

ANNUAL BUDGET

CITY OF SANTA FE

SANTA FE, TEXAS



FISCAL YEAR

OCTOBER 1, 2020 – SEPTEMBER 30, 2021

ELECTED OFFICIALS

<u>City Council</u>	<u>Term Expires</u>	<u>Occupation</u>
Jason Tabor Mayor	May, 2021	Entrepreneur
Claude Hoke IV Place #1	May, 2022	Project Manager
Jason O'Brien Place #2	May, 2021	Self Employed
Corey Jannett Place #3	May, 2021	Senior Benefits Advocate
Fidencio Leija, Jr. Place #4	May, 2022	Insurance Agent
Bill Pittman Place #5	May, 2022	Builder/Contractor

CITY COUNCIL

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

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

ADMINISTRATIVE STAFF

City Manager

Glen Adams

City Attorney

Charles Zech

Municipal Court Judge

Carlton A. Getty

City Secretary/Treasurer

Janet L. Davis

Director of Administrative Services

Stacey Baker

Community Services Director

Diana Steelquist

Public Safety Director

Philip Meadows

Library Director

Brenda Cheatham

Street Superintendent

Billy Creppon

Court Administrator

Lisa K. Snider

Fire Marshal

Tony Dauphine

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**MISSION
STATEMENT
AND GOALS**

CITY OF SANTA FE

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 employs many of its residents. A harmonic blend of urban growth with the grass roots of a small Texas town.

General Goals

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

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

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

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

BUDGET MESSAGE

CITY OF SANTA FE

The City of Santa Fe is excited to announce so many positive things for its Citizens due to collaboration and budgeting over the last few months. The proposed budget includes all below:

1. The City's Economic Development Corporation (EDC), Drainage District 1 (DD1), and the City's staff have coordinated for and agreed to work towards resolving serious flooding issues around Avenue P. This project will reduce the flooding risk for 32 businesses, Castle Estates, Triple Bar and areas South of the Railroad track which drains North through the canal splitting Castle Estates and Triple Bar.
2. The City's Economic Development Corporation (EDC) agreed to pay 50% of the first year's payment of our new Gradall excavator, as almost all the thoroughfare drainage moves through residential areas. The city accepted this generous offer and then changed the Street Departments budget for drainage from \$5,000 to \$45,000 for next year.
3. Galveston County invested heavily into Lidar mapping of the entire county's drainage, which is expected in the New Year. This information will allow the City to look at drainage issues with a new understanding of the full drainage pattern and allow us to develop full drainage pattern solutions to our flooding issues. The City Council has committed to support engineering assessments to prioritize and work to resolve these issues.
4. The Street Department's budget for roads has not changed in over a decade, this budget committed an extra \$35,000 to working on repaving roads. The City teams with the County and are now milling roads then paving them, re-using the millings instead of buying crushed concrete, and are now able to pave 2 miles of road a year, up from 1.6 miles.
5. The Police Department's Training Budget was raised to \$20,000 a year allowing the department to continue to professionally develop and be prepared for the many things the Police are required to deal with these days and never resourced for, i.e. de-escalation, non-lethal, sustained weapons qualification, clearing rooms/buildings, to name a few. We are also looking at Mental Health training and support options. We are challenging them to develop training for any emergent issues as well.
6. The Criminal Investigation Division will receive a little over \$15,000 in equipment to assist in solving/preventing crimes throughout the city.
7. Safety, since my arrival I have noticed the community seems to speed on all 30 MPH roads, run stop signs, and has for the most part no sidewalks for our community to safely walk down roads. The City Council and I are challenging our Police to get our citizens to drive at safe speeds and even slow down when passing pedestrians on roads. We will look at how we are doing in January and potentially hire a Deputy Marshal to do traffic enforcement if the community is not changing their driving habits. This Deputy Marshal will also allow the Judge via the Marshal's Office to accept community service in lieu of fines, to benefit the needs of the city.

8. We will hire a new full time Building Inspector. This will allow the city to speed up the permitting process, look at internal operations and find efficiencies, create and or simplify processes, and clean up process to eliminate confusion in what is required for all the variations of permits required.

9. The City Council has also agreed to change the contribution rate for retirement from 1.5:1 to 2:1 for all full-time city employees. This was deemed critical as the City does not participate in Social Security and therefore will not receive Social Security when they retire.

Additional good news items:

\$20,000 to install sprinkler system and sod the Therapeutic Garden behind City Hall.

\$10,000 a year for 3 years for College of the Mainland Scholarships for City Residents.

\$3,000 towards the Heritage Festival.

\$9,000 a year for 3 years to replace \$26,700 in Air Conditioning at the Webber Center and City Council Chamber. The new efficient units will likely pay for themselves in lowering power consumption.

Things we need to work towards in the New Year:

1. Fine tuning how the City Hall operates; this includes where people sit, the location of the conference room, finish automating with a hard push towards paperless transactions, and investigate creating a part time budget officer.

2. Comprehensive Plan: develop a grant packet to compete for a Comprehensive Plan through the GLO.

3. Create a local agreement between the Drainage District and the City to complete the "Avenue P Project." This starts with an engineering agreement where the City pays \$25K from Engineering and \$10K from Drainage coupled with the EDC's \$65K. After the Engineering is complete, we will again work with the EDC to fund the drainage project and request the City fund the outstanding balance.

4. We will work hard to support businesses and developers wishing to invest in the City of Santa Fe. We have already developed a PID Policy, we will actively engage in whatever process are necessary to develop opportunities for this City to grow within the Citizen's expectations and desires.

5. We will develop a lifecycle replacement plan to further assist in our budgeting efforts, to ensure an informed budget process.

6. We will develop a contingency fund that allows the City flexibility in addressing emergent issues without impacting the budget.

7. Supervisors will actively mentor subordinates to replace themselves, create opportunities for them to do so on a limited basis, and set the conditions for personal growth throughout their organization.

Respectfully,

Glen T. Adams

Glen T. Adams

City Manager

City of Santa Fe, Texas

GENERAL FUND

GENERAL FUND

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

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

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

GENERAL FUND SUMMARY

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Original 2019/20	Projected 2019/20	Proposed 2020/21
Beginning Fund Balance	1,567,331	1,555,537	1,456,335	1,407,767	1,865,948	2,089,598	2,126,321	2,244,827
Hurricane Ike uncollectible	(15,266)	(83,729)						
Revenues	5,721,277	6,652,860	5,330,533	6,095,734	6,689,338	6,200,181	6,896,649	6,115,926
Expenditures	5,717,805	6,668,333	5,379,101	5,637,553	6,428,965	6,183,920	6,778,143	6,289,236
Ending Fund Balance	1,555,537	1,456,335	1,407,767	1,865,948	2,126,321	2,105,859	2,244,827	2,071,517
Appropriated Fund Balance	3,472	(15,473)	(48,568)	458,181	260,373	16,261	118,506	(173,310)
8/11/20 jld								

2020/21 OPERATING BUDGET

01 -GENERAL FUND
FINANCIAL SUMMARY

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
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REVENUE SUMMARY

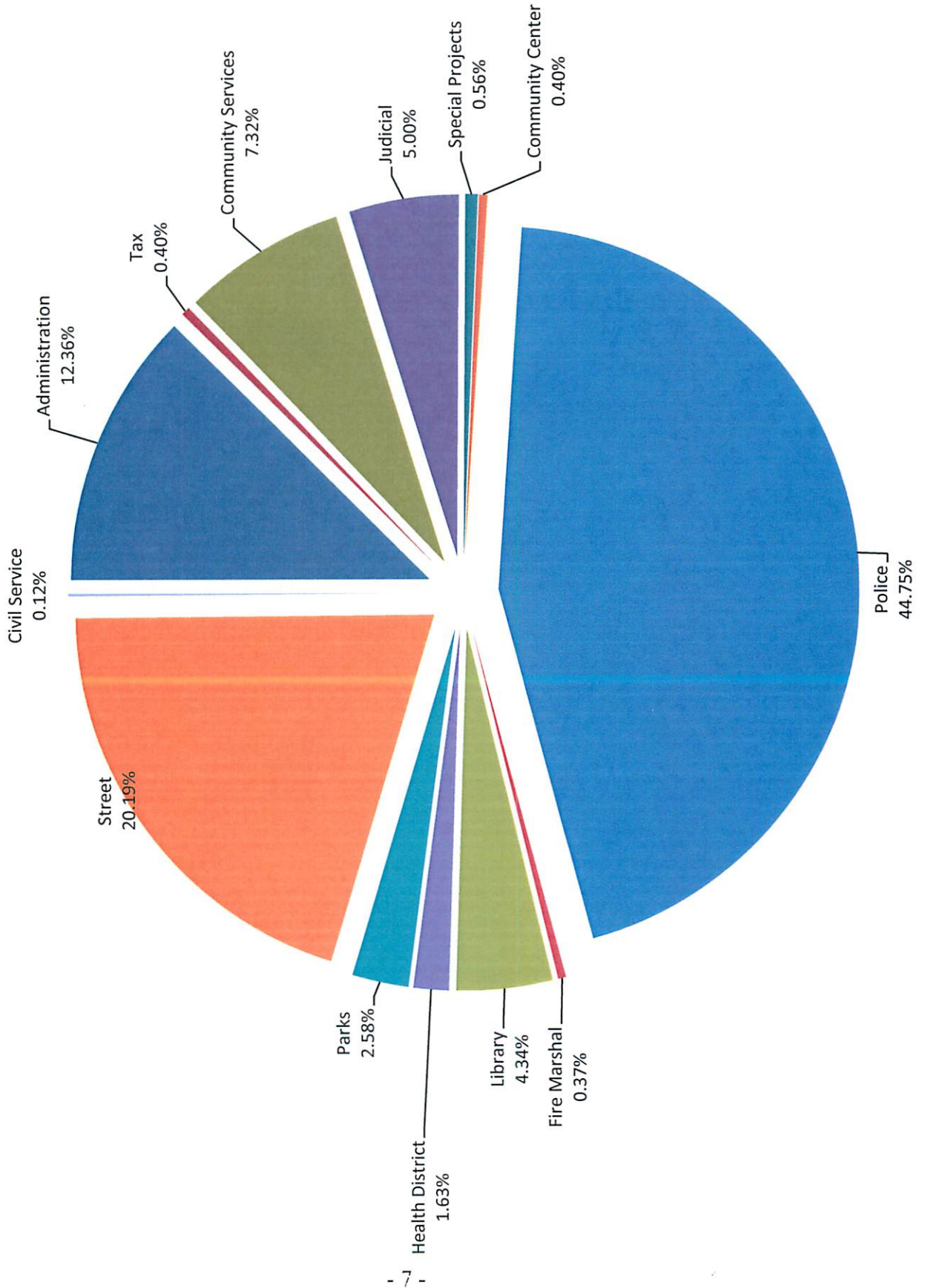
REVENUE CATEGORIES	<u>6,095,734</u>	<u>6,689,338</u>	<u>6,200,181</u>	<u>6,907,693</u>	<u>6,896,649</u>	<u>6,289,236</u>
*** TOTAL REVENUES ***	<u>6,095,734</u>	<u>6,689,338</u>	<u>6,200,181</u>	<u>6,907,693</u>	<u>6,896,649</u>	<u>6,289,236</u>

EXPENDITURE SUMMARY

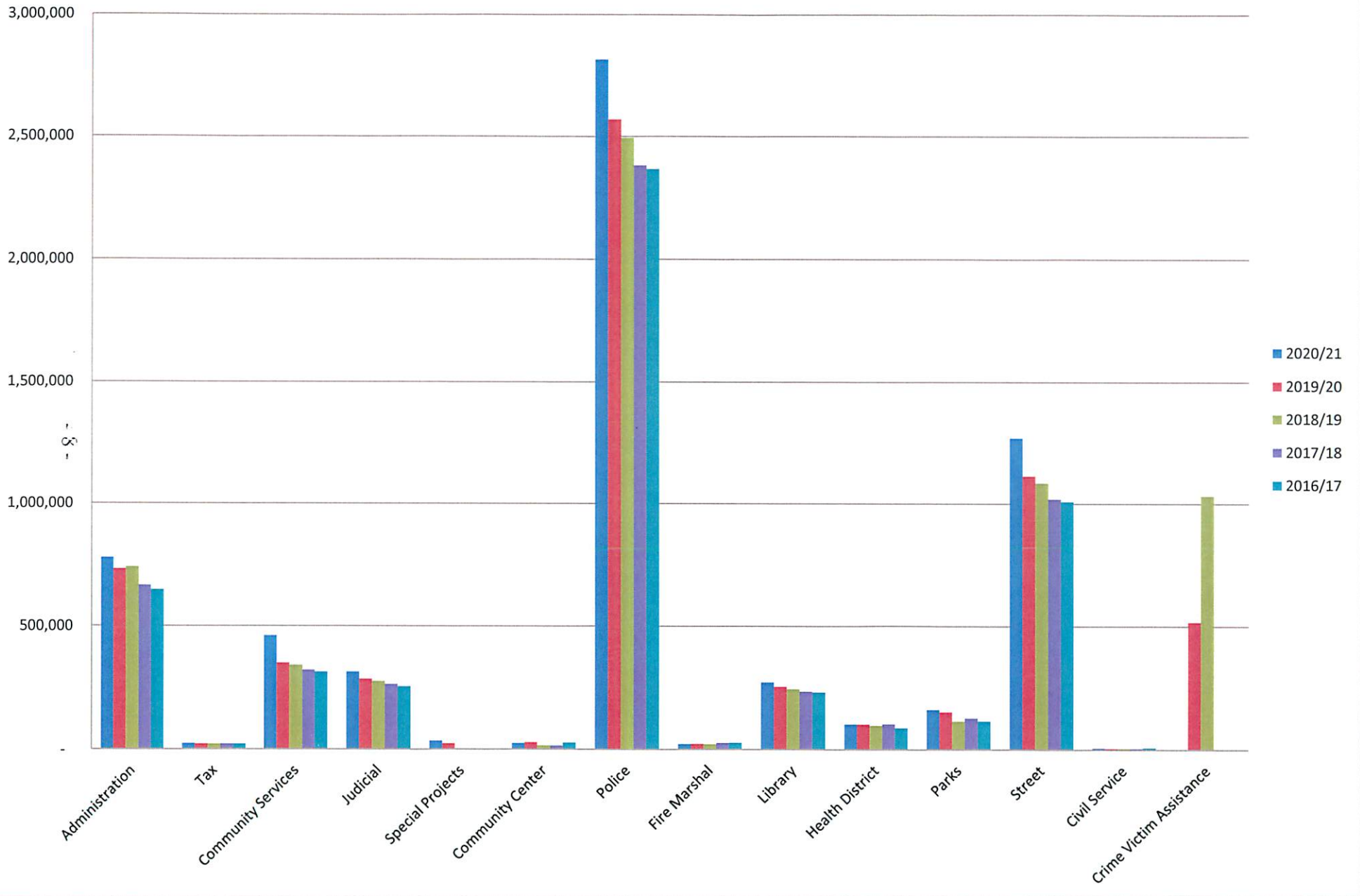
ADMINISTRATION	662,390	733,694	731,150	1,157,809	1,145,440	777,353
TAX	21,162	18,461	23,201	23,201	22,701	24,948
COMMUNITY SERVICES	331,850	329,132	350,036	371,991	365,849	460,671
JUDICIAL	252,027	313,866	285,539	296,112	285,709	314,424
POLICE	2,340,383	2,515,513	2,569,552	2,571,699	2,530,095	2,814,182
FIRE MARSHAL	18,216	19,125	23,593	23,593	23,365	23,339
PUBLIC SAFETY	407,678	143,877	102,203	112,203	108,403	102,203
LIBRARY	305,552	241,277	254,808	258,950	255,760	272,791
STREET	1,124,634	1,435,698	1,113,906	1,479,018	1,455,628	1,269,634
HOME/SAMHSA/SECO FUNDS	0	0	0	0	0	0
PARKS	98,941	110,804	152,083	160,803	157,763	162,210
SPECIAL PROJECTS	0	13,170	25,000	0	0	35,000
COMMUNITY CENTER	17,812	13,928	29,280	29,709	26,708	25,156
CIVIL SERVICE	4,602	4,983	6,022	5,522	4,300	7,325
CDBG DSR ROUND 1	0	0	0	0	0	0
CDBG DSR ROUND 2	0	0	0	0	0	0
CDBG DSR ROUND 2.2	0	0	0	0	0	0
CDBG 2013-14 GRANT	0	0	0	0	0	0
CRIME VICTIM ASST-federal	51,113	503,635	517,547	353,097	353,097	0
CDBG DISASTER RECOVERY	164	(19)	0	0	0	0
CDGB 2019-2020	0	95	0	41,786	41,786	0
HAZARD MTIGATION ASSIST	700	17,299	0	0	0	0
HMA - DD 1	189	(189)	0	0	0	0
CRIME VICTIM ASST-local	<u>140</u>	<u>14,616</u>	<u>0</u>	<u>1,539</u>	<u>1,539</u>	<u>0</u>
*** TOTAL EXPENDITURES ***	<u>5,637,553</u>	<u>6,428,965</u>	<u>6,183,920</u>	<u>6,887,032</u>	<u>6,778,143</u>	<u>6,289,236</u>

REVENUES OVER (UNDER) EXPENDITURES	<u>458,181</u>	<u>260,373</u>	<u>16,261</u>	<u>20,661</u>	<u>118,506</u>	<u>0</u>
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2020/2021 Operating Expenditures by Department



Annual Comparison Operating Expenses by Department



2020/21 OPERATING BUDGET

01 -GENERAL FUND
REVENUES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
TAXES AND FRANCHISE FEES							
47010	TAX REVENUE - CURRENT YEAR	2,070,671	2,157,713	2,260,415	2,280,415	2,280,000	2,424,646
47011	TAX REVENUE - DELINQUENT	36,828	42,756	35,000	35,000	31,000	30,000
47012	TAX REVENUE-PENALTY & INTERES	29,202	28,491	25,000	25,000	25,000	25,000
47013	TAX REV - RENDERED PENALTIES	0	0	0	0	0	0
47014	EXCESS FUNDS-PROP TAX	0	0	0	0	0	0
47015	TAX CERTIFICATES	0	0	0	0	0	0
47016	TAX REV-SPEC INVENTORY TAX	502	18	0	0	10	0
47020	CONTRACT FEE - GARBAGE	93,204	98,100	98,000	98,000	97,000	98,000
47021	FRANCHISE FEE - CABLE	170,223	183,022	180,000	180,000	185,000	185,000
47022	FRANCHISE FEE - GAS	29,625	29,126	30,000	30,000	29,000	29,000
47023	FRANCHISE FEE - ELECTRICITY	421,107	423,312	435,000	435,000	435,818	428,000
47024	FRANCHISE FEE - TELEPHONE	67,360	63,708	70,000	32,000	32,000	20,000
47030	CITY SALES TAX	1,247,631	1,293,293	1,324,000	1,360,000	1,360,000	1,500,000
47031	ADD'L SALES TAX-PROP TAX RED	623,815	646,646	662,000	680,000	680,000	750,000
47035	MIXED BEVERAGE TAX	13,884	13,859	15,000	15,000	11,000	13,000
DEPARTMENT REVENUES TOTAL		4,804,052	4,980,044	5,134,415	5,170,415	5,165,828	5,502,646

LICENSE AND PERMIT FEES

47105	WRECKER PERMITS	800	600	800	800	1,000	800
47107	HOME OCCUPATION LICENSE	0	0	0	0	0	0
47110	PEDDLER/VENDOR LICENSES	0	505	300	300	230	200
47112	MASS GATHERING PERMITS	0	0	0	0	0	0
47115	ALCOHOLIC BEVERAGE PERMITS	1,800	695	2,000	2,000	1,150	1,000
47120	OIL WELL DRILLING PERMITS	0	0	0	0	0	0
47122	SEISMIC PERMITS	0	0	0	0	0	0
47125	HAZARDOUS MATERIALS PERMITS	500	0	0	0	0	0
47127	OVERWEIGHT PERMIT - SHIPPING	0	0	0	1,798	1,798	0
47135	CULVERT PERMITS	18,000	21,830	20,000	10,000	10,500	10,000
47140	BUILDING PERMITS	194,245	152,054	110,000	165,000	165,000	160,000
47141	RE-INSPECTION FEES	0	250	0	0	560	0
47142	PLAN REVIEW FEES	67,605	45,328	35,000	50,000	51,500	35,000
47143	DEMOLITION PERMIT FEES	1,150	1,700	0	1,800	1,800	0
47145	MANUFACTURED HOME PERMITS	2,980	3,125	2,000	2,000	1,500	1,500
47146	MH PARK LICENSING	2,800	6,580	3,000	3,000	3,420	3,000
47155	SALVAGE YARD PERMITS	500	500	500	500	500	500
47160	HOUSE MOVING PERMITS	0	150	0	0	200	0
47165	PIPELINE FEES	2,175	1,575	2,175	2,175	1,975	1,975
47167	SECURITY ALARM INSP FEES	0	0	0	0	0	0
47170	SUBDIVISION PLAT FILING FEES	5,325	3,660	2,500	5,000	5,000	3,000
47171	ENGINEERING & CONSULTING FEES	1,150	2,164	0	0	832	0
47172	COMMUNITY PARK FEES	16,614	3,000	0	0	0	0
47175	ZONING CHANGE REQUEST FEES	950	4,800	2,000	2,000	1,800	2,000
47180	ZONING PERMITS	2,175	2,040	2,000	2,000	1,800	2,000
47190	FIRE PREVENTION FEES	12,610	18,499	15,000	15,000	13,000	15,000
47192	ROW EXCAVATION PERMIT	0	0	0	0	0	0
47196	GOLF CART REGISTRATION FEES	700	300	0	0	550	0
47199	CREDIT CARD CONVENIENCE FEE	0	0	0	0	281	0
DEPARTMENT REVENUES TOTAL		332,079	269,355	197,275	263,373	264,396	235,975

2020/21 OPERATING BUDGET

01 -GENERAL FUND

REVENUES

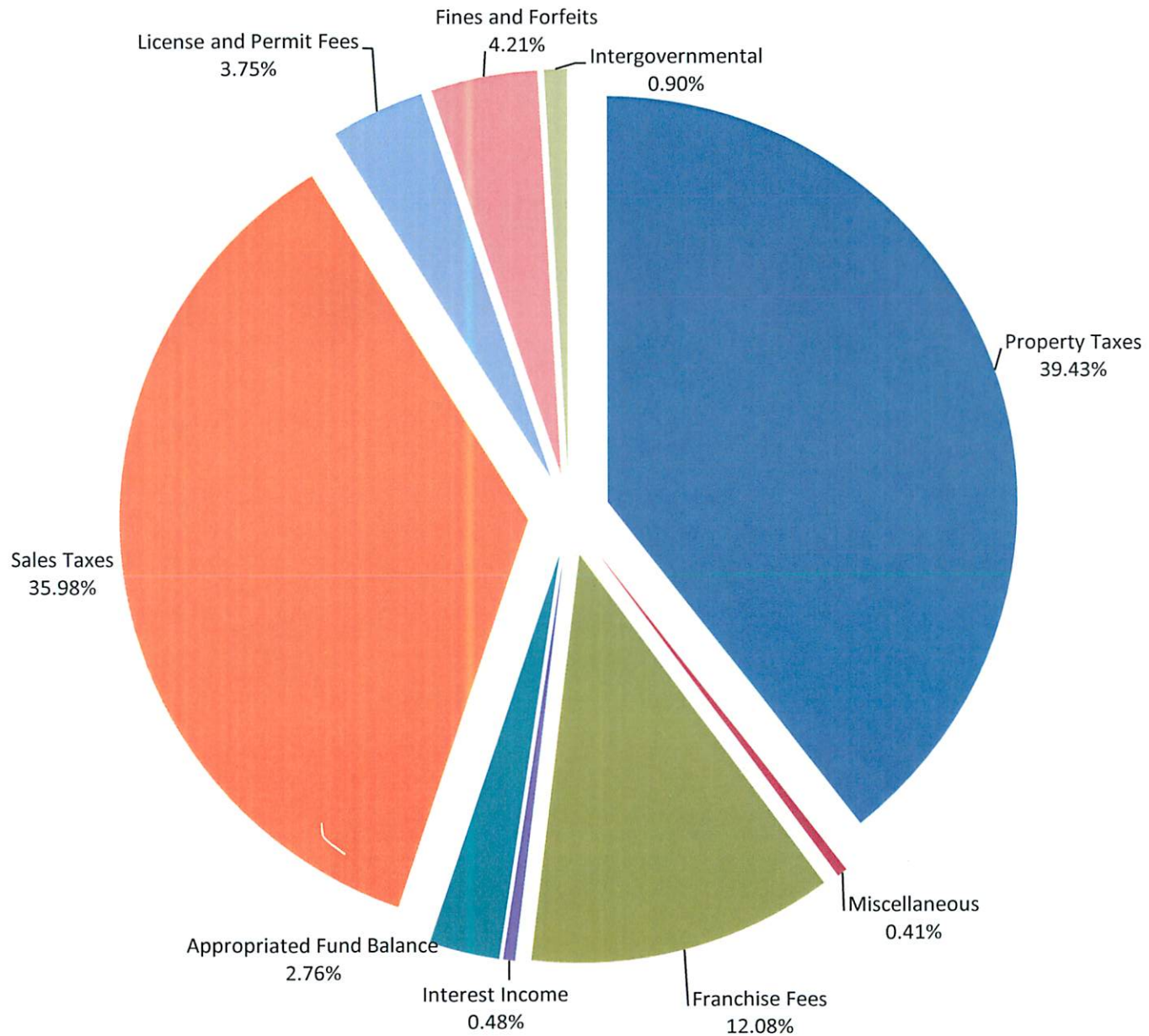
ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
FINES AND FORFEITS							
47203	CS2 - CHILD SAFETY FEE	2,280	0	1,500	1,500	1,300	1,500
47204	UNRECONCILED COURT FINES (25)		12	0	0	0	0
47205	MUNICIPAL COURT FINES	261,712	223,361	250,000	160,000	160,000	250,000
47206	BUILDING SECURITY FUND	2,221	2,722	3,000	3,000	1,480	2,500
47207	TECHNOLOGY FUND	2,155	0	3,000	3,000	1,219	1,000
47208	CREDIT CARD PROCESSING FEE	9,068	7,710	8,000	8,000	6,200	8,000
47209	CONTRIBUTION BY DEL TAX ATTY	0	0	0	0	0	0
47210	LIBRARY FINES	2,548	1,242	2,500	2,500	320	2,000
47215	CASH BOND FORFEITURES	0	0	0	0	0	0
DEPARTMENT REVENUES TOTAL		279,959	235,047	268,000	178,000	170,519	265,000
INTERGOVERNMENTAL REVENUE							
47307	ECONOMIC DEVELOPMENT CORP.	15,000	15,000	15,000	15,000	15,000	15,000
47312	TRAINING FUNDS FROM STATE	2,252	2,225	2,000	2,000	2,185	2,000
47313	POLICE SPECIALIZED TRAINING	0	0	0	0	0	0
47316	CONTRIBUTION BY SANTA FE ISD	0	245,000	0	0	0	0
47317	CONTRIBUTION BY SFEDC	0	0	0	0	0	39,423
47318	CONTRIBUTION BY TXDOT	0	0	0	0	0	0
47319	CONTR BY PVT CITIZEN/COMPANY	0	0	0	0	0	0
47320	NTF / DEA	0	0	0	0	0	0
47321	CONTRIBUTION BY GALV COUNTY	0	0	0	0	0	0
47322	SEIZED/AWARDED VEHICLE/EQPT	0	0	0	0	0	0
47323	POLICE GRANT	21,581	11,252	0	3,500	3,500	0
47324	STATE HOMELAND SECURITY GRANT	0	0	0	0	0	0
47325	LIBRARY GRANT	1,935	1,643	0	0	0	0
47330	AUTO CRIMES TASK FORCE	0	0	0	0	0	0
47342	DEMOLITION REIMBURSEMENT	0	0	0	0	0	0
47343	ANIMAL SHELTER REIMBURSEMENT	0	0	0	0	0	0
47345	WCID #8 - AUDIT REIMBURSEMENT	0	0	0	0	0	0
DEPARTMENT REVENUES TOTAL		40,768	275,120	17,000	20,500	20,685	56,423
MISCELLANEOUS REVENUE							
47405	FILING FEE - ABANDONMENT	0	200	0	0	0	0
47406	COMM CTR RENOV DONATION	0	0	0	10,000	10,000	0
47407	RUNGE PARK RENTAL	0	200	4,000	3,000	3,500	4,000
47408	WEBBER COMM CENTER RENTAL	11,150	7,100	8,000	4,000	4,000	8,000
47409	COMM CTR DEPOSIT FORFEITURES	186	100	0	0	63	0
47413	CHILD SAFETY FAIR DONATIONS	0	0	0	0	0	0
47414	CRIME PREVENTION DONATIONS	0	0	0	0	0	0
47415	LIBRARY MEMORIAL FUND	0	358	0	50	50	0
47416	LIBRARY DONATIONS	2,354	914	0	0	0	0
47417	PARK FUNDRAISERS/DONATIONS	0	0	0	0	0	0
47418	SFSRC DONATIONS	0	15,565	0	1,539	1,539	0
47419	CANINE PROGRAM DONATION	0	0	0	1,025	1,025	0
47420	INTEREST & INVESTMENT INCOME	29,391	43,539	40,000	35,500	35,500	30,000
47421	INTEREST-LIBRARY EXPANSION	0	0	0	0	0	0
47422	KEEP SF BEAUTIFUL DONATION	0	0	0	0	0	0

2020/21 OPERATING BUDGET

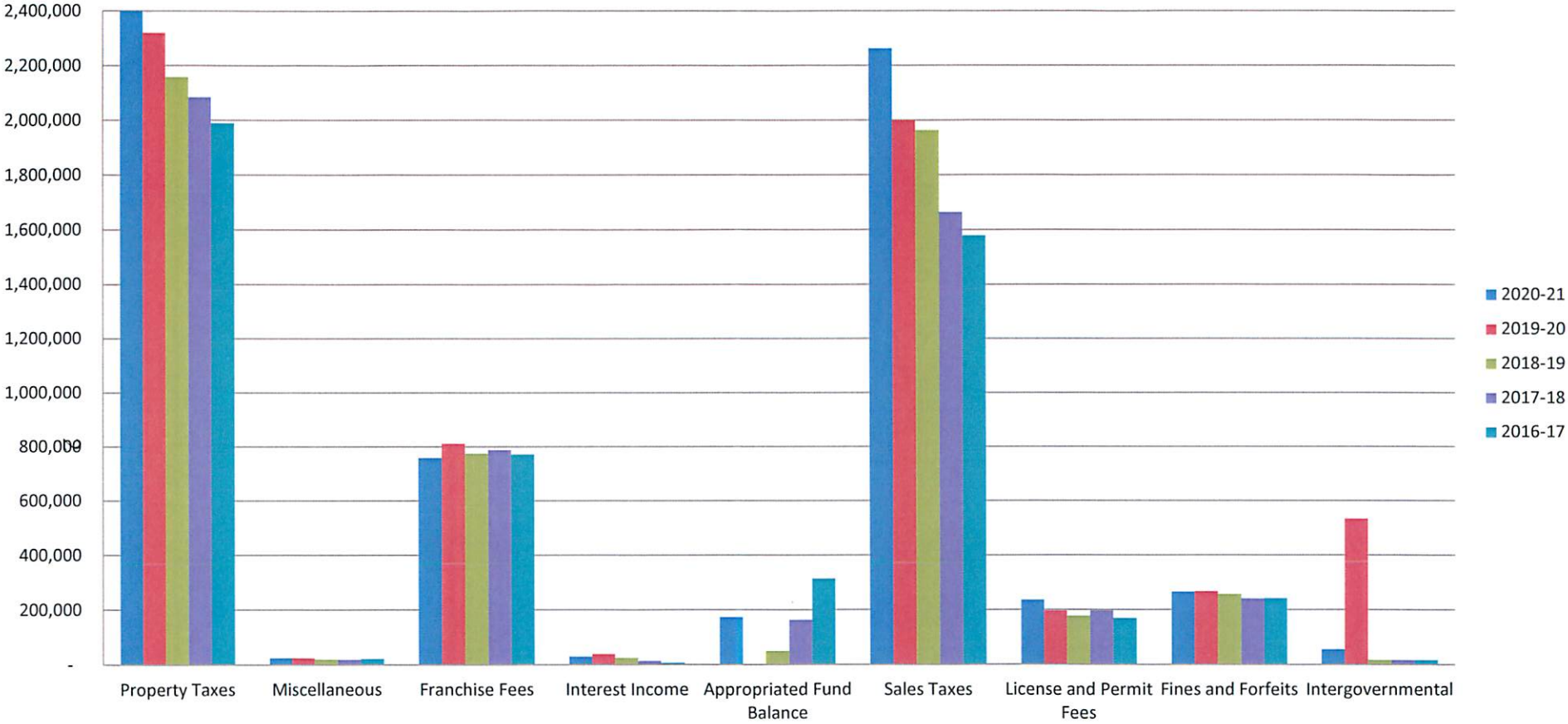
01 -GENERAL FUND
REVENUES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
47423	INTEREST-SPEC PROJECTS/PARKS	0	0	0	0	0	0
47427	SEIZED FUND REVENUE	0	0	0	0	0	0
47428	4TH OF JULY REV & DONATIONS	0	0	0	0	0	0
47430	COPIES / MAPS	3,368	3,450	3,000	3,000	2,500	3,000
47431	SUBDIVISION ST LIGHT REV.	372	372	931	931	931	1,862
47433	SF FIRE & RESCUE DONATION	0	0	0	0	0	0
47435	LEASE OF PROPERTY	7,850	8,728	9,000	9,000	9,020	9,020
47440	SALE OF ASSETS	0	12,000	0	36,000	36,000	0
47441	SALE OF ASSETS-CRIME PREVENT.	0	0	0	0	0	0
47445	OTHER FINANCING SRCES-CAPITAL	118,629	256,746	0	476,612	476,612	0
47446	OTHER FINAN SRCES-EQUIP/WARRNT	0	31,035	0	0	0	0
47450	COMMISSION ON TELEPHONES-JAIL	0	0	0	0	0	0
47459	INSURANCE PMT - HAIL STORM	59,243	0	0	63,735	63,735	0
47460	INS REIMB-DAMAGED/WRECKED AUT	3,469	1,500	0	0	0	0
47470	CONTRIBUTION BY DEVELOPER	0	0	0	0	0	0
47480	OTHR FINANCING SRCES-OPERATION	0	0	0	0	0	0
47485	FEMA FUNDS	316,902	(15,125)	0	0	0	0
47486	REBUILD TEXAS FUNDS	30,710	(371)	0	0	278	0
DEPARTMENT REVENUES TOTAL		583,624	366,311	64,931	644,392	644,753	55,882
<u>OTHER REVENUE</u>							
47951	SALE OF SEIZED ASSETS	0	0	0	0	0	0
47952	MISCELLANEOUS REVENUE.	4,000	883	1,000	1,000	585	0
47980	APPROPRIATED FUND BALANCE	0	0	0	0	0	173,310
47991	HOME PROGRAM-STATE/LOCAL FUND	0	47,251	0	10,000	10,000	0
DEPARTMENT REVENUES TOTAL		4,000	48,134	1,000	11,000	10,585	173,310
<u>CDBG GRANT</u>							
48000	SECO BLOCK GRANT	0	0	0	0	0	0
48005	CARES ACT GRANT ALLOCATION	0	0	0	207,130	207,000	0
48015	CDBG-DRS1-FEDERAL FUNDS	0	0	0	0	0	0
48016	CDBG-DRS1-LOCAL/WCID#8	0	0	0	0	0	0
48017	CDBG-DRS2-LOCAL/WCID#8	0	0	0	0	0	0
48018	CDBG-DRS2.1-FEDERAL FUNDS	0	0	0	0	0	0
48019	CDBG-DRS2.2-FEDERAL FUNDS	0	0	0	0	0	0
48020	CDBG 2013/14--FEDERAL FUNDS	0	0	0	0	0	0
48021	CDBG 2013/14--LOCAL/WCID#8	0	0	0	0	0	0
48022	CDBG-DR - FEDERAL	0	0	0	0	0	0
48023	CDBG-DR-LOCAL/WCID#8	0	0	0	0	0	0
48025	HAZARD MITIGATION-LOCAL/WCID	0	4,500	0	0	0	0
48026	HAZARD MITIGATION-FEDERAL	0	13,500	0	0	0	0
48027	CDBG-2019/20-LOCAL/WCID #8	0	0	0	0	0	0
48028	CDBG-2019/20-FEDERAL	0	0	0	41,786	41,786	0
48029	CDBGDR-C093 FEDERAL	0	0	0	0	0	0
48030	VOCA GRANT	51,252	497,327	517,560	371,097	371,097	0
DEPARTMENT REVENUES TOTAL		51,252	515,327	517,560	620,013	619,883	0
<u>TOTAL REVENUES</u>							
***	TOTAL REVENUES ***	6,095,734	6,689,338	6,200,181	6,907,693	6,896,649	6,289,236

2020/2021 Revenue Sources by Category



ANNUAL COMPARISON OPERATING REVENUE BY CATEGORY



**CITY OF SANTA FE
2020/21 FISCAL YEAR BUDGET
VALUE FOR 2020 CITY TAX ROLL**

Certified Taxable - freeze adjusted	\$ 714,941,856
Under Review Taxable	61,643,854
Subtotal Taxable - freeze adjusted	\$ 776,585,710
2020 No new revenue rate	\$ 0.294043
No increase	0.0000
less debt service tax rate	0.026677
2020 M & O Tax Rate	\$ 0.267366
Estimated Assessed Valuation	\$ 7,765,857
X proposed tax rate	0.267366
Freeze adjusted levy	\$ 2,076,326
+ certified freeze ceiling	422,773
+ under review freeze ceiling	26,574
Current Levy	\$ 2,525,673
Collection Rate	96.00%
Total Current Levy Budgeted	\$ 2,424,646

DEPARTMENTAL ANALYSIS

CITY OF SANTA FE
ANNUAL BUDGET
2020/2021

DEPARTMENT – Administration

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

General Management:

- provide quality information to City Council in order to promote informed decision making on policy issues
 - ◆ timely and accurate agenda materials
 - ◆ monthly updates on general information and department activities

- provide effective leadership, properly carry out policies, and guide and review department operations
 - ◆ regular staff meetings
 - ◆ annual performance reviews

- promote increased public awareness of city activities, issues, and services
 - ◆ newspaper articles/press releases/Blackboard CTY notifications/social media

2020/21 OPERATING BUDGET

01 -GENERAL FUND
ADMINISTRATION
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
<u>CAPITAL EXPENDITURES</u>							
501-9050	CE-LAND	0	0	0	0	0	0
501-9051	CE-BUILDINGS & STRUCTURES	0	0	0	63,735	63,735	0
501-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	26,000	26,000	25,234	25,234
501-9053	CE-INSTRUMENTS	0	0	0	0	0	0
501-9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	2,100
501-9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	0	0	100,000	100,000	0
EXPENSE CATEGORY TOTAL		0	0	26,000	189,735	188,969	27,334
<u>INSURANCE</u>							
501-9105	I-FIRE, LIAB., & EXT. COVERAG	107,212	116,668	116,000	121,000	120,900	135,000
EXPENSE CATEGORY TOTAL		107,212	116,668	116,000	121,000	120,900	135,000
<u>MAINTENANCE & REPAIRS</u>							
501-9205	MR-BUILDINGS & STRUCTURES	3,150	2,770	2,500	2,500	2,000	2,000
501-9210	MR-FURNITURE AND OFFICE EQUIP	2,359	2,453	2,500	2,500	3,200	2,500
501-9215	MR-INSTRUMENTS	60	76	200	200	360	400
501-9220	MR-MACHINERY, TOOLS, & EQUIP.	322	302	600	1,200	1,200	1,000
501-9222	MR-PARKING LOT	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		5,891	5,601	5,800	6,400	6,760	5,900
<u>PERSONNEL SERVICES</u>							
501-9305	PS-RETIREMENT CONTRIBUTION	32,776	35,864	36,253	36,253	42,000	51,757
501-9307	PS-EXTRA HELP	102	0	0	0	0	0
501-9310	PS-GROUP INSURANCE BENEFITS	29,736	28,125	36,323	36,323	25,000	31,167
501-9315	PS-JANITORIAL	0	0	0	0	0	0
501-9320	PS-LONGEVITY	4,930	5,170	4,090	4,090	4,090	2,835
501-9325	PS-MEDICARE & SOCIAL SECURITY	42,092	44,893	4,443	15,802	15,802	4,690
501-9326	PS-WITHHOLDING TAX PENALTY	0	627	0	0	0	0
501-9329	PS-OVERTIME	0	0	0	3,800	3,800	0
501-9330	PS-REGULAR PAYROLL	260,230	294,515	295,965	340,000	338,000	314,256
501-9335	PS-TRAINING & TRAVEL-STAFF	4,060	3,341	5,000	15,000	13,000	10,000
501-9336	PS-TRAINING & TRAVEL-COUNCIL	7,353	10,988	10,000	10,000	10,568	12,000
501-9337	PS-CELL PHONE ALLOWANCE	0	0	0	0	417	0
501-9338	PS-CAR ALLOWANCE	6,390	6,390	6,390	6,390	6,375	6,390
501-9340	PS-UNEMPLOYMENT TAXES	10,359	1,411	450	2,300	2,300	450
501-9345	PS-WORKERS' COMPENSATION	638	572	688	688	688	726
EXPENSE CATEGORY TOTAL		398,666	431,896	399,602	470,646	462,040	434,271

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 ADMINISTRATION
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
SPECIAL SERVICES							
501-9405	SS-ACCOUNTING SERVICES	29,642	29,500	35,000	35,000	31,000	40,000
501-9410	SS-ADVERTISING	2,874	3,794	5,000	5,000	4,000	5,000
501-9425	SS-DUES AND SUBSCRIPTIONS	6,611	6,365	7,000	7,000	6,700	7,000
501-9428	SS-ECONOMIC DEVELOPMENT	0	0	0	0	0	0
501-9430	SS-ELECTION EXPENSES	9,568	30,674	10,000	0	0	15,000
501-9433	SS-JANITORIAL SERVICES	2,066	2,066	2,100	2,100	2,361	2,500
501-9435	SS-LEGAL EXPENSES	16,018	14,157	15,000	20,000	20,000	18,000
501-9440	SS-MEDICAL EXPENSES	0	280	0	0	70	0
501-9455	SS-ORDINANCE CODIFICATION	350	350	2,500	2,500	2,800	2,000
501-9457	SS-BUSINESS FINCL ASST GRANT	0	0	0	187,330	187,330	0
501-9460	SS-PROFESSIONAL/CONTRACT SVCS	55,963	29,269	57,800	57,800	57,000	30,000
501-9461	SS-SOCIAL MEDIA ARCHIVING	0	4,788	4,788	4,788	4,788	4,788
501-9462	SS-UNCOLLECTIBLE DEBT-WM	0	0	0	0	0	0
501-9465	SS-SOFTWARE MAINTENANCE SVCS.	12,528	13,073	14,000	14,000	15,633	16,000
501-9467	SS-WEBSITE & WEBMAIL SVCS	660	27,046	15,500	15,500	15,750	18,500
EXPENSE CATEGORY TOTAL		136,280	161,362	168,688	351,018	347,432	158,788
SUPPLIES AND MATERIALS							
501-9520	SM-CERTIFICATES, PLAQUES, ETC	1,268	2,105	500	500	1,000	1,000
501-9525	SM-CHEMICAL, MEDICAL, SURGICA	0	0	0	0	0	0
501-9534	SM-FURNITURE & OFFICE EQUIP	0	2,659	500	4,200	4,200	1,000
501-9535	SM-FUEL	0	0	0	0	0	0
501-9537	SM-INSTRUMENTS	0	0	0	0	0	0
501-9540	SM-JANITORIAL	376	849	800	800	800	800
501-9550	SM-MACHINERY, TOOLS, & EQUIP.	750	0	0	0	0	0
501-9560	SM-OFFICE SUPPLIES & POSTAGE	4,834	5,680	5,500	5,500	5,500	5,500
501-9580	SM-SMALL TOOLS & SUPPLIES	156	165	100	100	245	200
501-9590	SM-WEARING APPAREL	0	0	0	250	250	200
EXPENSE CATEGORY TOTAL		7,384	11,458	7,400	11,350	11,995	8,700
UTILITIES							
501-9605	U-GAS	145	150	160	160	144	160
501-9610	U-LIGHT AND POWER	2,494	2,409	2,800	2,800	2,500	2,500
501-9620	U-TELEPHONE	4,161	3,957	4,500	4,500	4,500	4,500
501-9625	U-WATER	157	193	200	200	200	200
EXPENSE CATEGORY TOTAL		6,957	6,709	7,660	7,660	7,344	7,360
*** DEPARTMENT TOTAL ***		662,390	733,694	731,150	1,157,809	1,145,440	777,353

501-9052 CE-FURNITURE & OFFICE EQUIP. CURRENT YEAR NOTES:
 2nd of 4 lease purchase payments on city-wide technology improvements, specifically workstation hardware and software upgrades

501-9054 CE-MACHINERY, TOOLS, & EQUIP. CURRENT YEAR NOTES:

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 ADMINISTRATION
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
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							1st of 3 lease purchase payments on replacement A/C unit for council chambers
501-9105	I-FIRE, LIAB., & EXT. COVERAGE						CURRENT YEAR NOTES: Includes liability and property insurance coverage for all departments and all property and vehicles; also includes deductibles for insurance claims and litigation
501-9205	MR-BUILDINGS & STRUCTURES						CURRENT YEAR NOTES: Extermination of building (300), termite treatment (128), and routine maintenance
501-9210	MR-FURNITURE AND OFFICE EQUIP.						CURRENT YEAR NOTES: Includes 1/2 copier maintenance agreement (2,300) and other routine office equipment maintenance
501-9305	PS-RETIREMENT CONTRIBUTION						CURRENT YEAR NOTES: 7% contribution rate matched 2 to 1, effective 1.1.21
501-9310	PS-GROUP INSURANCE BENEFITS						CURRENT YEAR NOTES: Includes 3.8% increase in cost of medical insurance premium
501-9320	PS-LONGEVITY						CURRENT YEAR NOTES: \$5 per month per year of service per employee
501-9325	PS-MEDICARE & SOCIAL SECURITY						CURRENT YEAR NOTES: Medicare contribution for all employees and social security contribution for part-time employees who do not qualify for participation in the city's retirement plan
501-9330	PS-REGULAR PAYROLL						CURRENT YEAR NOTES: Includes average 3% wage increase
501-9335	PS-TRAINING & TRAVEL-STAFF						CURRENT YEAR NOTES: Includes training costs for administrative personnel
501-9336	PS-TRAINING & TRAVEL-COUNCIL						CURRENT YEAR NOTES: Includes training costs for members of the City Council
501-9338	PS-CAR ALLOWANCE						CURRENT YEAR NOTES: \$500 monthly allowance for city manager and \$32 monthly allowance for city secretary
501-9405	SS-ACCOUNTING SERVICES						CURRENT YEAR NOTES: Annual financial audit, including single audit services
501-9410	SS-ADVERTISING						CURRENT YEAR NOTES: Includes advertising expenses for tax rate and budget hearing notices, ordinance caption publications, job openings, etc.

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 ADMINISTRATION
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
501-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Membership dues to TML (\$2,900), TCMA (\$350), TMCA (\$200), HGAC (\$489), Gulf Coast eNews (\$400), State Directory (\$122), Local Government Code, SF Chamber (\$100), GCM&C Assoc (\$100), Galveston County Daily News (\$230), ASCAP (\$350), Internet connection (\$809), ICSC membership (\$390), and online access to code of ordinances (\$475)					
501-9435	SS-LEGAL EXPENSES	CURRENT YEAR NOTES: City Attorney retainer fee (\$1,000/mo) and other legal expenses, as necessary, including litigation deductibles					
501-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Information technology services (\$24,000) for 16 hrs. each month, Ethernet services (\$3,400), bulk shredding services (\$600), and GCCC assessment (1,000)					
501-9461	SS-SOCIAL MEDIA ARCHIVING	CURRENT YEAR NOTES: Social media archiving services at \$399/mo. for 3000 new records per month					
501-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Financial software (Incode) maintenance and support and anti-virus software licenses					
501-9467	SS-WEBSITE & WEBMAIL SVCS	CURRENT YEAR NOTES: Website hosting and maintenance (\$3,500) and webmail hosting services (\$15,000)					
501-9520	SM-CERTIFICATES, PLAQUES, ETC.	CURRENT YEAR NOTES: Plaques, nameplates, certificates, frames, sympathy plants and cards, etc.					
501-9605	U-GAS	CURRENT YEAR NOTES: 1/2 of City Hall gas bill					
501-9610	U-LIGHT AND POWER	CURRENT YEAR NOTES: 1/2 of electricity costs for City Hall and expenses for security light in parking lot					
501-9620	U-TELEPHONE	CURRENT YEAR NOTES: PRI voice services (\$2,500), digital voice services (\$276), fax line (\$720), and city manager cell phone expenses (\$600)					
501-9625	U-WATER	CURRENT YEAR NOTES: 1/2 of basic water bill					

**CITY OF SANTA FE
ANNUAL BUDGET
2020/2021**

DEPARTMENT – Tax

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Contract with the County of Galveston for the assessment and collection of current and delinquent city ad valorem property taxes.
2. Maintain a collection rate of 96 percent of current property tax levy.
 - a. Collection rate: 96.69% (2007/08); 96.70% (2008/09);
 97.82% (2009/10); 97.57% (2010/11);
 98.84% (2011/12); 97.82% (2012/13);
 97.47% (2013/14); 97.53% (2014/15);
 97.74% (2015/16); 97.21% (2017/18);
 98.27% (2018/19); 97.69% (2019/20)
3. Serve as information and assistance resource for citizens having tax and appraisal questions or problems.

POSITIONS ---

2020/21 OPERATING BUDGET

01 -GENERAL FUND

TAX

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
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SPECIAL SERVICES

502-9420	SS-APPRAISAL DISTRICT	19,245	16,899	20,701	20,701	20,701	22,448
502-9460	SS-PROFESSIONAL/CONTRACT SVCS	<u>1,917</u>	<u>1,562</u>	<u>2,500</u>	<u>2,500</u>	<u>2,000</u>	<u>2,500</u>

EXPENSE CATEGORY TOTAL		<u>21,162</u>	<u>18,461</u>	<u>23,201</u>	<u>23,201</u>	<u>22,701</u>	<u>24,948</u>
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***	DEPARTMENT TOTAL	***	21,162	18,461	23,201	23,201	22,701	24,948
			=====	=====	=====	=====	=====	=====

502-9420 SS-APPRAISAL DISTRICT CURRENT YEAR NOTES:
City's share of Galveston Central Appraisal District expenses

502-9460 SS-PROFESSIONAL/CONTRACT SVCS. CURRENT YEAR NOTES:
Tax collection agreement with County of Galveston

**CITY OF SANTA FE
ANNUAL BUDGET
2020/2021**

DEPARTMENT – Community Services

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

a. Building permit statistics/number of inspections:

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

<u>Fiscal Year</u>	<u>Permits</u>	<u>Inspections</u>
2014/15	665	1062
2015/16	636	1017
2016/17	871	1394
2017/18	872	1113
2018/19	1014	1805
2019/20	1203	2406

- b. Zoning permit statistics
 - permits issued (FY16)- 51; (FY17)- 62; (FY18)- 67; (FY19)- 80; (FY20)- 96
 - c. Modify code inspection documentation and audit system to increase system usability and accountability.
 - d. Modify plan check routine.
2. Increase and expedite the number of health and nuisance violations cases processed.
- a. Continue a code enforcement level of:
 - ◆ abatement of at least two substandard buildings per year
 - ◆ initiate ten code enforcement cases per code enforcement officer per month
 - b. Health nuisance cases - immediate court action for repeat offenders
 - ◆ cases generated (FY17) - 241; (FY18) - 97; (FY19) - 161; (FY20)-67
 - ◆ cases resolved (FY17) - 215; (FY18) - 90; (FY19) - 107; (FY20)-32
 - ◆ court cases (FY17) - 23; (FY18) - 18; (FY19) - 24; (FY20)-12
 - ◆ cases pending (FY17) - 26; (FY18) - 7; (FY19) - 13; (FY20)-12
 - ◆ off-premise signs: (FY17) - 0; (FY18) - 0; (FY19) - 1; (FY20)- 0
 - c. Continue working to demolish substandard buildings, using city resources, if necessary
 - ◆ Substandard cases opened (FY15)-23; (FY16)-13; (FY17)-16; (FY18)-4; (FY19)- 0; (FY20)- 0
 - ◆ Substandard buildings abated by property owner (FY15)-14; (FY16)- 7; (FY17)-12; (FY18)-2; (FY19)-20; (FY20)- 0
 - ◆ Substandard buildings abated by use of city funds (FY15)- 0; (FY16)- 1; (FY17)- 0; (FY18)-0; (FY19)- 0; (FY20)- 0
 - ◆ Substandard buildings abated by federal grant (FY16)- 2; (FY19)-1
3. Implement strategic training of technical personnel to expand basic competencies and qualifications.
4. Implement necessary department policies and protocols to improve service delivery and effectiveness.

POSITIONS --- Community Services Director
 Building Official/Code Enforcement Officer
 Building Inspector
 Administrative Assistant/Code Enforcement Officer
 Community Services Assistant

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY SERVICES
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
<u>CAPITAL EXPENDITURES</u>							
503-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
503-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
503-9053	CE-INSTRUMENTS	0	0	0	0	0	0
503-9056	CE-MOTOR VEHICLES	0	0	0	15,815	15,815	6,500
503-9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	15,815	15,815	6,500
<u>MAINTENANCE & REPAIRS</u>							
503-9205	MR-BUILDINGS & STRUCTURES	1,784	1,843	1,800	1,800	500	1,000
503-9210	MR-FURNITURE AND OFFICE EQUIP	2,011	2,277	3,000	3,000	3,000	3,000
503-9215	MR-INSTRUMENTS	60	76	100	100	124	150
503-9220	MR-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	769
503-9229	MR-MOTOR VEHICLES-OTHER	1,008	2,219	1,000	1,000	200	1,700
EXPENSE CATEGORY TOTAL		4,863	6,415	5,900	5,900	3,824	6,619
<u>PERSONNEL SERVICES</u>							
503-9305	PS-RETIREMENT CONTRIBUTION	27,124	24,817	27,181	27,181	27,900	47,433
503-9307	PS-EXTRA HELP	2,445	4,873	6,000	9,000	9,000	1,000
503-9310	PS-GROUP INSURANCE BENEFITS	29,241	30,517	29,144	29,144	28,500	37,715
503-9315	PS-JANITORIAL	0	0	0	0	0	0
503-9320	PS-LONGEVITY	3,105	1,295	1,640	1,640	1,525	1,810
503-9325	PS-MEDICARE & SOCIAL SECURITY	0	0	3,332	3,332	2,500	4,299
503-9329	PS-OVERTIME	468	1,179	1,200	5,000	5,000	5,000
503-9330	PS-REGULAR PAYROLL	221,152	209,518	228,121	228,121	227,000	294,647
503-9335	PS-TRAINING AND TRAVEL	4,025	3,678	5,500	5,500	4,500	6,000
503-9336	PS-TRAINING-BOA	0	0	0	0	0	0
503-9337	PS-TRAINING-P&Z	0	0	800	800	160	800
503-9340	PS-UNEMPLOYMENT TAXES	0	0	360	1,000	1,000	450
503-9345	PS-WORKERS' COMPENSATION	675	796	711	711	732	1,033
EXPENSE CATEGORY TOTAL		288,235	276,673	303,989	311,429	307,817	400,187
<u>SPECIAL SERVICES</u>							
503-9410	SS-ADVERTISING	1,641	3,400	2,700	2,700	2,700	2,700
503-9415	CREDIT CARD TRANSACTION FEES	0	0	0	1,000	781	0
503-9425	SS-DUES AND SUBSCRIPTIONS	2,213	2,865	3,300	3,300	3,500	3,500
503-9433	SS-JANITORIAL SERVICES	2,066	2,066	2,070	2,070	2,279	2,500
503-9440	SS-MEDICAL EXPENSES	120	0	120	120	0	120
503-9455	SS-ZONING ORD CODIFICATION	0	0	1,000	1,000	650	500
503-9460	SS-PROFESSIONAL/CONTRACT SVCS	18,303	22,487	11,750	11,750	11,000	17,248
503-9465	SS-SOFTWARE MAINTENANCE SVCS.	4,083	4,083	6,204	6,204	5,586	6,590
503-9480	SS-SUBDIVISION FILING FEES	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		28,426	34,901	27,144	28,144	26,496	33,158

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY SERVICES
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
SUPPLIES AND MATERIALS							
503-9520	SM-CERTIFICATES, PLAQUES, ETC	12	0	50	50	0	50
503-9534	SM-FURNITURE & OFFICE EQUIP	229	669	2,300	0	0	200
503-9535	SM-FUEL	1,604	1,412	1,000	1,000	1,300	2,400
503-9537	SM-INSTRUMENTS	0	149	50	50	0	250
503-9540	SM-JANITORIAL	196	370	300	300	500	500
503-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	49	50	50	0	50
503-9560	SM-OFFICE SUPPLIES & POSTAGE	3,643	3,713	4,000	4,000	5,000	4,500
503-9580	SM-SMALL TOOLS & SUPPLIES	104	114	50	50	100	50
503-9590	SM-WEARING APPAREL	39	0	350	350	200	700
EXPENSE CATEGORY TOTAL		5,827	6,476	8,150	5,850	7,100	8,700
UTILITIES							
503-9605	U-GAS	145	150	160	160	144	150
503-9610	U-LIGHT AND POWER	2,222	2,187	2,200	2,200	2,160	2,200
503-9620	U-TELEPHONE	1,975	2,137	2,300	2,300	2,300	3,000
503-9625	U-WATER	157	193	193	193	193	157
EXPENSE CATEGORY TOTAL		4,499	4,667	4,853	4,853	4,797	5,507
*** DEPARTMENT TOTAL ***		331,850	329,132	350,036	371,991	365,849	460,671

- 503-9056 CE-MOTOR VEHICLES CURRENT YEAR NOTES:
1st of 3 lease purchase payments on vehicle for new inspector
- 503-9210 MR-FURNITURE AND OFFICE EQUIP. CURRENT YEAR NOTES:
1/2 copier maintenance agreement (\$2,300) and other routine office equipment maintenance, including large format printer
- 503-9220 MR-MACHINERY, TOOLS, & EQUIP. CURRENT YEAR NOTES:
generator maintenance
- 503-9229 MR-MOTOR VEHICLES-OTHER CURRENT YEAR NOTES:
Routine maintenance on 2 vehicles
- 503-9305 PS-RETIREMENT CONTRIBUTION CURRENT YEAR NOTES:
7% contribution rate matched 2 to 1, effective 1.1.21
- 503-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:
Includes 3.8% increase in cost of medical insurance premium
- 503-9320 PS-LONGEVITY CURRENT YEAR NOTES:
\$5 per month per year of service per employee
- 503-9330 PS-REGULAR PAYROLL CURRENT YEAR NOTES:
Includes average 3% wage increase and new inspector position

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY SERVICES
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
503-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Staff training for flood plain management, APA conference, code enforcement, and building official certifications					
503-9337	PS-TRAINING-P&Z	CURRENT YEAR NOTES: APA annual conference expenses for board members					
503-9410	SS-ADVERTISING	CURRENT YEAR NOTES: Publication of legal notices pertaining to requests for changes to the zoning ordinance text and zoning map and code enforcement legal notices					
503-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Plumbing inspector license, code enforcement licenses, ICC membership, AICP membership, CEAT memberships, Bamia memberships, flood plain management (\$100), online access to zoning code (\$475), certified planner (\$475), new code books (1,300) and Internet connection (\$809)					
503-9455	SS-ZONING ORD CODIFICATION	CURRENT YEAR NOTES: Annual codification services					
503-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Dickinson Bayou Watershed (\$248), engineering review (\$1,500), tree removal services (\$6,000), substandard housing abatement (\$7,000), sidewalk repairs (2,500)(need criteria for sidewalk repairs)					
503-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Permitting software (iWorq) maintenance and support (\$3,500), AR-GIS mapping software support (\$425), Adobe Pro license (\$360), and anti-virus software licenses					
503-9560	SM-OFFICE SUPPLIES & POSTAGE	CURRENT YEAR NOTES: Code enforcement and substandard structure notifications and other routine correspondence, including color printer ink and large format printer supplies (\$500); US flag replacements (\$256)					
503-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: gloves, mud boots, safety vests, code enforcement badge; and uniform shirts for building official and code enforcement officer					
503-9605	U-GAS	CURRENT YEAR NOTES: 1/2 of city hall gas bill					
503-9610	U-LIGHT AND POWER	CURRENT YEAR NOTES: 1/2 of electricity expenses for city hall					
503-9620	U-TELEPHONE	CURRENT YEAR NOTES:					

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY SERVICES
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
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digital voice services (\$276); 1/2 fax line expenses (\$720); and cell phone expenses for code enforcement officer and building official (\$1,200)

503-9625 U-WATER

CURRENT YEAR NOTES:
 1/2 of basic water bill

**CITY OF SANTA FE
ANNUAL BUDGET
2020/2021**

DEPARTMENT – Judicial

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
- ◆ Provide traffic enforcement by city marshal in school zones, as needed

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
 - Maintain network of municipal court offices and courtroom for efficient processing of case dispositions
 - 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.
 - total revenue collected (14/15)-\$282,324; (15/16)-\$321,082; (16/17)-\$357,166; (17/18)-\$383,437; (18/19)-\$343,253; (19/20)-\$229,468;
 - city revenue (14/15)-\$201,658; (15/16)-\$231,469; (16/17)-\$250,064; (17/18)-\$273,886; (18/19)-\$245,772; (19/20)-\$163,539;
 -

5. Continue participation in statewide warrant roundup.
 - a. Continue program of serving and collecting warrants
 - outstanding warrants (08)- 2,423; (09)- 2,813; (10)- 2,655; (11)- 2,399; (12)- 2,209; (13)- 2,229; (14)- 1,732; (15)- 2,673 (16)- 2,226; (17)- 2,236; (18)- 3,001; (19)- 2,855
 - warrants served (08)- 1,097; (09)- 1,813; (10)- 1,251; (11)- 1,054; (12)- 1,219; (13)- 1,112; (14)- 292; (15)- 640 (16)- 710; (17)- 693; (18)- 719; (19)- 697

POSITIONS --- Court Administrator
 Deputy Municipal Court Clerk
 Deputy Municipal Court Clerk (part-time)
 Presiding Judge
 Associate Judge
 Municipal Prosecutor
 City Marshal/Bailiff

2020/21 OPERATING BUDGET

01 -GENERAL FUND

JUDICIAL

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
CAPITAL EXPENDITURES							
504-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	1,000	1,000	1,000
504-9053	CE-INSTRUMENTS	0	1,144	1,144	1,144	1,044	1,144
504-9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	0
504-9056	CE-MOTOR VEHICLES	0	9,799	9,800	9,800	9,799	9,799
504-9099	CE-CAPITAL OUTLAY-CAP LEASE	0	31,608	0	0	0	0
EXPENSE CATEGORY TOTAL		0	42,551	10,944	11,944	11,843	11,943
MAINTENANCE & REPAIRS							
504-9205	MR-BUILDINGS & STRUCTURES	1,190	1,190	1,190	1,190	750	500
504-9210	MR-FURNITURE AND OFFICE EQUIP	0	0	0	0	219	0
504-9215	MR-INSTRUMENTS	90	165	165	165	180	180
504-9220	MR-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	0
504-9229	MR-MOTOR VEHICLES-OTHER	458	30	500	500	100	500
EXPENSE CATEGORY TOTAL		1,738	1,385	1,855	1,855	1,249	1,180
PERSONNEL SERVICES							
504-9301	PS-CERTIFICATION PAY	1,800	1,800	1,800	1,800	1,800	1,800
504-9305	PS-RETIREMENT CONTRIBUTION	16,611	16,965	17,720	17,720	18,100	25,519
504-9307	PS-EXTRA HELP	0	0	0	0	0	0
504-9310	PS-GROUP INSURANCE BENEFITS	21,452	20,923	21,794	21,794	21,550	22,561
504-9315	PS-JANITORIAL	0	0	0	0	0	0
504-9320	PS-LONGEVITY	2,275	2,455	2,710	2,710	2,710	2,950
504-9325	PS-MEDICARE & SOCIAL SECURITY	0	0	3,540	3,540	2,600	3,735
504-9329	PS-OVERTIME	370	1,130	0	1,000	1,000	0
504-9330	PS-REGULAR PAYROLL	143,158	155,571	162,040	168,000	165,000	172,818
504-9335	PS-TRAINING AND TRAVEL	2,769	1,890	2,500	2,500	1,000	2,500
504-9337	PS-CELL PHONE ALLOWANCE	600	600	600	600	400	0
504-9338	PS-UNIFORM/CAR ALLOWANCE	520	520	520	520	520	520
504-9340	PS-UNEMPLOYMENT TAXES	0	0	360	800	800	360
504-9345	PS-WORKERS' COMPENSATION	1,448	1,525	1,613	1,613	1,544	1,683
EXPENSE CATEGORY TOTAL		191,003	203,379	215,197	222,597	217,024	234,446
SPECIAL SERVICES							
504-9410	SS-ADVERTISING	0	0	0	0	0	0
504-9415	SS-CC TRANSACTION FEES	3,048	2,590	2,500	2,500	2,600	2,500
504-9425	SS-DUES AND SUBSCRIPTIONS	170	90	200	200	90	0
504-9427	SS-JUDGE	26,220	25,020	21,420	21,420	21,420	24,525
504-9428	SS-JURY AND WITNESS FEES	0	0	500	500	0	500
504-9433	SS-JANITORIAL SERVICES	2,263	2,263	2,264	2,264	2,346	2,436
504-9436	SS-PROSECUTOR	13,860	12,705	13,860	13,860	11,000	18,000
504-9440	SS-MEDICAL EXPENSES	70	70	100	100	0	0
504-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	0
504-9465	SS-SOFTWARE MAINTENANCE SVCS.	6,754	7,054	7,400	7,400	7,400	7,800
EXPENSE CATEGORY TOTAL		52,385	49,792	48,244	48,244	44,856	55,761

2020/21 OPERATING BUDGET

01 -GENERAL FUND

JUDICIAL

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
SUPPLIES AND MATERIALS							
504-9520	SM-CERTIFICATES, PLAQUES	0	0	0	0	135	0
504-9534	SM-FURNITURE & OFFICE EQUIP	1,541	500	0	0	80	100
504-9535	SM-FUEL	896	768	2,000	2,000	1,500	2,000
504-9537	SM-INSTRUMENTS	650	1,043	1,149	1,627	1,627	1,149
504-9540	SM-JANITORIAL	277	228	300	300	300	300
504-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
504-9560	SM-OFFICE SUPPLIES & POSTAGE	2,811	3,145	4,500	4,500	4,000	4,500
504-9580	SM-SMALL TOOLS AND SUPPLIES	0	0	100	100	0	100
504-9582	SM-VEHICLE GRAPHICS	0	1,694	0	1,695	1,695	1,695
504-9590	SM-WEARING APPAREL	92	519	500	500	500	500
504-9599	SM-EQUIP/WARRANTY LEASE	0	8,210	0	0	0	0
EXPENSE CATEGORY TOTAL		6,267	16,107	8,549	10,722	9,837	10,344
UTILITIES							
504-9620	U-TELEPHONE	634	652	750	750	900	750
EXPENSE CATEGORY TOTAL		634	652	750	750	900	750
*** DEPARTMENT TOTAL ***		252,027	313,866	285,539	296,112	285,709	314,424

- 504-9052 CE-FURNITURE & OFFICE EQUIP. CURRENT YEAR NOTES:
2nd of 4 lease purchase payments on court portion of city-wide technology improvements, specifically workstation hardware and software upgrades (paid with court technology funds)
- 504-9053 CE-INSTRUMENTS CURRENT YEAR NOTES:
final lease purchase payments on new in-car radio for marshal vehicle (\$1,144)
- 504-9056 CE-MOTOR VEHICLES CURRENT YEAR NOTES:
final lease-purchase payments on new vehicle for marshal (\$9,799)
- 504-9229 MR-MOTOR VEHICLES-OTHER CURRENT YEAR NOTES:
Routine vehicle maintenance on city marshal vehicle
- 504-9301 PS-CERTIFICATION PAY CURRENT YEAR NOTES:
Master peace officer certification pay for city marshal/bailiff
- 504-9305 PS-RETIREMENT CONTRIBUTION CURRENT YEAR NOTES:
7% contribution rate matched 2 to 1, effective 1.1.21
- 504-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:
Includes 3.8% increase in cost of medical insurance premium

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 JUDICIAL
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
504-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
504-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase					
504-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Staff training and certification expenses					
504-9415	SS-CC TRANSACTION FEES	CURRENT YEAR NOTES: Fees charged for use of credit cards to pay court fines (this is offset by 01-47208, processing fee)					
504-9427	SS-JUDGE	CURRENT YEAR NOTES: Municipal court judge services -- 4 court dates per month (\$21,420)					
504-9428	SS-JURY AND WITNESS FEES	CURRENT YEAR NOTES: Costs of jury trials, if needed					
504-9436	SS-PROSECUTOR	CURRENT YEAR NOTES: Municipal court prosecutor services -- 4 court dates per month					
504-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Annual software (Incode) maintenance and support services (\$7,550) and anti-virus renewal licenses (\$250)					
504-9537	SM-INSTRUMENTS	CURRENT YEAR NOTES: final lease purchase payments on new body camera					
504-9620	U-TELEPHONE	CURRENT YEAR NOTES: Fax line and long distance calling expenses					

CITY OF SANTA FE
ANNUAL BUDGET
2020/2021

DEPARTMENT – Police

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

PROGRAM ACTIVITIES –

- ◆ Handle emergency calls for service (CFS)
- ◆ Handle non-emergency CFS
- ◆ 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 –

1. Provide adequate police patrol coverage, optimizing the time available for proactive patrol.
 - a. 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 for emergency calls for service: 4.43 minutes (2015); 4.67 minutes (2016); 4.32 minutes (2017); 5.34 minutes (2018); 4.11 minutes (2019); 4.20 minutes (2020)
 - e. Calls for service: 22,936 (2015); 13,080 (2016); 12,911 (2017); 14,442 (2018); 13,143 (2019); 9,240 (2020)
 - f. Citations issued: 1,146 (2015); 1,253 (2016); 1,555 (2017); 1,472 (2018); 2,534 (2019); 1,383 (2020)
2. Improve the department's ability and capacity to investigate crime.
- a. Arrests: 828 (2015); 736 (2016); 624 (2017); 760 (2018); 821 (2019); 390 (2020)
 - b. Establish and maintain a clearance rate of 45 percent for felony crimes.
 - c. Establish and maintain equipment for personnel to efficiently, effectively, and safely achieve departmental goals.
3. Encourage and provide for well-trained police force.
- a. Establish and maintain 50 percent of commissioned personnel with greater than basic certification: 61% - (2015); 75% - (2016); 52% - (2017); 62% - (2018); 46% - (2019); 50% - (2020)
 - 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.
 - 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

POSITIONS --- Public Safety Director
Police Captain
Police Lieutenant
Police Sergeants (4)
Police Officers (16)
(13 patrol officers; 3 officers assigned to investigations)
Telecommunications Supervisor / Records
Dispatchers (5)
Administrative Assistant

2020/21 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
CAPITAL EXPENDITURES							
505-9050	CONSTR IN PROG - JUSTICE CTR	0	0	0	0	0	0
505-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
505-9052	CE-FURNITURE & OFFICE EQUIP.	10,556	12,703	5,000	0	0	0
505-9053	CE-INSTRUMENTS	51,066	27,918	13,000	13,000	12,029	7,127
505-9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
505-9055	CE-HAZMAT EQUIPMENT	0	0	0	0	0	0
505-9056	CE-MOTOR VEHICLES - PATROL CA	78,127	86,004	47,000	40,857	40,857	40,857
505-9058	CE-SIZED/AWARDED VEHICLE	0	0	0	0	0	0
505-9075	CE-SFF&R CONTRIBUTION	0	0	0	0	0	0
505-9079	CE-CAPITAL LEASE EQUIPMENT	0	0	0	0	0	0
505-9099	CE-CAPITAL OUTLAY-CAP. LEASE	22,809	122,704	0	0	0	0
EXPENSE CATEGORY TOTAL		162,558	249,329	65,000	53,857	52,886	47,984
MAINTENANCE & REPAIRS							
505-9205	MR-BUILDINGS & STRUCTURES	5,289	5,704	6,000	6,000	4,500	5,000
505-9210	MR-FURNITURE AND OFFICE EQUIP	2,473	3,839	4,500	4,500	4,000	4,500
505-9212	MR-GROUNDS MAINTENANCE	0	0	0	0	0	0
505-9215	MR-INSTRUMENTS	10,638	11,343	12,000	20,000	20,000	12,000
505-9220	MR-MACHINERY, TOOLS, & EQUIP.	1,968	1,721	2,000	2,000	1,000	2,000
505-9229	MR-MOTOR VEHICLES-OTHER	10,734	14,603	20,000	28,000	28,000	28,000
EXPENSE CATEGORY TOTAL		31,102	37,210	44,500	60,500	57,500	51,500
PERSONNEL SERVICES							
505-9301	PS-CERTIFICATION PAY	12,780	11,220	16,320	16,320	13,500	18,720
505-9302	PS-COURT COSTS	906	420	1,000	0	0	1,000
505-9305	PS-RETIREMENT CONTRIBUTION	187,786	190,176	211,912	211,912	210,000	309,148
505-9307	PS-EXTRA HELP	0	0	1,000	0	0	1,000
505-9310	PS-GROUP INSURANCE BENEFITS	179,521	201,406	211,767	211,767	205,000	226,701
505-9315	PS-JANITORIAL	0	0	0	0	0	0
505-9320	PS-LONGEVITY	7,915	8,770	10,540	10,540	10,165	11,745
505-9325	PS-MEDICARE & SOCIAL SECURITY	0	0	26,159	20,159	20,000	28,202
505-9329	PS-OVERTIME	109,000	101,805	75,000	75,000	80,000	75,000
505-9330	PS-REGULAR PAYROLL	1,411,965	1,487,533	1,673,893	1,673,893	1,655,000	1,810,628
505-9335	PS-TRAINING AND TRAVEL	10,865	7,186	14,000	14,000	10,000	20,000
505-9336	PS-TRAINING-LEOSE	1,650	2,225	2,000	2,000	2,000	2,000
505-9337	PS-TRAINING-RESERVE OFCR	391	0	500	500	0	500
505-9338	PS-UNIFORM ALLOWANCE	12,695	13,580	14,560	14,560	14,620	15,080
505-9339	PS-CELL PHONE ALLOWANCE	550	0	0	0	0	0
505-9340	PS-UNEMPLOYMENT TAXES	0	0	2,710	7,000	6,000	2,800
505-9345	PS-WORKERS' COMPENSATION	26,963	28,566	34,364	32,864	32,682	35,549
EXPENSE CATEGORY TOTAL		1,962,987	2,052,887	2,295,725	2,290,515	2,258,967	2,558,073

2020/21 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
SPECIAL SERVICES							
505-9410	SS-ADVERTISING	0	0	0	0	0	0
505-9423	SS-CONFIDENTIAL INFORM. FUND	0	0	1,000	1,000	1,000	1,000
505-9425	SS-DUES AND SUBSCRIPTIONS	5,977	4,859	6,000	6,000	5,000	6,000
505-9430	SS-FORENSIC ANALYSIS SERVICES	0	0	0	0	0	0
505-9433	SS-JANITORIAL SERVICES	4,727	4,727	4,727	4,727	5,100	5,200
505-9440	SS-MEDICAL EXPENSES	1,936	733	1,500	1,500	1,000	1,500
505-9457	SS-PRISONER SUPPORT	1,020	1,083	1,200	1,200	1,200	1,200
505-9460	SS-PROFESSIONAL/CONTRACT SVCS	23,471	16,249	20,000	24,000	24,000	24,000
505-9465	SS-SOFTWARE MAINTENANCE SVCS.	12,503	13,014	14,200	14,200	14,370	15,000
EXPENSE CATEGORY TOTAL		49,634	40,665	48,627	52,627	51,670	53,900
SUPPLIES AND MATERIALS							
505-9505	SM-BLDGS & IMPROVEMENTS	7,620	0	3,000	0	5	0
505-9515	SM-CANINE SUPPLIES AND CARE	1,238	1,818	4,000	4,000	3,000	3,000
505-9520	SM-CERTIFICATES, PLAQUES, ETC	144	145	500	500	1,000	1,000
505-9525	SM-CHEMICAL, MEDICAL & SURGIC	395	389	1,500	0	0	1,500
505-9528	SM-CRIME PREV SUPPLIES	381	717	750	750	0	750
505-9530	SM-EMERGENCY SUPPLIES	1,172	0	500	10,000	10,500	500
505-9534	SM-FURNITURE & OFFICE EQUIP	130	1,563	1,000	1,000	500	1,000
505-9535	SM-FUEL	45,446	46,239	50,000	40,000	40,000	40,000
505-9537	SM-INSTRUMENTS	28,131	5,554	2,000	2,000	300	2,000
505-9540	SM-JANITORIAL	1,216	1,626	1,400	1,400	1,000	1,400
505-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
505-9560	SM-OFFICE SUPPLIES & POSTAGE	6,534	7,063	7,500	7,500	7,000	7,000
505-9580	SM-SMALL TOOLS & SUPPLIES	3,189	3,626	4,000	4,000	3,800	4,000
505-9582	SM-VEHICLE GRAPHICS & SUPPLIE	0	12,419	5,000	5,000	5,252	5,000
505-9585	SM-TRAFFIC MARKERS & MATERIAL	0	0	0	0	0	0
505-9590	SM-WEARING APPAREL	15,712	9,012	11,000	14,500	14,000	11,000
505-9591	SM-WEARING APPAREL-RESERVE	0	623	250	250	100	250
505-9599	SM-EQUIP/WARRANTY LEASE	0	22,825	0	0	0	0
EXPENSE CATEGORY TOTAL		111,308	113,619	92,400	90,900	86,457	78,400
UTILITIES							
505-9605	U-GAS	274	305	300	300	315	325
505-9610	U-LIGHT AND POWER	13,994	12,288	13,000	13,000	12,000	13,000
505-9620	U-TELEPHONE	8,526	9,210	10,000	10,000	10,300	11,000
505-9625	U-WATER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		22,794	21,803	23,300	23,300	22,615	24,325
*** DEPARTMENT TOTAL ***		2,340,383	2,515,513	2,569,552	2,571,699	2,530,095	2,814,182

505-9053 CE-INSTRUMENTS

CURRENT YEAR NOTES:

final lease purchase payments on lightbars for new patrol units (\$1,627) and 1st of 3 lease purchase payments on equipment for criminal investigation division (\$5,500)

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01 -GENERAL FUND
POLICE
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
505-9056	CE-MOTOR VEHICLES - PATROL CAR	CURRENT YEAR NOTES: final lease purchase payments on 4 new patrol units and related equipment and graphics (40,857)					
505-9205	MR-BUILDINGS & STRUCTURES	CURRENT YEAR NOTES: Extermination of building (\$760), termite treatment (\$200), backflow prevention device, sprinkler, and alarm system annual inspection fees (\$900), jail cleaning, security gate maintenance, and other routine maintenance					
505-9210	MR-FURNITURE AND OFFICE EQUIP.	CURRENT YEAR NOTES: Copier maintenance agreement (\$2,000) and other routine office equipment maintenance					
505-9215	MR-INSTRUMENTS	CURRENT YEAR NOTES: mobile data terminal user fees (\$3,500), air cards (\$5,280), recording system maintenance agreement (\$2,220), fire extinguisher inspection (\$700), audio/video repair expenses, and other routine maintenance					
505-9220	MR-MACHINERY, TOOLS, & EQUIP.	CURRENT YEAR NOTES: generator maintenance services (\$560) and A/C filters and maintenance services					
505-9229	MR-MOTOR VEHICLES-OTHER	CURRENT YEAR NOTES: Vehicle maintenance expenses, including purchase of new tires (\$24,500) and final lease purchase payments on new vehicle extended warranties (\$3,500)					
505-9301	PS-CERTIFICATION PAY	CURRENT YEAR NOTES: Intermediate, advanced, and master peace officer certification pay for police officers and intermediate and advanced certification pay for dispatchers					
505-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% contribution rate matched 2 to 1, effective 1.1.21					
505-9307	PS-EXTRA HELP	CURRENT YEAR NOTES: Part-time, relief dispatchers					
505-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 3.8% increase in cost of medical insurance premium					
505-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
505-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase for administrative employees; also includes holiday pay, shift differential, and step & scale increases for collective bargaining personnel					

2020/21 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
505-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Includes all mandatory training, internal affairs training, open records training, and training for K9 handler (\$3,000)					
505-9338	PS-UNIFORM ALLOWANCE	CURRENT YEAR NOTES: \$20 per pay period per uniformed personnel and those assigned to non-uniform duty					
505-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: TPCA (\$273), TCLEDDs (\$725), FBINA, MTUG, IACP (\$170), Sam's club (\$90), comprehensive reports and person searches (\$600), traffic law manuals (\$240), Internet connection services (\$1,560), Leads online (\$1,758), newspaper subscription (\$230), and notary filing fees					
505-9440	SS-MEDICAL EXPENSES	CURRENT YEAR NOTES: Physical exams and drug screening for pre-employment applicants					
505-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Fiber connectivity and Ethernet services (10,000), League City consortium fee (\$10,000), vehicle towing fees (\$3,000), and other professional services					
505-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Annual software (OSSI) maintenance and support services (\$11,000), netmotion (\$1,025), microsoft licenses (\$750), and anti-virus and sonicwall renewal licenses (\$2,000)					
505-9515	SM-CANINE SUPPLIES AND CARE	CURRENT YEAR NOTES: Food, veterinarian care, and certification for K-9					
505-9525	SM-CHEMICAL, MEDICAL & SURGICAL	CURRENT YEAR NOTES: Medical supplies for victims of crime/violence, including reimbursement of funds from Attorney General's office					
505-9528	SM-CRIME PREV SUPPLIES	CURRENT YEAR NOTES: Supplies for Citizen Police Academy and public information materials					
505-9534	SM-FURNITURE & OFFICE EQUIP	CURRENT YEAR NOTES: battery backups for computer workstations, replacement monitors, and replacement chairs					
505-9537	SM-INSTRUMENTS	CURRENT YEAR NOTES: taser cartridges and batteries					
505-9580	SM-SMALL TOOLS & SUPPLIES	CURRENT YEAR NOTES: Crime scene processing equipment and supplies, fingerprint supplies, latex gloves, crime scene tape, household batteries, and drug identification supplies					

2020/21 OPERATING BUDGET

01 -GENERAL FUND
POLICE
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
505-9582	SM-VEHICLE GRAPHICS & SUPPLIES	CURRENT YEAR NOTES: final lease purchase payments on vehicle graphics/install/de-install for new vehicle acquisition					
505-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: Bullet proof vests, uniforms, rain gear, and related apparel for regular police force					
505-9591	SM-WEARING APPAREL-RESERVE	CURRENT YEAR NOTES: Uniforms, rain gear, and related apparel for reserve police force					
505-9620	U-TELEPHONE	CURRENT YEAR NOTES: PRI and digital voice services (\$6,000), fax and alarm (\$1,425), and cell phone expenses for dispatch emergency rollover and staff (\$3,600)					

CITY OF SANTA FE
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DEPARTMENT – Fire Marshal

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Take an active role in assisting the community with fire protection and prevention issues.
 - a. Burn permits issued/fees collected --
479/ \$9,920 (16/17); 578/ \$12,490 (17/18); 571/\$12,355 (18/19); 629/\$13,370 (19/20)
 - b. New fire system permits issued/fees collected –
8/\$ 6,294 (18/19); 10/\$1,188 (19/20)
 - c. Perform outdoor inspections for burn permits --
250 (17/18); 200 (18/19); 300 (19/20)
 - d. Investigate illegal burn complaints –
30 (17/18); 50 (18/19); 60 (19/20)
 - e. Perform daycare, school, and business fire safety inspections –
50 (17/18); 70 (18/19); 55 (19/20)
 - f. Assist police department with enforcement of fireworks regulations
2. Conduct fire investigations to determine if incident resulted from criminal or accidental activity and if explosives or hazardous materials were involved.
15 (17/18); 12 (18/19); 12 (19/20)
3. Inspect new construction, enforce city fire codes, and assist with enforcement of no-smoking regulations.
4. Maintain TCLEOSE certification and certification in arson investigation and building inspection.
5. Participate in planning review sessions with building department.

POSITIONS --- Fire Marshal (part-time)

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 FIRE MARSHAL
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
CAPITAL EXPENDITURES							
506-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
506-9053	CE-INSTRUMENTS	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
MAINTENANCE & REPAIRS							
506-9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	0
506-9210	MR-FURNITURE AND OFFICE EQUIP	0	0	300	300	0	0
506-9215	MR-INSTRUMENTS	0	4	500	500	7	0
506-9229	MR-MOTOR VEHICLES-OTHER	344	945	500	500	800	500
EXPENSE CATEGORY TOTAL		344	949	1,300	1,300	807	500
PERSONNEL SERVICES							
506-9320	PS-LONGEVITY	170	230	290	290	290	350
506-9325	PS-MEDICARE & SOCIAL SECURITY	0	0	1,330	1,330	1,200	1,386
506-9330	PS-REGULAR PAYROLL	15,327	15,683	17,095	17,095	17,000	17,772
506-9335	PS-TRAINING AND TRAVEL	885	125	1,000	1,000	400	1,000
506-9340	PS-UNEMPLOYMENT TAXES	0	0	90	90	200	90
506-9345	PS-WORKERS' COMPENSATION	68	46	88	88	88	91
EXPENSE CATEGORY TOTAL		16,450	16,084	19,893	19,893	19,178	20,689
SPECIAL SERVICES							
506-9425	SS-DUES AND SUBSCRIPTIONS	200	200	210	210	1,991	200
506-9440	SS-MEDICAL EXPENSES	0	0	0	0	0	0
506-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	0
506-9465	SS-SOFTWARE MAINTENANCE SV	45	45	100	100	39	100
EXPENSE CATEGORY TOTAL		245	245	310	310	2,030	300
SUPPLIES AND MATERIALS							
506-9534	SM-FURNITURE & OFFICE EQUIP.	265	280	0	0	0	0
506-9535	SM-FUEL	326	481	500	500	500	500
506-9537	SM-INSTRUMENTS	0	0	0	0	0	0
506-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
506-9560	SM-OFFICE SUPPLIES & POSTAGE	8	71	500	500	100	500
506-9580	SM-SMALL TOOLS AND SUPPLIES	0	20	100	100	0	100
506-9582	SM-VEHICLE GRAPHICS & SUPPLIE	0	550	0	0	0	0
506-9590	SM-WEARING APPAREL	90	0	150	150	150	150
EXPENSE CATEGORY TOTAL		689	1,402	1,250	1,250	750	1,250

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 FIRE MARSHAL
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
UTILITIES							
506-9620	U-TELEPHONE	488	445	840	840	600	600
EXPENSE CATEGORY TOTAL		488	445	840	840	600	600
*** DEPARTMENT TOTAL ***		18,216	19,125	23,593	23,593	23,365	23,339

- 506-9215 MR-INSTRUMENTS
 CURRENT YEAR NOTES:
 Batteries, sensors, calib. gases, and general maintenance
- 506-9229 MR-MOTOR VEHICLES-OTHER
 CURRENT YEAR NOTES:
 Vehicle tires and routine maintenance
- 506-9330 PS-REGULAR PAYROLL
 CURRENT YEAR NOTES:
 payroll for approx. 20 hrs. per week
- 506-9335 PS-TRAINING AND TRAVEL
 CURRENT YEAR NOTES:
 Includes mandatory and special training
- 506-9425 SS-DUES AND SUBSCRIPTIONS
 CURRENT YEAR NOTES:
 IAA certification (\$135) and NAFI dues (\$65)
- 506-9465 SS-SOFTWARE MAINTENANCE SV
 CURRENT YEAR NOTES:
 Anti-virus software license for computer workstation
- 506-9560 SM-OFFICE SUPPLIES & POSTAGE
 CURRENT YEAR NOTES:
 Burn permit and inspection forms; business cards
- 506-9580 SM-SMALL TOOLS AND SUPPLIES
 CURRENT YEAR NOTES:
 Includes radio batteries
- 506-9590 SM-WEARING APPAREL
 CURRENT YEAR NOTES:
 Shirts, rain gear, and other related apparel for fire marshal
- 506-9620 U-TELEPHONE
 CURRENT YEAR NOTES:
 Cell phone expenses for fire marshal

**CITY OF SANTA FE
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DEPARTMENT – Public Safety

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

PROGRAM ACTIVITIES –

- ◆ Contract 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 Bayou Animal Services cooperative partnership
 - 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 ---

2020/21 OPERATING BUDGET

01 -GENERAL FUND
PUBLIC SAFETY
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
SPECIAL SERVICES							
507-9450	SS- HOME PROGRAM REHAB	0	47,251	0	10,000	6,200	0
507-9460	SS-PROFESSIONAL/CONTRACT SVCS	303,386	0	0	0	0	0
507-9473	SS-HEALTH DEPT.-WATER POLL MO	7,446	6,964	7,203	7,203	7,203	7,203
507-9474	SS-ANIMAL CONTROL	96,846	89,662	95,000	95,000	95,000	95,000
507-9475	SS-ANIMAL SHELTER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		407,678	143,877	102,203	112,203	108,403	102,203
SUPPLIES AND MATERIALS							
507-9530	SM-EMERGENCY SUPPLIES	0	0	0	0	0	0
507-9531	SM-COVID 19 TESTING	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
*** DEPARTMENT TOTAL ***		407,678	143,877	102,203	112,203	108,403	102,203

507-9473 SS-HEALTH DEPT.-WATER POLL MON CURRENT YEAR NOTES:
Water pollution monitoring contract with county health district

507-9474 SS-ANIMAL CONTROL CURRENT YEAR NOTES:
City's share of animal control and shelter services

CITY OF SANTA FE
ANNUAL BUDGET
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DEPARTMENT – Library

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

DEPARTMENT GOALS –

ADMINISTRATION AND MANAGEMENT:

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

PUBLIC SERVICES:

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

STATISTICS

- Annual Circulation:
33,465 (15); 35,452 (16); 34,893 (17); 33,446 (18); 39,407 (19)
- Annual Door Count:
32,015 (15); 31,501 (16); 27,885 (17); 29,979 (18); 29,561 (19)
- Annual Computer Usage:
22,598 (15); 23,146 (16); 19,228 (17) 19,004 (18); 17,639 (19)
- Annual Programs - Attendance:
152 / 8,273 (15); 145 / 11,661 (16); 255 / 6,344 (17); 281 / 7,918 (18);
253 / 8,427 (19)
- Annual Digital Download % of Circulation:
16.2% (15); 19.7% (16); 23.5% (17); 22.5% (18); 19.5% (19)
- City's Cost per capita per day for Library Services:
4.2 cents (15); 4.4 cents (16); 4.6 cents (17); 4.5 cents (18); 4.6 cents (19)
- Population Served:
14,885 (15); 15,094 (16); 15,289 (17); 15,591 (18); 15,656 (19)

POSITIONS --- Library Director (full-time)
Librarian I – Children's/Circulation/Tweens (full-time)
Library Assistant – Tech Serv/Reference (full-time)
Library Aide (2) – Information Desk (part-time)
Library Clerk – Summer Intern (9 weeks - part-time)

2020/21 OPERATING BUDGET

01 -GENERAL FUND

LIBRARY

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
CAPITAL EXPENDITURES							
508-9051	CE-BUILDINGS & STRUCTURES	61,829	0	0	0	0	0
508-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
508-9053	CE-INSTRUMENTS	8,511	0	0	0	0	0
508-9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
508-9099	CE-CAPITAL OUTLAY-CAP LEASE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		70,340	0	0	0	0	0
MAINTENANCE & REPAIRS							
508-9205	MR-BUILDINGS & STRUCTURES	2,408	2,191	3,000	3,000	3,300	2,000
508-9210	MR-FURNITURE AND OFFICE EQUIP	0	0	100	100	300	100
508-9212	MR-GROUNDS MAINTENANCE	0	875	1,000	1,000	1,000	1,000
508-9215	MR-INSTRUMENTS	79	77	50	50	108	150
508-9220	MR-MACHINERY, TOOLS, & EQUIP.	2,010	0	100	1,200	1,200	600
EXPENSE CATEGORY TOTAL		4,497	3,143	4,250	5,350	5,908	3,850
PERSONNEL SERVICES							
508-9305	PS-RETIREMENT CONTRIBUTION	18,032	18,322	19,282	19,282	19,401	27,034
508-9307	PS-EXTRA HELP	0	0	0	0	0	0
508-9310	PS-GROUP INSURANCE BENEFITS	21,741	22,324	21,636	21,636	21,293	22,386
508-9315	PS-JANITORIAL	0	0	0	0	0	0
508-9320	PS-LONGEVITY	3,765	3,895	4,210	4,210	4,210	4,510
508-9325	PS-MEDICARE & SOCIAL SECURITY	0	0	2,461	2,461	2,000	2,548
508-9330	PS-REGULAR PAYROLL	146,907	153,863	160,064	160,064	159,700	165,732
508-9335	PS-TRAINING AND TRAVEL	709	633	2,500	2,500	1,000	2,500
508-9340	PS-UNEMPLOYMENT TAXES	0	0	463	1,000	1,000	463
508-9345	PS-WORKERS' COMPENSATION	391	424	446	446	446	462
EXPENSE CATEGORY TOTAL		191,545	199,461	211,062	211,599	209,050	225,635
SPECIAL SERVICES							
508-9410	SS-ADVERTISING	0	0	0	0	0	0
508-9425	SS-DUES AND SUBSCRIPTIONS	5,030	4,835	5,000	5,000	5,200	5,000
508-9433	SS-JANITORIAL SERVICES	3,300	3,300	3,300	5,600	5,581	6,800
508-9440	SS-MEDICAL EXPENSES	360	0	200	200	0	200
508-9460	SS-PROFESSIONAL/CONTRACT SVCS	4,802	4,759	5,100	5,100	5,000	5,100
508-9465	SS-SOFTWARE MAINTENANCE SVCS.	871	874	871	1,026	1,026	1,000
EXPENSE CATEGORY TOTAL		14,363	13,768	14,471	16,926	16,807	18,100

2020/21 OPERATING BUDGET

01 -GENERAL FUND

LIBRARY

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
SUPPLIES AND MATERIALS							
508-9525	SM-CHEMICAL, MEDICAL, SURGICA	0	0	0	0	0	0
508-9526	SM-CIRCULATION MATERIALS	5,323	5,653	5,500	5,500	5,600	5,681
508-9532	SM-EQUIPMENT OPERATING LEASE	0	0	0	0	0	0
508-9534	SM-FURNITURE & OFFICE EQUIP	3,137	3,163	3,000	3,000	3,000	3,000
508-9537	SM-INSTRUMENTS	0	0	0	0	0	0
508-9540	SM-JANITORIAL	326	959	900	900	900	900
508-9542	SS-LANDSCAPING MATERIALS	0	14	0	0	0	0
508-9545	SM-MEMORIAL FUND	0	358	0	50	50	0
508-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	2	200	200	0	200
508-9560	SM-OFFICE SUPPLIES & POSTAGE	2,925	2,630	3,000	3,000	3,300	3,000
508-9570	SM-PROGRAMS AND PROJECTS	5,272	4,414	3,500	3,500	3,000	3,500
508-9580	SM-SMALL TOOLS & SUPPLIES	55	181	100	100	100	100
508-9590	SM-WEARING APPAREL	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		17,038	17,374	16,200	16,250	15,950	16,381
UTILITIES							
508-9610	U-LIGHT AND POWER	6,718	6,429	7,600	7,600	6,800	7,600
508-9620	U-TELEPHONE	1,051	1,102	1,225	1,225	1,245	1,225
508-9625	U-WATER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		7,769	7,531	8,825	8,825	8,045	8,825
*** DEPARTMENT TOTAL ***		305,552	241,277	254,808	258,950	255,760	272,791

508-9205	MR-BUILDINGS & STRUCTURES	CURRENT YEAR NOTES: Extermination of building (\$300) and other routine maintenance					
508-9212	MR-GROUNDS MAINTENANCE	CURRENT YEAR NOTES: re-do existing beds					
508-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% contribution rate matched 2 to 1, effective 1.1.21					
508-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 3.8% increase in cost of medical insurance premium					
508-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
508-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase					
508-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES: Staff training and travel expenses for area meetings, workshops, and TLA annual conference					

2020/21 OPERATING BUDGET

01 -GENERAL FUND

LIBRARY

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
508-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Internet provider services (\$2,100), web and email hosting services (\$225), professional dues (\$550), access to virtual resources, and magazine and newspaper subscriptions					
508-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Fire alarm monitoring services (\$660), annual fire inspection service (\$150), Apollo automation services and Content Cafe' (\$2,100), technical support services (\$2,000), and account collection services by UMS (\$190)					
508-9465	SS-SOFTWARE MAINTENANCE SVCS.	CURRENT YEAR NOTES: Cybraryn security and filtering software					
508-9526	SM-CIRCULATION MATERIALS	CURRENT YEAR NOTES: Book, CD, and DVD purchases					
508-9534	SM-FURNITURE & OFFICE EQUIP	CURRENT YEAR NOTES: Replacement computers, software purchases, and replacement chairs and other office furniture					
508-9560	SM-OFFICE SUPPLIES & POSTAGE	CURRENT YEAR NOTES: Routine office supplies and laser printer cartridges					
508-9570	SM-PROGRAMS AND PROJECTS	CURRENT YEAR NOTES: Expenses related to special programs, such as the summer reading program and teen programs					

CITY OF SANTA FE
ANNUAL BUDGET
2020/2021

DEPARTMENT – Street

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Build and rebuild quality city streets designed with an expected life span of about 15 years.
 - a. Miles of streets rebuilt/paved with hot mix asphalt:
4.28 (2011); 2.20 (2012); 1.93 (2013); 2.14 (2014); 2.10 (2015);
1.97 (2016); 2.19 (2017); 2.05 (2018); 2.21 (2019); 1.45 (2020)
2. Improve planning for on-going operations and for future capital improvements and equipment needs.
 - a. Continue to replace old equipment and continue to update operations.
 - b. Equipment maintenance expenditures:
\$60,894 (FY13); \$ 66,193 (FY14); \$43,399 (FY15); \$63,292 (FY16);
\$91,587 (FY17); \$101,605 (FY18); \$52,968 (FY19); \$47,546 (FY20)

- c. Continue to update street inventory list, including those streets in the annexed areas.
3. Perform routine maintenance of streets, drainage ditches, and traffic signs/markings in an efficient manner.
- a. Ditch mowing – number of completed passes around the city during growing season: 7.0 (FY09); 7.0 (FY10); 7.0 (FY11); 8.0 (FY12); 8.0 (FY13); 8.0 (FY14); 8.0 (FY15); 6.0 (FY16); 6.0 (FY17); 6.0 (FY18); 5.0 (FY19); 5.0 (FY20)
 - b. Drainage - total footage of ditches dug during fiscal year: 57,520' (11); 33,615' (12); 39,665' (13); 37,585' (14); 44,040' (15); 51,848' (16); 77,527' (17); 47,308' (18); 51,130' (19); 51,327' (20)
 - c. Continue upgrading and replacing street and traffic signs

POSITIONS --- Street Superintendent
 Street Foreman
 Heavy Equipment Operator (2)
 Mechanic
 Light Equipment Operator (7)

2020/21 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
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CAPITAL EXPENDITURES

509-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
509-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
509-9053	CE-INSTRUMENTS	0	0	0	0	0	0
509-9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	0
509-9055	CE-MOTOR VEHICLES - PICK-UP	26,000	0	0	0	0	0
509-9057	CE-MOTOR VEHICLES - OTHER	0	0	0	0	0	0
509-9058	CE-MOTORGRADER	0	0	0	0	0	0
509-9059	CE-ROLLER	0	8,119	8,119	8,119	8,119	8,119
509-9060	CE-MOTOR VEHICLES - SLOPE MOW	32,879	32,879	32,879	32,879	32,876	0
509-9062	CE-MOTOR VEHICLES - GRADALL	51,194	51,194	51,194	51,194	51,194	80,000
509-9064	CE-MOTOR VEHICLES - DUMP TRUC	0	17,057	17,056	17,056	17,056	17,056
509-9065	CE-MOTOR VEHICLES-SIDE MOWER	0	0	0	0	0	0
509-9066	CE-MOTOR VEHICLES-WHEEL LOADE	0	0	0	0	0	0
509-9067	CE-TRAILERS	0	0	0	0	0	11,000
509-9080	CE-STREET IMPROVEMENTS	165,731	440,933	165,000	165,000	165,000	200,000
509-9085	CE-CONTRIBUTION BY GALV COUNT	0	0	0	0	0	0
509-9086	CE-CONTRIBUTION BY TXDOT	0	0	0	0	0	0
509-9087	CE-CONTRIBUTION BY DEVELOPER	0	0	0	0	0	0
509-9099	CE-CAPITAL OUTLAY-CAP. LEASE	95,820	102,434	0	376,612	376,612	0
EXPENSE CATEGORY TOTAL		371,624	652,616	274,248	650,860	650,857	316,175

MAINTENANCE & REPAIRS

509-9205	MR-BUILDINGS & STRUCTURES	1,810	29	1,500	1,500	500	1,500
509-9210	MR-FURNITURE AND OFFICE EQUIP	500	0	200	200	0	500
509-9215	MR-INSTRUMENTS	639	1,240	800	800	800	800
509-9220	MR-MACHINERY, TOOLS, & EQUIP.	1,673	621	1,500	1,500	1,000	1,500
509-9224	MR-MOTOR VEHICLES-ASPHALT PAV	92	30	500	500	700	500
509-9225	MR-MOTOR VEHICLES-DUMP TRUCKS	4,241	11,930	8,500	8,500	7,000	8,500
509-9226	MR-MOTOR VEHICLES-MOTORGRADER	39	0	0	0	0	0
509-9227	MR-MOTOR VEHICLES-SLOPE MOWER	13,752	6,412	12,000	12,000	12,000	12,000
509-9228	MR-MOTOR VEHICLES-SIDE MOWER	4,415	5,482	3,000	3,000	3,000	3,000
509-9229	MR-MOTOR VEHICLES-OTHER	0	336	0	0	0	0
509-9230	MR-MOTOR VEHICLES-GRADALL	22,313	16,116	20,000	20,000	20,000	20,000
509-9231	MR-MOTOR VEHICLES-ROLLERS	484	112	500	500	50	500
509-9232	MR-MOTOR VEHICLES-TRAILERS	59	763	250	250	650	250
509-9233	MR-MOTOR VEHICLES-UTIL TRACTO	86	222	200	200	46	0
509-9234	MR-MOTOR VEHICLES-PULVI MIXER	0	0	0	0	0	0
509-9235	MR-STORM SEWERS	12,119	5,858	5,000	7,000	7,000	45,000
509-9236	MR-MOTOR VEHICLES-PICKUP TRKS	5,895	3,192	2,500	2,500	3,000	2,500
509-9237	MR-MOTOR VEHICLES-WATER TRUCK	463	1,523	1,000	1,000	1,000	1,000
509-9238	MR-MOTOR VEHICLES-WHEEL LOADE	895	5,700	1,000	1,000	750	1,000
509-9240	MR-STREETS AND ROADWAYS	31,644	28,055	30,000	30,000	30,000	30,000
EXPENSE CATEGORY TOTAL		101,119	87,621	88,450	90,450	87,496	128,550

2020/21 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
PERSONNEL SERVICES							
509-9305	PS-RETIREMENT CONTRIBUTION	48,968	52,833	55,282	55,282	55,000	79,239
509-9307	PS-EXTRA HELP	0	0	0	0	0	0
509-9310	PS-GROUP INSURANCE BENEFITS	74,379	79,522	86,070	86,070	78,000	89,051
509-9315	PS-JANITORIAL	0	0	0	0	0	0
509-9320	PS-LONGEVITY	4,705	4,985	5,790	5,790	5,635	5,715
509-9325	PS-MEDICARE & SOCIAL SECURITY	0	0	6,810	6,810	5,000	7,181
509-9329	PS-OVERTIME	10,398	5,835	2,000	2,000	4,000	2,000
509-9330	PS-REGULAR PAYROLL	390,320	440,008	461,898	461,898	450,000	487,526
509-9335	PS-TRAINING AND TRAVEL	52	0	0	0	0	0
509-9340	PS-UNEMPLOYMENT TAXES	0	0	1,080	1,080	2,000	1,080
509-9345	PS-WORKERS' COMPENSATION	21,941	20,842	24,328	20,828	20,786	21,917
EXPENSE CATEGORY TOTAL		550,763	604,025	643,258	639,758	620,421	693,709
SPECIAL SERVICES							
509-9425	SS-DUES AND SUBSCRIPTIONS	764	779	800	800	800	800
509-9432	SS-EQUIPMENT RENTAL	5,200	2,246	4,000	4,000	4,000	4,000
509-9433	SS-JANITORIAL SERVICES	666	666	700	700	1,422	1,800
509-9440	SS-MEDICAL EXPENSES	495	240	500	500	600	500
509-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	25,000
509-9465	SS-SOFTWARE MAINTENANCE SV	33	33	50	50	31	50
EXPENSE CATEGORY TOTAL		7,158	3,964	6,050	6,050	6,853	32,150
SUPPLIES AND MATERIALS							
509-9525	SM-CHEMICAL, MEDICAL & SURGIC	169	9	200	200	201	200
509-9534	SM-FURNITURE & OFFICE EQUIP	811	170	250	250	200	250
509-9535	SM-FUEL	38,060	39,796	45,000	40,800	40,000	45,000
509-9537	SM-INSTRUMENTS	289	629	500	500	0	500
509-9540	SM-JANITORIAL	711	430	800	800	500	800
509-9550	SM-MACHINERY, TOOLS, & EQUIP.	892	1,430	500	2,700	2,700	500
509-9560	SM-OFFICE SUPPLIES & POSTAGE	654	388	500	500	400	500
509-9580	SM-SMALL TOOLS & SUPPLIES	5,293	4,979	3,500	4,500	4,500	4,500
509-9585	SM-TRAFFIC MARKERS & MATERIAL	4,026	3,570	4,000	5,000	5,000	4,000
509-9590	SM-WEARING APPAREL	3,242	3,089	3,500	3,500	3,500	3,500
EXPENSE CATEGORY TOTAL		54,147	54,490	58,750	58,750	57,001	59,750
UTILITIES							
509-9605	U-GAS	0	0	0	0	0	0
509-9610	U-LIGHT AND POWER	2,420	2,304	2,500	2,500	2,200	2,500
509-9615	U-STREET LIGHTS	36,845	30,178	40,000	30,000	30,000	35,000
509-9620	U-TELEPHONE	558	500	650	650	800	1,800
509-9625	U-WATER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		39,823	32,982	43,150	33,150	33,000	39,300
*** DEPARTMENT TOTAL ***		1,124,634	1,435,698	1,113,906	1,479,018	1,455,628	1,269,634

2020/21 OPERATING BUDGET

01 -GENERAL FUND
STREET
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
509-9059	CE-ROLLER						
		CURRENT YEAR NOTES: final lease purchase payment on new roller					
509-9062	CE-MOTOR VEHICLES - GRADALL						
		CURRENT YEAR NOTES: 1st of 5 lease purchase payments on new excavator					
509-9064	CE-MOTOR VEHICLES - DUMP TRUCK						
		CURRENT YEAR NOTES: final lease purchase payment on new dump truck					
509-9067	CE-TRAILERS						
		CURRENT YEAR NOTES: 1st of 3 lease purchase payments on new trailer					
509-9080	CE-STREET IMPROVEMENTS						
		CURRENT YEAR NOTES: Annual street improvements					
509-9205	MR-BUILDINGS & STRUCTURES						
		CURRENT YEAR NOTES: Routine maintenance					
509-9215	MR-INSTRUMENTS						
		CURRENT YEAR NOTES: annual fire extinguisher inspections					
509-9220	MR-MACHINERY, TOOLS, & EQUIP.						
		CURRENT YEAR NOTES: laser and air compressor repairs and costs of oxygen and acetylene					
509-9225	MR-MOTOR VEHICLES-DUMP TRUCKS						
		CURRENT YEAR NOTES: Routine maintenance of 5 trucks					
509-9227	MR-MOTOR VEHICLES-SLOPE MOWER						
		CURRENT YEAR NOTES: Routine maintenance of 4 mowers					
509-9228	MR-MOTOR VEHICLES-SIDE MOWER						
		CURRENT YEAR NOTES: Routine maintenance of 2 mowers					
509-9230	MR-MOTOR VEHICLES-GRADALL						
		CURRENT YEAR NOTES: Routine maintenance of 2 excavators					
509-9231	MR-MOTOR VEHICLES-ROLLERS						
		CURRENT YEAR NOTES: Routine maintenance of rollers					
509-9232	MR-MOTOR VEHICLES-TRAILERS						
		CURRENT YEAR NOTES: Routine maintenance of 2 trailers					
509-9235	MR-STORM SEWERS						
		CURRENT YEAR NOTES: Culverts for drainage projects					
509-9236	MR-MOTOR VEHICLES-PICKUP TRKS						
		CURRENT YEAR NOTES: Routine maintenance of 4 trucks					
509-9240	MR-STREETS AND ROADWAYS						
		CURRENT YEAR NOTES: Materials for street maintenance and repairs					

2020/21 OPERATING BUDGET

01 -GENERAL FUND
STREET
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
509-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% contribution rate matched 2 to 1, effective 1.1.21					
509-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 3.8% increase in cost of medical insurance premium					
509-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
509-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase and pay adjustments for equipment operators					
509-9425	SS-DUES AND SUBSCRIPTIONS	CURRENT YEAR NOTES: Internet service					
509-9432	SS-EQUIPMENT RENTAL	CURRENT YEAR NOTES: Rental of equipment for street improvement projects					
509-9460	SS-PROFESSIONAL/CONTRACT SVCS.	CURRENT YEAR NOTES: Contract engineering services for drainage projects					
509-9580	SM-SMALL TOOLS & SUPPLIES	CURRENT YEAR NOTES: Hand tools, bolts, shovels, etc.					
509-9585	SM-TRAFFIC MARKERS & MATERIALS	CURRENT YEAR NOTES: Street signs, poles, and hardware					
509-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: Uniforms and protective gear					
509-9615	U-STREET LIGHTS	CURRENT YEAR NOTES: Current street lighting costs plus additional costs for new lights					
509-9620	U-TELEPHONE	CURRENT YEAR NOTES: Landline phone and staff cell phone expenses					

CITY OF SANTA FE
ANNUAL BUDGET
2020/2021

DEPARTMENT – Park

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Prepare and fund plans and designs for the development of future parks and park facilities, 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.

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

Building and Grounds Keeper
Building and Grounds Laborer

(These positions are under the direction and supervision of the Community Services Director)

2020/21 OPERATING BUDGET

01 -GENERAL FUND

PARKS

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
CAPITAL EXPENDITURES							
513-9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	0
513-9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	4,300	0	0	0
513-9055	CE-TRACTORS / MOWERS	0	0	11,800	9,800	9,423	0
513-9056	CE-MOTOR VEHICLES	4,856	12,892	0	0	0	0
513-9099	CE-CAPITAL OUTLAY-CAP LEASE	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		4,856	12,892	16,100	9,800	9,423	0
MAINTENANCE & REPAIRS							
513-9205	MR-BUILDINGS & STRUCTURES	672	674	800	800	800	800
513-9212	MR-GROUNDS MAINTENANCE	609	239	1,500	2,420	2,420	5,000
513-9215	MR-INSTRUMENTS	36	36	100	100	208	100
513-9220	MR-MACHINERY, TOOLS, & EQUIP	464	178	300	300	200	300
513-9222	MR-PARKING LOT	0	0	0	0	0	0
513-9227	MR-MOTOR VEHICLES-MOWERS	1,611	1,033	2,500	2,500	3,200	2,500
513-9229	MR-MOTOR VEHICLES-OTHER	1,966	1,590	1,200	1,200	500	1,200
513-9232	MR-MOTOR VEHICLES-TRAILERS	0	18	150	150	0	150
EXPENSE CATEGORY TOTAL		5,358	3,768	6,550	7,470	7,328	10,050
PERSONNEL SERVICES							
513-9305	PS-RETIREMENT CONTRIBUTION	4,866	5,809	6,561	6,561	6,400	9,215
513-9307	PS-EXTRA HELP	0	0	0	2,000	4,807	0
513-9310	PS-GROUP INSURANCE BENEFITS	7,291	7,424	14,162	14,162	13,500	14,665
513-9320	PS-LONGEVITY	65	125	185	185	185	365
513-9325	PS-MEDICARE & SOCIAL SECURITY	0	0	804	804	865	835
513-9329	PS-OVERTIME	720	673	700	1,000	1,000	1,400
513-9330	PS-REGULAR PAYROLL	39,528	48,840	54,574	54,574	54,000	56,530
513-9335	PS-TRAINING AND TRAVEL	0	0	0	0	0	0
513-9340	PS-UNEMPLOYMENT TAXES	0	0	180	500	500	180
513-9345	PS-WORKERS' COMPENSATION	1,083	1,139	1,512	1,512	1,512	1,570
EXPENSE CATEGORY TOTAL		53,553	64,010	78,678	81,298	82,769	84,760
SPECIAL SERVICES							
513-9415	SS-BUILDING LEASE	0	0	18,000	18,000	18,000	18,000
513-9425	SS-DUES AND SUBSCRIPTIONS	45	40	90	90	40	90
513-9432	SS-EQUIPMENT RENTAL	401	1,395	720	2,500	2,500	1,475
513-9433	SS-JANITORIAL SERVICES	250	250	2,700	3,700	3,648	5,040
513-9440	SS-MEDICAL EXPENSES	120	145	100	100	0	100
513-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	15,000	2,000	0	0	2,000
EXPENSE CATEGORY TOTAL		816	16,830	23,610	24,390	24,188	26,705

2020/21 OPERATING BUDGET

01 -GENERAL FUND

PARKS

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
SUPPLIES AND MATERIALS							
513-9505	SM-BLDGS & IMPROVEMENTS	0	26	100	100	200	100
513-9520	SM-CERTIFICATES, PLAQUES, ETC.	0	0	0	0	100	0
513-9525	SM-CHEMICAL, MEDICAL, & SURGICA	416	421	445	445	600	445
513-9535	SM-FUEL	5,114	3,355	6,000	6,000	3,000	3,900
513-9537	SM-INSTRUMENTS	0	0	100	100	0	100
513-9540	SM-JANITORIAL	382	391	1,300	1,300	800	300
513-9542	SM-LANDSCAPING MATERIALS	6,896	45	500	500	500	20,500
513-9550	SM-MACHINERY, TOOLS, & EQUIP	2,054	660	500	500	655	500
513-9560	SM-OFFICE SUPPLIES & POSTAGE	295	171	100	100	100	250
513-9565	SM-PARK EQUIPMENT	13,052	107	500	500	0	500
513-9580	SM-SMALL TOOLS & SUPPLIES	1,412	934	1,400	1,400	1,400	1,400
513-9581	SM-SPECIAL PROJECTS/ACTIVITIE	1,214	4,819	5,000	24,000	24,000	8,000
513-9582	SM-CH SAFETY FAIR / I/C SOCIA	1,066	455	2,300	0	0	2,000
513-9585	SM-TRAFFIC MARKERS & MATERIAL	200	0	200	200	400	200
513-9590	SM-WEARING APPAREL	584	438	750	750	700	700
EXPENSE CATEGORY TOTAL		32,685	11,822	19,195	35,895	32,455	38,895
UTILITIES							
513-9610	U-ELECTRICITY	1,135	1,037	7,200	1,200	1,000	1,200
513-9620	U-TELEPHONE	538	445	750	750	600	600
513-9625	U-WATER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		1,673	1,482	7,950	1,950	1,600	1,800
*** DEPARTMENT TOTAL ***		98,941	110,804	152,083	160,803	157,763	162,210

513-9205	MR-BUILDINGS & STRUCTURES	CURRENT YEAR NOTES: Routine maintenance of park maintenance building, as well as pavilions, restrooms, and other structures in the parks					
513-9212	MR-GROUNDS MAINTENANCE	CURRENT YEAR NOTES: Routine maintenance of library park and walking trail (\$2,000) and therapeutic garden (\$1,500) and improvements to materials used for walking trail (\$1,500)					
513-9222	MR-PARKING LOT	CURRENT YEAR NOTES: Materials to re-stripe parking lot					
513-9229	MR-MOTOR VEHICLES-OTHER	CURRENT YEAR NOTES: Routine maintenance of 2 pickup trucks					
513-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% contribution rate matched 2 to 1, effective 1.1.21					
513-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 3.8% increase in cost of medical insurance premium					

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 PARKS
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
513-9320	PS-LONGEVITY	CURRENT YEAR NOTES: \$5 per month per year of service per employee					
513-9330	PS-REGULAR PAYROLL	CURRENT YEAR NOTES: Includes average 3% wage increase					
513-9415	SS-BUILDING LEASE	CURRENT YEAR NOTES: Lease of Runge Park community center and pavilion (\$1,500/mo.)					
513-9432	SS-EQUIPMENT RENTAL	CURRENT YEAR NOTES: Rental of lifts for tree trimming and hanging holiday banners					
513-9433	SS-JANITORIAL SERVICES	CURRENT YEAR NOTES: Includes janitorial services for park maintenance building and Runge Park community center and pavilion					
513-9460	SS-PROFESSIONAL/CONTRACT SVCS	CURRENT YEAR NOTES: tree removal expenses					
513-9525	SM-CHEMICAL, MEDICAL, & SURGICAL	CURRENT YEAR NOTES: Herbicide for use along FM 1764 and FM 646 curbs, ant poison, and poison ivy wash					
513-9542	SM-LANDSCAPING MATERIALS	CURRENT YEAR NOTES: Improvements to therapeutic garden, including sod and sprinkler system					
513-9581	SM-SPECIAL PROJECTS/ACTIVITIES	CURRENT YEAR NOTES: Expenses associated with special activities, such as the Easter egg hunt (\$2,000), Heritage Festival (\$3,000), Christmas parade and tree lighting (\$600), 4th of July festivities (\$1,200), and Back-to-School Bash					
513-9582	SM-CH SAFETY FAIR / I/C SOCIAL	CURRENT YEAR NOTES: Expenses associated with the child safety fair (may be supplemented with child safety fair donations)					
513-9585	SM-TRAFFIC MARKERS & MATERIALS	CURRENT YEAR NOTES: parking lot striping and traffic safety signs for mowers					
513-9590	SM-WEARING APPAREL	CURRENT YEAR NOTES: Uniforms and protective gear for building grounds maintenance staff					
513-9610	U-ELECTRICITY	CURRENT YEAR NOTES: electricity for park maintenance facility and office					
513-9620	U-TELEPHONE	CURRENT YEAR NOTES: Cell phone expenses for building grounds maintenance staff					

2020/21 OPERATING BUDGET

01 -GENERAL FUND
SPECIAL PROJECTS
DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
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SPECIAL SERVICES

514-9460	SS-COM PROMISE PROGRAM	0	0	0	0	0	10,000
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EXPENSE CATEGORY TOTAL		0	0	0	0	0	10,000
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UTILITIES

514-9630	U-TOWER RD ESTATES UTILITIES	0	0	25,000	0	0	25,000
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514-9635	U-6TH ST UTILITY EXTENSION	0	13,170	0	0	0	0
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EXPENSE CATEGORY TOTAL		0	13,170	25,000	0	0	25,000
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***	DEPARTMENT TOTAL ***	0	13,170	25,000	0	0	35,000
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514-9460 SS-COM PROMISE PROGRAM CURRENT YEAR NOTES:
College of the Mainland Promise Program supporting higher
education for SFHS graduates

514-9630 U-TOWER RD ESTATES UTILITIES CURRENT YEAR NOTES:
1st of 4 payments on Tower Road Estates infrastructure

CITY OF SANTA FE
ANNUAL BUDGET
2020/2021

DEPARTMENT – Community Center

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

2. Rentals - 46 (FY11); 50 (FY12); 37 (FY13); 47 (FY14); 53 (FY15);
 40 (FY16); 47 (FY17); 63 (FY18); 43 (FY19); 30 (FY20)

a. Revenue generated from rentals -
 \$ 6,796 (FY15); \$ 6,382 (FY16); \$ 7,545 (FY17);
 \$10,650 (FY18); \$ 7,215 (FY19); \$ 4,155 (FY20)

POSITIONS ---

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY CENTER
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
<u>CAPITAL EXPENDITURES</u>							
515-9051	CE-BUILDINGS AND STRUCTURES	0	0	10,000	0	0	0
515-9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	0
515-9053	CE-INSTRUMENTS	0	0	0	0	0	0
515-9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	6,500
EXPENSE CATEGORY TOTAL		0	0	10,000	0	0	6,500
<u>MAINTENANCE & REPAIRS</u>							
515-9205	MR-BUILDINGS & STRUCTURES	2,965	2,501	4,000	16,000	16,000	5,750
515-9215	MR-INSTRUMENTS	379	168	200	200	249	200
515-9220	MR-MACHINERY, TOOLS, & EQUIP	961	558	700	700	800	700
515-9222	MR-PARKING LOT	0	0	2,500	0	0	0
EXPENSE CATEGORY TOTAL		4,305	3,227	7,400	16,900	17,049	6,650
<u>PERSONNEL SERVICES</u>							
515-9315	PS-JANITORIAL	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	0	0	0	0
<u>SPECIAL SERVICES</u>							
515-9425	SS-DUES AND SUBSCRIPTIONS	0	0	0	0	0	0
515-9432	SS-EQUIPMENT RENTAL	0	0	720	720	0	720
515-9433	SS-JANITORIAL SERVICES	2,662	2,662	2,700	2,700	2,550	2,460
515-9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		2,662	2,662	3,420	3,420	2,550	3,180
<u>SUPPLIES AND MATERIALS</u>							
515-9505	SM-BLDGS & IMPROVEMENTS	3,776	0	0	0	50	0
515-9525	SM-CHEMICAL, MEDICAL, SURGICA	0	35	0	0	0	0
515-9534	SM-FURNITURE & OFFICE EQUIP	0	0	0	929	929	336
515-9540	SM-JANITORIAL	734	1,019	1,000	1,000	500	1,000
515-9550	SM-MACHINERY, TOOLS, & EQUIP.	0	578	0	0	50	0
515-9560	SM-OFFICE SUPPLIES & POSTAGE	78	0	50	50	50	50
515-9580	SM-SMALL TOOLS & SUPPLIES	43	256	250	250	250	350
515-9585	SM-TRAFFIC MARKERS & MATERIAL	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		4,631	1,888	1,300	2,229	1,829	1,736

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY CENTER
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
UTILITIES							
515-9605	U-GAS	397	399	460	460	400	460
515-9610	U-LIGHT AND POWER	5,189	5,077	6,000	6,000	4,200	6,000
515-9620	U-TELEPHONE	628	675	700	700	680	630
515-9625	U-WATER	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		6,214	6,151	7,160	7,160	5,280	7,090
*** DEPARTMENT TOTAL ***		17,812	13,928	29,280	29,709	26,708	25,156

- 515-9054 CE-MACHINERY, TOOLS, & EQUIP CURRENT YEAR NOTES:
1st of 3 lease purchase payments on replacement A/C units for office area and common areas
- 515-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:
Extermination of building (\$300), greasetrap cleaning (\$175), addition of storm windows (\$2,115), change outdoor lampposts to LED (\$1,750), and other routine maintenance
- 515-9220 MR-MACHINERY, TOOLS, & EQUIP CURRENT YEAR NOTES:
Annual venthood suppression system inspection, annual A/C check, ice machine repairs, and routine maintenance
- 515-9432 SS-EQUIPMENT RENTAL CURRENT YEAR NOTES:
Lift rental for replacing flags and parking lot lights
- 515-9534 SM-FURNITURE & OFFICE EQUIP CURRENT YEAR NOTES:
4 - 8' tables

CITY OF SANTA FE
ANNUAL BUDGET
2020/2021

DEPARTMENT – Civil Service

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Provide administrative support to the Civil Service Commission
 - ◆ timely and accurate agenda materials
 - ◆ maintain records of meetings, hearings, and other commission activities

2. Administer provisions of municipal civil service for police officers in accordance with state law and local commission rules and regulations
 - ◆ conduct entry level and promotional testing
 - ◆ maintain eligibility lists
 - ◆ maintain records of certification and appointment and other personnel documents
 - ◆ coordinate employee hearings and assemble documents and evidence

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

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

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 CIVIL SERVICE
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
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PERSONNEL SERVICES

517-9335	PS-TRAINING & TRAVEL-STAFF	0	0	500	0	0	1,000
517-9336	PS-TRAINING & TRAVEL- COMM.	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	0	500	0	0	1,000

SPECIAL SERVICES

517-9410	SS-ADVERTISING	118	118	500	500	500	1,000
517-9425	SS-DUES & SUBSCRIPTIONS	198	198	300	300	100	300
517-9435	SS-LEGAL EXPENSES	1,949	1,813	2,000	2,000	1,000	2,000
517-9460	SS-EXAM MAT & SVCS-ENTRY	337	854	700	700	700	800
517-9461	SS-EXAM MAT & SVCS-PROMOTIONA	2,000	2,000	2,000	2,000	2,000	2,200
EXPENSE CATEGORY TOTAL		4,602	4,983	5,500	5,500	4,300	6,300

SUPPLIES AND MATERIALS

517-9560	SM-OFFICE SUPPLIES	0	0	22	22	0	25
EXPENSE CATEGORY TOTAL		0	0	22	22	0	25

*** DEPARTMENT TOTAL ***		4,602	4,983	6,022	5,522	4,300	7,325
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- 517-9410 SS-ADVERTISING CURRENT YEAR NOTES:
Advertising expenses for entry level and promotional testing
- 517-9435 SS-LEGAL EXPENSES CURRENT YEAR NOTES:
Legal expenses, including expenses related to mediation and arbitration, related to administration of civil service regulations
- 517-9460 SS-EXAM MAT & SVCS-ENTRY CURRENT YEAR NOTES:
Exam materials and services for police officer entry level testing
- 517-9461 SS-EXAM MAT & SVCS-PROMOTIONAL CURRENT YEAR NOTES:
Exam materials and services for police officer promotional testing

CITY OF SANTA FE
ANNUAL BUDGET
2020/2021

DEPARTMENT – Crime Victim Assistance

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 identity 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 together 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
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

2020/21 OPERATING BUDGET

01 -GENERAL FUND

CRIME VICTIM ASST-federal

DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
CAPITAL EXPENDITURES							
522-9052	CE-FURNITURE & OFFICE EQUIP.	4,382	7,997	6,871	0	0	0
EXPENSE CATEGORY TOTAL		4,382	7,997	6,871	0	0	0
MAINTENANCE & REPAIRS							
522-9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	0
522-9210	MR-FURNITURE & OFFICE EQUIP	0	750	0	0	0	0
EXPENSE CATEGORY TOTAL		0	750	0	0	0	0
PERSONNEL SERVICES							
522-9305	PS-RETIREMENT CONTRIBUTION	2,931	25,870	11,111	15,130	15,130	0
522-9310	PS-GROUP INSURANCE BENEFITS	1,309	20,880	9,146	12,038	12,038	0
522-9320	PS-LONGEVITY	0	0	170	170	170	0
522-9325	PS-MEDICARE & SOCIAL SECURITY	350	4,768	3,657	2,632	2,632	0
522-9330	PS-REGULAR PAYROLL	24,281	244,315	123,750	137,066	137,066	0
522-9335	PS-TRAINING & TRAVEL	1,179	0	6,321	0	0	0
522-9340	PS-UNEMPLOYMENT TAXES	0	0	878	496	496	0
522-9345	PS-WORKERS' COMPENSATION	0	98	500	0	0	0
EXPENSE CATEGORY TOTAL		30,050	295,931	155,533	167,532	167,532	0
SPECIAL SERVICES							
522-9405	SS - MODEM CABLING SVCS.	0	250	0	0	0	0
522-9410	SS - ADVERTISING	1,125	2,792	500	0	0	0
522-9415	SS-BUILDING LEASE	4,200	20,675	156,575	3,150	3,150	0
522-9425	SS-DUES & SUBSCRIPTIONS	0	0	0	1,165	1,165	0
522-9460	SS-CONTRACT SVCS-IA Counselin	10,241	122,890	30,722	160,144	160,144	0
522-9461	SS-CONTRACT SVCS-Comm Outreac	0	36,000	18,000	0	0	0
522-9462	SS-CONTRACT SVCS-Music Therap	0	2,844	5,200	3,169	3,169	0
522-9463	SS CONTRACT SVCS - Yoga	0	0	0	1,100	1,100	0
522-9464	SS-CONTRACT SVCS-IA Interns	0	0	0	11,625	11,625	0
EXPENSE CATEGORY TOTAL		15,566	185,451	210,997	180,353	180,353	0
SUPPLIES AND MATERIALS							
522-9520	SM-CERT, PLAQUES ETC	0	0	0	0	0	0
522-9534	SM-FURNITURE & OFFICE EQUIP	0	4,479	18,963	569	569	0
522-9560	SM-OFFICE SUPPLIES & POSTAGE	225	5,915	4,757	1,643	1,643	0
522-9590	SM-WEARING APPAREL	0	1,010	0	0	0	0
EXPENSE CATEGORY TOTAL		225	11,404	23,720	2,212	2,212	0

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 CRIME VICTIM ASST-federal
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
<u>UTILITIES</u>							
522-9620	U-TELEPHONE	890	2,102	10,074	3,000	3,000	0
522-9630	INDIRECT COSTS	0	0	110,352	0	0	0
EXPENSE CATEGORY TOTAL		890	2,102	120,426	3,000	3,000	0
*** DEPARTMENT TOTAL ***		51,113	503,635	517,547	353,097	353,097	0
		*****	*****	*****	*****	*****	*****

522-9330 PS-REGULAR PAYROLL

CURRENT YEAR NOTES:
 VOCA grant funding extends through 12-31-2019.

2020/21 OPERATING BUDGET

01 -GENERAL FUND
 CRIME VICTIM ASST-local
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
MAINTENANCE & REPAIRS							
532-9205	MR-BUILDINGS & STRUCTURES	0	0	0	160	160	0
EXPENSE CATEGORY TOTAL		0	0	0	160	160	0
PERSONNEL SERVICES							
532-9335	PS-TRAINING & TRAVEL	0	0	0	300	300	0
EXPENSE CATEGORY TOTAL		0	0	0	300	300	0
SPECIAL SERVICES							
532-9416	SS-FACILITY RENTAL	0	2,100	0	0	0	0
532-9420	SS-CC TRANSACTION FEES	0	45	0	0	0	0
532-9425	SS-DUES & SUBSCRIPTIONS	0	0	0	40	40	0
532-9440	SS-MEDICAL EXPENSES	140	700	0	0	0	0
532-9460	SS-PROFESSIONAL SERVICES	0	0	0	125	125	0
532-9462	SS-CONTRACT SVCS- Drumbeat	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		140	2,845	0	165	165	0
SUPPLIES AND MATERIALS							
532-9520	SM-CERT, PLAQUES ETC.	0	0	0	103	103	0
532-9534	SM-FURNITURE & OFFICE EQUIP	0	0	0	0	0	0
532-9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	0	137	50	0
532-9561	SM-SNACKS, WATER, ETC.	0	862	0	413	500	0
532-9562	SM-PROGRAM ACTIVITIES/SUPPLIE	0	10,909	0	200	200	0
532-9580	SM-SMALL TOOLS & SUPPLIES	0	0	0	61	61	0
532-9590	SM-WEARING APPAREL	0	0	0	0	0	0
EXPENSE CATEGORY TOTAL		0	11,771	0	914	914	0
***	DEPARTMENT TOTAL ***	140	14,616	0	1,539	1,539	0
***	TOTAL EXPENSES ***	5,637,553	6,428,965	6,183,920	6,887,032	6,778,143	6,289,236

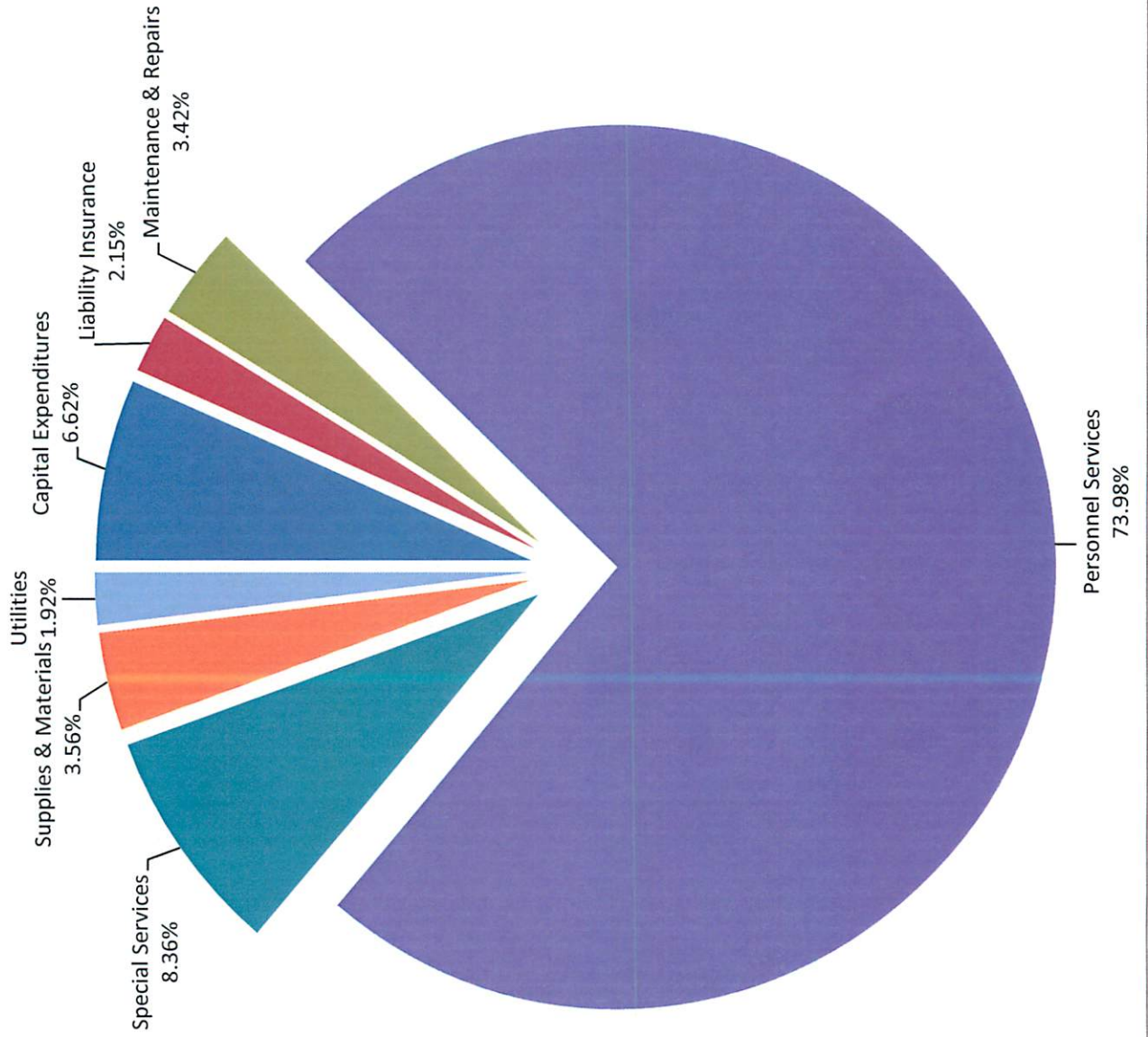
*** END OF REPORT ***

2020/21 OPERATING BUDGET

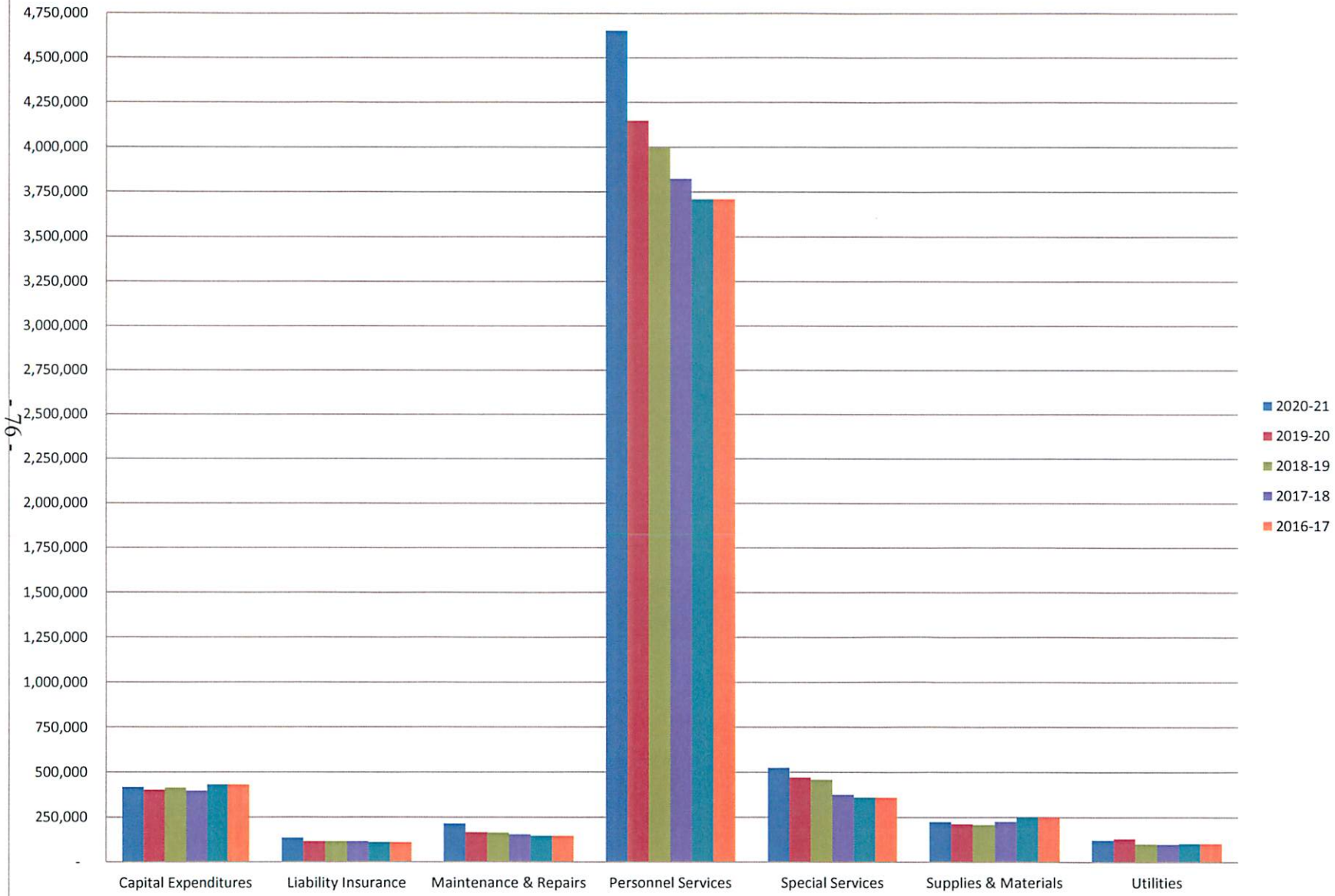
01 -GENERAL FUND
 CDGB 2019-2020
 DEPARTMENT EXPENSES

ACCT NO#	ACCT NAME	ACTUAL 2017/18	ACTUAL 2018/19	ORIGINAL 2019/20	AMENDED 2019/20	PROJECTED Y/E 2019/20	BUDGET 2020/21
<u>SPECIAL SERVICES</u>							
524-9403	ADMIN FEDERL CDBG 2019/2020	0	0	0	19,250	19,250	0
524-9404	ENGINEERING FEDCDBG 19/2020	0	0	0	22,536	22,536	0
524-9406	CONTRACTOR FED CDBG 19/2020	0	0	0	0	0	0
524-9407	ADMIN FED CDBGDR-C093	0	0	0	0	0	0
524-9408	ENGINEERING FED CDBGDR-C093	0	0	0	0	0	0
524-9409	CONTRACTOR FED CDBGDR-C093	0	0	0	0	0	0
524-9410	SS-ADVERTISING	0	95	0	0	0	0
<u>EXPENSE CATEGORY TOTAL</u>		<u>0</u>	<u>95</u>	<u>0</u>	<u>41,786</u>	<u>41,786</u>	<u>0</u>
*** DEPARTMENT TOTAL ***		0	95	0	41,786	41,786	0
		=====	=====	=====	=====	=====	=====

2020/21 Operating Expenditures by Category



ANNUAL COMPARISON OPERATING EXPENSES BY CATEGORY



APPENDIX A

FACTS AND FIGURES

FACTS AND FIGURES

City Government

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

Physiographic

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

Demographics

Population

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

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

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

Median Age (2000 and 2010 US Census)

1990 / 2000	32.7	/	36.1
2010	40.5		

Age Distribution (2000 and 2010 US Census)

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

Median Household Income (dollars)

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

Median Household Size (2000 and 2010 US Census)

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

Housing Units (2000 and 2010 US Census)

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

APPENDIX B

AD VALOREM TAX STRUCTURE

M & O Ad Valorem Tax Structure

City of Santa Fe History of Tax Rate and Budgeted Levy

Fiscal Year	Assessed Valuation	Tax Rate per \$100	Current Budgeted Levy
2020	776,585,710	0.2673	2,424,646
2019	682,925,313	0.2881	2,260,415
2018	641,885,519	0.2851	2,102,775
2017	625,233,744	0.2841	2,034,245
2016	600,656,085	0.2825	1,920,576
2015	553,320,384	0.2977	1,845,511
2014	506,979,058	0.3074	1,742,022
2013	484,769,963	0.3172	1,710,949
2012	485,340,644	0.3147	1,684,479
2011	482,539,055	0.3114	1,648,866
2010	469,784,510	0.3114	1,601,865
2009	440,864,612	0.3114	1,500,500
2008	375,830,543	0.3114	1,291,012
2007	368,284,777	0.2992	1,217,192
2006	346,439,856	0.2992	1,197,294
2005	334,513,372	0.2824	1,110,088

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

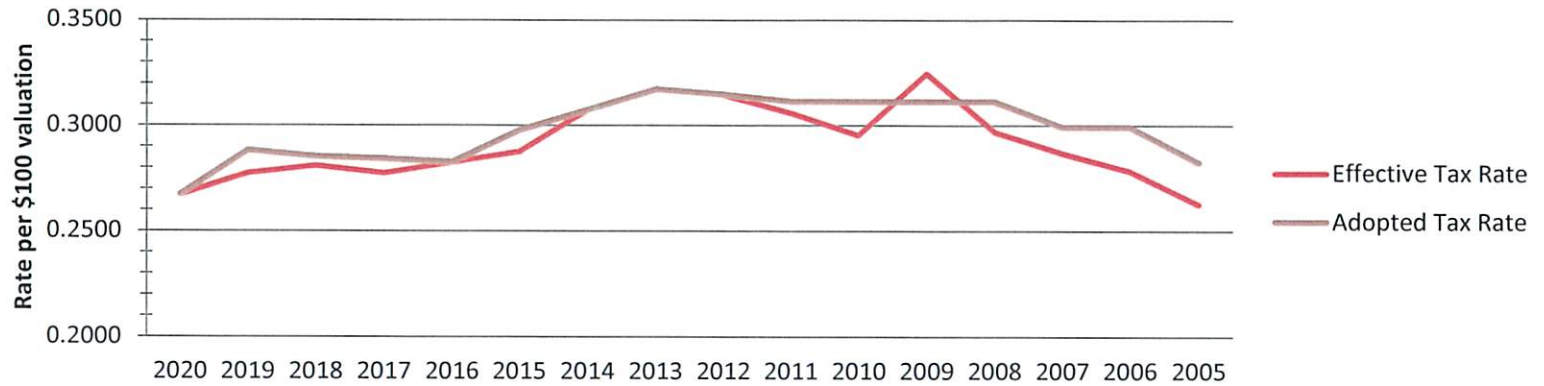
The 2020 Assessed Valuation includes \$2,017,180 from property annexed in October, 2019.

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

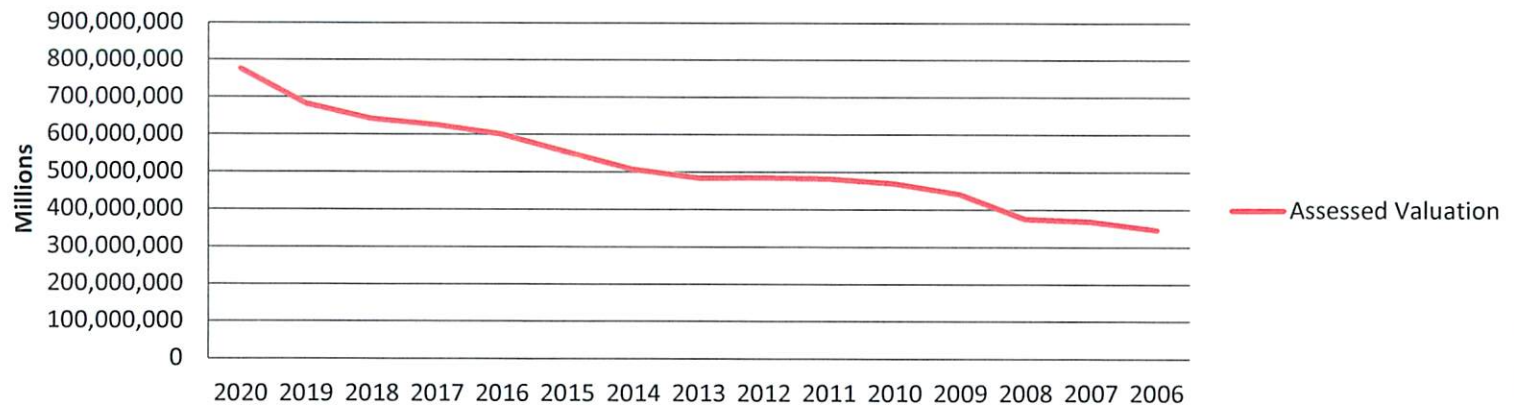
History of Tax Rates

Fiscal Year	Effective M & O Tax Rate	M & O Tax Rate per \$100	Debt Svc Tax Rate per \$100
2020	0.2673	0.2673	0.0267
2019	0.2773	0.2881	0.0381
2018	0.2809	0.2851	0.0411
2017	0.2773	0.2841	0.0421
2016	0.2825	0.2825	0.0437
2015	0.2877	0.2977	0.0473
2014	0.3074	0.3074	0.0515
2013	0.3172	0.3172	0.0530
2012	0.3147	0.3147	
2011	0.3060	0.3114	
2010	0.2954	0.3114	
2009	0.3248	0.3114	
2008	0.2969	0.3114	
2007	0.2870	0.2992	
2006	0.2784	0.2992	
2005	0.2627	0.2824	

M & O Tax Rate History



Assessed Valuation



APPENDIX C

COUNCIL ACTION

**BUDGET AND
TAX RATE**

**CITY OF SANTA FE
ORDINANCE #14-2020**

**AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, ADOPTING
THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020**

* * * * *

WHEREAS, the City Manager of the City of Santa Fe, Texas, has prepared a proposed City budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021; and

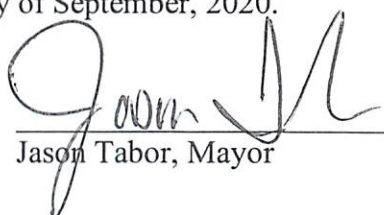
WHEREAS, a public hearing was duly held on September 10, 2020, and all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

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;

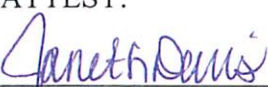
**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF SANTA FE, TEXAS:**

That the proposed budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, 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, 2020.

PASSED AND APPROVED by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 10th day of September, 2020.



Jason Tabor, Mayor

ATTEST:


Janet L. Davis, City Secretary

**CITY OF SANTA FE
ORDINANCE #15-2020**

**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 year 2020 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 \$0.294043 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, 2020, 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, \$0.267366 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, \$0.026677 on each One Hundred Dollars (\$100.00) valuation of property.

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

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 2020 shall be deemed delinquent if not paid prior to February 1, 2021.

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, 2021. However, a tax delinquent on July 1, 2021, 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.

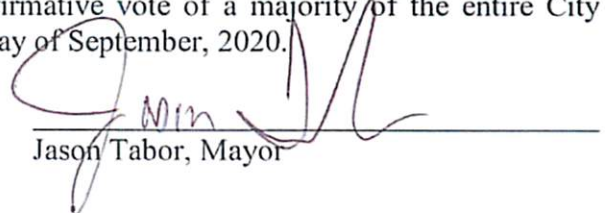
Section 7. An additional penalty of twenty percent (20%) of the amount of taxes, penalty, and interest due shall be charged if collection of the same has been placed in the hands of an attorney pursuant to the terms of Section 33.07 and Section 6.30 of the Property Tax Code.

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 10th day of September, 2020.

ATTEST:


Janet L. Davis, City Secretary


Jason Tabor, Mayor

APPENDIX D

**GENERAL FUND
ACCOUNT CODES**

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

REVENUES

TAXES AND FRANCHISE FEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LICENSE AND PERMIT FEES

WRECKER - Fees for permits issued to wrecker businesses and drivers

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

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

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

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

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

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

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

CULVERTS - Fees for installation of culverts

BUILDING PERMITS - Fees collected for development and construction permits issued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FINES AND FORFEITS

UNRECONCILED COURT FINES - Discrepancies between tickets receipted and fines collected

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

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

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

LIBRARY FINES - Fines for overdue and lost circulation materials

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

INTERGOVERNMENTAL REVENUES

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

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

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

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

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

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

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

POLICE GRANT - Grant funds for certain police projects or programs

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

LIBRARY GRANT - Grant funds for certain library projects

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

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

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

MISCELLANEOUS REVENUE

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

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

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

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

BRUCE LIBRARY EXPANSION - Donations for library expansion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MISCELLANEOUS - Unclassified revenue

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

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

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

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

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

EXPENDITURES

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

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

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

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

LIBRARY SIGN DONATION - Recognizing partial donation of outside library marquee

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

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

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

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

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

GAZEBO CONSTRUCTION - Expenses associated with the construction of the gazebo at the Mae S. Bruce Park in celebration of the City’s 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 masters TCLEOSE certificates

COURT COSTS - Officers' pay for court appearance

RETIREMENT CONTRIBUTION - City's matching retirement contribution

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

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

JANITORIAL - Pay for contract labor for janitorial services

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

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

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

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

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

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

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

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

LEGAL EXPENSES - Fees for legal services

MEDICAL EXPENSES - Drug testing and physicals for applicants and employees

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

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

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

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

PROSECUTOR - Municipal Court Prosecutor services

SUBDIVISION FILING FEES – Filing fees necessary to record subdivision plats

SOFTWARE MAINTENANCE SERVICES - Services for software support and licensing

SUPPLIES AND MATERIALS

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

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

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

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

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

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

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

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

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

FURNITURE AND OFFICE EQUIPMENT - Purchases of desks, chairs, rugs, typewriters, calculators, copiers, computer hardware and software, 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

IANITORIAL - 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/striping and holiday decorations along streets and roadways

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

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

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

UTILITIES

GAS - Charges for natural gas usage

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

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

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

WATER - Charges for water usage

ADMINISTRATIVE

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

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

APPENDIX E

POLICIES

CITY OF SANTA FE

POLICIES

* * * * *

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

BUDGET POLICY

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

SPECIAL PROJECTS FUND POLICY

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

INVESTMENT POLICY

To guide and promote effective management of city funds.

PURCHASING POLICY

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

CAPITAL ASSET POLICY

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

CODE OF CONDUCT

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

PURCHASING CARD PROGRAM

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

BUDGET POLICY

1.00 General.

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

2.00 Budget Process.

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

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

3.00 Revenue Estimates.

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

4.00 Contingency Fund.

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

5.00 Fund Balance.

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

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

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

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

SPECIAL PROJECTS FUND POLICY

1.00 General.

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

2.00 Formula for Funding.

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

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

3.00 Intent.

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

4.00 Projects.

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

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

INVESTMENT POLICY

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

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

POLICY

SCOPE.

This investment policy applies to all financial assets and funds of the City of Santa Fe. These funds are accounted for in the city’s comprehensive annual financial report and include the general fund, special revenue funds, debt service funds, and all other funds of the city. 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 which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

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

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

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

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

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

RESPONSIBILITY AND CONTROL

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

Delegation of Authority and Training. Authority to manage the City's investment program is derived from a resolution of the City Council. The City Manager, City Secretary/Treasurer, and Director of Administrative Services 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 proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the city and they shall further disclose positions that could be related to the performance of the city's portfolio. City staff shall subordinate their personal financial transactions to those of the city, particularly with regard to timing of purchases and sales.

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

REPORTING

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

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

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

- a) A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.
- b) Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased.
- c) Additions and changes to the market value during the period.
- d) Fully accrued interest for the reporting period.

- e) Average weighted yield to maturity of portfolio on entity investments.
- f) Listing of investments by maturity date.
- g) The percentage of the total portfolio which each type of investment represents.
- h) Statement of compliance of the city's investment portfolio with state law and the investment strategy and policy approved by the City Council.

INVESTMENT PORTFOLIO

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

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

Authorized Investments.

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

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

Maturity. The maturity of the city's investment instruments shall reflect as nearly as possible the expenditure patterns of the city during the fiscal year. The investment officers may not invest more than 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 safekeep the pool's assets;
- h) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;
- i) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment
- j) the name and address of the independent auditor of the pool;
- k) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool;
- l) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios; and
- m) a description of interest calculations and how interest is distributed, and how gains and losses are treated.

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

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

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate: audited financial statements, certification of having read the city's investment policy signed by a qualified representative of the organization, and acknowledgment that the organization has implemented reasonable procedures and controls in an effort to preclude transactions that are not authorized by this policy. *Qualified representative* means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following: - E 12 -

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

SAFEKEEPING AND CUSTODY

Insurance. 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 market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. Evidence of the pledged collateral shall be maintained by an investment officer or by a third party financial institution. Collateral shall be reviewed periodically to assure that the market value of the pledged securities is adequate. Deposit collateralization shall comply with all statutes applicable to governmental funds, including but not limited to the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. All securities pledged are subject to the approval of the city. Requests for substitution of collateral securities or a change in the total amount of securities pledged are subject to written approval of the city.

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

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

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

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

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

INVESTMENT POLICY ADOPTION

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

(This investment policy adopted by Council Resolution #1998-14 of July 23, 1998, and has been reviewed and approved, with or without amendments, by the Council each year thereafter. The most recent review and approval by Council occurred on December 12, 2019, by Resolution #2019-37.)

PURCHASING POLICY

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

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

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

CITY OF SANTA FE

CAPITAL ASSET POLICY AND PROCEDURES

POLICY GOAL.

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

VALUING AND CAPITALIZING ASSETS.

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

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

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

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

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

Ancillary costs for *Land* include:

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

Ancillary costs for *Infrastructure* include:

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

Ancillary costs for *Buildings and Building Improvements* include:

- Professional fees of architects, engineers, attorneys, 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 which increases its useful life, such as additions, expansions, and renovations, should be capitalized when such improvements add to the value of the building.

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

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

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

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

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

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

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

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

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

ESTABLISHING AND MAINTAINING A FIXED ASSET INVENTORY.

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

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

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

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

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

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

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

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

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

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

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

DEPRECIATION GUIDELINES.

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

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

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

RESPONSIBILITY.

Each department head is responsible for:

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

The City Secretary is responsible for:

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

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

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

CODE OF CONDUCT

ARTICLE 1. Policy.

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

ARTICLE 2. Standards of Conduct.

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

ARTICLE 3. Conflicts of Interest.

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

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

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

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

ARTICLE 4. Gifts, Entertainment, and Favors.

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

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

ARTICLE 5. City Funds and Other Assets.

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

ARTICLE 6. Records and Communications.

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

ARTICLE 7. Privacy and Confidentiality.

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

ARTICLE 8. Reporting of Unethical Behavior.

Unethical behavior or fraud should be reported immediately to any or all of the following City officials: a department head; the City Manager, the City Attorney, 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.)

Purchasing Card Program

Policies and Procedures

1. Purpose

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

2. Policy

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

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

3. Duties and Responsibilities

A. Cardholder

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

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

B. Department Head

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

C. City Manager

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

4. Transaction/Card Limits

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

5. Sales Tax

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

6. Returns

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

7. Usage

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

8. Restrictions and Exemptions

- A. It is the responsibility of the Cardholder to be aware of the restrictions and requirements of this purchasing card program and abide by them. Unauthorized use is prohibited.
- B. Employees may *not* use the card for the following:
 - 1. Any purchases of items or services for personal use, including spouse and family expenses. Only city business expenses are allowable. Personal expenses should be paid separately by the Cardholder.
 - 2. Cash advances.
 - 3. Any purchase of goods/services at an establishment at which a reasonable and prudent employee exercising good judgment would not utilize the City card to render payment, considering the interests of protecting the City's public image, ensuring proper expenditure of tax dollars, and avoiding even the appearance of impropriety.

4. Any transaction amount greater than the Cardholder's transaction limit.
 5. Alcohol or liquor of any kind.
 6. Separate, sequential, and component purchases, or any transaction made with intent to circumvent the City purchasing policy.
 7. Any other purchase specifically excluded in the City Purchasing Policy.
- C. If the Cardholder has any question regarding the appropriateness of an establishment to be patronized or expenditure to be incurred, the employee should obtain advance authorization from the City Manager for the purchase or refrain from using the City card and choose an alternative method of payment.

9. Unauthorized Transactions

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

10. Summary

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

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

APPENDIX G

**WAGE AND
SALARY PLAN**

SALARY PLAN

I. Basis

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

II. Administration of Salary Schedule

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SALARY SCHEDULE

GRADE	STEP																		POSITION TITLE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	7.25	7.40	7.54	7.69	7.85	8.00	8.16	8.33	8.49	8.66	8.84	9.01	9.19	9.38	9.57	9.76	9.95	10.15	
	1,257	1,282	1,307	1,334	1,360	1,387	1,415	1,444	1,472	1,502	1,532	1,563	1,594	1,626	1,658	1,691	1,725	1,760	
	15,080	15,382	15,689	16,003	16,323	16,650	16,983	17,322	17,669	18,022	18,382	18,750	19,125	19,508	19,898	20,296	20,702	21,116	
2	7.61	7.76	7.92	8.08	8.24	8.40	8.57	8.74	8.92	9.10	9.28	9.47	9.65	9.85	10.04	10.25	10.45	10.66	
	1,320	1,346	1,373	1,400	1,428	1,457	1,486	1,516	1,546	1,577	1,608	1,641	1,673	1,707	1,741	1,776	1,811	1,848	
	15,834	16,151	16,474	16,803	17,139	17,482	17,832	18,188	18,552	18,923	19,302	19,688	20,081	20,483	20,893	21,310	21,737	22,171	
3	7.99	8.15	8.32	8.48	8.65	8.83	9.00	9.18	9.37	9.55	9.74	9.94	10.14	10.34	10.55	10.76	10.97	11.19	Library Clerk
	1,385	1,413	1,441	1,470	1,500	1,530	1,560	1,591	1,623	1,656	1,689	1,723	1,757	1,792	1,828	1,865	1,902	1,940	
	16,626	16,958	17,297	17,643	17,996	18,356	18,723	19,098	19,480	19,869	20,267	20,672	21,085	21,507	21,937	22,376	22,824	23,280	
4	8.39	8.56	8.73	8.91	9.08	9.27	9.45	9.64	9.83	10.03	10.23	10.44	10.64	10.86	11.07	11.30	11.52	11.75	
	1,455	1,484	1,514	1,544	1,575	1,606	1,638	1,671	1,704	1,739	1,773	1,809	1,845	1,882	1,920	1,958	1,997	2,037	
	17,457	17,806	18,162	18,525	18,896	19,274	19,659	20,053	20,454	20,863	21,280	21,706	22,140	22,582	23,034	23,495	23,965	24,444	
5	8.81	8.99	9.17	9.35	9.54	9.73	9.92	10.12	10.33	10.53	10.74	10.96	11.18	11.40	11.63	11.86	12.10	12.34	
	1,527	1,558	1,589	1,621	1,653	1,686	1,720	1,755	1,790	1,825	1,862	1,899	1,937	1,976	2,015	2,056	2,097	2,139	
	18,330	18,696	19,070	19,452	19,841	20,238	20,642	21,055	21,476	21,906	22,344	22,791	23,247	23,712	24,186	24,670	25,163	25,666	
6	9.25	9.44	9.63	9.82	10.02	10.22	10.42	10.63	10.84	11.06	11.28	11.50	11.74	11.97	12.21	12.45	12.70	12.96	
	1,604	1,636	1,669	1,702	1,736	1,771	1,806	1,842	1,879	1,917	1,955	1,994	2,034	2,075	2,116	2,159	2,202	2,246	
	19,246	19,631	20,024	20,424	20,833	21,249	21,674	22,108	22,550	23,001	23,461	23,930	24,409	24,897	25,395	25,903	26,421	26,950	
7	9.72	9.91	10.11	10.31	10.52	10.73	10.94	11.16	11.38	11.61	11.84	12.08	12.32	12.57	12.82	13.08	13.34	13.60	Library Aide Security Officer
	1,684	1,718	1,752	1,787	1,823	1,859	1,897	1,934	1,973	2,013	2,053	2,094	2,136	2,179	2,222	2,267	2,312	2,358	
	20,209	20,613	21,025	21,446	21,874	22,312	22,758	23,213	23,678	24,151	24,634	25,127	25,629	26,142	26,665	27,198	27,742	28,297	
8	10.20	10.41	10.61	10.83	11.04	11.26	11.49	11.72	11.95	12.19	12.44	12.68	12.94	13.20	13.46	13.73	14.00	14.28	
	1,768	1,804	1,840	1,876	1,914	1,952	1,991	2,031	2,072	2,113	2,155	2,199	2,243	2,287	2,333	2,380	2,427	2,476	
	21,219	21,643	22,076	22,518	22,968	23,428	23,896	24,374	24,862	25,359	25,866	26,383	26,911	27,449	27,998	28,558	29,129	29,712	

GRADE	STEP																		POSITION TITLE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
9	10.71	10.93	11.14	11.37	11.59	11.83	12.06	12.30	12.55	12.80	13.06	13.32	13.58	13.86	14.13	14.42	14.70	15.00	
	1,857	1,894	1,932	1,970	2,010	2,050	2,091	2,133	2,175	2,219	2,263	2,309	2,355	2,402	2,450	2,499	2,549	2,600	
	22,280	22,726	23,180	23,644	24,117	24,599	25,091	25,593	26,105	26,627	27,159	27,702	28,256	28,822	29,398	29,986	30,586	31,197	
10	11.25	11.47	11.70	11.94	12.17	12.42	12.67	12.92	13.18	13.44	13.71	13.98	14.26	14.55	14.84	15.14	15.44	15.75	Library Assistant
	1,950	1,988	2,028	2,069	2,110	2,152	2,195	2,239	2,284	2,330	2,376	2,424	2,472	2,522	2,572	2,624	2,676	2,730	Laborer
	23,394	23,862	24,339	24,826	25,322	25,829	26,345	26,872	27,410	27,958	28,517	29,088	29,669	30,263	30,868	31,485	32,115	32,757	Peer Support Specialist
11	11.81	12.05	12.29	12.53	12.78	13.04	13.30	13.57	13.84	14.11	14.40	14.68	14.98	15.28	15.58	15.89	16.21	16.54	
	2,047	2,088	2,130	2,172	2,216	2,260	2,305	2,351	2,398	2,446	2,495	2,545	2,596	2,648	2,701	2,755	2,810	2,866	
	24,564	25,055	25,556	26,067	26,589	27,120	27,663	28,216	28,780	29,356	29,943	30,542	31,153	31,776	32,411	33,060	33,721	34,395	
12	12.40	12.65	12.90	13.16	13.42	13.69	13.96	14.24	14.53	14.82	15.12	15.42	15.73	16.04	16.36	16.69	17.02	17.36	Receptionist
	2,149	2,192	2,236	2,281	2,327	2,373	2,420	2,469	2,518	2,569	2,620	2,672	2,726	2,780	2,836	2,893	2,951	3,010	
	25,792	26,308	26,834	27,371	27,918	28,476	29,046	29,627	30,219	30,824	31,440	32,069	32,710	33,365	34,032	34,713	35,407	36,115	
12.5	12.71	12.96	13.22	13.49	13.76	14.03	14.31	14.60	14.89	15.19	15.49	15.80	16.12	16.44	16.77	17.11	17.45	17.80	
	2,203	2,247	2,292	2,338	2,385	2,432	2,481	2,531	2,581	2,633	2,686	2,739	2,794	2,850	2,907	2,965	3,024	3,085	
	26,437	26,965	27,505	28,055	28,616	29,188	29,772	30,367	30,975	31,594	32,226	32,871	33,528	34,199	34,883	35,580	36,292	37,018	
13	13.02	13.28	13.55	13.82	14.09	14.38	14.66	14.96	15.25	15.56	15.87	16.19	16.51	16.84	17.18	17.52	17.87	18.23	Municipal Court Clerk
	2,257	2,302	2,348	2,395	2,443	2,492	2,542	2,592	2,644	2,697	2,751	2,806	2,862	2,919	2,978	3,037	3,098	3,160	Librarian I
	27,082	27,623	28,176	28,739	29,314	29,900	30,498	31,108	31,730	32,365	33,012	33,672	34,346	35,033	35,733	36,448	37,177	37,921	
13.5	13.35	13.61	13.88	14.16	14.45	14.73	15.03	15.33	15.64	15.95	16.27	16.59	16.93	17.26	17.61	17.96	18.32	18.69	Building & Grounds Keeper
	2,313	2,359	2,407	2,455	2,504	2,554	2,605	2,657	2,710	2,765	2,820	2,876	2,934	2,992	3,052	3,113	3,176	3,239	Community Services Asst
	27,759	28,314	28,880	29,458	30,047	30,648	31,261	31,886	32,524	33,174	33,838	34,514	35,205	35,909	36,627	37,359	38,107	38,869	
14	13.67	13.94	14.22	14.51	14.80	15.09	15.40	15.70	16.02	16.34	16.66	17.00	17.34	17.68	18.04	18.40	18.77	19.14	Light Equipment Operator
	2,370	2,417	2,465	2,515	2,565	2,616	2,669	2,722	2,776	2,832	2,889	2,946	3,005	3,065	3,127	3,189	3,253	3,318	
	28,436	29,004	29,584	30,176	30,780	31,395	32,023	32,664	33,317	33,983	34,663	35,356	36,063	36,784	37,520	38,271	39,036	39,817	
14.5	14.01	14.29	14.58	14.87	15.17	15.47	15.78	16.10	16.42	16.75	17.08	17.42	17.77	18.13	18.49	18.86	19.24	19.62	
	2,429	2,477	2,527	2,578	2,629	2,682	2,735	2,790	2,846	2,903	2,961	3,020	3,080	3,142	3,205	3,269	3,334	3,401	
	29,146	29,729	30,324	30,930	31,549	32,180	32,824	33,480	34,150	34,833	35,529	36,240	36,965	37,704	38,458	39,227	40,012	40,812	

GRADE	STEP																		POSITION TITLE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
15	14.35	14.64	14.93	15.23	15.54	15.85	16.17	16.49	16.82	17.15	17.50	17.85	18.20	18.57	18.94	19.32	19.71	20.10	Heavy Equipment Operator
	2,488	2,538	2,589	2,640	2,693	2,747	2,802	2,858	2,915	2,974	3,033	3,094	3,156	3,219	3,283	3,349	3,416	3,484	
	29,857	30,455	31,064	31,685	32,319	32,965	33,624	34,297	34,983	35,682	36,396	37,124	37,866	38,624	39,396	40,184	40,988	41,808	
16	15.07	15.37	15.68	15.99	16.31	16.64	16.97	17.31	17.66	18.01	18.37	18.74	19.12	19.50	19.89	20.29	20.69	21.10	
	2,613	2,665	2,718	2,772	2,828	2,884	2,942	3,001	3,061	3,122	3,185	3,248	3,313	3,380	3,447	3,516	3,586	3,658	
	31,350	31,977	32,617	33,269	33,935	34,613	35,305	36,012	36,732	37,466	38,216	38,980	39,760	40,555	41,366	42,193	43,037	43,898	
17	15.83	16.14	16.47	16.79	17.13	17.47	17.82	18.18	18.54	18.91	19.29	19.68	20.07	20.47	20.88	21.30	21.73	22.16	Accounting Clerk Administrative Assistant Mechanic
	2,743	2,798	2,854	2,911	2,969	3,029	3,089	3,151	3,214	3,278	3,344	3,411	3,479	3,549	3,620	3,692	3,766	3,841	
	32,918	33,576	34,248	34,933	35,631	36,344	37,071	37,812	38,568	39,340	40,127	40,929	41,748	42,583	43,434	44,303	45,189	46,093	
18	16.62	16.95	17.29	17.63	17.99	18.35	18.71	19.09	19.47	19.86	20.26	20.66	21.07	21.50	21.93	22.36	22.81	23.27	Code Enforcement Officer Dispatcher
	2,880	2,938	2,997	3,057	3,118	3,180	3,244	3,309	3,375	3,442	3,511	3,581	3,653	3,726	3,800	3,877	3,954	4,033	
	34,564	35,255	35,960	36,679	37,413	38,161	38,924	39,703	40,497	41,307	42,133	42,976	43,835	44,712	45,606	46,518	47,448	48,397	
19	17.45	17.80	18.15	18.52	18.89	19.26	19.65	20.04	20.44	20.85	21.27	21.69	22.13	22.57	23.02	23.48	23.95	24.43	Telecommunications Spvr
	3,024	3,085	3,147	3,209	3,274	3,339	3,406	3,474	3,543	3,614	3,687	3,760	3,836	3,912	3,991	4,070	4,152	4,235	
	36,292	37,018	37,758	38,513	39,283	40,069	40,870	41,688	42,522	43,372	44,240	45,124	46,027	46,947	47,886	48,844	49,821	50,817	
20	18.32	18.69	19.06	19.44	19.83	20.23	20.63	21.04	21.47	21.89	22.33	22.78	23.23	23.70	24.17	24.66	25.15	25.65	Director of Admin. Svcs
	3,176	3,239	3,304	3,370	3,437	3,506	3,576	3,648	3,721	3,795	3,871	3,948	4,027	4,108	4,190	4,274	4,359	4,447	
	38,106	38,869	39,646	40,439	41,248	42,073	42,914	43,772	44,648	45,541	46,451	47,381	48,328	49,295	50,281	51,286	52,312	53,358	
21	19.24	19.62	20.01	20.41	20.82	21.24	21.66	22.10	22.54	22.99	23.45	23.92	24.40	24.88	25.38	25.89	26.41	26.94	Municipal Court Admin. Fire Marshal
	3,334	3,401	3,469	3,538	3,609	3,681	3,755	3,830	3,907	3,985	4,065	4,146	4,229	4,313	4,400	4,488	4,577	4,669	
	40,012	40,812	41,628	42,461	43,310	44,176	45,060	45,961	46,880	47,818	48,774	49,750	50,745	51,759	52,795	53,851	54,928	56,026	
22	20.20	20.60	21.01	21.43	21.86	22.30	22.75	23.20	23.67	24.14	24.62	25.11	25.62	26.13	26.65	27.18	27.73	28.28	City Marshal / Bailiff Library Director
	3,501	3,571	3,642	3,715	3,790	3,865	3,943	4,022	4,102	4,184	4,268	4,353	4,440	4,529	4,620	4,712	4,806	4,902	
	42,012	42,853	43,710	44,584	45,475	46,385	47,313	48,259	49,224	50,209	51,213	52,237	53,282	54,347	55,434	56,543	57,674	58,827	
23	21.21	21.63	22.06	22.51	22.96	23.42	23.88	24.36	24.85	25.35	25.85	26.37	26.90	27.43	27.98	28.54	29.11	29.70	Recreational Director Street Foreman
	3,676	3,750	3,825	3,901	3,979	4,059	4,140	4,223	4,307	4,393	4,481	4,571	4,662	4,755	4,851	4,948	5,046	5,147	
	44,113	44,995	45,895	46,813	47,749	48,704	49,678	50,672	51,685	52,719	53,773	54,849	55,946	57,065	58,206	59,370	60,558	61,769	

GRADE	STEP																		POSITION TITLE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
24	22.27	22.71	23.17	23.63	24.10	24.59	25.08	25.58	26.09	26.61	27.15	27.69	28.24	28.81	29.38	29.97	30.57	31.18	Building Inspector
	3,860	3,937	4,016	4,096	4,178	4,262	4,347	4,434	4,522	4,613	4,705	4,799	4,895	4,993	5,093	5,195	5,299	5,405	
	46,319	47,245	48,190	49,154	50,137	51,139	52,162	53,205	54,270	55,355	56,462	57,591	58,743	59,918	61,116	62,339	63,585	64,857	
25	23.38	23.85	24.33	24.81	25.31	25.82	26.33	26.86	27.40	27.94	28.50	29.07	29.65	30.25	30.85	31.47	32.10	32.74	Donation Coordinator
	4,053	4,134	4,217	4,301	4,387	4,475	4,564	4,655	4,749	4,844	4,940	5,039	5,140	5,243	5,348	5,455	5,564	5,675	
	48,635	49,607	50,599	51,611	52,644	53,696	54,770	55,866	56,983	58,123	59,285	60,471	61,680	62,914	64,172	65,456	66,765	68,100	Building Official
26	24.55	25.04	25.54	26.05	26.57	27.11	27.65	28.20	28.77	29.34	29.93	30.53	31.14	31.76	32.39	33.04	33.70	34.38	
	4,256	4,341	4,427	4,516	4,606	4,698	4,792	4,888	4,986	5,086	5,187	5,291	5,397	5,505	5,615	5,727	5,842	5,959	
	51,066	52,088	53,129	54,192	55,276	56,381	57,509	58,659	59,832	61,029	62,249	63,494	64,764	66,060	67,381	68,728	70,103	71,505	
27	25.78	26.29	26.82	27.36	27.90	28.46	29.03	29.61	30.20	30.81	31.42	32.05	32.69	33.35	34.01	34.69	35.39	36.10	Case Manager
	4,468	4,558	4,649	4,742	4,837	4,933	5,032	5,133	5,235	5,340	5,447	5,556	5,667	5,780	5,896	6,014	6,134	6,257	
	53,620	54,692	55,786	56,901	58,040	59,200	60,384	61,592	62,824	64,080	65,362	66,669	68,003	69,363	70,750	72,165	73,608	75,080	
28	27.07	27.61	28.16	28.72	29.30	29.88	30.48	31.09	31.71	32.35	33.00	33.66	34.33	35.01	35.72	36.43	37.16	37.90	Street Superintendent
	4,692	4,786	4,881	4,979	5,078	5,180	5,284	5,389	5,497	5,607	5,719	5,834	5,950	6,069	6,191	6,314	6,441	6,570	
	56,301	57,427	58,575	59,747	60,941	62,160	63,404	64,672	65,965	67,284	68,630	70,003	71,403	72,831	74,287	75,773	77,289	78,834	
29	28.42	28.99	29.57	30.16	30.76	31.38	32.01	32.65	33.30	33.97	34.64	35.34	36.04	36.77	37.50	38.25	39.02	39.80	City Secretary / Treasurer
	4,926	5,025	5,125	5,228	5,332	5,439	5,548	5,659	5,772	5,887	6,005	6,125	6,248	6,373	6,500	6,630	6,763	6,898	
	59,116	60,298	61,504	62,734	63,989	65,268	66,574	67,905	69,263	70,649	72,062	73,503	74,973	76,472	78,002	79,562	81,153	82,776	Public Information Officer
30	29.84	30.44	31.05	31.67	32.30	32.95	33.61	34.28	34.96	35.66	36.38	37.10	37.85	38.60	39.38	40.16	40.97	41.79	SFSRC Asst. Program Dir.
	5,173	5,276	5,382	5,489	5,599	5,711	5,825	5,942	6,061	6,182	6,305	6,431	6,560	6,691	6,825	6,962	7,101	7,243	
	62,071	63,313	64,579	65,871	67,188	68,532	69,902	71,300	72,726	74,181	75,665	77,178	78,721	80,296	81,902	83,540	85,211	86,915	
31	31.33	31.96	32.60	33.25	33.92	34.60	35.29	35.99	36.71	37.45	38.20	38.96	39.74	40.53	41.34	42.17	43.01	43.88	Community Svcs. Director
	5,431	5,540	5,651	5,764	5,879	5,997	6,116	6,239	6,364	6,491	6,621	6,753	6,888	7,026	7,166	7,310	7,456	7,605	
	65,175	66,478	67,808	69,164	70,547	71,958	73,398	74,865	76,363	77,890	79,448	81,037	82,658	84,311	85,997	87,717	89,471	91,261	
32	32.90	33.56	34.23	34.91	35.61	36.33	37.05	37.79	38.55	39.32	40.11	40.91	41.73	42.56	43.41	44.28	45.17	46.07	
	5,703	5,817	5,933	6,052	6,173	6,296	6,422	6,551	6,682	6,815	6,952	7,091	7,233	7,377	7,525	7,675	7,829	7,985	
	68,434	69,802	71,198	72,622	74,075	75,556	77,067	78,609	80,181	81,785	83,420	85,089	86,790	88,526	90,297	92,103	93,945	95,824	

GRADE	STEP																		POSITION TITLE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
33	34.55	35.24	35.94	36.66	37.39	38.14	38.90	39.68	40.48	41.29	42.11	42.95	43.81	44.69	45.58	46.49	47.42	48.37	Police Captain
	5,988	6,108	6,230	6,354	6,482	6,611	6,743	6,878	7,016	7,156	7,299	7,445	7,594	7,746	7,901	8,059	8,220	8,385	
	71,855	73,292	74,758	76,253	77,779	79,334	80,921	82,539	84,190	85,874	87,591	89,343	91,130	92,953	94,812	96,708	98,642	100,615	
34	36.27	37.00	37.74	38.49	39.26	40.05	40.85	41.67	42.50	43.35	44.22	45.10	46.00	46.92	47.86	48.82	49.80	50.79	
	6,287	6,413	6,541	6,672	6,806	6,942	7,081	7,222	7,367	7,514	7,664	7,818	7,974	8,133	8,296	8,462	8,631	8,804	
	75,448	76,957	78,496	80,066	81,667	83,301	84,967	86,666	88,399	90,167	91,971	93,810	95,686	97,600	99,552	101,543	103,574	105,646	
35	38.09	38.85	39.63	40.42	41.23	42.05	42.89	43.75	44.62	45.52	46.43	47.36	48.30	49.27	50.25	51.26	52.28	53.33	SFSRC Program Director
	6,602	6,734	6,868	7,006	7,146	7,289	7,435	7,583	7,735	7,890	8,047	8,208	8,373	8,540	8,711	8,885	9,063	9,244	Public Safety Director
	79,220	80,805	82,421	84,069	85,751	87,466	89,215	90,999	92,819	94,676	96,569	98,501	100,471	102,480	104,530	106,620	108,753	110,928	

PERSONNEL ALLOCATIONS COMPARISON

DEPT.	POSITION	PAY GRADE	2016/17	2017/18	2018/19	2019/20	2020/21
1-Adm	City Manager	Exempt	1.0	1.0	1.0	1.0	1.0
	City Secretary/Treas.	29 - Exempt	1.0	1.0	1.0	1.0	1.0
	Accounting Clerk	17	1.0	1.0	1.0	1.0	1.0
	Director of Adm. Svcs.	20 - Exempt	1.0	1.0	1.0	1.0	1.0
	Receptionist	12	0.0	0.0	1.0	1.0	1.0
TOTAL ADMINISTRATION			4.0	4.0	5.0	5.0	5.0
3-Comm. Svcs.	Community Svcs. Dir.	31 - Exempt	1.0	1.0	1.0	1.0	1.0
	Building Official	25	1.0	1.0	1.0	1.0	1.0
	Building Inspector	24	0.0	0.0	0.0	0.0	1.0
	Code Enforcement Ofcr	18	1.0	1.0	1.0	1.0	1.0
	Community Services Asst.	13.5	1.0	1.0	1.0	1.0	1.0
TOTAL COMM. SVCS.			4.0	4.0	4.0	4.0	5.0
4-Judicial	Court Administrator	21 - Exempt	1.0	1.0	1.0	1.0	1.0
	Municipal Court Clerk	13	1.0	1.0	1.0	1.0	1.0
	Court Clerk (<i>part-time</i>)	13	1.0	1.0	1.0	1.0	1.0
	City Marshal/Bailiff	22	1.0	1.0	1.0	1.0	1.0
TOTAL JUDICIAL			4.0	4.0	4.0	4.0	4.0
5-Police	Public Safety Director	35 - Exempt	1.0	1.0	1.0	1.0	1.0
	Police Captain	33 - Exempt	1.0	1.0	1.0	1.0	1.0
	Police Lieutenant	<i>collective bargaining positions</i>	1.0	1.0	1.0	1.0	1.0
	Police Sergeant		4.0	4.0	4.0	4.0	4.0
	Police Officer		15.0	15.0	15.0	15.0	16.0
	Telecomm Supervisor	19	1.0	1.0	1.0	1.0	1.0
	Dispatcher	18	5.0	5.0	5.0	5.0	5.0
	Administrative Assistant	17	1.0	1.0	1.0	1.0	1.0
TOTAL POLICE			29.0	29.0	29.0	29.0	30.0
6-Fire Marshal	Fire Marshal (<i>part-time</i>)	21	1.0	1.0	1.0	1.0	1.0
TOTAL FIRE MARSHAL			1.0	1.0	1.0	1.0	1.0

DEPT.	POSITION	PAY GRADE	2016/17	2017/18	2018/19	2019/20	2020/21
8-Library	Library Director	22 - Exempt	1.0	1.0	1.0	1.0	1.0
	Librarian I	13	1.0	1.0	1.0	1.0	1.0
	Library Assistant	10	1.0	1.0	1.0	1.0	1.0
	Library Asst. (part-time)	10	1.0	1.0	1.0	0.0	0.0
	Library Aide (part-time)	7	1.0	1.0	1.0	2.0	2.0
	Library Clerk (part-time)	3	0.0	0.0	0.0	0.0	0.0
TOTAL LIBRARY			5.0	5.0	5.0	5.0	5.0
9-Street	Street Superintendent	28 - Exempt	1.0	1.0	1.0	1.0	1.0
	Street Foreman	23	1.0	1.0	1.0	1.0	1.0
	Heavy Equip. Operator	15	2.0	2.0	2.0	2.0	2.0
	Mechanic	17	1.0	1.0	1.0	1.0	1.0
	Light Equip. Operator	14	6.0	6.0	6.0	7.0	7.0
	Laborer	10	1.0	1.0	1.0	0.0	0.0
TOTAL STREET			12.0	12.0	12.0	12.0	12.0
13-Parks	Bldg & Grounds Keeper	13.5	1.0	1.0	1.0	1.0	1.0
	Bldg & Grounds Laborer	10	1.0	1.0	1.0	1.0	1.0
TOTAL PARKS			2.0	2.0	2.0	2.0	2.0
<i>(grant funded)</i>							
22-Crime	Program Director	35 - Exempt	0.0	0.0	1.0	1.0	0.0
Victim Services	Asst. Program Director	30 - Exempt	0.0	0.0	1.0	1.0	0.0
	Public Information Officer	29	0.0	0.0	1.0	1.0	0.0
	Case Manager	27	0.0	0.0	2.0	2.0	0.0
	Donation Coordinator-part-time	25	0.0	0.0	1.0	1.0	0.0
	Recreational Dir/Event Coord	23	0.0	0.0	1.0	1.0	0.0
	Administrative Asst.	17	0.0	0.0	1.0	1.0	0.0
Peer Support Specialist-part-time	10	0.0	0.0	6.0	6.0	0.0	
TOTAL CRIME VICTIM SERVICES			0.0	0.0	14.0	14.0	0.0
TOTAL EMPLOYEES			61.0	61.0	76.0	76.0	64.0

CITY OF SANTA FE

Organizational Chart

