76	300	300	300	0.0%
9222	MR-PARKING LOT	0	0	0	0	0	-
9227	MR-MOTOR VEHICLES-MOWERS	751	1,406	2,000	2,000	0	-100.0%
9229	MR-MOTOR VEHICLES-OTHER	1,313	4,022	4,100	4,100	0	-100.0%
9232	MR-MOTOR VEHICLES-TRAILERS	191	79	500	500	0	-100.0%
9305	PS-RETIREMENT CONTRIBUTION	12,354	25,052	15,990	15,990	17,860	11.7%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	15,912	16,965	17,550	17,550	18,400	4.8%
9320	PS-LONGEVITY	380	500	710	710	710	0.0%
9325	PS-MEDICARE & SOCIAL SECURITY	1,241	1,060	1,210	1,210	1,260	4.1%
9329	PS-OVERTIME	5,726	12,336	500	500	500	0.0%
9330	PS-REGULAR PAYROLL	65,366	77,667	83,140	83,140	87,210	4.9%
9335	PS-TRAINING AND TRAVEL	0	205	0	0	0	-
9340	PS-UNEMPLOYMENT TAXES	18	18	180	180	230	27.8%
9345	PS-WORKERS' COMPENSATION	2,143	2,287	2,390	2,390	2,460	2.9%
9415	SS-BUILDING LEASE	0	0	0	0	0	-
9425	SS-DUES AND SUBSCRIPTIONS	55	0	100	100	100	0.0%
9432	SS-EQUIPMENT RENTAL	847	450	1,500	1,500	1,500	0.0%
9433	SS-JANITORIAL SERVICES	910	0	0	0	0	-
9440	SS-MEDICAL EXPENSES	0	0	120	120	120	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS	3,000	3,300	4,600	4,600	11,300	145.7%
9505	SM-BLDGS & IMPROVEMENTS	119	0	4,350	4,350	4,350	0.0%
9520	SM-EMPLOYEE EVENTS, CERT, ETC.	0	0	0	0	0	-
9525	SM-CHEMICAL, MEDICAL, & SURGICAL	152	0	420	420	420	0.0%



PARKS DEPARTMENT

DEPARTMENT 513

Park (513)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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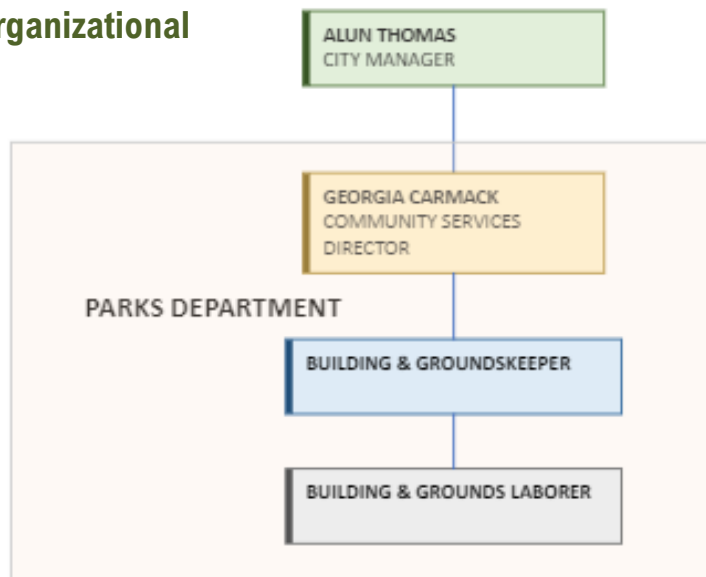
01-513-9000

DETAIL OF EXPENSES (cont.)

9535	SM-FUEL	1,672	0	0	0	0	-
9537	SM-INSTRUMENTS	0	0	100	100	100	0.0%
9540	SM-JANITORIAL	89	169	300	300	300	0.0%
9542	SM-LANDSCAPING MATERIALS	0	0	8,700	8,700	6,300	-27.6%
9550	SM-MACHINERY, TOOLS, & EQUIP	1,127	219	2,500	2,500	2,500	0.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	41	38	250	250	250	0.0%
9565	SM-PARK EQUIPMENT	0	0	0	0	0	-
9580	SM-SMALL TOOLS & SUPPLIES	4,198	4,275	1,400	1,400	1,400	0.0%
9581	SM-SPECIAL PROJECTS/ACTIVITIES	1,141	0	0	0	0	-
9582	SM-CH SAFETY FAIR / I/C SOCIAL	0	0	0	0	0	-
9585	SM-TRAFFIC MARKERS & MATERIALS	0	0	200	200	200	0.0%
9590	SM-WEARING APPAREL	890	170	600	600	800	33.3%
9610	U-ELECTRICITY	400	0	0	0	0	-
9620	U-TELEPHONE	313	0	0	0	0	-

Total Expenses	229,074	152,892	168,810	168,810	172,570	2.2%
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Department Organizational Chart





SPECIAL PROJECTS

DEPARTMENT 514

DEPARTMENT – Special Projects (514)

PROGRAM PURPOSE – This department is designed to fund non-operational projects deemed important by the City Council in improving the quality of life of its residents and the community.

PROGRAM ACTIVITIES – Activities may vary depending on the scope of the projects or the support purpose.

OPERATIONAL OBJECTIVES – Objectives will be developed in collaboration with the vendor/grantee, council and city manager.

Special Projects (514)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-514-9000

DETAIL OF EXPENSES

9460	SS-COM PROMISE PROGRAM	10,000	10,000	10,000	10,000	10,000	0.0%
9630	U-TOWER RD ESTATES UTILITIES	0	25,000	25,000	25,000	25,000	0.0%
9635	U-6TH ST UTILITY EXTENSION	0	0	0	0	0	-

Total Expenses		10,000	35,000	35,000	35,000	35,000	0.0%
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Notes on Budget Changes for the new Fiscal Year

Dept (514)

No Changes to funding in 2025 for the College of the Mainland Promise Program and the 4th of a 5-year 380 agreement payment for Tower Road Estates for economic development.

College of the Mainland Promise Program

All Santa Fe-residing high school seniors graduating are eligible for the Opening Doors Promise Scholarship. Any graduating senior at Santa Fe High School is also eligible for the scholarship, regardless of residence. GED students must be between the ages of 16-18. There is no income or high school GPA requirement. To maintain eligibility once the scholarship is awarded, students must be enrolled full-time and maintain at least 12 credit hours. After completing the first year at the College of the Mainland, students must have a 2.0 cumulative GPA.



COMMUNITY CENTER

DEPARTMENT 515

DEPARTMENT – Community Center (515)

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 –

1. Maintain a clean, safe, and ADA-compliant facility for senior citizens’ daily activities, family activities, and supervised functions.
 - a. Senior Citizens utilize the facility Monday through Friday, 8 a.m. – 1 p.m.

2. **Rentals and Revenue generated from rentals**

Number of Rentals		Revenue from Rentals	
Year	No. of Rentals	Year	Amount
2019	43	2019	7,100
2020	30	2020	4,075
2021	40	2021	4,880
2022	50	2022	9,295
2023	52	2023	11,255
2024*	55	2024*	12,000

POSITIONS - None. Support Services are provided by several departments and managed by the Community services director.

Notes on Budget Changes for the new Fiscal Year **Dept (515)**

DEPARTMENT EXPENSES – None; see Parks & Rec



COMMUNITY CENTER

DEPARTMENT 515

Community Center (515)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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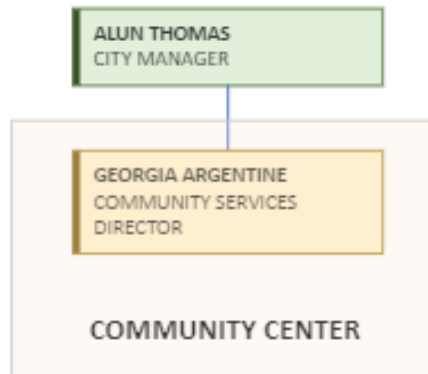
01-515-9000

DETAIL OF EXPENSES

9054	CE-MACHINERY, TOOLS, & EQUIP	6,313	63	0	0	0	-
9099	CE-CAPITAL OUTLAY - CAP LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	6,649	1,397	0	0	0	-
9215	MR-INSTRUMENTS	340	377	0	0	0	-
9220	MR-MACHINERY, TOOLS, & EQUIP	0	1,655	0	0	0	-
9222	MR-PARKING LOT	0	0	0	0	0	-
9315	PS-JANITORIAL	0	0	0	0	0	-
9425	SS-DUES AND SUBSCRIPTIONS	0	0	0	0	0	-
9432	SS-EQUIPMENT RENTAL	0	0	0	0	0	-
9433	SS-JANITORIAL SERVICES	1,435	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	800	85	0	0	0	-
9505	SM-BLDGS & IMPROVEMENTS	0	0	0	0	0	-
9525	SM-CHEMICAL, MEDICAL, SURGICAL	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	0	240	0	0	0	-
9540	SM-JANITORIAL	0	0	0	0	0	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	235	61	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	0	9	0	0	0	-
9580	SM-SMALL TOOLS & SUPPLIES	72	163	0	0	0	-
9585	SM-TRAFFIC MARKERS & MATERIALS	0	0	0	0	0	-
9605	U-GAS	147	0	0	0	0	-
9610	U-LIGHT AND POWER	1,611	0	0	0	0	-
9620	U-TELEPHONE	564	0	0	0	0	-

Total Expenses	18,166	4,050	0	0	0	-
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Department Organizational Chart





CIVIL SERVICE

DEPARTMENT 517

DEPARTMENT – Civil Service (517)

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

Notes on Budget Changes for the new Fiscal Year**Dept (517)**

PS-TRAINING & TRAVEL-STAFF – Estimated increase in training next year (\$500)

EXAM MATERIALS – Estimated increase in testing supplies for next year (\$800)



CIVIL SERVICE

DEPARTMENT 517

Civil Service (517)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-517-9000

DETAIL OF EXPENSES

9335	PS-TRAINING & TRAVEL-STAFF	0	609	1,000	1,000	1,500	50.0%
9336	PS-TRAINING & TRAVEL- COMM.	0	0	0	0	0	-
9410	SS-ADVERTISING	791	236	1,000	1,000	1,000	0.0%
9425	SS-DUES & SUBSCRIPTIONS	127	150	500	500	250	-50.0%
9435	SS-LEGAL EXPENSES	8,098	12,385	3,000	3,000	3,000	0.0%
9460	SS-EXAM MAT & SVCS-ENTRY	0	784	1,200	1,200	800	-33.3%
9461	SS-EXAM MAT & SVCS-PROMOTIONAL	6,350	6,475	5,000	5,000	6,600	32.0%
9560	SM-OFFICE SUPPLIES	0	0	30	30	0	-100.0%

Total Expenses	15,366	20,639	11,730	11,730	13,150	12.1%
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Civil Service Commission

The City of Santa Fe, Texas, has a paid police department, its citizens have voted to adopt municipal civil service within its police department and the City has implemented municipal civil service, on behalf of its police department, by ordinance.

The Civil Service Commission has adopted and published rules and regulations necessary for the proper conduct of Commission business in accordance with the provisions of Chapter 143.008 of the Texas Local Government Code.

Present Commission Members:

Name	Position	Term Exp
Chris Harrison	Chairperson	June .2027
Kathlynn Joel-Reich	Commissioner	June .2025
Craig Fos	Commissioner	June .2026

**CRIME VICTIM ASSISTANCE****DEPARTMENT 522****DEPARTMENT – Crime Victim Assistance (522)**

PROGRAM PURPOSE – Provide resources and support to the community impacted by the tragedy at Santa Fe High School on May 18, 2018, to meet the needs of those impacted by the event; work in collaboration with community partners to collectively deliver services, conduct outreach and engagement, meet unmet needs, treat symptoms related to the trauma experienced, and restore wellness within the community.

PROGRAM ACTIVITIES –

- Contract with Innovative Alternatives for coordinated and comprehensive response to crime victims' needs
 - Support public awareness and educational presentations designed to inform crime victims of specific rights and services available
 - Support opportunities for victims to meet other victims, share experiences, and provide self-help, information and emotional support
 - Support work with victims to assess the impact of crime and identify victim's needs
 - Provide information, referrals, advocacy, and follow-up for continued services as needed
 - Support general therapy to victims of crime to assist with stabilization of their lives and to restore a measure of security and safety until a specialized therapist is identified and assigned
 - Support alternative therapy and healing services to victims of crime
- Manage grant funding in support of crime victim assistance services and programs

OPERATIONAL OBJECTIVES –

1. Provide support to Innovative Alternatives in sustaining a therapeutic environment for community partners to provide services
 - a. Therapy and Healing Services
 - b. Legal Services
 - c. Communication and Education
 - d. Peer Support Services
2. Support opportunities for students and parents to gather for structured and unstructured activity
 - a. Recreational Activities
 - b. Alternative Therapies, such as art and music
 - b. Supportive Events
3. Support Outreach and Engagement – community-based approach focused on identifying victims' needs, sharing information, marketing services, and promoting public awareness



CRIME VICTIM ASSISTANCE

DEPARTMENT 522

- 4. Support Case Management – collaboration between agencies to establish an evaluation of needs, collective response, satisfaction of response, and identification of gaps in service delivery
- 5. Financial Management - VOCA grant funding -- provide accurate and timely financial information, financial reports, and requests for disbursements in compliance with grantee conditions, responsibilities, and guidelines

POSITIONS --- Contracted services with Innovative Alternatives, Inc.

CRIME VICTIM ASSISTANCE

DEPARTMENT 522

Crime Victim Assistance (522)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
01-522-9000 DETAIL OF EXPENSES						
9415 SS-BUILDING LEASE	0	0	0	0	0	-
9425 SS-DUES & SUBSCRIPTIONS	0	0	0	0	0	-
9460 SS-CONTRACT SVCS-IA Counseling	470,178	470,178	470,000	470,000	170,000	-63.8%
9534 SM-FURNITURE & OFFICE EQUIP	0	0	0	0	0	-
9560 SM-OFFICE SUPPLIES & POSTAGE	0	0	0	0	0	-
Total Expenses	470,178	470,178	470,000	470,000	170,000	-63.8%

Innovative Alternatives

4233 FM 1764, Ste 4E, Santa Fe, TX 77517 ·
 innovativealternatives.org
 (409) 218-7129





CDBG MIT-MOD

DEPARTMENT 526

DEPARTMENT – CDBG MIT-MOD (526)

The City of Santa Fe received an allocation of \$2,743,680 in Community Development Block Grant Mitigation (CDBG-MIT) funds under the recently approved Method of Distribution (MOD) for the Houston-Galveston region. This allocation of funds from the Texas General Land Office’s (GLO) Regional Mitigation Program is intended to support local government projects of regional significance or urgent local needs. The City formally applied to the GLO in April 2023 to use these funds for various projects identified by the Santa Fe City Council.

As specified in the GLO Regional Mitigation Plan Application Guidance Texas General Land Office CDBG-MIT Competition Application Guide, Santa Fe staff posted our substantially completed applications for a 14-day public comment period. The city gathered information from the community and staff to determine the most effective use of the program funds in advance of the submission.

The Projects

Following the approval of the MOD for the Houston-Galveston region on September 6, 2022, the City Council considered local projects for inclusion in the application to the GLO under the regional priority projects allocation. In January 2023, the City Council formally approved a project to develop the application. After discussions with the local government partners, repaving deteriorating roadways for evacuation and flood drainage is designed to increase community resilience to future storm events.

Further information about the projects and the selection process can be found in the draft applications. The content in these initial applications does not reflect changes made during the review process with the GLO in the intervening time period.

CDBG MIT-MOD (526)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-526-9000

DETAIL OF EXPENSES

9403	SS-ADMINISTRATIVE-FEDERAL	0	0	0	0	99,800	-
9404	SS-ENGINEERING-FEDERAL	0	0	0	0	188,900	-
9405	SS-ACCOUNTING SERVICES	0	0	0	0	0	-
9406	SS-CONTRACTOR-FEDERAL	0	0	0	0	2,398,780	-
9409	SS-ADVERTISING-LOCAL	0	0	0	0	0	-
9410	SS-ADVERTISING-FEDERAL	0	0	0	0	1,000	-
9560	SM-OFFICE SUPPLIES-POSTAGE	0	0	0	0	0	-

Total Expenses		0	0	0	0	2,688,480	-
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FEMA 24/7 line: 1-877-503-6053

Mailing Address:

Texas General Land Office

C/O: Community Development and Revitalization

P.O. Box 12873

Austin, Texas 78711-2873

Email Address:

CDR@Recovery.Texas.Gov

**PARK AND RECREATION BOARD****DEPARTMENT 527****DEPARTMENT – Park and Recreation Board (527)**

PROGRAM PURPOSE – The purpose of the Parks Board shall be to act as a channel of communication for the general public and the municipal administration. To take the initiative in planning present and future parks and recreation events to support the people of Santa Fe. To advise the City Council on various policy matters that have been referred to them in regard to the provision of park and recreation services to the total 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;

OPERATIONAL OBJECTIVES –

POSITIONS --- Parks & Recreation Board Members (7 Non-Paid Volunteers)

Notes on Budget Changes for the new Fiscal Year**Dept (527)**

SM-SPECIAL EVENTS – Increase due to added programs (\$3,000)

SM-PARK EQUIPMENT– Increase in program expense (\$800)

SM-HERITAGE FEST SPONSORSHIP – Increased the expense of the annual festival (\$4,500)



PARK AND RECREATION BOARD

DEPARTMENT 527

Parks Board (527)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-527-9000

DETAIL OF EXPENSES

9505	SM-BLDGS & IMPROVEMENTS	0	0	0	0	0	-
9542	SM-LANDSCAPING MATERIALS	5,791	3,890	0	0	0	-
9565	SM-PARK EQUIPMENT	114	0	0	0	800	-
9570	SM-HERITAGE FEST SPONSORSHIP	4,500	4,500	500	500	5,000	900.0%
9571	SM-CORNHOLE TOURNAMENT	75	22	500	500	0	-100.0%
9581	SM-SPECIAL EVENTS	788	15,569	27,000	27,000	30,000	11.1%
9582	SM-CHILD SAFETY FAIR	100	0	2,500	2,500	0	-100.0%
9583	SM-EASTER EVENT	200	676	2,000	2,000	2,000	0.0%
9584	SM-CHRISTMAS EVENT/ACTIVITIES	639	967	2,000	2,000	2,000	0.0%

Total Expenses	12,207	25,625	34,500	34,500	39,800	15.4%
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Parks & Recreation Board Members

Term Expires

Rebecca Martinez	Chairperson	February .2025
	Associate	
John Murello	Chairperson	February .2025
Chris Bozeman		February .2025
Mike Winburn		February .2025
Kara Campbell		February .2026
Nina Cederburg		February .2026
Hunter Stollings		February .2026



City Staff Liaison: Georgia Argentine



MAINTENANCE

DEPARTMENT 528

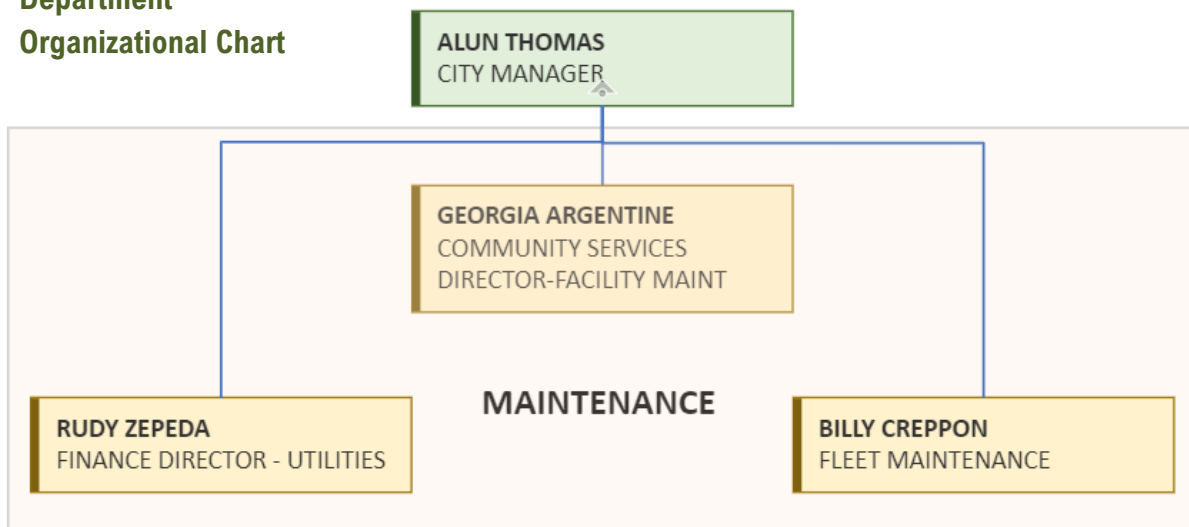
DEPARTMENT – Maintenance (528)

PROGRAM PURPOSE – The purpose of the Maintenance Department is to track all facility and equipment maintenance expenses. The idea is that department heads should be responsible for providing a budget annually to the City Manager and as such have a reasonable accountability for the expenses incurred in the respective fiscal year. Those expense items primarily beyond the control of the departments heads and to which contracts are managed by the City Secretary’s office or Finance should be recorded in a separate department. The activities common to all departments that are required to complete the daily program tasks will be included in this section. Specific program activities similar exclusive to the department missions will remain at the primary department level. This department does not have any personnel at this time.

PROGRAM ACTIVITIES – OPERATIONAL OBJECTIVES

- Telecommunications for the city to include internet, phone and mobile. (Budget managed by the Accounting and Tax Department)
- Fuel, to include all contracted fuel prices for the rolling assets of the city. This does not include travel reimbursement. (Contract overseen by the Fleet Maintenance division of the Street Department, Budget managed by the Accounting and Tax Department)
- Utilities. All electric, gas and water expenses for all departments will be tracked at all facilities. (Budget managed by the Accounting and Tax Department)
- Janitorial Services. Cleaning of all city facilities will be paid for through this department. (Contract and budget overseen by the Community Services Department)
- Streetlights. We will record the cost of all streetlights in the city separate from the regular utilities for any possible contract tracking.
- Building & Facility Maintenance. Maintenance and repair of all city facilities including HVAC and lighting. (Budget and supervision by the Community Services Department)

**Department
Organizational Chart**





MAINTENANCE

DEPARTMENT 528

Maintenance (528)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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01-528-9000

DETAIL OF EXPENSES

9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	1,500	-
9210	MR-BUILDING EQUIPMENT&TECH	480	0	0	0	0	-
9215	MR-INSTRUMENTS	0	0	0	0	800	-
9220	MR-MACHINERY, TOOLS, & EQUIP.	0	0	8,200	8,200	0	-100.0%
9224	MR-MOTOR VEHICLES-ASPHALT PAVE	0	0	0	0	500	-
9225	MR-MOTOR VEHICLES-DUMP TRUCKS	0	0	0	0	1,000	-
9226	MR-MOTOR VEHICLES-MOTORGRADER	0	0	0	0	0	-
9227	MR-MOTOR VEHICLES-SLOPE MOWER	0	0	0	0	12,000	-
9228	MR-MOTOR VEHICLES-SIDE MOWER	0	0	0	0	7,000	-
9229	MR-MOTOR VEHICLES-OTHER	0	0	0	0	37,000	-
9230	MR-MOTOR VEHICLES-GRADALL	0	0	0	0	25,000	-
9231	MR-MOTOR VEHICLES-ROLLERS	0	0	0	0	0	-
9232	MR-MOTOR VEHICLES-TRAILERS	0	0	0	0	200	-
9233	MR-MOTOR VEHICLES-UTIL TRACTOR	0	0	0	0	0	-
9234	MR-MOTOR VEHICLES-PULVI MIXER	0	0	0	0	0	-
9236	MR-MOTOR VEHICLES-PICKUP TRKS	0	0	0	0	4,500	-
9237	MR-MOTOR VEHICLES-WATER TRUCK	0	0	0	0	1,000	-
9238	MR-MOTOR VEHICLES-WHEEL LOADER	0	0	0	0	1,000	-
9432	SS-EQUIPMENT RENTAL	0	0	225	225	500	122.2%
9433	SS-JANITORIAL SERVICES	9,400	30,581	29,600	29,600	28,700	-3.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	1,659	24,216	33,375	33,375	26,400	-20.9%
9465	SS-SOFTWARE MAINTENANCE SV	0	0	11,400	11,400	33,780	196.3%
9525	SM-CHEMICAL, MEDICAL & SURGICA	0	0	0	0	0	-
9535	SM-FUEL	48,317	167,820	96,000	96,000	139,200	45.0%
9537	SM-INSTRUMENTS	0	0	0	0	0	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	500	-
9585	SM-TRAFFIC MARKERS & MATERIALS	46	0	0	0	0	-
9605	U-GAS	569	1,799	1,900	1,900	1,900	0.0%
9610	U-ELECTRIC	29,819	46,505	64,000	64,000	40,500	-36.7%
9615	U-STREET LIGHTS	0	28,474	36,000	36,000	36,000	0.0%
9620	U-TELECOMMUNICATIONS	21,830	67,601	67,000	67,000	69,200	3.3%
9625	U-WATER	211	458	500	500	4,000	700.0%

Total Expenses	112,329	367,453	348,200	348,200	472,180	35.6%
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ARPA GRANT

DEPARTMENT 530

DEPARTMENT – ARPA Grant (530)

PROGRAM PURPOSE – The purpose of the ARPA Grant program department is to record and track all expenses allowed under the American Rescue Plan Act of 2021. The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan, (March 11, 2021), is a US\$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021, to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. First proposed on January 14, 2021, the package builds upon many of the measures in the CARES Act from March 2020 and in the Consolidated Appropriations Act, 2021, from December. The City was awarded \$3,332,473 of this package. Orders for services and equipment must be completed by December 2024.

PROGRAM ACTIVITIES – OPERATIONAL OBJECTIVES

- Ave P Drainage Project
- Fire Department PPE – *(completed FY2022)*
- Grant Administration
- PD/Fire Telecommunication Upgrade
- Police Vehicles– *(completed FY2023)*
- Digital record management– *(completed FY2023)*
- Library Chiller replacement– *(completed FY2023)*
- Fire Marshall vehicle– *(completed FY2023)*
- Police Vehicles– *(completed FY2024)*
- Dump Truck – *(completed FY2024)*
- Public Works Vehicle – *(completed FY2024)*
- Justice Center A/C – *(completed FY2024)*

POSITIONS --- None

ARPA GRANT

DEPARTMENT 530

ARPA Grant (530)		FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
01-530-9000		DETAIL OF EXPENSES					
9056	CE-MOTOR VEHICLES	716,413	-48,993	0	0	0	-
9081	CE-WATER & DRAIN IMPROVEMENTS	0	0	0	0	550,000	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	69,654	253,377	1,550,000	1,550,000	366,000	-76.4%
Total Expenses		786,067	204,384	1,550,000	1,550,000	916,000	-40.9%



HOTEL TAX FUND

DEPARTMENT (02) 529

HOTEL OCCUPANCY TAX FUND (02)

HOTEL/MOTEL TAX FUND**What are Hotel Occupancy Taxes?**

Cities may levy a tax on a person who pays for the use or possession of a room that is in a hotel, costs more than \$2 per day, and is ordinarily used for sleeping.

How much hotel occupancy taxes may a city levy?

A city collects a levy a hotel occupancy tax in any amount up to, and including, seven percent (7%) of the price of the room.

How does a city levy a hotel occupancy tax?

A hotel occupancy tax must be levied by ordinance. The City of Santa Fe adopted this ordinance in May of 1999. No election or other approval of the citizens is required.

There is a **two-part test** for every expenditure of local Hotel Occupancy Taxes.

Criteria # 1 Every expenditure must DIRECTLY enhance and promote tourism and any convention, hotel or bed and breakfast industry.

Criteria # 2 Every expenditure MUST clearly fit into one of the statutorily provided categories.

HOTEL OCCUPANCY TAX USE GUIDELINES**UNDER TEXAS STATE LAW AND FUNDING APPLICATION FORM**

State Law: By law of the State of Texas, the City of Santa Fe collects a Hotel Occupancy Tax (HOT) from hotels, motels, bed & breakfasts and inns. Under state law, the revenue from the HOT may be used only to directly promote tourism and the hotel and convention hotel industry. Chapter 351 of the Tax Code states that the use of HOT funds is limited to:

- a. Convention Centers and Visitor Information Centers: the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention facilities or visitor information centers, or both;
- b. Registration of Convention Delegates: the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
- c. Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry: advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
- d. Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry: the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.



- e. Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry: historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.
- f. Sporting Event Expenses that Substantially Increase Economic Activity at Hotels: Expenses including promotional expenses directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the city or its vicinity.
- g. Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:
 1. the commercial center of the city;
 2. a convention center in the city;
 3. other hotels in or near the city; or
 4. tourist attractions in or near the city.

The law specifically prohibits the use of the local hotel tax to cover the costs for general city transit costs to transport the general public.
- h. Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

HOTEL OCCUPANCY TAX FUND

DEPARTMENT 529

Hotel/Motel Tax Fund-Revenue (00)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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02-00-4000

DETAIL OF REVENUE

47010	TAX REVENUE - CURRENT YEAR	0	1,573	2,400	2,400	2,400	0.0%
47012	TAX REVENUE-PENALTY & INTEREST	0	0	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	0	0	100	100	10	-90.0%

Total Revenue	0	1,573	2,500	2,500	2,410	-3.6%
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Hotel/Motel Tax Fund (529)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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02-529-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9212	MR-GROUNDS MAINTENANCE	0	0	0	0	0	-
9222	MR-PARKING LOT	0	0	0	0	0	-
9432	SS-EQUIPMENT RENTAL	0	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	-
9542	SM-LANDSCAPING MATERIALS	0	0	0	0	0	-
9585	SM-TRAFFIC MARKERS & MATERIALS	0	0	0	0	0	-

Total Expenses	0	0	0	0	0	-
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DEBT SERVICE

DEPARTMENT (03) 501 DEBT

DEBT SERVICE FUND (03)

The Debt Service Fund provides for the payment of principal and interest on the City’s outstanding general obligation bonds, certificates of obligation, and equipment acquisition notes. Debt financing is used to pay for large capital improvements to and or/ construction of the City’s street, water and sewer systems; parks and recreational facilities; police and fire protection facilities; and the flood protection and storm drainage.

The primary source of revenue for the debt service fund is the ad valorem property tax. The proposed ad valorem tax rate of \$0.2618010/\$100 is split into two rates, \$0.24/\$100 and \$0.07/\$100. Approximately 11.2% (0.025497) of the tax revenue is used to pay principal and interest on the City’s outstanding general obligation debt. The remaining 90.26% (0.24) of the revenue generated by the tax rate is used to pay for maintenance and operating costs incurred in the General Fund.

Debt limits and coverage requirements: *described and calculated here and in the Annual Financial Report*

	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
Debt Service Fund-Revenue (00)						
03-00-4000						
DETAIL OF REVENUE						

47010	TAX REVENUE - CURRENT YEAR	312,460	328,799	331,290	331,290	344,200	3.9%
47011	TAX REVENUE - DELINQUENT	8,177	5,717	4,970	4,970	5,200	4.6%
47012	TAX REVENUE - P & I	3,686	3,935	3,310	3,310	3,400	2.7%
47405	CAPITALIZED INTEREST-BOND PROC	0	0	0	0	0	-
47406	ACCRUED INTEREST-BOND PROCEEDS	0	0	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	1,933	13,284	12,000	12,000	14,600	21.7%
47980	APPROPRIATED FUND BALANCE	0	61	0	0	0	-

Total Revenue	326,255	351,796	351,570	351,570	367,400	4.5%
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	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
Debt Service Fund-Admin (501)						
03-501-9000						
DETAIL OF EXPENSES						

9490	SS-PRINCIPAL-BOND RETIREMENT	160,000	225,000	235,000	235,000	245,000	4.3%
9495	SS-INTEREST-BOND RETIREMENT	103,846	101,677	95,220	95,220	87,600	-8.0%
9498	SS-FEES-BOND RETIREMENT	500	500	1,000	1,000	1,500	50.0%

Total Expenses	264,346	327,177	331,220	331,220	334,100	0.9%
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DEBT SERVICE

DEPARTMENT (03) 501 DEBT

COMPREHENSIVE DEBT SUMMARY & ANNUAL DEBT SERVICE

Fiscal Year 2024-2025 Budget

As of 10-1-24

DEBT FUND TAX AND GENERAL OBLIGATION								
ISSUE	ORIGINAL AMOUNT	BALANCE	PMT DATE	PRINCIPAL	INTEREST	TOTAL	ENDING PRIN BAL	ANNUAL INTEREST
Series 2022	609,000	525,000	3/1/2025	65,000	2,599	67,599	460,000	4,876
Comb. Tax & Limited Pledge Cert of Obligation <i>(Cemetery Road and FY2022 Paving)</i> <i>Paid from Property Taxes- BOKF</i>			9/1/2025		2,277	2,277		
Series 2013	3,535,000	1,920,000	3/1/2025	180,000	43,150	223,150	1,740,000	82,700
General Obligation <i>(Public Safety Facility)</i> <i>Paid from Property Taxes- The Bank of New York Mellon</i>			9/1/2025		39,550	39,550		
(3) Fund Total	4,144,000	2,445,000		245,000	87,576	332,576	2,200,000	

Summary of Scheduled Debt Payments for Fiscal Year 2025

	Debt Principal	Debt Interest
Debt Fund (3)		
Comb. Tax & Limited Pledge Cert of Obligation, 2022	\$65,000	\$4,876
General Obligation Bond, Ser 2013	\$180,000	\$82,700
Grand Total	\$245,000	\$87,576

The total estimated net debt per capita of the city of Santa Fe is \$193
 The total net debt per capita of the State of Texas is approx. \$1,754 per capita ‡
 As of 2024, the net debt per capita of the United States is \$102,409 per citizen.†

Source:

‡ <https://data.brb.texas.gov/state/>

† <https://usdebtclock.net/>



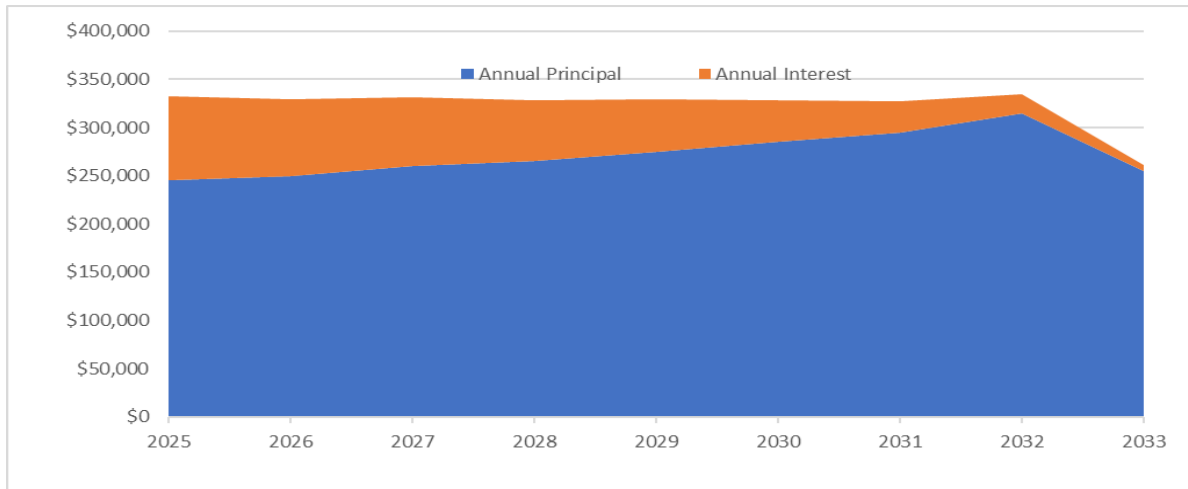
DEBT SERVICE

DEPARTMENT (03) 501 DEBT

Annual Debt Payments Remaining

	Annual Principal	Annual Interest	Annual Debt Service
2025	\$245,000.00	\$87,575.75	\$332,575.75
2026	\$250,000.00	\$79,632.25	\$329,632.25
2027	\$260,000.00	\$71,388.75	\$331,388.75
2028	\$265,000.00	\$62,845.25	\$327,845.25
2029	\$275,000.00	\$54,001.75	\$329,001.75
2030	\$285,000.00	\$43,658.25	\$328,658.25
2031	\$295,000.00	\$31,764.75	\$326,764.75
2032	\$315,000.00	\$19,221.50	\$334,221.50
2033	\$255,000.00	\$6,375.00	\$261,375.00
Grand Total	\$2,445,000.00	\$456,463.25	\$2,901,463.25

Total Annual Principal and Total Interest



Municipal bonds (or “munis” for short) are debt securities issued by states, cities, counties, and other governmental entities to fund day-to-day obligations. In the case of the City of Santa Fe, they are to finance large capital projects such as new city facilities, road paving and construction, drainage improvements and parks or recreational amenities. While the objective is to save funds in advance and pay as you go for capital expenses, some projects exceed the reserves at hand or have an imminent need either through disaster or demand from the citizens.



CAPITAL REPLACEMENT FUND (06)

The City’s Capital Replacement Fund is a dedicated financial initiative established by a municipality to proactively address infrastructure and asset maintenance needs. Designed to ensure the long-term sustainability and functionality of the city, the fund aims to allocate resources for the timely replacement, repair, and upgrade of critical public facilities, such as roads, bridges, public buildings, utilities, and transportation systems. Currently, the city is allocating approximately 1.5% of the budget towards future police vehicle replacement. Over time this fund will grow to incorporate additional department capital specific equipment and infrastructure. Through careful financial planning and prudent investment strategies, the City Capital Replacement Fund seeks to mitigate the risk of asset deterioration and costly emergency repairs while fostering a thriving urban environment that fosters economic growth and enhances the overall quality of life for its residents.

CAPITAL REPLACEMENT FUND

DEPARTMENT (06) 501

Capital Replacement Fund-Revenue (00)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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06-00-4000

DETAIL OF REVENUE

47420	INTEREST & INVESTMENT INCOME	2,908	0	3,200	3,200	3,000	-6.3%
47445	OTHER FIN SRCS-GENERAL FUND	0	0	80,000	80,000	150,000	87.5%
47446	OTHER FIN SRCS-BOND PROCEEDS	609,000	0	0	0	0	-
47447	OTHER FIN SRCS-BOND PREMIUM	41,000	0	0	0	0	-

Total Revenue	652,908	0	83,200	83,200	153,000	83.9%
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Capital Replacement Fund Admin (501)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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06-501-9000

DETAIL OF EXPENSES

9000	CE - BOND ISSUANCE COSTS	28,200	0	0	0	0	-
9050	CE - LAND	0	0	0	0	0	-
9051	CE - BUILDINGS & STRUCTURES	611,546	0	0	0	0	-
9052	CE - FURNITURE & OFFICE EQUIP	0	0	0	0	0	-
9056	CE-MOTOR VEHICLES	0	0	0	0	315,000	-
9060	CE - ARCHITECT	0	0	0	0	0	-
9062	CE - DATA CABLING	0	0	0	0	0	-
9063	CE - FINANCIAL ADVISOR	0	0	0	0	0	-
9064	CE - LEGAL COUNSEL	12,800	0	0	0	0	-
9065	CE - PRINTING COSTS	0	0	0	0	0	-
9066	CE - ELECTRONIC DOC SVCS	0	0	0	0	0	-
9067	CE - UTILITY EASEMENT	0	0	0	0	0	-
9068	CE - CONST MATERIALS TESTING	0	0	0	0	0	-
9069	CE - STRUCTURAL ENGINEER	0	0	0	0	0	-

Total Expenses	652,546	0	0	0	315,000	-
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SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - PROPOSED BUDGET

GENERAL FUND (100) For the Year Ended September 30, 2025

	Budgeted Amounts				
	Original 2024 Budget	2024 Amended Budget	Proposed 2025 Budget	Variance	% Chg
Revenues					
FINES AND FORFEITS	522,530	522,530	510,010	-12,520	-2.40%
FRANCHISE FEE	781,530	781,530	770,000	-11,530	-1.48%
GRANTS	2,025,600	2,025,600	3,779,580	1,753,980	86.59%
INVESTMENT EARNINGS	150,700	150,700	160,000	9,300	6.17%
CHARGES FOR SERVICES	115,620	115,620	120,820	5,200	4.50%
LICENSE AND PERMIT FEES	478,087	478,087	483,470	5,383	1.13%
MISCELLANEOUS REVENUE	20,000	20,000	20,000	0	0.00%
OTHER REVENUE	82,850	82,850	0	-82,850	-
PROPERTY TAXES	2,903,850	2,903,850	3,141,100	237,250	8.17%
SALES TAXES	2,964,050	2,964,050	3,230,200	266,150	8.98%
Total Revenues	10,044,817	10,044,817	12,215,180	2,170,363	21.61%
Expenditures					
General Government	1,209,887	1,209,887	1,073,180	61,398	5.07%
Utilities	194,400	194,400	176,600	120,457	61.96%
Tax	27,000	20,964	341,050	225,178	1074.14%
Community Service	565,360	565,360	596,387	10,989	1.94%
Judicial / Court	265,180	265,180	306,330	4,932	1.86%
Police	3,504,200	3,504,200	3,606,790	-	-
Grant Expenditures	2,020,500	2,020,500	3,777,480	69,605	3.44%
Fire Marshall	99,840	99,840	134,460	-9,247	-9.26%
Public Safety-Animal Control	106,300	106,300	156,300	22,600	21.26%
Library	366,550	366,550	385,440	-9,068	-2.47%
Public Works- Streets	1,389,600	1,389,600	1,291,830	-83,227	-5.99%
Parks	168,810	168,810	172,570	749	0.44%
Special Projects	10,000	10,000	10,000	-	-
Community Center	0	0	0	4,050	#DIV/0!
Civil Service	11,730	11,730	13,150	9,398	80.12%
Parks Board	34,500	34,500	39,800	4,050	11.74%
Maintenance	178,800	178,800	320,584	9,398	5.26%
Total Expenditures	10,152,657	10,146,621	12,401,951	441,262	4.35%
Revenue Over/Under Expenditures	-107,840	-101,804	-186,771	1,729,101	-1698.47%
Other Financing Sources (Uses)					
Net Changes in Fund Balance	-107,840	-101,804	-186,771	1,729,101	-1698.47%
Beginning fund balance*	3,617,390	3,617,390	3,515,586		
Ending Fund Balance	3,509,550	3,515,586	3,328,815		

* Source - COSFTX 2023Annual Report PAGE 28

Cash on Hand sufficient to fund

5.2

5.2

4.6

Months of Operational Funds



PROJECTED SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN GENERAL FUND BALANCES 2024-28

	Proposed 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029
Revenues					
FINES AND FORFEITS	510,010	525,320	541,090	557,330	574,060
FRANCHISE FEE	770,000	788,250	806,950	826,110	845,750
GRANTS	3,779,580	2,774,300	2,857,440	2,943,080	3,031,280
INVESTMENT EARNINGS	160,000	153,600	147,460	141,560	135,900
INTERGOVERNMENTAL REVENUE	120,820	124,200	127,680	131,260	134,950
LICENSE AND PERMIT FEES	483,470	507,590	532,910	559,500	587,420
MISCELLANEOUS REVENUE	20,000	0	20,000	0	20,000
OTHER REVENUE	0	0	0	0	0
PROPERTY TAXES	3,141,100	3,298,150	3,463,050	3,636,190	3,817,990
SALES TAXES	3,230,200	3,520,500	3,836,920	4,181,800	4,557,710
Total Revenues	12,215,180	11,691,910	12,333,500	12,976,830	13,705,060
Expenditures					
General Government	1,073,180	1,120,950	1,171,730	1,475,450	1,282,290
Utilities	176,600	155,750	160,010	164,390	168,890
Tax	341,050	354,490	368,480	383,070	398,280
Community Service	596,387	672,740	650,290	729,090	709,190
Judicial / Court	306,330	319,150	332,530	346,490	361,070
Police	3,606,790	4,192,650	4,300,110	4,242,630	4,669,640
Grant Expenditures	3,777,480	2,772,220	2,855,380	2,941,050	3,029,280
Fire Marshall	134,460	140,510	146,840	153,460	160,380
Public Safety-Animal Control	156,300	160,000	163,800	167,680	171,660
Library	385,440	302,300	236,240	162,630	169,290
Public Works- Streets	1,291,830	1,823,310	1,514,880	1,830,670	1,766,770
Parks	172,570	310,288	187,598	184,460	192,470
Special Projects	10,000	10,000	10,000	10,000	10,000
Community Center	0	0	0	0	0
Civil Service	13,150	13,530	13,910	14,320	14,740
Parks Board	39,800	49,100	49,100	49,100	49,100
Maintenance	320,584	326,450	332,450	338,580	344,830
Total Expenditures	12,401,951	12,723,438	12,493,348	13,193,070	13,497,880
Revenue Over/Under Expenditures	-186,771	-1,031,528	-159,848	-216,240	207,180
Other Financing Sources (Uses)					
Net Changes in Fund Balance	-186,771	-1,031,528	-159,848	-216,240	207,180
Beginning fund balance*	3,515,586	3,328,815	2,297,287	2,137,439	1,921,199
Ending Fund Balance	3,328,815	2,297,287	2,137,439	1,921,199	2,128,379

* Source - COSFTX 2023 Annual Report

Months of Operational Cash

4.6

2.8

2.7

2.3

2.4



**THE SANTA FE ECONOMIC
DEVELOPMENT CORPORATION**

FUND (75)

A COMPONENT UNIT OF THE CITY OF SANTA FE

ANNUAL BUDGET

*FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024
AND ENDING SEPTEMBER 30, 2025*



DEPARTMENT – Economic Development (575)

ECONOMIC DEVELOPMENT CORPORATION

About the Economic Development Corporation (EDC)

The EDC is not a committee, but an official public body governed by state law. There are seven EDC Board Members appointed by the City Council for staggered two-year terms. The EDC is funded by a ½ % sales tax and has revenue of approximately \$1,000,000 annually. Its budget is approved by the EDC board and reviewed by the City Council.

As its name implies, the EDC is charged with economic development within the city. Economic development can either be organic or planned. The board works to encourage and guide development in an effort to attract businesses that enhance and complement the lifestyle of the residents as well as generate sales tax and jobs.

The EDC does not engage in developing property but provides resources, information, and incentives to private investors and property owners.

Meetings are held at 7:00 pm on the last Tuesday of each month at the Santa Fe City Hall Council Chambers, and everyone is encouraged to attend. The meetings are open public meetings, and we urge all to attend. If you have a particular topic you wish to discuss, it is best to ask the EDC Director or the President of the EDC to add you to the agenda as a Scheduled Visitor. If you are on the agenda as a Scheduled Visitor, the Texas Open Meetings Act under which we operate allows the board to respond to your questions and comments.

Otherwise, you can attend the meeting and speak as an Unscheduled Visitor. As an Unscheduled Visitor, the Board is not allowed under law to discuss an issue with you since it was not publicly posted 72 hours before the meeting. However, the board can certainly listen and consider placing your idea or issue on the next agenda.

Powers Granted to Economic Development Corporations by Texas Statute

The Texas Development Corporation Act of 1979 allows cities to finance new and expanded business enterprises in their local communities through economic development corporations (EDCs). Chapters 501, 504, and 505 of the Local Government Code outline the characteristics of Type A and Type B EDCs, authorize cities to adopt a sales tax to fund the corporations, and define projects EDCs are allowed to undertake.

Type A Economic Development Corporations are typically created to fund industrial development projects such as business infrastructure, manufacturing, and research and development.

The City of Santa Fe has formed a Type B Economic Development Corporation. The Type B sales tax may be used for any project eligible under Type A rules and several other project types, including quality-of-life improvements.

Type B Economic Development Corporations may pay for land, buildings, equipment, facilities, targeted infrastructure and improvements for professional and amateur sports and athletic facilities, tourism and entertainment facilities, convention facilities and public parks; related water and sewer facilities; and to promote and develop new and expanded business enterprises. Type B corporations may also fund streets, roads, drainage, and related improvements, as well as demolishing existing structures and general municipally owned improvements.



ECONOMIC DEVELOPMENT

DEPARTMENT 575

ECONOMIC DEVELOPMENT CORPORATION BUDGET SUMMARY 2024-2025

	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Amended 2023/24	Proposed 2024/2025
Beginning Fund Balance	3,576,151	4,045,848	4,525,115	4,055,071	2,986,940	2,996,048	2,997,198
Revenue	726,798	744,767	815,265	881,853	1,081,913	1,087,850	1,200,300
Expenditures	257,101	265,500	1,285,309	1,949,984	1,072,805	1,086,700	1,200,300
Ending Fund Balances	3,576,151	4,525,115	4,055,071	2,986,940	2,996,048	2,997,198	2,997,198
<i>Remaining Mos of Fund Balance</i>	939.0	1188.2	1064.8	578.1	323.9	203.5	194.1
Annual Op Expenses	\$45,700	\$45,700	\$45,700	\$62,000	\$111,000	\$176,700	\$185,300

	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
Economic Development (575)						

75-000-4000

DETAIL OF REVENUE

47030	CITY SALES TAX	860,651	954,718	961,950	961,950	1,074,400	11.7%
47420	INTEREST & INVESTMENT INCOME	21,202	127,195	125,900	125,900	125,900	0.0%
47445	ECON DEV BOND REVENUE	0	0	0	0	0	-
47450	NON-CASH CONTR-PROP OWNERS	0	0	0	0	0	-
Total Revenue		881,853	1,081,912	1,087,850	1,087,850	1,200,300	10.3%

EDC Board Members

Secretary/Treasurer – Terri O’Connell (Position 1) – Term Expires 09/2025

Vice President – Matt Crable (Position 2) – Term Expires 09/2024

Ryan McCamy (Position 3) – Term Expires 09/2025

Gary Summerville (Position 4) - Term Expires 09/2024

Johnny Helpenstill (Position 5) - Term Expires 09/2025

Pam Schwertner (Position 6) - Term Expires 09/2024

President - Bobby J. Wylie (Position 7) - Term Expires 09/2025



ECONOMIC DEVELOPMENT

DEPARTMENT 575

Economic Development (575)	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Amended	FY 24-25 Proposed	% Chg Budget to Proposed
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75-575-9000

DETAIL OF EXPENSES

9024	CAP OUTLAY - ENGINEERING	88,118	0	0	0	0	-
9028	CAP OUTLAY - CONTRACTOR	1,518,273	424,436	0	0	0	-
9029	CAP OUTLAY - CONTINGENCY	0	0	0	0	0	-
9052	CE-FURNITURE/OFFICE EQUIPMENT	0	0	0	0	0	-
9331	PS-ADMINISTRATIVE SVCS	24,000	30,000	90,700	90,700	96,000	5.8%
9335	PS-TRAINING & TRAVEL	1,142	5,659	17,000	17,000	11,000	-35.3%
9405	SS-FINANCIAL AUDIT SVCS	9,000	9,500	9,500	9,500	9,800	3.2%
9406	SS-BANK SERVICE CHARGES	0	0	0	0	0	-
9410	SS-ADVERTISING	0	0	30,000	30,000	30,000	0.0%
9425	SS-DUES AND SUBSCRIPTIONS	0	0	1,000	1,000	2,000	100.0%
9435	SS-LEGAL SERVICES	4,005	8,433	15,000	15,000	12,000	-20.0%
9450	SS - WEBMAIL SERVICES	0	0	2,000	2,000	5,000	150.0%
9460	SS-PROFESSIONAL CONTRACT SVCS	7,600	7,600	10,000	10,000	18,000	80.0%
9462	SS-CONTR TO CITY OF SF	297,846	78,846	0	0	0	-
9469	SS-CONTR TO PROJECTS & GRANTS	0	507,692	810,000	810,000	900,000	11.1%
9475	SS- PROGRAM EXPENSES	0	0	100,000	100,000	115,000	15.0%
9520	SM-CERTIFICATES,PLAQUES,E	0	0	500	500	500	0.0%
9560	SM-OFFICE SUPPLIES & MATERIALS	0	639	1,000	1,000	1,000	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	0	0	0	0	0	-

Total Expenses	1,949,983	1,072,804	1,086,700	1,086,700	1,200,300	10.5%
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Notes on Budget Changes for the new Fiscal Year

Dept (575)

575-9331	PS-ADMINISTRATIVE SVCS	COLA and Annual Step increase by an approximate of 5.5% (\$5,300)
575-9335	PS-TRAINING & TRAVEL	Decrease to match projected expense for next year (-\$6,000)
575-9450	SS - WEBMAIL SERVICES	The increase will establish a separate domain and website.
575-9460	SS-PROFESSIONAL CONTRACT SERVICES	Added online services to aid the new coordinator with commercial development (\$8,000)
575-9469	SS-PROJECTS & GRANTS	Updated allocation for unidentified capital & infrastructure projects is approved by the EDC and Council. In 2023, the EDC board determined that 75% of its annual budget should be directed towards infrastructure. (\$90,000)
575-9475	SS-PROGRAM EXPENSES	Updated program allocation as a % of the budget (\$15,000). In 2023, the EDC board determined that 25% of its annual budget should be directed toward expenses for operations and programs. This amount increases proportionally to revenue and increases and less operational costs. <i>“Business Expansion Attraction and Retention” Program</i>



SANTA FE ECONOMIC DEVELOPMENT CORPORATION

RESOLUTION #2024-01

A RESOLUTION OF THE CITY OF SANTA FE ECONOMIC DEVELOPMENT CORPORATION, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024

WHEREAS, Staff has prepared a proposed budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025; and

WHEREAS, after discussion, study, and consideration of the proposed budget, the Board of Directors is of the opinion that the budget should be approved and adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE SANTA FE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS:

That the proposed budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, attached hereto and marked Exhibit "A" is hereby adopted and shall constitute the budget for the City of Santa Fe Economic Development Corporation for the fiscal year beginning October 1, 2024.

PASSED AND APPROVED this 30th day of July 2024.

Bob Wylie, President

ATTEST:

Teri O'Connell, Secretary

Exhibit "A" is reflected in the budget details of this section.



CITY OF SANTA FE

FINANCE POLICIES & PROCEDURES

Proposed: September 12, 2024

INTRODUCTION

The purpose of financial management policies is to provide sound guidelines for planning the City's financial and technological future. The City of Santa Fe considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods or services to exercise good judgment in spending taxpayers' money. With the increase in cyber fraud and information theft, technological safeguards must be added to these policies to ensure the protection of the city's digital assets.

SCOPE OF AUTHORITY

The City Council is responsible for the expenditure of all City funds.

1.0 FINANCIAL CONTROLS & REVIEW

A. Bank Depository

The City maintains funds in a designated bank, which serves as its depository for banking services. The City Council reviews the depository contract every two years, with the option to renew it in one-year increments, up to a total of five years. Sealed bids for depository banking services are required at least every five years. Bank accounts are established to allow certain



authorized city representatives to transact business on behalf of the City. Bank statements are reconciled monthly by a staff member who is not authorized to conduct business on those accounts.

B. Accounts Payable

Three (3) individuals are authorized to sign checks written on the bank depository account: Mayor, Mayor Pro-Temp, Finance Director and City Secretary. All checks require two authorized signatures. No exceptions.

C. Accounting

The City Finance Director is responsible for establishing the structure for the City Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position. The Finance Director shall provide monthly financial reports to the Mayor.

D. Audit of Accounts

An independent audit of the City accounts is conducted annually. The Auditor, retained by and accountable directly to the City Council, undergoes a review by the City Council every five (5) years unless circumstances require otherwise. The City ensures its records and accounts are audited each year by an independent auditor, who prepares an annual financial statement in accordance with generally accepted accounting principles for local governmental units. Upon completion of the audit, the year-end financial statement, including the auditor's opinion, is filed in the municipal clerk's office.

If the expenditure of federal funds exceeds \$750,000 during any fiscal year, a Single Audit will be performed by the independent auditor. These Single Audit reports will be prepared and submitted in accordance with the requirements of the award and in compliance with applicable federal procedures and regulations.

E. Internal Controls

Whenever possible, written procedures will be established, maintained, and assessed per 2 CFR 200.303 by the Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

Whenever possible, the City ensures duties and responsibilities are segregated so that no one individual has complete authority over a financial transaction.

F. PAYMENT PROCEDURE

The City of Santa Fe adheres to a comprehensive policy to ensure efficient and cost-effective acquisition of products and services in alignment with approved budget goals and objectives. This policy outlines the steps and processes involved in recording, reviewing, and processing invoices and payments, including competitive bidding requirements and account management.

1. Purchase Requisition and Order

Before inputting an invoice into the ERP system (Incode9), a purchase requisition/order (PO) must be submitted to the finance department, adhering to the City's purchasing policy (section 5.0). The PO is issued if it is budgeted and approved by the Finance Director and City Manager.

2. Invoice Review and Entry

Invoices are matched with the PO upon receipt and entered into Incode9 by the Accounting Specialist. The Finance Director and City Manager review and approve the invoices before the Accounting Specialist continues the disbursement process.

3. Cost Allowability

Department Heads, Finance Staff, and the City Manager review each invoice to ensure allowability of costs as stated in 2 CFR 200 Subpart E – Cost Principles.

4. Avoidance of Unnecessary or Duplicative Purchases

Each invoice is reviewed by Department Heads and Finance Staff to prevent unnecessary or duplicative purchases,



per 2 CFR 200.318 (d).

5. Payment Timeline

Payments are issued bi-weekly for completed purchases that have all required approvals and backup documentation. Unless specified otherwise by the document or purchase contract, invoices have a net 30 due date from the receipt date.

6. Payment Processing

Payments are processed by the City Accounting Specialist and presented with all approved documents for two authorized signatures from the Mayor, City Manager, or Finance Director, as per the original grant approval by City Council.

8. Record Keeping/Accounting System –

All expenditures are recorded in the City's electronic records system (ERP Pro9), with physical backup documentation stored at City Hall in the accounting offices. Additionally, backup materials, including check images, are stored in the cloud. The City's accounts are organized into funds and account groups, each considered a separate accounting entity. The City's primary fund is the general fund. Currently, the City has one special revenue fund and one component unit. The operations of each fund are accounted for with a separate set of self-balancing accounts, which include its assets, liabilities, fund equity, and expenditures, as appropriate. A general chart of accounts is used to track each account within each fund. Government resources are allocated to and accounted for in individual funds based on the purpose for which they are to be spent and the means by which spending activities are controlled.

1.5 CASH MANAGEMENT

The City's cash and cash equivalent are considered to be cash on hand, demand deposits, and short-term investments with original maturities of one year or less from the date of acquisition.

Operating funds and short-term cash are maintained in accounts at the depository bank in accordance with the depository agreement and are secured by FDIC coverage and pledged U. S. Government securities. Reserve funds are invested in compliance with the city's investment policy, which is guided by state law, and investment instruments are primarily certificates of deposit and investment pool shares. All invested funds are secured by pledged collateral at 102 percent of the market value of the investment, as required by the City investment policy.

The City maintains a portfolio that utilizes the investment strategy considerations designed to address the unique characteristics of each fund group. 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.

Expenditures shall be made in conformance with the approved budget and accounting procedures. Financial draws in connection with local, state, and federal awards are requested as reimbursement for eligible costs incurred under the program. Program funds will be disbursed in accordance with the approved agreement.



2.0 BUDGET & FUND BALANCE POLICY

1.0 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.

2.0 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.

3.0 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.

4.0 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.

5.0 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 1.0 – 5.0 adopted by Council Resolution #1993-37 of 9 December 1993, updated by Resolution #2024-01 January 11, 2024.)

3.0 EDC PROJECTS FUND POLICY



1.0 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.

2.0 Formula for Funding.

Funding for the Economic Development Budget is based on the half percent sales tax collected by the city and deposited monthly into the bank accounts help by the corporation. The formula for calculating the annual revenue for operations projects is as follows:

$$P_t = (S \div 4 - O) \text{ Where:}$$

P_t = Projects Total

S = Total Sales Tax Revenue Received from the State Comptroller's Office

O = Operational Costs of the EDC

3.0 Intent.

The above formula is intended to be used as a budgetary guide for funding 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 the formal adoption of the annual budget.

4.0 Projects.

Projects should be reviewed by the 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 EDC 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, and Resolution #2024-01 January 11, 2024.)

4.0 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 that will provide the highest rate of return with the maximum security while conforming to all state laws and statutes that 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 that 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 that will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short to medium-term securities that 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. This policy is also extended and applicable to funds of the City of Santa Fe Section 4B Economic Development Corporation (SFEDC). The terms “City” and “City Council” used throughout the policy may be substituted with “SFEDC” and “SFEDC Board of Directors” when applicable.

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 that includes the 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 ensure 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 that avoids 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 that 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, the City Secretary, and the Finance Director shall meet as necessary to discuss operational strategies and to monitor results.

Delegation of Authority and Training. The authority to manage the City’s investment program is derived from a resolution of the City Council. The City Manager, City Secretary, and Finance Director 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 consisting of not less than ten (10) hours of instruction relating to the officer’s responsibility under the Act within twelve (12) months after assuming duties. Subsequent training of not less than eight (8) hours of instruction relating to investment responsibilities is required not less than once in a two-year period that begins on the first day of the fiscal year and consists of the two consecutive fiscal years after that date. Subsequent training does not apply to an officer of a municipality if the municipality does not invest municipal funds or only deposits municipal funds in interest-bearing deposit accounts or certificates of deposit as authorized by Section 2256.010. 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 the 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 the 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 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 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 that 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 of 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 office 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 that 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 the 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 the expenditure patterns of the city as nearly as possible during the fiscal year. The investment officers may not invest more than 35 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 safe-keep 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, 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 brokers/dealers will be maintained in order to ensure 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 must sign the certification on behalf of the investment pool.

Authorized Investment Pools: LOGIC(Hilltop Securities), TexPool & Texas Class.

SAFEKEEPING AND CUSTODY

Insurance

The Federal Deposit Insurance Corporation (FDIC) is the independent agency of the United States government that protects funds deposited in banks and savings associations, which includes checking and savings accounts, money market deposit accounts, and certificates of deposit. The standard insurance amount is \$250,000 per depositor, per insured bank, for each FDIC account ownership category. Therefore, all funds of the city are added together and insured up to \$250,000 per insured bank, and all funds of the SFEDC are added together and insured up to \$250,000 per insured bank.



Collateral

Collateral, in addition to FDIC insurance, is not eligible to be pledged to the SFEDC because such separate government corporations do not fulfill the FDIC definition of a public unit, so securities pledged to the SFEDC may not be honored by the FDIC. Therefore, deposited funds of the SFEDC may not exceed the FDIC insurance amount in any single bank or savings association.

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 the 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 ensure 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 city's approval. 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 was adopted by Council Resolution #1998-14 of July 23, 1998, and has been reviewed and approved, with or without amendments, by the Council each year thereafter. The most recent review and approval by Council occurred on January 13, 2022, by Resolution #2022-04 and Resolution #2024-01 January 11, 2024.)



5.0 PURCHASING POLICY

1.0 Acquisition Goals

The City of Santa Fe aims 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 to meet goals and objectives approved by the city's budget. Potential purchases outside budget limits may require a budget amendment.

2.0 Preference for Local Vendors

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 others, the local vendor shall be favored.

3.0 Competitive Bids

When competitive bids or quotations are taken, the lowest cost bid from a responsible vendor will prevail, other terms being equal. The City reserves the right to reject any and all bids and to waive any informality in the bids received.

4.0 Approval Limits

- Purchases Under \$300: Require department head approval.
- Purchases of \$300 or More: Require an approved purchase order (PO) prior to the purchase. POs are numbered and controlled by the accounting software. A PO must include:
 1. A detailed description of the items or services, their purpose, and 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.
 4. Written approval of the Department Head.
 5. Written approval of the City Manager.

5.0 Quotation Requirements

- Purchases Between \$2,000 and \$50,000: Must be accompanied by at least three (3) competitive price quotations, unless impractical. Quotations should be based on uniform specifications.
- Purchases Over \$50,000: Subject to competitive sealed bidding requirements of State law, including advertising requirements. The City Manager or designee may solicit bids for budgeted items without Council approval; however, any bid award over \$50,000 requires Council action.

6.0 Avoidance of Split Purchases

Purchases shall not be split into smaller amounts to avoid certain policy requirements.

7.0 Petty Cash

The City Manager may authorize and set the limit of petty cash funds for minor purchases.

8.0 Blanket Purchase Orders

Blanket purchase orders may be used for certain high-volume vendors or fixed monthly payments such as lease agreements.

These POs must have an expiration date or a maximum dollar amount.

9.0 Exemptions from Bidding

Emergency purchases, single-source purchases, professional and personal services, purchases from other governmental entities, and cooperative purchases under an interlocal contract may be exempt from bidding requirements, consistent with State law. Emergencies are defined as unforeseen circumstances presenting immediate threats to essential functions or likely resulting in material loss/damage without immediate action.



10.0 Credit Cards

Upon approval by the City Manager, store-issued charge cards and bank credit cards may be issued for city-authorized business purposes only, in accordance with the credit card policy.

11.0 Administrative Rules

The City Manager may establish administrative rules and regulations within the scope of this policy as necessary.

Accounts Payable Process

- **Documentation Assembly:** Accounts payable includes assembling all related documentation. The vendor's invoice is matched with the departmental request, including the PO and receiving evidence, coded by the department head.
- **Review and Approval:** Invoices and support documents undergo supervisory review and approval to prevent unauthorized payments.
- **Payment Processing:** Approved invoices are processed and checks co-signed by two authorized city officials. Vendor payments are processed bi-weekly.
- **Record Retention:** Invoices and supporting documents are maintained per Texas State Library & Archives Commission retention schedules. Blank checks are safeguarded in a secure file storage room with limited access and regular monitoring.
- **Bank Account Management:** Bank accounts require withdrawal transactions to be conducted by at least two of the three authorized city representatives.

By adhering to these policies and procedures, the City of Santa Fe ensures fiscal responsibility, transparency, and compliance with relevant regulations.

COST ESTIMATE, COST/PRICE ANALYSIS, AND PROFIT NEGOTIATION

The City will conduct an "independent analysis" to evaluate cost and price prior to review of proposals, in order to assure that the proposed costs are allowable, reasonable, and allocable. To determine the reasonableness of proposed costs, the City will obtain cost breakdowns showing all the elements of the scope of work and perform a cost analysis using the appropriate set of principles. If they are significantly different, the City will evaluate its initial estimate, compare it to the proposals received, and identify the appropriate price.

Cost Estimate

The City will prepare an independent cost estimate before receiving bids and proposals, based upon (a) previous, similar work performed in the City, (b) professional estimates provided by the City Engineer or engineering vendors, or (c) similar work in the Texas area.

Cost Analysis

The City will prepare an independent cost analysis after receiving bids, proposals and contract modifications, which includes the review and evaluation of the separate cost elements, including labor, supplies, equipment, profit, overhead and general conditions as appropriate.

An independent estimate will be made before receiving bids or proposals if one of the following applies, when evaluating competitive proposals:

- there is a sole source or non-competitive proposal,
- only one bid is received after soliciting bids,
- the City does not have enough data to establish cost reasonableness and the grantee is considering awarding the contract to the single bidder,
- negotiating modifications to contracts that impact the price or estimated cost,
- terminating a contract and the contractor is entitled to payment of reasonable costs incurred, or,



- awarding a cost-reimbursement contract.

Price Analysis

The City will compare competitive prices received in response to the solicitation to each other, and will:

- compare proposed prices to prices on existing contracts or contracts proposed in the recent past, and will factor in any changing conditions, including market, inflation, material price changes,
- apply rough approximations and review significant inconsistencies, which may require a deeper look at prices to determine if the items are truly comparable. The types of approximations might include price per pound, per square foot, per hour or other typical unit pricing mechanism,
- review price lists, catalogs, or market prices of similar products to determine the market prices generally available to the public.

Non-competitive Proposals (Sole Source)

The City may receive a Non-competitive proposal, for which one of the following situations exists:

- the item is available only from a single source;
- the disaster emergency will not permit a delay resulting from competitive solicitation;
- the Federal agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Grantee; or
- after solicitation of a number of sources, competition is determined inadequate.

If one of these occurs, the City will obtain a breakdown of proposed costs and perform a cost analysis on those costs. The major categories of costs include both direct costs (direct labor, equipment, supplies, travel and per diem, subcontractors, and other direct costs) and indirect costs (overhead, general and administrative expenses, and profit). In the process of analyzing costs, profit should be analyzed separately based on the complexity of the work, the risk to the contractor, the investment required, the amount of subcontracting involved, and the typical profit in the industry.

Negotiation of Profit

The City will negotiate profit as a separate element of the price for each contract in which there is no price competition and profit negotiation is allowable (e.g., not solely with a lone bidder) and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. The offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(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, and Resolution #2024-01 January 11, 2024.)

6.0 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 minus 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, architects, 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 that increase 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 that increase their 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 and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous. 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 that 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, pickup 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 extraordinarily 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 meets the following capitalization threshold:

Land	all land regardless of cost or value
Buildings	\$ 50,000
Building Improvements	\$ 50,000
Improvements	\$ 50,000
Infrastructure	\$100,000
Infrastructure Improvements	\$100,000
Computers	\$ 2,500
Equipment	\$ 5,000
Furniture	\$ 5,000
Radios	\$ 5,000
Vehicles	\$ 5,000
Library Books	\$ 10,000

Assets that are not capitalized are expensed 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 using approved records retention schedules.

Lost or Stolen Property – When suspected or known loss of capital assets occurs, 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 (Asphalt)	20 years
IF	Infrastructure (Concrete)	45 years
II	Infrastructure Improvements	10 years
C	Computers and Computer Equipment	5 years
EQ	Equipment	8 years
F	Furniture	10 years
R	Radio and Communications Equipment	10 years
V	Vehicles	5 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 Finance Director 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, and Resolution #2024-01 January 11, 2024.)

7.0 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 businesslike and 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 authorities. 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 purposes and solely for the conduct of official city business. Therefore, personal use of city assets is restricted to services that are generally available to the public. 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 any or all of the following City officials: a department head, the City Manager, the City Attorney, and the Mayor.

Reports may be submitted anonymously, and care will be given to protect the identity of the person submitting the report. Should legal or disciplinary action be warranted, disclosure of additional information may become necessary. 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.

(This code was adopted by Council Resolution #2005-29 of October 13, 2005, and has been reviewed and approved by the Council each year thereafter. The most recent review and approval by Council occurred on July 9, 2020, by Resolution #2020-10.)

7.5 TIMEKEEPING

Department heads are responsible for maintaining complete and accurate records relative to all forms of leave, attendance, and absence of their employees due to any cause and whether with or without pay; absence will be made on departmental payrolls and/or any other required records set up from time to time under special operating rules. Such records constitute the basis for the preparation of department payrolls (when the payroll form itself is not actually used as the basic record) and will be preserved by departments for future auditing purposes as needed or required. The certification of records will be done by signing individual timecards, department payrolls, or other such records. Department heads must keep a close eye on attendance records and payrolls in order to ensure that salary and wage expenditures stay within budgetary limits. The Personnel Department will report any failure to comply with the above requirements.

The Personnel Department is responsible for certifying the compliance of departments with the job requirements and policies established by the official salary plan and job classification plan, as well as for conformity with the established policies and rules governing vacation, sick leave, retirement, etc., and will maintain permanent absentee records on each individual employee.



Salaries and wages charged to Federal awards shall be supported by timesheets or activity reports that account for the actual time worked on each project or activity for which the employee is compensated. The timesheet or activity report will be prepared at least monthly and will coincide with the pay period. The timesheet or activity report must be signed by the employee and approved by a responsible supervisory official having firsthand knowledge of the activities performed by the employee. Salaries and wages of employees used in meeting cost sharing or matching requirements on awards must be supported in the same manner.

8.0 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 for making commodity, service, and travel purchases through a credit card issued by a purchasing card provider. This program promotes purchasing efficiency, flexibility, and convenience in accordance with established purchasing rules, policies, and procedures. It aims to reduce the use of personal funds and departmental petty cash, thereby minimizing paperwork for smaller transactions. This policy serves as a supplement to other City policies and provides an alternative method of payment for authorized expenditures.

Program Overview

- **Store-issued charge Cards:** Used exclusively for city-authorized business purposes. Cards must be obtained from and returned to the accounting department before and after each purchase. Purchases must comply with the city's purchasing policy, and receipts must be maintained in the same manner as other purchases from approved vendors. Monthly statements are verified and processed like other accounts payable disbursements.
- **Bank Credit Cards:** Issued to select employees and officials for city-authorized business purposes. Transaction limits range from \$1,000 to \$5,000 per month, based on purchasing needs. Cardholders are assigned credit cards by the issuing bank at the city's request. Each cardholder must agree to comply with program policies and procedures and provide written confirmation of that agreement.

By following these guidelines, the Purchasing Card Program enhances the City's purchasing efficiency while maintaining control and compliance with established policies.

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 them 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, Finance Director, 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 and approving the cardholders' usage of the purchasing card and 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 the 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 \$15,000 per month for the 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 remove 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 using 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 purchase amount 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 was adopted by Council Resolution #2006-32 of November 9, 2006, and amended by Resolution #2009-36 of November 12, 2009, and Resolution #2024-01 January 11, 2024.)

9.0 PROCEDURES FOR GRANT PAYMENTS

Introduction

To guide and direct the payment of grant projects as approved by the Santa Fe City Council.

1. The invoice is received, and, if necessary, a request for payment is prepared by the grant consultant. Proper signatures are obtained from the mayor, city manager, and finance director, as authorized in the original grant approval. The finance office reviews the invoice and compares it to the grant budget.
2. Invoice must be approved by a city official involved in the grant implementation and the Mayor. Approval is acknowledged by designated signatories initialing the original invoice or through Council action.
3. Once grant funds are received, and invoice approval is acknowledged by signature on the original invoice, a demanding check is entered into the system by the finance office, then printed and disbursed by the Accounting Clerk/Specialist or a separate assigned accounting staff member. Two signatures are required on each check, either the Mayor, Mayor Pro Tempore Finance Director, or City Secretary. Checks are then disbursed to the appropriate vendors. The Finance Director is responsible for ensuring that checks are signed and disbursed within five (5) calendar days of receiving grant funds.
4. Copies of the request for payment, invoice, canceled check copy, and bank statement showing receipt of grant money are retained in the grant file in the City Secretary's record-keeping system.

CASH MANAGEMENT AND DISBURSEMENT - TIMELY EXPENDITURES

The City shall make timely payments to vendors and minimize the time between transferring funds from the State Treasury and disbursement of funds to vendors in compliance with the terms and conditions of the federal contract, grant, regulation, or statute.

To ensure vendor compliance, invoices/pay applications/pay estimates will be reviewed for accuracy for such items but not limited to change order approvals, outstanding lien/payments to subcontractors, labor standards, and verification of work completed as invoiced prior to disbursement or request for funds from State Agency. The City shall notify a vendor of an error in an invoice submitted for payment by the vendor.

ADVANCE PAYMENT PROCEDURES

All advanced payments using federal grant funds will be disbursed within five (5) calendar days from the date of the transfer of funds in accordance with 2 CFR 200.305(b) and in accordance with the provisions in the contract with the vendor.

Advance payments of federal grant funds will be deposited and maintained in a separate insured account. The City will maintain advance payments of federal awards in interest-bearing accounts unless the following apply: The City receives less than \$120,000 in Federal awards per year; the City is not expected to earn interest in excess of \$500 per year on Federal cash balances; or the depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources. (2 CFR 200.302(b)(6) and 200.305)

INTEREST EARNED PROCEDURES

The City will verify interest earned remains under \$500 per fiscal year by tracking interest earned on each grant deposit in



the grant ledger; if interest does exceed \$500 per fiscal year, the City will remit interest earned to the Department of Health and Human Services per 2 CFR 200.305.

The City Manager and Finance Director authorize payments and issues of checks. Two signatures are required on each check, either the Mayor, Mayor-Pro Temp, or Finance Director. The Accounting Specialist is responsible for reconciling the monthly bank statements.

(This policy was adopted by Council Resolution #2022-25 on August 25, 2022, updated and proposed to Council on January 26, 2023, and Resolution #2024-01 on January 11, 2024.)

These Policies and Procedures are implemented through of the City of Santa Fe’s administrative team of the City Finance Director and the City Manager’s office.

10.0 ACCOUNTING SOFTWARE PASSWORD POLICY

Introduction

This policy is a set of guidelines and rules that govern the use and creation of passwords for ERPs or Electronic Recording Programs. The City of Santa Fe uses these systems to report and record all financial transactions for the city. A well-designed password policy is an essential component of the city’s cybersecurity strategy. It helps protect sensitive data and information by establishing strong passwords that are difficult to guess or crack. In addition, a password policy should outline the frequency of password changes, the length and complexity of passwords, and the procedures for handling compromised passwords. A password policy is only effective if it is communicated clearly to all users and enforced consistently across the organization.

1. Password Complexity: Passwords must contain a combination of upper and lowercase letters, numbers, and symbols. Passwords must be at least eight characters long and must not contain any personal information or dictionary words.
2. Password Reset: Passwords must be reset semi-annually. Users cannot reuse their previous five passwords.
3. Account Lockout: User accounts will be locked out for 30 minutes after five failed login attempts, provided that a layer of security is available.
4. Password Sharing: Passwords should never be shared with anyone, including co-workers or supervisors.
5. Multi-Factor Authentication: Multi-factor authentication must be enabled for all users to add an extra layer of security if the software provides for such an option.
6. Password Storage: Passwords must be stored securely and not saved in plain text.
7. Training: All employees who use the city ERP system must be trained on password security and the importance of maintaining a strong password.

(This policy was adopted by Council Resolution #2024-01 on January 11, 2024.)

11.0 TECHNOLOGY SECURITY POLICY

Policy Statement:

The City of Santa Fe is committed to ensuring the confidentiality, integrity, and availability of its information and information systems. This Information Technology (IT) Security Policy outlines the guidelines and best practices that all employees must follow to safeguard the city's financial and digital assets and protect against unauthorized access, disclosure, alteration, and destruction of information. The City of Santa Fe

**1. Access Control:**

- 1.1. Access to information systems and data will be granted based on job responsibilities and the principle of least privilege.
- 1.2. Employees are responsible for protecting their login credentials, including passwords and any other authentication mechanisms.
- 1.3. Unauthorized access to computer systems, networks, and data is strictly prohibited.

2. Data Protection and Classification:

- 2.1. All sensitive and confidential information must be appropriately classified and access restricted to only those employees with a legitimate city need.
- 2.2. Personally Identifiable Information (PII) and other sensitive data must be encrypted during transmission and storage.

3. Network Security:

- 3.1. Employees must not connect unauthorized devices to the city's network.
- 3.2. Wireless networks must be secured with strong encryption and authentication mechanisms.
- 3.3. Firewalls and intrusion detection/prevention systems will be used to protect the city's network infrastructure.

4. Malware Protection:

- 4.1. Employees are required to use city-approved antivirus software on their computers.
- 4.2. Email attachments and links from unknown or suspicious sources must not be opened or clicked.
- 4.3. Employees must report any suspected malware or security incidents promptly to the City Secretary and the city's IT Service Provider.

5. Physical Security:

- 5.1. Physical access to IT infrastructure, including servers and network equipment, must be restricted to authorized personnel.
- 5.2. Portable computing devices must be secured when not in use, and access controls (e.g., screen locks) should be enabled.

6. Incident Response:

- 6.1. All employees must report any suspected security incidents or breaches immediately to the IT department.
- 6.2. An incident response plan will be implemented to address and mitigate the impact of security incidents.

7. Security Training and Awareness:

- 7.1. Annually, all employees are required to undergo State Certified Cybersecurity Training under Texas Government Code 2054.519 to stay informed about the latest threats and best practices in IT.
- 7.2. Additional Security awareness programs will be conducted to educate employees on their role in maintaining a secure computing environment as required by the application and advice of the city's IT Service Provider.

8. Compliance:

- 8.1. This policy is in compliance with applicable laws, regulations, and industry standards related to information security.
- 8.2. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

9. Review and Revision:

- 9.1. This policy will be reviewed periodically to ensure its effectiveness and relevance.
- 9.2. Employees will be notified of any updates to the IT Security Policy.

10. Responsibilities:

- 10.1. The City Secretary's Office is responsible for implementing and enforcing this policy.
- 10.2. All employees are responsible for complying with this policy and supporting IT security efforts.

(This policy was adopted by Council Resolution #2024-01 on January 11, 2024.)

12.0 SALARY PLAN POLICY**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 a 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.

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. Each step is calculated at 3% above the prior within every Salary Grade.
- B. After satisfactory completion of the initial introductory period, an employee becomes a “regular employee” and is eligible for a pay increase of one step (3%). 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 within the respective pay grade is subject to the completion of no less than six months of full-time measurable work performance. Step advancement is awarded to all non-civil service employees (not currently on probation) within the first full pay period of the new fiscal year. Annual performance evaluations will be administered to all employees by November 30 every year. After such annual evaluation, actions are taken according to the following guidelines:
 1. When the employee has performed unsatisfactorily, the employee is placed on disciplinary probation for a performance or behavior problem and will receive no pay increases until the end of the probationary period. A reevaluation after the three or 6-month probationary is required to end any probation status.
 2. When the employee’s performance has been satisfactory or above, the employee is available to receive an annual step conditioned by the approval of the City Council in the adopted budget at the start of the next fiscal year.
 3. When the employee is rated as outstanding, the supervisor may recommend a service recognition award that includes a one-step (3%) pay adjustment if approved by the City Manager. Service awards should be considered rare and would be subject to budget limitations (see subsection D).
 4. When an employee has moved toward the end of their respective grade and is close to the maximum step for their position, all efforts will be taken to educate and train the employee so that they may take advantage of advancement opportunities within the City.
 5. If an employee’s performance appraisal is at least satisfactory and the employee is at or above the maximum step for that grade, then the employee will not receive an annual step increase.
- D. Notwithstanding any other provisions herein, the City may impose a freeze on performance pay increases as budget constraints may dictate. During such a 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 section [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 grade and step at least one step (3%) above the employee's present pay in the pay schedule.
- 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.


(This policy was adopted by Council Resolution #2000-30, updated and amended with Resolution #2004-05, Resolution #2007-23, Ordinance# 2022-18, Resolution #2024-01 on January 11, 2024, and this Ordinance #2024-12 on September 12, 2024.)

Beginning in the fiscal year 2024-2025, the reference of adoption for all individual policies will be replaced with the following section: (This comprehensive policy and procedure document was adopted by Council Ordinance #2024-12)

PASSED AND APPROVED by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 12th day of September 2024.

ATTEST:


Natalie Arnett, City Secretary


Brandon Noto, Mayor



SALARY SCHEDULE 2024-2025

SALARY SCHEDULE (Hourly) Proposed 2025											
GRADE	STEP										
	A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
1	11.41	11.75	12.10	12.47	12.84	13.23	13.62	14.03	14.45	14.89	15.33
2	12.00	12.36	12.73	13.11	13.51	13.91	14.33	14.76	15.20	15.66	16.13
3	12.58	12.96	13.35	13.75	14.16	14.58	15.02	15.47	15.94	16.41	16.91
4	13.22	13.62	14.03	14.45	14.88	15.33	15.79	16.26	16.75	17.25	17.77
5	13.87	14.29	14.71	15.16	15.61	16.08	16.56	17.06	17.57	18.10	18.64
6	14.22	14.65	15.09	15.54	16.00	16.48	16.98	17.49	18.01	18.55	19.11
7	14.57	15.01	15.46	15.92	16.40	16.89	17.40	17.92	18.46	19.01	19.58
8	14.93	15.38	15.84	16.31	16.80	17.31	17.83	18.36	18.91	19.48	20.06
9	15.29	15.75	16.22	16.71	17.21	17.73	18.26	18.80	19.37	19.95	20.55
10	15.68	16.15	16.63	17.13	17.65	18.18	18.72	19.28	19.86	20.46	21.07
11	16.08	16.56	17.06	17.57	18.10	18.64	19.20	19.78	20.37	20.98	21.61
12	16.85	17.36	17.88	18.41	18.96	19.53	20.12	20.72	21.35	21.99	22.65
13	17.71	18.24	18.79	19.35	19.93	20.53	21.15	21.78	22.43	23.11	23.80
14	18.59	19.15	19.72	20.31	20.92	21.55	22.20	22.86	23.55	24.26	24.98
15	19.52	20.11	20.71	21.33	21.97	22.63	23.31	24.01	24.73	25.47	26.23
16	20.49	21.10	21.74	22.39	23.06	23.75	24.47	25.20	25.96	26.73	27.54
17	21.52	22.17	22.83	23.52	24.22	24.95	25.70	26.47	27.26	28.08	28.92
18	22.59	23.27	23.97	24.68	25.43	26.19	26.97	27.78	28.62	29.47	30.36
19	23.72	24.43	25.16	25.92	26.70	27.50	28.32	29.17	30.05	30.95	31.88
20	24.91	25.66	26.43	27.22	28.04	28.88	29.74	30.64	31.56	32.50	33.48
21	26.15	26.93	27.74	28.57	29.43	30.32	31.22	32.16	33.13	34.12	35.14
22	27.47	28.29	29.14	30.02	30.92	31.85	32.80	33.78	34.80	35.84	36.92
23	28.84	29.71	30.60	31.51	32.46	33.43	34.44	35.47	36.53	37.63	38.76
24	30.28	31.19	32.12	33.09	34.08	35.10	36.16	37.24	38.36	39.51	40.69
25	31.79	32.74	33.73	34.74	35.78	36.85	37.96	39.10	40.27	41.48	42.72
26	33.38	34.38	35.41	36.48	37.57	38.70	39.86	41.05	42.28	43.55	44.86
27	35.05	36.10	37.18	38.30	39.45	40.63	41.85	43.11	44.40	45.73	47.10
28	36.81	37.91	39.05	40.22	41.43	42.67	43.95	45.27	46.63	48.03	49.47
29	38.65	39.81	41.00	42.23	43.50	44.81	46.15	47.53	48.96	50.43	51.94
30	40.59	41.81	43.06	44.35	45.68	47.05	48.47	49.92	51.42	52.96	54.55
31	42.62	43.90	45.22	46.57	47.97	49.41	50.89	52.42	53.99	55.61	57.28
32	44.75	46.09	47.48	48.90	50.37	51.88	53.43	55.04	56.69	58.39	60.14
33	46.83	48.23	49.68	51.17	52.71	54.29	55.92	57.60	59.32	61.10	62.94
34	48.67	50.13	51.63	53.18	54.78	56.42	58.11	59.86	61.65	63.50	65.41
35	50.60	52.12	53.68	55.29	56.95	58.66	60.42	62.23	64.10	66.02	68.00
36	52.58	54.16	55.78	57.46	59.18	60.95	62.78	64.67	66.61	68.61	70.66
37	54.67	56.31	58.00	59.74	61.53	63.38	65.28	67.24	69.25	71.33	73.47



Collective Bargaining Agreement 2025-2027

City of Santa Fe & Santa Fe Police Officer's Association

Police Officer's Association Board President: Sgt. Lino Garcia

City Manager: Alun Thomas

The Collective Bargaining Committee consists of the City Manager, their representatives, and the Police Officer's Association to benefit the civil service employees of the police department authorized under LGC5, sec 174.002.

Under the Local Government Code Title 5 Sec. 174.002. POLICY.

(a) The policy of this state is that a political subdivision shall provide its firefighters and police officers with compensation and other conditions of employment that are substantially the same as compensation and conditions of employment prevailing in comparable private sector employment.

(b) The policy of this state is that firefighters and police officers, like employees in the private sector, should have the right to organize for collective bargaining, as collective bargaining is a fair and practical method for determining compensation and other conditions of employment. Denying firefighters and police officers the right to organize and bargain collectively would lead to strife and unrest, consequently injuring the health, safety, and welfare of the public.

(c) The health, safety, and welfare of the public demands that strikes, lockouts, and work stoppages and slowdowns of firefighters and police officers be prohibited, and therefore it is the state's duty to make available reasonable alternatives to strikes by firefighters and police officers.

(d) Because of the essential and emergency nature of the public service performed by firefighters and police officers, a reasonable alternative to strikes is a system of arbitration conducted under adequate legislative standards. Another reasonable alternative, if the parties fail to agree to arbitrate, is judicial enforcement of the requirements of this chapter regarding compensation and conditions of employment applicable to firefighters and police officers.

(e) With the right to strike prohibited, to maintain the high morale of firefighters and police officers and the efficient operation of the departments in which they serve, alternative procedures must be expeditious, effective, and binding.

Periodically, prior to the end of the current agreement, City staff and representatives from the Police Officer's Association Board meet to discuss policy changes, pay increases, and contract terms including years agreement will be in effect. This budget year open meetings were held in July and August 2024 to finalize requests and offers from both parties. The following includes the collective bargaining pay schedule agreed for the fiscal year 2025-2027.



Hourly Compensation by Position Grade

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY25)

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
	GRADE	A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	26.54	27.44	28.38	29.34	30.34	31.37	32.44	33.54	34.68	35.86	37.08
Corporal	PD-02	28.80	29.78	30.79	31.84	32.92	34.04	35.20	36.39	37.63	38.91	40.23
Sergeant	PD-03	33.64	34.78	35.97	37.19	38.45	39.76	41.11	42.51	43.96	45.45	47.00
Lieutenant	PD-04	37.46	38.73	40.05	41.41	42.82	44.28	45.78	47.34	48.95	50.61	52.33

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY26)

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
	GRADE	A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	27.07	27.99	28.94	29.93	30.94	32.00	33.08	34.21	35.37	36.58	37.82
Corporal	PD-02	29.38	30.37	31.41	32.48	33.58	34.72	35.90	37.12	38.38	39.69	41.04
Sergeant	PD-03	34.31	35.48	36.69	37.93	39.22	40.56	41.94	43.36	44.84	46.36	47.94
Lieutenant	PD-04	38.21	39.51	40.85	42.24	43.68	45.16	46.70	48.28	49.93	51.62	53.38

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY27)

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
	GRADE	A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	27.61	28.55	29.52	30.53	31.56	32.64	33.74	34.89	36.08	37.31	38.58
Corporal	PD-02	29.97	30.98	32.04	33.13	34.25	35.41	36.62	37.86	39.15	40.48	41.86
Sergeant	PD-03	35.00	36.19	37.42	38.69	40.00	41.37	42.78	44.23	45.74	47.29	48.90
Lieutenant	PD-04	38.97	40.30	41.67	43.08	44.55	46.06	47.63	49.25	50.93	52.65	54.45



Annual Compensation by Position Grade

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY25) Annual

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
GRADE		A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	55,203	57,080	59,021	61,028	63,102	65,248	67,466	69,760	72,132	74,585	77,120
Corporal	PD-02	59,904	61,941	64,047	66,224	68,476	70,804	73,211	75,701	78,274	80,936	83,688
Sergeant	PD-03	69,971	72,350	74,810	77,354	79,984	82,703	85,515	88,423	91,429	94,538	97,752
Lieutenant	PD-04	77,917	80,566	83,305	86,138	89,066	92,095	95,226	98,463	101,811	105,273	108,852

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY26) Annual

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
GRADE		A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	56,306	58,219	60,195	62,254	64,355	66,560	68,806	71,157	73,570	76,086	78,666
Corporal	PD-02	61,110	63,170	65,333	67,558	69,846	72,218	74,672	77,210	79,830	82,555	85,363
Sergeant	PD-03	71,365	73,798	76,315	78,894	81,578	84,365	87,235	90,189	93,267	96,429	99,715
Lieutenant	PD-04	79,477	82,181	84,968	87,859	90,854	93,933	97,136	100,422	103,854	107,370	111,030

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY27) Annual

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
GRADE		A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	57,429	59,384	61,402	63,502	65,645	67,891	70,179	72,571	75,046	77,605	80,246
Corporal	PD-02	62,338	64,438	66,643	68,910	71,240	73,653	76,170	78,749	81,432	84,198	87,069
Sergeant	PD-03	72,800	75,275	77,834	80,475	83,200	86,050	88,982	91,998	95,139	98,363	101,712
Lieutenant	PD-04	81,058	83,824	86,674	89,606	92,664	95,805	99,070	102,440	105,934	109,512	113,256



**CITY OF SANTA FE
ORDINANCE #12-2024**

**AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, ADOPTING THE BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024**

* * * * *

WHEREAS, the City Manager of the City of Santa Fe, Texas, has prepared a proposed City budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025; and

WHEREAS, a public hearing was duly held on August 23, 2024 and September 14, 2024, 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, 2024, and ending September 30, 2025, 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, 2024.

PASSED AND APPROVED by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 12th day of September 2024.



BRANDON NOTO, MAYOR

ATTEST:


Natalie N. Arnett, City Secretary

Note: This complete budget in its totality is understood to be Exhibit "A"



CITY OF SANTA FE ORDINANCE #13-2024

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

* * * * *

WHEREAS, the Chief Appraiser of the Galveston Central Appraisal District has prepared and certified the appraisal roll of the City of Santa Fe, Texas; and

WHEREAS, the Galveston County Tax Assessor-Collector has performed the statutory calculations required by Section 26.04 of the Texas Tax Code, has published the no new revenue tax rate, the voter approval tax rate, and the de minimis rate, and has fulfilled all other requirements for publication as contained in Section 26.04(e) of the Texas Tax Code; and

WHEREAS, the City Council has complied with all applicable requirements of the Texas Tax Code prior to the setting of the tax rate;

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 2024 fiscal year shall be levied and collected for the maintenance and support of the municipal government of the City of Santa Fe, Texas, at the rate of \$0.246097 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, 2024, 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, for the purpose hereinafter stipulated:

- a) For the maintenance and support of the general government General Fund, \$0.220936 on each One Hundred Dollars (\$100.00) valuation of property; and
- b) For the interest and sinking of existing debt service of the general government Debt Service Fund, \$0.025161 on each One Hundred Dollars (\$100.00) valuation of the property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.13 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$7.84.

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 2024 shall be deemed delinquent if not paid prior to February 1, 2025.

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.

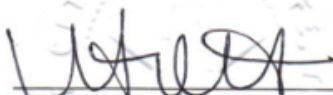
Section 6. A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1, 2025. However, a tax delinquent on July 1, 2025, incurs 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 12th day of September 2024.

ATTEST:


 Natalie N. Arnett, City Secretary


 BRANDON NOTO, MAYOR



GLOSSARY OF TERMS

Accounts Payable: A short-term liability account reflecting amounts owed to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

Accounts Receivable: An asset account reflecting amounts owed by private individuals or organizations for goods and services furnished by a government.

Accrual Basis: Accrual basis accounting provides for recording revenues when earned and expenses when incurred.

Ad Valorem: A tax based on the value of real (land and buildings) and personal (equipment and furniture) property.

Appropriation: A legal authorization granted by a legislative body (City Council) to make expenditures and to incur obligations for designated purposes.

Arbitrage: The investment of bond proceeds in higher yielding securities, resulting in interest revenue in excess of interest costs.

Assessed Valuation: A valuation set upon real estate or other property by a government as a basis for levying taxes. Property values are established by the Central Appraisal District.

Assets: Resources owned or held by the city, which have monetary value.

Assigned Fund Balance: Represents resources set aside (“earmarked”) for an intended use established by the City Council or by their designated body or official.

Balanced Budget The expenses/expenditures do not exceed the budgeted revenue plus the unassigned fund balance.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Bond Rating: A grade given to a bond by a rating service that indicates its credit quality. The rating reflects the bond issuer's financial strength or its ability to pay a bond's principal and interest in a timely fashion. Bond ratings are assigned by one of three credit rating agencies that use a scale of AAA to D or Aaa to D5. The City of Santa Fe was last rated “AA-“.

Bonded Debt: That portion of indebtedness represented by outstanding bonds.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Amendment: To amend or increase the original adopted budget of the governmental entity by members of the governmental entity's board or council.

Capital Expenditures/Outlays: Expenditures that result in the acquisition of or addition to fixed assets that are priced more than \$5,000.

Capital Improvement Program (CIP) The process of planning, monitoring, programming, and budgeting over a multi-year period used to allocate the City's capital monies.

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

CDBG An acronym for Community Development Block Grant, which is an annual federal grant that can be used to revitalize neighborhoods and expand affordable housing.



Certificates of Obligations (CO's) Similar to general obligation bonds except the certificates require no voter approval.

Committed Fund Balance Self-imposed limitations set in place prior to the end of the fiscal period. These amounts can be used only for the specific purposes determined and approved by formal action of the City Council, which is the highest level of decision-making authority for the City. The same level of formal action is required to remove the constraint.

Component Unit Legally separate organization for which the elected officials of the primary government are financially accountable.

Contractual Services The costs related to services performed for the City by individuals, business, or utilities.

Cost The amount of money or other consideration exchanged for goods or services. Costs may be incurred even before money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

Debt Service Fund A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's general obligation and revenue bonds, the sale of which finances long-term capital improvements, such as facilities, streets, drainage and equipment.

Depreciation All costs associated with the acquisition of fixed assets are amortized over the expected useful life of the asset.

Distinguished Budget Presentation Awards Program A voluntary awards program administered by the GFOA to encourage governments to prepare effective budget documents.

Encumbrances Commitments related to unperformed contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

Enterprise Fund A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Exempt: Personnel who are not eligible to receive overtime pay and are expected to put in whatever hours are necessary to complete their job assignments. The respective department head, as partial compensation for overtime hours worked, may allow compensatory time off.

Expenditures The actual outflow of funds paid for an asset obtained or goods and services obtained.

Fiscal Year A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City's fiscal year begins October 1st and ends September 30th

FTE: An acronym for full-time equivalent. A measurement of staffing. One FTE is a 40-hour per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be ½ FTE.

Fixed Assets Long-lived tangible assets such as land, buildings, building improvements, machinery, and equipment.

Franchise A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Franchise Fee A fee paid by public service utilities for use of public property in providing their services.

Fund A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, together with all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.



Fund Balance The difference between governmental fund assets and liabilities, also referred to as fund equity.

Fund Balance Classifications A hierarchy based primarily on the extent to which the City is bound to observe the constraints imposed upon the use of the resources reported in governmental funds in accordance with GASB Statement No. 54. Fund balance classifications, under GASB 54 are Non-spendable, Restricted, Committed, Assigned, and Unassigned.

GAAP Generally accepted accounting principles as determined through common practice or as promulgated by accounting standard setting bodies.

General Fund: The fund used to account for all financial resources, except those required to be accounted for in another fund. The General Fund is tax supported.

General Obligation Bonds Bonds backed by the full faith and credit of the issuing government. In issuing its general obligation bonds, the City pledges to levy whatever property tax is needed to repay the bonds for any particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

GFOA Government Finance Officers Association. A professional association of state/provincial and local finance officers dedicated to the sound management of government financial resources.

Governmental Funds Those funds through which most governmental functions of the City are financed. The acquisition use and balances of expendable financial resources and the related liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service funds).

Grant A contribution by a government or other organization to support a particular function. Grants may be classified as categorical or block depending upon the amount of discretion allowed the grantee.

Infrastructure Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of

years than most capital assets. Examples include streets, water and sewer systems, public buildings, and parks.

Internal Service Fund: A fund established to accumulate and allocate costs internally among the City's various functions.

Liabilities Debt or other legal obligation arising out of transactions in the past, which must be liquidated, renewed, or refunded.

Maintenance The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

SFEDC: Santa Fe Economic Development Corporation is a component unit, a separate legal entity from the City, which is financed with a voter-approved half-cent city sales tax. The purpose of SFEDC is to aid, promote and further the economic development within the City.

Modified Accrual Basis: Under modified accrual basis, revenues susceptible to accrual are accrued. Revenues are considered to be susceptible to accrual if they are both measurable and available to finance governmental operations during the current fiscal year.

Non-Exempt: Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

Non-spendable Fund Balance Fund balance that is (a) not in a spendable form such as prepaid items or (b) legally or contractually required to be maintained intact such as an endowment.

Operating Budget Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the city are controlled. State law requires the use of annual operating budgets.

Ordinance A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state



statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Personnel Services The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

Proprietary Funds A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. There are two types of proprietary funds: enterprise funds and internal service funds. Enterprise funds provide goods (not used in the City of Santa Fe) or services to the general public for a fee.

Internal Service Funds are used to accumulate and allocate costs internally among the City's various functions.

Purchase Order A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Restricted Fund Balance: Fund balance that consists of amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources as approved by the City Council or by their designated body or official.

Revenues All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.

RFP Request for Proposal.

Special Revenue Fund A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Supplemental A budget request submitted during the budget process for a new program or an increase to current programs or services above the current budget level.

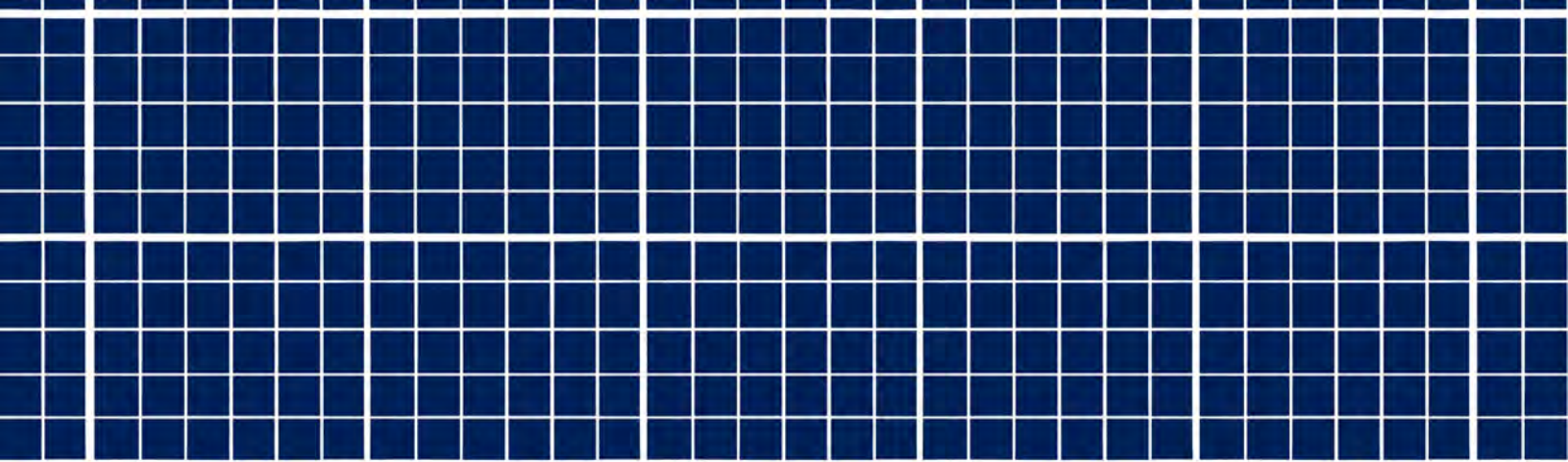
Supplies A cost category for minor items (individually priced at less than \$1,000) required by departments to conduct their operations.

Taxes Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as to pay such charges as, for example, permit fees.

Unassigned Fund Balance: Represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications.



APPENDIX A – CAPITAL IMPROVEMENT PLAN



CAPITAL IMPROVEMENT PLAN

FY2025-FY2029

CITY OF SANTA FE

Cover Design by
Jenna Davis



CAPITAL IMPROVEMENT PLAN: FY2025-FY2029

July 2024

I. Executive Summary

Dear Mayor and Councilmembers:

We are pleased to submit this proposed Fiscal year 2025-2029 Capital Improvement Plan (CIP) to the City Council. All projects listed under FY2025 through FY2029 will require funding through a combination of sources, as noted on the project detail sheets. As you know, we have placed significant emphasis on developing an organized and coordinated CIP for the City. This has proven to be a valuable tool for the City and will be a critical component of the City's long-range financial planning process integrated with our newly developed Comprehensive Plan. Council action on this plan does not commit to funding the projects, as that authorization rests with the approval of the annual budget. Items in this plan assigned to 2025 and not ultimately reflected in the FY2025 adopted budget will be moved to another year, changed, or removed from the CIP at the council's direction. These changes will be included in the next year's planning and CIP document.

The format and organization of the Capital Improvement Plan is designed to include 1) a description of each project, 2) the year in which the project or acquisition is planned, and 3) the recommended or current financing mechanism. In funding, we will always first consider general or component unit funds and grant sources before issuing debt.

Development of the CIP

Before implementing the CIP, individual departments maintained their own capital budgets. This practice provided an inventory of capital needs for each department but did not engender the comprehensive and holistic approach to capital planning that the City needs. In the past, the City could not offer an adequate long-term funding program to address important City-wide infrastructure improvements, replace deteriorating equipment, and repair and renovate facilities.

Our goal is to develop and refine a comprehensive capital improvement plan that incorporates the capital needs of all City Departments with a practical funding plan for each program year. Having created a capital replacement fund, department heads have spent the past few months working with the Finance Department and me to identify and/or update their most important capital needs for FY2025 through FY2029. Significant time has been spent developing a realistic funding schedule within the confines of the City's financial resources limitations and aligned with the City's financial policies and comprehensive plan. As we continue to work with this tool, we will continue to improve upon it and increase the level of detail.

We hope that our citizens will continue to recognize the value and importance of the City Council committing to funding planned projects and acquisitions annually while acknowledging that the City faces new and unexpected capital challenges every year. The following pages list capital projects funded or anticipated to be funded during FY2025, totaling **\$3,290,680**. Although some projects may not be completed due to funding constraints, future plans will continue to acknowledge the capital needs if they still exist so that necessary projects are not forgotten or ignored. Approved CIP projects will be indicated in the adopted budget.

II. Fiscal Years 2025-2029 CIP Summary

FY2025 Capital Funding

Department Project Amount Funding Source CIP Assumptions

The FY2025-2029 CIP is based on the following budgetary assumptions. The City will:

- ◆ Continue to build cash reserves, setting a minimum threshold (if available) of an unreserved cash balance of \$200,000 or 10% of the property tax levy, whichever is greater;
- ◆ Continue to conservatively estimate new growth in anticipation of the Tres Rios Laguna construction, the completion of the Grand Parkway (State Highway 99), and an ever-growing list of economic projects;
- ◆ Continue to pursue relevant State and Federal funding opportunities actively; and
- ◆ Allow for the future funding of a grant writer/consultant position as needed to assist in securing outside assistance to subsidize particular projects and infrastructure investments.

Overview of the CIP

The CIP includes projects with a five-year total estimated cost of \$8,340,580. The projects are divided into four main categories (Buildings & Construction, Equipment and Vehicles, Infrastructure, and Maintenance), as shown in the table and graph on the following page.

Buildings and Construction; and Maintenance

Construction and Maintenance of city facilities accounts for 6.8% of the plan. \$365,000 is planned to improve the library and city hall facilities. The Community Services department also has plans for the maintenance removal of substandard structures in the next five years, which is estimated to be \$200,000. City Hall and possibly the library will also need expansion and updates during that time.

Equipment and Vehicles

The second largest category of capital spending is for vehicles and equipment, representing 34.6% of total spending in the CIP. The largest share of equipment needs, represented by the \$2.89 million in the CIP, comes from the Police Department, with \$1.5 million dedicated to replacing the aging patrol fleet. An estimated \$884,600 is dedicated to Public Works/Street equipment and vehicles and trucks, with the remaining reserved for inspection vehicles, A/C units, computers, and police equipment.

Infrastructure

The graph on the page following illustrates that 58.6% of the proposed spending is for infrastructure. This expense is related to the annual street, flood mitigation projects, and parking lot paving. The list of paved street locations is released at the beginning of the budget year. Any shared costs with Galveston County are not included here.

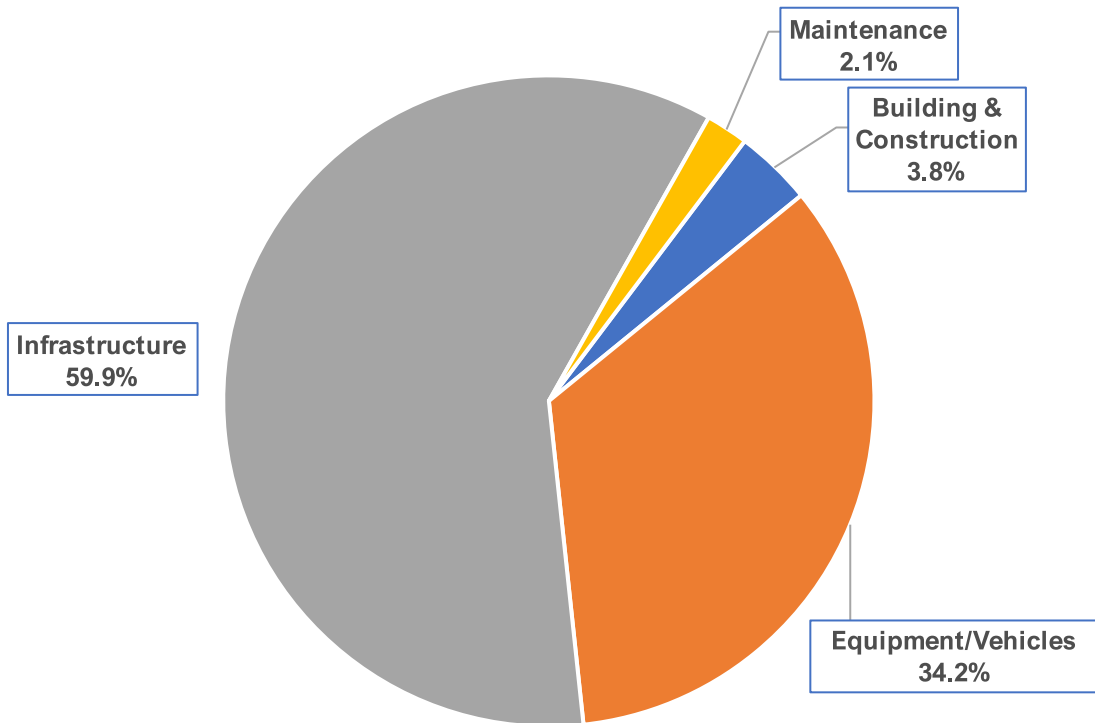
Conclusion of the American Rescue Plan Act Funding (ARPA)

The final expenditures for the American Rescue Plan Act Fund are expected to be paid by the end of 2025. These allocations were approved by the council in 2024 represent \$1,166,000 of the year 1 totals. As they are committed and funds, separate schedules are not included in this report.

Project Costs by Category

	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Total
Building & Construction		\$115,000		\$250,000		\$365,000
Equipment/Vehicles	\$713,000	\$1,157,900	\$435,000	\$422,000	\$520,000	\$3,247,900
Infrastructure	\$3,768,680	\$370,000	\$400,000	\$450,000	\$700,000	\$5,688,680
Maintenance		\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
Grand Total	\$4,481,680	\$1,692,900	\$885,000	\$1,172,000	\$1,270,000	\$9,501,580

Project Spending by Category



Funding the CIP

The City remains committed to making annual capital investments through diverse funding sources. As such, the City has maintained a strong financial position by leveraging State and Federal funds, grants, and Retained Earning balances to fund many capital improvements and purchases. The philosophy behind the CIP was to continue funding and investment in capital without drastically increasing the M&O debt burden. Over the past three years, the City has funded capital more than ever due to growth and lack of modernization. While the use of more recent general obligation and certificate of obligation bonds has been directed toward equipment and vehicles, this plan represents a continued emphasis on infrastructure and maintenance.

Below is a comprehensive list by department of anticipated project costs for Fiscal Years 2025 through 2025:

Project Costs by Department:

Estimated Project Costs by Department Fiscal Year

	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Total
Community Service		\$85,000	\$85,000	\$300,000	\$50,000	\$520,000
Facility Maint	\$20,000					\$20,000
Library (Facility Maint)		\$145,000			\$200,000	\$345,000
Parks		\$130,000				\$130,000
Police	\$693,000	\$478,300	\$400,000	\$162,000	\$400,000	\$2,133,300
Street	\$3,768,680	\$854,600	\$400,000	\$710,000	\$620,000	\$6,353,280
Grand Total	\$4,481,680	\$1,692,900	\$885,000	\$1,172,000	\$1,270,000	\$9,501,580

Conclusion

I want to thank the departments who helped make this Capital Improvement Plan as inclusive as possible. The City will continue to make additional strides towards improving its capital planning methods. The capital plan on the following pages highlights the City's ongoing responsibility to maintain its facilities, vehicles, equipment, and infrastructure and to make the necessary capital investments to meet the needs of our community. Many projects may be deferred to keep the funding mechanisms realistic, but we hope those can be included in the CIP in subsequent years. The CIP is a living document in the truest sense and will continue to be reevaluated and updated annually as part of the budget process. The CIP will also continue to be included as an appendix item in the annual budget, and we intend to pursue funding for each year of the program.

Respectfully Submitted,



City Manager

III. Capital Project Detail 2025-2029

Department	Category	Projects	Funding Codes	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)
Community Service	Building & Construction	City Hall Remodel/Office upgrade	General				250,000	
Community Service	Maintenance	Removal of Substandard structures	General		50,000	50,000	50,000	50,000
Community Service	Equipment/Vehicles	Department Vehicle	General		35,000	35,000		
Library (Facility Maint)	Infrastructure	Library Parking Lot	Grants					200,000
Library (Facility Maint)	Building & Construction	Remodel/Office upgrade	General		35,000			
Library (Facility Maint)	Equipment/Vehicles	New Air Conditioner (2nd of 2)	Fed Grant		30,000			
Library (Facility Maint)	Building & Construction	Remodel Bathrooms	General		45,000			
Library (Facility Maint)	Building & Construction	Remodel Kitchen	General		35,000			
Parks	Equipment/Vehicles	Park Improvements Berringer-Tully	General		100,000			
Parks	Equipment/Vehicles	Cameras & Lights for JT Park	General		30,000			
Police	Equipment/Vehicles	Flock safety Cameras (PD)	General		50,000			
Police	Equipment/Vehicles	Higher Ground Server (PD)	General	7,000				
Police	Equipment/Vehicles	40mm Launcher (PD)	General		1,500			
Police	Equipment/Vehicles	Police Shotguns	General		6,800			
Police	Equipment/Vehicles	Byrna Launchers-Non lethal equipment	General	5,000				
Police	Equipment/Vehicles	Bullet Collection Chamber	General		5,000			
Police	Equipment/Vehicles	Police Patrol Rifles	General		15,000			
Police	Equipment/Vehicles	Replace Admin/ Marked Police Cars	CIP Fund	315,000	360,000	360,000	122,000	360,000
Police	Equipment/Vehicles	Handheld Police Radios	General		40,000	40,000	40,000	40,000
Police	Equipment/Vehicles	Motorola MCC7500c Console-ARPA	Fed Grant	366,000				
Street	Infrastructure	Annual Street Paving (multiple locations)	General	225,000	370,000	400,000	450,000	500,000
Street	Infrastructure	Flood Mitigation Efforts CDBG MIT-MOD	Fed Grant	2,743,680				
Street	Infrastructure	Avenue P Drainage Project - ARPA	Fed Grant	800,000				
Street	Equipment/Vehicles	MACK 2500 Dump Truck	Fed Grant					120,000
Street	Equipment/Vehicles	Painter	General		3,600			
Street	Equipment/Vehicles	Side Mower	General		110,000			
Street	Equipment/Vehicles	Paver Machine	General		180,000			
Street	Equipment/Vehicles	Slope Mower	General		156,000			
Street	Equipment/Vehicles	Roller	General		35,000			
Street	Equipment/Vehicles	Street Sweeper	General				40,000	
Street	Equipment/Vehicles	Excavator	General				220,000	
Facility Maint	Equipment/Vehicles	Towable JIG lift	General	20,000				
				4,481,680	1,692,900	885,000	1,172,000	1,270,000

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

City Hall Remodel/Office Upgrade	\$	250,000
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TYPE:	Buildings	STATUS:	Awaiting funding
SUBTYPE:	Building Addition	Acct No#	01-501-9205

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 0
2027	\$ 0
2028	\$ 250,000
2029	\$ 0
FUNDED TOTAL	\$ 250,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 10,000
LAND ACQUISITION (ACRES)	
CONSTRUCTION	\$ 230,000
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 10,000
PROJECT TOTAL	\$ 250,000

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 250,000
PROJECT TOTAL	\$ 250,000

PROJECT DESCRIPTION:

Current office building will have to be renovated in the near future.

JUSTIFICATION:

Renovations and/or upgrades for the process of improving broken, damaged, or outdated structures. Adding/redesigning some office spaces.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	
2027	
2028	
2029	
	\$ 0

¹ **Additional Comments:**

This renovation could also include the installation of a backup gas generator at city hall

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Removal of Substandard Structures	\$ 200,000
--	-------------------

TYPE:	Buildings	STATUS:	Awaiting funding
SUBTYPE:	Other Land Imprvmt	Acct No#	01-503-9460

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 50,000
2027	\$ 50,000
2028	\$ 50,000
2029	\$ 50,000
FUNDED TOTAL	\$ 200,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 200,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 200,000

PROJECT DESCRIPTION:
Continuation of Community Service project
JUSTIFICATION:
The removal of blighted properties is an ongoing project by the planning group to increase economic development by making our city more attractive to investment and property investment.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2025
2026
2027
2028
2029
\$ 0
¹ Additional Comments:
In FY2023 the Santa Fe EDC awarded the City with \$100,000 to cover two fiscal years.
²
Possible continual funding from the EDC

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Community Services Vehicle	\$	70,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Vehicle	Acct No#	01-503-9056

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 35,000
2027	\$ 35,000
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 70,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 70,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 70,000

PROJECT DESCRIPTION:	
Vehicle replacement for Building Inspectors	
JUSTIFICATION:	
Current Building inspection vehicle is at the end of life and for safety reasons is recommended to be replaced.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 500
2028	\$ 500
2029	\$ 500
	\$ 1,500
¹ Additional Comments:	
Acceleration depends on the MegaTel timeline	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Flock Safety Cameras	\$	50,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 50,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 50,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 50,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 50,000

PROJECT DESCRIPTION:	
New PD Crime prevention equipment	
JUSTIFICATION:	
Crime Prevention: LPR cameras capture detailed data about license plates and vehicles used in crimes. By alerting law enforcement when a stolen or suspect vehicle enters an area, they can prevent further crime before it occurs.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
Est Maint 01-505 PD after warranty.	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Higher Ground Server	\$	7,000
-----------------------------	-----------	--------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 7,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 7,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 7,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 7,000

PROJECT DESCRIPTION:	
PD In-bound call server	
JUSTIFICATION:	
Public Safety Communications Solutions: HigherGround develops software for mission-critical public safety communications and contact center quality assurance. The PD uses this for recording in-bound calls.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
Est Maint 01-505 PD after warranty.	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

PD Launcher & Shotguns	\$	8,300
-----------------------------------	-----------	--------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	
2026	\$ 8,300
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 8,300

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 8,300
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 8,300

PROJECT DESCRIPTION:	
Police firearms and equipment	
JUSTIFICATION:	
The police department is wanting to purchase a city issued shotgun for each patrol officer. Each would be assigned to a unit at the PD.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 250
2028	\$ 250
2029	\$ 250
	\$ 750
¹ Additional Comments:	
Ammunition provided by seized funds	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Byrna Launchers-Non lethal	\$ 5,000
-----------------------------------	-----------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 5,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 10,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 10,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 10,000

PROJECT DESCRIPTION:	
Police firearms and equipment	
JUSTIFICATION:	
An effective non-lethal self-defense weapon. It's powered by compressed air (CO2) and shoots .68 caliber round kinetic and chemical irritant projectiles, capable of disabling a threat from up to 60 feet away. Less expense than tasers.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 500
2028	\$ 700
2029	\$ 700
	\$ 1,900
¹ Additional Comments:	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Weapon Unloading Chamber	\$ 5,000
---------------------------------	-----------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 5,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 5,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 5,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 5,000

PROJECT DESCRIPTION:	
Police firearms and equipment	
JUSTIFICATION:	
Function: The system allows operatives to test-fire their weapons safely, ensuring the chamber is empty and the firearm is ready for storage. Safety: barrel is fired in the unit's sleeve any bullet in the chamber enters the containment chamber without ricochet or harm to others nearby.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Police Patrol Rifles	\$ 15,000
-----------------------------	------------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 15,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 15,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 15,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 15,000

PROJECT DESCRIPTION:	
Police firearms and equipment	
JUSTIFICATION:	
City issued patrol rifles for each unit.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
City owned	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Replace Police Patrol & Admin Units	\$ 1,517,000
--	---------------------

TYPE:	Vehicles	STATUS:	Awaiting funding
SUBTYPE:	Vehicles	Acct No#	01-505-9056

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 315,000
2026	\$ 360,000
2027	\$ 360,000
2028	\$ 122,000
2029	\$ 360,000
FUNDED TOTAL	\$ 1,517,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	\$ 1,517,000
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 1,517,000

PROJECT DESCRIPTION:

Replacement of three (3) police vehicles

JUSTIFICATION:

To replace aging unmarked police units, all past their service life.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	\$ 0
2027	\$ 1,500
2028	\$ 1,500
2029	\$ 1,500
	\$ 4,500

¹ Additional Comments:

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Handheld Police Radios	\$	160,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 40,000
2027	\$ 40,000
2028	\$ 40,000
2029	\$ 40,000
FUNDED TOTAL	\$ 160,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	\$ 160,000
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 160,000

PROJECT DESCRIPTION:	
Replacement of patrol radios	
JUSTIFICATION:	
To replace aging police radios, all past their service life and no longer supported by the manufacturer.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Library Parking Lot Expansion	\$ 200,000
--------------------------------------	-------------------

TYPE:	Infrastructure	STATUS:	Awaiting funding
SUBTYPE:	Infrastructure	Acct No#	01-508-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 200,000
FUNDED TOTAL	\$ 200,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 200,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 200,000

PROJECT DESCRIPTION:	
New parking lot on the side library.	
JUSTIFICATION:	
Anytime there is an event at the park or the library we are overloaded with parking issues. People park in the grass at the school or on the road. Congestion, traffic patterns, and safety are a problem.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Library remodel/upgrade Rooms	\$	35,000
--------------------------------------	-----------	---------------

TYPE:	Building	STATUS:	Awaiting funding
SUBTYPE:	Building & Constr.	Acct No#	01-508-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 35,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 35,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 35,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 35,000

PROJECT DESCRIPTION:

Remodel meeting room and workroom/office floors and painting.

JUSTIFICATION:

We use these rooms everyday and would like to get the flooring and painting done.
 Workroom: we now have two offices in this shared space as well as the tables for working on big projects.
 Meeting room/lobby floors need to be replaced.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	\$ 0
2027	\$ 250
2028	\$ 250
2029	\$ 250
	\$ 750

¹ **Additional Comments:**

Est Repairs 01-528

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Library new smaller air conditioner	\$	30,000
--	-----------	---------------

TYPE:	Building	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-508-9054

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 30,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 30,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 30,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 30,000

PROJECT DESCRIPTION:	
Replacement of older air conditioner.	
JUSTIFICATION:	
The smaller air conditioner is at least 15 years old and will need to be replaced. This one runs the bathrooms and meeting room of the library.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 500
2028	\$ 500
2029	\$ 1,000
	\$ 2,000
¹ Additional Comments:	
Est Repairs 01-528	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Library remodel/upgrade bathrooms	\$ 45,000
--	------------------

TYPE:	Building	STATUS:	Awaiting funding
SUBTYPE:	Building & Constr.	Acct No#	01-508-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 45,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 45,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 45,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 45,000

PROJECT DESCRIPTION:	
Remodel bathroom. Need to be brought up to code and remodeled for ADA requirements	
JUSTIFICATION:	
Bathrooms; Remodel for ADA and code requirements; Have not been updated since 1987.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 1,000
2029	\$ 1,000
	\$ 2,000
¹ Additional Comments:	
Est Repairs 01-528	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Library remodel/upgrade kitchens	\$	35,000
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TYPE:	Building	STATUS:	Awaiting funding
SUBTYPE:	Building & Constr.	Acct No#	01-508-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 35,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 35,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 35,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 35,000

PROJECT DESCRIPTION:	
Remodel kitchens, new cabinets and floors.	
JUSTIFICATION:	
Kitchens: Remodel for ADA and code requirements; Have not been updated since 1987.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 250
2029	\$ 250
	\$ 500
¹ Additional Comments:	
Est Repairs 01-528	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Annual Street Paving	\$ 1,945,000
-----------------------------	---------------------

TYPE:	Infrastructure	STATUS:	Awaiting funding
SUBTYPE:	Infrastructure	Acct No#	01-509-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 225,000
2026	\$ 370,000
2027	\$ 400,000
2028	\$ 450,000
2029	\$ 500,000
FUNDED TOTAL	\$ 1,945,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 1,945,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 1,945,000

PROJECT DESCRIPTION:

Annual street paving program

JUSTIFICATION:

Over time, streets deteriorate due to weather, traffic, and wear. Repaving helps maintain a smooth surface, reducing hazards like potholes and cracks that can damage vehicles or cause accidents.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0

¹ Additional Comments:

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Flood Mitigation Street Paving	\$ 2,743,680
---------------------------------------	---------------------

TYPE:	Infrastructure	STATUS:	Awaiting funding
SUBTYPE:	Infrastructure	Acct No#	01-509-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 2,743,680
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 2,743,680

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 2,513,680
OTHER COSTS	\$ 100,000
PROJECT MANAGEMENT (10% cost of project)	\$ 130,000
PROJECT TOTAL	\$ 2,743,680

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	\$ 2,743,680
UNFUNDED	
PROJECT TOTAL	\$ 2,743,680

PROJECT DESCRIPTION:	
CDBG Flood Mitigation program	
JUSTIFICATION:	
Stormwater Management: Properly paved streets facilitate efficient drainage, preventing water accumulation and minimizing flooding risks. Some street can be designed to capture and infiltrate stormwater back into the ecosystem.	
STATUS:	
Grant awarded	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Dump Truck	\$ 120,000
-------------------	-------------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9064

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 120,000
FUNDED TOTAL	\$ 120,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 120,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 120,000

PROJECT DESCRIPTION:	
New Dump truck to haul dirt and gravel	
JUSTIFICATION:	
Clean out ditches and repairing roads. Hauling trees and large debris. Can also serve as a high water vehicle in an emergency.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
	\$ 0
¹ Additional Comments:	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Paving Machine	\$	180,000
-----------------------	-----------	----------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9057

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 180,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 180,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 180,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 180,000

PROJECT DESCRIPTION:

New street paving equipment

JUSTIFICATION:

Street paver will be used in road construction and maintenance. Its primary purpose is to lay down asphalt or concrete to create smooth, durable road surfaces.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	\$ 0
2027	\$ 1,000
2028	\$ 1,000
2029	\$ 1,000
	\$ 3,000

¹ **Additional Comments:**
Maintenance should offset existing expense on older units. 01-528

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Side Mower	\$	110,000
-------------------	-----------	----------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9065

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 110,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 110,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 110,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 110,000

PROJECT DESCRIPTION:	
New side mower	
JUSTIFICATION:	
To mow city ditches	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 1,000
2028	\$ 1,000
2029	\$ 1,000
	\$ 3,000
¹ Additional Comments:	
Maintenance should offset existing expense on older units. 01-528	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Slope Mower	\$	156,000
--------------------	-----------	----------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9060

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 156,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 156,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 156,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 156,000

PROJECT DESCRIPTION:	
Slope Mover Replacement	
JUSTIFICATION:	
City slope mower is specifically designed to tackle challenging terrain, such as hills, slopes, and rough areas. This especially useful in cities with ditches. This is a replacement of aging mowers that becoming more costly to operate.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 1,000
2027	\$ 1,000
2028	\$ 1,000
2029	\$ 1,000
	\$ 4,000
¹ Additional Comments:	
Maintenance should offset existing expense on older units. 01-528	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Steel Wheel Roller	\$	35,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9059

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 35,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 35,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 35,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 35,000

PROJECT DESCRIPTION:

New Street Roller

JUSTIFICATION:

Rollers is to apply direct pressure on loose materials (such as soil, dirt, or asphalt) to crush, knead, or vibrate them. This compaction process ensures that the foundation materials become more solid and stable, reducing the chance of shifting, crumbling, or sinking

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	
2027	\$ 500
2028	\$ 500
2029	\$ 500
	\$ 1,500

¹ **Additional Comments:**

Maintenance should offset existing expense on older units. 01-528

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Street Sweeper	\$	40,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9057

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 0
2027	\$ 0
2028	\$ 40,000
2029	\$ 0
FUNDED TOTAL	\$ 40,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 40,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 40,000

PROJECT DESCRIPTION:

Used Street Sweeper

JUSTIFICATION:

This equipment will remove litter, animal waste, and filth from streets and pavements. By doing so, they help control pollutants in stormwater, preventing hazardous materials from washing into ditches and habitats.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	
2027	
2028	
2029	\$ 500
	\$ 500

¹ **Additional Comments:**
Maintenance should offset existing expense on older units. 01-528

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Excavator	\$	220,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Heavy Equipment	Acct No#	01-509-9062

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 0
2027	\$ 0
2028	\$ 220,000
2029	\$ 0
FUNDED TOTAL	\$ 220,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 220,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 220,000

PROJECT DESCRIPTION:	
Replacement of aging equipment	
JUSTIFICATION:	
This equipment is designed to dig trenches, load dump trucks, clear vegetation, demolition, and clear ditches to name only a few items.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	
2027	
2028	
2029	\$ 5,000
	\$ 5,000
¹ Additional Comments:	
Maintenance should offset existing expense on older units. 01-528	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Berringer-Tully Park Improvements	\$	100,000
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TYPE:	Building	STATUS:	Awaiting funding
SUBTYPE:	Building & Constr.	Acct No#	01-513-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 100,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 100,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 100,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 100,000

PROJECT DESCRIPTION:
Begin making needed improvements to new park.

JUSTIFICATION:
The Comprehensive Master Plan directs the city to create and improve park space within the city. The newly purchased park needs many improvements after years of neglect.

STATUS:
Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 1,000
2028	\$ 1,000
2029	\$ 1,000
	\$ 3,000

¹ Additional Comments:
Est Maint 01-513 Parks

²

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

JT Park outside cameras & lights	\$	30,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-513-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 0
2026	\$ 30,000
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 30,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 30,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 0
PROJECT TOTAL	\$ 30,000

PROJECT DESCRIPTION:	
Replacement/addition of older cameras.	
JUSTIFICATION:	
Replacement/addition of outside cameras so we can get better digital pictures and video of the parking lot and the park. Plan to add one to the back and other side of the library.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2025	
2026	\$ 0
2027	\$ 250
2028	\$ 250
2029	\$ 500
	\$ 1,000
¹ Additional Comments:	
Est Maint 01-513 Parks	
²	

City Of Santa Fe Capital Improvements Program 2025-2029

PROJECT NAME

PROJECT TOTAL

Towable JIG lift	\$	20,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Other Equipment	Acct No#	01-509-9057

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2024 – Estimate	\$ 0
2025	\$ 20,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
2029	\$ 0
FUNDED TOTAL	\$ 20,000

PROJECT PHASE FUNDING	
PROFESSIONAL SERVICES	\$ 0
LAND ACQUISITION (ACRES)	\$ 0
CONSTRUCTION	\$ 0
OTHER COSTS	\$ 0
PROJECT MANAGEMENT (10% cost of project)	\$ 0
PROJECT TOTAL	\$ 0

FUNDING SOURCES	
GENERAL REVENUES	\$ 20,000
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 20,000

PROJECT DESCRIPTION:

New facilities equipment

JUSTIFICATION:

This equipment is designed to be deployed in areas where trees need to be trimmed, decorations or signs placed, building maintenance among other uses. Reduced the cost of renting the equipment.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2025	
2026	
2027	\$ 0
2028	\$ 0
2029	\$ 500
	\$ 500

¹ **Additional Comments:**
Maintenance should offset existing expense on older units. 01-528

²