

ANNUAL BUDGET

CITY OF SANTA FE

SANTA FE, TEXAS



FISCAL YEAR

OCTOBER 1, 2013 – SEPTEMBER 30, 2014

ELECTED OFFICIALS

| <u>City Council</u> | <u>Term Expires</u> | <u>Occupation</u> |
|------------------------------------|----------------------------|---------------------------|
| Ralph Stenzel Mayor | May, 2015 | Retired |
| Joe Carothers Place #1 | May, 2016 | Small Business Owner |
| Wanda Wagner Place #2 | May, 2015 | Retired |
| Jeff Tambrella Place #3 | May, 2015 | Technology Specialist |
| Ronald "Bubba" Jannett Place #4 | May, 2016 | Maintenance Supervisor |
| Pat McCrary Place #5 | May, 2016 | Retired Secretary |

CITY COUNCIL

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

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

ADMINISTRATIVE STAFF

City Manager

Joe Dickson

City Attorney

Ellis J. Ortego

Municipal Court Judge

Carlton A. Getty

City Secretary/Treasurer

Janet L. Davis

Director of Administrative Services

Pamela K. Wood

Community Services Director

Diana Steelquist

Public Safety Director

Kenneth Campbell

Librarian

Brenda Cheatham

Street Superintendent

Chris Beanland

Court Administrator

Cheryl Hopf

Fire Marshal

Charlie Tuttoilmondo

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**MISSION
STATEMENT
AND GOALS**

CITY OF SANTA FE

Mission Statement

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

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

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

General Goals

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

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

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

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

**BUDGET
MESSAGE**

CITY OF SANTA FE

September 26, 2013

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

Re: 2013-2014 Budget Message

Dear Mayor and Council Members:

In accordance with Article 9, Section 9.03 of the Charter of the City of Santa Fe, Texas, submitted herewith and for your consideration is the budget for governmental operations for this City for the fiscal year 2013-2014 and the budget message.

This budget contains the following:

1. An estimate of the revenues from all sources for the 2013-2014 fiscal year along with a comparative statement of the budgeted and projected revenues for the current fiscal year.
2. An estimate of expenditures for the 2013-2014 fiscal year and the budgeted and projected expenditures for the current fiscal year.
3. Detail departmental expenditures with line item explanations.
4. Capital Improvement Plan (CIP)

The budget document has been prepared in accordance with principles of municipal finance and the revenue estimates are based on a 96 percent collection rate of current ad valorem taxes. The budget is based on the tax rate of \$0.3172 on the 2013 freeze adjusted taxable value of \$475,460,409. Of that value \$4,243,599 is new and improved structures. This tax rate is the effective tax rate which is an increase of .0025 over the 2012-2013 tax rate of .3147. The certified freeze ceiling (taxes frozen for over 65 and disabled) is \$244,796. The total budget for the 2013-2014 fiscal year is \$4,652,690 as compared to the 2012-2013 amended budget of \$5,362,957; a decrease of \$710,267. An amount of \$230,926 has been appropriated from the fund balance leaving an estimated ending fund balance of \$1,097,569.

The City's Investment Portfolio as of June 30, 2013, shows the City currently holds seven (7) CD's through Texas First Bank with a book value of \$887,951.88 which is 54.76 percent of the portfolio, two money market accounts with BBVA Compass Bank in the amount of \$248,348.22 plus the operating account of \$500.58 together comprising 15.34% of the portfolio. The average quarterly yield for the CD's was .46 percent. For the same period \$155,104.99 or 9.56 percent of the portfolio is invested with TexPool and \$330,064.80 or 20.35 percent is invested with Logic. The average quarterly yield for TexPool and Logic was .07 percent and .13 percent respectively. Total investments amount to \$1,621,970.47.

Highlights of the 2013-2014 budget are:

New Capital Expenditures:

- Annual lease purchase payments on equipment
- One new replacement computer in Community Services
- One replacement toughbook laptop in Police Department
- Continued street improvements
- One new zero-turn mower for Parks Department

Personnel Expenditures:

- Effective January 1, 2014 a 3% across the board wage increase which includes Collective Bargaining personnel
- One open position in the Street Department will be filled
- 3% increase in medical group insurance premiums
- No increase in other group insurance premiums
- 0.24% increase in City's retirement match

Public Safety:

- \$5,143 increase for the maintenance and operation of new Galveston County Animal Resource Center

Capital Improvement Plan:

The 2013-2017 Capital Improvement Plan (CIP) approved by Council includes:

- The building of the new Justice Center which will house the Police Department and Municipal Court.
- Expansion of the Mae S. Bruce Library
- Improvements to the Thelma Webber Community Center
- Increased street improvements

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

Respectfully submitted,



Joe Dickson
City Manager

GENERAL FUND

GENERAL FUND

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

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

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

GENERAL FUND SUMMARY

| | Actual 2009/10 | Actual 2010/11 | Actual 2011/12 | Original 2012/13 | Amended 2012/13 | Projected 2012/13 | Proposed 2013/14 |
|---|-------------------|-------------------|-------------------|---------------------|--------------------|----------------------|---------------------|
| Beginning Fund Balance | 2,147,027 | 1,598,447 | 1,503,727 | 1,288,315 | 1,363,949 | 1,363,949 | 1,328,495 |
| Transfer from reserve-- park development | | 281 | | | | | |
| Transfer from reserve-- HOME cash acct | | 85 | | | | | |
| Revenues | 5,215,701 | 6,377,827 | 5,439,578 | 4,271,915 | 5,241,615 | 5,285,471 | 4,421,764 |
| Expenditures | 5,764,281 | 6,472,913 | 5,579,356 | 4,567,560 | 5,362,957 | 5,320,925 | 4,652,690 |
| compensated absences reclassification | | | - | - | | | |
| Ending Fund Balance | 1,598,447 | 1,503,727 | 1,363,949 | 992,670 | 1,242,607 | 1,328,495 | 1,097,569 |
| <i>Appropriated Fund Balance</i> | <i>(548,580)</i> | <i>(95,086)</i> | <i>(139,778)</i> | <i>(295,645)</i> | <i>(121,342)</i> | <i>(35,454)</i> | <i>(230,926)</i> |

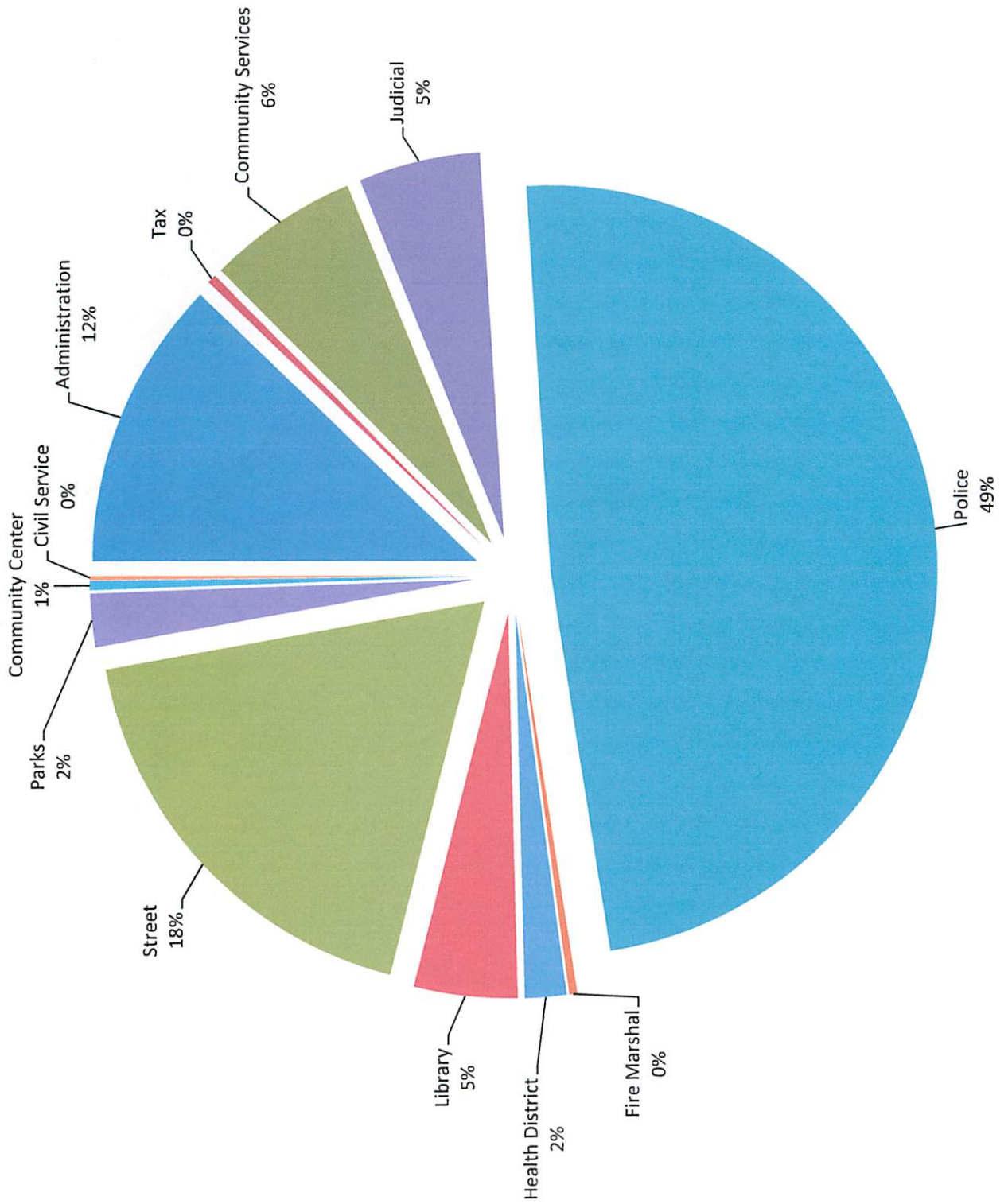
9/12/13 jld

2013/14 OPERATING BUDGET

01 -GENERAL FUND
FINANCIAL SUMMARY

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|------------------------------------|-----------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>REVENUE SUMMARY</u> | | | | | | | |
| REVENUE CATEGORIES | | <u>6,377,850</u> | <u>5,439,596</u> | <u>4,567,560</u> | <u>5,362,957</u> | <u>5,320,925</u> | <u>4,652,690</u> |
| *** TOTAL REVENUES *** | | <u>6,377,850</u> | <u>5,439,596</u> | <u>4,567,560</u> | <u>5,362,957</u> | <u>5,320,925</u> | <u>4,652,690</u> |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| ADMINISTRATION | | 505,623 | 542,569 | 537,584 | 559,678 | 550,087 | 562,853 |
| TAX | | 14,233 | 13,301 | 16,666 | 16,666 | 16,488 | 17,308 |
| COMMUNITY SERVICES | | 271,843 | 273,213 | 296,344 | 291,578 | 289,293 | 294,535 |
| JUDICIAL | | 306,960 | 282,586 | 261,026 | 260,576 | 251,325 | 239,316 |
| POLICE | | 2,186,460 | 2,277,808 | 2,235,637 | 2,318,072 | 2,306,324 | 2,260,531 |
| FIRE MARSHAL | | 11,853 | 13,198 | 15,683 | 15,683 | 13,971 | 16,283 |
| PUBLIC SAFETY | | 53,108 | 66,459 | 76,620 | 76,620 | 75,819 | 81,167 |
| LIBRARY | | 201,217 | 194,236 | 199,611 | 203,555 | 199,834 | 203,617 |
| STREET | | 1,432,390 | 915,068 | 834,957 | 884,468 | 882,940 | 846,854 |
| DEBT SVC.-TIME WARRANTS | | 0 | 0 | 0 | 0 | 0 | 0 |
| HOME/SAMHSA/SECO FUNDS | | 1,500 | 39,379 | 0 | 0 | 0 | 0 |
| BUILDING FUND | | 0 | 0 | 0 | 0 | 0 | 0 |
| PARKS | | 100,972 | 61,757 | 68,151 | 85,288 | 84,282 | 103,726 |
| SPECIAL PROJECTS | | 0 | 0 | 0 | 0 | 0 | 0 |
| COMMUNITY CENTER | | 18,253 | 20,619 | 17,315 | 17,665 | 17,654 | 18,200 |
| CDBG 6TH ST GRANT | | 0 | 0 | 0 | 0 | 0 | 0 |
| CIVIL SERVICE | | 8,905 | 35,901 | 7,966 | 22,966 | 22,766 | 8,300 |
| CDBG DSR ROUND 1 | | 1,359,596 | 333,861 | 0 | 609,431 | 609,431 | 0 |
| CDBG DSR ROUND 2 | | 0 | 509,402 | 0 | 0 | 0 | 0 |
| CDBG 2011-12 GRANT | | 0 | 0 | 0 | 711 | 711 | 0 |
| CDBG 2013-14 GRANT | | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| *** TOTAL EXPENDITURES *** | | <u>6,472,913</u> | <u>5,579,356</u> | <u>4,567,560</u> | <u>5,362,957</u> | <u>5,320,925</u> | <u>4,652,690</u> |
| REVENUES OVER (UNDER) EXPENDITURES | | <u>(95,063)</u> | <u>(139,760)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

2013/14 Operating Expenditures by Department



2013/14 OPERATING BUDGET

01 -GENERAL FUND

REVENUES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|---------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| TAXES AND FRANCHISE FEES | | | | | | | |
| 47010 | TAX REVENUE - CURRENT YEAR | 1,616,987 | 1,656,937 | 1,684,479 | 1,700,000 | 1,700,000 | 1,710,949 |
| 47011 | TAX REVENUE - DELINQUENT | 37,756 | 30,561 | 35,000 | 38,000 | 55,000 | 35,000 |
| 47012 | TAX REVENUE-PENALTY & INTERES | 32,249 | 27,949 | 25,000 | 28,000 | 35,000 | 27,000 |
| 47013 | TAX REV - RENDERED PENALTIES | 0 | 0 | 0 | 0 | 0 | 0 |
| 47014 | EXCESS FUNDS-PROP TAX SALE | 17 | 0 | 0 | 0 | 29 | 0 |
| 47015 | TAX CERTIFICATES | 0 | 0 | 0 | 0 | 0 | 0 |
| 47016 | TAX REV-SPEC INVENTORY TAX | 238 | 63 | 0 | 0 | 241 | 0 |
| 47020 | CONTRACT FEE - GARBAGE | 81,364 | 82,280 | 81,000 | 87,750 | 87,000 | 88,000 |
| 47021 | FRANCHISE FEE - CABLE | 130,455 | 220,139 | 132,000 | 138,438 | 138,438 | 138,000 |
| 47022 | FRANCHISE FEE - GAS | 39,895 | 27,687 | 28,000 | 25,000 | 25,307 | 25,000 |
| 47023 | FRANCHISE FEE - ELECTRICITY | 392,315 | 402,093 | 411,491 | 408,000 | 407,767 | 398,040 |
| 47024 | FRANCHISE FEE - TELEPHONE | 60,247 | 58,553 | 60,000 | 60,000 | 59,500 | 59,000 |
| 47030 | CITY SALES TAX | 884,868 | 912,808 | 930,000 | 972,855 | 980,000 | 980,000 |
| 47031 | ADD'L SALES TAX-PROP TAX RED | 442,434 | 456,404 | 465,000 | 484,000 | 490,000 | 490,000 |
| 47035 | MIXED BEVERAGE TAX | 4,438 | 6,974 | 7,200 | 7,200 | 8,200 | 7,800 |
| DEPARTMENT REVENUES TOTAL | | 3,723,263 | 3,882,449 | 3,859,170 | 3,949,243 | 3,986,482 | 3,958,789 |
| LICENSE AND PERMIT FEES | | | | | | | |
| 47105 | WRECKER PERMITS | 800 | 800 | 800 | 800 | 800 | 800 |
| 47107 | HOME OCCUPATION LICENSE | 0 | 0 | 0 | 0 | 0 | 0 |
| 47110 | PEDDLER/VENDOR LICENSES | 135 | 275 | 200 | 200 | 2,100 | 600 |
| 47112 | MASS GATHERING PERMITS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47115 | ALCOHOLIC BEVERAGE PERMITS | 1,640 | 1,460 | 1,500 | 1,500 | 1,228 | 1,400 |
| 47120 | OIL WELL DRILLING PERMITS | 0 | 250 | 0 | 0 | 0 | 0 |
| 47122 | SEISMIC PERMITS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47125 | HAZARDOUS MATERIALS PERMITS | 500 | 500 | 500 | 500 | 500 | 500 |
| 47130 | ANIMAL CONTROL TAGS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47131 | IMPACT FEES - STREETS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47132 | IMPACT FEES - DRAINAGE | 0 | 0 | 0 | 0 | 0 | 0 |
| 47135 | CULVERT PERMITS | 8,460 | 9,280 | 8,000 | 8,000 | 9,840 | 8,000 |
| 47140 | BUILDING PERMITS | 98,759 | 64,130 | 70,000 | 70,000 | 66,000 | 70,000 |
| 47142 | PLAN REVIEW FEES | 30,507 | 17,921 | 20,000 | 20,000 | 19,000 | 20,000 |
| 47145 | MANUFACTURED HOME PERMITS | 1,240 | 980 | 1,000 | 1,000 | 1,800 | 1,000 |
| 47146 | MH PARK LICENSING | 3,800 | 4,940 | 3,400 | 3,400 | 6,480 | 3,000 |
| 47150 | ELECTRICAL LICENSES AND EXAMS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47155 | SALVAGE YARD PERMITS | 500 | 500 | 500 | 500 | 500 | 500 |
| 47160 | HOUSE MOVING PERMITS | 450 | 0 | 0 | 0 | 250 | 0 |
| 47165 | PIPELINE FEES | 2,975 | 3,175 | 3,175 | 3,175 | 2,175 | 3,175 |
| 47167 | SECURITY ALARM INSP FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 47170 | SUBDIVISION PLAT FILING FEES | 1,250 | 2,110 | 1,500 | 1,500 | 3,290 | 2,000 |
| 47171 | ENGINEERING & CONSULTING FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 47172 | COMMUNITY PARK FEES | 11,178 | 0 | 6,770 | 6,770 | 7,163 | 0 |
| 47175 | ZONING CHANGE REQUEST FEES | 2,900 | 3,541 | 2,000 | 2,000 | 2,550 | 2,000 |
| 47180 | ZONING PERMITS | 1,750 | 1,050 | 1,500 | 1,500 | 1,550 | 1,500 |
| 47185 | OFF-PREMISE SIGNS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47190 | FIRE PREVENTION FEES | 0 | 1,000 | 500 | 500 | 100 | 100 |
| 47195 | POLICE REPORT FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| DEPARTMENT REVENUES TOTAL | | 166,844 | 111,912 | 121,345 | 121,345 | 125,326 | 114,575 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

REVENUES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>FINES AND FORFEITS</u> | | | | | | | |
| 47203 | CS2 - CHILD SAFETY FEE | 0 | 0 | 0 | 2,300 | 2,600 | 2,500 |
| 47204 | UNRECONCILED COURT FINES | 0 | 0 | 0 | 0 | 0 | 0 |
| 47205 | MUNICIPAL COURT FINES | 206,229 | 208,937 | 200,000 | 250,000 | 250,000 | 250,000 |
| 47206 | BUILDING SECURITY FUND | 1,478 | 13,981 | 3,000 | 3,000 | 3,100 | 3,000 |
| 47207 | TECHNOLOGY FUND | 4,544 | 0 | 0 | 700 | 700 | 0 |
| 47208 | CREDIT CARD PROCESSING FEE | 0 | 396 | 350 | 1,500 | 1,500 | 2,000 |
| 47209 | CONTRIBUTION BY DEL TAX ATTY | 0 | 0 | 0 | 2,200 | 2,200 | 0 |
| 47210 | LIBRARY FINES | 2,992 | 3,401 | 3,000 | 3,000 | 3,000 | 3,000 |
| 47215 | CASH BOND FORFEITURES | 0 | 0 | 0 | 0 | 0 | 0 |
| DEPARTMENT REVENUES TOTAL | | 215,243 | 226,715 | 206,350 | 262,700 | 263,100 | 260,500 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | | |
| 47305 | DARE PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 |
| 47307 | ECONOMIC DEVELOPMENT CORP. | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 47310 | SFISD LAW ENFORCEMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| 47312 | TRAINING FUNDS FROM STATE | 1,952 | 0 | 3,550 | 3,550 | 3,550 | 0 |
| 47313 | POLICE SPECIALIZED TRAINING | 0 | 0 | 0 | 0 | 0 | 0 |
| 47315 | SPECIAL CRIMES INVESTIGATOR | 0 | 0 | 0 | 0 | 0 | 0 |
| 47318 | CONTRIBUTION BY TXDOT | 0 | 0 | 0 | 0 | 0 | 0 |
| 47319 | CONTRIBUTION BY PVT CITIZEN | 0 | 0 | 0 | 0 | 0 | 0 |
| 47320 | NTF / DEA | 0 | 0 | 0 | 0 | 0 | 0 |
| 47321 | CONTRIBUTION BY GALV COUNTY | 536,004 | 0 | 0 | 0 | 0 | 0 |
| 47322 | SEIZED/AWARDED VEHICLE/EQPT | 0 | 3,124 | 0 | 0 | 0 | 0 |
| 47323 | POLICE GRANT | 2,000 | 0 | 0 | 0 | 0 | 0 |
| 47324 | STATE HOMELAND SECURITY GRANT | 0 | 0 | 0 | 0 | 0 | 0 |
| 47325 | LIBRARY GRANT | 5,553 | 0 | 0 | 0 | 0 | 0 |
| 47330 | AUTO CRIMES TASK FORCE | 41,067 | 46,993 | 48,000 | 44,000 | 44,628 | 44,000 |
| 47335 | SFISD - CANINE UNIT | 0 | 0 | 0 | 0 | 0 | 0 |
| 47340 | SETH GRANT - WATER/SEWER | 0 | 0 | 0 | 0 | 0 | 0 |
| 47345 | WCID #8 - AUDIT REIMBURSEMENT | 0 | 4,500 | 0 | 8,300 | 8,882 | 11,400 |
| DEPARTMENT REVENUES TOTAL | | 601,576 | 69,617 | 66,550 | 70,850 | 72,060 | 70,400 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | | | |
| 47405 | FILING FEE - ABANDONMENT | 200 | 100 | 0 | 0 | 100 | 0 |
| 47408 | COMMUNITY CENTER RENTAL | 4,710 | 5,608 | 5,000 | 5,000 | 4,000 | 4,000 |
| 47409 | COMM CTR DEPOSIT FORFEITURES | 0 | 100 | 0 | 0 | 75 | 0 |
| 47410 | LIBRARY MEETING ROOM | 0 | 0 | 0 | 0 | 0 | 0 |
| 47411 | BRUCE LIBRARY EXPANSION | 0 | 0 | 0 | 0 | 0 | 0 |
| 47412 | PENNIES FOR PROGRAMMING | 0 | 0 | 0 | 0 | 0 | 0 |
| 47413 | CHILD SAFETY FAIR DONATIONS | 652 | 613 | 0 | 0 | 0 | 0 |
| 47414 | CRIME PREVENTION DONATIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47415 | LIBRARY MEMORIAL FUND | 192 | 0 | 0 | 145 | 145 | 0 |
| 47416 | LIBRARY DONATIONS | 1,868 | 1,000 | 0 | 3,799 | 3,799 | 0 |
| 47417 | PARK FUNDRAISERS/DONATIONS | 0 | 0 | 0 | 61 | 61 | 0 |
| 47418 | ANNIVERSARY FUND DONATIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47419 | CANINE PROGRAM DONATION | 0 | 0 | 0 | 0 | 100 | 0 |
| 47420 | INTEREST & INVESTMENT INCOME | 7,824 | 8,608 | - 9 - 10,000 | 8,000 | 6,650 | 9,000 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

REVENUES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|---------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| 47421 | INTEREST-LIBRARY EXPANSION | 23 | 18 | 0 | 0 | 0 | 0 |
| 47422 | KEEP SF BEAUTIFUL DONATION | 0 | 0 | 0 | 2,000 | 2,000 | 0 |
| 47423 | INTEREST-SPEC PROJECTS/PARKS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47424 | L TURNER PARK FUND DONATIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47425 | BRADY BILL APPLICATIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47427 | SEIZED FUND REVENUE | 3,333 | 21,628 | 0 | 2,235 | 2,338 | 0 |
| 47430 | COPIES / MAPS | 1,455 | 1,853 | 2,000 | 2,000 | 2,350 | 2,000 |
| 47431 | SUBDIVISION ST LIGHT REV. | 1,869 | 1,402 | 0 | 0 | 0 | 0 |
| 47433 | SF FIRE & RESCUE DONATION | 0 | 0 | 0 | 0 | 0 | 0 |
| 47435 | LEASE OF PROPERTY | 50 | 50 | 0 | 0 | 550 | 0 |
| 47440 | SALE OF ASSETS | 5,637 | 16,552 | 0 | 0 | 0 | 0 |
| 47441 | SALE OF ASSETS-CRIME PREVENT. | 0 | 0 | 0 | 0 | 0 | 0 |
| 47445 | OTHER FINANCING SRCS-CAPITAL | 267,695 | 188,555 | 0 | 140,452 | 140,452 | 0 |
| 47446 | OTHER FINAN SRCS-EQUIP/WARRNT | 0 | 16,800 | 0 | 13,010 | 13,010 | 0 |
| 47450 | COMMISSION ON TELEPHONES-JAIL | 236 | 798 | 500 | 500 | 380 | 500 |
| 47455 | PG&E SETTLEMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| 47459 | INSURANCE PMT - HAIL STORM | 0 | 0 | 0 | 49,844 | 49,844 | 0 |
| 47460 | INSURANCE REIMB-WRECKED AUTO | 0 | 0 | 0 | 0 | 0 | 0 |
| 47470 | CONTRIBUTION BY DEVELOPER | 0 | 0 | 0 | 0 | 0 | 0 |
| 47480 | OTHR FINANCING SRCS-OPERATION | 0 | 0 | 0 | 0 | 0 | 0 |
| 47485 | FEMA FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| DEPARTMENT REVENUES TOTAL | | 295,744 | 263,686 | 17,500 | 227,046 | 225,854 | 15,500 |
| <u>OTHER REVENUE</u> | | | | | | | |
| 47913 | REIMB FROM BOND PROCEEDS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47951 | SALE OF SEIZED ASSETS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47952 | MISCELLANEOUS REVENUE. | 14,084 | 2,576 | 1,000 | 1,000 | 3,218 | 2,000 |
| 47980 | APPROPRIATED FUND BALANCE | 0 | 0 | 295,645 | 121,342 | 35,454 | 230,926 |
| 47982 | SAMHSA GRANT-FEDERAL FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47983 | SAMHSA GRANT-KILROY FOUND. | 0 | 0 | 0 | 0 | 0 | 0 |
| 47984 | IN-KIND CONTR-KILROY FOUND | 0 | 0 | 0 | 0 | 0 | 0 |
| 47985 | IN-KIND CONTR-SFISD | 0 | 0 | 0 | 0 | 0 | 0 |
| 47989 | HOME-ineligible-local funds | 0 | 0 | 0 | 0 | 0 | 0 |
| 47990 | HOME PROGRAM - FEDERAL FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47991 | HOME PROGRAM-STATE/LOCAL FUND | 0 | 0 | 0 | 0 | 0 | 0 |
| 47992 | HOME PROGRAM - ADMIN EXP REIM | 0 | 0 | 0 | 0 | 0 | 0 |
| 47993 | HOME PROGRAM-PAYMENT OF LIEN | 0 | 0 | 0 | 0 | 0 | 0 |
| 47994 | IN-KIND CONTR-CITY OF SF | 0 | 0 | 0 | 0 | 0 | 0 |
| 47995 | IN-KIND CONTR.-GRANTWORKS | 0 | 0 | 0 | 0 | 0 | 0 |
| 47996 | IN-KIND CONTR.-ATTORNEY | 0 | 0 | 0 | 0 | 0 | 0 |
| DEPARTMENT REVENUES TOTAL | | 14,084 | 2,576 | 296,645 | 122,342 | 38,672 | 232,926 |

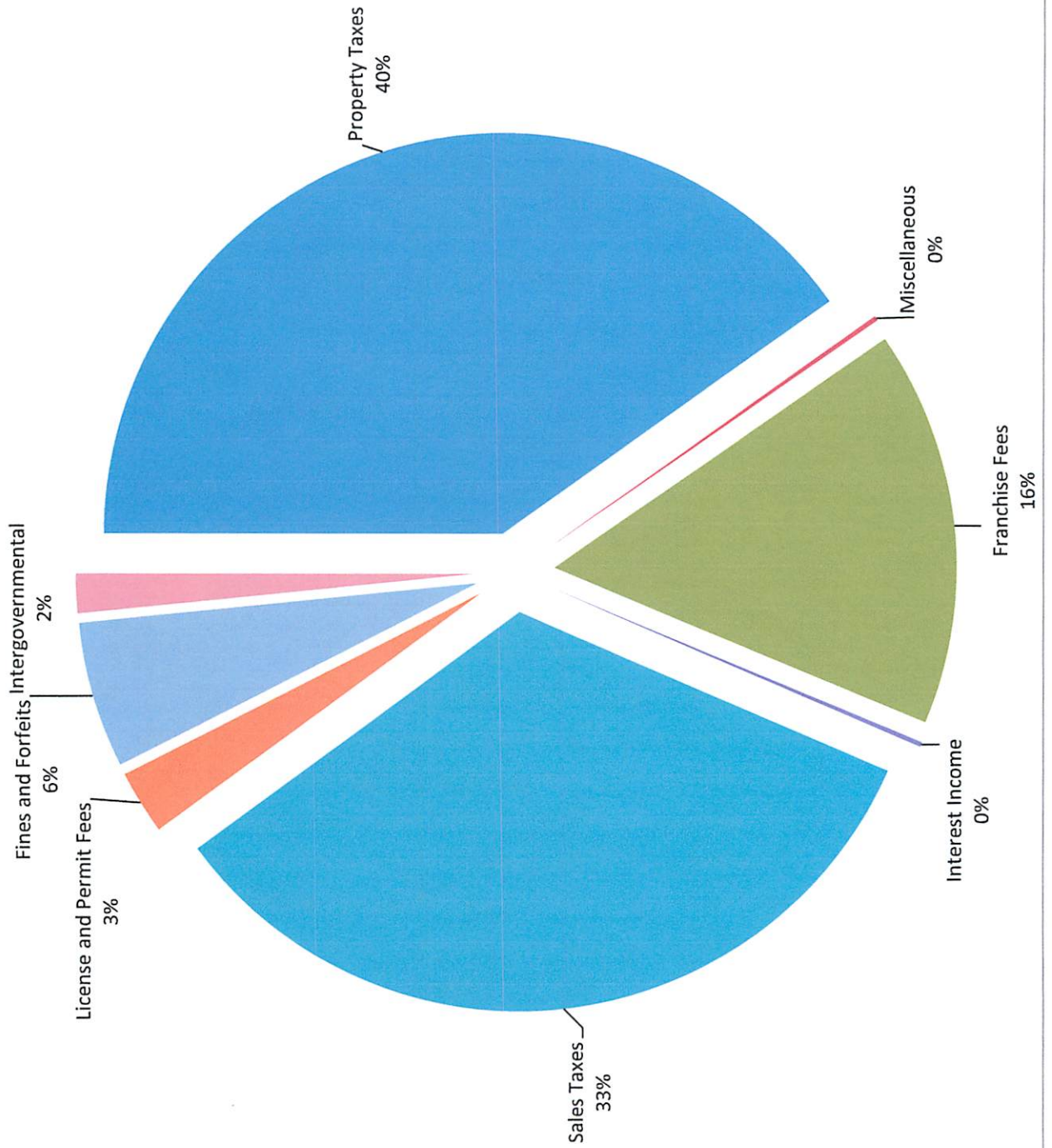
2013/14 OPERATING BUDGET

01 -GENERAL FUND

REVENUES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|---------------------------|-----------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CDBG GRANT</u> | | | | | | | |
| 48000 | SECO BLOCK GRANT | 1,500 | 39,379 | 0 | 0 | 0 | 0 |
| 48010 | CDBG-6th St-FEDERAL FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| 48011 | CDBG-6th St-LOCAL FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| 48012 | CDBG-6th St-IN-KIND-WCID #8 | 0 | 0 | 0 | 0 | 0 | 0 |
| 48015 | CDBG-DRS1-FEDERAL FUNDS | 1,359,596 | 333,861 | 0 | 609,431 | 609,431 | 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 | 509,402 | 0 | 0 | 0 | 0 |
| 48019 | CDBG-DRS2.2-FEDERAL FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| DEPARTMENT REVENUES TOTAL | | <u>1,361,096</u> | <u>882,641</u> | <u>0</u> | <u>609,431</u> | <u>609,431</u> | <u>0</u> |
| *** TOTAL REVENUES *** | | <u>6,377,850</u> | <u>5,439,596</u> | <u>4,567,560</u> | <u>5,362,957</u> | <u>5,320,925</u> | <u>4,652,690</u> |

2013/14 Revenue Sources by Category



| CITY OF SANTA FE | | | |
|---|--|--|----------------|
| 2012/13 FISCAL YEAR BUDGET | | | |
| VALUE FOR 2013 CITY TAX ROLL | | | |
| Certified Taxable - freeze adjusted | | | \$ 475,308,530 |
| Under Review Taxable - less 15% and freeze adjusted | | | 9,461,433 |
| Subtotal Taxable - freeze adjusted | | | \$ 484,769,963 |
| 2013 Effective Tax Rate | | | \$ 0.3172 |
| no increase | | | 0.0000 |
| 2013 Proposed Tax Rate | | | \$ 0.3172 |
| Estimated Assessed Valuation | | | \$ 4,847,700 |
| X proposed tax rate | | | 0.3172 |
| Freeze adjusted levy | | | \$ 1,537,690 |
| + certified freeze ceiling | | | 243,136 |
| + under review freeze ceiling | | | 1,412 |
| Current Levy | | | \$ 1,782,238 |
| Collection Rate | | | 96.00% |
| Total Current Levy Budgeted | | | \$ 1,710,949 |

DEPARTMENTAL ANALYSIS

CITY OF SANTA FE
ANNUAL BUDGET
2013/2014

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

Financial Management:

- provide accurate and timely financial information and counsel to the City Council, city departments, and the Economic Development Corporation
 - ◆ computerized financial data and personnel records

- provide for custody and investment of public funds
 - ◆ effective and practical investment policy

- manage inventory of all capital assets in an efficient and cost effective manner

- continue to seek new ways to diversify operating revenues

Human Resources:

- provide fair and equitable employment policies and benefit programs
 - ◆ current personnel policies
 - ◆ benefit programs (medical insurance, retirement plan, deferred compensation plan, etc.)

- maximize individual needs and organizational objectives
 - ◆ training and professional development programs
 - ◆ effective salary plan

- provide administrative support to the Civil Service Commission

Planning:

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

Legal:

- provide legal services to ensure that activities of the City are conducted in accordance with the requirements of the law
 - ◆ written legal opinions
 - ◆ City Attorney approval of all ordinances and other legal documents

POSITIONS --- City Manager
 City Secretary/Treasurer City Attorney
 Accounting Clerk Director of Administrative Services

2013/14 OPERATING BUDGET

01 -GENERAL FUND

ADMINISTRATION

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 501-9050 | CE-LAND | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9051 | CE-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9052 | CE-FURNITURE & OFFICE EQUIP. | 1,326 | 0 | 2,000 | 2,000 | 1,999 | 0 |
| 501-9053 | CE-INSTRUMENTS | 1,077 | 1,118 | 0 | 0 | 0 | 0 |
| 501-9054 | CE-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9056 | CE-MOTOR VEHICLES | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9099 | CE-CAPITAL OUTLAY-CAP. LEASE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 2,403 | 1,118 | 2,000 | 2,000 | 1,999 | 0 |
| <u>INSURANCE</u> | | | | | | | |
| 501-9105 | I-FIRE, LIAB., & EXT. COVERAG | 68,625 | 77,703 | 75,000 | 75,000 | 72,200 | 77,000 |
| EXPENSE CATEGORY TOTAL | | 68,625 | 77,703 | 75,000 | 75,000 | 72,200 | 77,000 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 501-9205 | MR-BUILDINGS & STRUCTURES | 2,398 | 1,986 | 3,000 | 3,000 | 3,000 | 3,000 |
| 501-9207 | MR-KILROY BUILDING | 37 | 0 | 500 | 500 | 5 | 0 |
| 501-9210 | MR-FURNITURE AND OFFICE EQUIP | 1,732 | 2,331 | 2,500 | 2,500 | 2,500 | 2,500 |
| 501-9215 | MR-INSTRUMENTS | 61 | 68 | 500 | 500 | 107 | 500 |
| 501-9220 | MR-MACHINERY, TOOLS, & EQUIP. | 37 | 0 | 600 | 600 | 640 | 600 |
| 501-9222 | MR-PARKING LOT | 24 | 0 | 0 | 0 | 0 | 0 |
| 501-9229 | MR-MOTOR VEHICLES-OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 4,289 | 4,385 | 7,100 | 7,100 | 6,252 | 6,600 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 501-9305 | PS-RETIREMENT CONTRIBUTION | 30,027 | 29,162 | 29,972 | 29,972 | 29,862 | 31,354 |
| 501-9310 | PS-GROUP INSURANCE BENEFITS | 21,488 | 22,213 | 23,417 | 23,417 | 23,312 | 23,974 |
| 501-9315 | PS-JANITORIAL | 2,808 | 2,916 | 2,920 | 2,920 | 2,920 | 2,920 |
| 501-9320 | PS-LONGEVITY | 3,915 | 4,155 | 4,395 | 4,395 | 4,395 | 4,635 |
| 501-9325 | PS-MEDICARE & SOCIAL SECURITY | 36,214 | 37,104 | 38,400 | 38,400 | 37,005 | 39,577 |
| 501-9329 | PS-OVERTIME | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9330 | PS-REGULAR PAYROLL | 226,778 | 226,932 | 229,956 | 229,956 | 229,869 | 236,054 |
| 501-9335 | PS-TRAINING & TRAVEL-STAFF | 4,062 | 5,281 | 6,000 | 6,000 | 4,493 | 5,000 |
| 501-9336 | PS-TRAINING & TRAVEL-COUNCIL | 5,054 | 3,185 | 7,000 | 7,000 | 8,551 | 7,000 |
| 501-9337 | PS-TRAINING AND TRAVEL-SAMHSA | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9338 | PS-CAR ALLOWANCE | 6,390 | 6,390 | 6,390 | 6,390 | 6,390 | 6,390 |
| 501-9340 | PS-UNEMPLOYMENT TAXES | 5,025 | 16,200 | 5,499 | 1,500 | 1,500 | 10,785 |
| 501-9345 | PS-WORKERS' COMPENSATION | 512 | 490 | 550 | 550 | 519 | 564 |
| EXPENSE CATEGORY TOTAL | | 342,273 | 354,028 | 354,499 | 350,500 | 348,816 | 368,253 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

ADMINISTRATION

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 501-9405 | SS-ACCOUNTING SERVICES | 19,000 | 24,500 | 20,000 | 32,093 | 32,093 | 38,000 |
| 501-9410 | SS-ADVERTISING | 4,231 | 6,367 | 5,000 | 5,000 | 4,000 | 5,000 |
| 501-9411 | SS-ADVERTISING-ECON DEV | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9418 | SS-ANNIVERSARY FUND | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9425 | SS-DUES AND SUBSCRIPTIONS | 5,151 | 5,548 | 5,500 | 5,500 | 5,629 | 5,600 |
| 501-9430 | SS-ELECTION EXPENSES | 0 | 8,307 | 7,000 | 16,000 | 13,157 | 0 |
| 501-9435 | SS-LEGAL EXPENSES | 11,589 | 12,325 | 15,000 | 20,000 | 21,000 | 15,000 |
| 501-9440 | SS-MEDICAL EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9455 | SS-ORDINANCE CODIFICATION | 3,513 | 884 | 1,500 | 1,500 | 1,631 | 0 |
| 501-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 19,562 | 24,490 | 20,000 | 20,000 | 20,000 | 22,500 |
| 501-9463 | SS-INTEREST PAYMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9465 | SS-SOFTWARE MAINTENANCE SVCS. | 8,906 | 9,111 | 9,385 | 9,385 | 9,312 | 10,000 |
| EXPENSE CATEGORY TOTAL | | 71,952 | 91,532 | 83,385 | 109,478 | 106,822 | 96,100 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 501-9520 | SM-CERTIFICATES, PLAQUES, ETC | 461 | 500 | 500 | 500 | 500 | 500 |
| 501-9522 | SM-ECONOMIC DEVELOPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9525 | SM-CHEMICAL, MEDICAL, SURGICA | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9530 | SM-EMERGENCY SUPPLIES | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9534 | SM-FURNITURE & OFFICE EQUIP | 478 | 0 | 500 | 500 | 0 | 0 |
| 501-9535 | SM-FUEL | 0 | 0 | 0 | 0 | 0 | 0 |
| 501-9537 | SM-INSTRUMENTS | 54 | 0 | 0 | 0 | 0 | 0 |
| 501-9540 | SM-JANITORIAL | 581 | 464 | 600 | 600 | 500 | 500 |
| 501-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 733 | 0 | 0 | 0 | 0 | 0 |
| 501-9560 | SM-OFFICE SUPPLIES & POSTAGE | 5,395 | 5,183 | 5,500 | 5,500 | 5,500 | 5,500 |
| 501-9580 | SM-SMALL TOOLS & SUPPLIES | 180 | 62 | 200 | 200 | 0 | 100 |
| 501-9581 | SM-SPECIAL PROJECTS | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 7,882 | 6,209 | 7,300 | 7,300 | 6,500 | 6,600 |
| <u>UTILITIES</u> | | | | | | | |
| 501-9605 | U-GAS | 142 | 129 | 150 | 150 | 150 | 150 |
| 501-9610 | U-LIGHT AND POWER | 4,632 | 4,116 | 4,500 | 4,500 | 4,000 | 4,500 |
| 501-9620 | U-TELEPHONE | 3,283 | 3,207 | 3,500 | 3,500 | 3,200 | 3,500 |
| 501-9625 | U-WATER | 142 | 142 | 150 | 150 | 148 | 150 |
| EXPENSE CATEGORY TOTAL | | 8,199 | 7,594 | 8,300 | 8,300 | 7,498 | 8,300 |
| <u>ADMINISTRATIVE</u> | | | | | | | |
| 501-9995 | COMPENSATED ABSENCES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** DEPARTMENT TOTAL *** | | 505,623 | 542,569 | 537,584 | 559,678 | 550,087 | 562,853 |

501-9105 I-FIRE, LIAB., & EXT. COVERAGE CURRENT YEAR NOTES:

Includes liability and property insurance coverage for all

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 ADMINISTRATION
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|--------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|--|
| | | | | | | | departments and all property and vehicles; also includes deductibles for insurance claims and litigation |
| 501-9205 | MR-BUILDINGS & STRUCTURES | | | | | | CURRENT YEAR NOTES: Carpet cleaning and floor waxing -- 1/2 of 35 percent of total bill (1,470), extermination of building (260), termite treatment (128), and routing maintenance |
| 501-9210 | MR-FURNITURE AND OFFICE EQUIP. | | | | | | CURRENT YEAR NOTES: Includes 1/2 copier maintenance agreement (2,400) and other routing office equipment maintenance |
| 501-9305 | PS-RETIREMENT CONTRIBUTION | | | | | | CURRENT YEAR NOTES: 7% contribution rate matched 1-1/2 to 1 |
| 501-9310 | PS-GROUP INSURANCE BENEFITS | | | | | | CURRENT YEAR NOTES: Includes 3% increase in cost of medical insurance |
| 501-9320 | PS-LONGEVITY | | | | | | CURRENT YEAR NOTES: \$5 per month per year of service per employee |
| 501-9325 | PS-MEDICARE & SOCIAL SECURITY | | | | | | CURRENT YEAR NOTES: Medicare contribution for all employees and social security contribution for part-time employees who do not qualify for participation in the city's retirement plan |
| 501-9330 | PS-REGULAR PAYROLL | | | | | | CURRENT YEAR NOTES: Includes average 3% wage increase |
| 501-9335 | PS-TRAINING & TRAVEL-STAFF | | | | | | CURRENT YEAR NOTES: Includes training costs for administrative personnel |
| 501-9336 | PS-TRAINING & TRAVEL-COUNCIL | | | | | | CURRENT YEAR NOTES: Includes training costs for members of the City Council |
| 501-9338 | PS-CAR ALLOWANCE | | | | | | CURRENT YEAR NOTES: \$500 monthly allowance for city manager and \$32 monthly allowance for city secretary |
| 501-9405 | SS-ACCOUNTING SERVICES | | | | | | CURRENT YEAR NOTES: Annual financial audit, includes single audit for grant programs (cost reimbursed by WCID #8), and for additional work due to first bond issue |
| 501-9410 | SS-ADVERTISING | | | | | | CURRENT YEAR NOTES: Includes advertising expenses for tax rate and budget hearing notices, ordinance caption publications, job openings, etc. |
| 501-9425 | SS-DUES AND SUBSCRIPTIONS | | | | | | CURRENT YEAR NOTES: Membership dues to TMI- 158 175), TCMA (\$330), TMCA (\$125), |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 ADMINISTRATION
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|--------------------------------|--|-------------------|---------------------|--------------------|--------------------------|----------------------|
| | | HGAC (\$489), Guidry News (\$300), State Directory (\$122), Local Government Code, TML Online survey, SF Chamber (\$80), GCM&C Assoc. (\$100), Galveston County Daily News (\$168), ASCAP (\$329), 1/2 Internet provider services (\$800), and online access to code of ordinances (\$475) | | | | | |
| 501-9430 | SS-ELECTION EXPENSES | CURRENT YEAR NOTES: Off year due to three-year terms | | | | | |
| 501-9435 | SS-LEGAL EXPENSES | CURRENT YEAR NOTES: City Attorney retainer fee (\$900/mo) and other legal expenses, as necessary | | | | | |
| 501-9460 | SS-PROFESSIONAL/CONTRACT SVCS. | CURRENT YEAR NOTES: Web page maintenance (\$660), Blackboard CTY notification system (\$5,200), Information technology services (\$12,000) for 8 hrs. each month, The Fraud Guard reporting service (\$2,500), and other professional services | | | | | |
| 501-9465 | SS-SOFTWARE MAINTENANCE SVCS. | CURRENT YEAR NOTES: Financial software (Incode) maintenance and support | | | | | |
| 501-9520 | SM-CERTIFICATES, PLAQUES, ETC. | CURRENT YEAR NOTES: Plaques, nameplates, certificates, frames, sympathy plants and cards, etc. | | | | | |
| 501-9605 | U-GAS | CURRENT YEAR NOTES: 1/2 of City Hall gas bill | | | | | |
| 501-9610 | U-LIGHT AND POWER | CURRENT YEAR NOTES: 1/2 of electricity costs for City Hall and expenses for security light in parking lot | | | | | |
| 501-9620 | U-TELEPHONE | CURRENT YEAR NOTES: 1/2 of telephone expenses for City Hall and cell phone expenses for city manager (\$960) | | | | | |
| 501-9625 | U-WATER | CURRENT YEAR NOTES: 1/2 of basic water bill | | | | | |

**CITY OF SANTA FE
ANNUAL BUDGET
2013/2014**

DEPARTMENT – Tax

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Contract with the County of Galveston for the assessment and collection of current and delinquent city ad valorem property taxes.
2. Maintain a collection rate of 96 percent for current taxes.
 - a. Collection rate: 95.18% (2002/03); 95.42% (2003/04);
94.60% (2004/05); 96.35% (2005/06);
98.83% (2006/07); 96.69% (2007/08);
96.70% (2008/09); 97.82% (2009/10);
97.57% (2010/11); 98.84% (2011/12)
3. Serve as information and assistance resource for citizens having tax and appraisal questions or problems.

POSITIONS ---

2013/14 OPERATING BUDGET

01 -GENERAL FUND

TAX

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 502-9052 | CE-FURNITURE & OFFICE EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 502-9205 | MR-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9210 | MR-FURNITURE AND OFFICE EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9220 | MR-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 502-9305 | PS-RETIREMENT CONTRIBUTION | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9310 | PS-GROUP INSURANCE BENEFITS | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9315 | PS-JANITORIAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9320 | PS-LONGEVITY | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9330 | PS-REGULAR PAYROLL | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9335 | PS-TRAINING AND TRAVEL | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9345 | PS-WORKERS' COMPENSATION | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 502-9415 | SS-AD VALOREM | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9420 | SS-APPRAISAL DISTRICT | 11,640 | 11,113 | 14,166 | 14,166 | 14,188 | 14,808 |
| 502-9425 | SS-DUES AND SUBSCRIPTIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 2,593 | 2,188 | 2,500 | 2,500 | 2,300 | 2,500 |
| 502-9465 | SS-SOFTWARE MAINTENANCE SVCS. | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 14,233 | 13,301 | 16,666 | 16,666 | 16,488 | 17,308 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 502-9534 | SM-FURNITURE & OFFICE EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9540 | SM-JANITORIAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9560 | SM-OFFICE SUPPLIES & POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>UTILITIES</u> | | | | | | | |
| 502-9605 | U-GAS | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9610 | U-LIGHT AND POWER | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9620 | U-TELEPHONE | 0 | 0 | 0 | 0 | 0 | 0 |
| 502-9625 | U-WATER | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

TAX

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|----------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| *** | DEPARTMENT TOTAL *** | 14,233 | 13,301 | 16,666 | 16,666 | 16,488 | 17,308 |

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
2013/2014

DEPARTMENT – Community Services

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

a. Building permit statistics/number of inspections:

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

| | |
|----------------|--|
| permits issued | (FY05)- 793; (FY06)- 663; (FY07)- 509; (FY08)- 559; |
| | (FY09)- 405; (FY10)- 439; (FY11)- 455; (FY12)- 584 |
| inspections | (FY05)-1,830; (FY06)-1,644; (FY07)-1,350; (FY08)- 743; |
| | (FY09)- 650; (FY09)- 716; (FY11)- 832; (FY12)- 882 |

- b. Zoning permit statistics
 - permits issued (FY05)-142; (FY06)-140; (FY07)-106; (FY08)-115;
(FY09)-113; (FY10)-101; (FY11)- 69; (FY12)- 43
 - 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 (FY09) - 148; (FY10) - 288; (FY11) - 304; (FY12) - 331
 - ◆ cases resolved (FY09) - 113; (FY10) - 269; (FY11) - 285; (FY12) - 281
 - ◆ court cases (FY09) - 26; (FY10) - 31; (FY11) - 19; (FY12) - 50
 - ◆ cases pending (FY09) - 1; (FY10) - 15; (FY11) - 0; (FY12) - 2
 - ◆ off-premise signs: (FY09) - 0; (FY10) - 0; (FY11) - 2; (FY12) - 0
 - c. Continue working to demolish substandard buildings, using city resources, if necessary
 - ◆ Substandard buildings abated by property owner
(FY07) - 9; (FY08) - 1; (FY09) - 18; (FY10) - 9; (FY11) - 8; (FY12) - 2
 - ◆ Substandard buildings abated by use of city funds
(FY07) - 0; (FY08) - 0; (FY09) - 0; (FY10) - 0; (FY11) - 1; (FY12) - 0
 - ◆ Substandard buildings abated by federal grant
(FY05) - 9; (FY06) - 0; (FY08) - 0; (FY09) - 4;
3. Implement strategic training of technical personnel to expand basic competencies and qualifications.
4. Implement necessary department policies and protocols to improve service delivery and effectiveness.

POSITIONS --- Community Services Director
 Building Official
 Administrative Assistant
 Community Services Assistant

2013/14 OPERATING BUDGET

01 -GENERAL FUND
COMMUNITY SERVICES
DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 503-9051 | CE-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9052 | CE-FURNITURE & OFFICE EQUIP. | 0 | 4,409 | 0 | 0 | 0 | 1,500 |
| 503-9053 | CE-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9056 | CE-MOTOR VEHICLES | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9099 | CE-CAPITAL OUTLAY-CAP. LEASE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 4,409 | 0 | 0 | 0 | 1,500 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 503-9205 | MR-BUILDINGS & STRUCTURES | 1,567 | 1,225 | 1,500 | 1,500 | 1,500 | 1,600 |
| 503-9210 | MR-FURNITURE AND OFFICE EQUIP | 1,849 | 2,165 | 2,500 | 2,500 | 2,800 | 2,500 |
| 503-9215 | MR-INSTRUMENTS | 60 | 68 | 100 | 100 | 0 | 100 |
| 503-9220 | MR-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 50 | 50 | 50 | 100 |
| 503-9229 | MR-MOTOR VEHICLES-OTHER | 854 | 578 | 700 | 1,700 | 1,600 | 700 |
| EXPENSE CATEGORY TOTAL | | 4,330 | 4,036 | 4,850 | 5,850 | 5,950 | 5,000 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 503-9305 | PS-RETIREMENT CONTRIBUTION | 21,738 | 21,618 | 24,080 | 24,080 | 23,003 | 23,599 |
| 503-9307 | PS-EXTRA HELP | 928 | 1,700 | 2,000 | 2,000 | 1,300 | 2,000 |
| 503-9310 | PS-GROUP INSURANCE BENEFITS | 20,989 | 21,805 | 23,014 | 23,014 | 24,076 | 23,585 |
| 503-9315 | PS-JANITORIAL | 2,808 | 2,916 | 2,920 | 2,920 | 2,920 | 2,920 |
| 503-9320 | PS-LONGEVITY | 1,845 | 2,110 | 2,350 | 2,350 | 2,350 | 2,590 |
| 503-9329 | PS-OVERTIME | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9330 | PS-REGULAR PAYROLL | 169,798 | 173,931 | 191,066 | 183,300 | 183,300 | 183,373 |
| 503-9335 | PS-TRAINING AND TRAVEL | 4,105 | 4,660 | 5,500 | 5,500 | 5,500 | 5,700 |
| 503-9336 | PS-TRAINING-BOA | 0 | 300 | 0 | 0 | 0 | 0 |
| 503-9337 | PS-TRAINING-P&Z | 726 | 0 | 800 | 800 | 1,135 | 800 |
| 503-9338 | PS-CAR ALLOW-FIRE MARSHAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9339 | PS-TRAINING-FIRE MARSHAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9345 | PS-WORKERS' COMPENSATION | 510 | 486 | 599 | 599 | 560 | 587 |
| 503-9350 | PS-LITIGATION SETTLEMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 223,447 | 229,526 | 252,329 | 244,563 | 244,144 | 245,154 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 503-9410 | SS-ADVERTISING | 3,875 | 3,243 | 3,400 | 3,400 | 3,200 | 4,800 |
| 503-9425 | SS-DUES AND SUBSCRIPTIONS | 1,138 | 1,149 | 1,200 | 1,200 | 1,600 | 2,250 |
| 503-9440 | SS-MEDICAL EXPENSES | 25 | 0 | 0 | 0 | 0 | 0 |
| 503-9455 | SS-ZONING ORD CODIFICATION | 864 | 994 | 1,000 | 1,000 | 424 | 1,000 |
| 503-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 20,626 | 12,620 | 15,000 | 17,000 | 17,000 | 15,000 |
| 503-9465 | SS-SOFTWARE MAINTENANCE SVCS. | 3,208 | 3,262 | 3,325 | 3,325 | 3,221 | 3,325 |
| 503-9480 | SS-SUBDIVISION FILING FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 29,736 | 21,268 | 23,925 | 25,925 | 25,445 | 26,375 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY SERVICES
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 503-9520 | SM-CERTIFICATES, PLAQUES, ETC | 0 | 0 | 30 | 30 | 0 | 0 |
| 503-9533 | SM-FIRE MARSHAL SUPP & MAT | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9534 | SM-FURNITURE & OFFICE EQUIP | 80 | 158 | 100 | 100 | 0 | 0 |
| 503-9535 | SM-FUEL | 2,379 | 1,623 | 2,500 | 2,500 | 1,700 | 2,800 |
| 503-9537 | SM-INSTRUMENTS | 0 | 0 | 100 | 100 | 39 | 0 |
| 503-9540 | SM-JANITORIAL | 482 | 369 | 400 | 400 | 400 | 375 |
| 503-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9555 | SM-MAPS | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9560 | SM-OFFICE SUPPLIES & POSTAGE | 3,513 | 4,734 | 4,500 | 4,500 | 4,500 | 6,321 |
| 503-9580 | SM-SMALL TOOLS & SUPPLIES | 206 | 111 | 100 | 100 | 117 | 0 |
| 503-9585 | SM-OFF PREMISE SIGNS | 0 | 0 | 0 | 0 | 0 | 0 |
| 503-9590 | SM-WEARING APPAREL | 71 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 6,731 | 6,994 | 7,730 | 7,730 | 6,756 | 9,496 |
| <u>UTILITIES</u> | | | | | | | |
| 503-9605 | U-GAS | 142 | 129 | 160 | 160 | 150 | 160 |
| 503-9610 | U-LIGHT AND POWER | 4,302 | 3,792 | 4,000 | 4,000 | 3,700 | 3,700 |
| 503-9620 | U-TELEPHONE | 3,013 | 2,916 | 3,200 | 3,200 | 3,000 | 3,000 |
| 503-9625 | U-WATER | 142 | 142 | 150 | 150 | 148 | 150 |
| EXPENSE CATEGORY TOTAL | | 7,599 | 6,979 | 7,510 | 7,510 | 6,998 | 7,010 |
| <u>ADMINISTRATIVE</u> | | | | | | | |
| 503-9995 | COMPENSATED ABSENCES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 271,843 | 273,213 | 296,344 | 291,578 | 289,293 | 294,535 |

- 503-9052 CE-FURNITURE & OFFICE EQUIP. CURRENT YEAR NOTES:
Replacement computer workstation (no monitor)
- 503-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:
Carpet cleaning and floor waxing -- 1/2 of 35% of total bill (\$1,470), and other routing maintenance
- 503-9210 MR-FURNITURE AND OFFICE EQUIP. CURRENT YEAR NOTES:
1/2 copier maintenance agreement (\$2,400), and other routine office equipment maintenance
- 503-9229 MR-MOTOR VEHICLES-OTHER CURRENT YEAR NOTES:
Routine maintenance on 2 vehicles
- 503-9305 PS-RETIREMENT CONTRIBUTION CURRENT YEAR NOTES:
7% contribution rate matched 1-1/2 to 1
- 503-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY SERVICES
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|--------------------------------|--|-------------------|---------------------|--------------------|--------------------------|----------------------|
| | | Includes 3% increase in cost of medical insurance | | | | | |
| 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; part-time help from asst court clerk deleted | | | | | |
| 503-9335 | PS-TRAINING AND TRAVEL | CURRENT YEAR NOTES: Staff training for flood plain management, APA conference, code enforcement, and building official certifications | | | | | |
| 503-9337 | PS-TRAINING-P&Z | CURRENT YEAR NOTES: APA annual conference expenses for board members | | | | | |
| 503-9410 | SS-ADVERTISING | CURRENT YEAR NOTES: Publication of legal notices pertaining to requests for changes to the zoning ordinance text and zoning map, code enforcement legal notices, and annexation notices | | | | | |
| 503-9425 | SS-DUES AND SUBSCRIPTIONS | CURRENT YEAR NOTES: Plumbing inspector license, code enforcement licenses, ICC membership, AICP membership, CEAT memberships, Bamia memberships, and flood plain management; 2012 IBC code books (\$850) | | | | | |
| 503-9455 | SS-ZONING ORD CODIFICATION | CURRENT YEAR NOTES: Annual codification services | | | | | |
| 503-9460 | SS-PROFESSIONAL/CONTRACT SVCS. | CURRENT YEAR NOTES: Dickinson Bayou Watershed (\$236), contract with health district for storm water enforcement and inspections (\$12,000), engineering review (\$700), tree removal services (\$2,000), and substandard housing abatement (\$3,500) | | | | | |
| 503-9465 | SS-SOFTWARE MAINTENANCE SVCS. | CURRENT YEAR NOTES: Permitting software (Blue Prince) maintenance and support | | | | | |
| 503-9560 | SM-OFFICE SUPPLIES & POSTAGE | CURRENT YEAR NOTES: Code enforcement and substandard structure notifications and other routine correspondence, including color printer ink and large format printer supplies (\$500); US flag replacements (\$256) | | | | | |
| 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 | | | | | |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
COMMUNITY SERVICES
DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|-----------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
|----------|-----------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|

| | | | | | | | |
|----------|-------------|---|--|--|--|--|--|
| 503-9620 | U-TELEPHONE | | | | | | |
| | | CURRENT YEAR NOTES: 1/2 telephone expenses for city hall; and cell phone expenses for building official (\$600) | | | | | |

| | | | | | | | |
|----------|---------|--|--|--|--|--|--|
| 503-9625 | U-WATER | | | | | | |
| | | CURRENT YEAR NOTES: 1/2 of basic water bill | | | | | |

CITY OF SANTA FE
ANNUAL BUDGET
2013/2014

DEPARTMENT – Judicial

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

- total revenue collected (07) - \$359,403; (08) - \$537,267;
(09) - \$484,367; (10) - \$377,132;
(11) - \$319,743; (12) - \$318,670
- city revenue (07) - \$226,724; (08) - \$322,397;
(09) - \$326,907; (10) - \$250,551;
(11) - \$214,622; (12) - \$207,230

b. Continue aggressive program of serving and collecting warrants

- outstanding warrants (05)- 1,896; (06)- 2,135; (07)- 2,152; (08)- 2,423;
(09)- 2,813; (10)- 2,655; (11)- 2,399; (12)- 2,209
- warrants served (05)- 523; (06)- 1,323; (07)- 872; (08)- 1,097;
(09)- 1,813; (10)- 1,251; (11)- 1,054; (12)- 1,219
- subpoenas issued (01)- 426; (02)- 322; (03)- 464
- subpoenas served (01)- 404; (02)- 308; (03)- 428

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

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

2013/14 OPERATING BUDGET

01 -GENERAL FUND

JUDICIAL

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 504-9052 | CE-FURNITURE & OFFICE EQUIP. | 11,187 | 11,187 | 11,187 | 13,387 | 13,387 | 0 |
| 504-9053 | CE-INSTRUMENTS | 0 | 7,290 | 0 | 0 | 0 | 0 |
| 504-9054 | CE-MACHINERY, TOOLS, & EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 504-9056 | CE-MOTOR VEHICLES | 8,079 | 0 | 0 | 0 | 0 | 0 |
| 504-9099 | CE-CAPITAL OUTLAY-CAP LEASE | 28,103 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 47,369 | 18,477 | 11,187 | 13,387 | 13,387 | 0 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 504-9205 | MR-BUILDINGS & STRUCTURES | 95 | 225 | 500 | 500 | 200 | 200 |
| 504-9210 | MR-FURNITURE AND OFFICE EQUIP | 2,671 | 125 | 1,000 | 1,546 | 1,000 | 500 |
| 504-9215 | MR-INSTRUMENTS | 1,172 | 1,827 | 500 | 500 | 200 | 500 |
| 504-9220 | MR-MACHINERY, TOOLS, & EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 504-9229 | MR-MOTOR VEHICLES-OTHER | 252 | 984 | 1,500 | 1,500 | 1,300 | 1,500 |
| EXPENSE CATEGORY TOTAL | | 4,190 | 3,161 | 3,500 | 4,046 | 2,700 | 2,700 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 504-9301 | PS-CERTIFICATION PAY | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 | 1,800 |
| 504-9305 | PS-RETIREMENT CONTRIBUTION | 19,216 | 18,885 | 17,978 | 17,978 | 17,040 | 16,766 |
| 504-9307 | PS-EXTRA HELP | 0 | 0 | 0 | 0 | 0 | 0 |
| 504-9310 | PS-GROUP INSURANCE BENEFITS | 20,654 | 21,609 | 22,795 | 19,095 | 19,070 | 17,630 |
| 504-9315 | PS-JANITORIAL | 624 | 648 | 649 | 649 | 649 | 649 |
| 504-9320 | PS-LONGEVITY | 2,755 | 2,995 | 3,235 | 3,235 | 3,295 | 3,190 |
| 504-9329 | PS-OVERTIME | 0 | 0 | 0 | 0 | 0 | 0 |
| 504-9330 | PS-REGULAR PAYROLL | 145,688 | 147,507 | 137,886 | 137,886 | 136,488 | 139,506 |
| 504-9335 | PS-TRAINING AND TRAVEL | 3,212 | 2,028 | 2,500 | 2,500 | 2,200 | 1,500 |
| 504-9337 | PS-CELL PHONE ALLOWANCE | 960 | 960 | 960 | 960 | 960 | 960 |
| 504-9338 | PS-UNIFORM/CAR ALLOWANCE | 520 | 520 | 520 | 520 | 520 | 520 |
| 504-9343 | PS-WARRANT FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 504-9345 | PS-WORKERS' COMPENSATION | 1,179 | 1,100 | 1,201 | 1,201 | 1,142 | 1,230 |
| EXPENSE CATEGORY TOTAL | | 196,608 | 198,050 | 189,524 | 185,824 | 183,164 | 183,751 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 504-9410 | SS-ADVERTISING | 450 | 325 | 500 | 500 | 650 | 500 |
| 504-9415 | SS-CC TRANSACTION FEES | 0 | 226 | 300 | 650 | 700 | 600 |
| 504-9425 | SS-DUES AND SUBSCRIPTIONS | 484 | 463 | 700 | 700 | 550 | 350 |
| 504-9427 | SS-JUDGE | 20,400 | 20,400 | 22,400 | 22,400 | 20,400 | 20,400 |
| 504-9428 | SS-JURY AND WITNESS FEES | 357 | 0 | 500 | 500 | 0 | 500 |
| 504-9436 | SS-PROSECUTOR | 13,200 | 13,200 | 14,300 | 14,300 | 13,200 | 13,200 |
| 504-9440 | SS-MEDICAL EXPENSES | 0 | 0 | 0 | 0 | 25 | 0 |
| 504-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 2,000 | 0 | 0 | 0 | 0 | 0 |
| 504-9465 | SS-SOFTWARE MAINTENANCE SVCS. | 5,872 | 4,962 | 6,165 | 6,165 | 5,949 | 6,165 |
| EXPENSE CATEGORY TOTAL | | 42,763 | 39,576 | 44,865 | 45,215 | 41,474 | 41,715 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

JUDICIAL

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 504-9520 | SM-CERTIFICATES, PLAQUES | 192 | 0 | 300 | 300 | 0 | 0 |
| 504-9534 | SM-FURNITURE & OFFICE EQUIP | 1,279 | 0 | 500 | 610 | 300 | 0 |
| 504-9535 | SM-FUEL | 4,275 | 4,567 | 4,000 | 4,000 | 4,300 | 4,000 |
| 504-9537 | SM-INSTRUMENTS | 10 | 12,287 | 0 | 0 | 0 | 0 |
| 504-9540 | SM-JANITORIAL | 391 | 457 | 400 | 400 | 400 | 400 |
| 504-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 504-9560 | SM-OFFICE SUPPLIES & POSTAGE | 2,634 | 3,078 | 3,500 | 3,544 | 3,300 | 3,500 |
| 504-9580 | SM-SMALL TOOLS AND SUPPLIES | 8 | 129 | 100 | 100 | 100 | 100 |
| 504-9590 | SM-WEARING APPAREL | 0 | 410 | 150 | 150 | 0 | 150 |
| 504-9599 | SM-EQUIP/WARRANTY LEASE | 4,610 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 13,399 | 20,928 | 8,950 | 9,104 | 8,400 | 8,150 |
| <u>UTILITIES</u> | | | | | | | |
| 504-9620 | U-TELEPHONE | 2,631 | 2,394 | 3,000 | 3,000 | 2,200 | 3,000 |
| EXPENSE CATEGORY TOTAL | | 2,631 | 2,394 | 3,000 | 3,000 | 2,200 | 3,000 |
| <u>ADMINISTRATIVE</u> | | | | | | | |
| 504-9995 | COMPENSATED ABSENCES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** DEPARTMENT TOTAL *** | | 306,960 | 282,586 | 261,026 | 260,576 | 251,325 | 239,316 |

- 504-9210 MR-FURNITURE AND OFFICE EQUIP. CURRENT YEAR NOTES:
Copier maintenance agreement (20%) (\$354), computer warranties, and other routine office equipment maintenance
- 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 1-1/2 to 1
- 504-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:
Includes 3% increase in cost of medical insurance
- 504-9320 PS-LONGEVITY CURRENT YEAR NOTES:
\$5 per month per year of service per employee
- 504-9330 PS-REGULAR PAYROLL CURRENT YEAR NOTES:
Includes average 3% wage increase; full-time court clerk changed to part-time (19.2 hours per week)

2013/14 OPERATING BUDGET

01 -GENERAL FUND

JUDICIAL

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|-------------------------------|---|-------------------|---------------------|--------------------|--------------------------|----------------------|
| 504-9335 | PS-TRAINING AND TRAVEL | | | | | | |
| | | CURRENT YEAR NOTES: Staff training and certification expenses | | | | | |
| 504-9337 | PS-CELL PHONE ALLOWANCE | | | | | | |
| | | CURRENT YEAR NOTES: Cell phone allowance for city marshal/bailiff (\$80/mo) | | | | | |
| 504-9410 | SS-ADVERTISING | | | | | | |
| | | CURRENT YEAR NOTES: Warrant amnesty advertising | | | | | |
| 504-9415 | 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 (\$20,400) | | | | | |
| 504-9428 | SS-JURY AND WITNESS FEES | | | | | | |
| | | CURRENT YEAR NOTES: Costs of jury trials, if needed | | | | | |
| 504-9436 | SS-PROSECUTOR | | | | | | |
| | | CURRENT YEAR NOTES: Municipal court prosecutor services -- 4 court dates per month (\$13,200) | | | | | |
| 504-9465 | SS-SOFTWARE MAINTENANCE SVCS. | | | | | | |
| | | CURRENT YEAR NOTES: Annual software (Incode) maintenance and support services (\$5,475) and anti-virus and sonic wall renewal licenses (\$690) | | | | | |
| 504-9590 | SM-WEARING APPAREL | | | | | | |
| | | CURRENT YEAR NOTES: Uniform and related apparel for city marshal/bailiff | | | | | |
| 504-9620 | U-TELEPHONE | | | | | | |
| | | CURRENT YEAR NOTES: Monthly telephone expenses including caller ID | | | | | |

CITY OF SANTA FE
ANNUAL BUDGET
2013/2014

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 minor and major 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. A minimum of four officers on patrol during the evening and night shifts and a minimum of four officers on patrol during the day shift.
 - b. Continue increased supervision by having a patrol supervisor on each shift.
 - c. Establish and maintain an active reserve program.

- d. Establish and maintain average response time of 4.0 minutes for emergency calls for service: 3.84 minutes (2007); 3.13 minutes (2008); 2.89 minutes (2009); 3.99 minutes (2010); 3.24 minutes (2011); 3.58 minutes (2012)
 - e. Calls for service: 10,628 (2005); 12,426 (2006); 10,708 (2007); 12,943 (2008); 12,120 (2009); 15,715 (2010); 22,908 (2011); 32,701 (2012)
 - f. Citations issued: 2,270 (2005); 2,736 (2006); 2,773 (2007); 3,701 (2008); 2,356 (2009); 2,147 (2010); 1,861 (2011); 2,733 (2012)
2. Improve the department's ability and capacity to investigate crime.
- a. Arrests: 865 (2005); 927 (2006); 1,258 (2007); 1,333 (2008); 1,297 (2009); 1,310 (2010); 1,073 (2011); 1,321 (2012)
 - b. Establish and maintain a clearance rate of 45 percent for felony crimes.
 - c. Computerize evidence room allowing for better tracking of evidence and aiding in case disposition.
3. Encourage and provide for well-trained police force.
- a. Establish and maintain 50 percent of commissioned personnel with greater than basic certification: 52% - (2005); 39% - (2006); 31% - (2007); 23%- (2008); 35% - (2009); 52% - (2010); 65% - (2011); 71% - (2012)
 - b. Establish a training plan for officers above minimum state requirements by providing officers with training in the areas of investigation, crime scene search, rules of evidence, evidence collection, use of force, search and seizure, ethics and integrity, racial profiling, and emergency driving.
 - c. Create a policy/review team to establish standard operating procedures for specific policies; Identify and strengthen policies to ensure that our agency's directives and policies are in accordance with applicable Texas law.
4. Take an increasingly active role in informing and assisting the community in crime prevention efforts.
- a. Establish a more community-oriented police department.
 - b. Continue crime prevention program, conducted at least once a month at local businesses and community functions.

c. Crime prevention activities:

- ◆ Crime prevention programs for seniors and youths
- ◆ Citizen Police Academy
- ◆ Citizens on Patrol Program (COP)
- ◆ Vehicles registered in HEAT program
- ◆ Home/Business inspections
- ◆ Police department tour groups
- ◆ Children fingerprinted
- ◆ Bicycle registrations

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

GRANT FUNDING

Auto Crimes Task Force (100%)

2013/14 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 505-9051 | CE-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9052 | CE-FURNITURE & OFFICE EQUIP. | 8,456 | 19,221 | 7,011 | 7,011 | 5,011 | 2,500 |
| 505-9053 | CE-INSTRUMENTS | 10,758 | 25,657 | 36,778 | 38,671 | 38,671 | 33,527 |
| 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 | 54,191 | 71,841 | 74,655 | 70,967 | 70,967 | 70,967 |
| 505-9057 | CE-POLICE VEHICLE - DONATION | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9058 | CE-SEIZED/AWARDED VEHICLE | 0 | 3,124 | 0 | 0 | 0 | 0 |
| 505-9059 | CE-CAR-PVT CITIZEN DONATION | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9079 | CE-CAPITAL LEASE EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9085 | CE-800 TRUNKING SYSTEM | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9099 | CE-CAPITAL OUTLAY-CAP. LEASE | 173,570 | 111,666 | 0 | 94,110 | 94,110 | 0 |
| EXPENSE CATEGORY TOTAL | | 246,975 | 231,510 | 118,444 | 210,759 | 208,759 | 106,994 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 505-9205 | MR-BUILDINGS & STRUCTURES | 2,750 | 7,019 | 4,000 | 4,000 | 2,500 | 4,000 |
| 505-9210 | MR-FURNITURE AND OFFICE EQUIP | 2,845 | 5,846 | 5,000 | 5,000 | 4,000 | 5,000 |
| 505-9215 | MR-INSTRUMENTS | 14,150 | 14,063 | 16,000 | 16,000 | 15,000 | 16,000 |
| 505-9220 | MR-MACHINERY, TOOLS, & EQUIP. | 2,643 | 2,560 | 1,500 | 1,500 | 1,500 | 1,500 |
| 505-9229 | MR-MOTOR VEHICLES-OTHER | 19,044 | 16,515 | 20,000 | 58,844 | 56,844 | 20,000 |
| EXPENSE CATEGORY TOTAL | | 41,432 | 46,003 | 46,500 | 85,344 | 79,844 | 46,500 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 505-9301 | PS-CERTIFICATION PAY | 12,600 | 13,500 | 18,300 | 18,300 | 16,425 | 21,000 |
| 505-9302 | PS-COURT COSTS | 3,763 | 4,213 | 7,000 | 7,000 | 4,000 | 7,000 |
| 505-9305 | PS-RETIREMENT CONTRIBUTION | 175,363 | 174,370 | 184,740 | 178,000 | 176,000 | 192,022 |
| 505-9307 | PS-EXTRA HELP | 13,300 | 19,920 | 10,000 | 10,000 | 8,000 | 10,000 |
| 505-9310 | PS-GROUP INSURANCE BENEFITS | 135,623 | 144,729 | 167,561 | 159,500 | 159,001 | 171,158 |
| 505-9315 | PS-JANITORIAL | 4,992 | 5,184 | 5,192 | 5,192 | 5,192 | 5,192 |
| 505-9320 | PS-LONGEVITY | 7,660 | 7,620 | 8,380 | 8,380 | 8,085 | 9,200 |
| 505-9329 | PS-OVERTIME | 76,426 | 71,631 | 70,000 | 70,000 | 57,000 | 75,000 |
| 505-9330 | PS-REGULAR PAYROLL | 1,271,320 | 1,305,836 | 1,365,614 | 1,320,614 | 1,347,000 | 1,394,719 |
| 505-9331 | PS-AUXILIARY POLICE PAYROLL | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9334 | PS-SPECIALIZED TRAINING | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9335 | PS-TRAINING AND TRAVEL | 9,818 | 12,395 | 14,000 | 10,000 | 7,000 | 14,000 |
| 505-9336 | PS-TRAINING-LEOSE | 1,952 | 0 | 0 | 3,550 | 3,550 | 0 |
| 505-9337 | PS-TRAINING-RESERVE OFCR | 250 | 150 | 1,000 | 1,000 | 250 | 1,000 |
| 505-9338 | PS-UNIFORM ALLOWANCE | 13,420 | 13,800 | 14,560 | 14,560 | 14,140 | 14,560 |
| 505-9345 | PS-WORKERS' COMPENSATION | 23,954 | 23,033 | 25,043 | 21,325 | 21,325 | 25,686 |
| EXPENSE CATEGORY TOTAL | | 1,750,441 | 1,796,379 | 1,891,390 | 1,827,421 | 1,826,968 | 1,940,537 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 505-9410 | SS-ADVERTISING | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9411 | SS-ADVERTISING-SEX OFFENDERS | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9423 | SS-CONFIDENTIAL INFORM. FUND | 3,025 | 2,700 | 1,000 | 1,000 | 1,000 | 1,000 |
| 505-9425 | SS-DUES AND SUBSCRIPTIONS | 4,266 | 2,414 | 3,500 | 3,500 | 3,000 | 3,500 |
| 505-9440 | SS-MEDICAL EXPENSES | 1,090 | 990 | 2,000 | 2,000 | 1,000 | 2,000 |
| 505-9457 | SS-PRISONER SUPPORT | 1,248 | 1,307 | 2,000 | 2,000 | 1,800 | 2,000 |
| 505-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 2,062 | 17,249 | 7,500 | 9,005 | 9,000 | 6,700 |
| 505-9465 | SS-SOFTWARE MAINTENANCE SVCS. | 9,484 | 9,997 | 10,000 | 10,000 | 9,822 | 10,000 |
| EXPENSE CATEGORY TOTAL | | 21,175 | 34,657 | 26,000 | 27,505 | 25,622 | 25,200 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 505-9515 | SM-CANINE SUPPLIES AND CARE | 1,984 | 1,435 | 1,500 | 1,500 | 1,500 | 1,500 |
| 505-9520 | SM-CERTIFICATES, PLAQUES, ETC | 86 | 429 | 300 | 300 | 300 | 300 |
| 505-9525 | SM-CHEMICAL, MEDICAL & SURGIC | 51 | 100 | 500 | 500 | 300 | 500 |
| 505-9528 | SM-CRIME PREV SUPPLIES | 1,680 | 772 | 1,500 | 1,500 | 1,500 | 1,500 |
| 505-9530 | SM-EMERGENCY SUPPLIES | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9534 | SM-FURNITURE & OFFICE EQUIP | 4,884 | 2,779 | 3,500 | 3,500 | 3,000 | 3,000 |
| 505-9535 | SM-FUEL | 78,230 | 91,563 | 80,000 | 80,000 | 84,000 | 85,000 |
| 505-9537 | SM-INSTRUMENTS | 1,334 | 3,216 | 2,500 | 3,230 | 3,400 | 2,500 |
| 505-9540 | SM-JANITORIAL | 855 | 667 | 1,000 | 1,000 | 800 | 1,000 |
| 505-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 500 | 500 | 0 | 500 |
| 505-9560 | SM-OFFICE SUPPLIES & POSTAGE | 6,313 | 7,193 | 8,000 | 8,000 | 8,000 | 8,000 |
| 505-9580 | SM-SMALL TOOLS & SUPPLIES | 2,587 | 2,304 | 2,500 | 2,500 | 2,500 | 2,500 |
| 505-9582 | SM-VEHICLE GRAPHICS & SUPPLIE | 0 | 12,228 | 16,628 | 16,628 | 16,671 | 0 |
| 505-9585 | SM-TRAFFIC MARKERS & MATERIAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 505-9590 | SM-WEARING APPAREL | 3,351 | 7,059 | 8,000 | 8,000 | 7,000 | 9,000 |
| 505-9591 | SM-WEARING APPAREL-RESERVE | 950 | 243 | 1,000 | 1,000 | 0 | 500 |
| 505-9599 | SM-EQUIP/WARRANTY LEASE | 880 | 16,800 | 0 | 13,010 | 13,010 | 0 |
| EXPENSE CATEGORY TOTAL | | 103,185 | 146,786 | 127,428 | 141,168 | 141,981 | 115,800 |
| <u>UTILITIES</u> | | | | | | | |
| 505-9605 | U-GAS | 417 | 320 | 875 | 875 | 350 | 500 |
| 505-9610 | U-LIGHT AND POWER | 13,335 | 12,943 | 14,000 | 14,000 | 13,000 | 14,000 |
| 505-9620 | U-TELEPHONE | 9,500 | 9,209 | 11,000 | 11,000 | 9,800 | 11,000 |
| 505-9625 | U-WATER | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 23,252 | 22,473 | 25,875 | 25,875 | 23,150 | 25,500 |
| <u>ADMINISTRATIVE</u> | | | | | | | |
| 505-9995 | COMPENSATED ABSENCES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 2,186,460 | 2,277,808 | 2,235,637 | 2,318,072 | 2,306,324 | 2,260,531 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|-----------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
|----------|-----------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|

1 replacement toughbook laptop

505-9053 CE-INSTRUMENTS

CURRENT YEAR NOTES:

Final payment on lease purchase of 3 in-car video systems (\$6,988), 3rd payment of 7 on lease purchase of digital mobile and portable radios (\$24,646), and 2nd payment of 3 on lease purchase of 1 in-car video camera (\$1,893)

505-9056 CE-MOTOR VEHICLES - PATROL CAR

CURRENT YEAR NOTES:

Final payment on lease purchase of 4 police vehicles (\$36,655) and 2nd payment of 3 on lease purchase of 4 police vehicles (\$34,312)

505-9205 MR-BUILDINGS & STRUCTURES

CURRENT YEAR NOTES:

Carpet cleaning and floor waxing (15% of total bill) (\$1,260), extermination of building (\$200), termite treatment (\$128), jail cleaning, and routine maintenance

505-9210 MR-FURNITURE AND OFFICE EQUIP.

CURRENT YEAR NOTES:

Copier maintenance agreement (80%) (\$1,417), computer warranties, and other routine office equipment maintenance

505-9215 MR-INSTRUMENTS

CURRENT YEAR NOTES:

TLETS maintenance contract (\$2,562), mobile data terminal user fees (\$4,230), air cards (\$5,100), fire extinguisher inspection (\$500), audio/video repair expenses, and other routine maintenance

505-9220 MR-MACHINERY, TOOLS, & EQUIP.

CURRENT YEAR NOTES:

Repair and service of generator

505-9229 MR-MOTOR VEHICLES-OTHER

CURRENT YEAR NOTES:

Vehicle maintenance expenses, including purchase of new tires

505-9301 PS-CERTIFICATION PAY

CURRENT YEAR NOTES:

Intermediate, advanced, and master peace officer certification pay for police officers

505-9305 PS-RETIREMENT CONTRIBUTION

CURRENT YEAR NOTES:

7% contribution rate matched 1-1/2 to 1

505-9307 PS-EXTRA HELP

CURRENT YEAR NOTES:

Part-time, relief dispatchers

505-9310 PS-GROUP INSURANCE BENEFITS

CURRENT YEAR NOTES:

Includes 3% increase in cost of medical insurance

505-9320 PS-LONGEVITY

CURRENT YEAR NOTES:

\$5 per month per year of service per employee

2013/14 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|---------------------------------|--|-------------------|---------------------|--------------------|--------------------------|----------------------|
| 505-9330 | PS-REGULAR PAYROLL | CURRENT YEAR NOTES: Includes average 3% wage increase; also includes holiday pay and shift differential for collective bargaining personnel | | | | | |
| 505-9335 | PS-TRAINING AND TRAVEL | CURRENT YEAR NOTES: Includes all mandatory training, internal affairs training, open records training, etc. | | | | | |
| 505-9338 | PS-UNIFORM ALLOWANCE | CURRENT YEAR NOTES: \$20 per pay period per uniformed personnel and those assigned to non-uniform duty | | | | | |
| 505-9425 | SS-DUES AND SUBSCRIPTIONS | CURRENT YEAR NOTES: EMAT delegate dues (\$100), TPCA (\$228), TCLEDDS (\$630), FBI NA (\$95), MTUG (\$85), comprehensive reports and person searches, notary filing fees, street maps, and 1/2 Internet provider services (\$800) | | | | | |
| 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 services through county (\$4,800), vehicle towing fees, and other professional services | | | | | |
| 505-9465 | SS-SOFTWARE MAINTENANCE SVCS. | CURRENT YEAR NOTES: Annual software (OSSI) maintenance and support services (\$8,534) and anti-virus and sonicwall renewal licenses | | | | | |
| 505-9515 | SM-CANINE SUPPLIES AND CARE | CURRENT YEAR NOTES: Food, veterinarian care, certification, and replacement equipment 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 and other types of small instruments | | | | | |
| 505-9580 | SM-SMALL TOOLS & SUPPLIES | CURRENT YEAR NOTES: | | | | | |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

POLICE

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|-----------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
|----------|-----------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|

Fingerprint supplies, latex gloves, crime scene tape,
household batteries, etc.

505-9590 SM-WEARING APPAREL

CURRENT YEAR NOTES:

Bullet proof vests, uniforms, rain gear, and related apparel
for regular police force

505-9591 SM-WEARING APPAREL-RESERVE

CURRENT YEAR NOTES:

Bullet proof vests, uniforms, rain gear, and related apparel
for reserve police force

505-9620 U-TELEPHONE

CURRENT YEAR NOTES:

Landline telephone expenses and cell phone expenses for
Chief, Investigator, and Sergeant

**CITY OF SANTA FE
ANNUAL BUDGET
2013/2014**

DEPARTMENT – Fire Marshal

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Take an active role in assisting the community with fire protection and prevention issues.
 - a. Perform outdoor inspections for burn permits -- 389 (10); 1,122 (11); 913 (12)
 - b. Investigate illegal burn complaints – 30 (10); 41 (11); 12 (12)
 - c. Perform daycare, school, and business fire safety inspections – 95 (10); 57 (11); 71 (12)
 - d. Enforce fireworks regulations – 3 (09); 3 (10); 14 (11); 1 (12)
2. Conduct fire investigations to determine if incident resulted from criminal or accidental activity and if explosives or hazardous materials were involved.
21 – (07); 21 – (08); 19 – (09); 24 – (10); 20 – (11); 26 – (12)
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)

2013/14 OPERATING BUDGET

01 -GENERAL FUND

FIRE MARSHAL

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 506-9052 | CE-FURNITURE & OFFICE EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9053 | CE-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 506-9205 | MR-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9210 | MR-FURNITURE AND OFFICE EQUIP | 0 | 294 | 300 | 300 | 0 | 0 |
| 506-9215 | MR-INSTRUMENTS | 596 | 669 | 700 | 700 | 600 | 1,000 |
| 506-9229 | MR-MOTOR VEHICLES-OTHER | 538 | 331 | 1,000 | 1,000 | 800 | 1,000 |
| EXPENSE CATEGORY TOTAL | | 1,134 | 1,294 | 2,000 | 2,000 | 1,400 | 2,000 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 506-9301 | PS CERTIFICATION PAY | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9307 | PS-EXTRA HELP | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9330 | PS-REGULAR PAYROLL | 7,200 | 7,200 | 8,400 | 8,400 | 8,400 | 8,400 |
| 506-9335 | PS-TRAINING AND TRAVEL | 215 | 505 | 500 | 500 | 300 | 800 |
| 506-9338 | PS-CAR ALLOWANCE | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9345 | PS-WORKERS' COMPENSATION | 34 | 35 | 43 | 43 | 41 | 43 |
| EXPENSE CATEGORY TOTAL | | 7,449 | 7,740 | 8,943 | 8,943 | 8,741 | 9,243 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 506-9425 | SS-DUES AND SUBSCRIPTIONS | 265 | 301 | 400 | 400 | 400 | 400 |
| 506-9440 | SS-MEDICAL EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9465 | SS-SOFTWARE MAINTENANCE SV | 27 | 41 | 50 | 50 | 30 | 50 |
| EXPENSE CATEGORY TOTAL | | 292 | 342 | 450 | 450 | 430 | 450 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 506-9534 | SM-FURNITURE & OFFICE EQUIP. | 0 | 100 | 0 | 0 | 0 | 0 |
| 506-9535 | SM-FUEL | 859 | 1,342 | 1,500 | 1,500 | 1,100 | 1,500 |
| 506-9537 | SM-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 506-9560 | SM-OFFICE SUPPLIES & POSTAGE | 1,194 | 1,557 | 1,500 | 1,500 | 1,500 | 1,800 |
| 506-9580 | SM-SMALL TOOLS AND SUPPLIES | 245 | 17 | 300 | 300 | 0 | 300 |
| 506-9590 | SM-WEARING APPAREL | 85 | 90 | 150 | 150 | 0 | 150 |
| EXPENSE CATEGORY TOTAL | | 2,383 | 3,107 | 3,450 | 3,450 | 2,600 | 3,750 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 FIRE MARSHAL
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|--------------------------|-------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>UTILITIES</u> | | | | | | | |
| 506-9620 | U-TELEPHONE | 595 | 715 | 840 | 840 | 800 | 840 |
| EXPENSE CATEGORY TOTAL | | 595 | 715 | 840 | 840 | 800 | 840 |
| *** DEPARTMENT TOTAL *** | | 11,853 | 13,198 | 15,683 | 15,683 | 13,971 | 16,283 |

- 506-9215 MR-INSTRUMENTS
 CURRENT YEAR NOTES:
 Air card (\$456), mobile data terminal user fee (\$90),
 batteries, sensors, calib. gases, and general maintenance

- 506-9229 MR-MOTOR VEHICLES-OTHER
 CURRENT YEAR NOTES:
 Vehicle tires and routing maintenance

- 506-9330 PS-REGULAR PAYROLL
 CURRENT YEAR NOTES:
 Monthly stipend of \$700

- 506-9335 PS-TRAINING AND TRAVEL
 CURRENT YEAR NOTES:
 Includes mandatory and special training

- 506-9425 SS-DUES AND SUBSCRIPTIONS
 CURRENT YEAR NOTES:
 NFPA (\$165), Texas Commission on Fire Protection (\$85),
 Texas Environmental Health Association (\$40), and Texas Dept
 of State Health Services for code enforcement license (\$106)

- 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 (\$550), business cards
 (\$200), and electronic NFPA codes (\$855)

- 506-9580 SM-SMALL TOOLS AND SUPPLIES
 CURRENT YEAR NOTES:
 Includes radio batteries

- 506-9590 SM-WEARING APPAREL
 CURRENT YEAR NOTES:
 Shirts, rain gear, and other related apparel for fire
 marshal

- 506-9620 U-TELEPHONE
 CURRENT YEAR NOTES:
 Cell phone expenses for fire marshal

CITY OF SANTA FE
ANNUAL BUDGET
2013/2014

DEPARTMENT – Public Safety

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

POSITIONS ---

2013/14 OPERATING BUDGET

01 -GENERAL FUND
PUBLIC SAFETY
DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 507-9335 | PS-TRAINING AND TRAVEL | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 507-9432 | SS-EQUIPMENT RENTAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 507-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 0 | 0 | 0 | 0 | 0 | 0 |
| 507-9462 | PRINCIPAL PMTS - OPER LOAN | 0 | 0 | 0 | 0 | 0 | 0 |
| 507-9463 | INTEREST PMTS - OPER LOAN | 0 | 0 | 0 | 0 | 0 | 0 |
| 507-9473 | SS-HEALTH DEPT.-WATER POLL MO | 5,447 | 6,396 | 6,641 | 6,641 | 6,640 | 6,845 |
| 507-9474 | SS-ANIMAL CONTROL | 23,855 | 26,188 | 30,791 | 30,791 | 30,791 | 31,962 |
| 507-9475 | SS-ANIMAL SHELTER | 23,806 | 33,875 | 38,388 | 38,388 | 38,388 | 42,360 |
| EXPENSE CATEGORY TOTAL | | 53,108 | 66,459 | 75,820 | 75,820 | 75,819 | 81,167 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 507-9528 | SM-PAMPHLETS & SUPPLIES | 0 | 0 | 300 | 300 | 0 | 0 |
| 507-9530 | SM-EMERGENCY SUPPLIES | 0 | 0 | 500 | 500 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 800 | 800 | 0 | 0 |
| <u>UTILITIES</u> | | | | | | | |
| 507-9620 | U-TELEPHONE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 53,108 | 66,459 | 76,620 | 76,620 | 75,819 | 81,167 |

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

507-9474 SS-ANIMAL CONTROL CURRENT YEAR NOTES:
City's share of animal control services provided by county health district

507-9475 SS-ANIMAL SHELTER CURRENT YEAR NOTES:
City's share of animal shelter operating expenses

**CITY OF SANTA FE
ANNUAL BUDGET
2013/2014**

DEPARTMENT – Library

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

DEPARTMENT GOALS –

ADMINISTRATION AND MANAGEMENT:

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

PUBLIC SERVICES:

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

STATISTICS

- Summer Reading Program (SRP) participation:
9.6% (03); 8.6% (04); 8.0% (05); 8.0% (06); 5.80% (07);
8.5% (08); 9.8% (09); 8.0% (10); 8.3% (11); 8.10% (12)
- Annual Circulation:
36,910 (03); 36,908 (04); 36,418 (05); 33,532 (06); 32,130 (07);
30,526 (08); 31,043 (09); 36,970 (10); 41,039 (11); 39,009 (12)
- Annual Door Count:
33,309 (03); 32,607 (04); 34,170 (05); 33,370 (06); 37,908 (07);
37,238 (08); 41,580 (09); 40,487 (10); 39,478 (11); 37,978 (12)
- Annual Computer Usage:
15,379 (05); 29,626 (06); 37,195 (07); 38,712 (08); 40,487 (09);
22,427 (10 – new tracking formula); 21,288 (11); 22,384 (12)
- Annual Programs - Attendance:
88 – 1,967 (04); 94 – 2,317 (05); 86 – 2,107 (06);
86 – 1,787 (07); 72 – 2,291 (08); 95 – 2,564 (09);
108 – 2,688 (10); 101 – 2,699 (11); 147 – 3,453 (12)

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

2013/14 OPERATING BUDGET

01 -GENERAL FUND

LIBRARY

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 508-9050 | CE-LIBRARY SIGN DONATION | 0 | 0 | 0 | 0 | 0 | 0 |
| 508-9051 | CE-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 508-9052 | CE-FURNITURE & OFFICE EQUIP. | 2,142 | 0 | 0 | 0 | 0 | 0 |
| 508-9053 | CE-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 508-9054 | CE-MACHINERY, TOOLS, & EQUIP. | 8,138 | 8,444 | 0 | 0 | 0 | 0 |
| 508-9099 | CE-CAPITAL OUTLAY-CAP LEASE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 10,280 | 8,444 | 0 | 0 | 0 | 0 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 508-9205 | MR-BUILDINGS & STRUCTURES | 2,998 | 2,509 | 3,000 | 3,000 | 3,300 | 3,000 |
| 508-9210 | MR-FURNITURE AND OFFICE EQUIP | 21 | 0 | 500 | 500 | 400 | 100 |
| 508-9212 | MR-GROUNDS MAINTENANCE | 47 | 316 | 500 | 500 | 0 | 200 |
| 508-9215 | MR-INSTRUMENTS | 160 | 40 | 100 | 100 | 299 | 50 |
| 508-9220 | MR-MACHINERY, TOOLS, & EQUIP. | 75 | 0 | 500 | 500 | 465 | 100 |
| 508-9229 | MR-MOTOR VEHICLES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 3,301 | 2,865 | 4,600 | 4,600 | 4,464 | 3,450 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 508-9305 | PS-RETIREMENT CONTRIBUTION | 14,544 | 14,619 | 15,412 | 15,412 | 15,279 | 16,201 |
| 508-9307 | PS-EXTRA HELP | 0 | 0 | 0 | 0 | 163 | 0 |
| 508-9310 | PS-GROUP INSURANCE BENEFITS | 10,425 | 10,769 | 11,338 | 11,338 | 11,295 | 11,625 |
| 508-9315 | PS-JANITORIAL | 3,120 | 3,240 | 3,245 | 3,245 | 3,245 | 3,342 |
| 508-9320 | PS-LONGEVITY | 2,085 | 2,305 | 2,695 | 2,695 | 2,695 | 2,905 |
| 508-9329 | PS-OVERTIME | 0 | 0 | 0 | 0 | 0 | 0 |
| 508-9330 | PS-REGULAR PAYROLL | 112,750 | 116,743 | 121,098 | 121,098 | 120,426 | 124,763 |
| 508-9335 | PS-TRAINING AND TRAVEL | 1,554 | 1,118 | 1,000 | 1,000 | 1,000 | 2,100 |
| 508-9338 | PS-CAR ALLOWANCE | 0 | 0 | 0 | 0 | 0 | 0 |
| 508-9345 | PS-WORKERS' COMPENSATION | 131 | 237 | 273 | 273 | 259 | 281 |
| EXPENSE CATEGORY TOTAL | | 144,609 | 149,033 | 155,061 | 155,061 | 154,362 | 161,217 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 508-9410 | SS-ADVERTISING | 0 | 0 | 0 | 0 | 0 | 0 |
| 508-9425 | SS-DUES AND SUBSCRIPTIONS | 9,029 | 2,561 | 5,000 | 5,000 | 5,000 | 5,000 |
| 508-9440 | SS-MEDICAL EXPENSES | 120 | 0 | 200 | 200 | 160 | 200 |
| 508-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 2,810 | 2,810 | 5,000 | 5,000 | 4,500 | 5,000 |
| 508-9465 | SS-SOFTWARE MAINTENANCE SVCS. | 856 | 1,066 | 1,100 | 1,100 | 1,000 | 1,100 |
| EXPENSE CATEGORY TOTAL | | 12,815 | 6,437 | 11,300 | 11,300 | 10,660 | 11,300 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

LIBRARY

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 508-9525 | SM-CHEMICAL, MEDICAL, SURGICA | 0 | 15 | 0 | 0 | 0 | 0 |
| 508-9526 | SM-CIRCULATION MATERIALS | 6,099 | 4,242 | 5,000 | 6,274 | 6,274 | 5,000 |
| 508-9532 | SM-EQUIPMENT OPERATING LEASE | 2,372 | 2,412 | 2,400 | 2,400 | 2,400 | 600 |
| 508-9534 | SM-FURNITURE & OFFICE EQUIP | 3,864 | 2,836 | 2,500 | 3,298 | 3,298 | 3,300 |
| 508-9537 | SM-INSTRUMENTS | 0 | 0 | 0 | 869 | 869 | 0 |
| 508-9540 | SM-JANITORIAL | 460 | 349 | 450 | 450 | 450 | 450 |
| 508-9545 | SM-MEMORIAL FUND | 192 | 0 | 0 | 145 | 145 | 0 |
| 508-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 98 | 44 | 300 | 300 | 0 | 300 |
| 508-9560 | SM-OFFICE SUPPLIES & POSTAGE | 1,827 | 2,164 | 2,000 | 2,000 | 2,054 | 2,200 |
| 508-9570 | SM-PROGRAMS AND PROJECTS | 3,180 | 3,917 | 3,000 | 3,858 | 3,858 | 3,000 |
| 508-9580 | SM-SMALL TOOLS & SUPPLIES | 37 | 33 | 300 | 300 | 300 | 100 |
| 508-9585 | SM-TRAFFIC MARKERS & MATERIAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 508-9590 | SM-WEARING APPAREL | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 18,129 | 16,011 | 15,950 | 19,894 | 19,648 | 14,950 |
| <u>UTILITIES</u> | | | | | | | |
| 508-9610 | U-LIGHT AND POWER | 10,567 | 10,137 | 11,000 | 11,000 | 9,500 | 11,000 |
| 508-9620 | U-TELEPHONE | 1,516 | 1,309 | 1,700 | 1,700 | 1,200 | 1,700 |
| 508-9625 | U-WATER | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 12,083 | 11,446 | 12,700 | 12,700 | 10,700 | 12,700 |
| <u>ADMINISTRATIVE</u> | | | | | | | |
| 508-9995 | COMPENSATED ABSENCES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 201,217 | 194,236 | 199,611 | 203,555 | 199,834 | 203,617 |

- 508-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:
Carpet cleaning and floor waxing (30% of total bill)
(\$2,520), extermination of building (\$220), and other
routine maintenance
- 508-9305 PS-RETIREMENT CONTRIBUTION CURRENT YEAR NOTES:
7% contribution rate matched 1-1/2 to 1
- 508-9310 PS-GROUP INSURANCE BENEFITS CURRENT YEAR NOTES:
Includes 3% increase in cost of medical insurance
- 508-9320 PS-LONGEVITY CURRENT YEAR NOTES:
\$5 per month per year of service per employee
- 508-9330 PS-REGULAR PAYROLL CURRENT YEAR NOTES:
Includes average 3% wage increase
- 508-9335 PS-TRAINING AND TRAVEL CURRENT YEAR NOTES: - 50 -

2013/14 OPERATING BUDGET

01 -GENERAL FUND

LIBRARY

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|--------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|--|
| | | | | | | | Staff training and travel expenses for area meetings and workshops; includes travel for 1 person to attend TLA annual conference in San Antonio (\$1,200) |
| 508-9425 | SS-DUES AND SUBSCRIPTIONS | | | | | | CURRENT YEAR NOTES: Internet provider services (\$1,272), Apollo web and email hosting services (\$150), PLA/ALA dues (\$450), access to virtual resources (previously provided by state grant funds) (\$1,600), and magazine and newspaper subscriptions (\$500) |
| 508-9460 | SS-PROFESSIONAL/CONTRACT SVCS. | | | | | | CURRENT YEAR NOTES: Fire alarm monitoring services (\$660), annual fire inspection service (\$150), Apollo automation services and Content Cafe' (\$2,000), and technical support services (previously provided by HALS) (\$2,000) |
| 508-9465 | SS-SOFTWARE MAINTENANCE SVCS. | | | | | | CURRENT YEAR NOTES: Cybraryn security and filtering software |
| 508-9526 | SM-CIRCULATION MATERIALS | | | | | | CURRENT YEAR NOTES: Book, CD, and DVD purchases |
| 508-9532 | SM-EQUIPMENT OPERATING LEASE | | | | | | CURRENT YEAR NOTES: Copier lease (Oct-Dec'13) |
| 508-9534 | SM-FURNITURE & OFFICE EQUIP | | | | | | CURRENT YEAR NOTES: Replacement computers; software purchases (previously provided by HALS); and new copier |
| 508-9560 | SM-OFFICE SUPPLIES & POSTAGE | | | | | | CURRENT YEAR NOTES: Routine office supplies and laser printer cartridges |
| 508-9570 | SM-PROGRAMS AND PROJECTS | | | | | | CURRENT YEAR NOTES: Expenses related to special programs, such as the summer reading program and teen programs (TSLAC previously provided a portion of the reading program materials) |

CITY OF SANTA FE
ANNUAL BUDGET
2013/2014

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:
4.06 (2003); 2.52 (2004); 2.81 (2005); 2.21 (2006); 2.31 (2007);
1.16 (2008); 2.86 (2009); 4.56 (2010); 4.28 (2011); 2.20 (2012)
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: \$20,030 (FY03); \$20,696 (FY04);
\$40,687 (FY05); \$36,182 (FY06); \$32,949 (FY07); \$27,664 (FY08);
\$35,917 (FY09); \$37,033 (FY10); \$40,109 (FY11); \$36,541 (FY12)

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

| | | | |
|-------------|-------------|-------------|-------------|
| 6.0 (FY01); | 7.0 (FY02); | 7.0 (FY03); | 7.0 (FY04); |
| 7.0 (FY05); | 7.0 (FY06); | 7.0 (FY07); | 7.0 (FY08); |
| 7.0 (FY09); | 7.0 (FY10); | 7.0 (FY11); | 8.0 (FY12) |
 - b. Drainage - total footage of ditches dug during fiscal year:

| | | | |
|---------------|---------------|---------------|---------------|
| 17,450' (01); | 30,490' (02); | 38,878' (03); | 36,272' (04); |
| 27,615' (05); | 51,687' (06); | 67,165' (07); | 49,465' (08); |
| 57,155' (09); | 47,955' (10); | 57,520' (11); | 33,615' (12) |
 - c. Continue upgrading and replacing street and traffic signs

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

2013/14 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 509-9051 | CE-BUILDINGS & STRUCTURES | 20,670 | 20,670 | 20,670 | 20,670 | 20,670 | 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 | 0 | 5,463 | 5,500 | 5,500 | 5,463 | 5,463 |
| 509-9057 | CE-MOTOR VEHICLES - OTHER | 0 | 20,658 | 20,658 | 20,658 | 20,658 | 20,658 |
| 509-9058 | CE-MOTORGRADER | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9059 | CE-ROLLER | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9060 | CE-MOTOR VEHICLES - SLOPE MOW | 21,931 | 22,754 | 0 | 0 | 0 | 0 |
| 509-9062 | CE-MOTOR VEHICLES - GRADALL | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9064 | CE-MOTOR VEHICLES - DUMP TRUC | 19,213 | 0 | 0 | 0 | 0 | 0 |
| 509-9065 | CE-MOTOR VEHICLES-SIDE MOWER | 0 | 0 | 0 | 15,663 | 15,663 | 15,663 |
| 509-9066 | CE-MOTOR VEHICLES-WHEEL LOADE | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9080 | CE-STREET IMPROVEMENTS | 173,528 | 153,891 | 160,000 | 160,000 | 160,000 | 160,000 |
| 509-9085 | CE-CONTRIBUTION BY GALV COUNT | 536,004 | 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 | 60,533 | 76,889 | 0 | 46,342 | 46,342 | 0 |
| EXPENSE CATEGORY TOTAL | | 831,879 | 300,324 | 206,828 | 268,833 | 268,796 | 201,784 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 509-9205 | MR-BUILDINGS & STRUCTURES | 2,984 | 1,241 | 1,000 | 1,000 | 1,027 | 1,000 |
| 509-9210 | MR-FURNITURE AND OFFICE EQUIP | 0 | 0 | 100 | 100 | 0 | 100 |
| 509-9215 | MR-INSTRUMENTS | 696 | 378 | 500 | 500 | 969 | 500 |
| 509-9220 | MR-MACHINERY, TOOLS, & EQUIP. | 856 | 385 | 500 | 500 | 300 | 250 |
| 509-9224 | MR-MOTOR VEHICLES-ASPHALT PAV | 232 | 13 | 200 | 200 | 200 | 500 |
| 509-9225 | MR-MOTOR VEHICLES-DUMP TRUCKS | 8,294 | 5,022 | 6,000 | 6,000 | 6,000 | 6,000 |
| 509-9226 | MR-MOTOR VEHICLES-MOTORGRADER | 250 | 203 | 500 | 1,500 | 1,371 | 500 |
| 509-9227 | MR-MOTOR VEHICLES-SLOPE MOWER | 7,405 | 7,439 | 6,500 | 7,615 | 7,615 | 8,000 |
| 509-9228 | MR-MOTOR VEHICLES-SIDE MOWER | 9,513 | 7,979 | 4,000 | 7,840 | 7,840 | 4,000 |
| 509-9229 | MR-MOTOR VEHICLES-OTHER | 17 | 0 | 0 | 0 | 0 | 0 |
| 509-9230 | MR-MOTOR VEHICLES-GRADALL | 8,978 | 12,464 | 8,000 | 34,600 | 34,545 | 10,000 |
| 509-9231 | MR-MOTOR VEHICLES-ROLLERS | 276 | 192 | 500 | 500 | 491 | 500 |
| 509-9232 | MR-MOTOR VEHICLES-TRAILERS | 33 | 225 | 500 | 500 | 50 | 250 |
| 509-9233 | MR-MOTOR VEHICLES-UTIL TRACTO | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9234 | MR-MOTOR VEHICLES-PULVI MIXER | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9235 | MR-STORM SEWERS | 9,486 | 5,590 | 6,000 | 3,000 | 3,000 | 6,000 |
| 509-9236 | MR-MOTOR VEHICLES-PICKUP TRKS | 2,996 | 1,663 | 1,250 | 1,550 | 1,550 | 1,500 |
| 509-9237 | MR-MOTOR VEHICLES-WATER TRUCK | 356 | 560 | 750 | 750 | 700 | 1,000 |
| 509-9238 | MR-MOTOR VEHICLES-WHEEL LOADE | 936 | 396 | 1,000 | 1,000 | 1,000 | 1,500 |
| 509-9240 | MR-STREETS AND ROADWAYS | 24,130 | 21,341 | 25,000 | 20,000 | 20,000 | 25,000 |
| EXPENSE CATEGORY TOTAL | | 77,438 | 65,091 | 62,300 | 87,155 | 86,658 | 66,600 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 509-9305 | PS-RETIREMENT CONTRIBUTION | 40,010 | 40,535 | 42,097 | 40,100 | 40,100 | 43,609 |
| 509-9307 | PS-EXTRA HELP | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9310 | PS-GROUP INSURANCE BENEFITS | 47,100 | 53,468 | 56,297 | 51,817 | 51,824 | 57,716 |
| 509-9315 | PS-JANITORIAL | 0 | 1,248 | 1,298 | 1,298 | 1,298 | 1,298 |
| 509-9320 | PS-LONGEVITY | 6,255 | 6,300 | 7,035 | 7,035 | 7,035 | 7,335 |
| 509-9329 | PS-OVERTIME | 1,958 | 2,031 | 1,500 | 1,500 | 1,500 | 2,000 |
| 509-9330 | PS-REGULAR PAYROLL | 307,702 | 321,760 | 329,590 | 309,718 | 310,180 | 334,311 |
| 509-9335 | PS-TRAINING AND TRAVEL | 304 | 0 | 0 | 0 | 60 | 100 |
| 509-9345 | PS-WORKERS' COMPENSATION | 14,884 | 15,874 | 18,262 | 18,262 | 17,374 | 18,551 |
| EXPENSE CATEGORY TOTAL | | 418,213 | 441,216 | 456,079 | 429,730 | 429,371 | 464,920 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 509-9425 | SS-DUES AND SUBSCRIPTIONS | 1,207 | 1,000 | 800 | 800 | 792 | 800 |
| 509-9432 | SS-EQUIPMENT RENTAL | 60 | 48 | 100 | 100 | 88 | 100 |
| 509-9440 | SS-MEDICAL EXPENSES | 1,160 | 0 | 250 | 250 | 330 | 300 |
| 509-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 1,800 | 0 | 200 | 200 | 0 | 0 |
| 509-9465 | SS-SOFTWARE MAINTENANCE SV | 27 | 41 | 50 | 50 | 30 | 50 |
| EXPENSE CATEGORY TOTAL | | 4,254 | 1,089 | 1,400 | 1,400 | 1,240 | 1,250 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 509-9525 | SM-CHEMICAL, MEDICAL & SURGIC | 243 | 219 | 250 | 250 | 250 | 250 |
| 509-9534 | SM-FURNITURE & OFFICE EQUIP | 212 | 54 | 200 | 200 | 245 | 250 |
| 509-9535 | SM-FUEL | 47,660 | 56,108 | 55,000 | 47,000 | 47,000 | 60,000 |
| 509-9537 | SM-INSTRUMENTS | 50 | 47 | 100 | 100 | 187 | 100 |
| 509-9540 | SM-JANITORIAL | 647 | 588 | 550 | 550 | 550 | 600 |
| 509-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 4 | 2,077 | 500 | 500 | 300 | 500 |
| 509-9560 | SM-OFFICE SUPPLIES & POSTAGE | 493 | 262 | 500 | 500 | 400 | 300 |
| 509-9580 | SM-SMALL TOOLS & SUPPLIES | 2,446 | 1,929 | 1,250 | 1,250 | 1,896 | 1,500 |
| 509-9585 | SM-TRAFFIC MARKERS & MATERIAL | 8,135 | 6,462 | 6,000 | 6,000 | 6,122 | 6,000 |
| 509-9590 | SM-WEARING APPAREL | 2,792 | 2,285 | 2,500 | 2,500 | 2,400 | 2,500 |
| EXPENSE CATEGORY TOTAL | | 62,682 | 70,032 | 66,850 | 58,850 | 59,350 | 72,000 |
| <u>UTILITIES</u> | | | | | | | |
| 509-9605 | U-GAS | 0 | 0 | 0 | 0 | 0 | 0 |
| 509-9610 | U-LIGHT AND POWER | 2,916 | 2,921 | 2,900 | 2,900 | 3,000 | 3,000 |
| 509-9615 | U-STREET LIGHTS | 33,471 | 33,015 | 37,000 | 34,000 | 33,400 | 36,000 |
| 509-9620 | U-TELEPHONE | 1,537 | 1,380 | 1,600 | 1,600 | 1,125 | 1,300 |
| 509-9625 | U-WATER | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 37,924 | 37,316 | 41,500 | 38,500 | 37,525 | 40,300 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|------------------------|----------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| ADMINISTRATIVE | | | | | | | |
| 509-9995 | COMPENSATED ABSENCES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 1,432,390 | 915,068 | 834,957 | 884,468 | 882,940 | 846,854 |

- 509-9055 CE-MOTOR VEHICLES - PICK-UP CURRENT YEAR NOTES:
Final payment on lease purchase of pickup truck
- 509-9057 CE-MOTOR VEHICLES - OTHER CURRENT YEAR NOTES:
Final payment on lease purchase of paver
- 509-9065 CE-MOTOR VEHICLES-SIDE MOWER CURRENT YEAR NOTES:
2nd payment of 3 on lease purchase of side mower
- 509-9080 CE-STREET IMPROVEMENTS CURRENT YEAR NOTES:
Annual street improvements
- 509-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:
Routine maintenance
- 509-9220 MR-MACHINERY, TOOLS, & EQUIP. CURRENT YEAR NOTES:
Air compressor repairs and costs of oxygen and acetylene
- 509-9225 MR-MOTOR VEHICLES-DUMP TRUCKS CURRENT YEAR NOTES:
Routine maintenance of 4 trucks
- 509-9227 MR-MOTOR VEHICLES-SLOPE MOWER CURRENT YEAR NOTES:
Routine maintenance of 3 mowers
- 509-9228 MR-MOTOR VEHICLES-SIDE MOWER CURRENT YEAR NOTES:
Routine maintenance of 2 mowers
- 509-9230 MR-MOTOR VEHICLES-GRADALL CURRENT YEAR NOTES:
Routine maintenance of 2 excavators
- 509-9231 MR-MOTOR VEHICLES-ROLLERS CURRENT YEAR NOTES:
Routine maintenance of 2 rollers
- 509-9232 MR-MOTOR VEHICLES-TRAILERS CURRENT YEAR NOTES:
Routine maintenance of 2 trailers
- 509-9235 MR-STORM SEWERS CURRENT YEAR NOTES:
Culverts for drainage projects
- 509-9236 MR-MOTOR VEHICLES-PICKUP TRKS CURRENT YEAR NOTES:
Routine maintenance of 3 trucks

2013/14 OPERATING BUDGET

01 -GENERAL FUND

STREET

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|--------------------------------|--|-------------------|---------------------|--------------------|--------------------------|----------------------|
| 509-9240 | MR-STREETS AND ROADWAYS | CURRENT YEAR NOTES: Materials for street maintenance and repairs | | | | | |
| 509-9305 | PS-RETIREMENT CONTRIBUTION | CURRENT YEAR NOTES: 7% contribution rate matched 1-1/2 to 1 | | | | | |
| 509-9310 | PS-GROUP INSURANCE BENEFITS | CURRENT YEAR NOTES: Includes 3% increase in cost of medical insurance | | | | | |
| 509-9320 | PS-LONGEVITY | CURRENT YEAR NOTES: \$5 per month per year of service per employee | | | | | |
| 509-9330 | PS-REGULAR PAYROLL | CURRENT YEAR NOTES: Includes average 3% wage increase | | | | | |
| 509-9425 | SS-DUES AND SUBSCRIPTIONS | CURRENT YEAR NOTES: Internet service | | | | | |
| 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 (\$33,000), plus additional costs for new lights (\$3,000) | | | | | |
| 509-9620 | U-TELEPHONE | CURRENT YEAR NOTES: Landline phone expenses (\$450) and cell phone expenses for street superintendent (\$660) | | | | | |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

DEBT SVC.-TIME WARRANTS

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------|-------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <hr/> | | | | | | | |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 510-9400 | DEBT SVC.-TIME WARRANTS | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL | 0 | 0 | 0 | 0 | 0 | 0 |
| | | ===== | ===== | ===== | ===== | ===== | ===== |

2013/14 OPERATING BUDGET

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

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 511-9054 | CE-SECO PROJECT- federal | 0 | 32,729 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 32,729 | 0 | 0 | 0 | 0 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 511-9205 | BLDG MAINT - SECO GRANT (fed) | 0 | 6,650 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 6,650 | 0 | 0 | 0 | 0 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 511-9310 | PS-BENEFITS-SAMHSA GRANT | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9330 | PS-PERSONNEL-SAMHSA GRANT | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9335 | PS-TRAINING & TRAVEL-SAMHSA | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9336 | TRAVEL - FEDERAL INELIGIBLE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 511-9400 | HOME PRGM-APPR FEES/TAX CERT | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9401 | HOME PROGRAM - CONST COSTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9402 | HOME PROGRAM-DEMOLITION COSTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9403 | HOME PROGRAM - ADMIN. EXPENSE | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9404 | HOME PROGRAM-LIEN PAYOFF REIM | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9405 | HOME PROGRAM-W/S CONNECTION | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9406 | HOME PROGRAM-SOFT COSTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9407 | IN-KIND CONTR - CITY OF SF | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9408 | IN-KIND CONTR - GRANTWORKS | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9409 | IN-KIND CONTR - ATTORNEY | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9410 | IN-KIND CONTR - KILROY FOUND | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9411 | IN-KIND CONTR - SFISD | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9412 | SS-SAFE SUMMER CAMP | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9415 | HOME-ineligible-appraisal/tax | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9420 | SS-CONSULTANT-SECO GRANT-fed | 1,500 | 0 | 0 | 0 | 0 | 0 |
| 511-9421 | SS-SECO PROJ (police/cc)-fed | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9425 | SS-DUES AND SUBSCRIPTIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 1,500 | 0 | 0 | 0 | 0 | 0 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 511-9526 | SM-CIRCULATION MATERIALS | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9534 | SM-FURNITURE & OFFICE EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9537 | SM-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9560 | SM-OFFICE SUPPLIES & POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |

2013/14 OPERATING BUDGET

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

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|--------------------------|------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>UTILITIES</u> | | | | | | | |
| 511-9610 | U-UTILITIES - SAMHSA | 0 | 0 | 0 | 0 | 0 | 0 |
| 511-9620 | U-TELE/INTERNET-SAMHSA | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** DEPARTMENT TOTAL *** | | 1,500 | 39,379 | 0 | 0 | 0 | 0 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
BUILDING FUND
DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-----------------------------|---------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 512-9051 | CE-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| | EXPENSE CATEGORY TOTAL | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>ADMINISTRATIVE</u> | | | | | | | |
| 512-9999 | CONTINGENCY FUND | 0 | 0 | 0 | 0 | 0 | 0 |
| | EXPENSE CATEGORY TOTAL | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 0 | 0 | 0 | 0 | 0 | 0 |

CITY OF SANTA FE
ANNUAL BUDGET
2013/2014

DEPARTMENT – Park

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

Building and Grounds Keeper
Building and Grounds Laborer

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

2013/14 OPERATING BUDGET

01 -GENERAL FUND

PARKS

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|---|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 513-9051 | CE-BUILDINGS & STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9052 | CE-FURNITURE & OFFICE EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9053 | CE-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9054 | CE-MACHINERY, TOOLS, & EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9055 | CE-TRACTORS / MOWERS | 4,840 | 5,022 | 0 | 0 | 0 | 4,700 |
| 513-9056 | CE-MOTOR VEHICLES | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9080 | CE-PARKING LOT IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9085 | CE-GAZEBO CONST/IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9099 | CE-CAPITAL OUTLAY-CAP LEASE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 4,840 | 5,022 | 0 | 0 | 0 | 4,700 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 513-9205 | MR-BUILDINGS & STRUCTURES | 1,170 | 353 | 3,935 | 3,935 | 3,300 | 1,000 |
| 513-9212 | MR-GROUNDS MAINTENANCE | 96 | 458 | 3,500 | 3,500 | 3,749 | 1,500 |
| 513-9215 | MR-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9220 | MR-MACHINERY, TOOLS, & EQUIP | 222 | 368 | 300 | 300 | 726 | 300 |
| 513-9222 | MR-PARKING LOT | 79 | 0 | 75 | 75 | 0 | 75 |
| 513-9227 | MR-MOTOR VEHICLES-MOWERS | 1,562 | 1,805 | 2,000 | 2,000 | 4,000 | 1,500 |
| 513-9229 | MR-MOTOR VEHICLES-OTHER | 2,210 | 1,529 | 1,000 | 5,000 | 5,000 | 1,500 |
| 513-9232 | MR-MOTOR VEHICLES-TRAILERS | 103 | 91 | 100 | 100 | 300 | 150 |
| EXPENSE CATEGORY TOTAL | | 5,442 | 4,605 | 10,910 | 14,910 | 17,075 | 6,025 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 513-9305 | PS-RETIREMENT CONTRIBUTION | 5,168 | 3,160 | 3,344 | 4,637 | 4,637 | 6,423 |
| 513-9307 | PS-EXTRA HELP | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9310 | PS-GROUP INSURANCE BENEFITS | 8,813 | 5,263 | 5,562 | 7,895 | 8,819 | 11,363 |
| 513-9320 | PS-LONGEVITY | 105 | 165 | 225 | 225 | 225 | 435 |
| 513-9329 | PS-OVERTIME | 0 | 0 | 500 | 500 | 0 | 500 |
| 513-9330 | PS-REGULAR PAYROLL | 40,683 | 25,563 | 26,138 | 37,913 | 37,913 | 49,682 |
| 513-9335 | PS-TRAINING AND TRAVEL | 0 | 0 | 300 | 300 | 0 | 0 |
| 513-9345 | PS-WORKERS' COMPENSATION | 715 | 435 | 677 | 677 | 617 | 1,275 |
| EXPENSE CATEGORY TOTAL | | 55,484 | 34,586 | 36,746 | 52,147 | 52,211 | 69,678 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 513-9410 | SS-ADVERTISING | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9425 | SS-DUES AND SUBSCRIPTIONS | 35 | 35 | 35 | 35 | 35 | 35 |
| 513-9432 | SS-EQUIPMENT RENTAL | 656 | 366 | 300 | 300 | 225 | 300 |
| 513-9440 | SS-MEDICAL EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| 513-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 0 | 0 | 0 | 175 | 175 | 0 |
| EXPENSE CATEGORY TOTAL | | 691 | 401 | 335 | 510 | 435 | 335 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND

PARKS

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|---------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 513-9505 | SM-BLDGS & IMPROVEMENTS | 40 | 0 | 150 | 150 | 100 | 100 |
| 513-9520 | SM-CERTIFICATES, PLAQUES, ETC. | 0 | 0 | 200 | 200 | 0 | 0 |
| 513-9525 | SM-CHEMICAL, MEDICAL, & SURGICA | 398 | 560 | 600 | 600 | 400 | 500 |
| 513-9535 | SM-FUEL | 9,377 | 5,908 | 6,000 | 6,000 | 6,000 | 9,300 |
| 513-9537 | SM-INSTRUMENTS | 49 | 170 | 100 | 100 | 0 | 100 |
| 513-9540 | SM-JANITORIAL | 236 | 121 | 250 | 250 | 250 | 200 |
| 513-9542 | SM-LANDSCAPING MATERIALS | 2,394 | 19 | 500 | 561 | 61 | 1,000 |
| 513-9550 | SM-MACHINERY, TOOLS, & EQUIP | 1,203 | 591 | 300 | 300 | 107 | 538 |
| 513-9560 | SM-OFFICE SUPPLIES & POSTAGE | 135 | 36 | 100 | 100 | 0 | 50 |
| 513-9565 | SM-PARK EQUIPMENT | 8,870 | 0 | 835 | 835 | 632 | 200 |
| 513-9580 | SM-SMALL TOOLS & SUPPLIES | 2,508 | 773 | 1,000 | 1,000 | 800 | 700 |
| 513-9581 | SM-SPECIAL PROJECTS/ACTIVITES | 4,948 | 5,049 | 6,200 | 6,200 | 5,086 | 6,200 |
| 513-9582 | SS-CH SAFETY FAIR / I/C SOCIA | 2,852 | 2,613 | 2,500 | 0 | 0 | 2,500 |
| 513-9585 | SM-TRAFFIC MARKERS & MATERIAL | 0 | 0 | 50 | 50 | 0 | 50 |
| 513-9590 | SM-WEARING APPAREL | 403 | 264 | 300 | 300 | 85 | 400 |
| EXPENSE CATEGORY TOTAL | | 33,413 | 16,103 | 19,085 | 16,646 | 13,521 | 21,838 |
| <u>UTILITIES</u> | | | | | | | |
| 513-9610 | U-ELECTRICITY | 373 | 332 | 450 | 450 | 420 | 450 |
| 513-9620 | U-TELEPHONE | 729 | 708 | 625 | 625 | 620 | 700 |
| 513-9625 | U-WATER | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 1,102 | 1,040 | 1,075 | 1,075 | 1,040 | 1,150 |
| <u>ADMINISTRATIVE</u> | | | | | | | |
| 513-9995 | COMPENSATED ABSENCES | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** DEPARTMENT TOTAL *** | | 100,972 | 61,757 | 68,151 | 85,288 | 84,282 | 103,726 |

- 513-9055 CE-TRACTORS / MOWERS CURRENT YEAR NOTES:
1st payment of 3 on lease purchase of new zero-turn mower
- 513-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:
Routine maintenance of pavilions, restrooms, and other structures in the parks
- 513-9212 MR-GROUNDS MAINTENANCE CURRENT YEAR NOTES:
Routine maintenance of library park and walking trail
- 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

2013/14 OPERATING BUDGET

01 -GENERAL FUND

PARKS

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------|----------------------------------|--|-------------------|---------------------|--------------------|--------------------------|----------------------|
| 513-9305 | PS-RETIREMENT CONTRIBUTION | CURRENT YEAR NOTES: 7% contribution rate matched 1-1/2 to 1 | | | | | |
| 513-9310 | PS-GROUP INSURANCE BENEFITS | CURRENT YEAR NOTES: Includes 3% increase in cost of medical insurance | | | | | |
| 513-9320 | PS-LONGEVITY | CURRENT YEAR NOTES: \$5 per month per year of service per employee | | | | | |
| 513-9330 | PS-REGULAR PAYROLL | CURRENT YEAR NOTES: Includes average 3% wage increase and additional, full-time employee | | | | | |
| 513-9432 | SS-EQUIPMENT RENTAL | CURRENT YEAR NOTES: Rental of lifts for tree trimming | | | | | |
| 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 | | | | | |
| 513-9535 | SM-FUEL | CURRENT YEAR NOTES: Includes fuel expenses for additional pickup truck | | | | | |
| 513-9542 | SM-LANDSCAPING MATERIALS | CURRENT YEAR NOTES: New plants and foliage for gazebo and Joe A. Tambrella Park | | | | | |
| 513-9550 | SM-MACHINERY, TOOLS, & EQUIP | CURRENT YEAR NOTES: Includes replacement blowers, chains, saw blades, etc. | | | | | |
| 513-9581 | SM-SPECIAL PROJECTS/ACTIVITES | CURRENT YEAR NOTES: Expenses associated with special activities, such as the summer youth program (\$4,000), Easter egg hunt, and Christmas tree lighting | | | | | |
| 513-9582 | SS-CH SAFETY FAIR / I/C SOCIAL | CURRENT YEAR NOTES: Expenses associated with the child safety fair and ice cream social | | | | | |
| 513-9590 | SM-WEARING APPAREL | CURRENT YEAR NOTES: Uniforms and protective gear for building grounds maintenance staff | | | | | |
| 513-9620 | U-TELEPHONE | CURRENT YEAR NOTES: Cell phone expenses for building grounds maintenance staff | | | | | |

**CITY OF SANTA FE
ANNUAL BUDGET
2013/2014**

DEPARTMENT – Special Projects

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

POSITIONS ---

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 SPECIAL PROJECTS
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 514-9400 | SPECIAL PROJECTS & PROGRAMS | 0 | 0 | 0 | 0 | 0 | 0 |
| 514-9412 | SS-ADVERTISING | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 514-9560 | SM-OFFICE SUPPLIES & POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 0 | 0 | 0 | 0 | 0 | 0 |

**CITY OF SANTA FE
ANNUAL BUDGET
2013/2014**

DEPARTMENT – Community Center

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

b. Rentals - 77 (FY05); 87 (FY06); 61 (FY07); 64 (FY08);
 51 (FY09); 62 (FY10); 46 (FY11); 50 (FY12)

c. Revenue generated from rentals -
\$11,095 (FY04); \$ 8,268 (FY05); \$10,880 (FY06);
\$ 8,280 (FY07); \$ 9,314 (FY08); \$ 8,097 (FY09);
\$ 9,424 (FY10); \$ 4,710 (FY11); \$ 5,842 (FY12)

POSITIONS ---

2013/14 OPERATING BUDGET

01 -GENERAL FUND
COMMUNITY CENTER
DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|----------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>CAPITAL EXPENDITURES</u> | | | | | | | |
| 515-9051 | CE-BUILDINGS AND STRUCTURES | 0 | 0 | 0 | 0 | 0 | 0 |
| 515-9052 | CE-FURNITURE & OFFICE EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 515-9053 | CE-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 515-9054 | CE-MACHINERY, TOOLS, & EQUIP | 0 | 2,790 | 0 | 0 | 0 | 0 |
| 515-9080 | CE-PARKING LOT IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 2,790 | 0 | 0 | 0 | 0 |
| <u>MAINTENANCE & REPAIRS</u> | | | | | | | |
| 515-9205 | MR-BUILDINGS & STRUCTURES | 2,827 | 3,135 | 2,650 | 3,000 | 3,118 | 3,500 |
| 515-9210 | MR-FURNITURE AND OFFICE EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 515-9215 | MR-INSTRUMENTS | 96 | 240 | 100 | 100 | 219 | 200 |
| 515-9220 | MR-MACHINERY, TOOLS, & EQUIP | 880 | 543 | 800 | 800 | 700 | 800 |
| 515-9222 | MR-PARKING LOT | 35 | 4 | 70 | 70 | 0 | 70 |
| EXPENSE CATEGORY TOTAL | | 3,838 | 3,922 | 3,620 | 3,970 | 4,037 | 4,570 |
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 515-9315 | PS-JANITORIAL | 3,120 | 3,240 | 3,300 | 3,300 | 3,245 | 3,300 |
| EXPENSE CATEGORY TOTAL | | 3,120 | 3,240 | 3,300 | 3,300 | 3,245 | 3,300 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 515-9425 | SS-DUES AND SUBSCRIPTIONS | 110 | 0 | 0 | 0 | 0 | 0 |
| 515-9432 | SS-EQUIPMENT RENTAL | 193 | 0 | 200 | 200 | 190 | 200 |
| 515-9460 | SS-PROFESSIONAL/CONTRACT SVCS | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 303 | 0 | 200 | 200 | 190 | 200 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 515-9525 | SM-CHEMICAL, MEDICAL, SURGICA | 0 | 0 | 0 | 0 | 8 | 0 |
| 515-9534 | SM-FURNITURE & OFFICE EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 515-9537 | SM-INSTRUMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 515-9540 | SM-JANITORIAL | 1,185 | 1,065 | 1,000 | 1,000 | 1,000 | 1,000 |
| 515-9550 | SM-MACHINERY, TOOLS, & EQUIP. | 0 | 0 | 0 | 0 | 0 | 0 |
| 515-9560 | SM-OFFICE SUPPLIES & POSTAGE | 48 | 64 | 0 | 0 | 64 | 75 |
| 515-9580 | SM-SMALL TOOLS & SUPPLIES | 168 | 35 | 200 | 200 | 200 | 100 |
| 515-9585 | SM-TRAFFIC MARKERS & MATERIAL | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 1,401 | 1,164 | 1,200 | 1,200 | 1,272 | 1,175 |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 COMMUNITY CENTER
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|--------------------------|-------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>UTILITIES</u> | | | | | | | |
| 515-9605 | U-GAS | 479 | 496 | 525 | 525 | 510 | 525 |
| 515-9610 | U-LIGHT AND POWER | 8,452 | 8,378 | 7,800 | 7,800 | 7,800 | 7,800 |
| 515-9620 | U-TELEPHONE | 660 | 629 | 670 | 670 | 600 | 630 |
| 515-9625 | U-WATER | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| EXPENSE CATEGORY TOTAL | | <u>9,591</u> | <u>9,503</u> | <u>8,995</u> | <u>8,995</u> | <u>8,910</u> | <u>8,955</u> |
| *** DEPARTMENT TOTAL *** | | <u>18,253</u> | <u>20,619</u> | <u>17,315</u> | <u>17,665</u> | <u>17,654</u> | <u>18,200</u> |

515-9205 MR-BUILDINGS & STRUCTURES CURRENT YEAR NOTES:
 Includes new septic lids with inspection ports (\$650), floor waxing (20% of total bill) (\$1,680), extermination of building \$208), painting interior walls, and other routine maintenance

515-9220 MR-MACHINERY, TOOLS, & EQUIP CURRENT YEAR NOTES:
 Annual venthood suppression system inspection, annual A/C check, and routine maintenance

515-9432 SS-EQUIPMENT RENTAL CURRENT YEAR NOTES:
 Lift rental for replacing flags and parking lot lights

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 CDBG 6TH ST GRANT
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 516-9403 | SS-ADMINISTRATIVE EXPENSES-FE | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9404 | SS-ENGINEERING - FED | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9405 | SS-REHAB OF PRIVATE PROP - FE | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9406 | SS-WATER FACILITIES - FED | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9407 | SS-WATER FACILITIES-LOCAL-WCI | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9408 | SS-WATER FACILITIES-LOCAL-CIT | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9410 | SS-ADVERTISING | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9411 | SS-ENGINEERING-LOCAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9412 | SS-REHAB OF PP-LOCAL-WCID#8 | 0 | 0 | 0 | 0 | 0 | 0 |
| 516-9413 | SS-ADM-GRANTWORKS-LOCAL | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 516-9560 | SM-OFFICE SUPPLIES & POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** DEPARTMENT TOTAL *** | | 0 | 0 | 0 | 0 | 0 | 0 |

CITY OF SANTA FE
ANNUAL BUDGET
2013/2014

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*)

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 CIVIL SERVICE
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | |
| 517-9335 | PS-TRAINING & TRAVEL-STAFF | 0 | 0 | 0 | 0 | 0 | 0 |
| 517-9336 | PS-TRAINING & TRAVEL- COMM. | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 517-9410 | SS-ADVERTISING | 584 | 634 | 700 | 700 | 555 | 700 |
| 517-9425 | SS-DUES & SUBSCRIPTIONS | 159 | 140 | 166 | 166 | 174 | 200 |
| 517-9435 | SS-LEGAL EXPENSES | 5,947 | 34,654 | 5,000 | 20,000 | 20,000 | 5,000 |
| 517-9460 | SS-EXAM MAT & SVCS-ENTRY | 533 | 363 | 400 | 400 | 337 | 600 |
| 517-9461 | SS-EXAM MAT & SVCS-PROMOTIONA | 1,500 | 110 | 1,700 | 1,700 | 1,700 | 1,800 |
| EXPENSE CATEGORY TOTAL | | 8,723 | 35,901 | 7,966 | 22,966 | 22,766 | 8,300 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 517-9560 | SM-OFFICE SUPPLIES | 182 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 182 | 0 | 0 | 0 | 0 | 0 |
| *** DEPARTMENT TOTAL *** | | 8,905 | 35,901 | 7,966 | 22,966 | 22,766 | 8,300 |

- 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

2013/14 OPERATING BUDGET

01 -GENERAL FUND

CDBG DSR ROUND 1

DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 518-9403 | SS-ADMINISTRATIVE-FEDERAL | 75,788 | 11,660 | 0 | 0 | 0 | 0 |
| 518-9404 | SS-ENGINEERING-FEDERAL | 157,308 | 71,468 | 0 | 0 | 0 | 0 |
| 518-9405 | SS-ACCOUNTING SERVICES | 0 | 0 | 0 | 0 | 0 | 0 |
| 518-9406 | SS-CONTRACTOR-FEDERAL | 1,124,547 | 250,733 | 0 | 608,715 | 608,715 | 0 |
| 518-9409 | SS-ADVERTISING-LOCAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 518-9410 | SS-ADVERTISING-FEDERAL | <u>1,953</u> | <u>0</u> | <u>0</u> | <u>716</u> | <u>716</u> | <u>0</u> |
| EXPENSE CATEGORY TOTAL | | 1,359,596 | 333,861 | 0 | 609,431 | 609,431 | 0 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 518-9560 | SM-OFFICE SUPPLIES & POSTAGE | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| EXPENSE CATEGORY TOTAL | | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| *** DEPARTMENT TOTAL *** | | <u>1,359,596</u> | <u>333,861</u> | <u>0</u> | <u>609,431</u> | <u>609,431</u> | <u>0</u> |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
 CDBG DSR ROUND 2
 DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|-------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 519-9403 | SS-ADMINISTRATIVE-FEDERAL 2.1 | 0 | 20,736 | 0 | 0 | 0 | 0 |
| 519-9404 | SS-ENGINEERING-FEDERAL 2.1 | 0 | 38,939 | 0 | 0 | 0 | 0 |
| 519-9406 | SS-CONTRACTOR-FEDERAL 2.1 | 0 | 449,727 | 0 | 0 | 0 | 0 |
| 519-9409 | SS-ADVERTISING-LOCAL 2.1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 519-9410 | SS-ADVERTISING-FEDERAL 2.1 | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 509,402 | 0 | 0 | 0 | 0 |
| <u>SUPPLIES AND MATERIALS</u> | | | | | | | |
| 519-9560 | SM-OFFICE SUPPLIES & POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** | DEPARTMENT TOTAL *** | 0 | 509,402 | 0 | 0 | 0 | 0 |
| | | ===== | ===== | ===== | ===== | ===== | ===== |

2013/14 OPERATING BUDGET

01 -GENERAL FUND
CDBG 2011-12 GRANT
DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|--------------------------|------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 520-9410 | SS - ADVERTISING | 0 | 0 | 0 | 711 | 711 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 711 | 711 | 0 |
| *** DEPARTMENT TOTAL *** | | 0 | 0 | 0 | 711 | 711 | 0 |

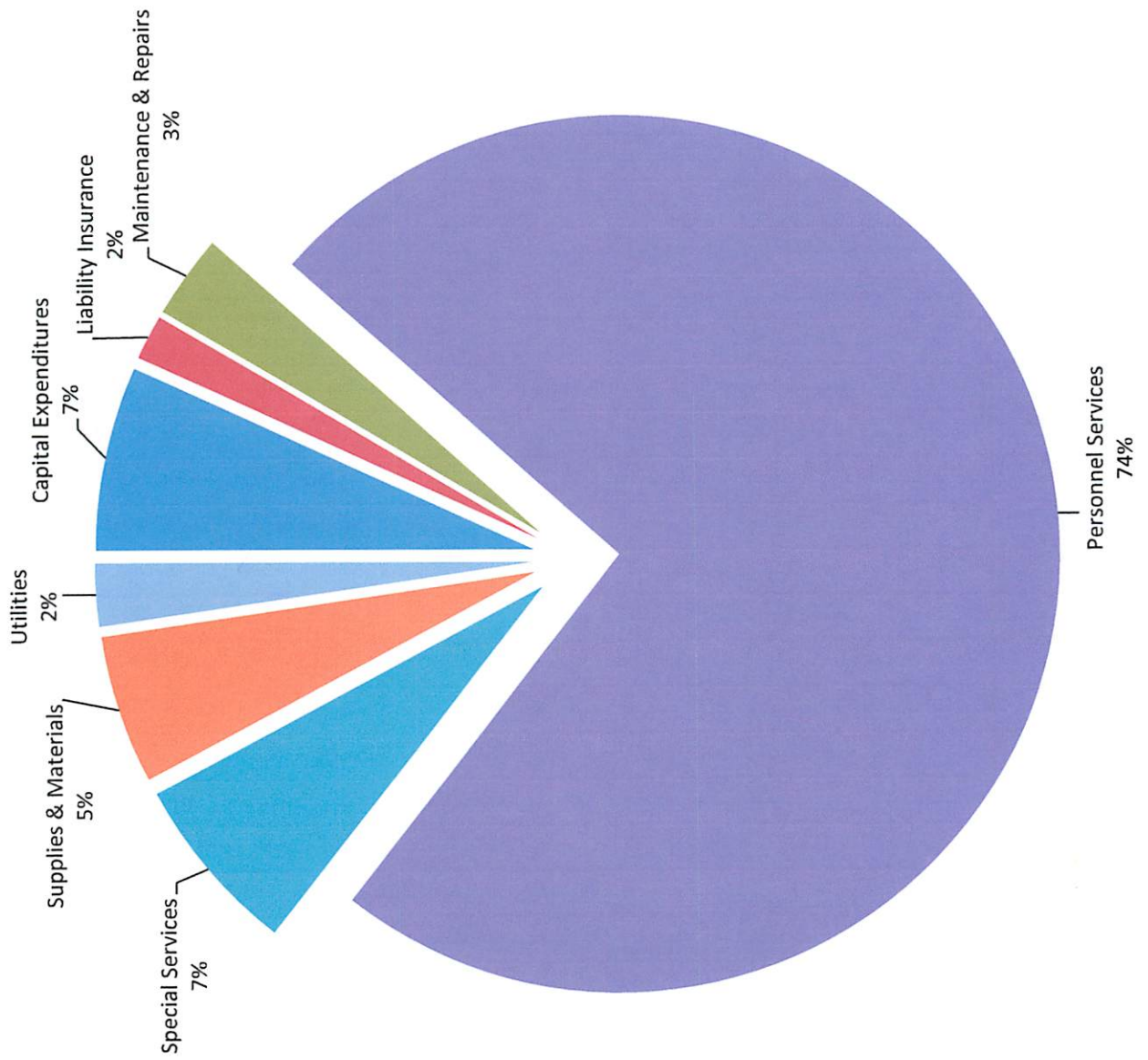
2013/14 OPERATING BUDGET

01 -GENERAL FUND
CDBG 2013-14 GRANT
DEPARTMENT EXPENSES

| ACCT NO# | ACCT NAME | ACTUAL 2010/11 | ACTUAL 2011/12 | ORIGINAL 2012/13 | AMENDED 2012/13 | PROJECTED Y/E 2012/13 | CC BUDGET 2013/14 |
|--------------------------|------------------|-------------------|-------------------|---------------------|--------------------|--------------------------|----------------------|
| <u>SPECIAL SERVICES</u> | | | | | | | |
| 521-9410 | SS - ADVERTISING | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENSE CATEGORY TOTAL | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** DEPARTMENT TOTAL *** | | 0 | 0 | 0 | 0 | 0 | 0 |
| *** TOTAL EXPENSES *** | | 6,472,913 | 5,579,356 | 4,567,560 | 5,362,957 | 5,320,925 | 4,652,690 |

*** END OF REPORT ***

2013/14 Operating Expenditures 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

Ad Valorem Tax Structure

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

| Fiscal Year | Assessed Valuation | Tax Rate per \$100 | Current Levy |
|--------------------|---------------------------|---------------------------|---------------------|
| 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 |
| 2004 | 368,866,078 | 0.2747 | 1,013,275 |
| 2003 | 352,884,478 | 0.2719 | 959,493 |
| 2002 | 317,558,657 | 0.2719 | 863,442 |
| 2001 | 294,960,808 | 0.2620 | 772,797 |

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

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

History of Tax Rates

| Fiscal Year | Effective Tax Rate | Tax Rate per \$100 |
|---|---------------------------|---------------------------|
| 2013 | 0.3172 | 0.3172 |
| 2012 | 0.3147 | 0.3147 |
| 2011 | 0.3060 | 0.3114 |
| 2010 | 0.2954 | 0.3114 |
| 2009 | 0.3248 | 0.3114 |
| 2008 | 0.2969 | 0.3114 |
| 2007 | 0.2870 | 0.2992 |
| 2006 | 0.2784 | 0.2992 |
| 2005 | 0.2627 | 0.2824 |
| 2004 | 0.2667 | 0.2747 |
| 2003 | 0.2533 | 0.2719 |
| 2002 | 0.2530 | 0.2719 |
| 2001 | 0.2544 | 0.2620 |
| 1/2 cent sales adopted for property tax reduction | | |
| 2000 | 0.3419 | 0.3521 |
| 1999 | 0.3438 | 0.3541 |

APPENDIX C

COUNCIL ACTION

**BUDGET AND
TAX RATE**

CITY OF SANTA FE

ORDINANCE #20-2013

**AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, ADOPTING
THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013**

* * * * *

WHEREAS, the City Manager of the City of Santa Fe, Texas, has prepared a proposed City budget for the fiscal year beginning October 1, 2013, and ending September 30, 2014; and

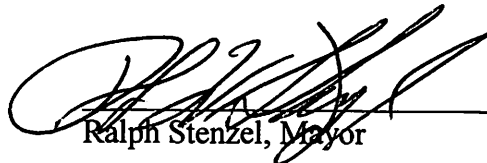
WHEREAS, a public hearing was duly held and all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

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

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

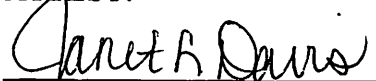
That the proposed budget for the fiscal year beginning October 1, 2013, and ending September 30, 2014, for the support of the general government of the City of Santa Fe, Texas, attached hereto and marked Exhibit "A", is hereby adopted in accordance with Article 9, Section 9.03 of the City Charter and shall constitute the budget of the City of Santa Fe, Texas, for the fiscal year beginning October 1, 2013.

PASSED AND APPROVED by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 26th day of September, 2013.



Ralph Stenzel, Mayor

ATTEST:



Janet L. Davis, City Secretary

**CITY OF SANTA FE
ORDINANCE #21-2013**

**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 effective and rollback tax 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 2013 shall be levied and collected for the and support of the municipal government of the city of Santa Fe, Texas, at the rate of \$0.3702 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, 2013, 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, \$0.3172 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, \$0.0530 on each One Hundred Dollars (\$100.00) valuation of property.

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 2013 shall be deemed delinquent if not paid prior to February 1, 2014.

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.

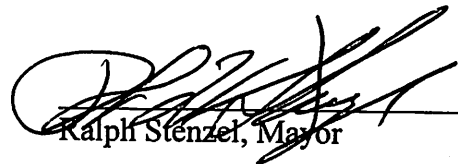
Section 5. An ad valorem tax freeze on the homesteads of disabled individuals or individuals age sixty-five or older, which is governed by §11.261 of the Tax Code, has been established by Ordinance No. 06-2004 of March 11, 2004, and remains in effect according to the terms set out in those regulations.

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, 2014. However, a tax delinquent on July 1, 2014 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.

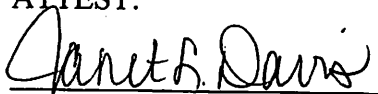
Section 7. An additional penalty of twenty percent (20%) of the amount of taxes, penalty, and interest due shall be charged if collection of the same has been placed in the hands of an attorney pursuant to the terms of Section 33.07 and Section 6.30 of the Property Tax Code.

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 26th day of September, 2013.


Ralph Stenzel, Mayor

ATTEST:


Janet L. Davis, City Secretary

APPENDIX D

**GENERAL FUND
ACCOUNT CODES**

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

REVENUES

TAXES AND FRANCHISE FEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LICENSE AND PERMIT FEES

WRECKER - Fees for permits issued to wrecker businesses and drivers

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

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

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

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

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

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

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

CULVERTS - Fees for installation of culverts

BUILDING PERMITS – Fees collected for development and construction permits issued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FINES AND FORFEITS

UNRECONCILED COURT FINES – Discrepancies between tickets receipted and fines collected

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

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

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

LIBRARY FINES - Fines for overdue and lost circulation materials

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

INTERGOVERNMENTAL REVENUES

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

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

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

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

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

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

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

POLICE GRANT - Grant funds for certain police projects or programs

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

LIBRARY GRANT - Grant funds for certain library projects

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

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

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

MISCELLANEOUS REVENUE

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

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

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

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

BRUCE LIBRARY EXPANSION - Donations for library expansion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MISCELLANEOUS – Unclassified revenue

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

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

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

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

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

EXPENDITURES

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

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

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

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

LIBRARY SIGN DONATION - Recognizing partial donation of outside library marquee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HEALTH DEPARTMENT - Contract fees for water pollution monitoring services

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

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

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

LEGAL EXPENSES - Fees for legal services

MEDICAL EXPENSES - Drug testing and physicals for applicants and employees

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

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

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

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

PROSECUTOR - Municipal Court Prosecutor services

SUBDIVISION FILING FEES – Filing fees necessary to record subdivision plats

SOFTWARE MAINTENANCE SERVICES - Services for software support and licensing

SUPPLIES AND MATERIALS

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

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

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

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

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

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

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

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

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

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

FUEL - Gasoline and diesel fuels

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAFFIC MARKERS AND MATERIALS - Includes any material for traffic signs and street marking/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 uninstall services to transfer equipment from one vehicle to another

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

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

UTILITIES

GAS - Charges for natural gas usage

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

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

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

WATER - Charges for water usage

ADMINISTRATIVE

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

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

APPENDIX E

POLICIES

CITY OF SANTA FE

POLICIES

* * * * *

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

BUDGET POLICY

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

SPECIAL PROJECTS FUND POLICY

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

INVESTMENT POLICY

To guide and promote effective management of city funds.

PURCHASING POLICY

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

CAPITAL ASSET POLICY

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

CODE OF CONDUCT

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

PURCHASING CARD PROGRAM

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

BUDGET POLICY

1.00 General.

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

2.00 Budget Process.

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

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

3.00 Revenue Estimates.

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

4.00 Contingency Fund.

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

5.00 Fund Balance.

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

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

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

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

SPECIAL PROJECTS FUND POLICY

1.00 General.

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

2.00 Formula for Funding.

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

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

3.00 Intent.

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

4.00 Projects.

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

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

INVESTMENT POLICY

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

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

POLICY

SCOPE.

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

OBJECTIVES.

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

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

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

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

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

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

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

RESPONSIBILITY AND CONTROL

Investment Committee. An investment committee, consisting of the City Manager, 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 relating to the officer's responsibility under the Act within twelve (12) months after assuming duties, with a

subsequent training session not less than once every two (2) years and receive ten (10) hours of training. Such training from an independent source shall be approved or endorsed by either the Government Finance Officers Association of Texas (GFOAT), the Government Treasurers Organization of Texas (GTOT), the Texas Municipal League (TML), the University of North Texas (UNT), or the Texas Municipal Clerks Association (TMCA).

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

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

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

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

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

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

REPORTING

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

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

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

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

INVESTMENT PORTFOLIO

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

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

Authorized Investments.

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

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

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

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

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

SELECTION OF BANKS AND DEALERS

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

The primary objectives of the depository agreement are:

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

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

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

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

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

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

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

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

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

SAFEKEEPING AND CUSTODY

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

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

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

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

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

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

INVESTMENT POLICY ADOPTION

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

(This investment policy adopted by Council Resolution #1998-14 of July 23, 1998, and has been reviewed and approved by the Council each year thereafter. The most recent review and approval by Council occurred on December 13, 2012, by Resolution #2012-23)

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, The Fraud Guard, an independent hotline reporting service.

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 June 27, 2013, by Resolution #2013-15)

Purchasing Card Program

Policies and Procedures

1. Purpose

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

2. Policy

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

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

3. Duties and Responsibilities

A. Cardholder

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

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

B. Department Head

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

C. City Manager

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

4. Transaction/Card Limits

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

5. Sales Tax

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

6. Returns

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

7. Usage

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

8. Restrictions and Exemptions

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

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

9. Unauthorized Transactions

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

10. Summary

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

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

APPENDIX F

**CAPITAL
IMPROVEMENT
PLAN**

FISCAL YEAR 2013-2017

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

I. Summary

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

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

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

II. Financing

REVENUE SOURCES

The City of Santa Fe has few revenue sources to finance capital projects. The planned uses of these sources are reflected in the FY 2013-2017 Capital Improvements Program. The following describes the City's major revenue sources:

General Fund

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

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

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

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

Installment Sales

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

General Obligation Bond

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

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

Revenue Bond

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

III. Types of CIP projects

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

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

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

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

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

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

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

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

IV. FY 2012-2016 Capital Improvements Program Budget Summary

**TOTAL CAPITAL IMPROVEMENTS PROGRAM
FY 2013 – 2017**

| BUDGET YEARS | JUSTICE (FACILITIES) | STREET | LIBRARY (FACILITIES) | PARKS | COMMUNITY SERVICES | TOTAL ANNUAL CIP COSTS |
|--------------|----------------------|---------|----------------------|-------|--------------------|------------------------|
| FY 2013-2014 | 0 | 448,105 | 0 | 0 | 0 | \$448,105 |
| FY 2014-2015 | 3,621,840 | 439,807 | 0 | 0 | 0 | \$4,166,915 |
| FY 2015-2016 | 0 | 501,091 | 0 | 0 | 0 | \$2,824,502 |
| FY 2016-2017 | 0 | 514,204 | 2,643,365 | 0 | 0 | \$3,736,542 |
| FY 2017-2018 | 0 | 527,710 | 310,115 | 0 | 0 | \$837,825 |

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

Estimating CIP costs

The City of Santa Fe CIP is geared for projects with a five-year completion period. Each Capital Project has a timeline for development based upon the date of completion. Estimating each project's cost generally requires determining a completion date and working backwards. Present costs are estimated using current cost data. By using a conservative inflation factor of 3 percent, the costs can be projected from the time of design to the date the project should be completed. When looking at a completion date for a project, the time of design may need to be extended to allow for revision of the design to meet budget constraints. Time for land acquisition should also be factored into the timeline for completion of the project.

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

V. Justice Capital projects



Existing Santa Fe Police and Courts Building

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

| | |
|---------------------------|----------------------|
| PROJECT NAME | PROJECT TOTAL |
| New Justice Center | \$3,621,840 |

| | | | |
|-----------------|-----------------------------------|-----------------|---------------------|
| TYPE: | Facilities | STATUS: | Fully funded |
| SUBTYPE: | Buildings & Structures | Acct No# | 505-9051 |

| FISCAL YEAR FUNDING | |
|----------------------------|--------------------|
| Prior Years | 0 |
| 2013 | 0 |
| 2014 | 3,621,840 |
| 2015 | 0 |
| 2016 | 0 |
| 2017 | 0 |
| 2018 | 0 |
| FUNDED TOTAL | \$3,621,840 |

| PROJECT PHASE FUNDING | |
|------------------------------|--------------------|
| PROFESSIONAL SERVICES | \$240,000 |
| LAND ACQUISITION (3.5 ACRES) | \$0 |
| CONSTRUCTION MANAGER AT RISK | \$3,293,280 |
| OTHER COSTS | \$88,560 |
| PROJECT TOTAL | \$3,621,840 |

| FUNDING SOURCES | |
|------------------------|--------------------|
| GENERAL REVENUES | \$0 |
| BOND FUNDS | \$3,621,840 |
| OTHER PROJECT FUNDS | \$0 |
| DEVELOPER | \$0 |
| UNFUNDED | \$0 |
| OTHER | \$0 |
| PROJECT TOTAL | \$3,621,840 |

PROJECT DESCRIPTION:

New 12,600 sq. ft. facility to house police and court services.

JUSTIFICATION:

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

STATUS:

PROJECT START IN FALL 2013

ASSOCIATED OPERATING COSTS¹

| | |
|------|-----------|
| 2012 | |
| 2013 | |
| 2014 | \$60,000 |
| 2015 | \$320,000 |
| 2016 | \$320,000 |
| 2017 | \$320,000 |

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

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

New Justice Center

12,604 sq. ft. building

2013 estimated costs
 \$ 287 per square foot
 \$3,621,840 estimated construction cost

Project start date Oct-13
 Completion date Jul-14
 annual Inflation rate 3%

| | Year | 2013/2014 | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 |
|--|------|-------------|-------------|--------------|-----------|-----------|
| annual construction cost with 3% inflation | | \$3,621,840 | \$3,730,495 | 3,842,410 | 3,957,682 | 4,076,413 |
| <u>PROFESSIONAL SERVICES</u> | | \$240,000 | | | | |
| | | | | 15% of costs | | |
| <u>LAND ACQUISITION (ACRES)</u> | | \$0 | | | | |
| <u>CMR CONSTRUCTION COSTS</u> | | \$3,293,280 | | | | |
| <u>OTHER COSTS</u> | | \$88,560 | | | | |
| | | \$3,621,840 | 0 | | | |

| Annual Costs | 2014 | Total costs |
|----------------------------|--------------|--------------------|
| Professional Services | \$ 240,000 | \$ 240,000 |
| other costs | \$ 88,560 | \$ 88,560 |
| Land costs | \$ - | \$ - |
| Materials and Construction | \$ 3,293,280 | \$ 3,293,280 |
| | \$ 3,621,840 | \$ 3,621,840 |

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

VI. Street projects



Asphalt Paving in the City of Santa Fe

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

PROJECT NAME

PROJECT TOTAL

Street Improvements

\$2,404,104

| | | | |
|-----------------|-----------------------------|-----------------|-------------------------|
| TYPE: | Capital Expenditures | STATUS: | Awaiting funding |
| SUBTYPE: | Street Improvements | Acct No# | 509-9080 |

FISCAL YEAR FUNDING

| | |
|-------------------------|--------------------|
| Prior Years (2012-2013) | 160,000 |
| 2014 | 448,105 |
| 2015 | 439,807 |
| 2016 | 501,091 |
| 2017 | 514,204 |
| 2018 | 541,621 |
| FUNDED TOTAL | \$2,590,917 |

PROJECT DESCRIPTION:

Street repairs and maintenance on paved and unpaved local streets

JUSTIFICATION:

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

PROJECT PHASE FUNDING

| | |
|--|--------------------|
| PROFESSIONAL SERVICES | \$0 |
| LAND ACQUISITION (using leased property from WCID#8) | \$0 |
| CONSTRUCTION | \$0 |
| PAVING COSTS (4 miles per year for 5 years) | \$2,404,140 |
| PROJECT TOTAL | \$2,404,140 |

FUNDING SOURCES

| | |
|----------------------|--------------------|
| GENERAL REVENUES | \$2,404,104 |
| BOND FUNDS | \$0 |
| OTHER PROJECT FUNDS | \$0 |
| DEVELOPER | \$0 |
| UNFUNDED | \$0 |
| OTHER | \$0 |
| PROJECT TOTAL | \$2,404,140 |

| |
|--|
| CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM |
|--|

| | |
|-------------------------------------|----------------------|
| PROJECT NAME | PROJECT TOTAL |
| Street Maintenance Equipment | \$243,552 |

| | | | |
|-----------------|-----------------------------|-----------------|--------------------------------|
| TYPE: | Capital Expenditures | STATUS: | General Revenues |
| SUBTYPE: | Equipment | Acct No# | 509-9062 & 509-9065 |

| FISCAL YEAR FUNDING | |
|----------------------------|------------------|
| Prior Years (2012-2013) | 56,775 |
| 2014 | 36,105 |
| 2015 | 15,447 |
| 2016 | 64,000 |
| 2017 | 64,000 |
| 2018 | 64,000 |
| FUNDED TOTAL | \$300,327 |

| PROJECT PHASE FUNDING | |
|--|------------------|
| PROFESSIONAL SERVICES | \$0 |
| LAND ACQUISITION (using leased property from WCID#8) | \$0 |
| CONSTRUCTION | \$0 |
| EQUIPMENT PURCHASES | \$243,552 |
| PROJECT TOTAL | \$243,552 |

| FUNDING SOURCES | |
|------------------------|------------------|
| GENERAL REVENUES | \$243,552 |
| BOND FUNDS | \$0 |
| OTHER PROJECT FUNDS | \$0 |
| DEVELOPER | \$0 |
| UNFUNDED | \$0 |
| OTHER | \$0 |
| PROJECT TOTAL | \$243,552 |

| |
|---|
| CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM |
|---|

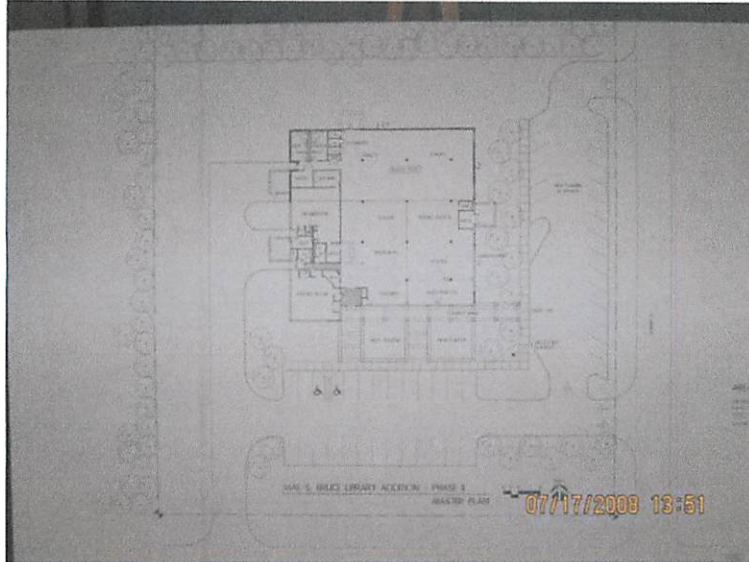
Street Department

| | 4 miles | 4 miles | 4 miles | 4 miles | 4 miles |
|---|------------------|------------------|------------------|------------------|------------------|
| Fiscal Year | 2013/2014 | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 |
| Paving - annual cost with 3% inflation | \$412,000 | \$424,360 | \$437,091 | \$450,204 | \$463,710 |
| New Office Building (final payment) | | | | | |
| Grade All and slope mower purchase in 2015/2016 (\$320K in five payments) | | | \$64,000 | \$64,000 | \$64,000 |
| Asphalt paver purchased 2011 in three payments | \$20,658 | | | | |
| Side mower purchase 2012 (\$46,342) | \$15,447 | \$15,447 | | | |
| | | | | | |
| annual budgeted costs | \$448,105 | \$439,807 | \$501,091 | \$514,204 | \$527,710 |

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

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

VII. Mae Bruce Library Expansion Project



Expansion Plan



Existing Library

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

PROJECT NAME

PROJECT TOTAL

May Bruce Library Expansion

\$2,953,480

| | | | |
|-----------------|-----------------------------------|-----------------|-------------------------|
| TYPE: | Facilities | STATUS: | Awaiting funding |
| SUBTYPE: | Buildings & Structures | Acct No# | 508-9051 |

FISCAL YEAR FUNDING

| | |
|-----------------|-----------|
| Prior Years | |
| 2013 – Estimate | 0 |
| 2014 | 0 |
| 2015 | 0 |
| 2016 | 2,643,365 |
| 2017 | 310,115 |
| 2018 | 0 |

FUNDED TOTAL \$2,953,480

PROJECT PHASE FUNDING

| | |
|--|-------------|
| PROFESSIONAL SERVICES | \$147,674 |
| LAND ACQUISITION (ACRES) | \$0 |
| CONSTRUCTION | \$2,510,458 |
| OTHER COSTS | \$0 |
| PROJECT MANAGEMENT (10% cost of project) | \$295,348 |

PROJECT TOTAL \$2,953,480

FUNDING SOURCES

| | |
|---------------------|-------------|
| GENERAL REVENUES | \$ |
| BOND FUNDS | \$2,953,480 |
| OTHER PROJECT FUNDS | \$0 |
| DEVELOPER | \$0 |
| UNFUNDED | \$0 |
| OTHER | \$0 |

PROJECT TOTAL \$2,953,480

ROJECT DESCRIPTION:

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

JUSTIFICATION:

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

STATUS:

Awaiting funding sources

ASSOCIATED OPERATING COSTS¹

| | |
|-------------------|-----------|
| 2013 | |
| 2014 | |
| 2015 | |
| 2016 | |
| 2017 ² | \$247,895 |

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

² Year in which expanded library fully operational

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

2013 Library cost estimates

Renovation

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

New construction

9630 sq. ft \$132¹ per sq. ft. \$1,271,160

\$2,007,160 Total Direct Costs

Indirect costs

| | |
|-----------------------------|-----------|
| Architectural cost (10%) | \$200,716 |
| Furniture & Equipment (5%) | \$100,358 |
| Owners Consultants (1.5%) | \$30,107 |
| Landscaping (1%) | \$20,072 |
| Opening Day Book Collection | \$65,000 |
| Project Management (10%) | \$200,716 |

\$2,624,129 Total Project costs

Future Operating Costs

| | | | |
|-----------|---|---|---|
| Staff | \$223,495 | <p>\$14.82 average hourly wage in 2013 x estimated additional staff hours</p> | <p>Will need 3 additional full time staff members, plus increase part time staff to full time; Also additional work hours to keep library open longer.</p> |
| Utilities | <p>\$24,400</p> <hr style="width: 50%; margin: 0 auto;"/> <p>\$247,895</p> | | <p>area increased by more than 2 times, estimate electrical water etc increase by 2</p> <p>Annual Operating costs increase by about \$100,000 per year with expansion</p> |

¹ Cost estimates for new construction from www.reedconstructiondata.com/rsmeans/models/library/texas/galveston

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

Library Expansion Project
 Project start date 2016
 Completion date 2017
 annual inflation rate 3%

| | year | 2012/2013 | 2013/2014 | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 |
|---|------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| annual construction cost with 3% inflation | | \$2,624,129 | \$2,702,853 | \$2,783,938 | \$2,867,457 | \$2,953,480 | \$3,042,085 | \$3,133,347 |

| | | | |
|--------------------------|----|-------------|-------------|
| PROFESSIONAL SERVICES | \$ | 147,674 | 5% of costs |
| <hr/> | | | |
| LAND ACQUISITION (ACRES) | \$ | - | |
| <hr/> | | | |
| CONSTRUCTION | \$ | 2,510,458 | |
| <hr/> | | | |
| OTHER COSTS | \$ | - | |
| <hr/> | | | |
| PROJECT MANAGEMENT | \$ | 295,348 | 10% of cost |
| <hr/> | | | |
| | | \$2,953,480 | |

| Annual Costs | 2016 | 2017 | Total costs |
|----------------------------|--------------|------------|--------------|
| Professional Services | \$ 147,674 | | \$ 147,674 |
| Land costs | \$ - | \$ - | \$ - |
| Project Management | \$ 236,278 | \$ 59,070 | \$ 295,348 |
| Materials and Construction | \$ 2,259,412 | \$ 251,046 | \$ 2,510,458 |
| | \$ 2,643,365 | \$ 310,115 | \$2,953,480 |

CITY OF SANTA FE CAPITAL IMPROVEMENTS PROGRAM

VIII. Capital Projects Delivery Process

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

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

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

APPENDIX G

WAGE AND SALARY PLAN

SALARY PLAN

I. Basis

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

II. Administration of Salary Schedule

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SALARY SCHEDULE

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

C - 3

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

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

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

PERSONNEL ALLOCATIONS COMPARISON

| DEPT. | POSITION | PAY GRADE | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 |
|-----------------------------|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1-Adm | City Manager | Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | City Secretary/Treas. | 26 - Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Accounting Clerk | 15 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Director of Adm. Svcs. | 20 - Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL ADMINISTRATION | | | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| 3-Comm. Svcs. | Community Svcs. Dir. | 28 - Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Building Official | 23 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Administrative Assistant | 15 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Community Services Asst. | 13 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Court Clerk (split w/court) | 13 | 0.0 | 0.0 | 0.0 | 0.45 | 0.00 |
| TOTAL COMM. SVCS. | | | 4.0 | 4.0 | 4.0 | 4.5 | 4.0 |
| 4-Judicial | Court Administrator | 20 - Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Municipal Court Clerk | 13 | 2.0 | 2.0 | 2.0 | 1.0 | 1.0 |
| | Court Clerk (split w/CS) | 13 | 0.0 | 0.0 | 0.0 | 0.55 | 1.0 |
| | City Marshal/Bailiff | 22 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL JUDICIAL | | | 4.0 | 4.0 | 4.0 | 3.6 | 4.0 |
| 5-Police | Public Safety Director | 32 - Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Police Captain | 30 - Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Police Lieutenant | | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Police Sergeant | | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| | Police Officer | | 14.0 | 14.0 | 15.0 | 15.0 | 15.0 |
| | Telecomm Supervisor | 18 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Dispatcher | 14 | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| | Administrative Assistant | 15 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL POLICE | | | 28.0 | 28.0 | 29.0 | 29.0 | 29.0 |
| 8-Library | Library Director | 20 - Exempt | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Library Asst. (fulltime) | 10 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Library Asst. (parttime) | 10 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Library Aide (parttime) | 7 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | Library Clerk (parttime) | 3 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| | Security Officer (parttime) | 7 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| TOTAL LIBRARY | | | 7.0 | 6.0 | 6.0 | 6.0 | 6.0 |

CITY OF SANTA FE

Organizational Chart

