



**CITY OF
SANTA FE, TEXAS
2022**

ANNUAL BUDGET

*FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021
AND ENDING SEPTEMBER 30, 2022*



**ADOPTED
September 9, 2021**

City of Santa Fe, Texas

Fiscal Year 2021-2022

Budget Cover Page

September 9, 2021

This budget will raise more revenue from property taxes than last year's budget by an amount of \$78,422, which is a 3.46 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$55,822.

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

FOR: Jason Tabor Jason O'Brien
 Bill Pittman Fidencio Leija, Jr.

AGAINST: Melanie Collins

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison	2021-2022	2020-2021
Property Tax Rate:	\$0.265515/100	\$0.294043/100
No-New-Revenue Tax Rate:	\$0.261591/100	\$0.294044/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.231825/100	\$0.267367/100
Voter-approval tax rate (Adj for unused increment rate):	\$0.286781/100	\$0.301455/100
Debt Rate:	\$0.029766/100	\$0.026677/100
Sales Tax Adjustment Rate:	-\$0.085397/100	

Total debt obligation for City of Santa Fe, Texas secured by property taxes: \$2,415,000

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BUDGET INTRODUCTION

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

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

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

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

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

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

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

ELECTED OFFICIALS

<u>City Council</u>	<u>Position</u>	<u>Term Expires</u>	<u>Occupation</u>
Jason Tabor	Mayor	May, 2023	Entrepreneur
Vacant	Place #1	May, 2022	-
Jason O'Brien	Place #2	May, 2023	Self Employed
Melanie Collins	Place #3	May, 2023	Teacher
Fidencio Leija, Jr.	Place #4	May, 2022	Insurance Agent
Bill Pittman	Place #5	May, 2022	Builder/Contractor

CITY COUNCIL

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

In making policy decisions, the Council avails itself 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

<u>Position</u>	<u>Held by</u>	<u>Department</u>
City Manager	Glen Adams	Administration
City Attorney	Charles Zech	City-Wide
Municipal Court Judge	James S. Tittle	Court
City Secretary/Treasurer	Janet L. Davis	Administration
Community Services Director	Stacey Baker	Community Services
Director of Finance	Rudy Zepeda	Administration
Public Safety Director	Philip Meadows	Police
Library Director	Becky McClain	Library
Street Superintendent	Billy Creppon	Street & Maintenance
Court Administrator	Lisa K. Snider	Court
Fire Marshal	Tony Dauphine	Fire Marshal

MISSION STATEMENT AND BUDGET GOALS FOR 2022

Mission Statement

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

Vision Statement

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

General Goals

The City will team with all taxing entities to solve the City's problems and build a future together that supports our citizens and achieves our Vision. That said, we will need everyone's help over the next year as we intend to start our first ever City Comprehensive Plan; we will contract a company to lead us through this process, but the most important part of this is public participation. Our goal is to leverage every organization within the city limits to provide a venue for our citizens to speak up, discuss, and develop foundational concepts of what we want our city to look like in 25-30 years.

Public Safety and Flooding remain a shared #1 concern and we remain razor-focused on both. We recognize that finances are extremely tight, and we are leveraging every method to provide the most effective Police Department properly resourced to protect our citizens while at the same time eliminating as much flooding risk as possible. Last year we moved our collective bargaining cycle in line with our budget cycle, so the Police Department is not fighting for scraps after the Budget Cycle is complete; now they are fully integrated and supporting the process. We will finance the purchase of 11 new Patrol Vehicles including a K-9 vehicle. Additionally, the Council will provide \$77K in ARP funds to the Fire Department to purchase Personal Protective Equipment.

Many of our citizens noticed that our Street Department has resolved the root causes of regional flooding during the recent hurricane. The Street Department arm-wrestled the Railroad and managed to get the authority to clear drainage in the Railroad easement for the first time in over 4 decades. The city teamed with DD1 and our EDC to engineer what we call the "Avenue P Project"; which will

relieve flooding concerns for 32 businesses along Hwy 6 and the communities of Triple Bar and Castle Estates. Our County Commissioner Joe Giusti supports the Avenue P Project and is working to provide matching funds from the County to support its construction. With the addition of the County, American Recovery Plan (ARP) Act funds and the EDC we plan to move forward with this project next year. We are also teaming with DD1 to develop a plan to improve Highland Ditch B affecting areas South of FM1764 Avenue F, Avenue E ½, and Avenue E by looking at improvements through the 5 restrictions on the ditch.

We continue to team with WCID#8 to grow water and sewerage availability throughout the city; focusing first on commercial growth so that sales tax revenue can continue to reduce property tax assessments; this year the ½ cent sales tax contributed \$733K to offset our citizens' property taxes, so shop local and you'll lower your property tax bill. The EDC contracted the addition of sewer services along FM 1764 from Winston Dr. all the way around to FM 646. Using ARP funds, the city intends to match up to \$2M of WCID#8 funding over the next 2 years to start providing Water and Sewer up both sides of FM 646 north of FM 1764.

We have revved up our Community Service Directorate, the team has automated the permitting process, hired additional Building Inspectors, and created pre-construction meetings to discuss and outline everything you need to do any construction project no matter what the size.

We continue to support community enrichment programs, leisure opportunities, youth sports, and education. The mayor has secured support from "Ascend Cares" to revitalize JT Park with almost \$40K in improvements this fall.

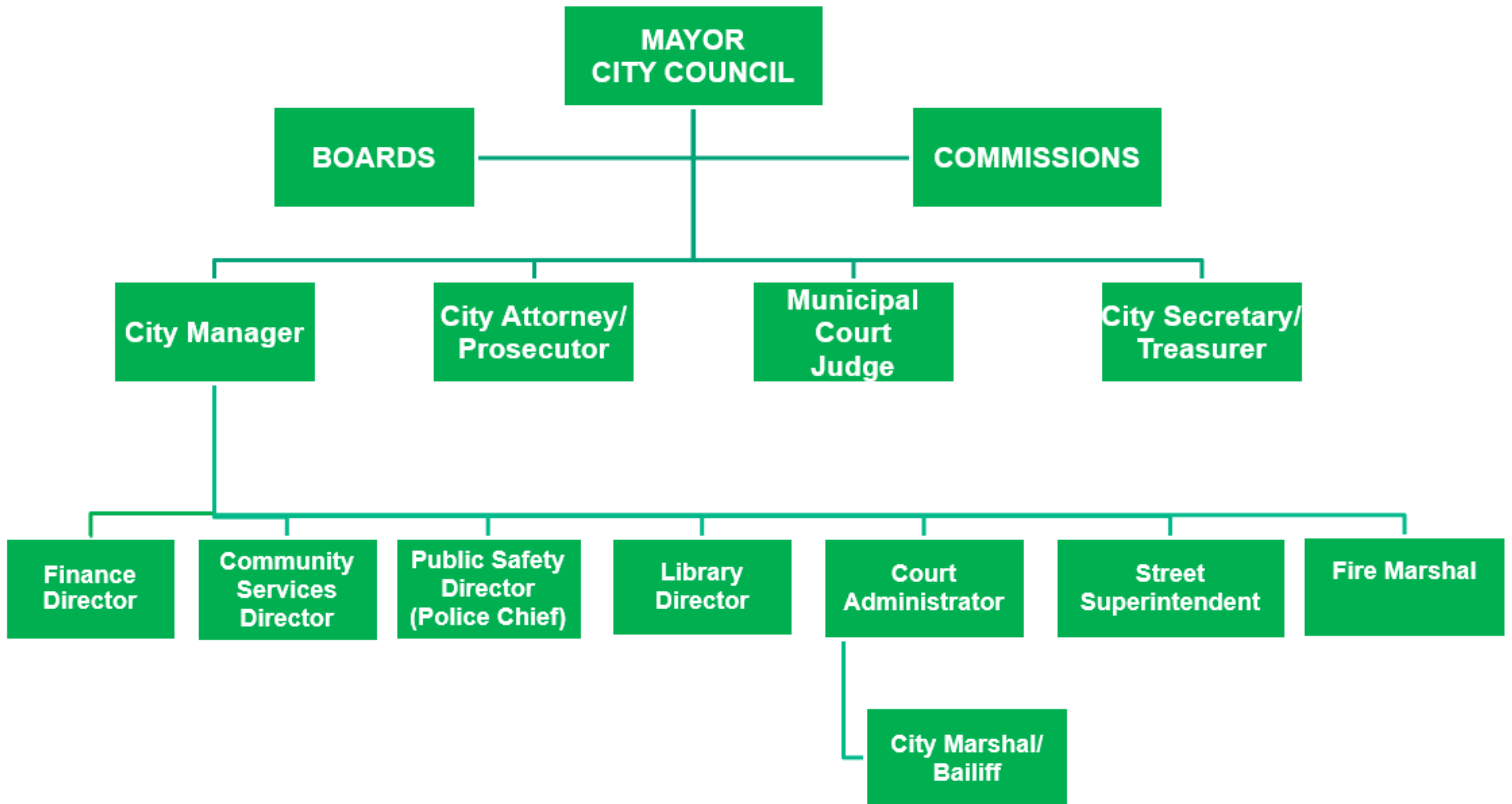
Respectfully,

Glen T. Adams

Glen T. Adams

City Manager, City of Santa Fe, Texas

ORGANIZATIONAL CHART



History of Santa Fe

In 1975, Hitchcock's Commissioner's Court considered the annexation of a three-square-mile area bordering Alta Loma. This area was in Hitchcock's extra-territorial jurisdiction and did not sit well with the residents. It was feared that Hitchcock would annex most of this area and upset the way of life residents have been accustomed to.

The Chamber of Commerce held a meeting at the High School cafeteria to discuss the situation and approximately 1,000 people attended. Hitchcock City Commissioners assured the crowd that annexation was merely being discussed. The public feared that Hitchcock would annex most of the area. Legally, Alta Loma/Arcadia could be annexed by Hitchcock without the consent of the citizens.

After a short period of time, a well-organized protest caused Hitchcock city officials to delay the annexation proposal allowing the residents of Alta Loma/Arcadia to develop a plan. The threat of Hitchcock annexing the area still remained. Change was inevitable for the Alta Loma and Arcadia area and the residents. It was evident that the preservation of the two towns was necessary. The only two choices residents had was to incorporate into a city or be annexed by other cities in Galveston County

Alta Loma and Arcadia were proud rural communities with uncomplicated atmospheres that got very complicated fast. The thought of another city annexing this area was unbearable. The residents ultimately decided to gather together and attended workshops, meetings, and took surveys to determine their future.

On July 8, 1975, a panel dealing with incorporation questions and answers was held setting out the requirements and guidelines of the incorporation. It was agreed to call the new city Santa Fe due to the school and railroad that was already in the area.

On November 6, 1976, a town meeting was held with the title "Santa Fe-We Can Plan Our Own Future". The agenda consisted of discussions regarding the management of the city, community planning, street drainage, and law enforcement. The necessary steps were being established to take on the role of a new city.

In October of 1977, Hitchcock began to move forward towards annexation. A public hearing was held to discuss the annexation of 5 areas that covered 2.4 square miles, to be passed on December 16, 1977. On January 9, 1978, a petition with 882 signatures from residents of the two areas caused Hitchcock to hesitate and the annexation threat temporarily ceased. The threat still existed for the rest of the year and the residents felt the importance of incorporation. Necessary steps were then taken to move forward with the planning and incorporation of the new city.

The City of Santa Fe, Texas, was born on January 21, 1978, by voters with 1,024 for and 305 against the vote. An election by the people within the boundaries of the proposed city made what is now known as Santa Fe possible. Many workshops and preparations culminated in establishing Santa Fe as a city and derailed Hitchcock's attempt at pursuing annexation of what is now the City of Santa Fe.

Budget Calendar and Process

The City of Santa Fe begins in April with the development of next year's budget. The budget development process requires input from the city staff, the City Council, and the citizens. For this input to be given appropriate consideration, the process begins approximately 6 months before the budget is adopted.

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

Budget Goals: After budget training in the second quarter, the budget process starts in April-May with the development of budget goals based on the city's Financial Plan and the continuous feedback received from the City Council and the citizens. After the goals are developed, a workshop with the city's administrative team sets the stage for budget formation.

Revenue Forecast Schedule and Strategy Development: This phase provides strategic fiscal forecasting, financial assumptions, revenue, and reserve information as well as management's expectations about the development of departmental budgets. At the workshop, the budget calendar is established. The calendar includes internal and external deadlines. The calendar allows the citizens and City Council to be aware of the schedule and the official dates for public input.

Budget Development: Departments develop their budgets based on the financial expectations and the guidelines provided to them. After the budgets have been entered into the city's financial system, they are reviewed with the City Manager. The review meeting allows departments to highlight changing trends in service levels in addition to making proposals for new services or changes to existing services.

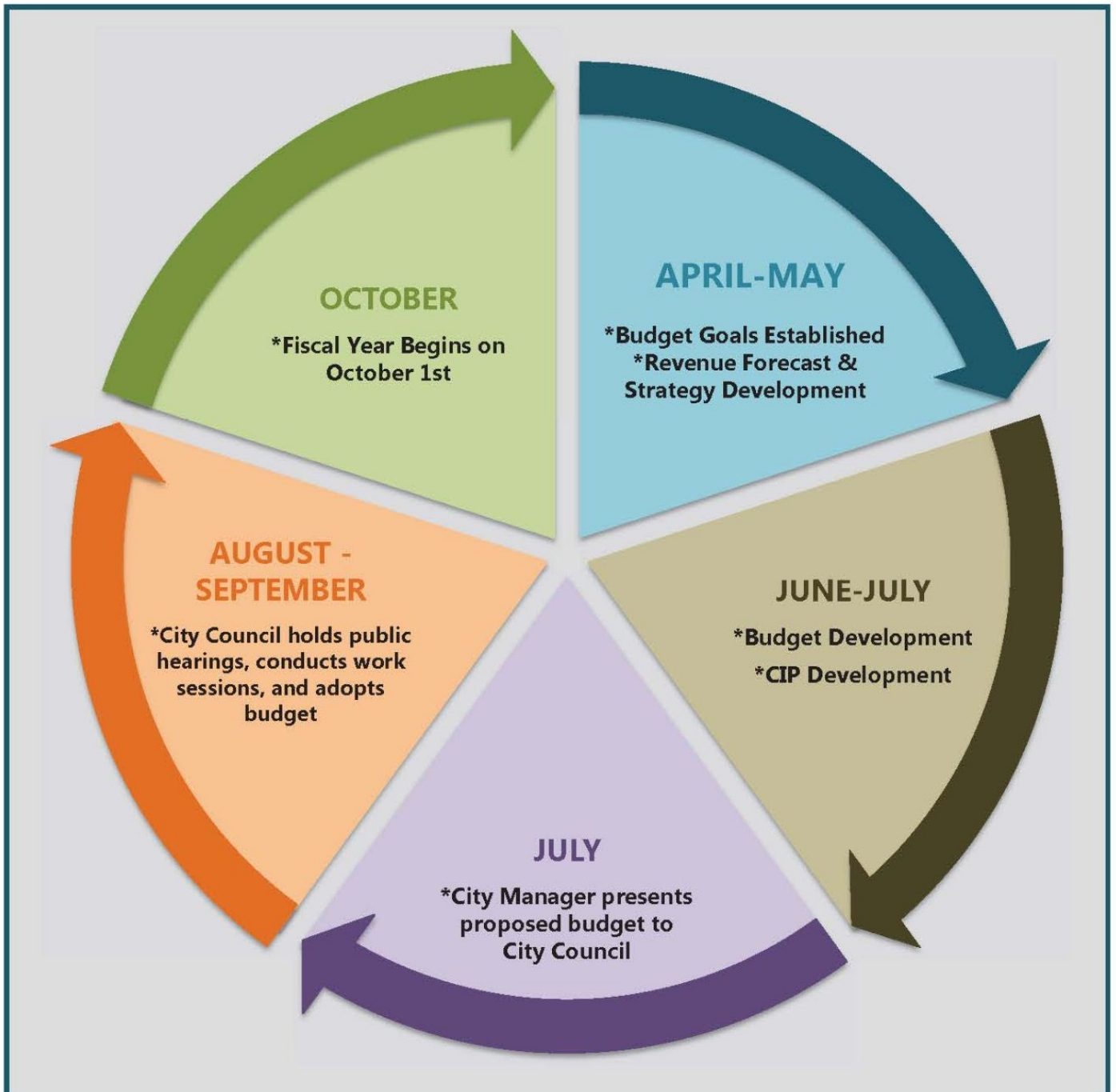
Capital Improvements Plan: The Capital Improvement Plan is developed during this same process. The city operates with a five-year plan where projects are added based on priority as determined by staff. As the fund balance in each of the capital project funds is reviewed for excessive revenue, this revenue is considered for additional projects. Additional projects are prioritized and then placed on next year's schedule when funding will be available.

Budget Presentation: Once all input has been received, the budget is developed, and the City Manager makes a budget presentation to the City Council by August 1st. The proposed budget will contain the proposed tax rate, water and wastewater rate, and sanitation rate as well as fee changes. The City Manager provides the City Council and the public with an overview of the budget and a summary of the major changes being recommended.

Council Consideration: The City Council then has over a month to receive public input through public hearings and community dialogue before adoption. Often, additional work sessions are scheduled to better understand complex changes or requirements that affect the city's budget.

Budget Adoption: The City Council will adopt the budget by fund and the Capital Improvements Plan before the start of the fiscal year on October 1st. The fiscal year begins Oct. 1 and runs through Sept. 30 of the following calendar year.

CITY OF SANTA FE BUDGET PROCESS CALENDAR



Understanding the Budget

Account Numbering:

The City of Santa Fe uses a 9-digit, three segment account structure for all of its general ledger accounts, following the format: xx-xx-xxxxx or xx-xxx-xxxx See example:



Fund Code
All budget accounts are categorized into the following funds:

- 01 General Fund
- 03 Debt Service Tax Sinking
- 75 Economic Development

Department Code
The second segment identifies department or class.

- 00 Non-department/City Wide
- 501 Administration
- 502 Tax
- 503 Community Services
- 504 Judicial
- 505 Police
- 506 Fire Marshal
- 507 Public Safety
- 508 Library
- 509 Street
- 511 Home/SECO Funds
- 513 Parks
- 514 Special Projects
- 515 Community Center
- 517 Civil Service
- 522 Crime Victims Assistance
- 527 Parks Board
- 575 Economic Development

Object Code
The third segment contains the 4-digit revenue and expense codes which are used to identify individual accounts.

- 40000-49999 Revenue Accounts
- 9000-9999 Expense Accounts

** The account coding system described above is used in this budget both in presentation and as a direct data link with the City's accounting system.*

ALL FUND ACCOUNTS
**SUMMARY OF FY 2022 REVENUE
 AND EXPENSES**

REVENUE

FUND NAME	<i>Fund Number</i>	Actual FY18-19	Actual FY19-20	Original Budget FY20-21	Amended Budget FY20-21	Proposed FY21-22
General Fund	01	6,689,356	7,632,061	6,289,236	7,040,572	7,605,830
Debt Service Fund	03	326,112	315,826	260,675	260,675	317,964
Economic Development Fund	75	726,798	744,767	3,635,331	3,700,331	3,702,248
Grand Total		7,742,266	8,692,654	10,185,242	11,001,578	11,626,042

EXPENDITURES

FUND NAME	<i>Fund Number</i>	Actual FY18-19	Actual FY19-20	Original Budget FY20-21	Amended Budget FY20-21	Proposed FY21-22
General Fund	01	6,428,968	7,096,015	6,289,236	7,040,572	7,605,830
Debt Service Fund	03	264,750	260,250	260,675	260,675	260,950
Economic Development Fund	75	257,101	265,500	3,635,331	3,700,331	3,702,248
Grand Total		6,950,819	7,621,765	10,185,242	11,001,578	11,569,028

NET TOTALS BY FUND

FUND NAME	<i>Fund Number</i>	Actual FY18-19	Actual FY19-20	Original Budget FY20-21	Amended Budget FY20-21	Proposed FY21-22
General Fund	01	260,388	536,046	-	-	0
Debt Service Fund	03	61,362	55,576	-	-	57,014
Economic Development Fund	75	469,697	479,267	-	-	0
Grand Total		791,447	1,070,889	-	-	57,014

GENERAL FUND (01)

What is the “General Fund”?

Individual funds are created because of laws, grant requirements, or the desires of the governing body; All activity that has not been assigned to a specific individual fund is accounted for in the General Fund. As a result, most people find the General Fund to be the most important fund. That is the fund that contains uncommitted resources that may be used for general purposes.

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

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

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

Contents in this Section:

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

Running Fund Balances

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

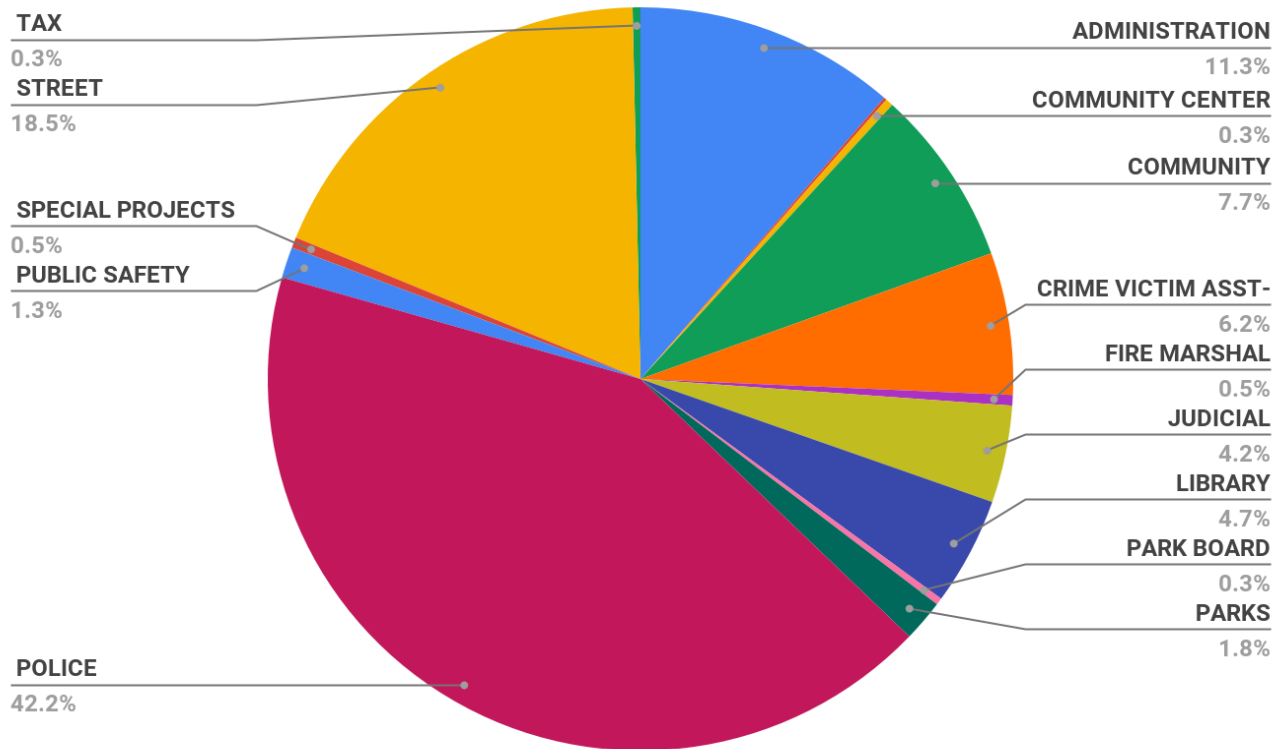
The projected column represents the city’s calculated fund balances using available system data but before the annual audit of the city’s financial records. It is very common for this number to change from year to year. The proposed column represents our calculated ending fund balances

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

GENERAL FUND BALANCE SUMMARY

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Original 2020/21	Projected 2020/21	Proposed 2021/22
Beginning							
Fund Balance	1,456,335	1,407,767	1,865,948	2,126,321	2,244,827	2,662,348	2,643,161
Revenues	5,330,533	6,095,734	6,689,338	7,632,042	6,115,926	7,267,692	7,120,347
Expenditures	5,379,101	5,637,553	6,428,965	7,096,015	6,289,236	7,286,879	7,605,830
Ending							
Fund Balance	1,407,767	1,865,948	2,126,321	2,662,348	2,071,517	2,643,161	2,157,678
Added to/(Appropriated from)							
Fund Balance	(48,568)	458,181	260,373	536,027	(173,310)	(19,187)	(485,483)

Cost of City Services - How much you pay annually for your local government



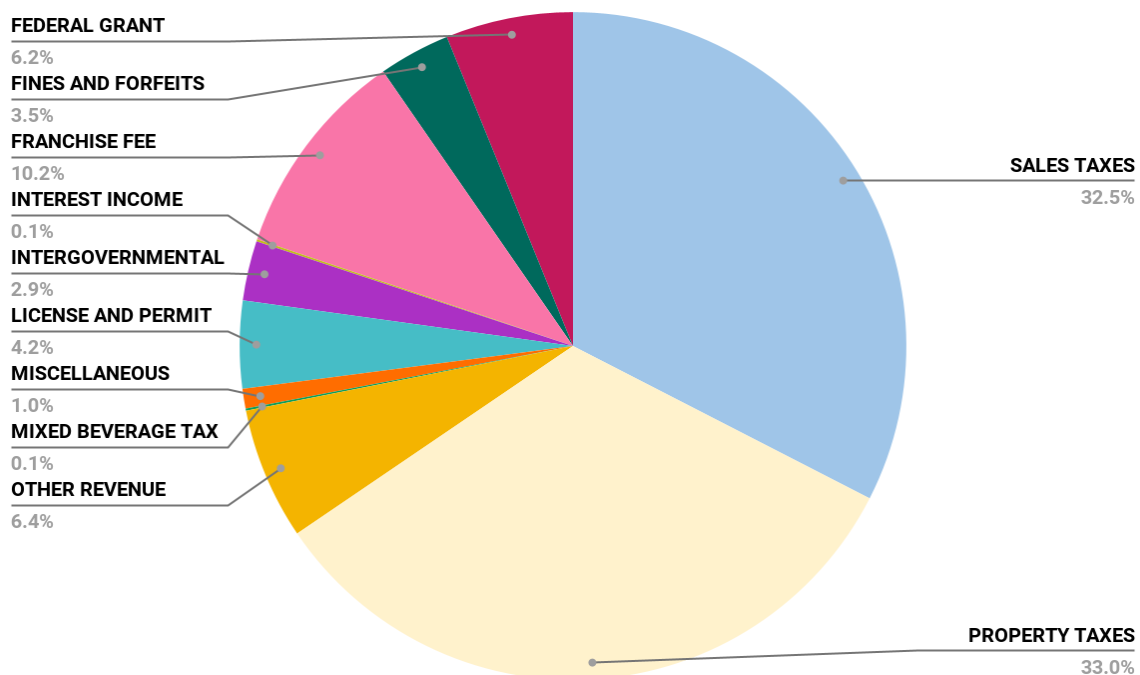
ESTIMATED HOME VALUE \$300,000

Department	Service Cost/Yr	Percentage	Daily Cost
ADMINISTRATION	\$90.35	11.3%	\$0.25
CIVIL SERVICE	\$0.98	0.1%	\$0.00
COMMUNITY CENTER	\$2.69	0.3%	\$0.01
COMMUNITY SERVICES	\$61.36	7.7%	\$0.17
CRIME VICTIM ASST-federal	\$49.22	6.2%	\$0.13
CRIME VICTIM ASST-local	\$0.00	0.0%	\$0.00
FIRE MARSHAL	\$3.64	0.5%	\$0.01
JUDICIAL	\$33.65	4.2%	\$0.09
LIBRARY	\$37.42	4.7%	\$0.10
PARK BOARD	\$2.37	0.3%	\$0.01
PARKS	\$14.46	1.8%	\$0.04
POLICE	\$336.37	42.2%	\$0.92
PUBLIC SAFETY	\$10.70	1.3%	\$0.03
SPECIAL PROJECTS	\$3.67	0.5%	\$0.01
STREET	\$146.98	18.5%	\$0.40
TAX	\$2.69	0.3%	\$0.01
ESTIMATED TOTAL CITY TAX BILL	\$796.54	100.0%	\$2.18

REVENUE OF THE GENERAL FUND

GENERAL REVENUE by CATEGORY

Category	Actual FY18-19	Actual FY19-20	Budget FY20-21	Estimate FY20-21	Proposed FY21-22	% of All Revenue
SALES TAXES	1,939,939	2,086,162	2,250,000	2,250,000	2,475,000	32.5%
PROPERTY TAXES	2,228,979	2,367,068	2,479,646	2,479,646	2,507,556	33.0%
OTHER REVENUE	48,134	16,825	173,310	365,210	485,483	6.4%
MIXED BEVERAGE TAX	13,859	9,594	13,000	13,000	8,000	0.1%
MISCELLANEOUS REVENUE	337,897	610,329	25,882	27,382	72,420	1.0%
LICENSE AND PERMIT FEES	269,355	331,345	235,975	235,975	322,125	4.2%
INTERGOVERNMENTAL REVENUE	275,120	21,455	56,423	56,423	219,746	2.9%
INTEREST INCOME	43,558	32,915	30,000	10,000	8,000	0.1%
HAZARD MIT GRANT	18,000	-	0	0	-	0.0%
FRANCHISE FEE	797,268	769,974	760,000	760,000	774,000	10.2%
FINES AND FORFEITS	235,047	163,038	265,000	265,000	263,500	3.5%
FEDERAL GRANT	482,201	488,418	0	483,433	470,000	6.2%
CDBG GRANT	-	734,937	0	94,503	-	0.0%
Grand Total	6,689,356	7,632,061	6,289,236	7,040,572	7,605,830	100.0%



GENERAL FUND ACCOUNT REVENUE CODES AND DESCRIPTIONS

TAXES AND FRANCHISE FEES

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

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

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

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

EXCESS FUNDS - PROPERTY TAX SALE - Funds from a property tax sale 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 the review of building plans (25% of building permit fee in 02/03, then a 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 officers assigned to the Galveston County Narcotics Task Force or the Drug Enforcement Agency

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

POLICE GRANT - Grant funds for certain police projects or programs

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

LIBRARY GRANT - Grant funds for certain library projects

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

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

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

MISCELLANEOUS REVENUE

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

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

COMMUNITY CENTER DEPOSIT FORFEITURES – Funds retained upon forfeiture of deposit for use of community center for necessary repairs or cleaning of the 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 20-year anniversary celebration in January 1998

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

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

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

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

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

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

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

MISCELLANEOUS – Monies collected from developers for three years of estimated costs of 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 the leasing of city-owned buildings and property

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

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

COMMISSION ON TELEPHONES-JAIL - Commission paid to 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

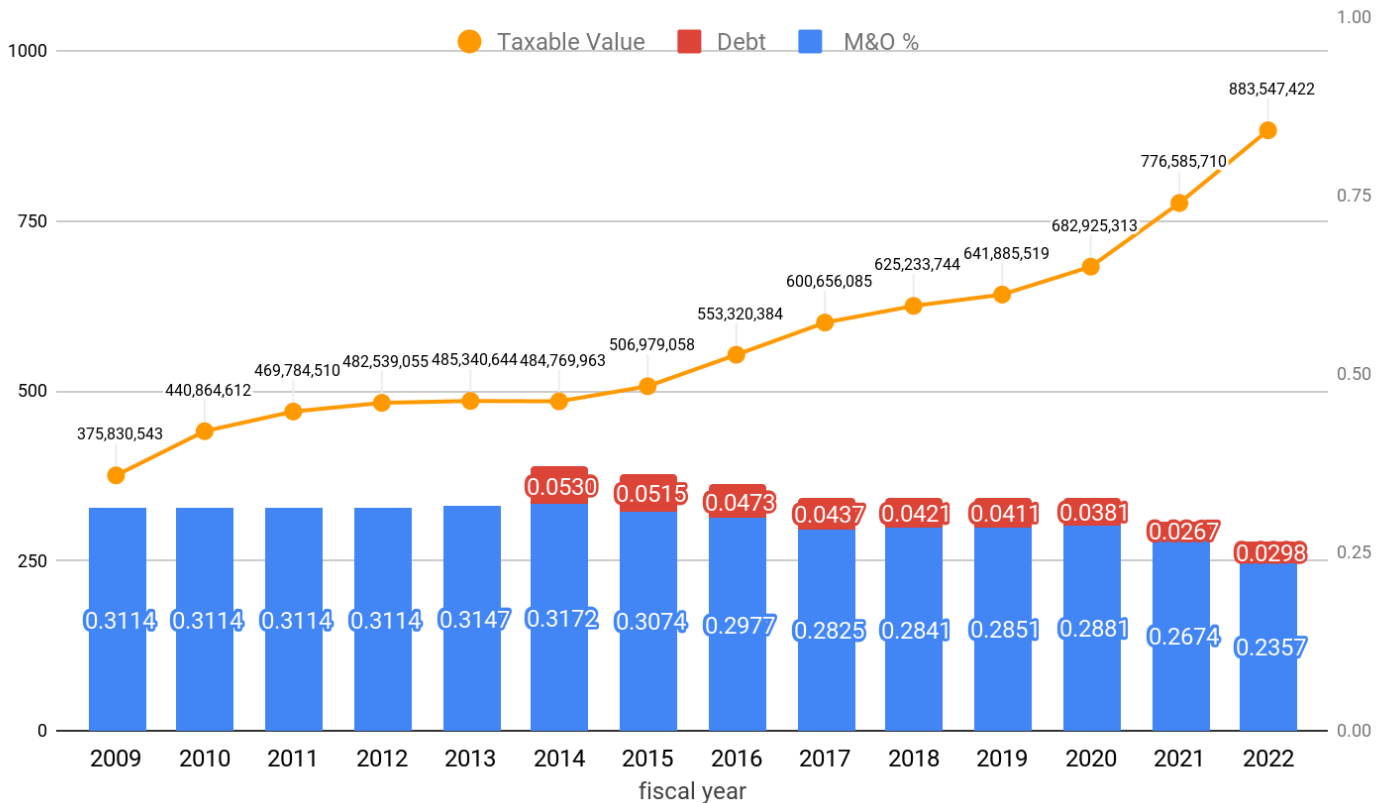
CDBG GRANT – Funds associated with the Community Development Block Grant consisting of federal, state, and local funds for community development projects

CITY OF SANTA FE
COMPARISON OF ASSESSED VALUES BY CLASS
 TAX YEARS 2020 and 2021 (Certified to Certified)

	2020	2021	Increase/ (Decrease)	% Change
Property Count	6,797	7,467		
LAND VALUATIONS				
HOMESITE	178,015,547	185,805,699	7,790,152	4.4%
NON-HOMESITE	139,357,389	150,785,803	11,428,414	8.2%
AG MARKET	33,670,056	37,582,776	3,912,720	11.6%
TIMBER MARKET	-	-	-	
IMPROVEMENTS				
HOMESITE	549,047,020	654,763,222	105,716,202	19.3%
NON HOMESITE	262,881,629	394,332,745	131,451,116	50.0%
PERSONAL PROPERTY	41,679,280	43,830,104	2,150,824	5.2%
MINERALS	344,379	86,415	(257,964)	-74.9%
TOTAL	1,204,995,300	1,467,186,764	262,191,464	21.8%
EXEMPTIONS				
ABATEMENTS	-	-	-	
CHARITABLE ORGANIZATIONS	-	-	-	
HOMESTEAD CAP ADJUSTMENT	60,654,960	102,929,957	42,274,997	69.7%
TOTAL EXEMPT PROPERTY	139,580,060	212,192,613	72,612,553	52.0%
TOTAL PRODUCTIVITY MARKET	33,670,056	37,582,776	3,912,720	11.6%
AG USE	(171,553)	(158,073)	13,480	-7.9%
TIMBER USE	-	-	-	
OTHER EXEMPTIONS				
OVER 65	17,058,413	17,484,919	426,506	2.5%
DISABLED PERSONS	2,877,830	2,951,755	73,925	2.6%
DISABLED VETS	14,225,258	16,332,070	2,106,812	14.8%
HOUSE BILL 366	5,455	4,580	(875)	-16.0%
HOMESTEAD EXEMPTIONS	-	-	-	
PRORATED EXEMPT PROPERTY		300,111	300,111	0.0%
TOTAL EXEMPTIONS	267,900,479	389,620,708	121,720,229	45.4%
NET TAXABLE	937,094,821	1,077,566,056	140,471,235	15.0%
FREEZE TAXABLE	(222,152,965)	(246,282,259)	(24,129,294)	10.9%
Transfer Adjustments	-	(17,651)		
ESTIMATED NET ASSESSED VALUE	714,941,856	831,266,146	116,324,290	16.3%

The 2020-2021 overall tax rate for the City of Santa Fe was \$0.294043 for every \$100 of valuation. This ranks the City of Santa Fe 204th in lowest property tax rates of the 1,234 cities reported by the State Comptroller’s office. We are also the 3rd lowest in Galveston Co. However, for cities generating over 3 million in levies, the City of Santa Fe is ranked 306 and 1st place, respectively, for the lowest tax rates. The visual below shows the city’s total property valuation compared with the historical tax rates going back to 2009. The graph shows that as the total freeze adj value within the city continues to rise, the council is able to decrease the tax rate accordingly. The adopted rate for 2022 is the lowest tax rate in over 20 years for Santa Fe.

Freeze Adj. Tax Value vs. Tax Rate



Calculating the Property Tax Revenue for the City

Using the certified values given to the city by the appraisal district, the estimated levy used in our budget is calculated using the following formula and is displayed in the **2021 Tax Roll** column below. For budget purposes, we do not include 4% of the total levy as not all taxes are expected to be paid timely. This budget reduction adheres to the City Charter for tax calculations within the current funding year.

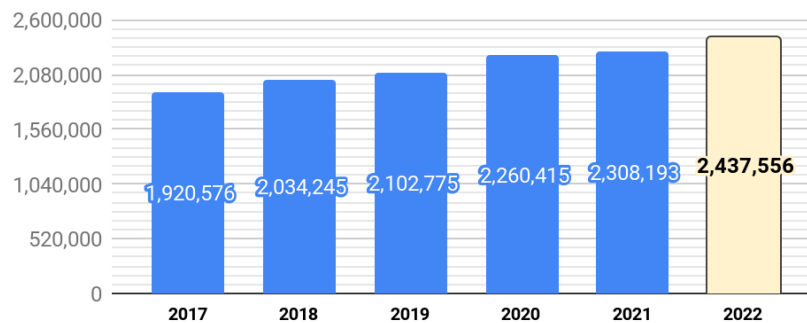
$$\text{Tax Levy} = (\text{Freeze Adjusted Certified Property Values} \times \text{Proposed Tax Rate} / 100) + \text{Freeze Ceilings}$$

CITY OF SANTA FE 2021/2022 FISCAL YEAR

BUDGETED TAX LEVY CALCULATION

	2021 Tax Roll	
CERTIFIED TAXABLE - FREEZE ADJUSTED	\$ 831,266,146	\$ 831,266,146
UNDER REVIEW (85%)	52,281,276	52,281,276
SUBTOTAL TAXABLE - FREEZE ADJUSTED	\$ 883,547,422	\$ 883,547,422
2021 (PROPOSED TAX RATE)	0.029766	0.265515
INCREASE/(DECREASE) from LAST YR	0.003089	(0.028528)
LESS DEBT SERVICE RATE		0.029766
2021 M&O TAX RATE	0.029766	0.235749
FREEZE ADJUSTED LEVY	\$ 262,997	\$ 2,082,953
+ CERTIFIED FREEZE CEILING	52,807	418,239
+ UNDER REVIEW FREEZE CEILING	4,789	37,929
CURRENT LEVY	\$ 320,593	\$ 2,539,121
COLLECTION RATE	96.00%	96.00%
TOTAL CURRENT LEVY BUDGETED	\$ 307,769	\$ 2,437,556
	11.21% Debt	88.79% M&O

Historical M&O Revenue and est FY22



ESTIMATED AD VALOREM TAX COLLECTIONS AND DISTRIBUTIONS

FISCAL YEAR 2021-2022

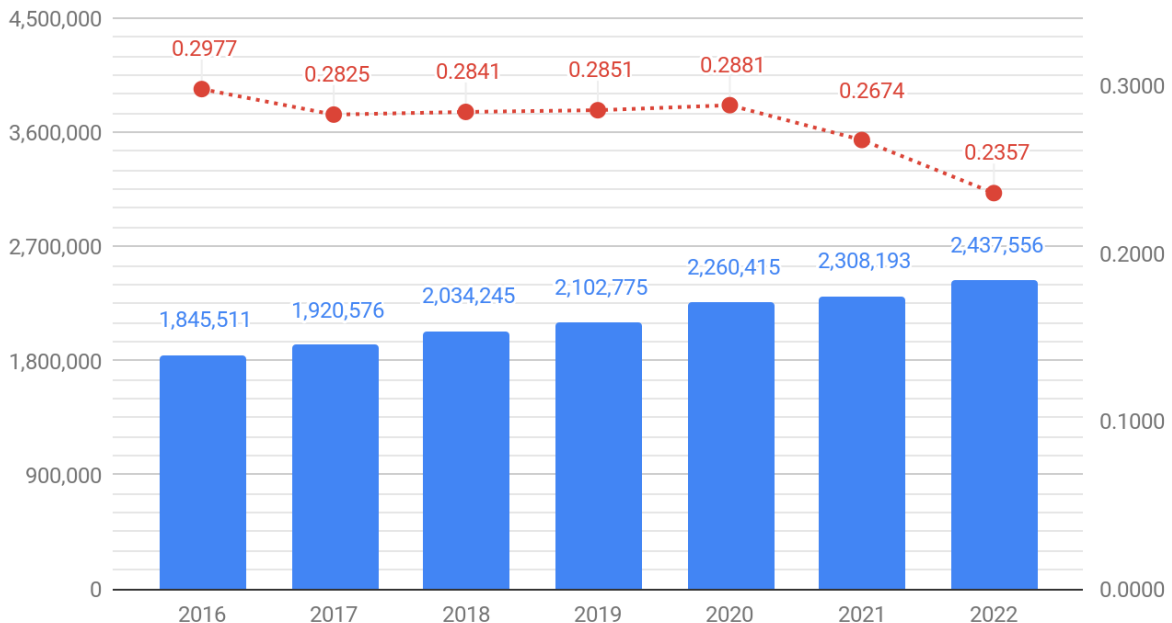
CURRENT TAXES

	Fiscal Years	2020-2021	2021-2022	2021-2022	% of total	2021-2022 Collections at 96.00%
	Rate	Rate	Levy			
GENERAL FUND (01)	0.267366	0.235749	\$ 2,539,121	88.79%	\$ 2,437,556	
INTEREST AND SINKING FUND (DEBT) (03)	0.026677	0.029766	\$ 320,593	11.21%	\$ 307,769	
TOTAL TAX RATE	0.294043	0.265515	\$ 2,859,714	100.00%	\$ 2,745,325	
Change (0.0285)						

DEBT INTEREST & SINKING ALLOCATION 2021-22

Budget Code	03-00-47010	03-00-47011	03-00-47012	03-00-47013	Total
	M&O	Delinquent	P & I Current	P & I Del	
DEBT SERVICE OBLIGATIONS (03)	\$ 307,769	\$ 4,617	\$ 3,078	\$ -	\$ 315,464
	\$ 307,769	\$ 4,617	\$ 3,078	\$ -	\$ 315,464

6-Year M&O Rate vs. M&O Revenue



M & O Ad Valorem Tax Structure*History of Tax Rate and Budgeted Levy*

Fiscal Year	Assessed Valuation	M & O Tax Rate per \$100	Current Budgeted Levy
2010	469,784,510	0.3114	1,601,865
2011	482,539,055	0.3114	1,648,866
2012	485,340,644	0.3147	1,684,479
2013	484,769,963	0.3172	1,710,949
2014	506,979,058	0.3074	1,742,022
2015	553,320,384	0.2977	1,845,511
2016	600,656,085	0.2825	1,920,576
2017	625,233,744	0.2841	2,034,245
2018	641,885,519	0.2851	2,102,775
2019	682,925,313	0.2881	2,260,415
2020	768,534,030	0.2673	2,424,646
2021	883,547,422	0.2357	2,437,556

The 2021 Assessed Valuation includes 85% of values currently under review

The 2021 Assessed Valuation includes \$19,894,130 in new improvements.

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

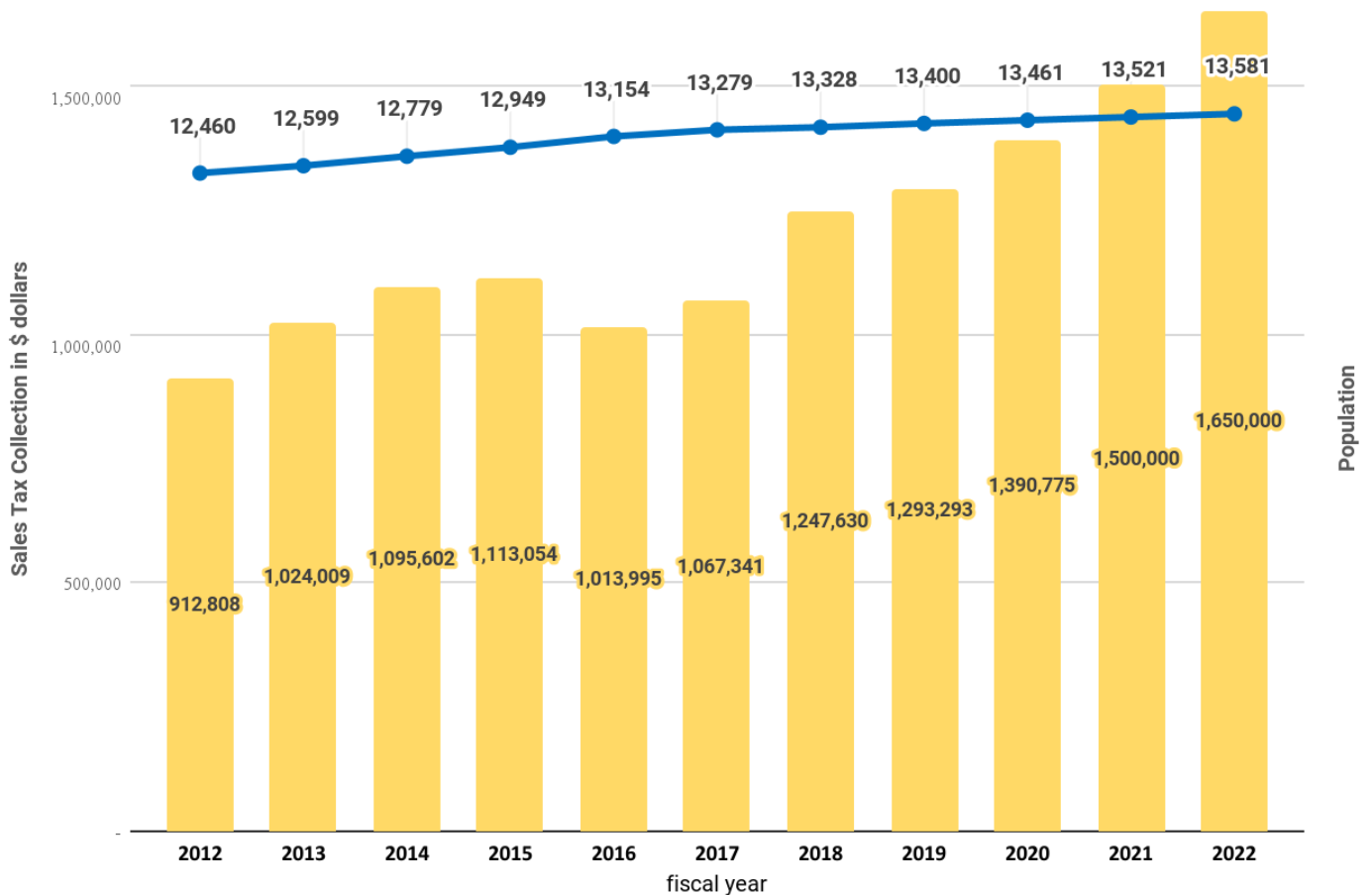
History of Tax Rates

Fiscal Year	Effective M & O Tax Rate	M & O Tax Rate per \$100	Debt Svc Tax Rate per \$100	Total Rate per \$100
2010	0.29540	0.31140		
2011	0.30600	0.31140		
2012	0.31470	0.31470		
2013	0.31720	0.31720	0.05300	0.37020
2014	0.30740	0.30740	0.05150	0.35890
2015	0.28770	0.29770	0.04730	0.34500
2016	0.28250	0.28250	0.04370	0.32620
2017	0.27730	0.28410	0.04210	0.32620
2018	0.28090	0.28510	0.04110	0.32620
2019	0.27730	0.28810	0.03810	0.32620
2020	0.26730	0.26730	0.02670	0.29400
2021	0.23183	0.23575	0.02977	0.26551

Sales Taxes

Sales tax is the second largest revenue source in the General Fund, making up nearly 29% of the City's General Fund budgeted revenue as of Sept 2021. Of the 8.25% tax charged inside the city limits, the City receives 2.0% with 0.5% going towards reducing the property tax rate. The local economic development entity receives 0.5% which is their primary funding. FY20-21 actuals show that the return of \$60-70/barrel oil had improved economic conditions. This relationship is typical in the southeast region of Texas. Nationally, consumer confidence increased in June of 2021 and is currently at its highest level since the onset of the pandemic's first surge in March 2020. Consumers' assessment of current conditions improved again, suggesting economic growth has strengthened further in Q2. Consumers' short-term optimism rebounded, buoyed by expectations that business conditions and their financial prospects will continue improving in the months ahead. While short-term inflation expectations increased, this had little impact on consumers' confidence or purchasing intentions. The proportion of consumers planning to purchase homes, automobiles, and major appliances all rose—a sign that consumer spending will continue to support economic growth in the short term. Vacation intentions also rose, reflecting a continued increase in spending on services. This reinforces Santa Fe's projected trend of increased sales tax revenues through the next budget year. We have therefore budgeted accordingly.

Historical Sales Tax Collection vs. Est. Population



STATEMENT OF GENERAL FUND REVENUE

All Departments - City Wide (00)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-00-4000

GENERAL FUND REVENUE DETAIL

47010	TAX REVENUE - CURRENT YEAR	2,157,713	2,308,646	2,424,646	2,424,646	2,437,556	0.5%
47011	TAX REVENUE - DELINQUENT	42,756	32,039	30,000	30,000	40,000	33.3%
47012	TAX REVENUE-PENALTY & INTEREST	28,491	26,251	25,000	25,000	30,000	20.0%
47013	TAX REV - RENDERED PENALTIES	0	0	0	0	0	-
47014	EXCESS FUNDS-PROP TAX	0	121	0	0	0	-
47015	TAX CERTIFICATES	0	0	0	0	0	-
47016	TAX REV-SPEC INVENTORY TAX	19	10	0	0	0	-
47020	CONTRACT FEE - GARBAGE	98,100	89,922	98,000	98,000	100,000	2.0%
47021	FRANCHISE FEE - CABLE	183,022	185,913	185,000	185,000	194,000	4.9%
47022	FRANCHISE FEE - GAS	29,126	27,303	29,000	29,000	35,000	20.7%
47023	FRANCHISE FEE - ELECTRICITY	423,312	435,820	428,000	428,000	425,000	-0.7%
47024	FRANCHISE FEE - TELEPHONE	63,708	31,016	20,000	20,000	20,000	0.0%
47030	CITY SALES TAX	1,293,293	1,390,775	1,500,000	1,500,000	1,650,000	10.0%
47031	ADD'L SALES TAX-PROP TAX RED	646,646	695,387	750,000	750,000	825,000	10.0%
47035	MIXED BEVERAGE TAX	13,859	9,594	13,000	13,000	8,000	-38.5%
47105	WRECKER PERMITS	600	1,000	800	800	1,000	25.0%
47107	HOME OCCUPATION LICENSE	0	0	0	0	0	-
47110	PEDDLER/VENDOR LICENSES	505	430	200	200	200	0.0%
47112	MASS GATHERING PERMITS	0	0	0	0	0	-
47115	ALCOHOLIC BEVERAGE PERMITS	695	1,210	1,000	1,000	1,000	0.0%
47127	OVERWEIGHT PERMIT - SHIPPING	0	2,674	0	0	0	-
47135	CULVERT PERMITS	21,830	12,740	10,000	10,000	10,000	0.0%
47137	PID REIMBURSEMENT AGRMNT	0	0	0	0	0	-
47138	PID PETITION APPL FEE	0	0	0	0	0	-
47139	PUD APPLICATION FEE	0	0	0	0	0	-
47140	BUILDING PERMITS	152,054	209,451	160,000	160,000	220,000	37.5%
47141	RE-INSPECTION FEES	250	770	0	0	2,000	-
47142	PLAN REVIEW FEES	45,327	66,221	35,000	35,000	55,000	57.1%
47143	DEMOLITION PERMIT FEES	1,700	1,800	0	0	0	-
47145	MANUFACTURED HOME PERMITS	3,125	1,400	1,500	1,500	1,000	-33.3%
47146	MH PARK LICENSING	6,580	3,580	3,000	3,000	3,000	0.0%
47155	SALVAGE YARD PERMITS	500	500	500	500	0	-100.0%

All Departments (00)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-00-4000

GENERAL FUND REVENUE DETAIL (cont.)

47160	HOUSE MOVING PERMITS	150	200	0	0	0	-
47165	PIPELINE FEES	1,575	1,975	1,975	1,975	1,575	-20.3%
47170	SUBDIVISION PLAT FILING FEES	3,660	6,485	3,000	3,000	7,000	133.3%
47171	ENGINEERING & CONSULTING FEES	2,164	832	0	0	3,000	-
47172	COMMUNITY PARK FEES	3,000	0	0	0	0	-
47175	ZONING CHANGE REQUEST FEES	4,800	1,850	2,000	2,000	3,000	50.0%
47180	ZONING PERMITS	2,040	2,400	2,000	2,000	2,000	0.0%
47190	FIRE PREVENTION FEES	18,499	14,758	15,000	15,000	12,000	-20.0%
47196	GOLF CART REGISTRATION FEES	300	650	0	0	350	-
47199	CREDIT CARD CONVENIENCE FEE	0	420	0	0	0	-
47203	CS2 - CHILD SAFETY FEE	0	2,400	1,500	1,500	1,000	-33.3%
47204	UNRECONCILED COURT FINES	12	0	0	0	0	-
47205	MUNICIPAL COURT FINES	223,361	150,577	250,000	250,000	250,000	0.0%
47206	BUILDING SECURITY FUND	2,723	1,479	2,500	2,500	2,500	0.0%
47207	TECHNOLOGY FUND	0	1,219	1,000	1,000	1,000	0.0%
47208	CREDIT CARD PROCESSING FEE	7,710	6,962	8,000	8,000	9,000	12.5%
47210	LIBRARY FINES	1,242	402	2,000	2,000	0	-100.0%
47215	CASH BOND FORFEITURES	0	0	0	0	0	-
47307	ECONOMIC DEVELOPMENT CORP.	15,000	15,000	15,000	15,000	24,000	60.0%
47312	TRAINING FUNDS FROM STATE	2,225	2,185	2,000	2,000	2,000	0.0%
47313	POLICE SPECIALIZED TRAINING	0	0	0	0	0	-
47316	CONTRIBUTION BY SANTA FE ISD	245,000	0	0	0	0	-
47317	CONTRIBUTION BY SFEDC	0	0	39,423	39,423	78,846	100.0%
47321	CONTRIBUTION BY GALV COUNTY	0	0	0	0	114,900	-
47322	SEIZED/AWARDED VEHICLE/EQPT	0	0	0	0	0	-
47323	POLICE GRANT	11,253	3,590	0	0	0	-
47324	STATE HOMELAND SECURITY GRANT	0	0	0	0	0	-
47325	LIBRARY GRANT	1,643	680	0	0	0	-
47405	FILING FEE - ABANDONMENT	200	0	0	0	0	-
47406	COMM CTR RENOV DONATION	0	10,000	0	0	0	-
47407	RUNGE PARK RENTAL	200	3,155	4,000	0	0	-100.0%
47408	WEBBER COMM CENTER RENTAL	7,100	4,075	8,000	8,000	3,000	-62.5%
47409	COMM CTR DEPOSIT FORFEITURES	100	63	0	0	0	-
47415	LIBRARY MEMORIAL FUND	358	0	0	0	0	-
47416	LIBRARY DONATIONS	914	0	0	0	0	-

All Departments (00)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-00-4000

GENERAL FUND REVENUE DETAIL (cont.)

47417	PARK FUNDRAISERS/DONATIONS	0	460	0	0	0	-
47418	SFSRC DONATIONS	15,565	2,062	0	0	0	-
47419	CANINE PROGRAM DONATION	0	1,025	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	43,539	32,896	30,000	10,000	8,000	-73.3%
47421	INTEREST-LIBRARY EXPANSION	18	19	0	0	0	-
47427	SEIZED FUND REVENUE	0	0	0	5,500	0	-
47428	4TH OF JULY REV & DONATIONS	0	0	0	0	0	-
47430	COPIES / MAPS	3,450	2,586	3,000	3,000	1,500	-50.0%
47431	SUBDIVISION ST LIGHT REV.	372	2,174	1,862	1,862	0	-100.0%
47433	SF FIRE & RESCUE DONATION	0	0	0	0	0	-
47435	LEASE OF PROPERTY	8,728	9,020	9,020	9,020	9,020	0.0%
47440	SALE OF ASSETS	12,000	35,085	0	0	58,900	-
47441	SALE OF ASSETS-CRIME PREVENT.	0	0	0	0	0	-
47445	OTHER FINANCING SRCES-CAPITAL	256,746	476,612	0	0	0	-
47446	OTHER FINAN SRCS-EQUIP/WARRNTY	31,035	0	0	0	0	-
47450	COMMISSION ON TELEPHONES-JAIL	0	0	0	0	0	-
47452	COMCAST LITIGATION SETTLEMENT	0	0	0	0	0	-
47459	INSURANCE PROCEEDS	0	63,735	0	0	0	-
47460	INS REIMB-DAMAGED/WRECKED AUTO	1,500	0	0	0	0	-
47485	FEMA FUNDS	(15,125)	0	0	22,831	0	-
47486	REBUILD TEXAS FUNDS	(371)	278	0	0	0	-
47952	MISCELLANEOUS REVENUE.	883	585	0	0	0	-
47980	APPROPRIATED FUND BALANCE	0	0	173,310	365,210	485,483	180.1%
47991	HOME PROGRAM-STATE/LOCAL FUNDS	47,251	16,240	0	0	0	-
48005	CARES ACT GRANT ALLOCATION	0	640,469	0	0	0	-
48025	HAZARD MITIGATION-LOCAL/WCID	4,500	0	0	0	0	-
48026	HAZARD MITIGATION-FEDERAL	13,500	0	0	0	0	-
48027	CDBG-2019/20-LOCAL/WCID #8	0	0	0	0	0	-
48028	CDBG-2019/20-FEDERAL	0	41,786	0	0	0	-
48029	CDBGDR-C093 FEDERAL	0	52,682	0	94,503	0	-
48030	VOCA GRANT	497,327	488,418	0	460,602	470,000	-

Total Revenue	6,689,356	7,632,061	6,289,236	7,040,572	7,605,830	20.9%
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STATEMENT OF GENERAL FUND EXPENDITURES

GENERAL FUND EXPENSES by DEPARTMENT

Department Name	Actual FY18-19	Actual FY19-20	Budget FY20-21	Amended FY20-21	Proposed FY21-22
ADMINISTRATION	733,694	1,301,978	777,353	816,423	862,703
CDBG 2013-14 GRANT	-	-	0	0	-
CDBG 2019-2020	98	94,468	0	95,973	-
CDBG DISASTER RECOVERY	(19)	-	0	0	-
CDBG DSR ROUND 1	-	-	0	0	-
CDBG DSR ROUND 2	-	-	0	0	-
CIVIL SERVICE	4,983	3,335	7,325	7,325	9,375
COMMUNITY CENTER	13,928	25,210	25,156	34,706	25,638
COMMUNITY SERVICES	329,132	369,822	460,671	465,671	585,935
CRIME VICTIM ASST-federal	501,688	423,807	0	460,602	470,000
CRIME VICTIM ASST-local	16,563	1,358	0	0	-
FIRE MARSHAL	19,125	22,478	23,339	23,800	34,771
HAZARD MITIGATION ASSIST	17,299	-	0	0	-
HMA - DD1	(189)	-	0	0	-
HOME/SAMHSA/SECO FUNDS	-	-	0	0	-
JUDICIAL	313,866	285,475	314,424	316,676	321,297
LIBRARY	241,277	248,690	272,791	272,791	357,313
PARK BOARD	-	-	0	0	22,600
PARKS	110,804	148,867	162,210	147,586	138,055
POLICE	2,515,513	2,527,648	2,814,182	2,947,234	3,211,840
PUBLIC SAFETY	143,877	175,799	102,203	102,203	102,203
SPECIAL PROJECTS	13,170	-	35,000	35,000	35,000
STREET	1,435,698	1,444,997	1,269,634	1,289,634	1,403,402
TAX	18,461	22,083	24,948	24,948	25,697
Grand Total	6,428,968	7,096,015	6,289,236	7,040,572	7,605,830

MAJOR CHANGES:

Beyond the cost of living and estimated insurance increases, Council approved a leased vehicle replacement program for the police department. The library was also granted funding for technology upgrades and staffing resources. Street projects were also increased to gain grant matching funds.

GENERAL FUND ACCOUNT EXPENSE CODES AND DESCRIPTIONS

EXPENDITURES

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

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

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

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

LIBRARY SIGN DONATION - Recognizing partial donation of outside library marquee

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

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

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

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

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

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

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

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

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

INSURANCE

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

MAINTENANCE & REPAIRS

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

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

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

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

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

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

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

STORM SEWERS - Drainage maintenance including the purchase of culverts

STREETS AND ROADWAYS - All purchases for maintaining streets and roads

PERSONNEL SERVICES

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

COURT COSTS - Officers' pay for court appearance

RETIREMENT CONTRIBUTION - City's matching retirement contribution

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

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

JANITORIAL - Pay for contract labor for janitorial services

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

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

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

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

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

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

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

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

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

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

WARRANT FEES - Fees paid to police officers for serving warrants

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

SPECIAL SERVICES

ACCOUNTING SERVICES - Audit fees associated with annual financial statements

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

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

ANIMAL CONTROL - Contract fees for animal control services

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

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

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

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

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

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

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

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

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

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

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

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

HEALTH DEPARTMENT - Contract fees for water pollution monitoring services

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

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

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

LEGAL EXPENSES - Fees for legal services

MEDICAL EXPENSES - Drug testing and physicals for applicants and employees

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

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

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

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

PROSECUTOR - Municipal Court Prosecutor services

SUBDIVISION FILING FEES – Filing fees necessary to record subdivision plats

SOFTWARE MAINTENANCE SERVICES - Services for software support and licensing

SUPPLIES AND MATERIALS

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

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

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

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

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

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

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

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

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

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

FUEL - Gasoline and diesel fuels

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UTILITIES

GAS - Charges for natural gas usage

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

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

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

WATER - Charges for water usage

ADMINISTRATIVE

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

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

Detailed Expenses By Department

DEPARTMENT LIST

501	ADMINISTRATION
502	TAX
503	COMMUNITY SERVICES
504	JUDICIAL
505	POLICE
506	FIRE MARSHAL
507	PUBLIC SAFETY
508	LIBRARY
509	STREET
513	PARKS
514	SPECIAL PROJECTS
515	COMMUNITY CENTER
517	CIVIL SERVICE
522	CRIME VICTIM ASST
527	PARK BOARD
575	SFEDC

DEPARTMENT – Administration (501)

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

Financial Management:

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

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 Attorney
 City Secretary/Treasurer Director of Finance
 Accounting Clerk

Notes on Budget Changes for the new Fiscal Year

Dept (501)

501-9405	SS-ACCOUNTING SERVICES	<u>CURRENT YEAR NOTES:</u> Annual financial audit, including single audit services
501-9410	SS-ADVERTISING	<u>CURRENT YEAR NOTES:</u> Includes advertising expenses for tax rate and budget hearing notices, ordinance caption publications, job openings, etc.
501-9425	SS-DUES AND SUBSCRIPTIONS	<u>CURRENT YEAR NOTES:</u> Membership dues to TML (\$2,900), TCMA (\$350), TMCA (\$200), HGAC (\$489), Gulf Coast eNews (\$400), State Directory (\$122), Local Government Code, SF Chamber (\$100), GCM&C Assoc (\$100), Galveston County Daily News (\$230), ASCAP (\$350), Internet connection (\$809), ICSC membership (\$390),

501-9435	SS-LEGAL EXPENSES	and online access to code of ordinances (\$475) <u>CURRENT YEAR NOTES:</u> City Attorney retainer fee (\$1,000/mo) and other legal expenses, as necessary, including litigation deductibles
501-9460	SS-PROFESSIONAL/CONTRACT SVCS.	<u>CURRENT YEAR NOTES:</u> Information technology services (\$24,000)for 16 hrs. each month, Ethernet services (\$3,400), bulk shredding services (\$600), and GCCC assessment (1,000)
501-9461	SS-SOCIAL MEDIA ARCHIVING	<u>CURRENT YEAR NOTES:</u> Social media archiving services at \$399/mo. for 3000 new records per month
501-9465	SS-SOFTWARE MAINTENANCE SVCS.	<u>CURRENT YEAR NOTES:</u> Financial software (Incode) maintenance and support and anti-virus software licenses
501-9467	SS-WEBSITE & WEBMAIL SVCS	<u>CURRENT YEAR NOTES:</u> Website hosting and maintenance (\$3,500) and webmail hosting services (\$15,000)
501-9520	SM-CERTIFICATES, PLAQUES, ETC.	<u>CURRENT YEAR NOTES:</u> Plaques, nameplates, certificates, frames, sympathy plants and cards, etc.
501-9605	U-GAS	<u>CURRENT YEAR NOTES:</u> 1/2 of City Hall gas bill
501-9610	U-LIGHT AND POWER	<u>CURRENT YEAR NOTES:</u> 1/2 of electricity costs for City Hall and expenses for security light in parking lot
501-9620	U-TELEPHONE	<u>CURRENT YEAR NOTES:</u> PRI voice services (\$2,500), digital voice services (\$276), fax line (\$720), and Fin Dir & City Manager cell phone expenses (\$1,200),

ADMINISTRATION

DEPARTMENT 501

Administration (501)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-501-9000

DETAIL OF EXPENSES

9050	CE-LAND	0	0	0	0	0	-
9051	CE-BUILDINGS & STRUCTURES	0	63,735	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	25,234	25,234	25,234	25,234	0.0%
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	2,100	2,400	2,100	0.0%
9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	33,616	0	0	0	-
9105	I-FIRE, LIAB., & EXT. COVERAGE	116,668	120,885	135,000	135,000	135,000	0.0%
9205	MR-BUILDINGS & STRUCTURES	2,770	1,553	2,000	2,000	2,000	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	2,453	2,586	2,500	2,500	2,500	0.0%
9215	MR-INSTRUMENTS	76	360	400	400	400	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	302	863	1,000	1,000	1,000	0.0%
9222	MR-PARKING LOT	0	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	35,864	41,906	51,757	54,957	63,307	22.3%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	28,125	25,117	31,167	31,167	32,806	5.3%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	5,170	4,090	2,835	2,835	2,445	-13.8%
9325	PS-MEDICARE & SOCIAL SECURITY	44,893	15,738	4,690	4,982	5,245	11.8%
9326	PS-WITHHOLDING TAX PENALTY	627	0	0	0	0	-
9329	PS-OVERTIME	0	3,769	0	8,778	0	-
9330	PS-REGULAR PAYROLL	294,515	339,265	314,256	334,356	365,352	16.3%
9334	PS-TRAINING & TRAVEL - EDC	0	0	0	0	0	-
9335	PS-TRAINING & TRAVEL-STAFF	3,341	14,163	10,000	10,000	10,000	0.0%
9336	PS-TRAINING & TRAVEL-COUNCIL	10,988	10,614	12,000	12,000	17,000	41.7%
9337	PS-CELL PHONE ALLOWANCE	0	417	0	0	0	-
9338	PS-CAR ALLOWANCE	6,390	6,360	6,390	6,390	6,390	0.0%
9340	PS-UNEMPLOYMENT TAXES	1,411	2,387	450	450	360	-20.0%
9345	PS-WORKERS' COMPENSATION	572	575	726	726	716	-1.4%
9405	SS-ACCOUNTING SERVICES	29,500	31,000	40,000	41,000	41,000	2.5%
9410	SS-ADVERTISING	3,794	3,733	5,000	8,600	5,000	0.0%
9425	SS-DUES AND SUBSCRIPTIONS	6,365	6,958	7,000	7,000	7,000	0.0%

Administration (501)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-501-9000

DETAIL OF EXPENSES (cont.)

9428	SS-ECONOMIC DEVELOPMENT	0	0	0	0	0	-
9430	SS-ELECTION EXPENSES	30,674	0	15,000	15,000	20,000	33.3%
9433	SS-JANITORIAL SERVICES	2,066	2,360	2,500	2,500	2,500	0.0%
9435	SS-LEGAL EXPENSES	14,157	24,424	18,000	18,000	28,000	55.6%
9440	SS-MEDICAL EXPENSES	280	70	0	0	0	-
9455	SS-ORDINANCE CODIFICATION	350	2,640	2,000	2,000	2,000	0.0%
9457	SS-BUSINESS FINCL ASST GRANT	0	187,330	0	0	0	-
9458	SS-SFISD CONNECTIVITY GRANT	0	177,175	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	29,269	48,716	30,000	30,000	30,000	0.0%
9461	SS-SOCIAL MEDIA ARCHIVING	4,788	4,788	4,788	4,788	4,788	0.0%
9462	SS-UNCOLLECTIBLE DEBT-WM	0	0	0	0	0	-
9465	SS-SOFTWARE MAINTENANCE SVCS.	13,073	15,633	16,000	16,600	16,000	0.0%
9467	SS-WEBSITE & WEBMAIL SVCS	27,046	15,609	18,500	18,500	18,500	0.0%
9520	SM-CERTIFICATES, PLAQUES, ETC.	2,105	978	1,000	1,000	1,000	0.0%
9525	SM-CHEMICAL, MEDICAL, SURGICAL	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	2,659	4,727	1,000	1,000	1,000	0.0%
9535	SM-FUEL	0	450	0	0	0	-
9537	SM-INSTRUMENTS	0	0	0	0	0	-
9540	SM-JANITORIAL	849	583	800	800	800	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	5,680	6,792	5,500	5,500	5,500	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	165	289	200	200	200	0.0%
9590	SM-WEARING APPAREL	0	809	200	200	200	0.0%
9599	SM-EQUIPMENT/SERVICES	0	46,526	0	0	0	-
9605	U-GAS	150	156	160	160	160	0.0%
9610	U-LIGHT AND POWER	2,409	2,270	2,500	2,500	2,500	0.0%
9620	U-TELEPHONE	3,957	4,536	4,500	5,700	4,500	0.0%
9625	U-WATER	193	193	200	200	200	0.0%

Total Expenses	733,694	1,301,978	777,353	816,423	862,703	11.0%
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DEPARTMENT – Tax (502)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Contract with the County of Galveston for the assessment and collection of current and delinquent city ad valorem property taxes.
2. Maintain a collection rate of 96 percent of current property tax levy.
 - a. Collection rate: 96.69% (2007/08); 96.70% (2008/09); 97.37% (2020/21)
 97.82% (2009/10); 97.57% (2010/11);
 98.84% (2011/12); 97.82% (2012/13);
 97.47% (2013/14); 97.53% (2014/15);
 97.74% (2015/16); 97.21% (2017/18);
 98.27% (2018/19); 97.69% (2019/20)
3. Serve as information and assistance resources for citizens having tax and appraisal questions or problems.

POSITIONS ---

TAX

DEPARTMENT 502

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
Tax (502)						

01-502-9000

DETAIL OF EXPENSES

9420	SS-APPRAISAL DISTRICT	16,899	20,523	22,448	22,448	23,197	3.3%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	1,562	1,561	2,500	2,500	2,500	0.0%

Total Expenses	18,461	22,083	24,948	24,948	25,697	3.0%
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Notes on Budget Changes for the new Fiscal Year

Dept (502)

- 502-9420 SS-APPRAISAL DISTRICT CURRENT YEAR NOTES:
 City's share of Galveston Central Appraisal District expenses increase (\$749)
- 502-9460 SS-PROFESSIONAL/CONTRACT SVCS. CURRENT YEAR NOTES:
 Tax collection agreement with County of Galveston

DEPARTMENT – Community Services (503)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

a. Building permit statistics/number of inspections:
(includes building, electrical, plumbing, mechanical, pools, signs, and m/h permits)

<u>Fiscal Year</u>	<u>Permits</u>	<u>Inspections</u>
2015/16	636	1017
2016/17	871	1394
2017/18	872	1113
2018/19	1014	1805
2019/20	1861	2406
2020/21	2001	2802

b. Zoning permit statistics
 permits issued (FY16)- 51; (FY17)- 62; (FY18)- 67; (FY19)- 80;
 (FY20)- 96; (FY21)- 74

c. Modify code inspection documentation and audit system to increase system usability and accountability.

d. Modify plan check routine.

2. Increase and expedite the number of health and nuisance violations cases processed.
 - a. Continue a code enforcement level of:
 - .. abatement of at least two substandard buildings per year
 - .. initiate ten code enforcement cases per code enforcement officer per month
 - b. Health nuisance cases - immediate court action for repeat offenders
 - .. cases generated (FY17) - 241; (FY18) - 97; (FY19) - 161; (FY20)-67
 - .. cases resolved (FY17) - 215; (FY18) - 90; (FY19) - 107; (FY20)-32
 - .. court cases (FY17) - 23; (FY18) - 18; (FY19) - 24; (FY20)-12
 - .. cases pending (FY17) - 26; (FY18) - 7; (FY19) - 13; (FY20)-12
 - .. off-premise signs: (FY17) - 0; (FY18) - 0; (FY19) - 1; (FY20)- 0; (FY21)- 1;
 - c. Continue working to demolish substandard buildings, using city resources, if necessary
 - .. Substandard cases opened
(FY15)-23; (FY16)-13; (FY17)-16; (FY18)-4; (FY19)- 0; (FY20)- 0; (FY21)- 2;
 - .. Substandard buildings abated by property owner
(FY15)-14; (FY16)- 7; (FY17)-12; (FY18)-2; (FY19)-20; (FY20)- 0; (FY21)- 0;
 - .. Substandard buildings abated by use of city funds
(FY15)- 0; (FY16)- 1; (FY17)- 0; (FY18)-0; (FY19)- 0; (FY20)- 0; (FY21)- 0;
 - .. Substandard buildings abated by federal grant
(FY16)- 2; (FY19)-1
3. Implement strategic training of technical personnel to expand basic competencies and qualifications.
4. Implement necessary department policies and protocols to improve service delivery and effectiveness.

POSITIONS --- Community Services Director
 Building Official/Code Enforcement Officer
 Building Inspector (2)
 Administrative Assistant
 Community Services Assistant
 Receptionist

Notes on Budget Changes for the new Fiscal YearDept (503)

503-9056	CE-MOTOR VEHICLES	<u>CURRENT YEAR NOTES:</u> 2nd of 3 lease purchase payments on vehicle for new inspector
503-9210	MR-FURNITURE AND OFFICE EQUIP.	<u>CURRENT YEAR NOTES:</u> 1/2 copier maintenance agreement (\$3,500) and other routine office equipment maintenance, including large format printer
503-9220	MR-MACHINERY, TOOLS, & EQUIP.	<u>CURRENT YEAR NOTES:</u> generator maintenance
503-9229	MR-MOTOR VEHICLES-OTHER	<u>CURRENT YEAR NOTES:</u> Routine maintenance on 2 vehicles cost increase (\$300)
503-9305	PS-RETIREMENT CONTRIBUTION	<u>CURRENT YEAR NOTES:</u> 7% contribution rate matched 2 to 1
503-9310	PS-GROUP INSURANCE BENEFITS	<u>CURRENT YEAR NOTES:</u> Includes 6% increase in cost of medical insurance premium
503-9320	PS-LONGEVITY	<u>CURRENT YEAR NOTES:</u> \$5 per month per year of service per employee
503-9330	PS-REGULAR PAYROLL	<u>CURRENT YEAR NOTES:</u> Includes 4% CPI wage increase
503-9335	PS-TRAINING AND TRAVEL	<u>CURRENT YEAR NOTES:</u> Staff training for flood plain management, APA conference, code enforcement, and building official certifications
503-9337	PS-TRAINING-P&Z	<u>CURRENT YEAR NOTES:</u> APA annual conference expenses for board members
		SPECIAL SERVICES
503-9410	SS-ADVERTISING	<u>CURRENT YEAR NOTES:</u> Publication of legal notices pertaining to requests for changes to the zoning ordinance text and zoning map and code enforcement legal notices increase (\$3,300) total \$6,000
503-9425	SS-DUES AND SUBSCRIPTIONS	<u>CURRENT YEAR NOTES:</u> Plumbing inspector license, code enforcement licenses, ICC membership, AICP membership, CEAT memberships, Bamia memberships, flood plain management (\$100), online access to zoning code (\$475), certified planner (\$475), new code books (1,300) and Internet connection (\$809)
503-9455	SS-ZONING ORD CODIFICATION	<u>CURRENT YEAR NOTES:</u> Annual codification services

503-9460	SS-PROFESSIONAL/CONTRACT SVCS.	<p><u>CURRENT YEAR NOTES:</u> Dickinson Bayou Watershed (\$248), engineering review (\$1,500), tree removal services (\$6,000), substandard housing abatement (\$7,000), sidewalk repairs (2,500)(need criteria for sidewalk repairs)</p>
503-9465	SS-SOFTWARE MAINTENANCE SVCS.	<p><u>CURRENT YEAR NOTES:</u> Permitting software (iWorq) maintenance and support (\$3,500), AR-GIS mapping software support (\$425), Adobe Pro license (\$360), ESRI (\$403), cloud backup storage (\$480), and anti-virus software licenses</p>
503-9560	SM-OFFICE SUPPLIES & POSTAGE	<p><u>CURRENT YEAR NOTES:</u> Code enforcement and substandard structure notifications and other routine correspondence, including color printer ink and large format printer supplies (\$500); US flag replacements (\$256)</p>
503-9590	SM-WEARING APPAREL	<p><u>CURRENT YEAR NOTES:</u> gloves, mud boots, safety vests, code enforcement badge; and uniform shirts for building official and code enforcement officer</p>
503-9605	U-GAS	<p><u>CURRENT YEAR NOTES:</u> 1/2 of city hall gas bill</p>
503-9610	U-LIGHT AND POWER	<p><u>CURRENT YEAR NOTES:</u> 1/2 of electricity expenses for city hall</p>
503-9620	U-TELEPHONE	<p><u>CURRENT YEAR NOTES:</u> digital voice services (\$276); 1/2 fax line expenses (\$720); and cell phone expenses for code enforcement officer and building official (\$1,200)</p>
503-9625	U-WATER	<p><u>CURRENT YEAR NOTES:</u> 1/2 of basic water bill</p>

COMMUNITY SERVICE

DEPARTMENT 503

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
Community Services (503)						

01-503-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9056	CE-MOTOR VEHICLES	0	15,815	6,500	6,500	6,178	-5.0%
9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	1,843	495	1,000	1,000	1,000	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	2,277	2,710	3,000	3,000	3,500	16.7%
9215	MR-INSTRUMENTS	76	124	150	150	200	33.3%
9220	MR-MACHINERY, TOOLS, & EQUIP.	0	0	769	769	769	0.0%
9229	MR-MOTOR VEHICLES-OTHER	2,219	63	1,700	1,700	2,000	17.6%
9305	PS-RETIREMENT CONTRIBUTION	24,817	27,316	47,433	47,433	65,694	38.5%
9307	PS-EXTRA HELP	4,873	11,243	1,000	4,000	2,000	100.0%
9310	PS-GROUP INSURANCE BENEFITS	30,517	28,596	37,715	37,715	56,572	50.0%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	1,295	1,525	1,810	1,810	1,850	2.2%
9325	PS-MEDICARE & SOCIAL SECURITY	0	2,464	4,299	4,299	5,443	26.6%
9329	PS-OVERTIME	1,179	5,499	5,000	7,000	0	-100.0%
9330	PS-REGULAR PAYROLL	209,518	224,870	294,647	294,647	375,397	27.4%
9335	PS-TRAINING AND TRAVEL	3,678	3,486	6,000	6,000	10,000	66.7%
9336	PS-TRAINING-BOA	0	0	0	0	0	-
9337	PS-TRAINING-P&Z	0	0	800	800	0	-100.0%
9340	PS-UNEMPLOYMENT TAXES	0	556	450	450	630	40.0%
9345	PS-WORKERS' COMPENSATION	796	820	1,033	1,033	1,175	13.7%
9410	SS-ADVERTISING	3,400	3,285	2,700	2,700	6,000	122.2%
9415	CREDIT CARD TRANSACTION FEES	0	1,283	0	0	0	-
9425	SS-DUES AND SUBSCRIPTIONS	2,865	3,821	3,500	3,500	3,500	0.0%
9433	SS-JANITORIAL SERVICES	2,066	2,280	2,500	2,500	2,500	0.0%
9440	SS-MEDICAL EXPENSES	0	0	120	120	120	0.0%
9455	SS-ZONING ORD CODIFICATION	0	594	500	500	500	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	22,487	16,015	17,248	17,248	18,000	4.4%
9465	SS-SOFTWARE MAINTENANCE SVCS.	4,083	5,586	6,590	6,590	7,000	6.2%
9480	SS-SUBDIVISION FILING FEES	0	0	0	0	0	-

COMMUNITY SERVICE

DEPARTMENT 503

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
Community Services (503)						

01-503-9000

DETAIL OF EXPENSES (cont.)

9520	SM-CERTIFICATES, PLAQUES, ETC.	0	0	50	50	50	0.0%
9534	SM-FURNITURE & OFFICE EQUIP	669	141	200	200	1,000	400.0%
9535	SM-FUEL	1,412	1,370	2,400	2,400	3,000	25.0%
9537	SM-INSTRUMENTS	149	0	250	250	250	0.0%
9540	SM-JANITORIAL	370	330	500	500	700	40.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	49	0	50	50	100	100.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	3,713	4,638	4,500	4,500	4,500	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	114	178	50	50	100	100.0%
9590	SM-WEARING APPAREL	0	0	700	700	700	0.0%
9605	U-GAS	150	132	150	150	150	0.0%
9610	U-LIGHT AND POWER	2,187	2,072	2,200	2,200	2,200	0.0%
9620	U-TELEPHONE	2,137	2,327	3,000	3,000	3,000	0.0%
9625	U-WATER	193	193	157	157	157	0.0%
Total Expenses		329,132	369,822	460,671	465,671	585,935	27.2%

MAJOR CHANGES:

DEPARTMENT – Judicial (504)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Provide quality customer service to defendants in a professional, courteous, and efficient manner.
 - A. Maintain current municipal court website information
2. Provide accurate and timely information to the judge, prosecutor, management, and the public
 - A. Continue to keep abreast of ways to enhance software and maintain network
 - B. Computerize all reporting and documentation functions of municipal court
 - C. Maintain network of municipal court offices and courtroom for efficient processing of case dispositions
 - Continue to maintain court database
3. Provide administrative support to the judge and prosecutor.
 - A. Keep up-to-date with new laws and changes in the law as they pertain to municipal court.
 - B. Continue training and professional development of court personnel.
4. Process traffic citations and collect fines, fees, and court costs.
 - a. Improve court collections.
 - total revenue collected (15/16)-\$321,082; (16/17)-\$357,166; (17/18)-\$383,437; (18/19)-\$343,253; (19/20)-\$248,542; (20/21)- \$
 - city revenue (15/16)-\$231,469; (16/17)-\$250,064; (17/18)-\$273,886; (18/19)-\$245,772; (19/20)-\$175,873; (20/21)- \$

5. Continue participation in statewide warrant roundup.

a. Continue program of serving and collecting warrants

- outstanding warrants (12)- 2,209; (13)- 2,229; (14)- 1,732; (15)- 2,673
(16)- 2,226; (17)- 2,236; (18)- 3,001; (19)- 2,855
(20)- 2127; (21)- 2636
- warrants served (12)- 1,219; (13)- 1,112; (14)- 292; (15)- 640
(16)- 710; (17)-693; (18)-719; (19)- 697
(20)- 385; (21)-365;

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

Notes on Budget Changes for the new Fiscal YearDept (504)

504-9052	CE-FURNITURE & OFFICE EQUIP.	<u>CURRENT YEAR NOTES:</u> 3rd of 4 lease purchase payments on court portion of city-wide technology improvements, specifically workstation hardware and software upgrades (paid with court technology funds)
504-9229	MR-MOTOR VEHICLES-OTHER	<u>CURRENT YEAR NOTES:</u> Routine vehicle maintenance on city marshal vehicle
504-9301	PS-CERTIFICATION PAY	<u>CURRENT YEAR NOTES:</u> Master peace officer certification pay for city marshal/bailiff
504-9305	PS-RETIREMENT CONTRIBUTION	<u>CURRENT YEAR NOTES:</u> 7% contribution rate matched 2 to 1
504-9310	PS-GROUP INSURANCE BENEFITS	<u>CURRENT YEAR NOTES:</u> Includes 6% increase in cost of medical insurance premium
504-9320	PS-LONGEVITY	<u>CURRENT YEAR NOTES:</u> \$5 per month per year of service per employee
504-9330	PS-REGULAR PAYROLL	<u>CURRENT YEAR NOTES:</u> Includes 4% CPI wage increase
504-9335	PS-TRAINING AND TRAVEL	<u>CURRENT YEAR NOTES:</u> Staff training and certification expenses
504-9415	SS-CC TRANSACTION FEES	<u>CURRENT YEAR NOTES:</u> Fees charged for use of credit cards to pay court fines (this is offset by 01-47208, processing fee)
504-9427	SS-JUDGE	<u>CURRENT YEAR NOTES:</u> Municipal court judge services -- 4 court dates per month (21,420)
504-9428	SS-JURY AND WITNESS FEES	<u>CURRENT YEAR NOTES:</u> Costs of jury trials, if needed
504-9436	SS-PROSECUTOR	<u>CURRENT YEAR NOTES:</u> Municipal court prosecutor services -- 4 court dates per month
504-9465	SS-SOFTWARE MAINTENANCE SVCS.	<u>CURRENT YEAR NOTES:</u> Annual software (Incode) maintenance and support services (\$7,800), antivirus renewal licenses (\$420), and cloud backup services (\$480)
504-9620	U-TELEPHONE	<u>CURRENT YEAR NOTES:</u> Fax line and cell phone expenses

JUDICIAL

DEPARTMENT 504

Judicial (504)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-504-9000

DETAIL OF EXPENSES

9052	CE-FURNITURE & OFFICE EQUIP.	0	1,000	1,000	1,000	1,000	0.0%
9053	CE-INSTRUMENTS	1,144	1,144	1,144	1,144	0	-100.0%
9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9056	CE-MOTOR VEHICLES	9,799	9,799	9,799	9,799	0	-100.0%
9099	CE-CAPITAL OUTLAY-CAP LEASE	31,608	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	1,190	565	500	500	500	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	0	219	0	0	100	-
9215	MR-INSTRUMENTS	165	180	180	180	240	33.3%
9220	MR-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9229	MR-MOTOR VEHICLES-OTHER	30	54	500	500	500	0.0%
9301	PS-CERTIFICATION PAY	1,800	1,800	1,800	1,800	1,800	0.0%
9305	PS-RETIREMENT CONTRIBUTION	16,965	18,291	25,519	25,519	29,144	14.2%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	20,923	21,551	22,561	22,561	24,290	7.7%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	2,455	2,710	2,950	2,950	3,190	8.1%
9325	PS-MEDICARE & SOCIAL SECURITY	0	2,678	3,735	3,735	3,904	4.5%
9329	PS-OVERTIME	1,130	899	0	752	0	-
9330	PS-REGULAR PAYROLL	155,571	166,965	172,818	173,718	186,006	7.6%
9335	PS-TRAINING AND TRAVEL	1,890	535	2,500	2,500	2,500	0.0%
9337	PS-CELL PHONE ALLOWANCE	600	400	0	0	0	-
9338	PS-UNIFORM/CAR ALLOWANCE	520	520	520	520	520	0.0%
9340	PS-UNEMPLOYMENT TAXES	0	480	360	360	360	0.0%
9345	PS-WORKERS' COMPENSATION	1,525	1,587	1,683	1,683	1,682	-0.1%
9410	SS-ADVERTISING	0	0	0	0	0	-
9415	SS-CC TRANSACTION FEES	2,590	2,618	2,500	2,500	2,500	0.0%
9425	SS-DUES AND SUBSCRIPTIONS	90	90	0	0	0	-
9427	SS-JUDGE	25,020	21,420	24,525	24,525	24,525	0.0%
9428	SS-JURY AND WITNESS FEES	0	0	500	500	500	0.0%
9433	SS-JANITORIAL SERVICES	2,264	2,346	2,436	2,436	2,436	0.0%
9436	SS-PROSECUTOR	12,705	11,633	18,000	18,000	18,000	0.0%
9440	SS-MEDICAL EXPENSES	70	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS	0	0	0	0	0	-

Judicial (504)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-504-9000

DETAIL OF EXPENSES (cont.)

9465	SS-SOFTWARE MAINTENANCE SVCS.	7,054	7,381	7,800	7,800	8,700	11.5%
9520	SM-CERTIFICATES,PLAQUES	0	135	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	500	80	100	100	0	-100.0%
9535	SM-FUEL	768	980	2,000	2,000	2,000	0.0%
9537	SM-INSTRUMENTS	1,043	1,627	1,149	1,149	0	-100.0%
9540	SM-JANITORIAL	228	186	300	300	300	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	3,145	2,521	4,500	4,500	4,500	0.0%
9580	SM-SMALL TOOLS AND SUPPLIES	0	43	100	100	100	0.0%
9582	SM-VEHICLE GRAPHICS	1,695	1,695	1,695	1,695	0	-100.0%
9590	SM-WEARING APPAREL	520	490	500	500	500	0.0%
9599	SM-EQUIP/WARRANTY LEASE	8,210	0	0	0	0	-
9620	U-TELEPHONE	652	853	750	1,350	1,500	100.0%

Total Expenses	313,866	285,475	314,424	316,676	321,297	2.2%
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DEPARTMENT – Police (505)

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

PROGRAM ACTIVITIES –

- .. Handle emergency calls for service (CFS)
- .. Handle non-emergency CFS
- .. Conduct criminal investigations
- .. Make arrests of perpetrators/suspects
- .. Investigate accident cases
- .. Dispatch police, fire, and EMS personnel
- .. Engage in proactive police patrol
- .. Compile and report statistics
- .. Inform citizens of measures to protect themselves and their neighborhoods and businesses
- .. Provide public awareness programs for the community
- .. Maintain an active community policing program

OPERATIONAL OBJECTIVES –

1. Provide adequate police patrol coverage, optimizing the time available for proactive patrol.
 - a. Maintain adequate staffing levels with a minimum of three officers on patrol during the day, evening and night shifts.
 - b. Continue level of supervision with a patrol supervisor assigned to each shift.
 - c. Maintain an active reserve program.
 - d. Establish and maintain average response time of 4.0 minutes for emergency calls for service:
4.43 minutes (2015); 4.67 minutes (2016); 4.32 minutes (2017);
5.34 minutes (2018); 4.11 minutes (2019); 4.20 minutes (2020)
 - e. Calls for service: 22,936 (2015); 13,080 (2016); 12,911 (2017); 14,442 (2018);
13,143 (2019); 9,240 (2020)
 - f. Citations issued: 1,146 (2015); 1,253 (2016); 1,555 (2017); 1,472 (2018);
2,534 (2019); 1,383 (2020)
2. Improve the department's ability and capacity to investigate crime.
 - a. Arrests: 828 (2015); 736 (2016); 624 (2017); 760 (2018);
821 (2019); 390 (2020)

- b. Establish and maintain a clearance rate of 45 percent for felony crimes.
 - c. Establish and maintain equipment for personnel to efficiently, effectively, and safely achieve departmental goals.
3. Encourage and provide for a well-trained police force.
- a. Establish and maintain 50 percent of commissioned personnel with greater than basic certification:
61% - (2015); 75% - (2016); 52% - (2017); 62% - (2018);
46% - (2019); 50% - (2020)
 - b. Establish a training plan for officers above minimum state requirements by providing officers with training in the areas of investigation, crime scene search, rules of evidence, evidence collection, use of force, search and seizure, ethics and integrity, racial profiling, and emergency driving.
 - c. Increase training for supervisors in areas of Leadership and Supervision.
 - d. Increase efficacy of policies and procedures by establishing policies and training recommended by Texas Chiefs of Police Association Foundation Best Practices Program and working toward becoming a recognized agency in the State of Texas.
4. Take an increasingly active role in informing and assisting the community in crime prevention efforts.
- a. Establish a more community-oriented police department.
 - b. Continue crime prevention programs:
 - .. Crime prevention programs for seniors and youths
 - .. Citizens' Police Academy
 - .. Citizens on Patrol Program (COP)
 - .. Community Engagement Programs
 - .. Facebook/Media Information posts
 - .. Home and Business inspections
 - .. Police department tour groups
 - .. Children fingerprinting
 - .. Bicycle registrations

POSITIONS --- Public Safety Director
 Police Captain
 Police Lieutenant
 Police Sergeants (4)
 Police Officers (17)
 (14 patrol officers; 3 officers assigned to investigations)
 Telecommunications Supervisor / Records
 Dispatchers (5)
 Administrative Assistant

Notes on Budget Changes for the new Fiscal Year

Dept (505)

505-9053	CE-INSTRUMENTS	<p><u>CURRENT YEAR NOTES:</u> final lease purchase payments on lightbars for new patrol units (\$1,627) and 1st of 3 lease purchase payments on equipment for criminal investigation division (\$5,500), and 1st of 5 lease purchase payments on equipment for 11 new patrol vehicles (\$83,000)</p>
505-9056	CE-MOTOR VEHICLES - PATROL CAR	<p><u>CURRENT YEAR NOTES:</u> 2nd of 3 lease purchase payments on 3 CID vehicles (\$20,348) and 1st of 5 lease purchase payments on 11 patrol vehicles (83,000)</p>
505-9205	MR-BUILDINGS & STRUCTURES	<p><u>CURRENT YEAR NOTES:</u> Extermination of building (\$760), termite treatment (\$200), backflow prevention device, sprinkler, and alarm system annual inspection fees (\$900), jail cleaning, security gate maintenance, and other routine maintenance</p>
505-9210	MR-FURNITURE AND OFFICE EQUIP.	<p><u>CURRENT YEAR NOTES:</u> Copier maintenance agreement (\$2,000) and other routine office equipment maintenance</p>
505-9215	MR-INSTRUMENTS	<p><u>CURRENT YEAR NOTES:</u> mobile data terminal user fees (\$3,500), air cards (\$5,280), recording system maintenance agreement (\$2,220), fire extinguisher inspection (\$700), audio/video repair expenses, and other routine maintenance</p>
505-9220	MR-MACHINERY, TOOLS, & EQUIP.	<p><u>CURRENT YEAR NOTES:</u> generator maintenance services (\$1,000) and A/C filters and maintenance services increase (\$500)</p>
505-9229	MR-MOTOR VEHICLES-OTHER	<p><u>CURRENT YEAR NOTES:</u> Vehicle maintenance expenses, including purchase of new tires</p>
505-9301	PS-CERTIFICATION PAY	<p><u>CURRENT YEAR NOTES:</u> Intermediate, advanced, and master peace officer certification pay for police officers and intermediate and advanced certification pay for dispatchers</p>
505-9305	PS-RETIREMENT CONTRIBUTION	<p><u>CURRENT YEAR NOTES:</u> 7% contribution rate matched 2 to 1</p>
505-9307	PS-EXTRA HELP	<p><u>CURRENT YEAR NOTES:</u> Part-time, relief dispatchers</p>
505-9310	PS-GROUP INSURANCE BENEFITS	<p><u>CURRENT YEAR NOTES:</u></p>

505-9320	PS-LONGEVITY	Includes 6% increase in cost of medical insurance premium <u>CURRENT YEAR NOTES:</u> \$5 per month per year of service per employee
505-9330	PS-REGULAR PAYROLL	<u>CURRENT YEAR NOTES:</u> Includes 4% CPI wage increase; also includes holiday pay, shift differential, and step increases for collective bargaining personnel
505-9335	PS-TRAINING AND TRAVEL	<u>CURRENT YEAR NOTES:</u> Includes all mandatory training, internal affairs training, open records training, and training for K9 handler (\$3,000)
505-9338	PS-UNIFORM ALLOWANCE	<u>CURRENT YEAR NOTES:</u> \$20 per pay period per uniformed personnel and those assigned to non-uniform duty
505-9425	SS-DUES AND SUBSCRIPTIONS	<u>CURRENT YEAR NOTES:</u> TPCA (\$273), TCLEDDS (\$725), FBINA, MTUG, IACP (\$170), Sam's club (\$90), comprehensive reports and person searches (\$600), traffic law manuals (\$240), Internet connection services (\$1,560), Leads online (\$1,758), newspaper subscription (\$230), and notary filing fees
505-9440	SS-MEDICAL EXPENSES	<u>CURRENT YEAR NOTES:</u> Physical exams and drug screening for pre-employment applicants
505-9460	SS-PROFESSIONAL/CONTRACT SVCS.	<u>CURRENT YEAR NOTES:</u> Fiber connectivity and Ethernet services (10,000), League City consortium fee (\$10,000), vehicle towing fees (\$3,000), and other professional services totaling (\$30,000)
505-9465	SS-SOFTWARE MAINTENANCE SVCS.	<u>CURRENT YEAR NOTES:</u> Annual software (OSSI) maintenance and support services (\$11,000), netmotion (\$1,025), microsoft licenses (\$750), and anti-virus and sonicwall renewal licenses (\$2,000)
SUPPLIES AND MATERIALS		
505-9515	SM-CANINE SUPPLIES AND CARE	<u>CURRENT YEAR NOTES:</u> Food, veterinarian care, and certification for K-9
505-9525	SM-CHEMICAL, MEDICAL & SURGICAL	<u>CURRENT YEAR NOTES:</u> Medical supplies for victims of crime/violence, including reimbursement of funds from Attorney General's office
505-9528	SM-CRIME PREV SUPPLIES	<u>CURRENT YEAR NOTES:</u> Supplies for Citizen Police Academy and public information materials
505-9534	SM-FURNITURE & OFFICE EQUIP	<u>CURRENT YEAR NOTES:</u>

		battery backups for computer workstations, replacement monitors, and replacement chairs
505-9537	SM-INSTRUMENTS	<u>CURRENT YEAR NOTES:</u> taser cartridges and batteries
505-9580	SM-SMALL TOOLS & SUPPLIES	<u>CURRENT YEAR NOTES:</u> Crime scene processing equipment and supplies, fingerprint supplies, latex gloves, crime scene tape, household batteries, and drug identification supplies
505-9590	SM-WEARING APPAREL	<u>CURRENT YEAR NOTES:</u> Bullet proof vests, uniforms, rain gear, and related apparel for regular police force
505-9591	SM-WEARING APPAREL-RESERVE	<u>CURRENT YEAR NOTES:</u> Uniforms, rain gear, and related apparel for reserve police force
505-9620	U-TELEPHONE	<u>CURRENT YEAR NOTES:</u> PRI and digital voice services (\$6,000), fax and alarm (\$1,425), and cell phone expenses for dispatch emergency rollover and staff (\$3,600)

POLICE

DEPARTMENT 505

Police (505)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-505-9000

DETAIL OF EXPENSES

9050	CONSTR IN PROG - JUSTICE CTR	0	0	0	0	0	-
9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	12,703	0	0	0	0	-
9053	CE-INSTRUMENTS	27,918	12,029	7,127	1,627	83,000	1064.6%
9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9055	CE-HAZMAT EQUIPMENT	0	0	0	0	0	-
9056	CE-MOTOR VEHICLES - PATROL CAR	86,004	40,857	40,857	61,207	103,348	153.0%
9058	CE-SEIZED/AWARDED VEHICLE	0	0	0	0	0	-
9075	CE-SFF&R CONTRIBUTION	0	0	0	0	0	-
9079	CE-CAPITAL LEASE EQUIPMENT	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	122,704	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	5,704	3,339	5,000	6,550	5,000	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	3,839	2,285	4,500	4,500	4,500	0.0%
9212	MR-GROUNDS MAINTENANCE	0	0	0	0	0	-
9215	MR-INSTRUMENTS	11,343	19,210	12,000	12,000	16,000	33.3%
9220	MR-MACHINERY, TOOLS, & EQUIP.	1,721	306	2,000	2,500	4,000	100.0%
9229	MR-MOTOR VEHICLES-OTHER	14,603	29,841	28,000	33,000	30,000	7.1%
9301	PS-CERTIFICATION PAY	11,220	13,170	18,720	25,920	22,000	17.5%
9302	PS-COURT COSTS	420	0	1,000	1,000	0	-100.0%
9305	PS-RETIREMENT CONTRIBUTION	190,176	211,555	309,148	323,197	359,398	16.3%
9307	PS-EXTRA HELP	0	0	1,000	1,000	0	-100.0%
9310	PS-GROUP INSURANCE BENEFITS	201,406	201,980	226,701	232,326	251,936	11.1%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	8,770	10,535	11,745	11,745	12,935	10.1%
9325	PS-MEDICARE & SOCIAL SECURITY	0	19,572	28,202	29,474	28,677	1.7%
9329	PS-OVERTIME	101,805	81,647	75,000	76,000	76,000	1.3%
9330	PS-REGULAR PAYROLL	1,487,533	1,672,034	1,810,628	1,890,326	1,977,703	9.2%
9335	PS-TRAINING AND TRAVEL	7,186	5,526	20,000	20,000	22,000	10.0%
9336	PS-TRAINING-LEOSE	2,225	0	2,000	2,000	2,000	0.0%
9337	PS-TRAINING-RESERVE OFCR	0	0	500	500	0	-100.0%
9338	PS-UNIFORM ALLOWANCE	13,580	14,140	15,080	15,990	15,600	3.4%
9339	PS-CELL PHONE ALLOWANCE	0	0	0	0	0	-
9340	PS-UNEMPLOYMENT TAXES	0	4,119	2,800	2,800	2,880	2.9%
9345	PS-WORKERS' COMPENSATION	28,566	33,308	35,549	36,347	35,038	-1.4%

POLICE

DEPARTMENT 505

Police (505)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-505-9000

DETAIL OF EXPENSES (cont.)

9410	SS-ADVERTISING	0	0	0	0	0	-
9423	SS-CONFIDENTIAL INFORM. FUND	0	0	1,000	1,000	1,000	0.0%
9425	SS-DUES AND SUBSCRIPTIONS	4,859	5,010	6,000	6,000	6,000	0.0%
9430	SS-FORENSIC ANALYSIS SERVICES	0	0	0	0	0	-
9433	SS-JANITORIAL SERVICES	4,727	5,136	5,200	5,200	5,200	0.0%
9440	SS-MEDICAL EXPENSES	733	725	1,500	1,500	1,500	0.0%
9457	SS-PRISONER SUPPORT	1,083	693	1,200	1,200	1,200	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	16,249	21,660	24,000	24,000	30,000	25.0%
9465	SS-SOFTWARE MAINTENANCE SVCS.	13,014	14,370	15,000	15,000	16,000	6.7%
9505	SM-BLDGS & IMPROVEMENTS	0	5	0	0	0	-
9515	SM-CANINE SUPPLIES AND CARE	1,818	2,738	3,000	3,000	3,000	0.0%
9520	SM-CERTIFICATES, PLAQUES, ETC	145	987	1,000	1,000	1,000	0.0%
9525	SM-CHEMICAL, MEDICAL & SURGICA	389	(540)	1,500	1,500	1,500	0.0%
9528	SM-CRIME PREV SUPPLIES	717	0	750	750	500	-33.3%
9530	SM-EMERGENCY SUPPLIES	0	10,265	500	500	1,200	140.0%
9534	SM-FURNITURE & OFFICE EQUIP	1,563	790	1,000	1,000	1,000	0.0%
9535	SM-FUEL	46,239	38,213	40,000	40,000	40,000	0.0%
9537	SM-INSTRUMENTS	5,554	335	2,000	2,000	2,000	0.0%
9540	SM-JANITORIAL	1,626	766	1,400	1,400	1,400	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	7,063	6,619	7,000	7,000	7,000	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	3,626	4,270	4,000	4,000	4,000	0.0%
9582	SM-VEHICLE GRAPHICS & SUPPLIES	12,419	5,252	5,000	5,000	0	-100.0%
9585	SM-TRAFFIC MARKERS & MATERIALS	0	0	0	0	0	-
9590	SM-WEARING APPAREL	9,012	13,587	11,000	11,000	11,000	0.0%
9591	SM-WEARING APPAREL-RESERVE	623	58	250	250	0	-100.0%
9599	SM-EQUIP/WARRANTY LEASE	22,825	0	0	0	0	-
9605	U-GAS	305	318	325	325	325	0.0%
9610	U-LIGHT AND POWER	12,288	10,397	13,000	13,000	13,000	0.0%
9620	U-TELEPHONE	9,210	10,542	11,000	11,600	12,000	9.1%
9625	U-WATER	0	0	0	0	0	-

Total Expenses	2,515,513	2,527,648	2,814,182	2,947,234	3,211,840	14.1%
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DEPARTMENT – Fire Marshal (506)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Take an active role in assisting the community with fire protection and prevention issues.
 - a. Burn permits issued/fees collected -- 479/ \$9,920 (16/17); 578/ \$12,490 (17/18); 571/\$12,355 (18/19); 650/\$14,768 (19/20); 433/\$9,958 (20/21);
 - b. New fire system permits issued/fees collected – 8/\$ 6,294 (18/19); 10/\$1,188 (19/20); 0 (20/21)
 - c. Perform outdoor inspections for burn permits – 250 (17/18); 200 (18/19); 275 (19/20); 300 (20/21)
 - d. Investigate illegal burn complaints – 30 (17/18); 50 (18/19); 50 (19/20); 60 (20/21)
 - e. Perform daycare, school, and business fire safety inspections – 50 (17/18); 70 (18/19); 60 (19/20); 55 (20/21)
 - f. Assist police department with enforcement of fireworks regulations
2. Conduct fire investigations to determine if the incident resulted from criminal or accidental activity and if explosives or hazardous materials were involved.
 - 15 (17/18); 12 (18/19); 15 (19/20); 12 (20/21)
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 the building department.

POSITIONS --- Fire Marshal (part-time)

Notes on Budget Changes for the new Fiscal Year

Dept (506)

506-9215	MR-INSTRUMENTS	<p><u>CURRENT YEAR NOTES:</u> Batteries, sensors, calib. gases, and general maintenance</p>
506-9229	MR-MOTOR VEHICLES-OTHER	<p><u>CURRENT YEAR NOTES:</u> Vehicle tires and routine maintenance</p>
		PERSONNEL SERVICES
506-9330	PS-REGULAR PAYROLL	<p><u>CURRENT YEAR NOTES:</u> payroll for approx. 20 hrs. per week with a 4% CPI wage increase</p>
506-9335	PS-TRAINING AND TRAVEL	<p><u>CURRENT YEAR NOTES:</u> Includes mandatory and special training</p>
506-9425	SS-DUES AND SUBSCRIPTIONS	<p><u>CURRENT YEAR NOTES:</u> IAA certification (\$135) and NAFI dues (\$65)</p>
506-9465	SS-SOFTWARE MAINTENANCE SV	<p><u>CURRENT YEAR NOTES:</u> Anti-virus software license for computer workstation</p>
506-9537	SM-INSTRUMENTS	<p><u>CURRENT YEAR NOTES:</u> body camera</p>
506-9560	SM-OFFICE SUPPLIES & POSTAGE	<p><u>CURRENT YEAR NOTES:</u> Burn permit and inspection forms; business cards</p>
506-9580	SM-SMALL TOOLS AND SUPPLIES	<p><u>CURRENT YEAR NOTES:</u> Includes radio batteries</p>
506-9590	SM-WEARING APPAREL	<p><u>CURRENT YEAR NOTES:</u> Shirts, rain gear, and other related apparel for fire marshal</p>
506-9620	U-TELEPHONE	<p><u>CURRENT YEAR NOTES:</u> Cell phone expenses for fire marshal</p>

FIRE MARSHAL

DEPARTMENT 506

Fire Marshal (506)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-506-9000

DETAIL OF EXPENSES

9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9210	MR-FURNITURE AND OFFICE EQUIP	0	0	0	0	0	-
9215	MR-INSTRUMENTS	4	7	0	0	0	-
9229	MR-MOTOR VEHICLES-OTHER	945	775	500	500	600	20.0%
9320	PS-LONGEVITY	230	290	350	350	410	17.1%
9325	PS-MEDICARE & SOCIAL SECURITY	0	1,004	1,386	1,386	2,089	50.7%
9329	PS - OVERTIME	0	0	0	301	0	-
9330	PS-REGULAR PAYROLL	15,683	16,951	17,772	17,772	27,308	53.7%
9335	PS-TRAINING AND TRAVEL	125	0	1,000	1,000	1,000	0.0%
9340	PS-UNEMPLOYMENT TAXES	0	65	90	90	90	0.0%
9345	PS-WORKERS' COMPENSATION	46	84	91	91	114	24.9%
9425	SS-DUES AND SUBSCRIPTIONS	200	1,991	200	200	210	5.0%
9440	SS-MEDICAL EXPENSES	0	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	0	0	160	0	-
9465	SS-SOFTWARE MAINTENANCE SV	45	39	100	100	100	0.0%
9534	SM-FURNITURE & OFFICE EQUIP.	280	0	0	0	0	-
9535	SM-FUEL	481	528	500	500	500	0.0%
9537	SM-INSTRUMENTS	0	0	0	0	1,200	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	71	56	500	500	300	-40.0%
9580	SM-SMALL TOOLS AND SUPPLIES	20	0	100	100	100	0.0%
9582	SM-VEHICLE GRAPHICS & SUPPLIES	550	0	0	0	0	-
9590	SM-WEARING APPAREL	0	144	150	150	150	0.0%
9620	U-TELEPHONE	445	544	600	600	600	0.0%

Total Expenses	19,125	22,478	23,339	23,800	34,771	49.0%
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PUBLIC SAFETY

DEPARTMENT 507

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Maintain open communication and effective partnership with the Galveston County Health District and the Bayou Animal Services cooperative partnership
 - a. Attend joint meetings regularly
 - b. Review contracts, budget documents, and activity reports

2. Provide supplies and support for the Emergency Operations Center
 - a. Provide hurricane tracking charts and tips and other emergency management pamphlets and supplies
 - b. Activate and manage contracts for debris removal, monitoring, and disposal services

POSITIONS ---

Notes on Budget Changes for the new Fiscal Year

Dept (507)

- 507-9473 SS-HEALTH DEPT.-WATER POLL MON CURRENT YEAR NOTES:
Water pollution monitoring contract with county health district
- 507-9474 SS-ANIMAL CONTROL CURRENT YEAR NOTES:
City's share of animal control and shelter services

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
Public Safety (507)						

01-507-9000

DETAIL OF EXPENSES

9450	SS- HOME PROGRAM REHAB	47,251	16,240	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	0	0	0	0	-
9473	SS-HEALTH DEPT.-WATER POLL MON	6,964	7,203	7,203	7,203	7,203	0.0%
9474	SS-ANIMAL CONTROL	89,662	95,000	95,000	95,000	95,000	0.0%
9530	SM-EMERGENCY SUPPLIES	0	3,370	0	0	0	-
9531	SM-COVID 19 TESTING	0	53,986	0	0	0	-

Total Expenses	143,877	175,799	102,203	102,203	102,203	0.0%
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DEPARTMENT – Library (508)

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

DEPARTMENT GOALS –

ADMINISTRATION AND MANAGEMENT:

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

PUBLIC SERVICES:

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

STATISTICS

- Annual Circulation:
33,465 (15); 35,452 (16); 34,893 (17); 33,446 (18); 39,407 (19)

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

- POSITIONS** --- Library Director (full-time)
 Librarian I – Children’s/Circulation/Tweens (full-time)
 Library Assistant – Tech Serv/Reference (full-time)
 Library Aide (3) – Information Desk (part-time)
 Library Clerk – Summer Intern (8 weeks - part-time)

Notes on Budget Changes for the new Fiscal Year

Dept (508)

508-9205	MR-BUILDINGS & STRUCTURES	CURRENT YEAR NOTES: Extermination of building (\$300) and other routine maintenance
508-9212	MR-GROUNDS MAINTENANCE	CURRENT YEAR NOTES: re-do existing beds
508-9305	PS-RETIREMENT CONTRIBUTION	CURRENT YEAR NOTES: 7% contribution rate matched 2 to 1
508-9310	PS-GROUP INSURANCE BENEFITS	CURRENT YEAR NOTES: Includes 6% increase in cost of medical insurance premiums
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 4% CPI wage increase and wages for an additional part-time staff member
508-9335	PS-TRAINING AND TRAVEL	CURRENT YEAR NOTES:

508-9425	SS-DUES AND SUBSCRIPTIONS	<p>Staff training and travel expenses for area meetings, workshops, storytime at daycares and schools, PLS in Portland, OR, and TLA annual conference in Fort Worth, TX</p> <p>CURRENT YEAR NOTES:</p> <p>Internet provider services (\$2,100), web and email hosting services (\$225), professional dues (\$550), access to virtual resources, and magazine and newspaper subscriptions</p>
508-9460	SS-PROFESSIONAL/CONTRACT SVCS.	<p>CURRENT YEAR NOTES:</p> <p>Fire alarm monitoring services (\$660), annual fire inspection service (\$150), Apollo automation services and Content Cafe' (\$2,100), technical support services (\$2,000), and account collection services by UMS (\$190)</p>
508-9465	SS-SOFTWARE MAINTENANCE SVCS.	<p>CURRENT YEAR NOTES:</p> <p>Cybraryn security and filtering software</p>
508-9526	SM-CIRCULATION MATERIALS	<p>CURRENT YEAR NOTES:</p> <p>Book, CD, and DVD purchases</p>
508-9534	SM-FURNITURE & OFFICE EQUIP	<p>CURRENT YEAR NOTES:</p> <p>tvs and computers for conference room and main areas, replacement computers, software purchases, and replacement chairs and other office furniture</p>
508-9537	SM-INSTRUMENTS	<p>CURRENT YEAR NOTES:</p> <p>security cameras</p>
508-9560	SM-OFFICE SUPPLIES & POSTAGE	<p>CURRENT YEAR NOTES:</p> <p>Routine office supplies and laser printer cartridges</p>
508-9570	SM-PROGRAMS AND PROJECTS	<p>CURRENT YEAR NOTES:</p> <p>Expenses related to special programs, such as the summer reading program and teen programs</p>

LIBRARY

DEPARTMENT 508

Library (508)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-508-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	2,191	3,263	2,000	2,000	2,000	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	0	251	100	100	100	0.0%
9212	MR-GROUNDS MAINTENANCE	875	424	1,000	1,000	1,000	0.0%
9215	MR-INSTRUMENTS	77	108	150	150	150	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	0	1,079	600	600	600	0.0%
9305	PS-RETIREMENT CONTRIBUTION	18,322	19,196	27,034	27,034	33,262	23.0%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	22,324	21,129	22,386	22,386	24,161	7.9%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	3,895	4,210	4,510	4,510	2,935	-34.9%
9325	PS-MEDICARE & SOCIAL SECURITY	0	1,782	2,548	2,548	2,857	12.1%
9329	PS-OVERTIME	0	0	0	0	0	-
9330	PS-REGULAR PAYROLL	153,863	159,112	165,732	165,732	191,385	15.5%
9335	PS-TRAINING AND TRAVEL	633	661	2,500	2,500	5,000	100.0%
9340	PS-UNEMPLOYMENT TAXES	0	512	463	463	553	19.5%
9345	PS-WORKERS' COMPENSATION	424	441	462	462	503	9.0%
9410	SS-ADVERTISING	0	0	0	0	0	-
9425	SS-DUES AND SUBSCRIPTIONS	4,835	4,694	5,000	5,000	5,000	0.0%
9433	SS-JANITORIAL SERVICES	3,300	5,581	6,800	6,800	6,800	0.0%
9440	SS-MEDICAL EXPENSES	0	0	200	200	200	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	4,759	4,905	5,100	5,100	5,100	0.0%
9465	SS-SOFTWARE MAINTENANCE SVCS.	874	955	1,000	1,000	1,500	50.0%
9525	SM-CHEMICAL, MEDICAL, SURGICAL	0	0	0	0	50	-
9526	SM-CIRCULATION MATERIALS	5,653	4,671	5,681	5,681	6,000	5.6%
9532	SM-EQUIPMENT OPERATING LEASE	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	3,163	2,538	3,000	3,000	34,000	1033.3%

LIBRARY

DEPARTMENT 508

Library (508)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-508-9000

DETAIL OF EXPENSES

9537	SM-INSTRUMENTS	0	0	0	0	15,000	-
9540	SM-JANITORIAL	959	489	900	900	1,200	33.3%
9542	SS-LANDSCAPING MATERIALS	14	15	0	0	0	-
9545	SM-MEMORIAL FUND	358	0	0	0	0	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	2	0	200	200	200	0.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	2,630	2,463	3,000	3,000	3,000	0.0%
9570	SM-PROGRAMS AND PROJECTS	4,414	3,273	3,500	3,500	5,000	42.9%
9580	SM-SMALL TOOLS & SUPPLIES	182	76	100	100	100	0.0%
9590	SM-WEARING APPAREL	0	0	0	0	150	-
9610	U-LIGHT AND POWER	6,429	5,574	7,600	7,600	8,196	7.8%
9620	U-TELEPHONE	1,102	1,289	1,225	1,225	1,311	7.0%
9625	U-WATER	0	0	0	0	0	-

Total Expenses	241,277	248,690	272,791	272,791	357,313	31.0%
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DEPARTMENT – Street (509)

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

PROGRAM ACTIVITIES –

- .. Repair and maintain paved and unpaved streets
- .. Reconstruct streets
- .. Dig and clean out drainage ditches
- .. Mow drainage ditches
- .. Install culverts for citizens
- .. Clean culverts and related drainage structures
- .. Maintain heavy equipment and vehicles
- .. Install and maintain traffic control and street signs
- .. Removal of debris and trees from ditches and streets
- .. Removal of carcasses from roadways
- .. Help support the building and grounds keeper with personnel or equipment

OPERATIONAL OBJECTIVES –

1. Build and rebuild quality city streets designed with an expected life span of about 15 years.
 - a. Miles of streets rebuilt/paved with hot mix asphalt:
4.28 (2011); 2.20 (2012); 1.93 (2013); 2.14 (2014); 2.10 (2015);
1.97 (2016); 2.19 (2017); 2.05 (2018); 2.21 (2019); 1.45 (2020); 2.55 (2021)
2. Improve planning for on-going operations and for future capital improvements and equipment needs.
 - a. Continue to replace old equipment and continue to update operations.
 - b. Equipment maintenance expenditures:
\$60,894 (FY13); \$ 66,193 (FY14); \$43,399 (FY15); \$63,292 (FY16);
\$91,587 (FY17); \$101,605 (FY18); \$52,968 (FY19); \$47,546 (FY20); \$49,172 (FY21)
 - c. Continue to update the street inventory list, including those streets in the annexed areas.
3. Perform routine maintenance of streets, drainage ditches, and traffic signs/markings in an efficient manner.
 - a. Ditch mowing – number of completed passes around the city during growing season:
7.0 (FY09); 7.0 (FY10); 7.0 (FY11); 8.0 (FY12);
8.0 (FY13); 8.0 (FY14); 8.0 (FY15); 6.0 (FY16);
6.0 (FY17); 6.0 (FY18); 5.0 (FY19); 5.0 (FY20); 5.0 (FY21)
 - b. Drainage - total footage of ditches dug during fiscal year:

57,520' (11); 33,615' (12); 39,665' (13); 37,585' (14); 44,040' (15);
 51,848' (16); 77,527' (17); 47,308' (18); 51,130' (19); 51,327' (20); 51,286' (21)

c. Continue upgrading and replacing street and traffic signs

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

Notes on Budget Changes for the new Fiscal Year

Dept (509)

509-9060	CE-MOTOR VEHICLES - SLOPE MOWER	<u>CURRENT YEAR NOTES:</u> 1st of 5 lease purchase payments on new slope mower
509-9062	CE-MOTOR VEHICLES - GRADALL	<u>CURRENT YEAR NOTES:</u> 2nd of 5 lease purchase payments on new excavator
509-9067	CE-TRAILERS	<u>CURRENT YEAR NOTES:</u> 2nd of 3 lease purchase payments on new trailer
509-9068	CE-WATER TRUCK	<u>CURRENT YEAR NOTES:</u> 1st of 5 lease purchase payments on new water truck
509-9080	CE-STREET IMPROVEMENTS	<u>CURRENT YEAR NOTES:</u> Cemetery Rd street improvements (\$200,000) and other street improvements (\$38,846)
509-9205	MR-BUILDINGS & STRUCTURES	<u>CURRENT YEAR NOTES:</u> Routine maintenance
509-9215	MR-INSTRUMENTS	<u>CURRENT YEAR NOTES:</u> annual fire extinguisher inspections
509-9220	MR-MACHINERY, TOOLS, & EQUIP.	<u>CURRENT YEAR NOTES:</u> laser and air compressor repairs and costs of oxygen and acetylene
509-9225	MR-MOTOR VEHICLES-DUMP TRUCKS	<u>CURRENT YEAR NOTES:</u> Routine maintenance of 5 trucks
509-9227	MR-MOTOR VEHICLES-SLOPE MOWER	<u>CURRENT YEAR NOTES:</u> Routine maintenance of 4 mowers
509-9228	MR-MOTOR VEHICLES-SIDE MOWER	<u>CURRENT YEAR NOTES:</u> Routine maintenance of 2 mowers
509-9230	MR-MOTOR VEHICLES-GRADALL	<u>CURRENT YEAR NOTES:</u>

509-9231	MR-MOTOR VEHICLES-ROLLERS	Routine maintenance of 2 excavators <u>CURRENT YEAR NOTES:</u>
509-9232	MR-MOTOR VEHICLES-TRAILERS	Routine maintenance of rollers <u>CURRENT YEAR NOTES:</u>
509-9235	MR-STORM SEWERS	Routine maintenance of 2 trailers <u>CURRENT YEAR NOTES:</u>
509-9236	MR-MOTOR VEHICLES-PICKUP TRKS	Culverts for drainage projects <u>CURRENT YEAR NOTES:</u>
509-9240	MR-STREETS AND ROADWAYS	Routine maintenance of 4 trucks <u>CURRENT YEAR NOTES:</u>
509-9305	PS-RETIREMENT CONTRIBUTION	Materials for street maintenance and repairs <u>CURRENT YEAR NOTES:</u>
509-9310	PS-GROUP INSURANCE BENEFITS	7% contribution rate matched 2 to 1 <u>CURRENT YEAR NOTES:</u>
509-9320	PS-LONGEVITY	Includes 6% increase in cost of medical insurance premium <u>CURRENT YEAR NOTES:</u>
509-9330	PS-REGULAR PAYROLL	\$5 per month per year of service per employee <u>CURRENT YEAR NOTES:</u>
509-9425	SS-DUES AND SUBSCRIPTIONS	Includes 4% CPI wage increase <u>CURRENT YEAR NOTES:</u>
509-9432	SS-EQUIPMENT RENTAL	Internet service <u>CURRENT YEAR NOTES:</u>
509-9460	SS-PROFESSIONAL/CONTRACT SVCS.	Rental of equipment for street improvement projects <u>CURRENT YEAR NOTES:</u>
509-9580	SM-SMALL TOOLS & SUPPLIES	Contract engineering services for drainage projects <u>CURRENT YEAR NOTES:</u>
509-9585	SM-TRAFFIC MARKERS & MATERIALS	Hand tools, bolts, shovels, etc. <u>CURRENT YEAR NOTES:</u>
509-9590	SM-WEARING APPAREL	Street signs, poles, and hardware <u>CURRENT YEAR NOTES:</u>
509-9615	U-STREET LIGHTS	Uniforms and protective gear <u>CURRENT YEAR NOTES:</u>
509-9620	U-TELEPHONE	Current street lighting costs plus additional costs for new lights <u>CURRENT YEAR NOTES:</u>
		Landline phone and staff cell phone expenses

STREET

DEPARTMENT 509

Street (509)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-509-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	0	0	0	10,000	10,000	-
9055	CE-MOTOR VEHICLES - PICK-UP	0	0	0	0	0	-
9057	CE-MOTOR VEHICLES - OTHER	0	0	0	0	0	-
9058	CE-MOTORGRADER	0	0	0	0	0	-
9059	CE-ROLLER	8,119	8,119	8,119	8,119	0	-100.0%
9060	CE-MOTOR VEHICLES - SLOPE MOWE	32,879	32,876	0	0	25,000	-
9062	CE-MOTOR VEHICLES - GRADALL	51,194	51,194	80,000	80,000	78,846	-1.4%
9064	CE-MOTOR VEHICLES - DUMP TRUCK	17,056	17,056	17,056	17,056	17,056	0.0%
9065	CE-MOTOR VEHICLES-SIDE MOWER	0	0	0	0	0	-
9066	CE-MOTOR VEHICLES-WHEEL LOADER	0	0	0	0	0	-
9067	CE-TRAILERS	0	0	11,000	11,000	10,708	-2.7%
9068	CE-WATER TRUCK	0	0	0	0	19,000	-
9080	CE-STREET IMPROVEMENTS	440,933	162,459	200,000	200,000	238,846	19.4%
9085	CE-CONTRIBUTION BY GALV COUNTY	0	0	0	0	0	-
9086	CE-CONTRIBUTION BY TXDOT	0	0	0	0	0	-
9087	CE-CONTRIBUTION BY DEVELOPER	0	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	102,434	376,612	0	0	56,449	-
9205	MR-BUILDINGS & STRUCTURES	29	68	1,500	1,500	1,500	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	0	0	500	500	500	0.0%
9215	MR-INSTRUMENTS	1,240	702	800	800	800	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	621	833	1,500	1,500	1,500	0.0%
9224	MR-MOTOR VEHICLES-ASPHALT PAVE	30	667	500	500	500	0.0%
9225	MR-MOTOR VEHICLES-DUMP TRUCKS	11,930	7,433	8,500	8,500	10,000	17.6%
9226	MR-MOTOR VEHICLES-MOTORGRADER	0	0	0	0	0	-
9227	MR-MOTOR VEHICLES-SLOPE MOWER	6,412	14,729	12,000	12,000	12,000	0.0%

STREET

DEPARTMENT 509

Street (509)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-509-9000

DETAIL OF EXPENSES (cont.)

9228	MR-MOTOR VEHICLES-SIDE MOWER	5,482	3,152	3,000	3,000	4,000	33.3%
9229	MR-MOTOR VEHICLES-OTHER	336	0	0	0	0	-
9230	MR-MOTOR VEHICLES-GRADALL	16,116	20,093	20,000	20,000	20,000	0.0%
9231	MR-MOTOR VEHICLES-ROLLERS	112	7	500	500	500	0.0%
9232	MR-MOTOR VEHICLES-TRAILERS	762	441	250	250	250	0.0%
9233	MR-MOTOR VEHICLES-UTIL TRACTOR	222	61	0	0	0	-
9234	MR-MOTOR VEHICLES-PULVI MIXER	0	0	0	0	0	-
9235	MR-STORM SEWERS	5,858	12,952	45,000	35,000	35,000	-22.2%
9236	MR-MOTOR VEHICLES-PICKUP TRKS	3,192	2,720	2,500	2,500	2,500	0.0%
9237	MR-MOTOR VEHICLES-WATER TRUCK	1,523	925	1,000	1,000	1,000	0.0%
9238	MR-MOTOR VEHICLES-WHEEL LOADER	5,700	617	1,000	1,000	1,000	0.0%
9240	MR-STREETS AND ROADWAYS	28,055	23,439	30,000	30,000	30,000	0.0%
9305	PS-RETIREMENT CONTRIBUTION	52,833	54,810	79,239	79,239	88,026	11.1%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	79,522	77,346	89,051	89,051	96,217	8.0%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	4,985	5,635	5,715	5,715	5,795	1.4%
9325	PS-MEDICARE & SOCIAL SECURITY	0	5,072	7,181	7,181	7,294	1.6%
9329	PS-OVERTIME	5,835	7,416	2,000	12,000	0	-100.0%
9330	PS-REGULAR PAYROLL	440,008	452,289	487,526	487,526	503,005	3.2%
9335	PS-TRAINING AND TRAVEL	0	25	0	0	500	-
9340	PS-UNEMPLOYMENT TAXES	0	1,438	1,080	1,080	1,080	0.0%
9345	PS-WORKERS' COMPENSATION	20,842	22,110	21,917	21,917	18,330	-16.4%
9425	SS-DUES AND SUBSCRIPTIONS	779	743	800	800	800	0.0%
9432	SS-EQUIPMENT RENTAL	2,247	0	4,000	4,000	4,000	0.0%
9433	SS-JANITORIAL SERVICES	666	1,422	1,800	1,800	1,800	0.0%
9440	SS-MEDICAL EXPENSES	240	720	500	500	500	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	0	25,000	35,000	0	-100.0%
9465	SS-SOFTWARE MAINTENANCE SV	33	31	50	50	50	0.0%

STREET

DEPARTMENT 509

Street (509)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-509-9000

DETAIL OF EXPENSES (cont.)

9525	SM-CHEMICAL, MEDICAL & SURGICA	9	251	200	200	200	0.0%
9534	SM-FURNITURE & OFFICE EQUIP	170	70	250	250	250	0.0%
9535	SM-FUEL	39,796	29,081	45,000	45,000	45,000	0.0%
9537	SM-INSTRUMENTS	629	408	500	500	500	0.0%
9540	SM-JANITORIAL	430	253	800	800	800	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	1,430	4,669	500	500	500	0.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	388	670	500	500	500	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	4,979	5,608	4,500	4,500	4,500	0.0%
9585	SM-TRAFFIC MARKERS & MATERIALS	3,570	4,924	4,000	4,000	4,000	0.0%
9590	SM-WEARING APPAREL	3,089	3,376	3,500	3,500	3,500	0.0%
9605	U-GAS	0	0	0	0	0	-
9610	U-LIGHT AND POWER	2,304	1,965	2,500	2,500	2,500	0.0%
9615	U-STREET LIGHTS	30,178	26,631	35,000	35,000	35,000	0.0%
9620	U-TELEPHONE	500	880	1,800	1,800	1,800	0.0%
9625	U-WATER	0	0	0	0	0	-

Total Expenses	1,435,700	1,444,999	1,269,636	1,289,636	1,403,404	10.5%
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DEPARTMENT – Park (513)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Prepare and fund plans and designs for the development of future parks and park facilities, including the Therapeutic Garden
2. Continue to provide and support quality recreational and educational opportunities through special programs and activities, such as the Easter Egg Hunt, bi-annual Child Safety Fair, Heritage Festival, and Christmas Tree Lighting.
3. Maintain and improve existing park grounds and playground equipment.
4. Secure services and funding (private, local, state, federal) necessary to expand park and recreation services throughout the city.

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)

Notes on Budget Changes for the new Fiscal Year

Dept (513)

513-9229	MR-MOTOR VEHICLES-OTHER	<p><u>CURRENT YEAR NOTES:</u> Routine maintenance of 2 pickup trucks</p>
513-9305	PS-RETIREMENT CONTRIBUTION	<p><u>CURRENT YEAR NOTES:</u> 7% contribution rate matched 2 to 1</p>
513-9310	PS-GROUP INSURANCE BENEFITS	<p><u>CURRENT YEAR NOTES:</u> Includes 6% increase in cost of medical insurance premium</p>
513-9320	PS-LONGEVITY	<p><u>CURRENT YEAR NOTES:</u> \$5 per month per year of service per employee</p>
513-9330	PS-REGULAR PAYROLL	<p><u>CURRENT YEAR NOTES:</u> Includes 4% CPI wage increase</p>
		SPECIAL SERVICES
513-9415	SS-BUILDING LEASE	<p><u>CURRENT YEAR NOTES:</u> Lease of Runge Park community center and pavilion (\$1,500/mo.)</p>
513-9432	SS-EQUIPMENT RENTAL	<p><u>CURRENT YEAR NOTES:</u> Rental of lifts for tree trimming and hanging holiday banners</p>
513-9433	SS-JANITORIAL SERVICES	<p><u>CURRENT YEAR NOTES:</u> Includes janitorial services for park maintenance building and Runge Park community center and pavilion</p>
513-9460	SS-PROFESSIONAL/CONTRACT SVCS	<p><u>CURRENT YEAR NOTES:</u> tree removal expenses</p>
513-9525	SM-CHEMICAL,MEDICAL,& SURGICAL	<p><u>CURRENT YEAR NOTES:</u> Herbicide for use along FM 1764 and FM 646 curbs, ant poison, and poison ivy wash</p>
513-9585	SM-TRAFFIC MARKERS & MATERIALS	<p><u>CURRENT YEAR NOTES:</u> parking lot striping and traffic safety signs for mowers</p>
513-9590	SM-WEARING APPAREL	<p><u>CURRENT YEAR NOTES:</u> Uniforms and protective gear for building grounds maintenance staff</p>
513-9610	U-ELECTRICITY	<p><u>CURRENT YEAR NOTES:</u> electricity for park maintenance facility and office</p>
513-9620	U-TELEPHONE	<p><u>CURRENT YEAR NOTES:</u> Cell phone expenses for building grounds maintenance staff</p>

PARK

DEPARTMENT 513

Park (513)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-513-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9055	CE-TRACTORS / MOWERS	0	9,423	0	0	10,000	-
9056	CE-MOTOR VEHICLES	12,892	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	674	775	800	800	800	0.0%
9212	MR-GROUNDS MAINTENANCE	239	2,605	5,000	5,000	5,000	0.0%
9215	MR-INSTRUMENTS	36	208	100	100	100	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP	178	211	300	300	300	0.0%
9222	MR-PARKING LOT	0	0	0	0	0	-
9227	MR-MOTOR VEHICLES-MOWERS	1,033	3,397	2,500	2,500	2,500	0.0%
9229	MR-MOTOR VEHICLES-OTHER	1,589	581	1,200	1,200	1,200	0.0%
9232	MR-MOTOR VEHICLES-TRAILERS	18	17	150	150	150	0.0%
9305	PS-RETIREMENT CONTRIBUTION	5,810	6,368	9,215	9,541	11,486	24.6%
9307	PS-EXTRA HELP	0	4,807	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	7,424	12,131	14,665	14,665	15,937	8.7%
9320	PS-LONGEVITY	125	185	365	365	380	4.1%
9325	PS-MEDICARE & SOCIAL SECURITY	0	879	835	835	952	14.0%
9329	PS-OVERTIME	673	1,360	1,400	2,400	300	-78.6%
9330	PS-REGULAR PAYROLL	48,840	51,619	56,530	58,580	65,637	16.1%
9335	PS-TRAINING AND TRAVEL	0	0	0	0	0	-
9340	PS-UNEMPLOYMENT TAXES	0	207	180	180	180	0.0%
9345	PS-WORKERS' COMPENSATION	1,139	1,449	1,570	1,570	1,733	10.4%
9415	SS-BUILDING LEASE	0	13,500	18,000	0	0	-100.0%
9425	SS-DUES AND SUBSCRIPTIONS	40	40	90	90	90	0.0%
9432	SS-EQUIPMENT RENTAL	1,395	1,527	1,475	1,475	1,475	0.0%
9433	SS-JANITORIAL SERVICES	250	3,648	5,040	5,040	5,040	0.0%
9440	SS-MEDICAL EXPENSES	145	120	100	100	100	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS	15,000	0	2,000	2,000	5,000	150.0%
9505	SM-BLDGS & IMPROVEMENTS	26	118	100	100	100	0.0%
9520	SM-CERTIFICATES,PLAQUES,E	0	74	0	0	0	-

PARK

DEPARTMENT 513

Park (513)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-513-9000

DETAIL OF EXPENSES (cont.)

9525	SM-CHEMICAL,MEDICAL,& SURGICAL	421	683	445	445	445	0.0%
9535	SM-FUEL	3,355	2,226	3,900	3,900	3,900	0.0%
9537	SM-INSTRUMENTS	0	0	100	100	100	0.0%
9540	SM-JANITORIAL	391	449	300	300	300	0.0%
9542	SM-LANDSCAPING MATERIALS	45	1,187	20,500	20,500	0	-100.0%
9550	SM-MACHINERY, TOOLS, & EQUIP	659	655	500	500	500	0.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	171	89	250	250	250	0.0%
9565	SM-PARK EQUIPMENT	107	240	500	500	0	-100.0%
9580	SM-SMALL TOOLS & SUPPLIES	934	1,904	1,400	1,400	1,400	0.0%
9581	SM-SPECIAL PROJECTS/ACTIVITIES	4,819	23,943	8,000	8,000	0	-100.0%
9582	SM-CH SAFETY FAIR / I/C SOCIAL	455	0	2,000	2,000	0	-100.0%
9585	SM-TRAFFIC MARKERS & MATERIALS	0	294	200	200	200	0.0%
9590	SM-WEARING APPAREL	438	497	700	700	700	0.0%
9610	U-ELECTRICITY	1,037	907	1,200	1,200	1,200	0.0%
9620	U-TELEPHONE	445	544	600	600	600	0.0%
9625	U-WATER	0	0	0	0	0	-

Total Expenses	80,785	107,279	127,080	112,130	89,250	-29.8%
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SPECIAL PROJECTS

DEPARTMENT 514

DEPARTMENT – Special Projects (514)

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

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

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

Special Projects (514)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-514-9000

DETAIL OF EXPENSES

9460	SS-COM PROMISE PROGRAM	0	0	10,000	10,000	10,000	0.0%
9630	U-TOWER RD ESTATES UTILITIES	0	0	25,000	25,000	25,000	0.0%
9635	U-6TH ST UTILITY EXTENSION	13,170	0	0	0	0	-
Total Expenses		13,170	-	35,000	35,000	35,000	0.0%

Notes on Budget Changes for the new Fiscal Year

Dept (514)

514-9460 SS-COM PROMISE PROGRAM

CURRENT YEAR NOTES:

College of the Mainland Promise Program supporting higher education for SFHS graduates

514-9630 U-TOWER RD ESTATES UTILITIES

CURRENT YEAR NOTES:

2nd of 4 payments on Tower Road Estates infrastructure

DEPARTMENT – Community Center (515)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Maintain a clean, safe, and ADA compliant facility for senior citizen daily activities, family activities, and supervised functions.
 - a. Senior Citizens utilize the facility Monday through Friday, 8 a.m. – 1 p.m.
2. Rentals - 46 (FY11); 50 (FY12); 37 (FY13); 47 (FY14); 53 (FY15); 40 (FY16); 47 (FY17); 63 (FY18); 43 (FY19); 30 (FY20) ; 40 (FY21)
 - a. Revenue generated from rentals -

\$ 6,796 (FY15);	\$ 6,382 (FY16);	\$ 7,545 (FY17);
\$10,650 (FY18);	\$ 7,215 (FY19);	\$ 4,155 (FY20); \$ 4,360 (FY21)

POSITIONS —

Notes on Budget Changes for the new Fiscal Year

Dept (515)

515-9054	CE-MACHINERY,TOOLS,EQUIP	<u>CURRENT YEAR NOTES:</u> 2nd of 3 lease purchase payments on replacement A/C units for office area and common areas (\$6,178)
515-9205	MR-BUILDINGS & STRUCTURES	<u>CURRENT YEAR NOTES:</u> Extermination of building (\$300), grease trap cleaning (\$175),and other routine maintenance
515-9220	MR-MACHINERY, TOOLS, & EQUIP	<u>CURRENT YEAR NOTES:</u> Annual vent hood suppression system inspection, annual A/C check, ice machine repairs, and routine maintenance
515-9432	SS-EQUIPMENT RENTAL	<u>CURRENT YEAR NOTES:</u> Lift rental for replacing flags and parking lot lights (\$1,600)
515-9534	SM-FURNITURE & OFFICE EQUIP	<u>CURRENT YEAR NOTES:</u> replacement tables
515-9550	SM-MACHINERY, TOOLS, & EQUIP.	<u>CURRENT YEAR NOTES:</u> scaffolding

COMMUNITY CENTER

DEPARTMENT 515

Community Center (515)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-515-9000

DETAIL OF EXPENSES

9051	CE-BUILDINGS AND STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY,TOOLS,&EQUIP	0	0	6,500	11,050	6,178	-5.0%
9205	MR-BUILDINGS & STRUCTURES	2,501	15,517	5,750	10,750	5,000	-13.0%
9215	MR-INSTRUMENTS	168	249	200	200	250	25.0%
9220	MR-MACHINERY, TOOLS, & EQUIP	558	509	700	700	600	-14.3%
9222	MR-PARKING LOT	0	0	0	0	0	-
9315	PS-JANITORIAL	0	0	0	0	0	-
9425	SS-DUES AND SUBSCRIPTIONS	0	0	0	0	0	-
9432	SS-EQUIPMENT RENTAL	0	0	720	720	1,600	122.2%
9433	SS-JANITORIAL SERVICES	2,662	2,527	2,460	2,460	2,460	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	0	0	0	0	-
9505	SM-BLDGS & IMPROVEMENTS	0	19	0	0	0	-
9525	SM-CHEMICAL, MEDICAL, SURGICAL	35	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	0	929	336	336	500	48.8%
9540	SM-JANITORIAL	1,019	264	1,000	1,000	1,000	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	578	34	0	0	550	-
9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	50	50	50	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	256	92	350	350	350	0.0%
9585	SM-TRAFFIC MARKERS & MATERIALS	0	0	0	0	0	-
9605	U-GAS	399	377	460	460	450	-2.2%
9610	U-LIGHT AND POWER	5,077	4,032	6,000	6,000	6,000	0.0%
9620	U-TELEPHONE	675	660	630	630	650	3.2%
9625	U-WATER	0	0	0	0	0	-

Total Expenses	13,928	25,210	25,156	34,706	25,638	1.9%
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DEPARTMENT – Civil Service (517)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Provide administrative support to the Civil Service Commission

- .. timely and accurate agenda materials
- .. maintain records of meetings, hearings, and other commission activities

2. Administer provisions of municipal civil service for police officers in accordance with state law and local commission rules and regulations

- .. conduct entry level and promotional testing
- .. maintain eligibility lists
- .. maintain records of certification and appointment and other personnel documents
- .. coordinate employee hearings and assemble documents and evidence

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

Notes on Budget Changes for the new Fiscal Year

Dept (517)

517-9410	SS-ADVERTISING	<u>CURRENT YEAR NOTES:</u> Advertising expenses for entry level and promotional testing
517-9435	SS-LEGAL EXPENSES	<u>CURRENT YEAR NOTES:</u> Legal expenses, including expenses related to mediation and arbitration, related to administration of civil service regulations
517-9460	SS-EXAM MAT & SVCS-ENTRY	<u>CURRENT YEAR NOTES:</u> Exam materials and services for police officer entry level testing
517-9461	SS-EXAM MAT & SVCS-PROMOTIONAL	<u>CURRENT YEAR NOTES:</u> Exam materials and services for police officer promotional increase (\$2,000)

CIVIL SERVICE

DEPARTMENT 517

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
Civil Service (517)						

01-517-9000

DETAIL OF EXPENSES

9335	PS-TRAINING & TRAVEL-STAFF	0	0	1,000	1,000	1,000	0.0%
9336	PS-TRAINING & TRAVEL- COMM.	0	0	0	0	0	-
9410	SS-ADVERTISING	118	459	1,000	1,000	1,000	0.0%
9425	SS-DUES & SUBSCRIPTIONS	198	99	300	300	350	16.7%
9435	SS-LEGAL EXPENSES	1,813	440	2,000	2,000	2,000	0.0%
9460	SS-EXAM MAT & SVCS-ENTRY	854	337	800	800	800	0.0%
9461	SS-EXAM MAT & SVCS-PROMOTIONAL	2,000	2,000	2,200	2,200	4,200	90.9%
9560	SM-OFFICE SUPPLIES	0	0	25	25	25	0.0%
Total Expenses		4,983	3,335	7,325	7,325	9,375	28.0%

Civil Service Commission Members

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

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

Present Commission Members:

Vacant, Open Position

Bill Reitmeyer, Vice Chairman

Steven Burns., Member

DEPARTMENT – Crime Victim Assistance (522)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

POSITIONS -- Contracted services with Innovative Alternatives

CRIME VICTIM ASSISTANCE

DEPARTMENT 522

Crime Victim Assistance (522)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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01-522-9000

DETAIL OF EXPENSES

9052	CE-FURNITURE & OFFICE EQUIP.	7,997	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	0	85	0	0	0	-
9210	MR-FURNITURE & OFFICE EQUIP	750	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	25,870	15,130	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	20,880	12,637	0	0	0	-
9320	PS-LONGEVITY	0	170	0	0	0	-
9325	PS-MEDICARE & SOCIAL SECURITY	4,768	2,632	0	0	0	-
9330	PS-REGULAR PAYROLL	244,315	137,066	0	0	0	-
9335	PS-TRAINING & TRAVEL	0	0	0	0	0	-
9340	PS-UNEMPLOYMENT TAXES	0	496	0	0	0	-
9345	PS-WORKERS' COMPENSATION	98	550	0	0	0	-
9405	SS - MODEM CABLING SVCS.	250	0	0	0	0	-
9410	SS - ADVERTISING	2,792	0	0	0	0	-
9415	SS-BUILDING LEASE	20,675	3,150	0	0	0	-
9425	SS-DUES & SUBSCRIPTIONS	0	862	0	0	0	-
9460	SS-CONTRACT SVCS-IA Counseling	122,890	231,746	0	460,602	470,000	-
9461	SS-CONTRACT SVCS-Comm Outreach	36,000	0	0	0	0	-
9462	SS-CONTRACT SVCS-Music Therapy	2,044	3,169	0	0	0	-
9463	SS CONTRACT SVCS - Yoga	0	1,100	0	0	0	-
9464	SS-CONTRACT SVCS-IA Interns	0	10,333	0	0	0	-
9520	SM-CERT, PLAQUES ETC	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	3,629	569	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	5,667	1,643	0	0	0	-
9590	SM-WEARING APPAREL	960	0	0	0	0	-
9620	U-TELEPHONE	2,102	2,470	0	0	0	-
9630	INDIRECT COSTS	0	0	0	0	0	-

Total Expenses	501,688	423,807	-	460,602	470,000	-
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DEPARTMENT – Parks Board (527)

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

PROGRAM ACTIVITIES –

- Increase community awareness of parks and recreation facilities;
- Improve the delivery of parks and recreation programs;
- Identify opportunities for the city to expand its park inventory;
- Develop collaborative partnerships essential to broaden the scope of park and recreation services to the public;

OPERATIONAL OBJECTIVES –

POSITIONS --- Parks & Recreation Board Members (7)

Notes on Budget Changes for the new Fiscal Year

Dept (527)

527-9542	SM-LANDSCAPING MATERIALS	<u>CURRENT YEAR NOTES:</u> Improvements to Therapeutic Garden (\$10,000)
527-9570	SM-HERITAGE FEST SPONSORSHIP	<u>CURRENT YEAR NOTES:</u> City's sponsorship of Santa Fe Chamber of Commerce Heritage Festival
527-9571	SM-CORNHOLE TOURNAMENT	<u>CURRENT YEAR NOTES:</u> Expenses associated with the fundraising cornhole tournament at the Heritage Festival
527-9581	SM-SPECIAL EVENTS	<u>CURRENT YEAR NOTES:</u> Expenses associated with special events at the Mae S. Bruce Park and Therapeutic Garden
527-9582	SM-CHILD SAFETY FAIR	<u>CURRENT YEAR NOTES:</u> Expenses associated with the child safety fair (may be supplemented with child safety fair donations)
527-9583	SM-EASTER EVENT	<u>CURRENT YEAR NOTES:</u> Expenses associated with the Easter event, including the childrens' egg hunt
527-9584	SM-CHRISTMAS EVENT/ACTIVITIES	<u>CURRENT YEAR NOTES:</u> Expenses associated with the Christmas parade and tree lighting events

PARKS BOARD

DEPARTMENT 527

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
Parks Board (527)						

01-527-9000

DETAIL OF EXPENSES

9505	SM-BLDGS & IMPROVEMENTS	0	0	0	0	100	-
9542	SM-LANDSCAPING MATERIALS	0	0	0	0	10,000	-
9565	SM-PARK EQUIPMENT	0	0	0	0	500	-
9570	SM-HERITAGE FEST SPONSORSHIP	0	0	0	0	4,500	-
9571	SM-CORNHOLE TOURNAMENT	0	0	0	0	500	-
9581	SM-SPECIAL EVENTS	0	0	0	0	2,000	-
9582	SM-CHILD SAFETY FAIR	0	0	0	0	2,500	-
9583	SM-EASTER EVENT	0	0	0	0	1,500	-
9584	SM-CHRISTMAS EVENT/ACTIVITIES	0	0	0	0	1,000	-
Total Expenses		-	-	-	-	22,600	-

Parks & Recreation Board Members

Term Expires

Joanne Woolsey	02/12/2022
Jeannie Thielemann	02/12/2022
Bill Pittman	02/12/2022
Rebecca Martinez	02/12/2023
Chris Bozeman	02/21/2023
Miranda Shaffer	02/21/2023
Mike Winburn	02/21/2022

City Council Liaison:

Jason O'Brien

DEBT SERVICE FUND (03)

The Debt Service Fund provides for the payment of principal and interest on the City's outstanding general obligation bonds, certificates of obligation, and equipment acquisition notes. Debt financing is used to pay for large capital improvements to and or/ construction of the City's street, water and sewer systems; parks and recreational facilities; police and fire protection facilities; and the flood protection and storm drainage. The primary source of revenue for the debt service fund is the ad valorem property tax. The adopted ad valorem tax rate of \$0.265515/\$100 is split into two rates. Approximately 11.2% (0.029766) of the tax revenue is used to pay principal and interest on the City's outstanding general obligation debt. The remaining 88.8% (0.235749) of the revenue generated by the tax rate is used to pay for maintenance and operating costs incurred in the General Fund.

DEBT SERVICE**DEPARTMENT 00-501**

Debt Service Fund-Admin (501)		FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
03-00-4000							
DETAIL OF REVENUE							
47010	TAX REVENUE - CURRENT YEAR	311,055	305,308	242,617	242,617	307,769	26.9%
47011	TAX REVENUE - DELINQUENT	5,941	4,587	4,500	4,500	4,617	2.6%
47012	TAX REVENUE - P & I	3,680	3,491	3,400	3,400	3,078	-9.5%
47405	CAPITALIZED INTEREST-BOND PROC	0	0	0	0	0	-
47406	ACCRUED INTEREST-BOND PROCEEDS	0	0	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	5,436	2,440	2,500	2,500	2,500	0.0%
47980	APPROPRIATED FUND BALANCE	0	0	7,658	7,658	0	-100.0%
Total Revenue		326,112	315,826	260,675	260,675	317,964	22.0%

Debt Service Fund-Admin (501)		FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
03-501-9000							
DETAIL OF EXPENSES							
9490	SS-PRINCIPAL-BOND RETIREMENT	150,000	150,000	155,000	155,000	160,000	3.2%
9495	SS-INTEREST-BOND RETIREMENT	114,250	109,750	105,175	105,175	100,450	-4.5%
9498	SS-FEES-BOND RETIREMENT	500	500	500	500	500	0.0%
Total Expenses		264,750	260,250	260,675	260,675	260,950	0.1%

COMPREHENSIVE DEBT SUMMARY & ANNUAL DEBT SERVICE

As of 10-1-2021

DEBT FUND TAX AND GENERAL OBLIGATION

ISSUE	ORIGINAL AMOUNT	BALANCE	PMT DATE	PRINCIPAL	INTEREST	TOTAL	ENDING PRIN BAL	ANNUAL INTEREST
Series 2013	3,535,000	2,415,000	03/01/22	160,000	51,425	211,425	2,255,000	100,450
General Obligation			09/01/22		49,025	49,025		

(Public Safety Facility)

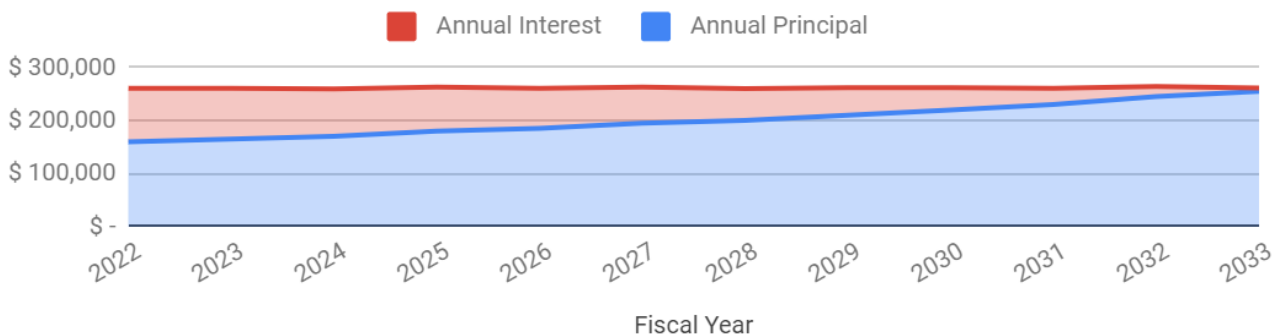
Paid from Property Taxes- The Bank of New York Mellon

(3) Fund Total 3,535,000 2,415,000 160,000 100,450 260,450 2,255,000

Annual Debt Payments Remaining

Fiscal Year	Annual Principal	Annual Interest	Total Debt Service
2022	\$ 160,000	\$ 100,450	\$ 260,450
2023	\$ 165,000	\$ 95,575	\$ 260,575
2024	\$ 170,000	\$ 89,700	\$ 259,700
2025	\$ 180,000	\$ 82,700	\$ 262,700
2026	\$ 185,000	\$ 75,400	\$ 260,400
2027	\$ 195,000	\$ 67,800	\$ 262,800
2028	\$ 200,000	\$ 59,900	\$ 259,900
2029	\$ 210,000	\$ 51,700	\$ 261,700
2030	\$ 220,000	\$ 42,000	\$ 262,000
2031	\$ 230,000	\$ 30,750	\$ 260,750
2032	\$ 245,000	\$ 18,875	\$ 263,875
2033	\$ 255,000	\$ 6,375	\$ 261,375
Grand Total	\$ 2,415,000	\$ 721,225	\$ 3,136,225

Total Annual Principal and Annual Interest



SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - PROPOSED BUDGET

GENERAL FUND (100) For the Year Ended September 30, 2021

	Budgeted Amounts			Variance	% Chg
	Original 2021 Budget	2021 Amended Budget	Proposed 2022 Budget		
Revenues					
Sales Tax	2,263,000	2,263,000	\$2,483,000	220,000	8.86%
Property Taxes	2,479,646	2,479,646	\$2,507,556	27,910	1.11%
Miscellaneous	0	5,500	\$58,900	53,400	100.00%
Licenses and Permits	235,975	235,975	\$319,125	83,150	26.06%
Investment Earnings	30,000	10,000	\$8,000	(2,000)	-275.00%
Intergovernmental	2,000	579,936	\$472,000	(107,936)	99.58%
Franchise Fees	760,000	760,000	\$774,000	14,000	1.81%
Fine and Forfeits	265,000	265,000	\$266,500	1,500	0.56%
Contributions and Donations	39,423	39,423	\$193,746	154,323	79.65%
Charges for Services	40,882	36,882	\$37,520	638	-8.96%
Total Revenues	6,115,926	6,675,362	7,120,347	444,985	14.11%
Expenditures					
General Government	777,353	816,423	862,703	46,280	9.89%
Community Service	460,671	465,671	585,935	120,264	21.38%
Police	2,814,182	2,947,234	3,211,840	264,606	12.38%
Fire Marshall	23,339	23,800	34,771	10,971	32.88%
Judicial / Court	314,424	316,676	321,297	4,621	2.14%
Public Safety-Animal Control	102,203	102,203	102,203	-	0.00%
Library	272,791	272,791	342,313	69,522	20.31%
Parks	162,210	147,586	138,055	(9,531)	-17.50%
Parks Board	0	0	22,600	22,600	100.00%
Community Center	25,156	34,706	25,638	(9,068)	1.88%
Public Works- Streets	1,269,634	1,289,634	1,403,402	113,768	9.53%
Tax	24,948	24,948	25,697	749	2.91%
Utilities	35,000	35,000	35,000	-	0.00%
Civil Service	7,325	7,325	9,375	2,050	21.87%
Crime Victims Assistance	0	460,602	470,000	9,398	100.00%
Debt Service:					
Principal Retirement/Leases					
Total Expenditures	6,289,236	6,944,599	7,590,830	646,231	17.15%
Revenue Over/Under Expenditures	(173,310)	(269,237)	(470,483)	(201,246)	63.16%
Other Financing Sources (Uses)					
Net Changes in Fund Balance	(173,310)	(269,237)	(470,483)	(201,246)	63.16%
Beginning fund balance*	2,662,348	2,662,348	2,643,161		
Ending Fund Balance	2,489,038	2,393,111	2,172,678		

* Source - COSFTX 2010 Annual Report

Cash on Hand sufficient to fund4.74.5Months of
4.1 Operational Funds

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

	Proposed 2022 Budget	Projected 2023	Projected 2024	Projected 2025 Budget	Projected 2026	Projected 2027
Revenues						
Sales Tax	\$2,483,000	\$2,656,650	\$2,842,450	\$3,041,250	\$3,253,950	\$3,481,540
Property Taxes	\$2,507,556	\$2,632,330	\$2,763,330	\$2,900,860	\$3,045,250	\$3,196,830
Miscellaneous	\$58,900	\$0	\$0	\$0	\$0	\$0
Licenses and Permits	\$319,125	\$335,080	\$351,850	\$369,470	\$387,940	\$407,330
Investment Earnings	\$8,000	\$8,400	\$8,820	\$9,260	\$9,720	\$10,210
Intergovernmental	\$472,000	\$2,100	\$2,210	\$2,320	\$2,440	\$2,560
Franchise Fees	\$774,000	\$797,220	\$821,130	\$845,760	\$871,140	\$897,280
Fine and Forfeits	\$266,500	\$279,830	\$293,820	\$308,530	\$323,960	\$340,150
Contributions and Donations	\$193,746	\$120,650	\$126,680	\$133,010	\$139,660	\$146,640
Charges for Services	\$37,520	\$50,290	\$51,100	\$51,960	\$52,870	\$53,840
Total Revenues	7,120,347	6,882,550	7,261,390	7,662,420	8,086,930	8,536,380
Expenditures						
General Government	862,703	881,960	908,440	935,770	969,030	998,200
Community Service	585,935	605,230	625,190	645,820	667,190	689,330
Police	3,211,840	3,331,840	3,433,570	3,496,810	3,605,710	3,718,460
Fire Marshall	34,771	35,820	36,880	37,980	39,110	40,260
Judicial / Court	321,297	331,710	342,480	353,580	365,070	376,930
Public Safety-Animal Control	102,203	103,370	104,550	105,750	106,970	108,200
Library	342,313	353,300	364,660	376,410	388,550	441,110
Parks	138,055	142,380	146,840	151,470	156,280	151,260
Parks Board	22,600	23,300	24,010	24,730	25,480	26,240
Community Center	25,638	26,410	27,210	28,030	28,860	29,710
Public Works-Streets	1,403,402	1,448,376	1,464,706	1,499,266	1,456,230	1,468,310
Tax	25,697	26,470	27,270	28,090	28,930	29,790
Utilities	35,000	25,750	26,520	27,320	28,140	28,980
Civil Service	9,375	9,660	9,940	10,230	10,540	10,850
Crime Victims Assistance	470,000	0	0	0	0	0
Debt Service:						
Principal Retirement/Leases						
Total Expenditures	7,590,830	7,345,576	7,542,266	7,721,256	7,876,090	8,117,630
Revenue Over/Under Expenditures	(470,483)	(463,026)	(280,876)	(58,836)	210,840	418,750
Other Financing Sources (Uses)						
Net Changes in Fund Balance	(470,483)	(463,026)	(280,876)	(58,836)	210,840	418,750
Beginning fund balance*	2,643,161	2,172,678	1,709,652	1,428,776	1,369,940	1,580,780
Ending Fund Balance	2,172,678	1,709,652	1,428,776	1,369,940	1,580,780	1,999,530
* Source - COSFTX 2010 Annual Report						
Months of Operational Cash	4.1	3.2	2.7	2.6	3.0	3.8



santa fe edc

**THE SANTA FE ECONOMIC
DEVELOPMENT CORPORATION
FUND (75)**

A COMPONENT UNIT OF THE CITY OF SANTA FE

ANNUAL BUDGET

*FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021
AND ENDING SEPTEMBER 30, 2022*

DEPARTMENT – Economic Development (575)**ECONOMIC DEVELOPMENT CORPORATION****About the Economic Development Corporation (EDC)**

The EDC is not a committee but is an official public body governed by State law. There are seven EDC Board Members appointed by City Council for staggered two-year terms. The EDC is funded by a 1/2% sales tax and has revenue of approximately \$750,000 annually. Its budget is approved by the EDC board and reviewed by the City Council.

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

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

Meetings are held at 6:30 pm on the second Tuesday of each month at the Santa Fe City Hall Council Chambers and everyone is encouraged to attend. The meetings are open public meetings and we urge all to attend. If you have a particular topic you wish to discuss it is best to ask the EDC Director or the President of the EDC to add you to the agenda as a Scheduled Visitor. If you are on the agenda as a Scheduled Visitor the State Open Meetings Act we operate under allows us to respond to your questions and comments.

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

Powers Granted to Economic Development Corporations by Texas Statute

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

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

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

Type B corporations may pay for land, buildings, equipment, facilities, targeted infrastructure and improvements for: professional and amateur sports and athletic facilities, tourism and entertainment facilities, convention facilities and public parks; related street, water and sewer facilities; and

To promote and develop new and expanded business enterprises, a Type B EDC may fund:

streets, roads, drainage and related improvements; demolition of existing structures; general municipally owned improvements

ECONOMIC DEVELOPMENT

DEPARTMENT 575

ECONOMIC DEVELOPMENT CORPORATION BUDGET SUMMARY 2021-2022

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Projected 2020/21	Proposed 2021/2022
Beginning Fund Balance	2,715,577	2,324,683	3,006,292	3,576,151	4,045,848	4,525,115	4,968,138
Revenue	513,250	766,656	664,378	726,798	744,767	690,000	882,750
Expenditures	904,144	85,047	94,519	257,101	265,500	246,977	3,702,248
Ending Fund Balances	2,324,683	3,006,292	3,576,151	4,045,848	4,525,115	4,968,138	2,148,640

Remaining Mos of Operating Fund
Balance

	37.5	48.5	57.7	65.3	73.0	80.1	34.7
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Economic Development (575)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed

75-00-4000

DETAIL OF REVENUE

47030	CITY SALES TAX	646,646	695,387	650,000	650,000	825,000	26.9%
47420	INTEREST & INVESTMENT INCOME	80,152	49,380	40,000	40,000	57,750	44.4%
47445	ECON DEV BOND REVENUE	0	0	0	0	0	-
47450	NON-CASH CONTR-PROP OWNERS	0	0	0	0	0	-
47451	COUNTY REIMB-FM646	0	0	0	0	0	-
47452	WCID#8 REIMB-FM 646	0	0	0	0	0	-
47980	APPROPRIATED FUND BALANCE	0	0	2,945,331	3,010,331	2,819,498	-4.3%

Total Revenue	726,798	744,767	3,635,331	3,700,331	3,702,248	1.8%
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Economic Development (575)	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Budget	FY 20-21 Amended	FY 21-22 Proposed	% Chg Budget to Proposed
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75-575-9000

DETAIL OF EXPENSES

9024	CAP OUTLAY - ENGINEERING	170,871	198,907	124,000	124,000	102,022	-17.7%
9025	CAP OUTLAY - SURVEYING	60,467	25,891	138,000	138,000	138,000	0.0%
9026	CAP OUTLAY - RECORDING FEES	0	0	800	800	277	-65.3%
9027	CAP OUTLAY - EASEMENTS	0	0	0	0	0	-
9028	CAP OUTLAY - CONTRACTOR	0	0	2,732,840	2,732,840	2,396,835	-12.3%
9029	CAP OUTLAY - CONTINGENCY	0	0	539,268	539,268	539,268	0.0%
9030	CAP OUTLAY - REC/CONTR FEE 3/S	0	0	0	0	0	-
9032	CAP OUTLAY - ENGINEERING 3/S	0	0	0	0	0	-
9035	CAP OUTLAY - CONTRACTOR 3/S	0	0	0	0	0	-
9038	CAP OUTLAY - EASEMENTS 3/S	0	0	0	0	0	-
9052	CE-FURNITURE/OFFICE EQUIPMENT	0	0	300	300	0	-100.0%
9331	PS-ADMINISTRATIVE SVCS	15,000	15,000	24,000	24,000	24,000	0.0%
9335	PS-TRAINING & TRAVEL	0	9,038	15,000	15,000	15,000	0.0%
9405	SS-FINANCIAL AUDIT SVCS	8,000	8,000	8,500	8,500	9,000	5.9%
9406	SS-BANK SERVICE CHARGES	0	0	0	0	0	-
9410	SS-ADVERTISING	0	508	1,200	1,200	2,000	66.7%
9425	SS-DUES AND SUBSCRIPTIONS	125	125	300	300	300	0.0%
9435	SS-LEGAL SERVICES	2,200	7,392	10,000	10,000	10,000	0.0%
9450	SS - WEBMAIL SERVICES	0	144	700	700	700	0.0%
9460	SS-PROFESSIONAL CONTRACT SVCS	0	0	0	0	0	-
9461	SS-MASTER UTILITY PLAN	0	0	0	0	0	-
9462	SS-CONTR TO CITY OF SF	0	0	39,423	39,423	303,846	670.7%
9463	CONTR TO CITY OF SF AVE P	0	0	0	65,000	0	-
9465	SS-CONTRIBUTION TO WCID#8	0	0	0	0	0	-
9466	CONTR TO COUNTY-FM 646	0	0	0	0	0	-
9467	SS-CONTR TO WCID#8 PROJ A	0	0	0	0	0	-
9468	SS-CONTR TO WCID#8 PROJ B	0	0	0	0	0	-
9469	SS-CONTR TO PROJECT C	0	0	0	0	160,000	-
9520	SM-CERTIFICATES,PLAQUES,E	0	0	500	500	500	0.0%
9560	SM-OFFICE SUPPLIES & MATERIALS	437	495	500	500	500	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	0	0	0	0	0	-

Total Expenses	257,101	265,500	3,635,331	3,700,331	3,702,248	1.8%
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Notes on Budget Changes for the new Fiscal YearDept (575)

575-9028	CAP OUTLAY - CONTRACTOR	<u>CURRENT YEAR NOTES:</u> Estimated cost to complete construction of FM1764 Sewer Improvements (\$2,950,000)
575-9331	PS-ADMINISTRATIVE SVCS	<u>CURRENT YEAR NOTES:</u> Continued Administrative Services provided by the City (\$24,000)
575-9335	PS-TRAINING & TRAVEL	<u>CURRENT YEAR NOTES:</u> Continued expenses as last year (\$15,000)
575-9405	SS-FINANCIAL AUDIT SVCS	<u>CURRENT YEAR NOTES:</u> New audit firm and increase (\$500)
575-9410	SS-ADVERTISING	<u>CURRENT YEAR NOTES:</u> Increases in advertising and community engagement (\$800)
575-9462	SS-CONTR TO CITY OF SF	<u>CURRENT YEAR NOTES:</u> Continued payments on city purchase of Graydall to improve drainage for citizens and businesses (\$78,846). Contribution towards a comprehensive city master plan. (\$225,000).
575-9469	SS-CONTR TO PROJECT C	<u>CURRENT YEAR NOTES:</u> Partner with and participate in BAHEP programs (\$10,000). \$10K Small Business 5 year no-interest loans (\$50,000). New Business Programs (\$100,000). Contribution to fund the Trails of Santa Fe project

SANTA FE ECONOMIC DEVELOPMENT CORPORATION

RESOLUTION #2021-03

A RESOLUTION OF THE CITY OF SANTA FE ECONOMIC DEVELOPMENT CORPORATION, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021

WHEREAS, Staff has prepared a proposed budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022; and

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


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

That the proposed budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, attached hereto and marked Exhibit "A" is hereby adopted and shall constitute the budget for the City of Santa Fe Economic Development Corporation for the fiscal year beginning October 1, 2021.

PASSED AND APPROVED this 31st day of August 2021.



Fidencio Leija, President

ATTEST:


Ashley Carner, Secretary

CITY OF SANTA FE POLICIES & PROCEDURES

* * * * *

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

BUDGET POLICY

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

SPECIAL PROJECTS FUND POLICY

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

INVESTMENT POLICY

To guide and promote effective management of city funds.

PURCHASING POLICY

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

CAPITAL ASSET POLICY

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

CODE OF CONDUCT

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

PURCHASING CARD PROGRAM

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

BUDGET POLICY

1.00 General.

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

2.00 Budget Process.

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

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

3.00 Revenue Estimates.

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

4.00 Contingency Fund.

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

5.00 Fund Balance.

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

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

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

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

SPECIAL PROJECTS FUND POLICY

1.00 General.

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

2.00 Formula for Funding.

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

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

3.00 Intent.

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

4.00 Projects.

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

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

INVESTMENT POLICY

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

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

POLICY

SCOPE.

This investment policy applies to all financial assets and funds of the City of Santa Fe. These funds are accounted for in the city's comprehensive annual financial report and include the general fund, special revenue funds, debt service funds, and all other funds of the city. This policy is also extended and applicable to funds of the City of Santa Fe Section 4B Economic Development Corporation (SFEDC). The terms "City" and "City Council" used throughout the policy may be substituted with "SFEDC" and "SFEDC Board of Directors" when applicable.

OBJECTIVES.

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

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

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

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

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

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

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

RESPONSIBILITY AND CONTROL

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

Delegation of Authority and Training. Authority to manage the City's investment program is derived from a resolution of the City Council. The City Manager, City Secretary/Treasurer, and Director of Administrative Services are designated as investment officers of the City and are responsible for investment decisions and activities. The investment officers shall attend at least one training session consisting of not less than ten (10) hours of instruction relating to the officer's responsibility under the Act within twelve (12) months after assuming duties. Subsequent training of not less than eight (8) hours of instruction relating to investment responsibilities is required not less than once in a two-year period that begins on the first day of the fiscal year and consists of the two consecutive fiscal years after that date. Subsequent training does not apply to an officer of a municipality if the municipality does not invest municipal funds or only deposits municipal funds in interest-bearing deposit accounts or certificates of deposit as authorized by Section 2256.010. Such training from an independent source shall be approved or endorsed by either the Government Finance Officers Association of Texas (GFOAT), the Government Treasurers Organization of Texas (GTOT), the Texas Municipal League (TML), the University of North Texas (UNT), or the Texas Municipal Clerks Association (TMCA).

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

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

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

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

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

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

REPORTING

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

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

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

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

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

INVESTMENT PORTFOLIO

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

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

Authorized Investments.

- a) Obligations of the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value.
- b) Direct obligations of the State of Texas and agencies thereof.
- c) Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America.
- d) Certificates of Deposit and Share Certificates issued by a depository institution that has its main office or branch in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successor, the National Credit Union Share Insurance Fund (NCUA) or its successor, or secured by obligations described in (a) through (c) above, which are intended to include all direct agency or instrumentality issued mortgage back securities rated AAA by a nationally recognized rating agency, or by Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal amount of the certificates.

e) Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. Investment in pools will be made only after adoption of a resolution and a participation agreement by the City Council which specifically authorizes such investment. This investment policy does not supersede the investment policy of an authorized investment pool.

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

Maturity. The maturity of the city's investment instruments shall reflect as nearly as possible the expenditure patterns of the city during the fiscal year. The investment officers may not invest more than 35 percent of the portfolio for a period greater than one (1) year and may not invest any portion of the portfolio for a period greater than two (2) years.

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

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

SELECTION OF BANKS AND DEALERS

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

The primary objectives of the depository agreement are:

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

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

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

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

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

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

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

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

SAFEKEEPING AND CUSTODY

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

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

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

Institutions Reform, Recovery, and Enforcement Act of 1989. All securities pledged are subject to the approval of the city. Requests for substitution of collateral securities or a change in the total amount of securities pledged are subject to written approval of the city.

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

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

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

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

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

INVESTMENT POLICY ADOPTION

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

(This investment policy adopted by Council Resolution #1998-14 of July 23, 1998, and has been reviewed and approved, with or without amendments, by the Council each year thereafter. The most recent review and approval by Council occurred on January 14, 2021 by Resolution #2021-04.)

PURCHASING POLICY

1.00 It is the policy of the City of Santa Fe to acquire quality products and services at the most cost-effective price or best value for the city. Purchases will be made within budget limits and to meet goals and objectives approved in the city's budget. Potential purchases that are not within budget limits may require a budget amendment.

2.00 Purchases will be made from local vendors when this can be done without sacrificing quality or favorable cost. If items of similar quality can be purchased from local vendors at the same price as that offered by others, the local vendor shall be favored.

3.00 When competitive bids or quotations are taken, the lowest cost bid from a responsible vendor will prevail, other terms being equal. The right is reserved, as the interest of the City of Santa Fe may require, to reject any and all bids and to waive any informality in the bids received.

4.00 Purchases of less than \$100 require approval of the department head.

5.00 Purchases of \$100 or more require an approved purchase order prior to the purchase. Prenumbered purchase order forms are issued and controlled by the accounting department. A single form, the purchase order form, will also serve as the purchase request, but does not constitute authorization to purchase unless it includes the following:

1. A detailed description of the items or services, their purpose, and their estimated cost;
2. The budget account number to which the purchase will be charged;
3. Certification by the accounting department that unencumbered funds are available to acquire the goods or services
4. Written approval of the Department Head; and
5. Written approval of the City Manager.

6.00 Purchase requests for amounts between \$1,000 and \$25,000 must be accompanied by at least three (3) competitive price quotations, unless impractical. The quotations should be based on uniform specifications, and if the estimated purchase is in excess of \$2,000, must be formal written quotations supplied by the vendors. The City Manager may award bids for budgeted items of \$25,000 or less provided the amount of the bid does not exceed 20 percent more than the amount budgeted for that item or service, or \$25,000, whichever is less.

7.00 Purchases in excess of \$25,000 are subject to the competitive sealed bidding requirements of State law, including advertising requirements. The City Manager or his/her designee may solicit bids for budgeted items without Council approval; however, the award of any bid over \$25,000 will be by Council action. Contracts for insurance are subject to the requirements of state law.

8.00 Purchases shall not be split into smaller purchases for the purpose of avoiding certain requirements of the Policy.

- 9.00 The City Manager may authorize the establishment and set the limit of petty cash funds to cover minor purchases of the city.
- 10.00 Blanket purchase orders may be used for certain vendors which are used on a high volume basis for a series of purchases over a period of time; or at the beginning of the fiscal year for fixed monthly payments such as lease purchase agreements. Blanket purchase orders must have an expiration date or a maximum dollar amount.
- 11.00 Emergency purchases, single source purchases, professional and personal services, purchases from other governmental entities, and cooperative purchases made under an interlocal contract may be exempt from the bidding requirements of this policy, consistent with State law. An emergency means an unforeseen circumstance beyond the control of the municipality that presents a real, immediate threat to the proper performance of essential functions or that will likely result in material loss or damage if immediate action is not taken.
- 12.00 Upon approval by the City Manager, store-issued charge cards and bank credit cards may be issued. They are to be used for city-authorized business purposes only in accordance with the credit card policy.
- 13.00 The City Manager may make administrative rules and regulations within the scope of this Policy, as may be necessary.

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

CITY OF SANTA FE

CAPITAL ASSET POLICY AND PROCEDURES

POLICY GOAL.

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

VALUING AND CAPITALIZING ASSETS.

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

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

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

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

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

Ancillary costs for *Land* include:

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

Ancillary costs for *Infrastructure* include:

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

Ancillary costs for *Buildings and Building Improvements* include:

- Professional fees of architects, engineers, attorneys, appraisers, etc.;
- Environmental compliance (i.e., asbestos abatement)
- Costs of fixtures permanently attached to a building or structure;

- Insurance premiums and related costs incurred during construction; and
- Any other costs necessary to place a building or structure into its intended location and condition for use.

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

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

DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

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

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

ESTABLISHING AND MAINTAINING A FIXED ASSET INVENTORY.

General Policy - The general policy is to capitalize and inventory all assets of the city with an estimated economic useful life in excess of one year that 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 prorated over the estimated useful life of the asset. The following table represents the useful life of the city’s capital assets by asset class:

L	Land	inexhaustible and non depreciable
B	Buildings	40 years
BI	Building Improvements	15 years
I	Improvements other than Buildings	15 years
IF	Infrastructure	60 years

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

RESPONSIBILITY.**Each department head is responsible for:**

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

The City Secretary is responsible for:

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

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

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

CODE OF CONDUCT

ARTICLE 1. Policy.

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

ARTICLE 2. Standards of Conduct.

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

ARTICLE 3. Conflicts of Interest.

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

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

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

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

ARTICLE 4. Gifts, Entertainment, and Favors.

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

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

ARTICLE 5. City Funds and Other Assets.

Public officials and employees who have access to public funds in any form must follow the prescribed procedures for recording, handling, and protecting the funds. Those who become aware of the evidence of fraud and dishonesty should immediately notify the proper authority. When a public official or employee's position requires spending public funds or incurring any reimbursable personal expenses, that individual must use good judgment on the City's behalf to ensure that good value is received for every expenditure. Public funds and all other assets of the City, such as equipment, vehicles, and facilities, are for public purpose and solely for the conduct of official city business. Therefore, personal use of city assets is restricted to such

services as are available to the public generally. In addition, the use of city identification, stationery, supplies, materials, and other equipment for personal or political matters is not permitted.

ARTICLE 6. Records and Communications.

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

ARTICLE 7. Privacy and Confidentiality.

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

ARTICLE 8. Reporting of Unethical Behavior.

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

Reports may be submitted anonymously and care will be given to protect the identity of the person submitting the report. Should legal or disciplinary action be warranted, disclosure of additional information may become necessary. All reporting of unethical behavior or fraud will be taken seriously and investigated by the appropriate personnel.

ARTICLE 9. Violations.

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

(This code was adopted by Council Resolution #2005-29 of October 13, 2005, and has been reviewed and approved by the Council each year thereafter. The most recent review and approval by Council occurred on July 15, 2021, by Resolution #2021-16.)

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.)

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 a plan. In positioning classes on the salary schedule, consideration shall be given to prevailing rates of pay among public sector employers of similar size and scope; the duties, responsibilities, and qualifications required of employees in the classes; and other relevant factors. The entire salary plan will be reevaluated every three years. *(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 (Hourly)

GRADE	STEP																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	7.25	7.40	7.54	7.69	7.85	8.00	8.16	8.33	8.49	8.66	8.84	9.01	9.19	9.38	9.57	9.76	9.95	10.15
2	7.61	7.76	7.92	8.08	8.24	8.40	8.57	8.74	8.92	9.10	9.28	9.47	9.65	9.85	10.04	10.25	10.45	10.66
3	7.99	8.15	8.32	8.48	8.65	8.83	9.00	9.18	9.37	9.55	9.74	9.94	10.14	10.34	10.55	10.76	10.97	11.19
4	8.39	8.56	8.73	8.91	9.08	9.27	9.45	9.64	9.83	10.03	10.23	10.44	10.64	10.86	11.07	11.30	11.52	11.75
5	8.81	8.99	9.17	9.35	9.54	9.73	9.92	10.12	10.33	10.53	10.74	10.96	11.18	11.40	11.63	11.86	12.10	12.34
6	9.25	9.44	9.63	9.82	10.02	10.22	10.42	10.63	10.84	11.06	11.28	11.50	11.74	11.97	12.21	12.45	12.70	12.96
7	9.72	9.91	10.11	10.31	10.52	10.73	10.94	11.16	11.38	11.61	11.84	12.08	12.32	12.57	12.82	13.08	13.34	13.60
8	10.20	10.41	10.61	10.83	11.04	11.26	11.49	11.72	11.95	12.19	12.44	12.68	12.94	13.20	13.46	13.73	14.00	14.28
9	10.71	10.93	11.14	11.37	11.59	11.83	12.06	12.30	12.55	12.80	13.06	13.32	13.58	13.86	14.13	14.42	14.70	15.00
10	11.25	11.47	11.70	11.94	12.17	12.42	12.67	12.92	13.18	13.44	13.71	13.98	14.26	14.55	14.84	15.14	15.44	15.75
11	11.81	12.05	12.29	12.53	12.78	13.04	13.30	13.57	13.84	14.11	14.40	14.68	14.98	15.28	15.58	15.89	16.21	16.54
12	12.40	12.65	12.90	13.16	13.42	13.69	13.96	14.24	14.53	14.82	15.12	15.42	15.73	16.04	16.36	16.69	17.02	17.36
12.5	12.71	12.96	13.22	13.49	13.76	14.03	14.31	14.60	14.89	15.19	15.49	15.80	16.12	16.44	16.77	17.11	17.45	17.80
13	13.02	13.28	13.55	13.82	14.09	14.38	14.66	14.96	15.25	15.56	15.87	16.19	16.51	16.84	17.18	17.52	17.87	18.23
13.5	13.35	13.61	13.88	14.16	14.45	14.73	15.03	15.33	15.64	15.95	16.27	16.59	16.93	17.26	17.61	17.96	18.32	18.69
14	13.67	13.94	14.22	14.51	14.80	15.09	15.40	15.70	16.02	16.34	16.66	17.00	17.34	17.68	18.04	18.40	18.77	19.14
14.5	14.01	14.29	14.58	14.87	15.17	15.47	15.78	16.10	16.42	16.75	17.08	17.42	17.77	18.13	18.49	18.86	19.24	19.62
15	14.35	14.64	14.93	15.23	15.54	15.85	16.17	16.49	16.82	17.15	17.50	17.85	18.20	18.57	18.94	19.32	19.71	20.10
16	15.07	15.37	15.68	15.99	16.31	16.64	16.97	17.31	17.66	18.01	18.37	18.74	19.12	19.50	19.89	20.29	20.69	21.10
17	15.83	16.14	16.47	16.79	17.13	17.47	17.82	18.18	18.54	18.91	19.29	19.68	20.07	20.47	20.88	21.30	21.73	22.16
18	16.62	16.95	17.29	17.63	17.99	18.35	18.71	19.09	19.47	19.86	20.26	20.66	21.07	21.50	21.93	22.36	22.81	23.27
19	17.45	17.80	18.15	18.52	18.89	19.26	19.65	20.04	20.44	20.85	21.27	21.69	22.13	22.57	23.02	23.48	23.95	24.43
20	18.32	18.69	19.06	19.44	19.83	20.23	20.63	21.04	21.47	21.89	22.33	22.78	23.23	23.70	24.17	24.66	25.15	25.65
21	19.24	19.62	20.01	20.41	20.82	21.24	21.66	22.10	22.54	22.99	23.45	23.92	24.40	24.88	25.38	25.89	26.41	26.94
22	20.20	20.60	21.01	21.43	21.86	22.30	22.75	23.20	23.67	24.14	24.62	25.11	25.62	26.13	26.65	27.18	27.73	28.28
23	21.21	21.63	22.06	22.51	22.96	23.42	23.88	24.36	24.85	25.35	25.85	26.37	26.90	27.43	27.98	28.54	29.11	29.70
24	22.27	22.71	23.17	23.63	24.10	24.59	25.08	25.58	26.09	26.61	27.15	27.69	28.24	28.81	29.38	29.97	30.57	31.18
25	23.38	23.85	24.33	24.81	25.31	25.82	26.33	26.86	27.40	27.94	28.50	29.07	29.65	30.25	30.85	31.47	32.10	32.74
26	24.55	25.04	25.54	26.05	26.57	27.11	27.65	28.20	28.77	29.34	29.93	30.53	31.14	31.76	32.39	33.04	33.70	34.38
27	25.78	26.29	26.82	27.36	27.90	28.46	29.03	29.61	30.20	30.81	31.42	32.05	32.69	33.35	34.01	34.69	35.39	36.10
28	27.07	27.61	28.16	28.72	29.30	29.88	30.48	31.09	31.71	32.35	33.00	33.66	34.33	35.01	35.72	36.43	37.16	37.90
29	28.42	28.99	29.57	30.16	30.76	31.38	32.01	32.65	33.30	33.97	34.64	35.34	36.04	36.77	37.50	38.25	39.02	39.80
30	29.84	30.44	31.05	31.67	32.30	32.95	33.61	34.28	34.96	35.66	36.38	37.10	37.85	38.60	39.38	40.16	40.97	41.79
31	31.33	31.96	32.60	33.25	33.92	34.60	35.29	35.99	36.71	37.45	38.20	38.96	39.74	40.53	41.34	42.17	43.01	43.88
32	32.90	33.56	34.23	34.91	35.61	36.33	37.05	37.79	38.55	39.32	40.11	40.91	41.73	42.56	43.41	44.28	45.17	46.07
33	34.55	35.24	35.94	36.66	37.39	38.14	38.90	39.68	40.48	41.29	42.11	42.95	43.81	44.69	45.58	46.49	47.42	48.37
34	36.27	37.00	37.74	38.49	39.26	40.05	40.85	41.67	42.50	43.35	44.22	45.10	46.00	46.92	47.86	48.82	49.80	50.79
35	38.09	38.85	39.63	40.42	41.23	42.05	42.89	43.75	44.62	45.52	46.43	47.36	48.30	49.27	50.25	51.26	52.28	53.33

PERSONNEL ALLOCATIONS COMPARISON

DEPT.	POSITION	PAY GRADE	2017/18	2018/19	2019/20	2020/21	2021/22
501-Adm	City Manager	Exempt	1.0	1.0	1.0	1.0	1.0
	City Secretary/Treas.	Exempt	1.0	1.0	1.0	1.0	1.0
	Accounting Clerk	17	1.0	1.0	1.0	1.0	1.0
	Director of Adm. Svcs.	20 - Exempt	1.0	1.0	1.0	1.0	0.0
	Finance Director	32 - Exempt	0.0	0.0	0.0	0.0	1.0
	Receptionist	12	0.0	1.0	1.0	1.0	0.0
TOTAL ADMINISTRATION			4.0	5.0	5.0	5.0	4.0
503-Comm. Svcs.	Community Svcs. Dir.	31 - Exempt	1.0	1.0	1.0	1.0	1.0
	Building Official	26	1.0	1.0	1.0	1.0	1.0
	Building Inspector	24	0.0	0.0	0.0	1.0	2.0
	Code Enforcement Ofcr	18	1.0	1.0	1.0	1.0	0.0
	Administrative Assistant	17	0.0	0.0	0.0	0.0	1.0
	Community Services Asst.	15	1.0	1.0	1.0	1.0	1.0
	Receptionist	12	0.0	0.0	0.0	0.0	1.0
TOTAL COMM. SVCS.			4.0	4.0	4.0	5.0	7.0
504-Judicial	Court Administrator	21 - Exempt	1.0	1.0	1.0	1.0	1.0
	Municipal Court Clerk	13	1.0	1.0	1.0	1.0	1.0
	Court Clerk (part-time)	13	1.0	1.0	1.0	1.0	1.0
	City Marshal/Bailiff	24	1.0	1.0	1.0	1.0	1.0
TOTAL JUDICIAL			4.0	4.0	4.0	4.0	4.0
505-Police	Public Safety Director	35 - Exempt	1.0	1.0	1.0	1.0	1.0
	Police Captain	33 - Exempt	1.0	1.0	1.0	1.0	1.0
	Police Lieutenant	collective bargaining positions	1.0	1.0	1.0	1.0	1.0
	Police Sergeant		4.0	4.0	4.0	4.0	4.0
	Police Officer		15.0	15.0	15.0	16.0	16.0
	Telecom Supervisor	20	1.0	1.0	1.0	1.0	1.0
	Dispatcher	18	5.0	5.0	5.0	5.0	5.0
	Administrative Assistant	18	1.0	1.0	1.0	1.0	1.0
TOTAL POLICE			29.0	29.0	29.0	30.0	30.0

506-Fire Marshal	Fire Marshal (part-time)	21	1.0	1.0	1.0	1.0	1.0
TOTAL FIRE MARSHAL			1.0	1.0	1.0	1.0	1.0

DEPT.	POSITION	PAY GRADE	2017/18	2018/19	2019/20	2020/21	2021/22
508-Library	Library Director	24 - Exempt	1.0	1.0	1.0	1.0	1.0
	Librarian I	13	1.0	1.0	1.0	1.0	1.0
	Library Assistant	12	1.0	1.0	1.0	1.0	1.0
	Library Asst. (part-time)	10	1.0	1.0	0.0	0.0	0.0
	Library Aide (part-time)	7	1.0	1.0	2.0	2.0	3.0
	Library Clerk (part-time summer)	3	1.0	1.0	1.0	1.0	1.0
TOTAL LIBRARY			5.0	5.0	5.0	5.0	6.0
509-Street	Street Superintendent	28 - Exempt	1.0	1.0	1.0	1.0	1.0
	Street Foreman	24	1.0	1.0	1.0	1.0	1.0
	Heavy Equip. Operator	15	2.0	2.0	2.0	2.0	2.0
	Mechanic	17	1.0	1.0	1.0	1.0	1.0
	Light Equip. Operator	14 & 16	6.0	6.0	7.0	7.0	7.0
	Laborer	10	1.0	1.0	0.0	0.0	0.0
TOTAL STREET			12.0	12.0	12.0	12.0	12.0
513-Parks	Bldg & Grounds Keeper	13.5	1.0	1.0	1.0	1.0	1.0
	Bldg & Grounds Laborer	10	1.0	1.0	1.0	1.0	1.0
TOTAL PARKS			2.0	2.0	2.0	2.0	2.0
522-Crime	Program Director	35 - Exempt	0.0	1.0	1.0	0.0	0.0
Victim Services	Asst. Program Director	30 - Exempt	0.0	1.0	1.0	0.0	0.0
<i>(grant funded)</i>	Public Information Officer	29	0.0	1.0	1.0	0.0	0.0
	Case Manager	27	0.0	2.0	2.0	0.0	0.0
	Donation Coordinator (PT)	25	0.0	1.0	1.0	0.0	0.0
	Recreational Dir/Event Coord	23	0.0	1.0	1.0	0.0	0.0
	Administrative Asst.	17	0.0	1.0	1.0	0.0	0.0
	Peer Support Specialist-part-time	10	0.0	6.0	6.0	0.0	0.0
TOTAL CRIME VICTIM SERVICES			0.0	14.0	14.0	0.0	0.0
TOTAL EMPLOYEES			61.0	76.0	76.0	64.0	66.0

**CITY OF SANTA FE
ORDINANCE #15-2021**

**AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, ADOPTING
THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021**

* * * * *

WHEREAS, the City Manager of the City of Santa Fe, Texas, has prepared a proposed City budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022; and

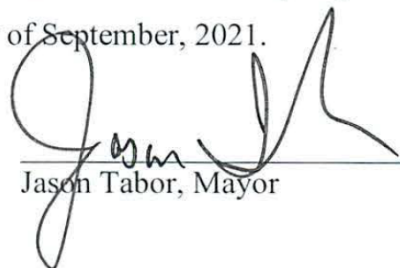
WHEREAS, a public hearing was duly held on September 9, 2021, and all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

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, 2021, and ending September 30, 2022, 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, 2021.

PASSED AND APPROVED by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 9th day of September, 2021.



Jason Tabor, Mayor

ATTEST:



Janet L. Davis, City Secretary

CITY OF SANTA FE**ORDINANCE #16-2021**

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

* * * * *

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

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

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

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

Section 1. That Ad Valorem property taxes for the year 2021 shall be levied and collected for the maintenance and support of the municipal government of the City of Santa Fe, Texas, at the rate of \$0.265515 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, 2021, 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, \$0.235749 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, \$0.029766 on each One Hundred Dollars (\$100.00) valuation of property.

THIS BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$78,422, WHICH IS A 3.46 PERCENT INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$52,822.

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 2021 shall be deemed delinquent if not paid prior to February 1, 2022.

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.

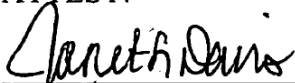
Section 6. A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1, 2022. However, a tax delinquent on July 1, 2022, incurs 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.

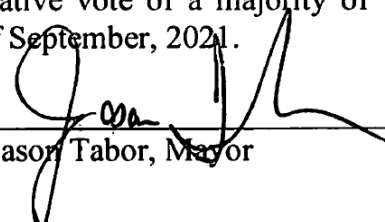
Section 7. An additional penalty of twenty percent (20%) of the amount of taxes, penalty, and interest due shall be charged if collection of the same has been placed in the hands of an attorney pursuant to the terms of Section 33.07 and Section 6.30 of the Property Tax Code.

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 9th day of September, 2021.

ATTEST:


Janet L. Davis, City Secretary


Jason Tabor, Mayor

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Committed Fund Balance Self-imposed limitations set in place prior to the end of the fiscal period. These amounts can be used only for the specific

purposes determined and approved by formal action of the City Council, which is the highest level of decision-making authority for the City. The same level of formal action is required to remove the constraint.

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

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

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

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

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

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

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

Enterprise Fund A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general

public on a continuing basis be financed or recovered primarily through user charges.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RFP Request for Proposal.

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

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

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

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

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