

City of Santa Fe, Texas

2024 ANNUAL BUDGET



Adopted Budget September 28, 2023

For the fiscal year beginning October 1, 2023
and ending September 30, 2024

Cover Design by Jenna Davis

City of Santa Fe, Texas

Fiscal Year 2023-2024

Budget Cover Page

September 28, 2023

This budget will raise more revenue from property taxes than last year's budget by an amount of \$283,895, which is a 11.85 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 \$90,060.

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

FOR: Bill Pittman John Dickerson
 Brandon Noto Dana Marks
 Jason O'Brian

AGAINST:

PRESENT and not voting:

ABSENT: Melanie Collins

Property Tax Rate Comparison

	2023-2024	2022-2023
Property Tax Rate:	\$0.238600/100	\$0.238602/100
No-New-Revenue Tax Rate:	\$0.219843/100	\$0.238602/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.194694/100	\$0.212593/100
Voter-Approval Tax Rate:	\$0.261801/100	\$0.276505/100
Debt Rate:	\$0.025497/100	\$0.028165/100

Total debt obligation for City of Santa Fe, Texas secured by property taxes:
 \$2,680,000



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Santa Fe
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morrill

Executive Director

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BUDGET INTRODUCTION

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

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

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

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

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

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

➤ Introduction

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

ELECTED OFFICIALS



Bill Pittman **Mayor**
Builder/Contractor *Term Expires May, 2024*



Brandon Noto *Councilmember Mayor-Pro Temp*
Teacher *Term Expires May, 2025*



Jason O'Brien *Councilmember Position 2*
Self Employed *Term Expires May, 2024*

Position Vacant *Councilmember Position 3*
Term Expires May, 2024

John Dickerson *Councilmember Position 4*
Transportation Coordinator *Term Expires May, 2025*



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

CITY COUNCIL

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

In making policy decisions, the Council avails itself of all the advice and counsel to which it has access. This involves the close consideration of the many appointments 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 & MISSION

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

Mission Statement

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

Vision Statement

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

Budget Letter for Fiscal Year 2024

August 15, 2023



2024 Fiscal Year Proposed Operating & Debt Budget Transmittal

Honorable Mayor and City Council,

I am pleased to present to you the 2024 Proposed Budget for your careful consideration. As representatives of our community, your commitment to balancing the needs of our departments with the financial well-being of our taxpayers is commendable and shared by your staff. This budget aims to strike that delicate balance; ensuring that our departments continue to perform their hard work while mitigating the burden on our valued taxpayers.

This proposed budget is balanced and the 0.261801 tax rate proposed by City Council will effectively raise taxes by 21.4%. This results in approximately \$77.58 on a home valued at \$300,000. Additionally, this budget will not need to utilize reserve funds to balance and will allow for continued savings for capital projects, saving the city the rising cost from borrowing. This is achieved through the allocation of \$80,000 - \$135,000 towards the capital replacement fund, resulting in savings that will benefit our city in the long term. By making this strategic transfer, we prioritize responsible financial management, preserving the fiscal health of our city.

Furthermore, it is important to highlight that our dedicated staff understands the importance of prudent wage increases considering the apparent budgetary pressures. Despite the Living Wage Calculator for Galveston County indicating inflation rates more than triple the recommended amount, we have taken a measured approach. The staff is only recommending a total cost of living and step wage increase of 6.7% for our committed personnel and 8.84% for our collective bargaining officers. These increases, in comparison to other cities, are either similar or even lower. It is essential to acknowledge the dedication and hard work of our staff while ensuring the sustainability of our budgetary framework.

I am pleased to inform you that our city's sales tax revenue continues to exhibit robust growth, demonstrating the health and sustained progress of our local economy. With an increase of over 10% from last year, we have reason to be optimistic about our future prospects. This revenue growth affords us the opportunity to invest in critical projects, provide support for our exceptional personnel, and acquire necessary equipment to propel our city's prosperity further. Additional funding for equipment has been provided for by the American Rescue Plan as included on p.134. We also plan to use these

funds towards the Avenue P Drainage infrastructure project shared with the Galveston County Drainage District No. 1.

The 2024 Proposed Budget embodies a well-rounded approach, reflecting the interests and aspirations of our community. It is designed to address the immediate needs of our departments while remaining mindful of the financial obligations we owe to our taxpayers. Integrating the objectives and direction established from our adopted comprehensive master plan, we can carefully match the priorities outlined within this budget and ensure the continued success and development of our great city.

I request your thorough review and deliberation in the next two months of the 2024 Proposed Budget, and I look forward to discussing the budget with you further at the upcoming council meetings.

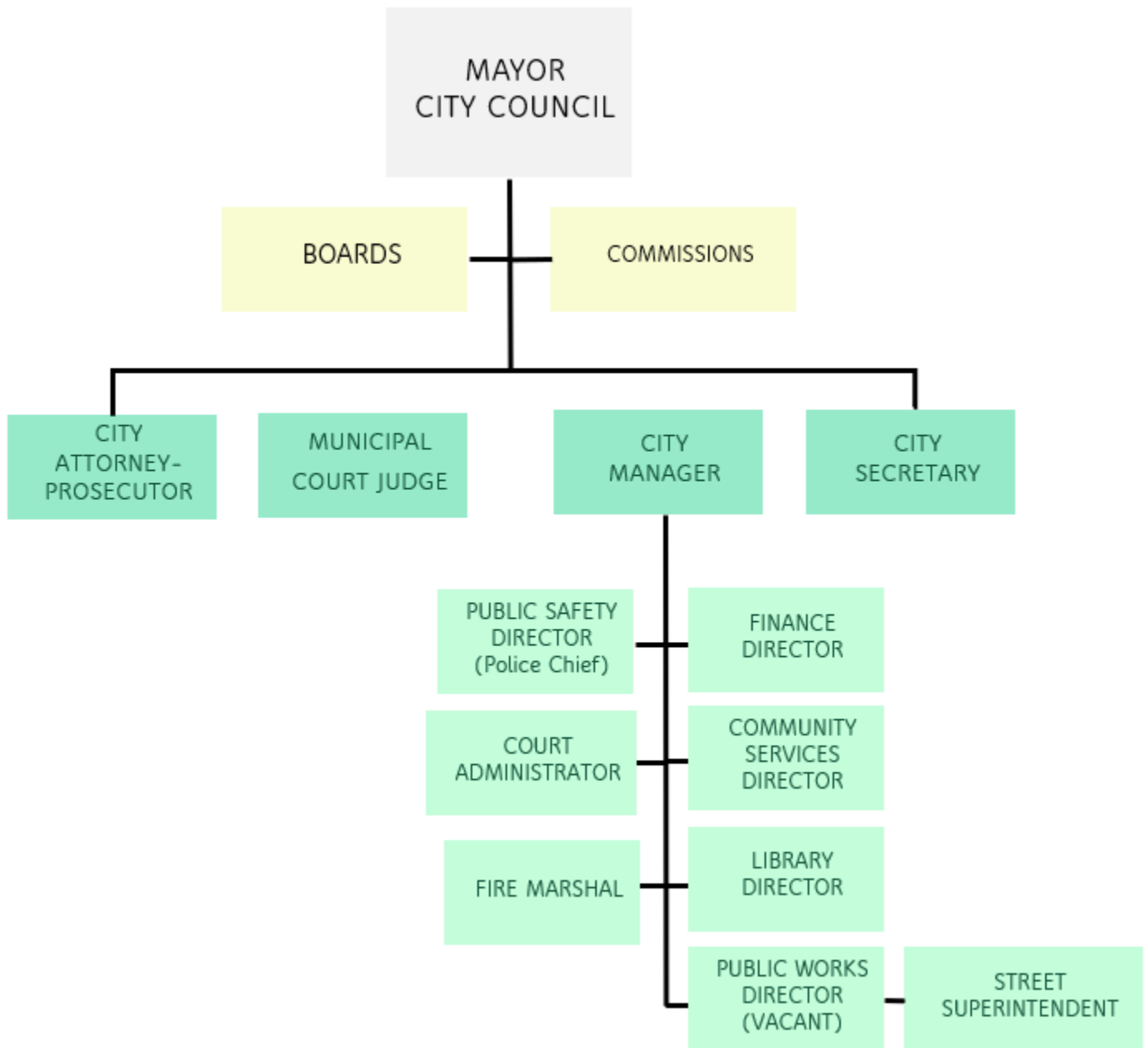
Thank you for your unwavering dedication to the citizens of Santa Fe. Together, we will build a prosperous future.

Respectfully submitted,

Alun W. Thomas

Alun W. Thomas
City Manager

CITY OF SANTA FE ORGANIZATIONAL CHART



History of Santa Fe

In 1975, Hitchcock's Commissioner's Court considered 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.

Demographics

Physiographic		
Land Area	16.9 square miles	
Miles of Streets	92 miles	
Longitude Range	W 95° 105'	
Latitude Range	N 29° 377'	
Elevation Range	20' - 28'	
Population		
1990	8,429	
2000	9,559	
2010	12,148	
2020	12,735	
2021	13,450	
2022	14,250	
2023	15,090	
Race and Ethnicity Breakdown Source: US Census estimates as of July 1, 2022		
White	85.0%	
Black or African American	0.35%	
Asian	0.20%	
American Indian	0.10%	
Other	0.05%	
Two or more races	14.30%	
<i>of Hispanic Origin</i>	17.70%	
Median Age (2020 and 2022 US Census)		
2020	40.5	
2022	42.8	
Age Distribution		
Under 18	16.10%	
18 to 34	18.60%	
35 to 54	27.20%	
55 to 64	20.20%	
65 +	17.90%	
Median Household Income (dollars)		
2010 / 2020 US Census	\$63,617 / \$77,926	
2022 Census est:	84,602	
Median Household Size (2000 and 2010 US)		
Average household size	2.81	
Average Family Size	3.15	
Rate of Home Ownership	78.8%	
Median Property Taxes	\$3,739	
Housing Units (2010 and 2023)		
Total housing units	4,957	5,366
Occupied housing units	4,583	4,878

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.

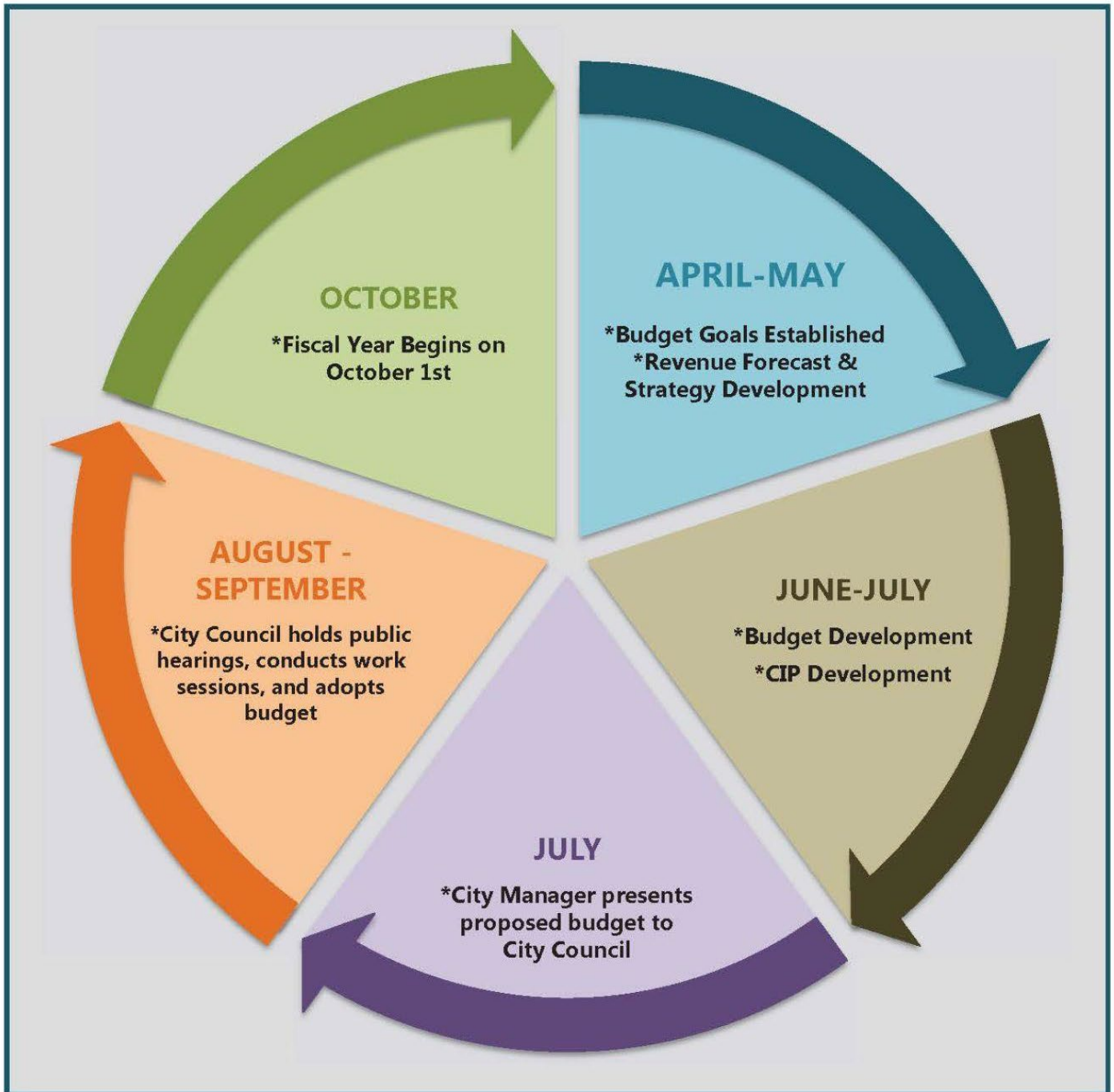
Capital Improvements Plan: The Capital Improvement Plan is developed during this same process. The city operates with a five-year plan where projects are added based on priority as determined by staff. As the fund balance in each of the capital project funds is reviewed for excessive revenue, this revenue 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 15th. The proposed budget will contain the proposed tax rate, revenue estimates for fees and cost of living and benefits increases. The City Manager provides the City Council and the public with an overview of the budget and a summary of the major changes being recommended.

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



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

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

Property Taxes:

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

Sales Taxes:

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

Service Fees:

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

Grants:

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

Fiscal Reserves:

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

Monitoring and Reporting:

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

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

Which Fund Controls Each Department?

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

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

Implementation of the Comprehensive Plan

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

Save space and resources for future infrastructure needs

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

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

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

Attract Employers

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

Funding | H-GAC

Develop Middle Market Housing

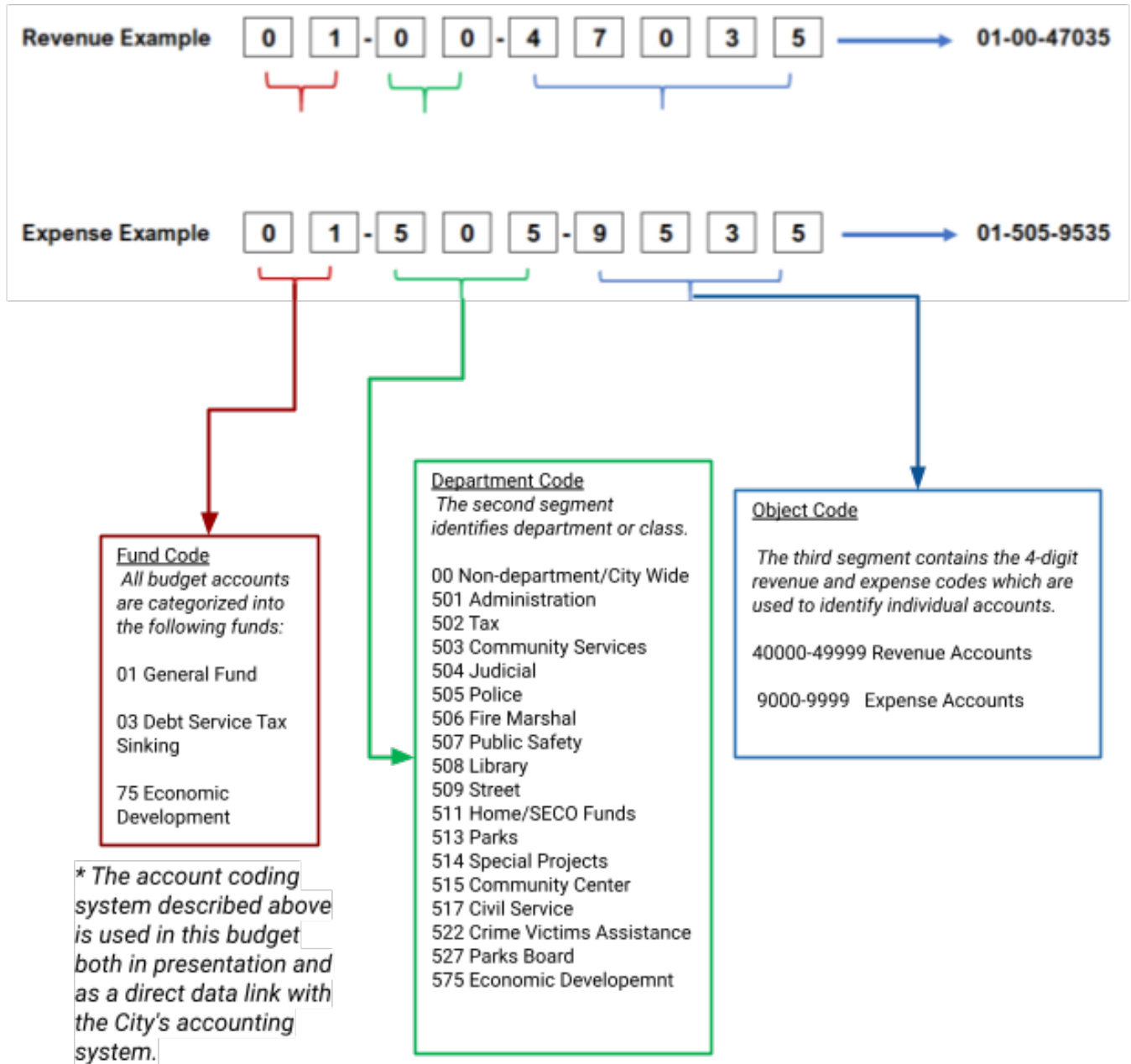
Action Item	Key Players	General Timeline
Create a community group to engage the residents about middle market housing	City Staff Economic Development Corporation Consultant Development Community	Immediate
Update the Unified Development Code	City of Santa Fe Staff Consultant City Council Planning & Zoning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

Funding | H-GAC

Understanding the Budget

Account Numbering:

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



ALL FUND ACCOUNTS SUMMARY OF REVENUE AND EXPENSES

REVENUE						
FUND NAME	Fund Number	Actual FY20-21	Actual FY21-22	Original Budget FY22-23	Amended FY22-23	Proposed FY23-24
General Fund	1	8,080,920	9,303,687	8,293,723	9,091,723	10,069,640
Debt Service Fund	3	253,679	326,255	339,787	347,287	351,570
Capital Projects Fund	6	-	652,908	124,800	124,800	83,200
Economic Development	75	815,265	881,853	891,500	1,231,500	1,087,850
Totals		9,149,864	11,164,703	9,649,809	10,795,309	11,592,260
EXPENDITURES						
FUND NAME	Fund Number	Actual FY20-21	Actual FY21-22	Original Budget FY22-23	Amended FY22-23	Proposed FY23-24
General Fund	1	7,898,572	8,989,408	8,515,283	9,265,383	10,069,640
Debt Service Fund	3	260,675	264,346	327,713	327,713	331,220
Capital Projects Fund	6	-	652,546	-	-	-
Economic Development	75	1,285,310	1,949,983	1,149,846	1,765,230	1,086,700
Totals		9,444,557	11,856,283	9,992,842	11,358,326	11,487,560
NET TOTALS BY FUND						
FUND NAME	Fund Number	Actual FY20-21	Actual FY21-22	Original Budget FY22-23	Amended FY22-23	Proposed FY23-24
General Fund	1	182,348	314,279	(221,560)	(173,660)	-
Debt Service Fund	3	(6,996)	61,909	12,074	19,574	20,350
Capital Projects Fund	6	-	362	124,800	124,800	83,200
Economic Development	75	(470,045)	(1,068,130)	(258,346)	(533,730)	1,150
Grand Totals		(294,693)	(691,581)	(343,033)	(563,017)	104,700

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

- Detailed Expenses by Departments

Running Fund Balances

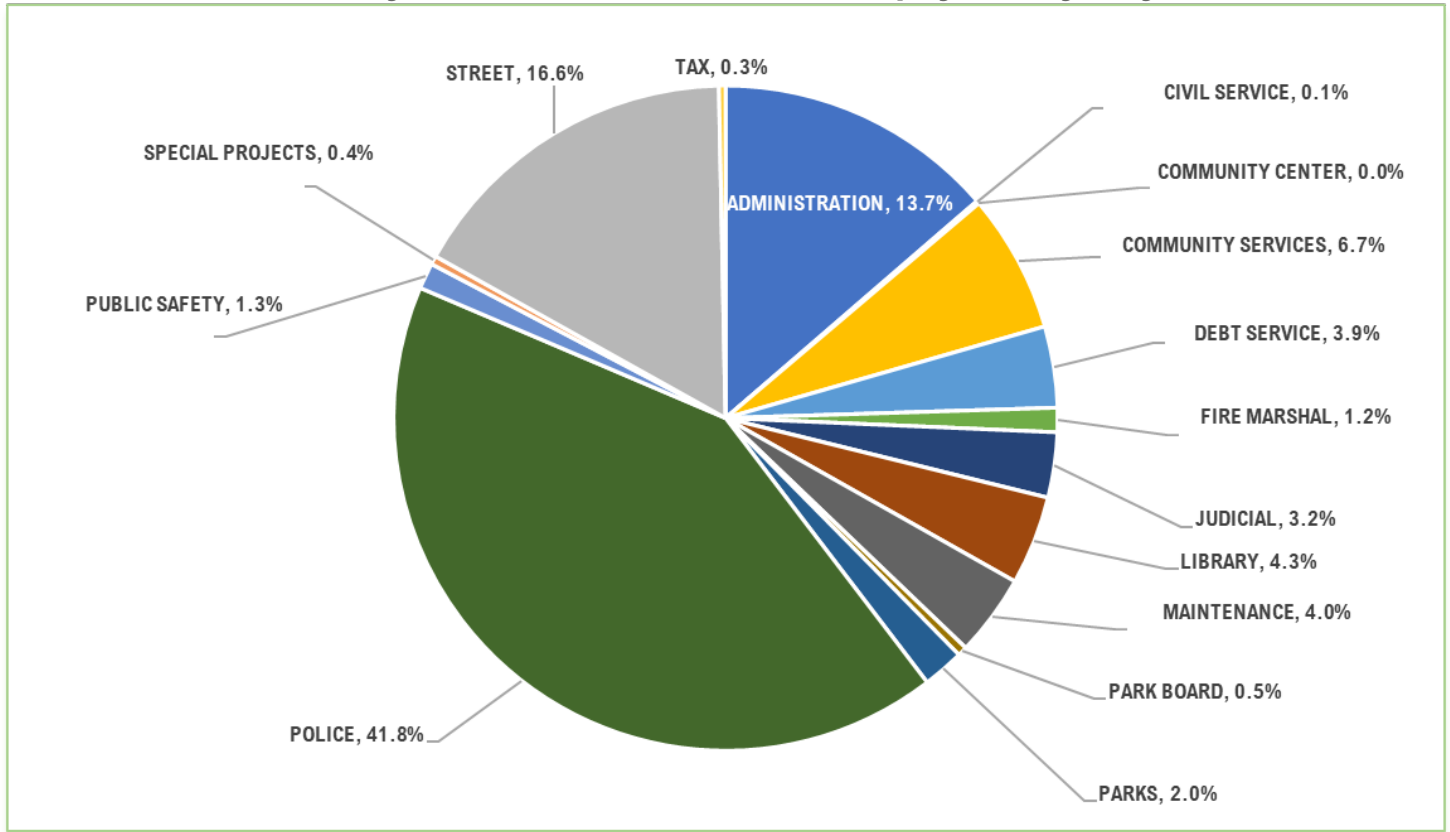
At the end of every fiscal year, the net result of all general fund operating revenues over expenses is added to the fund balances from the prior year. As the current fiscal year progresses, with end-year closing and actual expenses being applied, the original budgeted numbers become actual and change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

The projected column represents the city’s calculated fund balances using available system data 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 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Original 2022/23	Amended 2022/23	Proposed 2023/24
Beginning Fund Balance	1,865,948	2,126,321	2,680,866	2,890,465	3,205,105	3,205,105	3,133,505
Revenues	6,689,338	7,632,042	6,656,422	9,956,597	8,743,683	8,743,683	9,967,400
Expenditures	6,428,965	7,096,015	6,446,823	9,641,957	8,965,283	8,815,283	10,069,640
Ending Fund Balance	2,126,321	2,680,866	2,890,465	3,205,105	2,983,505	3,133,505	3,031,265
Added to/(Appropriated from)							
Fund Balance	260,373	554,545	209,599	314,640	-221,600	-71,600	-102,240

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



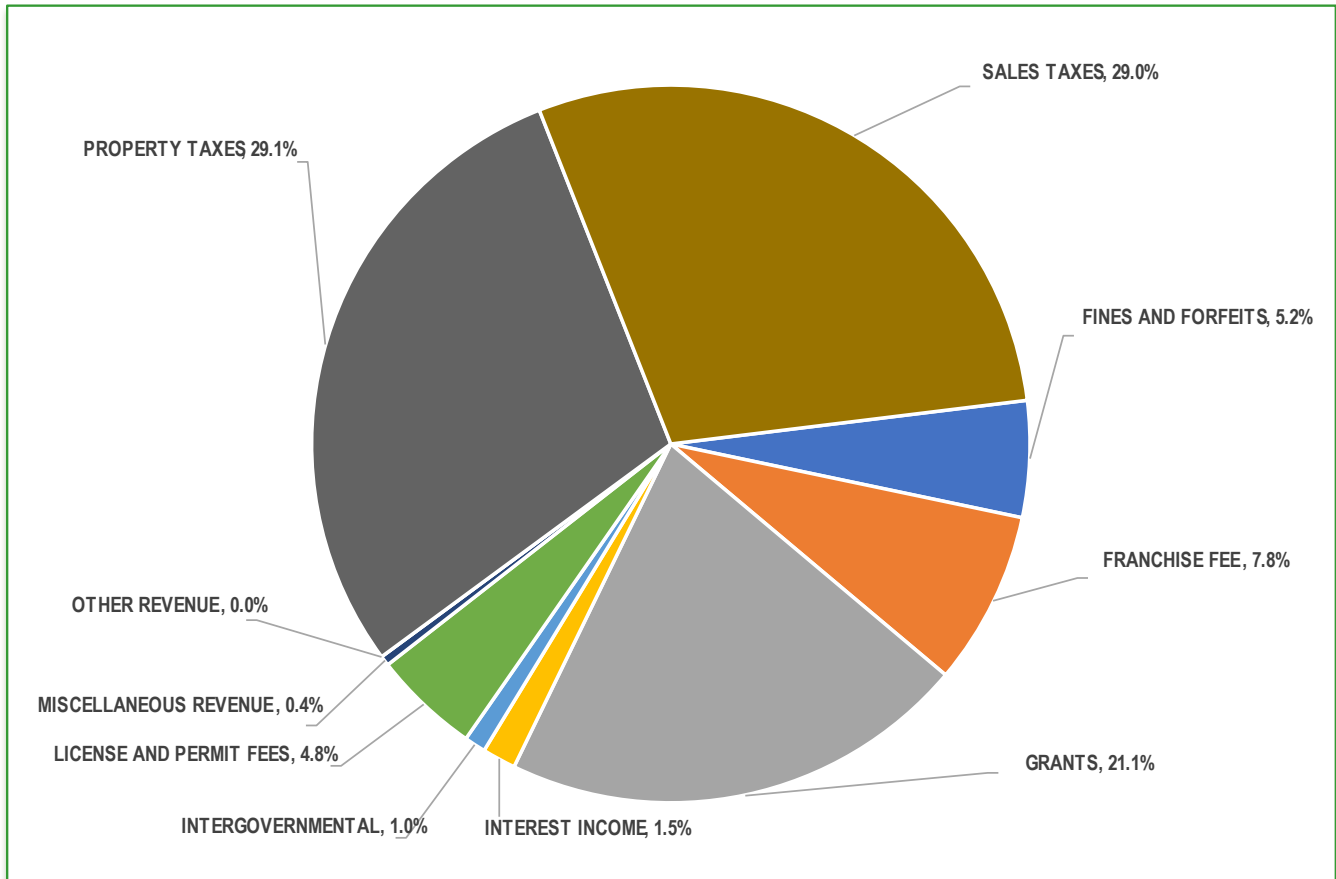
ESTIMATED HOME VALUE \$300,000

Department	Percentage	Service Cost/Yr	Daily Cost
ADMINISTRATION	13.7%	\$107.70	\$0.30
CIVIL SERVICE	0.1%	\$1.10	\$0.00
COMMUNITY CENTER	0.0%	\$0.00	\$0.00
COMMUNITY SERVICES	6.7%	\$53.12	\$0.15
DEBT SERVICE	4.0%	\$31.12	\$0.09
FIRE MARSHAL	1.2%	\$9.32	\$0.03
JUDICIAL	3.2%	\$24.91	\$0.07
LIBRARY	4.3%	\$34.06	\$0.09
MAINTENANCE	4.0%	\$31.29	\$0.09
PARK BOARD	0.5%	\$3.66	\$0.01
PARKS	2.0%	\$15.86	\$0.04
POLICE	41.8%	\$328.88	\$0.90
PUBLIC SAFETY	1.3%	\$9.99	\$0.03
SPECIAL PROJECTS	0.4%	\$3.29	\$0.01
STREET	16.6%	\$130.55	\$0.36
TAX	0.3%	\$2.54	\$0.01
ESTIMATED TOTAL CITY TAX BILL	100.0%	\$787.38	\$2.16

REVENUE OF THE GENERAL FUND

GENERAL REVENUE by CATEGORY

	Actual FY20-21	Actual FY 21-22	Orig Budget FY22-23	Amended Budget FY23	Proposed FY23-24	% of All Revenue
FINES AND FORFEITS	211,120	344,180	235,000	268,000	522,530	5.2%
FRANCHISE FEE	777,849	774,413	770,500	770,500	781,000	7.8%
GRANTS	1,467,085	2,266,382	1,652,959	2,352,959	2,098,850	20.8%
INTEREST INCOME	7,011	18,651	11,000	76,000	150,700	1.5%
INTERGOVERNMENTAL REVENUE	60,322	27,684	38,100	38,100	95,900	1.0%
LICENSE AND PERMIT FEES	386,301	366,683	328,568	328,568	476,900	4.7%
MISCELLANEOUS REVENUE	199,131	330,464	83,720	83,720	44,820	0.4%
OTHER REVENUE	6,052	10,505	0	0	102,240	1.0%
PROPERTY TAXES	2,537,756	2,576,482	2,543,376	2,543,376	2,903,850	28.8%
SALES TAXES	2,428,294	2,588,243	2,630,500	2,630,500	2,892,850	28.7%
Grand Total	8,080,920	9,303,687	8,293,723	9,091,723	10,069,640	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 2022 and 2023(Certified to Certified)

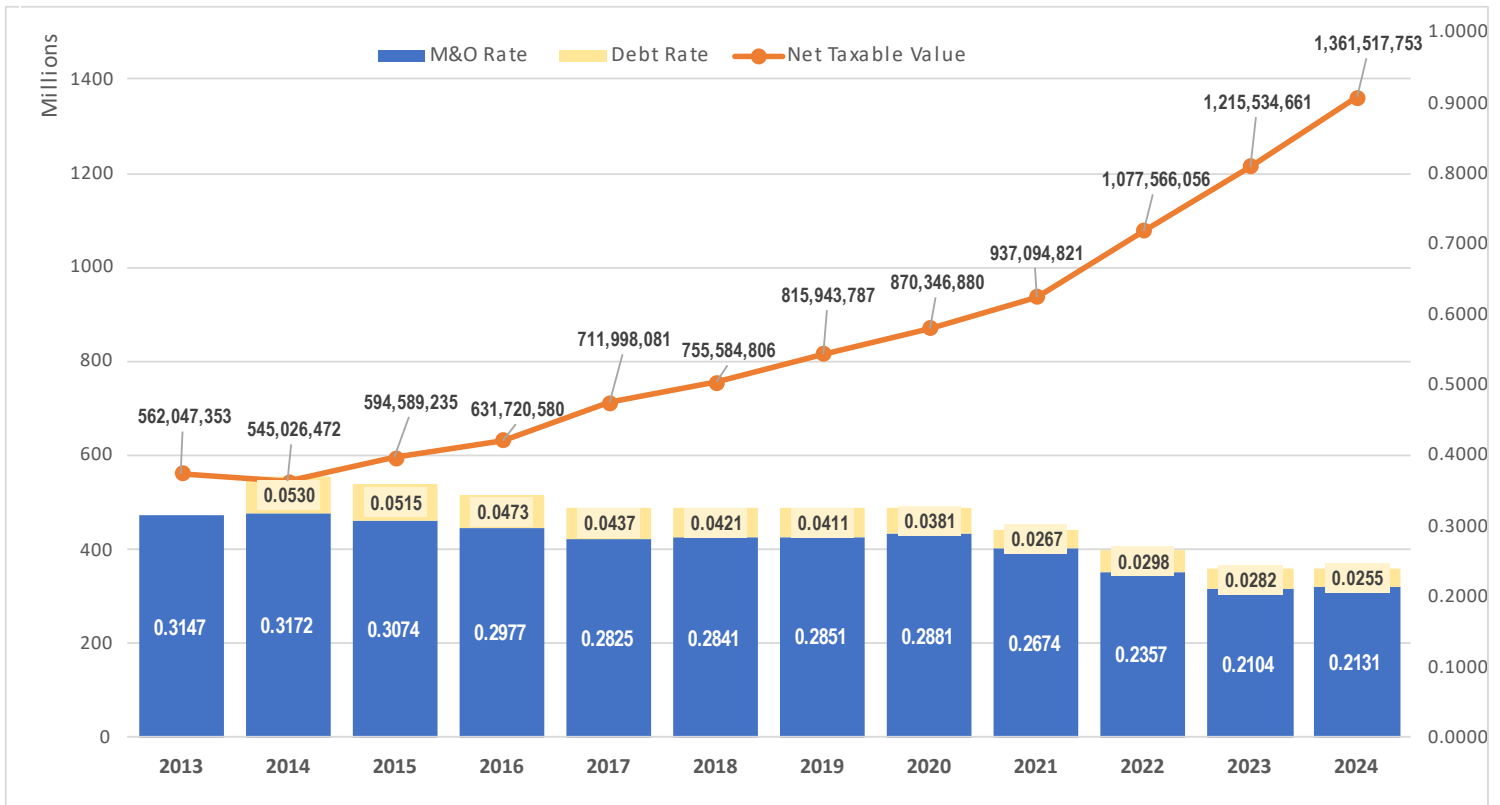
	2022	2023	Increase/ (Decrease)	% Change
Property Count	7,123	7,444		
LAND VALUATIONS				
HOMESITE	192,273,658	223,018,123	30,744,465	15.99%
NON-HOMESITE	152,487,533	166,798,450	14,310,917	9.38%
AG MARKET	37,337,026	48,789,621	11,452,595	30.67%
TIMBER MARKET	0	0	0	
IMPROVEMENTS				
HOMESITE	777,578,158	866,532,043	88,953,885	11.44%
NON HOMESITE	426,558,472	442,836,161	16,277,689	3.82%
PERSONAL PROPERTY	45,138,287	55,909,140	10,770,853	23.86%
MINERALS	85,257	98,438	13,181	15.46%
TOTAL	1,631,458,391	1,803,981,976	172,523,585	10.57%
EXEMPTIONS				
HOMESTEAD CAP ADJUST	119,335,297	159,838,140	40,502,843	33.94%
TOTAL EXEMPT PROPERTY	219,083,403	206,570,644	-12,512,759	-5.71%
TOTAL PRODUCTIVITY MARKET	37,337,026	48,789,621	11,452,595	30.67%
AG USE	-168,173	-176,323	-8,150	4.85%
TIMBER USE			0	
OTHER EXEMPTIONS				
OVER 65	18,504,249	19,016,736	512,487	2.77%
DISABLED PERSONS	2,894,144	2,874,220	-19,924	-0.69%
DISABLED VETS	18,790,658	22,780,031	3,989,373	21.23%
HOUSE BILL 366	90,530	97,417	6,887	7.61%
PRORATED EXEMPT PROPERTY	56,596	236,530	179,934	317.93%
TOTAL EXEMPTIONS	415,923,730	460,027,016	44,103,286	10.60%
NET TAXABLE	1,215,534,661	1,343,954,960	128,420,299	10.56%
FREEZE TAXABLE	-262,607,210	-293,516,115	-30,908,905	11.77%
Transfer Adjustments	-296,411	-33,001		
FREEZE ADJ TAXABLE VALUE	952,631,040	1,050,405,844	97,774,804	10.26%

This page is from certified roll to certified roll.

Comparing the Tax Rates over Time

The 2022-2023 overall tax rate for the City of Santa Fe was \$0.238602 for every \$100 of valuation. The proposed rate of \$0.261801 per \$100 of value indicates an overall increase of 9.7% in the tax rate and greater budgeted revenue of from existing and new values added for the first time to the tax rolls. The 0.261801 reflects a commitment by the elected officials to keep property taxes low while balancing the budget of growing city. While the city receives a significant amount of revenue from ad valorem or property taxes, at 27%, it is only one of many ways the city generates funds to balance an ever-growing budget.

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



Calculating the Property Tax Revenue for the City

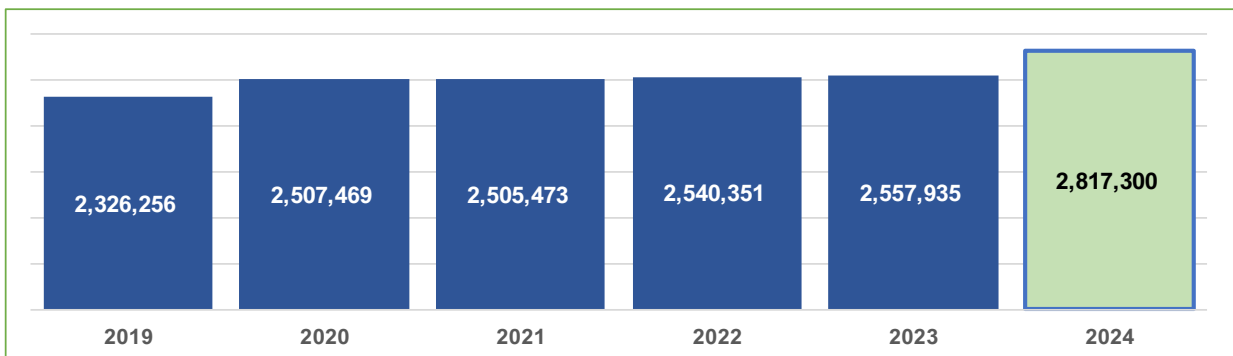
Using the certified values given to the city by the appraisal district, the estimated levy used in our budget is calculated using the following formula and is displayed in the **2023 Tax Roll** column below. For budget purposes, we do not include 3% of the total levy as not all taxes are expected to be paid in a timely manner. This budget reduction adheres to the City Charter for tax calculations within the current funding year. Additionally, the change in revenue shown represents the calculated new property values on the 2023 tax rolls. This is a conservative approximation

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

**CITY OF SANTA FE 2023/2024 FISCAL YEAR
BUDGETED TAX LEVY CALCULATION**

	2023 Tax Roll	
	DEBT SERVICE	M & O
CERTIFIED TAXABLE - FREEZE ADJUSTED	\$1,050,405,844	\$1,050,405,844
UNDER REVIEW (85%)	74,368,175	74,368,175
SUBTOTAL TAXABLE - FREEZE ADJUSTED	\$1,124,774,019	\$1,124,774,019
2023 (PROPOSED TAX RATE)	\$0.025497	\$0.213103
INCREASE/(DECREASE) from LAST YR	-\$0.002668	\$0.002666
2022 M&O TAX RATE	0.025497	\$0.213103
FREEZE ADJUSTED LEVY	\$286,784	\$2,396,927
+ CERTIFIED FREEZE CEILING	51,322	480,271
+ UNDER REVIEW FREEZE CEILING (85%)	3,425	27,244
CURRENT LEVY	\$341,531	\$2,904,443
COLLECTION RATE (Based on Tax Collector)	97.00%	97.00%
	10.69% Debt	89.31% M&O
TOTAL CURRENT LEVY BUDGETED	\$331,285	\$2,817,310
	<u>EST CHANGE IN REVENUE</u>	<u>\$351,289</u>

Historical M&O Revenue including Budgeted 2024



ESTIMATED AD VALOREM TAX COLLECTIONS AND DISTRIBUTIONS

FISCAL YEAR 2023-2024

CURRENT TAXES

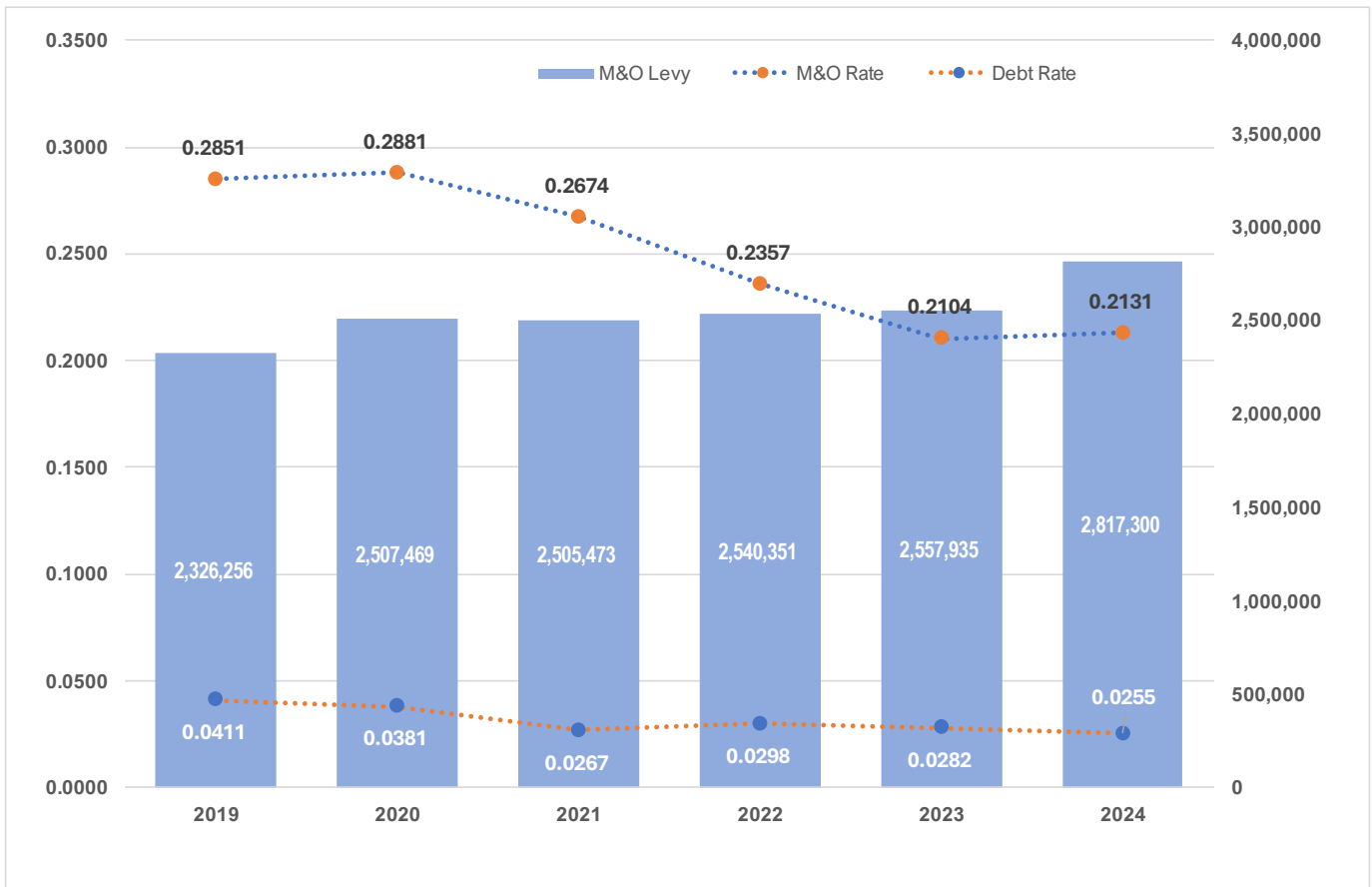
Fiscal Years	2022-2023 Rate	2023-2024 Rate	2023-2024 Levy	% of total	2023-2024 Collections at 97.00%
GENERAL FUND (01)	0.210437	0.2131030	\$2,904,443	89.48%	\$2,817,310
INTEREST & SINKING DEBT (03)	0.028165	0.0254970	\$341,531	10.52%	\$331,285
TOTAL TAX RATE	0.238602	0.2386000	\$3,245,974	100.00%	\$3,148,595

Change 0.00%

DEBT (INTEREST & SINKING) ALLOCATION 2023-24

Budget Code	03-47010 M&O	03-47011 Delinquent	03-47012 P & I Current	03-47013 P & I Del	Total
DEBT SERVICE OBLIGATIONS (03)	\$331,285	\$4,969	\$3,313	\$ -	\$339,567
	\$331,285	\$4,969	\$3,313	\$ -	\$339,567

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



M & O Ad Valorem Tax Structure

History of Tax Rate and Budgeted Levy

Fiscal Year	Assessed Valuation	M & O Tax Rate per \$100	Budgeted Levy
2013	485,340,644	0.31470	1,684,479
2014	484,769,963	0.31720	1,710,949
2015	506,979,058	0.30740	1,742,022
2016	553,320,384	0.29770	1,845,511
2017	600,656,085	0.28250	1,920,576
2018	625,233,744	0.28410	2,034,245
2019	641,885,519	0.28510	2,102,775
2020	682,925,313	0.28810	2,260,415
2021	768,534,030	0.26730	2,424,646
2022	883,547,422	0.23570	2,437,556
2023	1,018,955,991	0.21044	2,620,426
2024	1,050,405,844	0.21310	2,817,310

The 2024FY Assessed Valuation (Tax Year 2023) includes 85% of values currently under review

The 2023 Assessed Valuation includes \$ 37,745,494 in new value & improvements.

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

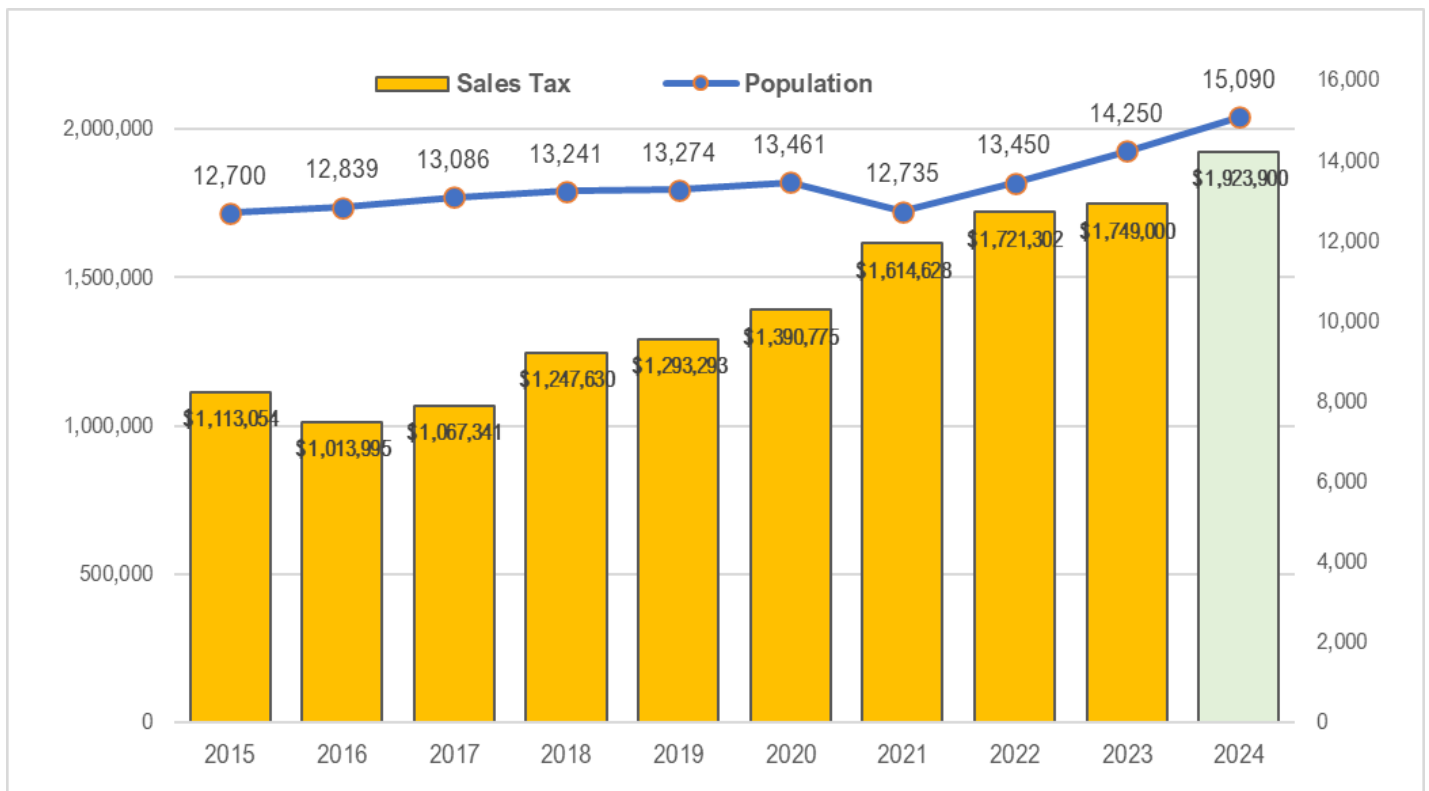
History of Tax Rates

Fiscal Year	No New Revenue (Effective) M & O Tax Rate	M & O Tax Rate per \$100	Debt Svc Tax Rate per \$100	Total Rate per \$100
2013	0.31470	0.31470		0.31470
2014	0.31720	0.31720	0.05300	0.37020
2015	0.30740	0.30740	0.05150	0.35890
2016	0.28770	0.29770	0.04730	0.34500
2017	0.28250	0.28250	0.04370	0.32620
2018	0.27730	0.28410	0.04210	0.32620
2019	0.28090	0.28510	0.04110	0.32620
2020	0.27730	0.28810	0.03810	0.32620
2021	0.26730	0.26730	0.02670	0.29400
2022	0.23183	0.23575	0.02977	0.26552
2023	0.21044	0.21044	0.02817	0.23860
2024	0.19435	0.21310	0.02550	0.26180

Sales Taxes

As of July 2023, sales taxes are the largest revenue source in the General Fund (M&O), making up nearly 30% of the City's General Fund budgeted revenue. Of the 8.50% sales tax rate charged inside the city limits, the City receives 2.0% with 0.5% going towards reducing the Voter Approval Tax Rate. The local economic development entity receives 0.5% which is their primary funding. Fiscal year 2023 actuals indicate that \$70-85/barrel oil has improved economic conditions through business sales, job creation and industry expansion. The state's economy is heavily reliant on the oil and gas industry, and fluctuations in oil prices can significantly impact its economic outlook. Higher oil prices generally benefit Texas as they support increased production and investment in the energy sector, leading to the job creation and economic growth mentioned. However, the ongoing energy transition and climate policies pose long-term challenges for Texas, necessitating a diversification of the state's economy to reduce reliance on oil and gas. As global demand, geopolitical events, and energy transition dynamics unfold, they will likely shape the Texas economic forecast in the near future. With these factors, as well as the trends indicated over the last three years in local sales tax collection, allows us to predict a 10% increase in sales tax revenue for the 2024 fiscal year. After 2024 we do not forecast any increases over 9% and we expect at least one to two years under 6% over the next decade.

Historical Sales Tax Collection vs. City Population



STATEMENT OF GENERAL FUND REVENUE

All Departments (00)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-00-4000

GENERAL FUND REVENUE DETAIL

47010	TAX REVENUE - CURRENT YEAR	2,449,447	2,474,706	2,473,176	2,473,176	2,817,300	13.9%
47011	TAX REVENUE - DELINQUENT	48,605	69,446	40,000	40,000	56,400	41.0%
47012	TAX REVENUE-PENALTY & INTEREST	35,530	31,799	30,000	30,000	30,000	0.0%
47013	TAX REV - RENDERED PENALTIES	0	400	0	0	0	-
47014	EXCESS FUNDS-PROP TAX	2,379	0	0	0	0	-
47015	TAX CERTIFICATES	1,500	0	0	0	0	-
47016	TAX REV-SPEC INVENTORY TAX	295	132	200	200	200	0.0%
47020	CONTRACT FEE - GARBAGE	102,702	99,066	105,000	105,000	105,000	0.0%
47021	FRANCHISE FEE - CABLE	199,669	202,740	203,000	203,000	203,000	0.0%
47022	FRANCHISE FEE - GAS	30,302	35,687	35,000	35,000	37,000	5.7%
47023	FRANCHISE FEE - ELECTRICITY	428,350	420,286	409,500	409,500	420,000	2.6%
47024	FRANCHISE FEE - TELEPHONE	16,826	16,634	18,000	18,000	16,000	-11.1%
47030	CITY SALES TAX	1,614,628	1,721,302	1,749,000	1,749,000	1,923,900	10.0%
47031	ADD'L SALES TAX-PROP TAX RED	807,314	860,651	874,500	874,500	962,000	10.0%
47035	MIXED BEVERAGE TAX	6,351	6,290	7,000	7,000	7,000	0.0%
47105	WRECKER PERMITS	1,225	2,600	1,020	1,020	2,000	96.1%
47107	HOME OCCUPATION LICENSE	0	0	0	0	0	-
47110	PEDDLER/VENDOR LICENSES	380	860	204	204	200	-2.0%
47112	MASS GATHERING PERMITS	0	0	0	0	0	-
47115	ALCOHOLIC BEVERAGE PERMITS	3,170	828	1,020	1,020	1,100	7.8%
47125	HAZARDOUS MATERIALS PERMITS	0	0	0	0	0	-
47127	OVERWEIGHT PERMIT - SHIPPING	4,440	3,963	0	0	0	-
47135	CULVERT PERMITS	14,460	13,072	10,200	10,200	11,200	9.8%
47137	PID REIMBURSEMENT AGRMNT	26,659	8,449	0	0	0	-
47138	PID PETITION APPL FEE	3,000	0	0	0	0	-
47139	PUD APPLICATION FEE	350	0	0	0	0	-
47140	BUILDING PERMITS	219,594	223,746	224,400	224,400	246,800	10.0%
47141	RE-INSPECTION FEES	2,460	4,177	2,040	2,040	2,200	7.8%
47142	PLAN REVIEW FEES	60,925	68,947	56,100	56,100	112,200	100.0%
47143	DEMOLITION PERMIT FEES	2,850	1,788	0	0	0	-
47145	MANUFACTURED HOME PERMITS	1,775	1,350	1,020	1,020	1,100	7.8%
47146	MH PARK LICENSING	12,337	3,240	3,060	3,060	3,400	11.1%
47155	SALVAGE YARD PERMITS	0	0	0	0	0	-
47160	HOUSE MOVING PERMITS	150	0	0	0	0	-
47165	PIPELINE FEES	1,575	1,375	1,607	1,607	1,800	12.0%
47167	SECURITY ALARM INSP FEES	0	0	0	0	0	-
47170	SUBDIVISION PLAT FILING FEES	8,272	14,775	7,140	7,140	7,900	10.6%
47171	ENGINEERING & CONSULTING FEES	3,071	0	3,060	3,060	67,500	2105.9%
47172	COMMUNITY PARK FEES	0	0	0	0	0	-
47175	ZONING CHANGE REQUEST FEES	3,200	4,500	3,060	3,060	3,400	11.1%

All Departments (00) continued	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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GENERAL FUND REVENUE DETAIL (cont.)

47180	ZONING PERMITS	1,975	1,635	2,040	2,040	2,200	7.8%
47190	FIRE PREVENTION FEES	13,733	10,725	12,240	12,240	13,500	10.3%
47192	ROW EXCAVATION PERMIT	0	0	0	0	0	-
47196	GOLF CART REGISTRATION FEES	700	655	357	357	400	12.0%
47199	CREDIT CARD CONVENIENCE FEE	0	0	0	0	0	-
47203	CS2 - CHILD SAFETY FEE	2,174	1,403	1,000	1,000	8,000	700.0%
47204	UNRECONCILED COURT FINES	0	0	0	0	0	-
47205	MUNICIPAL COURT FINES	195,495	318,651	225,000	258,000	489,800	117.7%
47206	BUILDING SECURITY FUND	2,509	6,594	0	0	0	-
47207	TECHNOLOGY FUND	1,000	5,599	1,000	1,000	9,700	870.0%
47208	CREDIT CARD PROCESSING FEE	9,668	11,320	8,000	8,000	15,000	87.5%
47209	CONTRIBUTION BY DEL TAX ATTY	0	0	0	0	0	-
47210	LIBRARY FINES	274	24	0	0	0	-
47215	CASH BOND FORFEITURES	0	589	0	0	0	-
47307	EDC / INTERFUND TRANSFERS	24,000	24,000	30,000	30,000	90,800	202.7%
47312	TRAINING FUNDS FROM STATE	2,023	0	2,100	2,100	2,100	0.0%
47313	POLICE SPECIALIZED TRAINING	0	0	0	0	0	-
47316	CONTRIBUTION BY SANTA FE ISD	0	0	0	0	0	-
47317	CONTRIBUTION BY SFEDC	39,423	297,846	232,959	482,959	78,900	-66.1%
47318	CONTRIBUTION BY TXDOT	0	0	0	0	0	-
47319	CONTR BY PVT CITIZEN/COMPANY	28,236	0	0	0	0	-
47320	NTF / DEA	0	0	0	0	0	-
47321	CONTRIBUTION BY GALV COUNTY	0	0	0	0	0	-
47322	SEIZED/AWARDED VEHICLE/EQPT	0	1,385	0	0	0	-
47323	POLICE GRANT	6,063	2,299	6,000	6,000	3,000	-50.0%
47407	PARK RENTAL	0	200	0	0	0	-
47408	WEBBER COMM CENTER RENTAL	4,881	9,295	6,000	6,000	6,000	0.0%
47409	COMM CTR DEPOSIT FORFEITURES	175	50	0	0	0	-
47413	CHILD SAFETY FAIR DONATIONS	2,331	0	0	0	0	-
47414	CRIME PREVENTION DONATIONS	0	0	0	0	0	-
47415	LIBRARY MEMORIAL FUND	399	440	0	0	0	-
47416	LIBRARY DONATIONS	1,156	375	0	0	0	-
47417	PARK FUNDRAISERS/DONATIONS	0	12,770	0	0	0	-
47418	SFSRC DONATIONS	0	0	0	0	0	-
47419	CANINE PROGRAM DONATION	0	0	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	6,993	18,651	11,000	76,000	150,700	1270.0%

All Departments (00) continued	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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GENERAL FUND REVENUE DETAIL (cont.)

47421	INTEREST-LIBRARY EXPANSION	18	0	0	0	0	-
47427	SEIZED FUND REVENUE	9,365	625	0	0	0	-
47428	4TH OF JULY REV & DONATIONS	0	3	0	0	0	-
47429	TRAILS OF SANTA FE DONATION	1,000	0	0	0	0	-
47430	COPIES / MAPS	2,098	1,406	800	800	800	0.0%
47431	SUBDIVISION ST LIGHT REV.	1,800	0	9,000	9,000	9,000	0.0%
47433	SF FIRE & RESCUE DONATION	0	0	0	0	0	-
47435	LEASE OF PROPERTY	9,020	9,020	9,020	9,020	9,000	-0.2%
47440	SALE OF ASSETS	0	34,623	58,900	58,900	20,000	-66.0%
47441	SALE OF ASSETS-CRIME PREVENT.	0	0	0	0	0	-
47445	OTHER FINANCING SRCS-CAPITAL	132,487	256,836	0	0	0	-
47446	OTHER FINAN SRCS-EQUIP/WARRNTY	0	0	0	0	0	-
47450	COMMISSION ON TELEPHONES-JAIL	0	0	0	0	0	-
47452	COMCAST LITIGATION SETTLEMENT	10,313	0	0	0	0	-
47485	FEMA FUNDS	24,107	4,821	0	0	0	-
47486	REBUILD TEXAS FUNDS	0	0	0	0	0	-
47951	SALE OF SEIZED ASSETS	0	0	0	0	0	-
47952	MISCELLANEOUS REVENUE.	552	10,505	0	0	0	-
47980	APPROPRIATED FUND BALANCE	0	0	0	0	102,200	-
47991	HOME PROGRAM-STATE/LOCAL FUNDS	5,500	0	0	0	0	-
48000	SECO BLOCK GRANT	0	0	0	0	0	-
48005	CARES ACT GRANT ALLOCATION	108,851	0	0	0	0	-
48007	ARP LOCAL RECOVERY FUND	0	786,067	950,000	1,400,000	1,550,000	63.2%
48026	HAZARD MITIGATION-FEDERAL	0	0	0	0	0	-
48027	CDBG-2019/20-LOCAL/WCID #8	25,000	18,686	0	0	0	-
48028	CDBG-2019/20-FEDERAL	220,540	87,675	0	0	0	-
48029	CDBGDR-C093 FEDERAL	612,669	605,930	0	0	0	-
48030	VOCA GRANT	460,602	470,178	470,000	470,000	470,000	0.0%

Total Revenue	8,080,920	9,303,687	8,293,723	9,091,723	10,069,700	21.4%
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STATEMENT OF GENERAL FUND EXPENDITURES

GENERAL FUND EXPENSES by DEPARTMENT

<i>Department Name</i>	Actual FY20-21	Actual FY21-22	Budget FY22-23	Amended FY22-23	Proposed FY23-24
ADMINISTRATION	823,422	968,204	942,386	1,209,386	1,146,350
ARP GRANT FUND	-	786,067	950,000	1,400,000	1,550,000
CDBG 2019-2020	860,696	712,291	-	-	-
CIVIL SERVICE	3,977	15,366	13,225	13,225	11,730
COMMUNITY CENTER	40,351	18,166	10,428	10,428	-
COMMUNITY SERVICES	523,003	563,371	567,037	567,037	565,360
CRIME VICTIM ASST-federal	459,959	470,178	470,000	470,000	470,000
CRIME VICTIM ASST-local	-	-	-	-	-
FIRE MARSHAL	25,480	27,284	34,364	34,464	99,160
JUDICIAL	308,267	217,116	222,304	255,304	265,180
LIBRARY	271,493	330,218	333,473	333,473	362,550
MAINTENANCE	-	112,329	268,487	268,487	333,000
PARK BOARD	-	12,207	44,100	44,100	39,000
PARKS	138,976	229,074	147,253	147,253	168,810
POLICE	2,979,830	3,119,589	3,273,401	3,273,401	3,500,600
PUBLIC SAFETY	124,093	102,025	105,300	105,300	106,300
SPECIAL PROJECTS	35,000	10,000	35,000	35,000	35,000
STREET	1,280,518	1,271,171	1,072,025	1,072,025	1,389,600
TAX	23,508	24,752	26,500	26,500	27,000
Grand Total	7,898,572	8,989,408	8,515,283	9,265,383	10,069,640

MAJOR CHANGES:

Council approved an increase to the general wages for all departments to help rising inflation and to bring these essential positions closer to local market averages to include police officers covered under the collective bargaining agreement. This budget redirects some ARPA funds toward general equipment replacement and new program equipment to service the community. The federal ARPA funds will also help to modernize our police communications and operational equipment as well as heavy street and drainage equipment for public works.

GENERAL FUND ACCOUNT EXPENSE CODES AND DESCRIPTIONS

EXPENDITURES

CAPITAL ASSET EXPENDITURES

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

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

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

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

LIBRARY SIGN DONATION - Recognizing partial donation of outside library marquee

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

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

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

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

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

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

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

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

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

INSURANCE

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

MAINTENANCE & REPAIRS

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

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

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

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

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

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

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

STORM SEWERS - Drainage maintenance including the purchase of culverts

STREETS AND ROADWAYS - All purchases for maintaining streets and roads

PERSONNEL SERVICES

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

COURT COSTS - Officers' pay for court appearance

RETIREMENT CONTRIBUTION - City's matching retirement contribution

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

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

JANITORIAL - Pay for contract labor for janitorial services

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

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

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

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

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

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

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

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

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

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

WARRANT FEES - Fees paid to police officers for serving warrants

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

SPECIAL SERVICES

ACCOUNTING SERVICES - Audit fees associated with annual financial statements

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

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

ANIMAL CONTROL - Contract fees for animal control services

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

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

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

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

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

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

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

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

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

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

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

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

HEALTH DEPARTMENT - Contract fees for water pollution monitoring services

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

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

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

LEGAL EXPENSES - Fees for legal services

MEDICAL EXPENSES - Drug testing and physicals for applicants and employees

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

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

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

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

PROSECUTOR - Municipal Court Prosecutor services

SUBDIVISION FILING FEES – Filing fees necessary to record subdivision plats

SOFTWARE MAINTENANCE SERVICES - Services for software support and licensing

SUPPLIES AND MATERIALS

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

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

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

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

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

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

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

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

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

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

FUEL - Gasoline and diesel fuels

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UTILITIES

GAS - Charges for natural gas usage

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

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

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

WATER - Charges for water usage

ADMINISTRATIVE

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

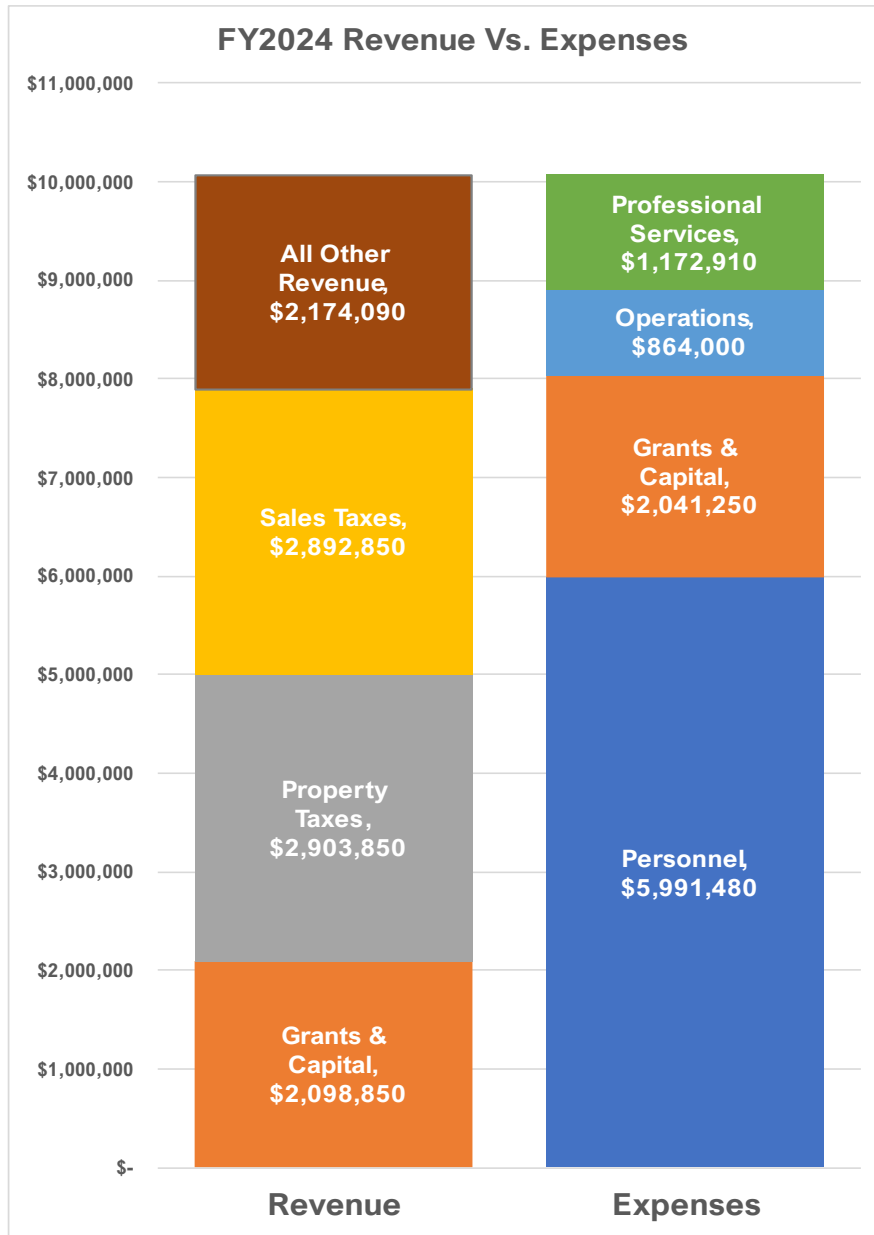
CONTINGENCY FUND - Funds reserved for certain unanticipated expenditures, such as an emergency situation or an extremely unusual circumstance or opportunity, which may arise during the fiscal year

Detailed Expenses by Department

DEPARTMENT LIST

<u>DEPT ID</u>	<u>DEPARTMENT NAME</u>
501	ADMINISTRATION
502	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 ASSTISTANCE
527	PARK BOARD
528	MAINTENANCE-UTILITIES
529	HOTEL/MOTEL TAX
530	ARPA GRANT
575	ECONOMIC DEVELOPEMNT

COMPARISON GENERAL FUND REVENUE VS. EXPENSES



General Fund revenue for the City of Santa Fe consists primarily of three large categories; Sales Taxes, Property Taxes and Services Fees & Fines. While grants play an important part in the city budget, they will generally net out and therefore will not constitute a regularly recurring item. Expenses, conversly, consists of one large personnel category and two other much smaller expense groups of professional services and operations. Again, grants are expected to net out and do not play as much of a role in comparisons. Of the largest expense category, Personnel, 55% of the total are the police & dispatch, 13% are the street personnel and remaining 32% for all other city staff. The following department expenses are broken down by the object account code used by the city’s accounting system.

ADMINISTRATION**DEPARTMENT 501****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 OBJECTIVESGeneral Management:

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

Financial Management:

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

Human Resources:

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

Planning:

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

Legal:

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

PERSONNEL ALLOCATIONS COMPARISON

DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
501-Administration	City Manager	Contract	1.0	1.0	1.0	1.0
	City Secretary	Contract	1.0	1.0	1.0	1.0
	Finance Director	33 - Exempt	-	1.0	1.0	1.0
	Director of Adm. Svcs.	20 - Exempt	1.0	-	-	-
	Accounting Clerk/Specialist	16	1.0	1.0	1.0	1.0
	Communications Specialist	14				1.0
	Receptionist	12	1.0			
TOTAL ADMINISTRATION			5.0	4.0	4.0	5.0

Notes on Budget Changes for the new Fiscal Year

Dept (501)

REGULAR PAYROLL –

Position changes, and filling all previously vacant positions including the City Manager and Communications Specialist cost increases in administration ; Cost of living increase in wages and related benefits (4.7% COLA, 2% Merit/Longevity Step) (\$241,110)

SPECIAL SERVICES – COMP PLAN –

Removal of expenses for the comprehensive plan completed fiscal year 2023 (-\$154,000)

INSURANCE – Cost of Insurance will be increasing for general liability, fire, and casualty by 26%. (\$40,000)

CAP OUTLAY/TRANSFER – Transfer to Capital Equipment Replacement Fund. (\$80,000)

ADMINISTRATION

DEPARTMENT 501

Administration (501)		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
01-501-9000		DETAIL OF EXPENSES					
9050	CE-LAND	0	0	0	250,000	0	-
9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	25,234	25,234	0	0	0	-
9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	2,359	2,059	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	11,775	0	0	0	80,000	-
9105	I-FIRE, LIAB., & EXT. COVERAGE	134,072	149,281	153,779	153,779	193,900	26.1%
9205	MR-BUILDINGS & STRUCTURES	1,665	482	500	500	500	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	3,105	2,569	2,500	2,500	2,500	0.0%
9215	MR-INSTRUMENTS	283	194	500	500	500	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	205	6,054	1,000	1,000	1,000	0.0%
9222	MR-PARKING LOT	0	0	0	0	0	-
9301	PS-CERTIFICATION PAY	0	0	0	0	2,400	-
9305	PS-RETIREMENT CONTRIBUTION	55,693	64,678	50,642	50,642	92,100	81.9%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	32,769	33,257	41,678	41,678	44,500	6.8%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	2,835	2,445	366	366	700	91.3%
9325	PS-MEDICARE & SOCIAL SECURITY	4,929	6,262	4,080	4,080	6,900	69.1%
9326	PS-WITHHOLDING TAX PENALTY	335	0	0	0	0	-
9329	PS-OVERTIME	8,778	1,983	372	372	1,400	276.2%
9330	PS-REGULAR PAYROLL	322,302	364,095	284,945	284,945	477,200	67.5%
9334	PS-TRAINING & TRAVEL - EDC	265	387	0	0	0	-
9335	PS-TRAINING & TRAVEL-STAFF	5,086	6,892	6,000	11,367	10,000	66.7%
9336	PS-TRAINING & TRAVEL-COUNCIL	3,555	4,402	17,000	11,078	13,000	-23.5%
9337	PS-CELL PHONE ALLOWANCE	0	0	0	0	0	-
9338	PS-CAR ALLOWANCE	6,375	1,210	0	0	6,000	-
9340	PS-UNEMPLOYMENT TAXES	1,407	101	270	270	400	48.1%
9345	PS-WORKERS' COMPENSATION	961	769	642	642	1,000	55.7%
9405	SS-ACCOUNTING SERVICES	41,000	41,084	45,000	45,000	47,500	5.6%
9410	SS-ADVERTISING	6,047	11,248	35,600	35,600	36,000	1.1%
9425	SS-DUES, SUBSCRIPTIONS & FEES	6,206	11,919	8,000	8,000	5,000	-37.5%
9428	SS-ECONOMIC DEVELOPMENT	2,280	-652	0	0	0	-
9430	SS-ELECTION EXPENSES	11,402	34,631	15,000	30,745	16,000	6.7%
9433	SS-JANITORIAL SERVICES	2,515	1,418	0	0	0	-
9435	SS-LEGAL EXPENSES	29,202	11,935	20,000	20,000	30,000	50.0%
9440	SS-RECRUITMENT EXPENSES	70	15,645	200	200	300	50.0%
9455	SS-ORDINANCE CODIFICATION	1,959	350	2,000	3,255	2,000	0.0%
9457	SS-BUSINESS FINCL ASST GRANT	0	0	0	0	0	-
9458	SS-SFISD CONNECTIVITY GRANT	0	0	0	0	0	-
9459	SS-COMPREHENSIVE PLAN	0	91,873	154,113	154,113	0	-100.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	28,865	35,445	45,000	45,000	15,300	-66.0%

ADMINISTRATION

DEPARTMENT 501

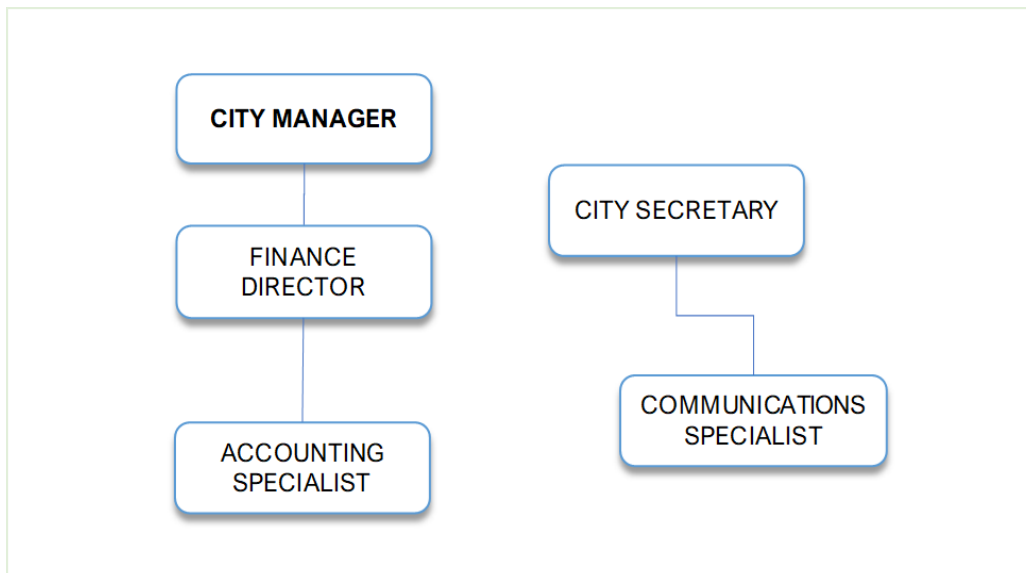
Administration (501)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-501-9000

DETAIL OF EXPENSES (cont.)

9461	SS-SOCIAL MEDIA ARCHIVING	4,788	4,788	5,000	5,000	5,000	0.0%
9462	SS-UNCOLLECTIBLE DEBT-WM	0	0	0	0	0	-
9465	SS-SOFTWARE MAINTENANCE SVCS.	17,216	9,116	18,000	18,000	19,000	5.6%
9467	SS-WEBSITE & WEBMAIL SVCS	17,982	16,889	20,000	20,000	21,500	7.5%
9520	SM-CERTIFICATES, PLAQUES, ETC.	1,026	1,100	1,000	1,000	1,000	0.0%
9525	SM-CHEMICAL, MEDICAL, SURGICAL	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	48	702	1,000	1,000	1,000	0.0%
9535	SM-FUEL	0	0	0	0	0	-
9537	SM-INSTRUMENTS	0	0	0	0	0	-
9540	SM-JANITORIAL	1,023	534	800	800	800	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	4,335	8,175	7,000	7,000	11,700	67.1%
9580	SM-SMALL TOOLS & SUPPLIES	60	4	200	200	200	0.0%
9590	SM-WEARING APPAREL	291	298	200	200	200	0.0%
9599	SM-EQUIPMENT/SERVICES	14,047	0	0	0	0	-
9605	U-GAS	160	57	0	0	0	-
9610	U-LIGHT AND POWER	2,434	938	0	0	0	-
9620	U-TELEPHONE	6,272	-1,766	0	0	0	-
9625	U-WATER	206	123	0	0	0	-

Total Expenses	823,422	968,204	942,386	1,209,386	1,146,500	21.7%
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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. There are no staff members assigned to this department

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 over past 4 years:
101.15% (2019/20); 97.37% (2020/21); 99.27% (2021/22); est 97% (2022/23); est 99% (2023/24)
3. Serve as information and assistance resources for citizens having tax and appraisal questions or problems.

POSITIONS --- None

TAX

DEPARTMENT 502

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
Tax (502)						

01-502-9000

DETAIL OF EXPENSES

9420	SS-APPRAISAL DISTRICT	21,949	23,204	24,000	24,000	24,500	2.1%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	1,559	1,548	2,500	2,500	2,500	0.0%

Total Expenses	23,508	24,752	26,500	26,500	27,000	1.9%
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Notes on Budget Changes for the new Fiscal Year

Dept (502)

APPRAISAL DISTRICT –Anticipated slight increase in fees (\$500)

COMMUNITY SERVICE

DEPARTMENT 503

DEPARTMENT – Community Services (503)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

Building Permits		Building Inspections	
Year	Issued	Year	Completed
2019	1,014	2019	1,805
2020	1,861	2020	2,406
2021	2,436	2021	3,104
2022	2,225	2022	3,284
2023*	2,131	2023*	2,556

* Estimate for 2023

b. Zoning permit statistics
 permits issued (FY2021)- 13; (FY2022)- 12; (FY2023*)- 8

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

COMMUNITY SERVICE

DEPARTMENT 503

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 (FY19) - 161; (FY20)-67; (FY21)- 133; (FY22)- 129 ; (FY23)- 107
 - ▶ cases resolved (FY19) - 107; (FY20)-32; (FY21)- 57 ; (FY22)- 47 ; (FY23)- 49
 - ▶ court cases (FY19) - 24; (FY20)-12; (FY21)- 0 ; (FY22)- 6 ; (FY23)- 20
 - ▶ cases pending (FY19) - 13; (FY20)-12; (FY21)- 0 ; (FY22)- 0 ; (FY23)- 6
 - ▶ off-premise signs: (FY19) - 1; (FY20)- 0; (FY21)- 1; (FY22)- 0 ; (FY23)- 0
 - c. Continue working to demolish substandard buildings, using city resources, if necessary
 - ▶ Substandard cases opened
(FY19)- 0; (FY20)- 0; (FY21)- 2; (FY22)- 1 ; (FY23)- 8
 - ▶ Substandard buildings abated by property owner
(FY19)- 0; (FY20)- 0; (FY21)- 0; (FY22)- 0 ; (FY23)- 9
 - ▶ Substandard buildings abated by use of city funds
(FY19)- 0; (FY20)- 0; (FY21)- 0; (FY22)- 0 ; (FY23)- 0
 - ▶ Substandard buildings abated by federal grant
(FY19)-1; (FY20)- 0; (FY21)- 0; (FY22)- 0 ; (FY23)- 0
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.

PERSONNEL ALLOCATIONS COMPARISON						
DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
503-Comm. Svcs.	Community Svcs. Dir.	31 - Exempt	1.0	1.0	-	1.0
	City Engineer	33 - Exempt	-	-	1.0	-
	Building Official Sr.	26	1.0		1.0	1.0
	Building Inspector/Official	24	1.0	2.0	1.0	1.0
	Code Enforcement Ofcr	18	1.0	1.0	-	-
	Administrative Assistant	14	1.0	1.0	-	-
	Community Services Asst.	12	1.0	1.0	1.0	1.0
	Receptionist	12	-	1.0	1.0	1.0
TOTAL COMM. SVCS.			6.0	7.0	5.0	5.0

COMMUNITY SERVICE

DEPARTMENT 503

Notes on Budget Changes for the new Fiscal Year

Dept (503)

REGULAR PAYROLL –

The position of City Engineer was changed in fiscal year 2023 to Community Services Director. This new position was in conjunction with other staffing reassignments and cost of living increase & related benefits (4.7% COLA, 2% Merit/Longevity Step) has led to a slight decrease in payroll costs (\$-15,750)

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
Community Services (503)						

01-503-9000

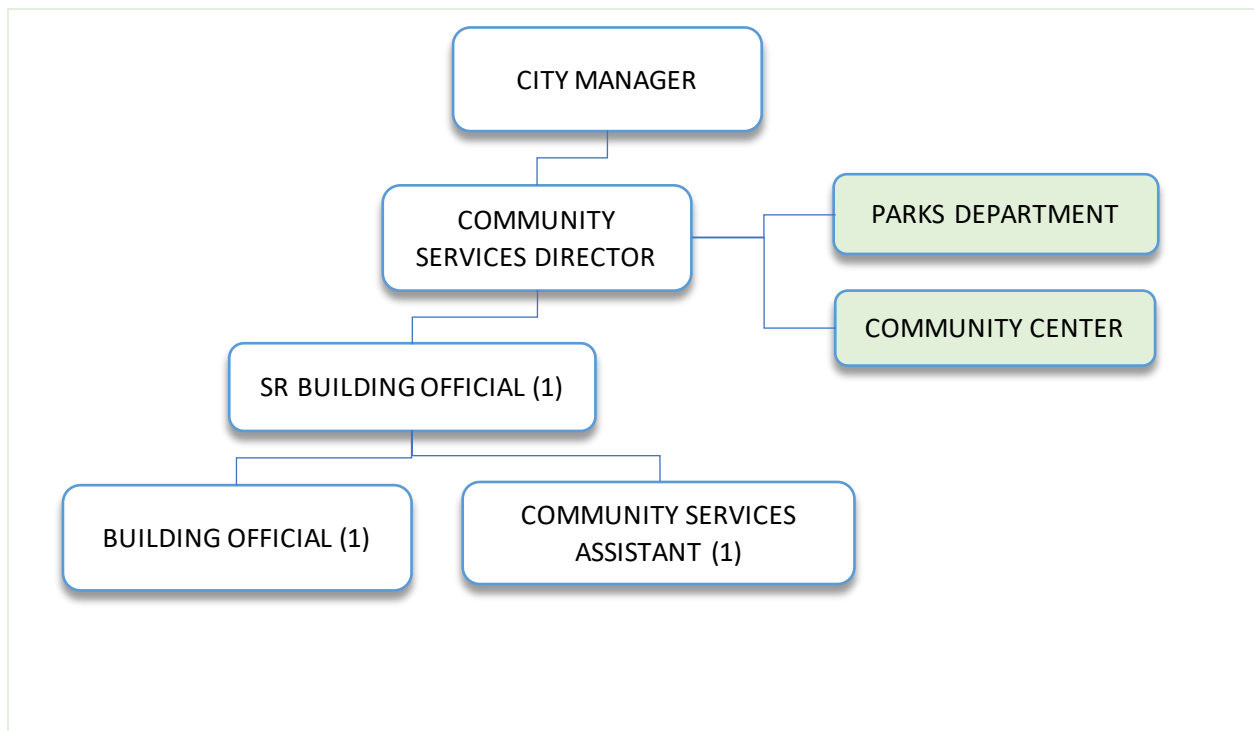
DETAIL OF EXPENSES

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
9051 CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052 CE-FURNITURE & OFFICE EQUIP.	0	0	1,000	1,000	500	-50.0%
9053 CE-INSTRUMENTS	0	0	0	0	0	-
9056 CE-MOTOR VEHICLES	6,178	6,178	6,178	6,178	0	-100.0%
9099 CE-CAPITAL OUTLAY-CAP. LEASE	18,000	0	0	0	0	-
9205 MR-BUILDINGS & STRUCTURES	100	25	200	200	0	-100.0%
9210 MR-FURNITURE AND OFFICE EQUIP.	2,893	2,085	3,000	3,000	1,000	-66.7%
9215 MR-INSTRUMENTS	148	0	200	200	200	0.0%
9220 MR-MACHINERY, TOOLS, & EQUIP.	26	0	500	500	500	0.0%
9229 MR-MOTOR VEHICLES-OTHER	19	307	1,000	1,000	1,000	0.0%
9301 PS-CERTIFICATION PAY	0	0	0	0	0	-
9305 PS-RETIREMENT CONTRIBUTION	53,935	64,274	65,202	65,202	63,700	-2.3%
9307 PS-EXTRA HELP	8,066	1,420	0	0	0	-
9310 PS-GROUP INSURANCE BENEFITS	40,405	49,180	52,604	52,604	44,700	-15.0%
9315 PS-JANITORIAL	0	0	1,758	1,758	0	-100.0%
9320 PS-LONGEVITY	1,810	1,850	1,242	1,242	1,400	12.7%
9325 PS-MEDICARE & SOCIAL SECURITY	4,539	7,553	5,252	5,252	4,800	-8.6%
9329 PS-OVERTIME	12,661	6,181	774	774	5,200	571.5%
9330 PS-REGULAR PAYROLL	318,181	364,011	363,435	363,435	332,700	-8.5%
9335 PS-TRAINING AND TRAVEL	1,194	2,625	10,000	10,000	5,000	-50.0%
9336 PS-TRAINING-BOA	0	0	500	500	500	0.0%
9337 PS-TRAINING-P&Z	0	0	500	500	500	0.0%
9340 PS-UNEMPLOYMENT TAXES	2,235	103	540	540	500	-7.4%
9345 PS-WORKERS' COMPENSATION	977	1,465	1,201	1,201	1,100	-8.4%
9410 SS-ADVERTISING	6,897	4,688	6,000	6,000	6,000	0.0%
9415 CREDIT CARD TRANSACTION FEES	838	0	0	0	0	-
9425 SS-DUES AND SUBSCRIPTIONS	2,351	1,573	2,600	2,600	3,000	15.4%
9433 SS-JANITORIAL SERVICES	2,430	1,418	0	0	0	-

COMMUNITY SERVICE

DEPARTMENT 503

Community Services (503)		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
01-503-9000							
DETAIL OF EXPENSES (cont.)							
9440	SS-MEDICAL EXPENSES	210	296	100	100	0	-100.0%
9455	SS-ZONING ORD CODIFICATION	257	0	1,500	1,500	1,500	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	16,430	33,825	29,400	29,400	79,400	170.1%
9465	SS-SOFTWARE MAINTENANCE SVCS.	6,638	6,159	7,100	7,100	7,000	-1.4%
9480	SS-SUBDIVISION FILING FEES	0	0	0	0	0	-
9520	SM-CERTIFICATES, PLAQUES, ETC.	0	0	50	50	0	-100.0%
9534	SM-FURNITURE & OFFICE EQUIP	726	0	500	500	500	0.0%
9535	SM-FUEL	2,416	1,538	0	0	0	-
9537	SM-INSTRUMENTS	1,451	0	200	200	0	-100.0%
9540	SM-JANITORIAL	813	534	0	0	0	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	34	0	100	100	0	-100.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	3,769	3,320	4,200	4,200	4,600	9.5%
9580	SM-SMALL TOOLS & SUPPLIES	180	74	100	100	100	0.0%
9590	SM-WEARING APPAREL	557	91	100	100	100	0.0%
9605	U-GAS	160	57	0	0	0	-
9610	U-LIGHT AND POWER	2,245	861	0	0	0	-
9620	U-TELEPHONE	3,028	1,557	0	0	0	-
9625	U-WATER	207	123	0	0	0	-
Total Expenses		523,003	563,371	567,037	567,037	565,500	-0.3%



JUDICIAL

DEPARTMENT 504

DEPARTMENT – Judicial (504)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Provide quality customer service to defendants in a professional, courteous, and efficient manner.
 - A. Maintain current municipal court website information
2. Provide accurate and timely information to the judge, prosecutor, management, and the public
 - A. Continue to keep abreast of ways to enhance software and maintain network
 - B. Computerize all reporting and documentation functions of municipal court
 - C. Maintain network of municipal court offices and courtroom for efficient processing of case dispositions
 - Continue to maintain court database
3. Provide administrative support to the judge and prosecutor.
 - A. Keep up-to-date with new laws and changes in the law as they pertain to municipal court.
 - B. Continue training and professional development of court personnel.
4. Process traffic citations and collect fines, fees, and court costs.
 - a. Improve court collections. ** Estimate for 2023*

Total Revenue Collected			City Revenue Portion		
Year	Amount		Year	Amount	
2019	\$ 343,253		2019	\$ 245,772	
2020	\$ 248,542		2020	\$ 175,873	
2021	\$ 333,556		2021	\$ 216,399	
2022	\$ 397,125		2022	\$ 268,739	
2023*	\$ 603,165		2023*	\$ 380,358	

5. Continue participation in statewide warrant roundup.

a. Continue program of serving and collecting warrants- * Estimate for 2023

Outstanding Warrants		Warrants Served	
Year	No. Outstanding	Year	No. Served
2019	2,855	2019	697
2020	2,127	2020	385
2021	2,636	2021	365
2022	2,731	2022	663
2023*	4,623	2023*	659

PERSONNEL ALLOCATIONS COMPARISON						
DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
504-Judicial	Court Administrator	20 - Exempt	1.0	1.0	1.0	1.0
	Municipal Court Clerk	12	1.0	1.0	1.0	1.0
	Court Clerk (part-time)	12	1.0	1.0	1.0	1.0
	Presiding Judge	Contract	-	-	-	-
	Associate Judge	Contract	-	-	-	-
	Municipal Prosecutor	Contract	-	-	-	-
TOTAL JUDICIAL			3.0	3.0	3.0	3.0

Notes on Budget Changes for the new Fiscal Year Dept (504)

REGULAR PAYROLL –

Cost of living increase in wages and related benefits (4.7% COLA, 2% Merit/Step) (\$10,900)

JUDICIAL

DEPARTMENT 504

Judicial (504)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-504-9000

DETAIL OF EXPENSES

9052	CE-FURNITURE & OFFICE EQUIP.	1,000	1,000	1,000	1,000	1,000	0.0%
9053	CE-INSTRUMENTS	1,144	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9056	CE-MOTOR VEHICLES	9,799	0	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP LEASE	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	0	0	200	200	300	50.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	63	344	200	200	200	0.0%
9215	MR-INSTRUMENTS	240	0	250	250	0	-100.0%
9220	MR-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9229	MR-MOTOR VEHICLES-OTHER	550	36	0	0	0	-
9301	PS-CERTIFICATION PAY	1,800	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	26,048	16,736	18,252	18,252	20,800	14.0%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	21,955	16,615	17,486	17,486	17,800	1.8%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	3,530	2,415	1,560	1,560	1,800	15.4%
9325	PS-MEDICARE & SOCIAL SECURITY	3,780	3,336	2,901	2,901	3,100	6.8%
9329	PS-OVERTIME	751	111	0	0	0	-
9330	PS-REGULAR PAYROLL	174,772	113,599	120,110	120,110	127,900	6.5%
9335	PS-TRAINING AND TRAVEL	695	549	500	300	500	0.0%
9337	PS-CELL PHONE ALLOWANCE	0	0	0	0	0	-
9338	PS-UNIFORM/CAR ALLOWANCE	520	46	500	0	500	0.0%
9340	PS-UNEMPLOYMENT TAXES	1,008	27	270	270	300	11.1%
9345	PS-WORKERS' COMPENSATION	1,675	2,105	274	274	300	9.4%
9410	SS-ADVERTISING	0	0	0	0	0	-
9415	SS-CC TRANSACTION FEES	3,527	5,491	2,500	2,500	11,000	340.0%
9425	SS-DUES-SUBSCRIPTIONS&FIN	0	40	0	0	0	-
9427	SS-JUDGE	24,450	26,400	26,400	26,400	26,400	0.0%
9428	SS-JURY AND WITNESS FEES	0	0	500	500	500	0.0%
9433	SS-JANITORIAL SERVICES	2,435	1,421	2,500	2,200	0	-100.0%
9436	SS-PROSECUTOR	11,420	21,645	15,000	48,000	40,000	166.7%
9440	SS-MEDICAL EXPENSES	0	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS	0	444	0	0	0	-

JUDICIAL

DEPARTMENT 504

Judicial (504)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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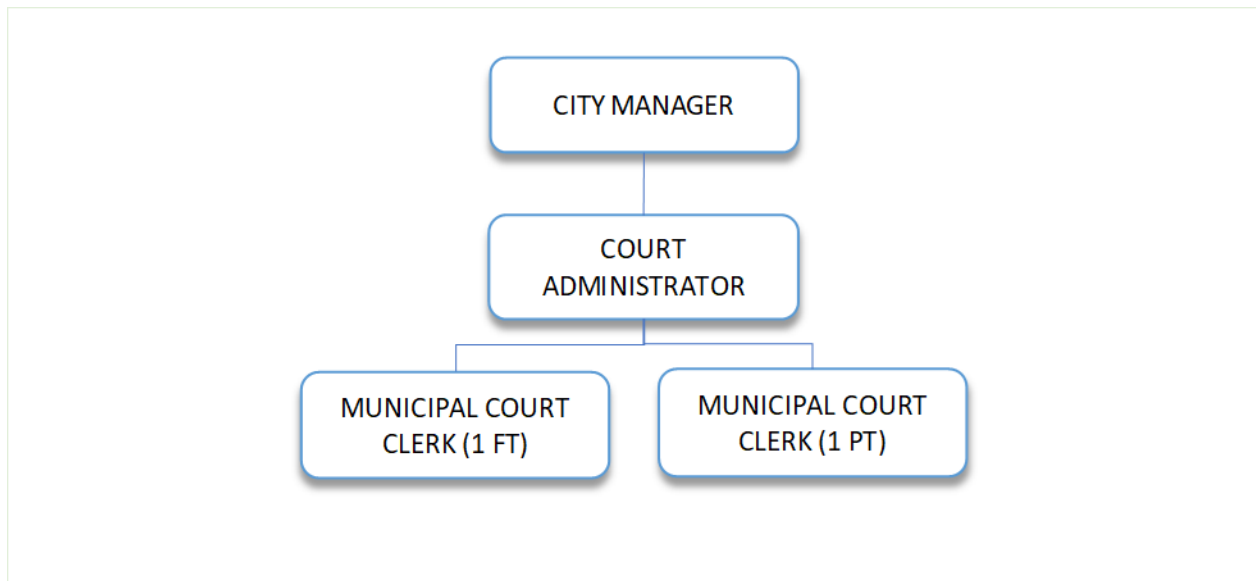
01-504-9000

DETAIL OF EXPENSES (cont.)

9465	SS-SOFTWARE MAINTENANCE SVCS.	8,330	798	8,500	8,500	8,500	0.0%
9535	SM-FUEL	1,309	268	0	0	0	-
9537	SM-INSTRUMENTS	1,333	0	0	0	0	-
9540	SM-JANITORIAL	15	0	300	300	300	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	1,335	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	2,727	1,702	3,000	4,000	4,000	33.3%
9580	SM-SMALL TOOLS AND SUPPLIES	0	0	100	100	100	0.0%
9582	SM-VEHICLE GRAPHICS	1,695	0	0	0	0	-
9590	SM-WEARING APPAREL	215	0	0	0	0	-
9599	SM-EQUIP/WARRANTY LEASE	0	0	0	0	0	-
9620	U-TELEPHONE	1,482	652	0	0	0	-

Total Expenses	308,267	217,116	222,304	255,304	265,300	19.3%
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Department Organizational Chart



POLICE

DEPARTMENT 505

DEPARTMENT – Police (505)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

* Estimate for 2023

POLICE

DEPARTMENT 505

e. **Calls for Service:**

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

f. **Citations issued:**

Year	Number of Citations	Number of Warnings
2019	2534	
2020	1383	
2021	1434	1093
2022	1096	709
2023	2252	1829

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

a. **Arrest Statistics:**

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

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

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

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

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

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

c. 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.

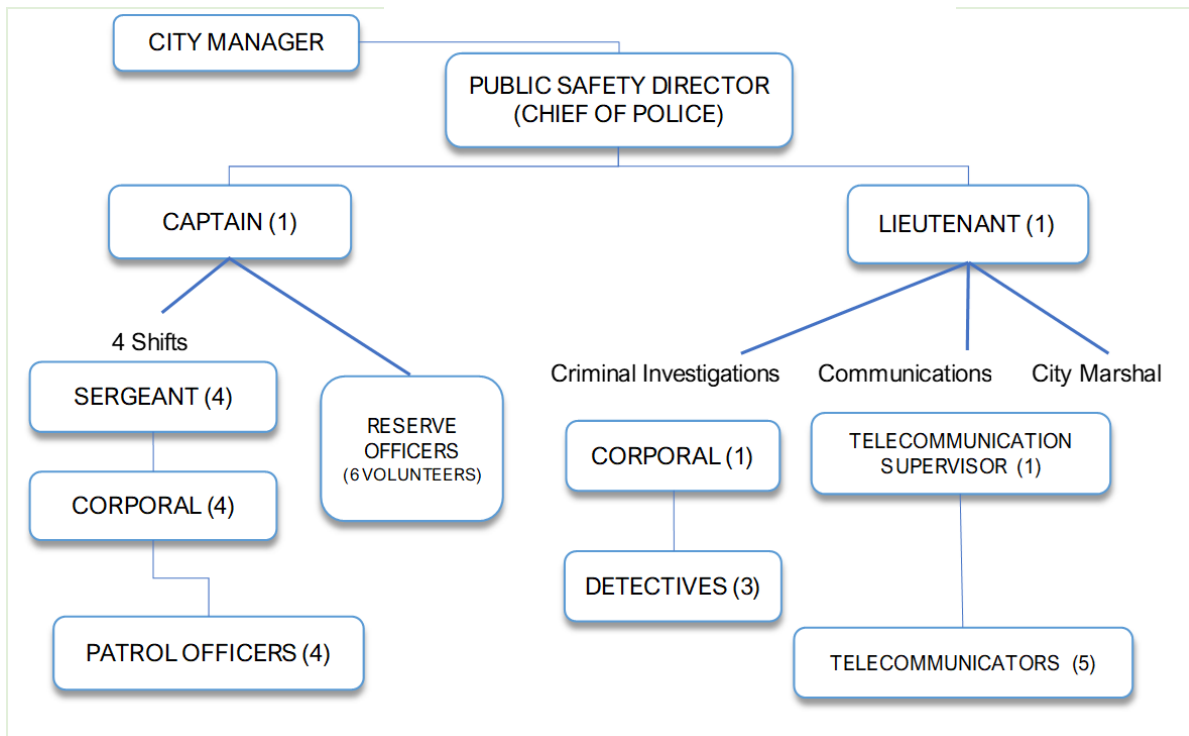
d. Increase training for supervisors in areas of Leadership and Supervision.

POLICE

DEPARTMENT 505

- e. Increase efficacy of policies and procedures by establishing policies and training recommended by Texas Chiefs of Police Association Foundation Best Practices Program and working toward becoming a recognized agency in the State of Texas.
- 4. Take an increasingly active role in informing and assisting the community in crime prevention efforts.
 - a. Establish a more community-oriented police department.
 - b. Continue crime prevention programs:
 - Crime prevention programs for seniors and youths
 - Citizens' Police Academy
 - Citizens on Patrol Program (COP)
 - Community Engagement Programs
 - Facebook/Media Information posts
 - Home and Business inspections
 - Police department tour groups
 - Children fingerprinting
 - Bicycle registrations
- 5. Provide administrative support to the Civil Service Commission

Department Organizational Chart



POLICE

DEPARTMENT 505

PERSONNEL ALLOCATIONS COMPARISON						
DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
505-Police	Public Safety Director	35 - Exempt	1.0	1.0	1.0	1.0
	Police Captain	30 - Exempt	1.0	1.0	1.0	1.0
	Police Lieutenant	PD-04	1.0	1.0	1.0	1.0
	Police Sergeant	PD-03	4.0	4.0	4.0	4.0
	Police Corporals & City Marshal	PD-02	5.0	5.0	5.0	5.0
	Police Patrol Officer	PD-01	13.0	13.0	13.0	13.0
	Telecommunications Supervisor	20	1.0	1.0	1.0	1.0
	Telecommunicator II	18				2.0
	Telecommunicator	16	5.0	5.0	5.0	3.0
	Administrative Assistant	15	1.0	1.0	1.0	1.0
TOTAL POLICE			32.0	32.0	32.0	32.0

Notes on Budget Changes for the new Fiscal Year

Dept (505)

REGULAR PAYROLL –

Cost of living increase in wages and related benefits (4.7% COLA, 2% Merit/Step) (\$80,700)

REGULAR PAYROLL –

Collective Bargaining, Cost of living increase in wages and related benefits (6.07% COLA, Average 2.77% Merit/Step) \$229,800

CAPITAL EXPENSES – Capital expenses have been modified to remove the transfer of funds for future capital equipment to the new Capital Replacement Fund

POLICE

DEPARTMENT 505

Police (505)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-505-9000

DETAIL OF EXPENSES

9050	CONSTR IN PROG - JUSTICE CTR	0	0	1,000	1,000	0	-100.0%
9051	CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9053	CE-INSTRUMENTS	4,315	0	0	0	0	-
9056	CE-MOTOR VEHICLES - PATROL CAR	61,022	20,348	0	0	0	-
9058	CE-SEIZED/AWARDED VEHICLE	0	4,205	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	0	0	120,000	120,000	0	-100.0%
9205	MR-BUILDINGS & STRUCTURES	3,376	18,628	10,000	9,794	9,000	-10.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	3,388	2,217	2,500	2,706	3,000	20.0%
9212	MR-GROUNDS MAINTENANCE	0	176	0	0	0	-
9215	MR-INSTRUMENTS	12,449	10,097	18,000	15,694	18,000	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	3,657	56,489	4,500	4,500	4,500	0.0%
9229	MR-MOTOR VEHICLES-OTHER	31,585	30,428	25,000	25,000	22,000	-12.0%
9301	PS-CERTIFICATION PAY	18,445	21,190	21,420	21,046	21,400	-0.1%
9302	PS-COURT COSTS	0	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	316,810	370,678	383,072	383,072	455,800	19.0%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	215,555	228,854	272,532	272,532	286,900	5.3%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	11,355	12,935	14,238	14,238	16,200	13.8%
9325	PS-MEDICARE & SOCIAL SECURITY	28,336	39,604	30,859	30,859	34,400	11.5%
9329	PS-OVERTIME	112,003	101,172	39,905	39,905	42,000	5.2%
9330	PS-REGULAR PAYROLL	1,825,679	1,991,190	2,128,179	2,128,179	2,370,600	11.4%
9335	PS-TRAINING AND TRAVEL	14,226	23,060	28,000	23,000	29,200	4.3%
9336	PS-TRAINING-LEOSE	2,023	0	2,000	2,000	2,000	0.0%
9337	PS-TRAINING-RESERVE OFCR	0	0	0	0	0	-
9338	PS-UNIFORM ALLOWANCE	15,000	14,660	16,640	16,640	16,100	-3.2%
9339	PS-CELL PHONE ALLOWANCE	0	0	0	0	0	-
9340	PS-UNEMPLOYMENT TAXES	7,812	270	2,790	2,790	3,200	14.7%
9345	PS-WORKERS' COMPENSATION	33,387	42,930	53,866	53,866	56,400	4.7%
9410	SS-ADVERTISING	0	203	1,000	1,000	1,500	50.0%
9423	SS-CONFIDENTIAL INFORM. FUND	1,000	1,000	1,000	1,000	2,400	140.0%
9425	SS-DUES AND SUBSCRIPTIONS	5,834	4,082	6,000	6,000	6,400	6.7%
9430	SS-FORENSIC ANALYSIS SERVICES	0	0	0	0	0	-
9432	SS-VEHICLE RENTAL SERVICES	0	2,010	0	0	0	-
9433	SS-JANITORIAL SERVICES	5,260	3,019	5,200	4,200	5,200	0.0%
9440	SS-MEDICAL EXPENSES	815	1,018	1,500	1,500	1,500	0.0%
9456	SS-GRANT EXPENDITURES	0	0	0	0	0	-
9457	SS-PRISONER SUPPORT	988	915	800	800	1,000	25.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	29,104	16,386	30,000	30,000	30,000	0.0%

POLICE

DEPARTMENT 505

Police (505)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-505-9000

DETAIL OF EXPENSES (cont.)

9465	SS-SOFTWARE MAINTENANCE SVCS.	15,112	27,408	18,000	20,680	25,300	40.6%
9505	SM-BLDGS & IMPROVEMENTS	32	0	0	0	0	-
9515	SM-CANINE SUPPLIES AND CARE	2,530	2,265	0	0	0	-
9520	SM-CERTIFICATES, PLAQUES, ETC	298	1,341	1,000	1,000	3,000	200.0%
9525	SM-CHEMICAL, MEDICAL & SURGICA	260	0	500	500	500	0.0%
9528	SM-CRIME PREV SUPPLIES	733	575	1,500	1,500	1,500	0.0%
9530	SM-EMERGENCY SUPPLIES	1,183	1,210	1,200	1,200	1,200	0.0%
9534	SM-FURNITURE & OFFICE EQUIP	1,002	968	500	500	500	0.0%
9535	SM-FUEL	52,107	25,542	0	0	0	-
9537	SM-INSTRUMENTS	29,475	4,854	5,800	6,800	6,000	3.4%
9540	SM-JANITORIAL	702	844	1,400	1,400	1,400	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	6,545	6,940	8,500	8,500	7,500	-11.8%
9580	SM-SMALL TOOLS & SUPPLIES	3,916	4,834	2,000	2,000	2,000	0.0%
9582	SM-VEHICLE GRAPHICS & SUPPLIES	4,787	0	0	0	0	-
9585	SM-TRAFFIC MARKERS & MATERIALS	100	0	0	0	0	-
9590	SM-WEARING APPAREL	12,591	12,168	13,000	18,000	13,000	0.0%
9591	SM-WEARING APPAREL-RESERVE	161	0	0	0	0	-
9599	SM-EQUIP/WARRANTY LEASE	59,105	0	0	0	0	-
9605	U-GAS	530	197	0	0	0	-
9610	U-LIGHT AND POWER	12,605	4,923	0	0	0	-
9620	U-TELEPHONE	12,633	7,756	0	0	0	-
9625	U-WATER	0	0	0	0	0	-

Total Expenses	2,979,830	3,119,589	3,273,401	3,273,401	3,500,600	6.9%
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FIRE MARSHAL

DEPARTMENT 506

DEPARTMENT – Fire Marshal (506)

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

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); 613/\$13,783 (20/21); 453/\$10,695 (21/22); 419/\$10,009 (22/23);
 - b. New fire system permits issued/fees collected –
8/\$ 6,294 (18/19); 10/\$1,188 (19/20); 0 (20/21); 13/\$900 (21/22); 16/\$958 (22/23)
 - c. Perform outdoor inspections for burn permits --
250 (17/18); 200 (18/19); 275 (19/20); 300 (20/21); 26 (21/22); 66 (22/23)
 - 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); 0 (21/22); 0 (22/23)
 - 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); n/a (21/22); n/a (22/23)
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.

PERSONNEL ALLOCATIONS COMPARISON						
DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
506-Fire Marshal	Fire Marshal (part-time)	21	1.0	1.0	1.0	
	Fire Marshal (full-time)	25				1.0
TOTAL FIRE MARSHAL			1.0	1.0	1.0	1.0

FIRE MARSHAL

DEPARTMENT 506

Notes on Budget Changes for the new Fiscal Year

Dept (506)

REGULAR PAYROLL –

Cost of living increase in wages and related benefits for a full-time Fire Marshal (4.7% COLA, Average 2% Merit/Step) (\$62,700)

SUPPLIES & MAINTENANCE/REPAIRS – Supply cost reduction from last year. (\$-1,100)

UTILITIES – Cost of Utilities for city facilities has been redirected the new Maintenance Department (528) (-\$600)

FIRE MARSHAL

DEPARTMENT 506

Fire Marshal (506)		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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	53	0	0	0	0	-
9229	MR-MOTOR VEHICLES-OTHER	414	789	0	0	0	-
9320	PS-LONGEVITY	350	410	552	552	0	-100.0%
9325	PS-MEDICARE & SOCIAL SECURITY	1,567	1,684	2,177	2,177	6,900	217.0%
9329	PS - OVERTIME	301	0	0	0	0	-
9330	PS-REGULAR PAYROLL	19,830	20,819	28,457	28,457	90,200	217.0%
9335	PS-TRAINING AND TRAVEL	529	1,500	1,000	150	1,000	0.0%
9340	PS-UNEMPLOYMENT TAXES	252	9	90	90	100	11.1%
9345	PS-WORKERS' COMPENSATION	73	132	138	138	200	45.1%
9425	SS-DUES AND SUBSCRIPTIONS	313	100	200	13	200	0.0%
9440	SS-MEDICAL EXPENSES	0	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	160	0	0	0	0	-
9465	SS-SOFTWARE MAINTENANCE SV	39	42	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9535	SM-FUEL	554	453	0	50	0	-
9537	SM-INSTRUMENTS	0	1,009	1,200	50	0	-100.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	327	25	300	50	300	0.0%
9580	SM-SMALL TOOLS AND SUPPLIES	95	0	100	50	100	0.0%
9582	SM-VEHICLE GRAPHICS & SUPPLIES	0	0	0	0	0	-
9590	SM-WEARING APPAREL	56	0	150	2,687	200	33.3%
9620	U-TELEPHONE	567	313	0	0	0	-

Total Expenses	25,480	27,284	34,364	34,464	99,200	188.7%
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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 Galveston County Animal Services Division
 - a. Attend joint meetings regularly
 - b. Review contracts, budget documents, and activity reports
2. Provide supplies and support for the Emergency Operations Center
 - a. Provide hurricane tracking charts and tips and other emergency management pamphlets and supplies
 - b. Activate and manage contracts for debris removal, monitoring, and disposal services

POSITIONS --- None

Notes on Budget Changes for the new Fiscal Year**Dept (507)****ANIMAL CONTROL** –

Contract with Galveston County Health District projected increase in contract for additional services. (\$1,000)

PUBLIC SAFETY

DEPARTMENT 507

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
Public Safety (507)						

01-507-9000

DETAIL OF EXPENSES

9450	SS- HOME PROGRAM REHAB	5,500	0	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	0	0	0	0	-
9473	SS-HEALTH DEPT.-WATER POLL MON	6,807	7,025	7,300	7,509	7,300	0.0%
9474	SS-ANIMAL CONTROL	95,000	95,000	98,000	97,791	99,000	1.0%
9475	SS-ANIMAL SHELTER	0	0	0	0	0	-
9530	SM-EMERGENCY SUPPLIES	5,386	0	0	0	0	-
9531	SM-COVID 19 TESTING	11,400	0	0	0	0	-

Total Expenses		124,093	102,025	105,300	105,300	106,300	0.9%
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Animal Control Current Contract & Location: Galveston County Health District

Galveston County Health District
 9850 Emmett F. Lowry Expressway Texas City, TX 77591
 Monday-Friday, 8 a.m.-5 p.m.

Website: <https://www.gchd.org/>
 Contact Number: 409-938-7221

LIBRARY

DEPARTMENT 508

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 – The city library's department aims to enhance community engagement by organizing diverse and inclusive programs that cater to the interests and needs of all age groups.

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

ADMINISTRATION AND MANAGEMENT: Provide a professional management environment for the library, which is comprehensive, consistent, and sustainable

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

PUBLIC SERVICES: Provide an excellent collection of library materials in a variety of formats accessible to all patrons in the library’s service area

- Create and support a community of 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 & Door Count: * Estimate for 2023

Annual Circulation		Annual Door Count	
Year	Total Circulation	Year	Door Count
2019	24,150	2019	29,561
2020	15,531	2020	15,272
2021	12,912	2021	11,463
2022	12,720	2022	13,842
2023	8,251	2023	12,801

LIBRARY

DEPARTMENT 508

- Annual Computer Usage & Annual Programs - Attendance:

Annual Computer Usage		Annual Program Attendance	
Year	Computer usage	Year	Attendance
2019	6,198	2019	8,427
2020	2,845	2020	9,467
2021	2,851	2021	3,103
2022	2,996	2022	5,738
2023	2,346	2023	6,131

- Annual Digital Download % of Circulation:

Annual Digital Download % of Circulation	
Year	% of Circulation
2019	19.5%
2020	29.0%
2021	32.0%
2022	41.0%
2023	0.0%

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

Cost per Capita per day		Digital Download % of Cir	
Year	Cents	Year	% of Circulation
2019	7.80	2019	19.5%
2020	7.20	2020	29.0%
2021	5.84	2021	32.0%
2022	6.42	2022	41.0%
2023	6.06	2023	0.0%

LIBRARY

DEPARTMENT 508

PERSONNEL ALLOCATIONS COMPARISON

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

Notes on Budget Changes for the new Fiscal Year

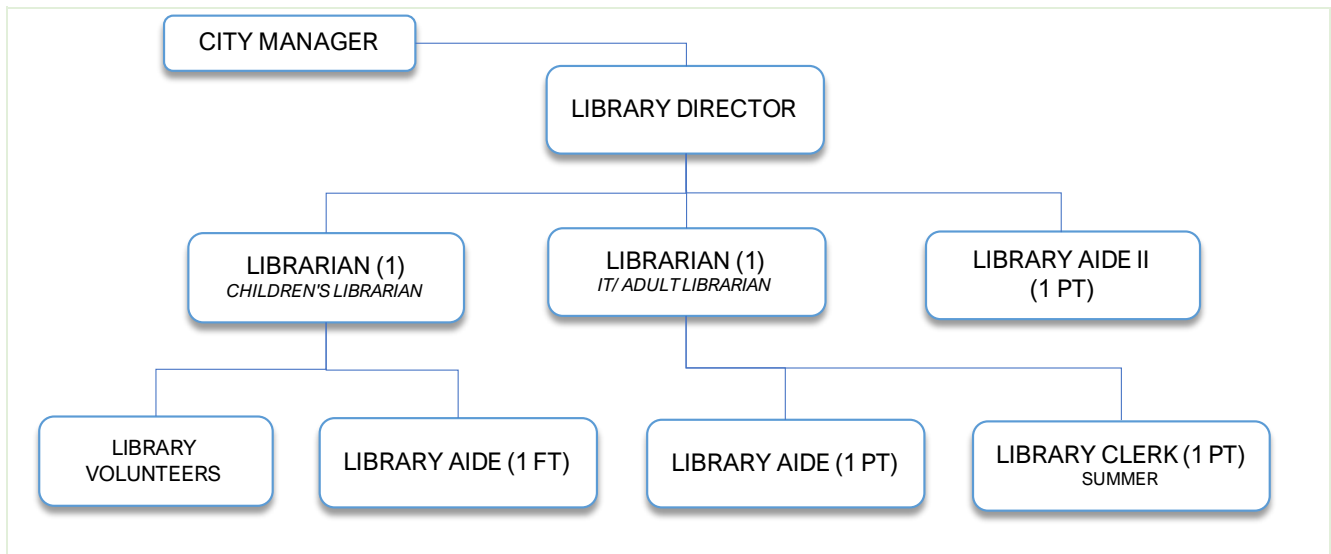
Dept (508)

REGULAR PAYROLL –

Cost of living increase in wages and related benefits (cost of living, longevity/step, health ins. Etc.) (\$24,000)

DUES AND SUBSCRIPTIONS – Supply cost increases from last year due to inflation. (\$3,800)

Department Organizational Chart



LIBRARY

DEPARTMENT 508

Library (508)		FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Amended	FY 22-23 Proposed	% Chg Budget to Proposed
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	-
9205	MR-BUILDINGS & STRUCTURES	579	920	2,000	2,000	0	-100.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	6	0	100	100	100	0.0%
9212	MR-GROUNDS MAINTENANCE	0	245	1,000	1,000	1,000	0.0%
9215	MR-INSTRUMENTS	84	242	150	150	200	33.3%
9220	MR-MACHINERY, TOOLS, & EQUIP.	476	878	600	600	600	0.0%
9301	PS-CERTIFICATION PAY	0	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	27,783	32,736	36,679	36,679	42,200	15.1%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	21,271	24,305	34,807	34,807	35,500	2.0%
9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	4,480	2,935	2,820	2,820	3,100	9.9%
9325	PS-MEDICARE & SOCIAL SECURITY	2,648	3,379	2,955	2,955	3,200	8.3%
9329	PS-OVERTIME	0	0	661	661	600	-9.2%
9330	PS-REGULAR PAYROLL	171,327	188,288	203,772	203,772	221,300	8.6%
9335	PS-TRAINING AND TRAVEL	998	3,677	6,750	6,750	7,600	12.6%
9340	PS-UNEMPLOYMENT TAXES	1,557	111	557	557	500	-10.2%
9345	PS-WORKERS' COMPENSATION	442	586	624	624	600	-3.8%
9410	SS-ADVERTISING	0	0	0	0	0	-
9425	SS-DUES AND SUBSCRIPTIONS	3,895	3,830	5,500	5,500	9,300	69.1%
9433	SS-JANITORIAL SERVICES	6,790	4,961	0	0	0	-
9440	SS-MEDICAL EXPENSES	325	124	200	200	100	-50.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	4,561	5,687	6,600	6,600	6,600	0.0%
9465	SS-SOFTWARE MAINTENANCE SVCS.	1,053	143	1,500	1,500	1,500	0.0%
9525	SM-CHEMICAL, MEDICAL, SURGICAL	30	31	50	50	100	100.0%
9526	SM-CIRCULATION MATERIALS	3,563	4,749	7,000	7,000	8,000	14.3%
9532	SM-EQUIPMENT OPERATING LEASE	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	2,728	22,285	4,000	4,000	4,000	0.0%
9537	SM-INSTRUMENTS	0	17,302	3,500	3,500	3,500	0.0%
9540	SM-JANITORIAL	193	543	1,200	1,200	1,200	0.0%
9542	SS-LANDSCAPING MATERIALS	0	0	0	0	1,300	-
9545	SM-MEMORIAL FUND	399	0	0	0	0	-
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	6	200	200	200	0.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	2,684	3,542	3,000	3,000	3,000	0.0%
9570	SM-PROGRAMS AND PROJECTS	3,985	4,722	7,000	7,000	7,000	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	94	140	100	100	100	0.0%
9590	SM-WEARING APPAREL	126	142	150	150	200	33.3%
9610	U-LIGHT AND POWER	6,675	2,705	0	0	0	-
9620	U-TELEPHONE	2,739	1,008	0	0	0	-
9625	U-WATER	0	0	0	0	0	-
Total Expenses		271,493	330,218	333,473	333,473	362,600	8.7%

STREET

DEPARTMENT 509

DEPARTMENT – Street (509)

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

PROGRAM ACTIVITIES –

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

Miles of streets rebuilt/paved

Year	Miles
2013	1.93
2014	2.14
2015	2.10
2016	1.97
2017	2.19
2018	2.05
2019	2.21
2020	1.45
2021	2.55
2022	2.13

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.

STREET

DEPARTMENT 509

b. Equipment maintenance expenditures:

Equipment Maintenance

Year	Dollars
2013	\$ 60,894
2014	\$ 66,193
2015	\$ 43,399
2016	\$ 63,292
2017	\$ 91,587
2018	\$ 101,605
2019	\$ 52,968
2020	\$ 47,546
2021	\$ 49,172
2022	\$ 121,050

c. Continue to update the street inventory list, including those streets in the annexed areas.

3. Perform routine maintenance of streets, drainage ditches, and traffic signs/markings in an efficient manner.

a. Ditch mowing – number of completed passes around the city during growing season:

Ditch Mowing in Passes

Year	Passes
2013	8.0
2014	8.0
2015	8.0
2016	6.0
2017	6.0
2018	6.0
2019	5.0
2020	5.0
2021	5.0
2022	6.0

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

Ditch Drainage

Year	Feet Dug
2013	39,665
2014	37,585
2015	44,040
2016	51,848
2017	77,527
2018	47,308
2019	51,130
2020	51,327
2021	51,286
2022	35,906

STREET

DEPARTMENT 509

c. Continue upgrading and replacing street and traffic signs

PERSONNEL ALLOCATIONS COMPARISON						
DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
509-Street	Public Works Director	31 - Exempt				
	Street Superintendent	29 - Exempt	1.0	1.0	1.0	1.0
	Street Foreman	26	1.0	1.0	1.0	1.0
	Mechanic	17	1.0	1.0	1.0	1.0
	Heavy Equip. Operator	16	2.0	2.0	2.0	2.0
	CDL Trainer- Lt.Equip Operator II	15	-	-	-	1.0
	Light Equip. Operator	13	7.0	7.0	7.0	6.0
TOTAL STREET			12.0	12.0	12.0	12.0

Notes on Budget Changes for the new Fiscal Year

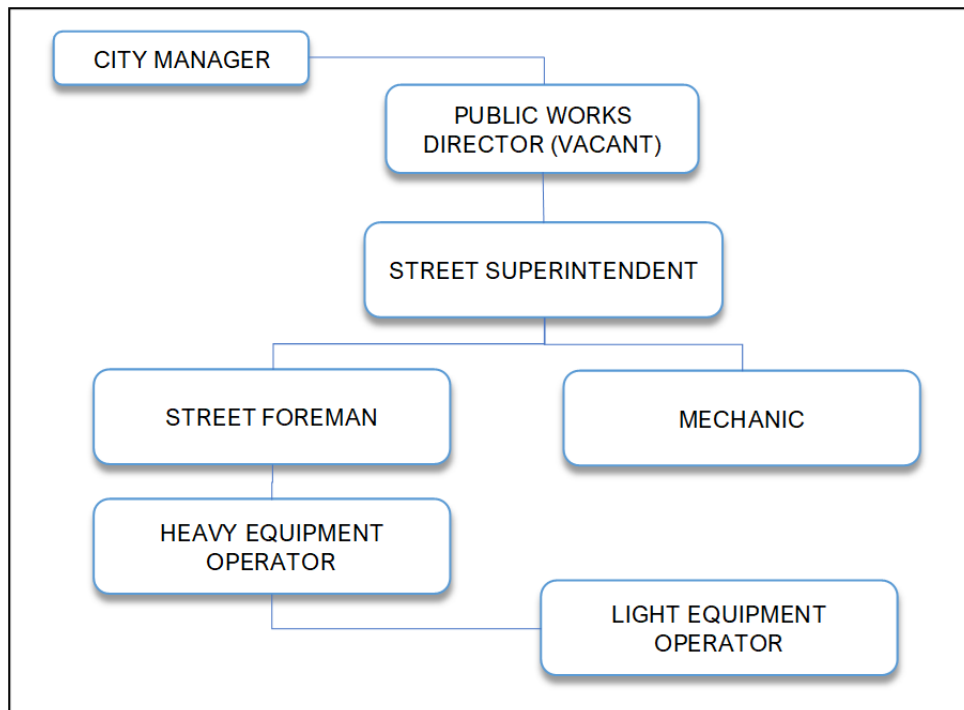
Dept (509)

REGULAR PAYROLL – Cost of living increase in wages and related benefits (4.7% COLA, 2% Merit/Step) (\$41,900)

MAINTENANCE & REPAIRS – Increase in the repairs for the aging heavy equipment (\$10,000)

CAPITAL EXPENSES – Capital expenses including paving reduced and leased vehicles annual payments. Last year ARPA funds paid for 200k, this year it is back on M&O (\$259,844)

Department Organizational Chart



STREET

DEPARTMENT 509

Street (509)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-509-9000

DETAIL OF EXPENSES

9053	CE-INSTRUMENTS	0	0	0	0	0	-
9054	CE-MACHINERY, TOOLS, & EQUIP.	0	11,534	0	0	0	-
9055	CE-MOTOR VEHICLES - PICK-UP	0	0	0	0	0	-
9057	CE-MOTOR VEHICLES - OTHER	0	0	0	0	76,900	-
9058	CE-MOTORGRADER	0	0	0	0	0	-
9059	CE-ROLLER	8,119	0	0	0	0	-
9060	CE-MOTOR VEHICLES - SLOPE MOWE	0	0	25,000	25,000	25,000	0.0%
9062	CE-MOTOR VEHICLES - GRADALL	78,846	78,846	78,846	78,846	78,900	0.1%
9064	CE-MOTOR VEHICLES - DUMP TRUCK	17,056	17,071	17,056	17,056	0	-100.0%
9067	CE-TRAILERS	10,708	10,708	0	0	0	-
9068	CE-WATER TRUCK	0	0	19,000	19,000	19,000	0.0%
9080	CE-STREET IMPROVEMENTS	182,820	4,299	0	0	200,000	-
9085	CE-CONTRIBUTION BY GALV COUNTY	0	48	0	0	0	-
9099	CE-CAPITAL OUTLAY-CAP. LEASE	31,200	218,278	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	931	18,664	1,500	521	1,500	0.0%
9210	MR-FURNITURE AND OFFICE EQUIP.	0	0	0	0	0	-
9215	MR-INSTRUMENTS	567	507	800	800	800	0.0%
9220	MR-MACHINERY, TOOLS, & EQUIP.	772	1,858	1,500	1,500	1,500	0.0%
9224	MR-MOTOR VEHICLES-ASPHALT PAVE	147	59	500	500	500	0.0%
9225	MR-MOTOR VEHICLES-DUMP TRUCKS	10,721	8,047	10,000	10,000	10,000	0.0%
9226	MR-MOTOR VEHICLES-MOTORGRADER	0	0	0	0	0	-
9227	MR-MOTOR VEHICLES-SLOPE MOWER	14,498	11,621	12,000	12,000	12,000	0.0%
9228	MR-MOTOR VEHICLES-SIDE MOWER	4,078	4,447	4,000	4,000	7,000	75.0%
9229	MR-MOTOR VEHICLES-OTHER	0	6	0	0	0	-
9230	MR-MOTOR VEHICLES-GRADALL	27,359	19,786	20,000	20,000	25,000	25.0%
9231	MR-MOTOR VEHICLES-ROLLERS	226	682	0	0	0	-
9232	MR-MOTOR VEHICLES-TRAILERS	105	228	200	200	200	0.0%
9235	MR-STORM SEWERS	35,716	35,812	35,000	34,880	35,000	0.0%
9236	MR-MOTOR VEHICLES-PICKUP TRKS	2,662	2,248	2,500	2,500	4,500	80.0%
9237	MR-MOTOR VEHICLES-WATER TRUCK	932	1,019	1,000	1,000	1,000	0.0%
9238	MR-MOTOR VEHICLES-WHEEL LOADER	994	1,011	1,000	1,000	1,000	0.0%
9240	MR-STREETS AND ROADWAYS	27,222	29,241	30,000	30,000	30,000	0.0%
9305	PS-RETIREMENT CONTRIBUTION	80,680	87,875	98,944	98,944	110,300	11.5%
9307	PS-EXTRA HELP	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	87,404	95,687	103,821	103,821	105,900	2.0%

STREET

DEPARTMENT 509

Street (509)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-509-9000

DETAIL OF EXPENSES (cont.)

9315	PS-JANITORIAL	0	0	0	0	0	-
9320	PS-LONGEVITY	4,825	5,665	5,106	5,106	5,400	5.8%
9325	PS-MEDICARE & SOCIAL SECURITY	7,295	8,750	7,970	7,970	8,300	4.1%
9329	PS-OVERTIME	17,653	8,663	0	0	5,700	-
9330	PS-REGULAR PAYROLL	481,620	493,702	549,686	549,686	573,700	4.4%
9335	PS-TRAINING AND TRAVEL	402	60	0	979	0	-
9340	PS-UNEMPLOYMENT TAXES	3,167	222	1,080	1,080	1,100	1.9%
9345	PS-WORKERS' COMPENSATION	17,501	21,335	23,315	23,315	22,700	-2.6%
9425	SS-DUES AND SUBSCRIPTIONS	876	571	800	800	800	0.0%
9432	SS-EQUIPMENT RENTAL	935	2,348	4,000	2,000	4,000	0.0%
9433	SS-JANITORIAL SERVICES	1,800	1,050	1,800	1,800	1,800	0.0%
9440	SS-MEDICAL EXPENSES	120	148	500	500	500	0.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	35,000	2,500	0	0	0	-
9465	SS-SOFTWARE MAINTENANCE SV	31	34	50	50	100	100.0%
9525	SM-CHEMICAL, MEDICAL & SURGICA	171	0	500	500	500	0.0%
9534	SM-FURNITURE & OFFICE EQUIP	0	1,336	250	370	300	20.0%
9535	SM-FUEL	40,772	34,921	0	0	0	-
9537	SM-INSTRUMENTS	0	0	500	500	500	0.0%
9540	SM-JANITORIAL	109	71	800	800	800	0.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	1,145	1,137	500	500	1,000	100.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	621	207	500	500	500	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	7,360	6,045	4,500	4,500	5,500	22.2%
9585	SM-TRAFFIC MARKERS & MATERIALS	4,606	4,770	4,000	6,000	7,000	75.0%
9590	SM-WEARING APPAREL	3,415	3,307	3,500	3,500	3,500	0.0%
9605	U-GAS	0	70	0	0	0	-
9610	U-LIGHT AND POWER	2,231	901	0	0	0	-
9615	U-STREET LIGHTS	23,653	13,114	0	0	0	-
9620	U-TELEPHONE	1,445	662	0	0	0	-
9625	U-WATER	0	0	0	0	0	-

Total Expenses	1,280,518	1,271,171	1,072,025	1,072,025	1,389,700	29.6%
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PARKS DEPARTMENT

DEPARTMENT 513

DEPARTMENT – Park (513)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

PERSONNEL ALLOCATIONS COMPARISON						
DEPT.	POSITION	PAY GRADE	2020/21	2021/22	2022/23	2023/24
513-Parks	Bldg & Grounds Keeper	14	1.0	1.0	1.0	1.0
	Bldg & Grounds Laborer	8	1.0	1.0	1.0	1.0
TOTAL PARKS			2.0	2.0	2.0	2.0

Notes on Budget Changes for the new Fiscal Year

Dept (513)

REGULAR PAYROLL – Cost of living increase in wages and related benefits (4.7% COLA, Average 2% Merit/Step) (\$7,300)

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

SM-BLDGS & IMPROVEMENTS- Moved all Community Center Expenses from (515) (\$4,300)

PARKS DEPARTMENT

DEPARTMENT 513

Park (513)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-513-9000

DETAIL OF EXPENSES

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
9051 CE-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9054 CE-MACHINERY, TOOLS, & EQUIP	0	0	0	0	0	-
9055 CE-TRACTORS / MOWERS	0	0	10,000	10,000	10,000	0.0%
9056 CE-MOTOR VEHICLES	0	0	0	0	0	-
9099 CE-CAPITAL OUTLAY-CAP LEASE	0	92,890	0	0	0	-
9205 MR-BUILDINGS & STRUCTURES	986	1,484	1,000	1,000	1,100	10.0%
9212 MR-GROUNDS MAINTENANCE	1,723	14,010	7,000	3,900	3,900	-44.3%
9215 MR-INSTRUMENTS	128	98	100	100	100	0.0%
9220 MR-MACHINERY, TOOLS, & EQUIP	219	246	300	300	300	0.0%
9222 MR-PARKING LOT	0	0	0	0	0	-
9227 MR-MOTOR VEHICLES-MOWERS	1,369	751	2,000	1,700	2,000	0.0%
9229 MR-MOTOR VEHICLES-OTHER	1,212	1,313	1,000	4,400	4,100	310.0%
9232 MR-MOTOR VEHICLES-TRAILERS	190	191	500	500	500	0.0%
9305 PS-RETIREMENT CONTRIBUTION	10,559	12,354	13,914	13,914	16,000	15.0%
9307 PS-EXTRA HELP	0	0	0	0	0	-
9310 PS-GROUP INSURANCE BENEFITS	10,880	15,912	17,209	17,209	17,600	2.3%
9320 PS-LONGEVITY	245	380	564	564	700	24.1%
9325 PS-MEDICARE & SOCIAL SECURITY	949	1,241	1,121	1,121	1,200	7.1%
9329 PS-OVERTIME	5,873	5,726	500	500	500	0.0%
9330 PS-REGULAR PAYROLL	59,316	65,366	77,300	77,300	83,100	7.5%
9335 PS-TRAINING AND TRAVEL	50	0	0	0	0	-
9340 PS-UNEMPLOYMENT TAXES	504	18	180	180	200	11.1%
9345 PS-WORKERS' COMPENSATION	1,455	2,143	2,375	2,375	2,400	1.0%
9415 SS-BUILDING LEASE	0	0	0	0	0	-
9425 SS-DUES AND SUBSCRIPTIONS	40	55	100	100	100	0.0%
9432 SS-EQUIPMENT RENTAL	1,125	847	1,500	1,500	1,500	0.0%
9433 SS-JANITORIAL SERVICES	1,560	910	0	0	0	-
9440 SS-MEDICAL EXPENSES	120	0	120	120	100	-16.7%
9460 SS-PROFESSIONAL/CONTRACT SVCS	2,000	3,000	5,000	5,000	5,000	0.0%

PARKS DEPARTMENT

DEPARTMENT 513

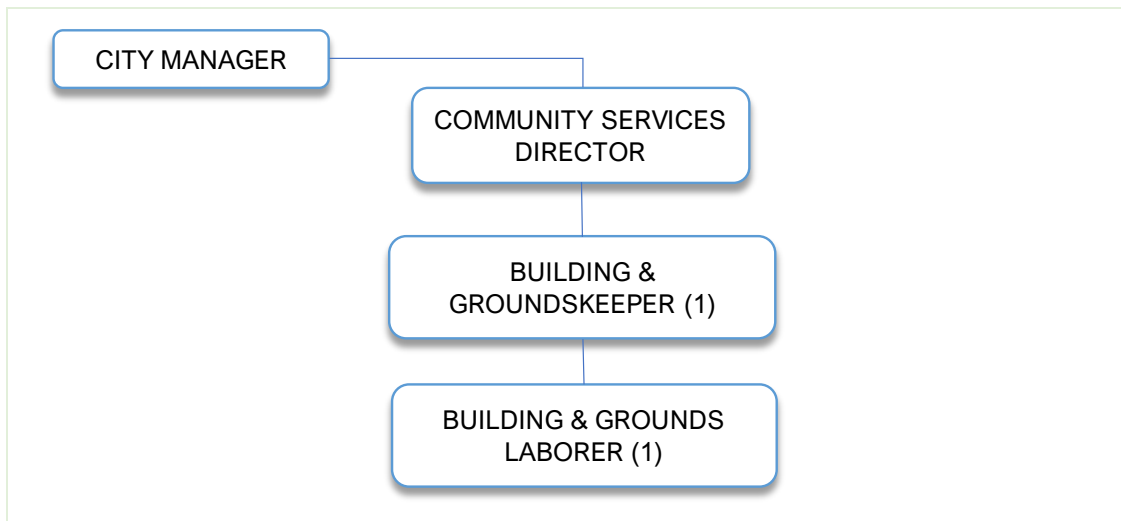
Park (513)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-513-9000

DETAIL OF EXPENSES (cont.)

9505	SM-BLDGS & IMPROVEMENTS	0	119	100	100	4,400	4300.0%
9520	SM-CERTIFICATES,PLAQUES,E	0	0	0	0	0	-
9525	SM-CHEMICAL,MEDICAL,& SURGICAL	372	152	420	420	400	-4.8%
9535	SM-FUEL	3,456	1,672	0	0	0	-
9537	SM-INSTRUMENTS	0	0	100	100	100	0.0%
9540	SM-JANITORIAL	250	89	300	300	300	0.0%
9542	SM-LANDSCAPING MATERIALS	20,000	0	0	0	8,700	-
9550	SM-MACHINERY, TOOLS, & EQUIP	1,396	1,127	2,500	2,500	2,500	0.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	41	41	250	250	300	20.0%
9565	SM-PARK EQUIPMENT	538	0	0	0	0	-
9580	SM-SMALL TOOLS & SUPPLIES	3,474	4,198	1,400	1,400	1,400	0.0%
9581	SM-SPECIAL PROJECTS/ACTIVITIES	4,174	1,141	0	0	0	-
9582	SM-CH SAFETY FAIR / I/C SOCIAL	2,360	0	0	0	0	-
9585	SM-TRAFFIC MARKERS & MATERIALS	98	0	200	200	200	0.0%
9590	SM-WEARING APPAREL	800	890	200	200	200	0.0%
9610	U-ELECTRICITY	947	400	0	0	0	-
9620	U-TELEPHONE	567	313	0	0	0	-
9625	U-WATER	0	0	0	0	0	-

Total Expenses	138,976	229,074	147,253	147,253	168,900	14.7%
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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.

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
Special Projects (514)						

01-514-9000

DETAIL OF EXPENSES

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

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

Dept (514)

No Changes

COMMUNITY CENTER

DEPARTMENT 515

DEPARTMENT – Community Center (515)

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

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

2. **Rentals** - 46 (FY11); 50 (FY12); 37 (FY13); 47 (FY14); 53 (FY15); 40 (FY16); 47 (FY17); 63 (FY18); 43 (FY19); 30 (FY20) ; 40 (FY21); 57 (FY22); 55 (FY23)

a. Revenue generated from rentals -

\$ 6,796 (FY15); \$ 6,382 (FY16); \$ 7,545 (FY17); \$ 10,650 (FY18);
\$ 7,215 (FY19); \$ 4,155 (FY20); ?? (FY21); \$ 9,345 (FY22); \$ 9,634 (FY23)

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

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

DEPARTMENT EXPENSES – Moved all department proposed expenses to (513) Parks Department

COMMUNITY CENTER

DEPARTMENT 515

Community Center (515)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 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	-
9054	CE-MACHINERY, TOOLS, & EQUIP	10,728	6,313	6,178	6,178	0	-100.0%
9099	CE-CAPITAL OUTLAY - CAP LEASE	18,000	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	3,154	6,649	1,200	1,200	0	-100.0%
9215	MR-INSTRUMENTS	204	340	250	250	0	-100.0%
9220	MR-MACHINERY, TOOLS, & EQUIP	208	0	500	500	0	-100.0%
9425	SS-DUES AND SUBSCRIPTIONS	0	0	0	0	0	-
9432	SS-EQUIPMENT RENTAL	0	0	500	500	0	-100.0%
9433	SS-JANITORIAL SERVICES	2,460	1,435	0	0	0	-
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	800	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	0	0	500	500	0	-100.0%
9540	SM-JANITORIAL	118	0	500	500	0	-100.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	235	500	500	0	-100.0%
9560	SM-OFFICE SUPPLIES & POSTAGE	30	0	50	50	0	-100.0%
9580	SM-SMALL TOOLS & SUPPLIES	65	72	250	250	0	-100.0%
9585	SM-TRAFFIC MARKERS & MATERIALS	88	0	0	0	0	-
9605	U-GAS	404	147	0	0	0	-
9610	U-LIGHT AND POWER	4,115	1,611	0	0	0	-
9620	U-TELEPHONE	778	564	0	0	0	-
9625	U-WATER	0	0	0	0	0	-

Total Expenses	40,351	18,166	10,428	10,428	0	-100.0%
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Department Organizational Chart



CIVIL SERVICE**DEPARTMENT 517****DEPARTMENT – Civil Service (517)**

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

1. Provide administrative support to the Civil Service Commission

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

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

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

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

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

EXAM MATERIALS – Estimated reduction in testing supplies for next year (\$-1,300)

CIVIL SERVICE

DEPARTMENT 517

Civil Service (517)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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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	542	791	1,200	1,200	1,000	-16.7%
9425	SS-DUES & SUBSCRIPTIONS	279	127	500	500	500	0.0%
9435	SS-LEGAL EXPENSES	561	8,098	3,000	3,000	3,000	0.0%
9460	SS-EXAM MAT & SVCS-ENTRY	494	0	1,200	1,200	1,200	0.0%
9461	SS-EXAM MAT & SVCS-PROMOTIONAL	2,100	6,350	6,300	6,300	5,000	-20.6%
9560	SM-OFFICE SUPPLIES	0	0	25	25	0	-100.0%

Total Expenses	3,977	15,366	13,225	13,225	11,700	-11.5%
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Civil Service Commission

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

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

Present Commission Members:

Terri Mills, Chairman

Bill Reitmeyer, Vice Chairman

Chris Harrison - Member

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

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

PROGRAM ACTIVITIES –

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

OPERATIONAL OBJECTIVES –

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

CRIME VICTIM ASSISTANCE

DEPARTMENT 522

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

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

CRIME VICTIM ASSISTANCE

DEPARTMENT 522

Crime Victim Assistance (522)		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
01-522-9000		DETAIL OF EXPENSES					
9052	CE-FURNITURE & OFFICE EQUIP.	0	0	0	0	0	-
9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9210	MR-FURNITURE & OFFICE EQUIP	0	0	0	0	0	-
9305	PS-RETIREMENT CONTRIBUTION	0	0	0	0	0	-
9310	PS-GROUP INSURANCE BENEFITS	-643	0	0	0	0	-
9405	SS - MODEM CABLING SVCS.	0	0	0	0	0	-
9410	SS - ADVERTISING	0	0	0	0	0	-
9415	SS-BUILDING LEASE	0	0	0	0	0	-
9425	SS-DUES & SUBSCRIPTIONS	0	0	0	0	0	-
9460	SS-CONTRACT SVCS-IA Counseling	460,602	470,178	470,000	470,000	470,000	0.0%
9520	SM-CERT, PLAQUES ETC	0	0	0	0	0	-
9534	SM-FURNITURE & OFFICE EQUIP	0	0	0	0	0	-
9560	SM-OFFICE SUPPLIES & POSTAGE	0	0	0	0	0	-
9590	SM-WEARING APPAREL	0	0	0	0	0	-
9620	U-TELEPHONE	0	0	0	0	0	-
9630	INDIRECT COSTS	0	0	0	0	0	-
Total Expenses		459,959	470,178	470,000	470,000	470,000	0.0%

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

PROGRAM PURPOSE – The purpose of the Parks Board shall be to act as a channel of communication for the general public and the municipal administration. To take 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 Non-Paid Volunteers)

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

SM-SPECIAL EVENTS – Increase due to added programs (\$5,000)

SM-EASTER EVENT – Increase in program expense (\$500)

SM-LANDSCAPING MATERIALS - Moved Maintenance Expenses to Parks Department (-\$10,600)

PARK AND RECREATION BOARD

DEPARTMENT 527

Parks Board (527)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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01-527-9000

DETAIL OF EXPENSES

9505	SM-BLDGS & IMPROVEMENTS	0	0	100	100	0	-100.0%
9542	SM-LANDSCAPING MATERIALS	0	5,791	10,000	10,000	0	-100.0%
9565	SM-PARK EQUIPMENT	0	114	500	500	0	-100.0%
9570	SM-HERITAGE FEST SPONSORSHIP	0	4,500	5,000	5,000	5,000	0.0%
9571	SM-CORNHOLE TOURNAMENT	0	75	500	500	500	0.0%
9581	SM-SPECIAL EVENTS	0	788	22,000	22,000	27,000	22.7%
9582	SM-CHILD SAFETY FAIR	0	100	2,500	2,500	2,500	0.0%
9583	SM-EASTER EVENT	0	200	1,500	1,500	2,000	33.3%
9584	SM-CHRISTMAS EVENT/ACTIVITIES	0	639	2,000	2,000	2,000	0.0%

Total Expenses	0	12,207	44,100	44,100	39,000	-11.6%
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Parks & Recreation Board Members

Term Expires

Joanne Woolsey	02/12/2024
Jeannie Thielemann	02/12/2024
Bill Pittman	02/12/2024
Rebecca Martinez	02/12/2025
Chris Bozeman	02/21/2025
Rusty Schroeder	02/21/2025
Mike Winburn	02/21/2024

City Council Liaison:

Jason O'Brien	May 2024
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MAINTENANCE

DEPARTMENT 528

DEPARTMENT – Maintenance (528)

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

PROGRAM ACTIVITIES – OPERATIONAL OBJECTIVES

- Telecommunications for the city to include internet, phone and mobile.
- Fuel, to include all contracted fuel prices for the rolling assets of the city. This does not include travel reimbursement.
- Utilities. All electric, gas and water expenses for all departments will be tracked at all facilities.
- Janitorial Services. Cleaning of all city facilities will be paid through this department.
- Streetlights. We will record the cost of all street lights in the city separate from the regular utilities for any possible contract tracking.

MAINTENANCE

DEPARTMENT 528

Maintenance (528)		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
01-528-9000		DETAIL OF EXPENSES					
9205	MR-BUILDINGS & STRUCTURES	0	0	0	0	0	-
9210	MR-BUILDING EQUIPMENT&TECH	0	480	0	0	0	-
9432	SS-EQUIPMENT RENTAL	0	0	0	0	0	-
9433	SS-JANITORIAL SERVICES	0	9,400	31,500	31,500	29,600	-6.0%
9460	SS-PROFESSIONAL/CONTRACT SVCS.	0	1,659	700	700	33,600	4700.0%
9465	SS-SOFTWARE MAINTENANCE SV	0	0	0	0	0	-
9525	SM-CHEMICAL, MEDICAL & SURGICA	0	0	0	0	0	-
9535	SM-FUEL	0	48,317	122,720	122,720	96,000	-21.8%
9585	SM-TRAFFIC MARKERS & MATERIALS	0	46	0	0	0	-
9605	U-GAS	0	569	1,300	1,300	1,900	46.2%
9610	U-ELECTRIC	0	29,819	59,033	59,033	68,400	15.9%
9615	U-STREET LIGHTS	0	0	44,733	44,733	36,000	-19.5%
9620	U-TELEPHONE	0	21,830	8,000	8,000	67,000	737.5%
9625	U-WATER	0	211	500	500	500	0.0%
Total Expenses		0	112,329	268,487	268,487	333,000	24.0%

ARPA GRANT

DEPARTMENT 530

DEPARTMENT – ARPA Grant (530)

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

PROGRAM ACTIVITIES – OPERATIONAL OBJECTIVES

- Ave P Drainage Project
- Fire Department PPE – (completed FY2022)
- Grant Administration
- PD/Fire Telecommunication Upgrade
- Police Vehicles– (completed FY2023)
- Digital record management– (completed FY2023)
- Library Chiller replacement– (completed FY2023)
- Fire Marshall vehicle– (completed FY2023)

POSITIONS --- None

ARPA GRANT

DEPARTMENT 530

ARPA Grant (530)		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
01-530-9000		DETAIL OF EXPENSES					
9056	CE-MOTOR VEHICLES	0	716,413	0	0	0	-
9081	CE-WATER & DRAIN IMPROVEMENTS	0	0	500,000	500,000	0	-100.0%
9550	SM-MACHINERY, TOOLS, & EQUIP.	0	69,654	450,000	900,000	1,550,000	244.4%
Total Expenses		0	786,067	950,000	1,400,000	1,550,000	63.2%

HOTEL OCCUPANCY TAX FUND (02)

HOTEL/MOTEL TAX FUND

What are Hotel Occupancy Taxes?

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

How much hotel occupancy taxes may a city levy?

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

How does a city levy a hotel occupancy tax?

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

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

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

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

HOTEL OCCUPANCY TAX USE GUIDELINES

UNDER TEXAS STATE LAW AND FUNDING APPLICATION FORM

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

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

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

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

HOTEL OCCUPANCY TAX FUND

DEPARTMENT 529

Hotel/Motel Tax Fund-Revenue (00)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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02-00-4000

DETAIL OF REVENUE

47010	TAX REVENUE - CURRENT YEAR	0	0	0	0	2,400	-
47012	TAX REVENUE-PENALTY & INTEREST	0	0	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	0	0	0	0	100	-

Total Revenue	0	0	0	0	2,500	-
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Hotel/Motel Tax Fund (529)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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02-529-9000

DETAIL OF EXPENSES

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

Total Expenses	0	0	0	0	0	-
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DEBT SERVICE 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 \$0.2618010/\$100 is split into two rates, \$0.236304/\$100 and \$0.025497/\$100. Approximately 11.2% (0.025497) of the tax revenue is used to pay principal and interest on the City’s outstanding general obligation debt. The remaining 90.26% (0.236304) 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 501 DEBT

Debt Service Fund-Revenue (00)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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03-00-4000

DETAIL OF REVENUE

47010	TAX REVENUE - CURRENT YEAR	242,781	312,460	331,011	331,011	331,300	0.1%
47011	TAX REVENUE - DELINQUENT	6,436	8,177	4,965	4,965	5,000	0.7%
47012	TAX REVENUE - P & I	4,064	3,686	3,310	3,310	3,300	-0.3%
47405	CAPITALIZED INTEREST-BOND PROC	0	0	0	0	0	-
47406	ACCRUED INTEREST-BOND PROCEEDS	0	0	0	0	0	-
47420	INTEREST & INVESTMENT INCOME	398	1,933	500	8,000	12,000	2300.0%
47980	APPROPRIATED FUND BALANCE	0	0	0	0	0	-

Total Revenue	253,679	326,255	339,787	347,287	351,600	3.5%
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Debt Service Fund-Admin (501)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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03-501-9000

DETAIL OF EXPENSES

9490	SS-PRINCIPAL-BOND RETIREMENT	155,000	160,000	225,000	225,000	235,000	4.4%
9495	SS-INTEREST-BOND RETIREMENT	105,175	103,846	101,713	101,713	95,200	-6.4%
9498	SS-FEES-BOND RETIREMENT	500	500	1,000	1,000	1,000	0.0%

Total Expenses	260,675	264,346	327,713	327,713	331,200	1.1%
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DEBT SERVICE

DEPARTMENT 501 DEBT

COMPREHENSIVE DEBT SUMMARY & ANNUAL DEBT SERVICE

Fiscal Year 2023-2024 Budget

As of 10-1-23

DEBT FUND TAX AND GENERAL OBLIGATION								
ISSUE	ORIGINAL AMOUNT	BALANCE	PMT DATE	PRINCIPAL	INTEREST	TOTAL	ENDING PRIN BAL	ANNUAL INTEREST
Series 2022	609,000	590,000	3/1/2024	65,000	2,921	67,921	525,000	5,519
Pledge Cert of Obligation (Cemetery Road and FY2022 Paving) <i>Paid from Property Taxes- BOKF</i>			9/1/2024		2,599	2,599		
Series 2013	3,535,000	2,090,000	3/1/2024	170,000	46,550	216,550	1,920,000	89,700
General Obligation (Public Safety Facility) <i>Paid from Property Taxes- The Bank of New York Mellon</i>			9/1/2024		43,150	43,150		
(3) Fund Total	4,144,000	2,680,000		235,000	95,219	330,219	2,255,000	

Summary of Scheduled Debt Payments for Fiscal Year 2024

	Debt Principal	Debt Interest
Debt Fund (3)		
Comb. Tax & Limited Pledge Cert of Obligation, 2022	\$65,000	\$5,519
General Obligation Bond, Ser 2013	\$170,000	\$89,700
Grand Total	\$235,000	\$95,219

The total estimated net debt per capita of the city of Santa Fe is \$214

The total net debt per capita of the State of Texas is approx. \$7,299 per capita ‡

As of March 2023, the net debt per capita of the United States is \$93,980 per citizen.†

Source:

‡ <https://worldpopulationreview.com/state-rankings/debt-by-state>

† https://ycharts.com/indicators/us_per_capita_public_debt

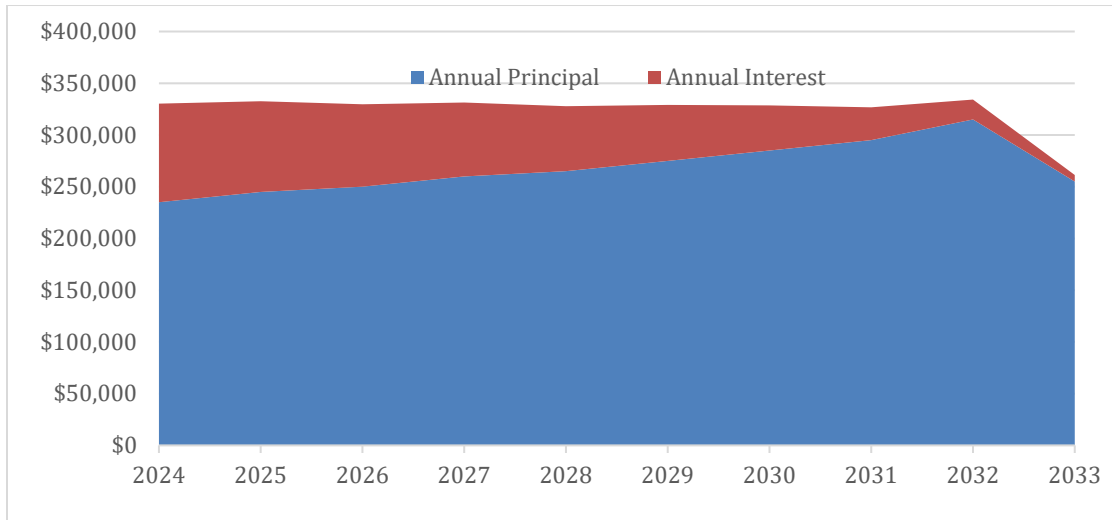
DEBT SERVICE

DEPARTMENT 501 DEBT

Annual Debt Payments Remaining

	Annual Principal	Annual Interest	Annual Debt Service
2024	\$235,000.00	\$95,219.25	\$330,219.25
2025	\$245,000.00	\$87,575.75	\$332,575.75
2026	\$250,000.00	\$79,632.25	\$329,632.25
2027	\$260,000.00	\$71,388.75	\$331,388.75
2028	\$265,000.00	\$62,845.25	\$327,845.25
2029	\$275,000.00	\$54,001.75	\$329,001.75
2030	\$285,000.00	\$43,658.25	\$328,658.25
2031	\$295,000.00	\$31,764.75	\$326,764.75
2032	\$315,000.00	\$19,221.50	\$334,221.50
2033	\$255,000.00	\$6,375.00	\$261,375.00
Grand Total	\$2,680,000.00	\$551,682.50	\$3,231,682.50

Total Annual Principal and Total Interest



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

CAPITAL REPLACEMENT FUND (06)

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

CAPITAL REPLACEMENT FUND

DEPARTMENT 501

Capital Replacement Fund-Revenue (00)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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06-00-4000

DETAIL OF REVENUE

47420	INTEREST & INVESTMENT INCOME	0	2,908	4,800	4,800	3,200	-33.3%
47445	OTHER FIN SRCS-GENERAL FUND	0	0	120,000	120,000	80,000	-33.3%
47446	OTHER FIN SRCS-BOND PROCEEDS	0	609,000	0	0	0	-
47447	OTHER FIN SRCS-BOND PREMIUM	0	41,000	0	0	0	-
47980	APPROPRIATED FUND BALANCE	0	0	0	0	0	-

Total Revenue	0	652,908	124,800	124,800	83,200	-33.3%
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Capital Replacement Fund Admin (501)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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06-501-9000

DETAIL OF EXPENSES

9000	CE - BOND ISSUANCE COSTS	0	28,200	0	0	0	-
9050	CE - LAND	0	0	0	0	0	-
9051	CE - BUILDINGS & STRUCTURES	0	611,546	0	0	0	-
9052	CE - FURNITURE & OFFICE EQUIP	0	0	0	0	0	-
9064	CE - LEGAL COUNSEL	0	12,800	0	0	0	-
9069	CE - STRUCTURAL ENGINEER	0	0	0	0	0	-

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

GENERAL FUND (100) For the Year Ended September 30, 2024

	Budgeted Amounts				
	Original 2023 Budget	2023 Amended Budget	Proposed 2024 Budget	Variance	% Chg
Revenues					
FINES AND FORFEITS	235,000	268,000	522,530	254,530	94.97%
FRANCHISE FEE	770,500	770,500	781,000	10,500	1.36%
GRANTS	1,428,100	1,878,100	2,025,100	147,000	7.83%
INVESTMENT EARNINGS	11,000	76,000	150,700	74,700	98.29%
CHARGES FOR SERVICES	54,820	54,820	115,620	60,800	110.91%
LICENSE AND PERMIT FEES	328,568	328,568	476,900	148,333	45.15%
MISCELLANEOUS REVENUE	58,900	58,900	20,000	-38,900	-66.04%
OTHER REVENUE	232,959	482,959	78,850	-404,109	-
PROPERTY TAXES	2,543,376	2,543,376	2,903,850	360,474	14.17%
SALES TAXES	2,630,500	2,630,500	2,892,850	262,350	9.97%
Total Revenues	8,293,723	9,091,723	9,967,400	875,677	9.63%
Expenditures					
General Government	942,386	1,209,386	1,146,350	61,398	5.08%
Utilities	138,567	138,567	198,800	120,457	86.93%
Tax	26,500	26,500	27,000	225,178	849.73%
Community Service	567,037	567,037	565,360	10,989	1.94%
Judicial / Court	222,304	255,304	265,180	4,932	1.93%
Police	3,271,901	3,271,901	3,500,600	-	-
Grant Expenditures	1,420,000	1,870,000	2,020,000	69,605	3.72%
Fire Marshall	34,364	34,464	99,160	-9,247	-26.83%
Public Safety-Animal Control	105,300	105,300	106,300	22,600	21.46%
Library	333,473	333,473	362,550	-9,068	-2.72%
Public Works- Streets	1,072,025	1,072,025	1,389,600	-83,227	-7.76%
Parks	147,253	147,253	168,810	749	0.51%
Special Projects	10,000	10,000	10,000	-	-
Community Center	10,428	10,428	0	4,050	38.84%
Civil Service	13,225	13,225	11,730	9,398	71.06%
Parks Board	44,100	44,100	39,000	4,050	9.18%
Maintenance	154,920	154,920	159,200	9,398	6.07%
Total Expenditures	8,513,783	9,263,883	10,069,640	441,262	4.76%
Revenue Over/Under Expenditures	-220,060	-172,160	-102,240	434,415	-252.33%
Other Financing Sources (Uses)					
Net Changes in Fund Balance	-220,060	-172,160	-102,240	434,415	-252.33%
Beginning fund balance*	3,205,105	3,205,105	3,032,945		
Ending Fund Balance	2,985,045	3,032,945	2,930,705		

* Source - COSFTX 20212Annual Report PAGE 16

Cash on Hand sufficient to fund **4.5** **4.5** **4.5** **Months of Operational Funds**

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

	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Revenues					
FINES AND FORFEITS	522,530	532,980	543,640	554,510	565,610
FRANCHISE FEE	781,000	799,700	818,860	838,500	858,630
GRANTS	2,025,100	5,170	5,240	5,310	5,380
INVESTMENT EARNINGS	150,700	144,670	138,880	133,320	127,990
INTERGOVERNMENTAL REVENUE	115,620	118,840	122,160	125,570	129,090
LICENSE AND PERMIT FEES	476,900	500,670	525,640	551,860	579,400
MISCELLANEOUS REVENUE	20,000	0	20,000	0	20,000
OTHER REVENUE	78,850	0	0	0	0
PROPERTY TAXES	2,903,850	3,049,040	3,201,490	3,361,550	3,529,620
SALES TAXES	2,892,850	3,152,790	3,436,110	3,744,910	4,081,500
Total Revenues	9,967,400	8,303,860	8,812,020	9,315,530	9,897,220
Expenditures					
General Government	1,146,350	1,215,680	1,261,450	1,563,790	1,357,740
Utilities	198,800	202,280	180,830	184,440	188,120
Tax	27,000	27,820	28,660	29,520	30,400
Community Service	565,360	681,320	658,600	681,730	705,750
Judicial / Court	265,180	274,830	284,840	295,210	305,970
Police	3,500,600	3,713,630	3,884,240	4,084,150	4,234,740
Grant Expenditures	2,020,000	0	0	0	0
Fire Marshall	99,160	103,100	107,190	111,440	115,860
Public Safety-Animal Control	106,300	108,500	110,750	113,040	115,380
Library	362,550	807,610	413,040	392,620	407,770
Public Works- Streets	1,389,600	1,553,460	1,499,951	1,435,870	1,591,670
Parks	168,810	174,810	181,020	177,450	184,140
Special Projects	10,000	0	0	0	0
Community Center	0	0	0	0	0
Civil Service	11,730	12,080	12,430	12,800	13,170
Parks Board	39,000	44,100	44,100	44,100	44,100
Maintenance	159,200	161,420	163,680	165,980	168,310
Total Expenditures	10,069,640	9,080,640	8,830,781	9,292,140	9,463,120
Revenue Over/Under Expenditures	-102,240	-776,780	-18,761	23,390	434,100
Other Financing Sources (Uses)					
Net Changes in Fund Balance	-102,240	-776,780	-18,761	23,390	434,100
Beginning fund balance*	3,032,945	2,930,705	2,153,925	2,135,164	2,158,554
Ending Fund Balance	2,930,705	2,153,925	2,135,164	2,158,554	2,592,654

* Source - COSFTX 2022 Annual Report

Months of Operational Cash	4.5	3.0	3.0	2.9	3.4
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**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, 2023
AND ENDING SEPTEMBER 30, 2024*

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 2019-2024

	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2020/21	Actual 2021/22	Amended 2022/23	Proposed 2023/2024
Beginning Fund Balance	3,006,292	3,576,151	4,045,848	4,525,115	4,055,070	2,888,656	2,354,926
Revenue	664,378	726,798	744,767	815,265	881,853	1,231,500	1,087,850
Expenditures	94,519	257,101	265,500	1,285,310	2,048,267	1,765,230	1,086,700
Ending Fund Balances	3,576,151	4,045,848	4,525,115	4,055,070	2,888,656	2,354,926	2,356,076
<i>Remaining Mos of Fund Balance</i>	939.0	1062.4	1188.2	1064.8	758.5	254.6	160.0
Annual Op Expenses	\$45,700	\$45,700	\$45,700	\$45,700	\$45,700	\$111,000	\$176,700

	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
Economic Development (575)						

75-00-4000

DETAIL OF REVENUE

47030	CITY SALES TAX	807,314	860,651	874,500	1,034,500	962,000	10.0%
47420	INTEREST & INVESTMENT INCOME	7,950	21,202	17,000	197,000	125,900	640.6%
47445	ECON DEV BOND REVENUE	0	0	0	0	0	-
47980	APPROPRIATED FUND BALANCE	0	0	0	0	0	-
Total Revenue		815,265	881,853	891,500	1,231,500	1,087,900	22.0%

Board Members

- President - **Fidencio Leija** (Position 1) - Term Expires 09/2023
- Vice-President - **Matt Crable** (Position 2) - Term Expires 09/2024
- Secretary/Treasurer- **Ashley Carner** (Position 3) - Term Expires 09/2023
- Tamra Loftin** (Position 4) - Term Expires 09/2024
- Johnny Helpensteill** (Position 5) - Term Expires 09/2023
- Greg Vicknair** (Position 6) - Term Expires 09/2024
- Bobby J. Wylie** (Position 7) - Term Expires 09/2023

ECONOMIC DEVELOPMENT

DEPARTMENT 575

Economic Development (575)	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
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75-575-9000

DETAIL OF EXPENSES

Code	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Amended	FY 23-24 Proposed	% Chg Budget to Proposed
9024	CAP OUTLAY - ENGINEERING	59,699	88,118	10,000	10,000	0	-100.0%
9025	CAP OUTLAY - SURVEYING	0	0	0	0	0	-
9026	CAP OUTLAY - RECORDING FEES	523	0	0	0	0	-
9027	CAP OUTLAY - EASEMENTS	0	0	0	0	0	-
9028	CAP OUTLAY - CONTRACTOR	1,070,458	1,518,273	750,000	750,000	0	-100.0%
9331	PS-ADMINISTRATIVE SVCS	24,000	24,000	30,000	30,000	90,700	202.3%
9335	PS-TRAINING & TRAVEL	0	1,142	17,000	17,000	17,000	0.0%
9405	SS-FINANCIAL AUDIT SVCS	8,500	9,000	9,500	9,500	9,500	0.0%
9406	SS-BANK SERVICE CHARGES	30	0	0	0	0	-
9410	SS-ADVERTISING	160	0	30,000	30,000	30,000	0.0%
9425	SS-DUES AND SUBSCRIPTIONS	130	0	1,000	1,000	1,000	0.0%
9435	SS-LEGAL SERVICES	16,320	4,005	10,000	10,000	15,000	50.0%
9450	SS - WEBMAIL SERVICES	576	0	2,000	2,000	2,000	0.0%
9460	SS-PROFESSIONAL CONTRACT SVCS	0	7,600	10,000	10,000	10,000	0.0%
9461	SS-MASTER UTILITY PLAN	0	0	0	0	0	-
9462	SS-CONTR TO CITY OF SF	39,423	297,846	78,846	236,538	0	-100.0%
9463	CONTR TO CITY OF SF AVE P	65,000	0	0	0	0	-
9469	SS-CONTR TO PROJECTS & GRANTS	0	0	200,000	657,692	810,000	305.0%
9475	SS- PROGRAM EXPENSES	0	0	0	0	100,000	-
9520	SM-CERTIFICATES,PLAQUES,E	0	0	500	500	500	0.0%
9560	SM-OFFICE SUPPLIES & MATERIALS	492	0	1,000	1,000	1,000	0.0%
9580	SM-SMALL TOOLS & SUPPLIES	0	0	0	0	0	-

Total Expenses	1,285,310	1,949,983	1,149,846	1,765,230	1,086,700	-5.5%
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Notes on Budget Changes for the new Fiscal Year

Dept (575)

- 575-9331 PS-ADMINISTRATIVE SVCS Hire a full time EDC Coordinator (\$60,700)
- 575-9435 SS-LEGAL SERVICES Increase to cover growing costs (\$5,000)
- 575-9462 SS-CONTR TO CITY OF SF Paid off commitment to drainage equipment project grant in the prior year

- 575-9469 SS-PROJECTS & GRANTS Newly approved allocation for unidentified projects that are approved by the EDC and Council. (\$610,000)
- 575-9475 SS-PROGRAM EXPENSES New approved allocation for programs as a % of the budget (\$100,000)

SANTA FE ECONOMIC DEVELOPMENT CORPORATION

RESOLUTION #2023-02

A RESOLUTION OF THE CITY OF SANTA FE ECONOMIC DEVELOPMENT CORPORATION, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023

WHEREAS, Staff has prepared a proposed budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024; 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, 2023, and ending September 30, 2024, attached hereto and marked Exhibit "B" is hereby adopted and shall constitute the budget for the City of Santa Fe Economic Development Corporation for the fiscal year beginning October 1, 2023.

PASSED AND APPROVED this 25th day of July 2023.


Fidencio Leija, President


ATTEST:

Ashley Carner, Secretary

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



CITY OF SANTA FE

FINANCE POLICIES & PROCEDURES

INTRODUCTION

The purpose of financial management policies is to provide sound guidelines in planning the City's financial future. The City of Santa Fe considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods or services to exercise good judgement in spending taxpayers' money.

SCOPE OF AUTHORITY

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

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1.0 FINANCIAL CONTROLS & REVIEW

A. Bank Depository

The City maintains funds in a Bank, designated as its depository for banking services. The City Council reviews the depository contract selection every two years at which time the city may renew in increments of one (1) year to a total of five (5) years. Sealed bid for depository banking services must occur at least every five (5) years.

B. Accounts Payable

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

C. Accounting

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

D. Audit of Accounts

An independent audit of the City accounts is performed annually. The Auditor is retained by and is accountable directly to the City Council. The City Council reviews the auditor selection every five (5) years unless circumstances deem otherwise.

E. Internal Controls

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

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

PAYMENT PROCEDURES

1. Input Invoice into Record Keeping System –

Before inputting an invoice into the ERP system (Incode9), a purchase requisition/order (PO) is submitted to the

finance department subject to the City's purchasing policy (section 5.0). If budgeted and approved by the Finance Director and City Manager, the PO is issued.

2. Review of Invoice –

When invoices are received, they are matched up to the PO and entered into Incode9 by the Accounting Specialist for review by the Finance Director and City Manager. Once approved, the Accounting Specialist will continue the disbursement process.

3. Allowability of Costs –

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

4. Unnecessary or Duplicative Purchases –

The Department Heads and Finance Staff will review each invoice for unnecessary or duplicative purchases per 2 CFR 200.318 (d).

5. Timeline for Payment –

Payments are issued at least bi-weekly for completed purchases that meet with all required approvals and backup documentation. Unless otherwise determined by this document or purchase contract, all invoices are assumed to have a net 30 due date from the day of receipt.

6. Issue Payment –

Payments are processed by the City Accounting Specialist for presentation, along with all prior approved documents, to two proper signatures, either from Mayor, City Manager, or Finance Director, as authorized in original grant approval by City Council.

7. Payment Reconciliation –

The Accounting Specialist reconciles monthly bank statements and Finance Director is responsible for handling and issuing checks.

8. Record Keeping –

All expenditures are recorded in the City's ERP (Incode9) with the prior mentored backup documentation physically kept at City Hall in the accounting offices. Backup material including check images also exist in the cloud.

2.0 BUDGET & FUND BALANCE POLICY

1.0 General.

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

2.0 Budget Process.

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

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

3.0 Revenue Estimates.

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

4.0 Contingency Fund.

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

5.0 Fund Balance.

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

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

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

(Section 1.0 - 5.0 adopted by Council Resolution #1993-37 of 9 December 1993.)

3.0 SPECIAL PROJECTS FUND POLICY

1.0 General.

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

2.0 Formula for Funding.

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

3.0 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.

4.0 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.)

4.0 INVESTMENT POLICY

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

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

POLICY

SCOPE.

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

OBJECTIVES.

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

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

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

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

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

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

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

RESPONSIBILITY AND CONTROL

Investment Committee. An investment committee, consisting of the City Manager, the City Secretary, and the Finance Director 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, and Finance Director are designated as investment officers of the City and are responsible for investment decisions and activities. The investment officers shall attend at least one training session

consisting of not less than ten (10) hours of instruction relating to the officer's responsibility under the Act within twelve (12) months after assuming duties. Subsequent training of not less than eight (8) hours of instruction relating to investment responsibilities is required not less than once in a two-year period that begins on the first day of the fiscal year and consists of the two consecutive fiscal years after that date. Subsequent training does not apply to an officer of a municipality if the municipality does not invest municipal funds or only deposits municipal funds in interest-bearing deposit accounts or certificates of deposit as authorized by Section 2256.010. Such training from an independent source shall be approved or endorsed by either the Government Finance Officers Association of Texas (GFOAT), the Government Treasurers Organization of Texas (GTOT), the Texas Municipal League (TML), the University of North Texas (UNT), or the Texas Municipal Clerks Association (TMCA).

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

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

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

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

Ethics and Conflicts of Interest. City staff involved in the investment process shall refrain from personal business activity that could conflict with 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 office in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successor, the National Credit Union Share Insurance Fund (NCUA) or its successor, or secured by obligations described in (a) through (c) above, which are intended to include all direct agency or instrumentality issued mortgage back securities rated AAA by a nationally recognized rating agency, or by Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal amount of the certificates.
- e) Joint pools of political subdivisions in the State of Texas 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 13, 2022, by Resolution #2022-04.)

5.0 PURCHASING POLICY

- 1.0 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.
- 2.0 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.

- 3.0 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.
- 4.0 Purchases of less than \$100 require approval of the department head.
- 5.0 Purchases of \$100 or more require an approved purchase order prior to the purchase. Purchase orders are numbered and controlled by the accounting software. 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.
- 6.0 Purchase requests for amounts between \$2,000 and \$50,000 must be accompanied by at least three (3) competitive price quotations, unless impractical. The quotations should be based on uniform specifications by the vendors. The City Manager may award bids for budgeted items of \$50,000 or less provided the amount of the bid does not exceed 20 percent more than the amount budgeted for that item or service, or \$50,000, whichever is less.
- 7.0 Purchases in excess of \$50,000 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 \$50,000 will be by Council action. Contracts for insurance are subject to the requirements of state law.
- 8.0 Purchases shall not be split into smaller purchases for the purpose of avoiding certain requirements of the Policy.
- 9.0 The City Manager may authorize the establishment and set the limit of petty cash funds to cover minor purchases of the city.
- 10.0 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.
- 11.0 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.
- 12.0 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.
- 13.0 The City Manager may make administrative rules and regulations within the scope of this Policy, as may be necessary.

Cost Estimate, Cost/Price Analysis, and Profit Negotiation

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

Cost Estimate

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

Cost Analysis

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

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

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

Price Analysis

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

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

Non-competitive Proposals (Sole Source)

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

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

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

Negotiation of Profit

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

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

6.0 CAPITAL ASSET POLICY AND PROCEDURES

POLICY GOAL.

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

VALUING AND CAPITALIZING ASSETS.

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

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

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

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

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

Ancillary costs for *Land* include:

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

Ancillary costs for *Infrastructure* include:

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

Ancillary costs for *Buildings and Building Improvements* include:

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

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

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

DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

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

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

ESTABLISHING AND MAINTAINING A FIXED ASSET INVENTORY.

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

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

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

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

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

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

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

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

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

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

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

DEPRECIATION GUIDELINES.

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

L	Land	inexhaustible and non-depreciable
B	Buildings	40 years
BI	Building Improvements	15 years
I	Improvements other than Buildings	15 years
IF	Infrastructure	60 years
II	Infrastructure Improvements	15 years
C	Computers and Computer Equipment	5 years
EQ	Equipment	10 years
F	Furniture	10 years
R	Radio and Communications Equipment	10 years
V	Vehicles	10 years
G	Library Books and Materials	10 years

RESPONSIBILITY.

Each department head is responsible for:

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

The City Secretary is responsible for:

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

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

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

7.0 CODE OF CONDUCT

ARTICLE 1. Policy.

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

ARTICLE 2. Standards of Conduct.

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

ARTICLE 3. Conflicts of Interest.

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

Any public official having a substantial personal or private interest, as defined by state law, in any policy or decision made by the City Council or any city board, shall file an affidavit with the City Secretary and shall disclose within the minutes,

the nature and extent of the interest and shall abstain from further participation, including discussion and voting, on any matters relating to this interest.

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

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

ARTICLE 4. Gifts, Entertainment, and Favors.

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

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

ARTICLE 5. City Funds and Other Assets.

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

ARTICLE 6. Records and Communications.

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

ARTICLE 7. Privacy and Confidentiality.

No current or former public official or employee shall, except as required in the performance of official duties, disclose confidential or privileged information gained by reason of their official position, nor shall the information be used for

personal interest. When handling financial or personal information, officials and employees should collect, use, and retain the information only for City business. Relevant information should be obtained directly from the person concerned, and only reputable and reliable sources should be used to supplement this information. Information should be retained only for as long as necessary or as required by law. Access to personal information is limited to disclosure as provided by state law.

ARTICLE 8. Reporting of Unethical Behavior.

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

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

ARTICLE 9. Violations.

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

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

8.0 PURCHASING CARD PROGRAM POLICIES AND PROCEDURES

1. Purpose

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

B. Department Head

The Department Head is responsible for designating 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.)

9.0 PROCEDURES FOR GRANT PAYMENTS

Introduction

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

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

CASH MANAGEMENT AND DISBURSEMENT - TIMELY EXPENDITURES

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

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

ADVANCE PAYMENT PROCEDURES

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

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

INTEREST EARNED PROCEDURES

The City will verify interest earned remains under \$500 per fiscal year by tracking interest earned on each grant deposit in the grant ledger; if interest does exceed \$500 per fiscal year the City will remit interest earned to the Department of Health and Human Services per 2 CFR 200.305.

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

(This policy adopted by Council Resolution #2022-25 on August 25, 2022, updated by Council January 26, 2023)

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

PASSED AND APPROVED by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 28th day of September 2023.

Bill Pittman, Mayor

ATTEST:

Natalie Arnett, Acting City Secretary

CITY OF SANTA FE 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.

II. Administration of Salary Schedule

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

- A. Normally, the introductory appointment will be to Step A. Based on significant prior experience or other relevant qualifications, the appointment can be to Step B or higher with City Manager approval. Each step is calculated at 2% above the prior within every Salary Grade.
- B. After satisfactory completion of the initial introductory period, an employee becomes a “regular employee” and is eligible for a pay increase of two steps (4%). The introductory period is governed by the City's Personnel Policies.
- C. After completion of the action and step advancements outlined in A and B above, future step advancement within the respective paygrade is subject to the completion of no less than 6 months of full-time measurable work performance. Step advancement is awarded to all non-civil service employees (not currently on probation) with the first full pay period of the new fiscal year. Annual performance evaluations will be administered to all employees by November 30 every year. After such annual evaluation, actions are taken according to the following guidelines:
 1. When the employee has performed unsatisfactorily, the is employee placed on disciplinary probation for a performance or behavior problem and will receive no pay increases until the end of the probationary period. A revaluation after the 3 or 6 month probationary is required to end any probation status.
 2. When the employee's performance has been satisfactory or above, the employee is available to receive an annual step conditioned by the approval of the City Council in the adopted budget at the start of the next fiscal year.
 3. When the employee is rated as outstanding, the supervisor may recommend a service recognition award that includes a one step (2%) pay adjustment, if approved by the City Manager. Service awards should be considered rare and would be subject to budget limitations (see subsection D).

4. When an employee has moved toward the end of their respective grade and are close to the maximum step for their position, all efforts will be taken to educate and train the employee so that they may take advantage of advancement opportunities within the City.
 5. If an employee's performance appraisal is at least satisfactory and the employee is at or above the maximum step for that grade, then the employee will not receive an annual step increase.
- D. Notwithstanding any other provisions herein, the City may impose a freeze on performance pay increases, as budget constraints may dictate. During such freeze, the employee will continue to receive annual evaluations, but no salary or step advancement shall occur.
- E. When an employee reaches the top of the pay grade for the position or at the time a position becomes vacant, the position and its classification in the salary plan will be reevaluated with respect to the factors cited in section I. Basis above. If such reevaluation does not result in a reclassification of the position, then no further base salary increases will take place.
- F. When an employee is promoted, that employee should be placed in a grade and step at least two steps (4%) above the employee's present pay in the pay schedule.
- G. A former employee reinstated pursuant to these rules shall be compensated on a step of the approved ranges as administratively determined.
- H. Members of the collective bargaining unit are not covered under this salary plan.
- I. Upon request by the City Council, the City Manager will submit a written report to the City Council indicating the results of department head performance evaluations and any resulting salary increases.

SALARY SCHEDULE (Hourly Basis) Proposed 2024

GRADE	STEP																	
	A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)	L (12)	M (13)	N (14)	O (15)	P (16)	Q (17)	R (18)
1	10.66	10.87	11.09	11.31	11.54	11.77	12.01	12.25	12.50	12.75	13.01	13.27	13.54	13.81	14.09	14.37	14.66	14.95
2	11.19	11.41	11.64	11.87	12.11	12.35	12.60	12.85	13.11	13.37	13.64	13.91	14.19	14.47	14.76	15.06	15.36	15.67
3	11.76	12.00	12.24	12.48	12.73	12.98	13.24	13.50	13.77	14.05	14.33	14.62	14.91	15.21	15.51	15.82	16.14	16.46
4	12.33	12.58	12.83	13.09	13.35	13.62	13.89	14.17	14.45	14.74	15.03	15.33	15.64	15.95	16.27	16.60	16.93	17.27
5	12.96	13.22	13.48	13.75	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	18.16
6	13.60	13.87	14.15	14.43	14.72	15.01	15.31	15.62	15.93	16.25	16.58	16.91	17.25	17.60	17.95	18.31	18.68	19.05
7	13.94	14.22	14.50	14.79	15.09	15.39	15.70	16.01	16.33	16.66	16.99	17.33	17.68	18.03	18.39	18.76	19.14	19.52
8	14.28	14.57	14.86	15.16	15.46	15.77	16.09	16.41	16.74	17.07	17.41	17.76	18.12	18.48	18.85	19.23	19.61	20.00
9	14.64	14.93	15.23	15.53	15.84	16.16	16.48	16.81	17.15	17.49	17.84	18.20	18.56	18.93	19.31	19.70	20.09	20.49
10	14.99	15.29	15.60	15.91	16.23	16.55	16.88	17.22	17.56	17.91	18.27	18.64	19.01	19.39	19.78	20.18	20.58	20.99
11	15.37	15.68	15.99	16.31	16.64	16.97	17.31	17.66	18.01	18.37	18.74	19.11	19.49	19.88	20.28	20.69	21.10	21.52
12	15.76	16.08	16.40	16.73	17.06	17.40	17.75	18.11	18.47	18.84	19.22	19.60	19.99	20.39	20.80	21.22	21.64	22.07
13	16.52	16.85	17.19	17.53	17.88	18.24	18.60	18.97	19.35	19.74	20.13	20.53	20.94	21.36	21.79	22.23	22.67	23.12
14	17.36	17.71	18.06	18.42	18.79	19.17	19.55	19.94	20.34	20.75	21.17	21.59	22.02	22.46	22.91	23.37	23.84	24.32
15	18.23	18.59	18.96	19.34	19.73	20.12	20.52	20.93	21.35	21.78	22.22	22.66	23.11	23.57	24.04	24.52	25.01	25.51
16	19.14	19.52	19.91	20.31	20.72	21.13	21.55	21.98	22.42	22.87	23.33	23.80	24.28	24.77	25.27	25.78	26.30	26.83
17	20.09	20.49	20.90	21.32	21.75	22.19	22.63	23.08	23.54	24.01	24.49	24.98	25.48	25.99	26.51	27.04	27.58	28.13
18	21.10	21.52	21.95	22.39	22.84	23.30	23.77	24.25	24.74	25.23	25.73	26.24	26.76	27.30	27.85	28.41	28.98	29.56
19	22.15	22.59	23.04	23.50	23.97	24.45	24.94	25.44	25.95	26.47	27.00	27.54	28.09	28.65	29.22	29.80	30.40	31.01
20	23.25	23.72	24.19	24.67	25.16	25.66	26.17	26.69	27.22	27.76	28.32	28.89	29.47	30.06	30.66	31.27	31.90	32.54
21	24.42	24.91	25.41	25.92	26.44	26.97	27.51	28.06	28.62	29.19	29.77	30.37	30.98	31.60	32.23	32.87	33.53	34.20
22	25.64	26.15	26.67	27.20	27.74	28.29	28.86	29.44	30.03	30.63	31.24	31.86	32.50	33.15	33.81	34.49	35.18	35.88
23	26.93	27.47	28.02	28.58	29.15	29.73	30.32	30.93	31.55	32.18	32.82	33.48	34.15	34.83	35.53	36.24	36.96	37.70
24	28.27	28.84	29.42	30.01	30.61	31.22	31.84	32.48	33.13	33.79	34.47	35.16	35.86	36.58	37.31	38.06	38.82	39.60
25	29.69	30.28	30.89	31.51	32.14	32.78	33.44	34.11	34.79	35.49	36.20	36.92	37.66	38.41	39.18	39.96	40.76	41.58
26	31.17	31.79	32.43	33.08	33.74	34.41	35.10	35.80	36.52	37.25	38.00	38.76	39.54	40.33	41.14	41.96	42.80	43.66
27	32.73	33.38	34.05	34.73	35.42	36.13	36.85	37.59	38.34	39.11	39.89	40.69	41.50	42.33	43.18	44.04	44.92	45.82
28	34.36	35.05	35.75	36.47	37.20	37.94	38.70	39.47	40.26	41.07	41.89	42.73	43.58	44.45	45.34	46.25	47.18	48.12
29	36.09	36.81	37.55	38.30	39.07	39.85	40.65	41.46	42.29	43.14	44.00	44.88	45.78	46.70	47.63	48.58	49.55	50.54
30	37.89	38.65	39.42	40.21	41.01	41.83	42.67	43.52	44.39	45.28	46.19	47.11	48.05	49.01	49.99	50.99	52.01	53.05
31	39.79	40.59	41.40	42.23	43.07	43.93	44.81	45.71	46.62	47.55	48.50	49.47	50.46	51.47	52.50	53.55	54.62	55.71
32	41.78	42.62	43.47	44.34	45.23	46.13	47.05	47.99	48.95	49.93	50.93	51.95	52.99	54.05	55.13	56.23	57.35	58.50
33	43.87	44.75	45.65	46.56	47.49	48.44	49.41	50.40	51.41	52.44	53.49	54.56	55.65	56.76	57.90	59.06	60.24	61.44
34	45.91	46.83	47.77	48.73	49.70	50.69	51.70	52.73	53.78	54.86	55.96	57.08	58.22	59.38	60.57	61.78	63.02	64.28
35	47.72	48.67	49.64	50.63	51.64	52.67	53.72	54.79	55.89	57.01	58.15	59.31	60.50	61.71	62.94	64.20	65.48	66.79
36	49.61	50.60	51.61	52.64	53.69	54.76	55.86	56.98	58.12	59.28	60.47	61.68	62.91	64.17	65.45	66.76	68.10	69.46
37	51.55	52.58	53.63	54.70	55.79	56.91	58.05	59.21	60.39	61.60	62.83	64.09	65.37	66.68	68.01	69.37	70.76	72.18
38	53.60	54.67	55.76	56.88	58.02	59.18	60.36	61.57	62.80	64.06	65.34	66.65	67.98	69.34	70.73	72.14	73.58	75.05

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

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

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

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

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

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

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

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY24)

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
	GRADE	A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	25.66	26.54	27.44	28.37	29.34	30.33	31.37	32.43	33.54	34.68	35.85
Corporal	PD-02	28.66	29.64	30.64	31.69	32.76	33.88	35.03	36.22	37.45	38.72	40.04
Sergeant	PD-03	33.47	34.61	35.78	37.00	38.26	39.56	40.90	42.29	43.73	45.22	46.75
Lieutenant	PD-04	37.27	38.54	39.85	41.20	42.60	44.05	45.55	47.10	48.70	50.35	52.07

COLLECTIVE BARGAINING PAY SCHEDULE (Proposed FY24) Annual

		STEP										
		Entry	1-2yrs	2-3yrs	3-4yrs	4-5yrs	5-6yrs	6-7yrs	7-8yrs	8-9yrs	9-10yrs	10-11yrs
	GRADE	A (01)	B (02)	C (03)	D (04)	E (05)	F (06)	G (07)	H (08)	I (09)	J (10)	K (11)
Patrol	PD-01	53,379	55,193	57,071	59,012	61,019	63,095	65,239	67,459	69,753	72,124	74,576
Corporal	PD-02	59,617	61,643	63,740	65,905	68,145	70,462	72,858	75,336	77,896	80,544	83,283
Sergeant	PD-03	69,609	71,978	74,424	76,954	79,570	82,276	85,074	87,965	90,956	94,051	97,248
Lieutenant	PD-04	77,524	80,159	82,884	85,702	88,614	91,628	94,742	97,962	101,294	104,736	108,297

**CITY OF SANTA FE
ORDINANCE #11-2023**

**AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, ADOPTING THE BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023**

* * * * *

WHEREAS, the City Manager of the City of Santa Fe, Texas, has prepared a proposed City budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024; and

WHEREAS, a public hearing was duly held on August 23, 2023 and September 14, 2023, 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, 2023, and ending September 30, 2024, 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, 2023.

PASSED AND APPROVED by the affirmative vote of a majority of the entire City Council of the City of Santa Fe, Texas, this 28th day of September 2023.



Bill Pittman, Mayor

ATTEST:


Natalie N. Arnett, City Secretary

Note: This complete budget is considered to be Exhibit "A"

**CITY OF SANTA FE
ORDINANCE #12-2023**

**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 2023 fiscal year shall be levied and collected for the maintenance and support of the municipal government of the City of Santa Fe, Texas, at the rate of \$0.238600 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, 2023, 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, \$0.213103 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, \$0.025497 on each One Hundred Dollars (\$100.00) valuation of property.

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

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 9.46 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$2.66.

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 2023 shall be deemed delinquent if not paid prior to February 1, 2024.

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, 2024. However, a tax delinquent on July 1, 2024, 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 28th day of September 2023.

ATTEST

 Natalie Arnett, City Secretary


 Bill Pittman, 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, drainage and equipment.

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

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

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

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

Exempt: Personnel who are not eligible to receive overtime pay and are expected to put in whatever hours are necessary to complete their job assignments. The respective department head, as

partial compensation for overtime hours worked, may allow compensatory time off.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Infrastructure Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include streets, water and sewer systems, public buildings, and parks.

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

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

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

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

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

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

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

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

Ordinance A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

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

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

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

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

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

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

RFP Request for Proposal.

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

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

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

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

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

APPENDIX A – CAPITAL IMPROVEMENT PLAN



CAPITAL IMPROVEMENT PLAN

FY2024-FY2028



CITY OF SANTA FE

Cover Design by
Jenna Davis

CAPITAL IMPROVEMENT PLAN: FY2024-FY2028

August 2023

I. Executive Summary

Dear Mayor and Councilmembers:

I am pleased to submit this proposed Fiscal Years 2024-2028 Capital Improvement Plan (CIP). All projects listed under FY2024 through FY2028 will require funding through a combination of sources as noted on the project detail sheets. As you are aware, we have placed significant emphasis on the importance of developing an organized and coordinated CIP for the City. This has proven to be a useful tool for the City and will be a critical component of the City's long-range financial planning process integrated with our newly developed Comprehensive Plan. Council action on this plan does not commit to funding the projects, as that authorization rests with the approval of the annual budget.

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

Development of the CIP

Prior to the implementation of the CIP, individual departments maintained their own capital budgets. This practice provided an inventory of capital needs for each department but did not engender the type of comprehensive and holistic approach to capital planning that the City needs. Prior to FY2022, the City was not able to offer an adequate long-term funding program to address important City-wide infrastructure improvements, replace deteriorating equipment, and repair and renovate facilities.

Our goal is the development and refinement of a comprehensive capital improvement plan that incorporates the capital needs of all City Departments with a practical funding plan for each year of the program. Having created a capital replacement fund, department heads have spent the past few months working with the Finance Department and me to identify and/or update their most important capital needs for FY2024 through FY2028. Significant time has been spent on developing a realistic funding schedule within the confines of the City's financial resources limitations and aligned with the City's financial policies and comprehensive plan. As we continue to work with this tool, we will continue to improve upon it and increase the level of detail.

Our hope is that our citizens will continue to recognize the value and importance of City Council committing to funding planned projects and acquisitions on an annual basis, while also acknowledging that the City is faced with new and unexpected capital challenges every year. On the following pages, is a list of capital projects funded or anticipated to be funded during FY2024 totaling \$864,775. Although some projects may not be completed due to funding constraints, future plans will continue to acknowledge the capital needs if they still exist, so that necessary projects are not forgotten or ignored. Approved CIP projects will be indicated in the adopted budget.

II. Fiscal Years 2024-2028 CIP Summary

FY2024 Capital Funding

Department Project Amount Funding Source CIP Assumptions

The FY2024-2028 CIP is based on the following budgetary assumptions. The City will:

- ◆ Continue to build cash reserves, setting a minimum threshold (if available) of an unreserved cash balance of \$200,000 or 3% of the tax levy, whichever is greater;
- ◆ Continue to conservatively estimate new growth in anticipation of completion of the Grand Parkway (State Highway 99) and future economic growth;
- ◆ Continue to actively pursue relevant State and Federal funding opportunities; and
- ◆ Allow for the future funding of a grant writer/consultant position as needed to assist in securing outside assistance to subsidize particular projects and infrastructure investments.

Overview of the CIP

The CIP includes projects with a five-year total estimated cost of \$3,978,313. The projects are divided into four main categories (Buildings & Construction, Equipment and Vehicles, Infrastructure, and Maintenance), as shown in the table and graph on the following page.

Buildings and Construction; and Maintenance

Maintenance of buildings and facilities accounts for 14.2% of the plan. \$40,000 is planned for improving Joe Tambrella Park with lights and cameras. The Community Services department also has plans for the removal of substandard structures in the next five years, in the estimated amount of \$200,000. City Hall will also need expansion and updates during that time and possibly the library as well.

Equipment and Vehicles

The largest category of capital spending is for vehicles and equipment, representing 45% of total spending in the CIP. The largest share of equipment needs of the \$1.2 million represented in the CIP comes from the Streets/Public Works area with 68 dedicated to paving and street equipment. An estimated \$225,000 is dedicated to other department vehicles and trucks with the remaining reserved for A/C units, computers, and police equipment.

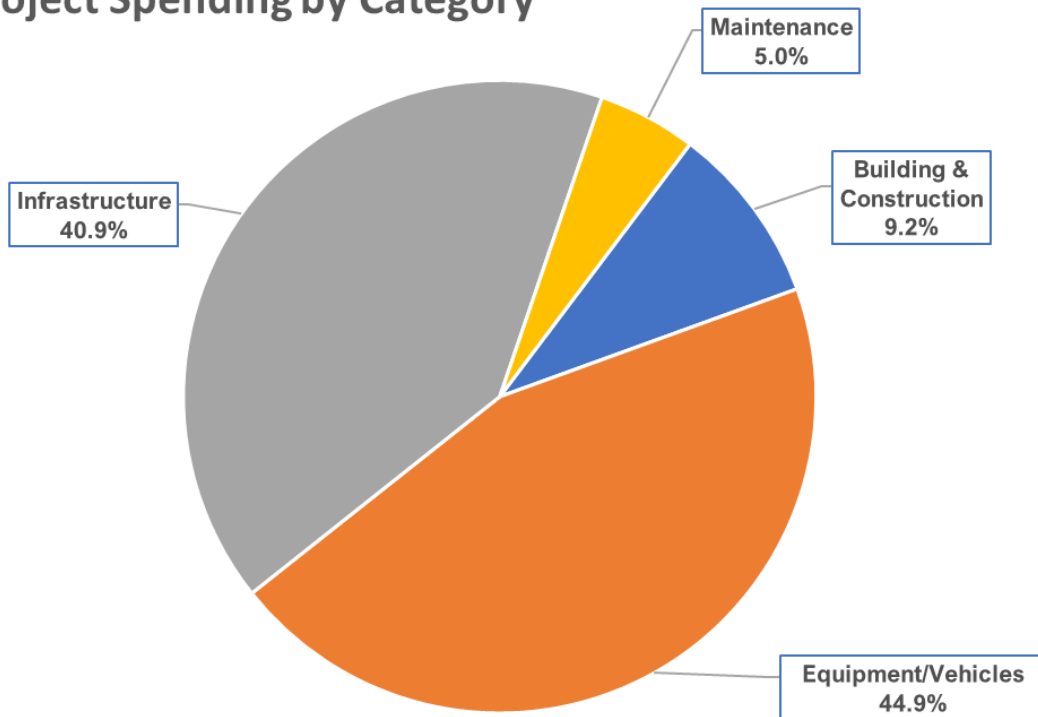
Infrastructure

The graph on the page following illustrates that 40.9% of proposed spending is for infrastructure. All of this expense is related to the annual street paving and parking lot paving. The list of street locations being paved is released at the beginning of the budget year. Any shared costs with the county are not included here.

Project Costs by Category

	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)	Total
Building & Construction		\$ 35,000	\$ 80,000	\$ 250,000		\$ 365,000
Equipment/Vehicles	\$ 76,900	\$ 681,072	\$ 280,341	\$ 170,000	\$ 524,000	\$ 1,732,313
Infrastructure	\$ 400,000	\$ 425,000	\$ 250,000	\$ 275,000	\$ 275,000	\$ 1,625,000
Maintenance		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
Grand Total	\$476,900	\$ 1,191,072	\$660,341	\$745,000	\$849,000	\$ 3,922,313

Project Spending by Category



Funding the CIP

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

Below is a comprehensive list by department of anticipated project costs for Fiscal Years 2024 through 2028:

Project Costs by Department:

Estimated Project Costs by Department Fiscal Year

	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)	Total
Administration				\$ 250,000		\$ 250,000
Community Service		\$ 95,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 245,000
Library		\$ 345,000	\$ 80,000			\$ 425,000
Parks Board		\$ 40,000				\$ 40,000
Police		\$ 102,190	\$ 90,000	\$ 90,000	\$ 30,000	\$ 312,190
Street	\$ 476,900	\$ 608,882	\$ 440,341	\$ 355,000	\$ 769,000	\$ 2,650,123
Grand Total	\$ 476,900	\$ 1,191,072	\$ 660,341	\$ 745,000	\$ 849,000	\$ 3,922,313

Conclusion

I want to thank the departments who have helped to make this CIP not just a document, but a financial strategy. The City will continue to make additional strides towards improving its capital planning methods. The capital plan on the following pages highlights the City's ongoing responsibility to maintain its facilities, vehicles, equipment, and infrastructure, and to make the necessary capital investments to meet the needs of our community. Many projects continue to be deferred in order to keep the funding mechanisms realistic, but hopefully those can be included in the CIP in subsequent years. The CIP is a living document in the truest sense and will continue to be reevaluated and updated on an annual basis as part of the budget process. The CIP will also continue to be included as an appendix item in the annual budget and it is our intention to pursue funding for each year of the program.

Respectfully Submitted,

Alan W. Thomas

City Manager

III. Capital Project Detail 2024-2028

Department	Category	Projects	Funding Codes	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)
Administration	Building & Construction	City Hall Remodel/Office upgrade	General/Bond				250,000	
Community Service	Maintenance	Removal of Substandard structures	General/Bond		50,000	50,000	50,000	50,000
Community Service	Equipment/Vehicles	Department Vehicle	General/Bond		45,000			
Library	Infrastructure	Parking Lot	General/Bond		200,000			
Library	Equipment/Vehicles	Tone 24 Cables	General/Bond					
Library	Building & Construction	Remodel/Office upgrade	General/Bond		35,000			
Library	Equipment/Vehicles	New Air Conditioner (2)	General/Bond		30,000			
Library	Building & Construction	Remodel Bathrooms	General/Bond			45,000		
Library	Building & Construction	Remodel Kitchen	General/Bond			35,000		
Library	Equipment/Vehicles	Outside Signage	General/Bond		50,000			
Library	Equipment/Vehicles	Update Camera's Outside	General/Bond		30,000			
Parks Board	Equipment/Vehicles	Camera's & Lights for JT Park	General/Bond		40,000			
Police	Equipment/Vehicles	Pix 4 D Mapping Software	General/Bond		8,500			
Police	Equipment/Vehicles	Higher Ground Server	General/Bond		17,915			
Police	Equipment/Vehicles	By ma Launchers (Less than Lethal)	General/Bond		9,775			
Police	Equipment/Vehicles	Patrol Rifles	General/Bond		6,000			
Police	Equipment/Vehicles	Replace Unmarked Police Vehicles	General/Bond		60,000	60,000	60,000	
Police	Equipment/Vehicles	Handheld Radios (Motorola is ending service life on current radios)	General/Bond			30,000	30,000	30,000
Street	Infrastructure	Annual Street Paving (multiple locations)	General/ARPA	400,000	225,000	250,000	275,000	275,000
Street	Equipment/Vehicles	Dump Truck	General/Bond		94,000			
Street	Equipment/Vehicles	Skid Steer	General/Bond	76,900				
Street	Equipment/Vehicles	Painter	General/Bond		3,600			
Street	Equipment/Vehicles	Side Mow er	General/Bond		101,282			
Street	Equipment/Vehicles	Paver Machine	General/Bond		185,000			
Street	Equipment/Vehicles	Slope Mow er	General/Bond			155,341		
Street	Equipment/Vehicles	Roller	General/Bond			35,000		
Street	Equipment/Vehicles	Street Sw eeper	General/Bond				30,000	
Street	Equipment/Vehicles	Department Pick-Up Truck	General/Bond				50,000	
Street	Equipment/Vehicles	Dump Truck	General/Bond					94,000
Street	Equipment/Vehicles	Grad-all	General/Bond					400,000
				476,900	1,191,072	660,341	745,000	849,000

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

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

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 0
2026	\$ 0
2027	\$ 250,000
2028	\$ 0
FUNDED TOTAL	\$ 250,000

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

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

PROJECT DESCRIPTION:
Current office building will have to be renovated in the near future.
JUSTIFICATION:
Renovations and/or upgrades for the process of improving broken, damaged, or outdated structures. Adding/redesigning some office spaces.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024
2025
2026
2027
2028
\$ 0
¹ Additional Comments:
This renovation could also include the installation of a backup gas generator at city hall
²

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Removal of Substandard Structures	\$	200,000
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TYPE:	Maintenance	STATUS:	Awaiting funding
SUBTYPE:	Other Land Imprvmt	Acct No#	01-503-9460

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 50,000
2026	\$ 50,000
2027	\$ 50,000
2028	\$ 50,000
FUNDED TOTAL	\$ 200,000

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

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

PROJECT DESCRIPTION:
Continuation of Community Service project
JUSTIFICATION:
The removal of blighted properties is an ongoing project by the planning group to increase economic development by making our city more attractive to investment and property investment.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024
2025
2026
2027
2028
\$ 0
¹ Additional Comments:
In FY2023 the Santa Fe EDC awarded the City with \$100,000 to cover two fiscal years.
² Possible continual funding from the EDC

City Of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Byrna LE Launcher (Less than Lethal) \$	9,775
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9054

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 9,775
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 9,775

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 9,775
PROJECT TOTAL	\$ 9,775

PROJECT DESCRIPTION:

(22) Pepper spray launchers for less than lethal force option

JUSTIFICATION:

A replacement less than lethal option for our department issued Taser's. This less than lethal option is more cost effective than continuing with the Taser program. Department liability is reduced with this device due to a lower probability of injury to the suspect. The launcher fires a pepper ball, as opposed to electrical probes which deliver an electrical charge to the suspect. The probes may inadvertently strike an area such as an eye, or strike an

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2024	
2025	\$ 75
2026	\$ 75
2027	\$ 75
2028	\$ 75
	\$ 300

¹ **Additional Comments:**

Training rounds per year

²

Taser deployment requires medical personnel to extract the probes from the suspects body, whereas the pepper spray can be washed off

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Higher Ground Server	\$	17,915
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Tech Equipment	Acct No#	01-505-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 17,915
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 17,915

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 17,915
PROJECT TOTAL	\$ 17,915

PROJECT DESCRIPTION:

Replacement of server utilized to record telephone calls received by the dispatch center.

JUSTIFICATION:

The system was installed in 2018. At the end of this year, the hardware will be 5 years old. Although the software can be supported, the hardware can no longer be supported by the company. If there is a hardware failure, they may or may not be able to get the parts.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2024	\$ 0
2025	\$ 0
2026	\$ 0
2027	\$ 0
2028	\$ 0
	\$ 0

¹ Additional Comments:

²

City Of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Patrol Rifles	\$ 6,000
----------------------	-----------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9054

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 6,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 6,000

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 6,000
PROJECT TOTAL	\$ 6,000

PROJECT DESCRIPTION:
(5) Patrol rifles for on duty personnel
JUSTIFICATION:
We wish to equip the on duty patrol staff with department issued and maintained patrol rifles, to be carried in their patrol units. This is a necessary and vital piece of tactical law enforcement equipment.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024 \$ 0
2025 \$ 0
2026 \$ 0
2027 \$ 0
2028 \$ 0
\$ 0
¹ Additional Comments:
²

City Of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Pix 4D Mapping Software & computer \$	8,500
--	--------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Instruments & Equip	Acct No#	01-505-9054

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 8,500
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 8,500

PROJECT DESCRIPTION:
Mapping software for crime scene investigation
JUSTIFICATION:
This software, and laptop computer to run the software, will be utilized to map complex crime and fatality accident scenes. It also can be utilized by other city departments with their mapping needs.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024
2025
2026
2027
2028
\$ 0
¹ Additional Comments:
²

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 8,500
PROJECT TOTAL	\$ 8,500

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Replace Unmarked Police Vehicles	\$	180,000
---	-----------	----------------

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

FISCAL YEAR FUNDING	
Prior Years	
2023 – Estimate	
2024	
2025	\$ 60,000
2026	\$ 60,000
2027	\$ 60,000
2028	
FUNDED TOTAL	\$ 180,000

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

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

PROJECT DESCRIPTION:
Replacement of three (3) unmarked police vehicles
JUSTIFICATION:
To replace aging unmarked police units, all past their service life.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024
2025
2026
2027
2028
\$ 0
¹ Additional Comments:
²

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Fire Marshal Vehicle	\$ 50,000
-----------------------------	------------------

TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Vehicle	Acct No#	01-506-9056

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 0
2026	\$ 50,000
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 50,000

PROJECT DESCRIPTION:
Vehicle replacement for Fire Marshal
JUSTIFICATION:
Current vehicle is at the end of life and for safety reasons is recommended to be replaced.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024
2025
2026
2027
2028
\$ 0
¹ Additional Comments:
Bond or ARPA funds are also available
²

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

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

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Community Services Vehicle	\$	45,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Vehicle	Acct No#	01-503-9056

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 45,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 45,000

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

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

PROJECT DESCRIPTION:

Vehicle replacement for Building Official

JUSTIFICATION:

Current Building Official vehicle is at the end of life and for safety reasons is recommended to be replaced.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2024	
2025	
2026	\$ 500
2027	\$ 500
2028	\$ 500
	\$ 1,500

¹ Additional Comments:
Bond or ARPA funds are also available

²

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Replacement Mobile & Handheld Radi	\$ 90,000
---	------------------

TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-505-9054

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	
2025	\$ 0
2026	\$ 30,000
2027	\$ 30,000
2028	\$ 30,000
FUNDED TOTAL	\$ 90,000

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 90,000
PROJECT TOTAL	\$ 90,000

PROJECT DESCRIPTION:
Staggered mobile and handheld radio replacement.
JUSTIFICATION:
Motorola will end the service life of our current mobile and handheld radios in the next 3-5 years. Replacement parts may or may not be available after that time.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024 \$ 0
2025 \$ 0
2026 \$ 0
2027 \$ 0
2028 \$ 0
\$ 0
¹ Additional Comments:
²

City Of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

\$

TYPE:		STATUS:	Awaiting funding
SUBTYPE:		Acct No#	

FISCAL YEAR FUNDING	
Prior Years	
2023 – Estimate	
2024	
2025	
2026	
2027	
2028	
FUNDED TOTAL	

PROJECT DESCRIPTION:
JUSTIFICATION:
STATUS:
ASSOCIATED OPERATING COSTS¹
2024
2025
2026
2027
2028
¹ Additional Comments:
²

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Library digital sign	\$ 50,000
-----------------------------	------------------

TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-508-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 50,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 50,000

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

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

PROJECT DESCRIPTION:	
Replacement of older signage	
JUSTIFICATION:	
Replacement of digital sign, it continually breaks down at least 3 times a year. Parts are getting harder to find.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	\$ 2,500
2027	\$ 2,500
2028	\$ 2,500
	\$ 7,500
¹ Additional Comments:	
Sign Maintenance Contract est	
²	

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Library outside cameras	\$	30,000
--------------------------------	-----------	---------------

TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-508-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 30,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 30,000

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

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

PROJECT DESCRIPTION:	
Replacement/addition of older camera's.	
JUSTIFICATION:	
Replacement/addition of outside camera's so we can get better digital pictures and video of the parking lot and the park. Plan to add one to the back and other side of the library.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	\$ 250
2027	\$ 250
2028	\$ 500
	\$ 1,000
¹ Additional Comments:	
Maintenance	
²	

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Camera & Lights for JT Park	\$	40,000
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TYPE:	Building	STATUS:	Awaiting funding
SUBTYPE:	Building & Constr.	Acct No#	01-508-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 40,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 40,000

PROJECT DESCRIPTION:
Remodel kitchens, new cabinets and floors.

JUSTIFICATION:
Kitchens: Remodel for ADA and code requirements; Have not been updated since 1987.

STATUS:
Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	
2027	\$ 250
2028	\$ 250
	\$ 500

¹ Additional Comments:
Repairs

²

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

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

City Of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Library Parking Lot Expansion	\$	200,000
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Infrastructure	Acct No#	01-508-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 200,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 200,000

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

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

PROJECT DESCRIPTION:

New parking lot on the side library.

JUSTIFICATION:

Anytime there is an event at the park or the library we are overloaded with parking issues. People park in the grass at the school or on the road. Congestion, traffic patterns, and safety are a problem.

STATUS:

Awaiting priority of project and funding sources

ASSOCIATED OPERATING COSTS¹

2024	
2025	
2026	
2027	
2028	
	\$ 0

¹ Additional Comments:

²

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

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

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 0
2026	\$ 35,000
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 35,000

PROJECT DESCRIPTION:	
Remodel kitchens, new cabinets and floors.	
JUSTIFICATION:	
Kitchens: Remodel for ADA and code requirements; Have not been updated since 1987.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	
2027	\$ 250
2028	\$ 250
	\$ 500
¹ Additional Comments:	
Repairs	
²	

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

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

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

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

TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Building & Constr.	Acct No#	508-00-9051

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	
2026	\$ 45,000
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 45,000

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

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

PROJECT DESCRIPTION:	
Remodel bathroom. Need to be brought up to code and remodeled for ADA requirements	
JUSTIFICATION:	
Bathrooms; Remodel for ADA and code requirements; Have not been updated since 1987.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	
2027	\$ 1,000
2028	\$ 1,000
	\$ 2,000
¹ Additional Comments: Maintenance	
²	

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

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

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

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 35,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 35,000

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

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

PROJECT DESCRIPTION:	
Remodel meeting room and workroom/office floors and painting.	
JUSTIFICATION:	
We use these rooms everyday and would like to get the flooring and painting done. Workroom: we now have two offices in this shared space as well as the tables for working on big projects. Meeting room/lobby floors need to be replaced.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	\$ 250
2027	\$ 250
2028	\$ 250
	\$ 750
¹ Additional Comments:	
Est Repairs 01-528	
²	

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Asphalt Paver	\$ 185,000
----------------------	-------------------

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

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 185,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 185,000

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 185,000
PROJECT TOTAL	\$ 185,000

PROJECT DESCRIPTION:	
New Asphalt paver	
JUSTIFICATION:	
To pave city roads. The addition of this piece of equipment will help to maintain the city roads and reduce the cost of contractors.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	\$ 500
2026	\$ 750
2027	\$ 1,000
2028	\$ 1,000
	\$ 3,250
¹ Additional Comments:	
²	

City Of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Street Dump Truck	\$ 94,000
--------------------------	------------------

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

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 94,000
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 94,000

PROJECT DESCRIPTION:
New Dump truck to haul dirt and gravel
JUSTIFICATION:
Clean out ditches and repairing roads. Hauling trees and large debris. Can also serve as a high water vehicle in an emergency.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024 \$ 500
2025 \$ 500
2026 \$ 500
2027 \$ 1,000
2028 \$ 1,000
\$ 3,500
¹ Additional Comments:
Large equipment vehicles have a 10 year asset depreciation.
²

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 94,000
PROJECT TOTAL	\$ 94,000

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Grad-all XL 3100	\$	400,000
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Heavy Equipment	Acct No#	01-509-9062

FISCAL YEAR FUNDING	
Prior Years	
2023 – Estimate	
2024	
2025	
2026	
2027	
2028	\$ 400,000
FUNDED TOTAL	\$ 400,000

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 400,000
PROJECT TOTAL	\$ 400,000

PROJECT DESCRIPTION:	
New Grad-all XL3100	
JUSTIFICATION:	
Used to clean ditches and dig ditches and set culverts put up debris load dump truck.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	
2027	
2028	\$ 5,000
	\$ 5,000
¹ Additional Comments:	
²	

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

New Dump truck	\$	94,000
-----------------------	-----------	---------------

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

FISCAL YEAR FUNDING	
Prior Years	
2023 – Estimate	
2024	
2025	
2026	
2027	
2028	\$ 94,000
FUNDED TOTAL	\$ 94,000

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 94,000
PROJECT TOTAL	\$ 94,000

PROJECT DESCRIPTION:
New Dump truck
JUSTIFICATION:
Used to haul dirt, road base, cold patch, asphalt and trees.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024
2025
2026
2027
2028
\$ 1,000
\$ 1,000
¹ Additional Comments:
²

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Pick up truck	\$	50,000
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9055

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	
2025	
2026	
2027	\$ 50,000
2028	\$ 0
FUNDED TOTAL	\$ 50,000

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

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

PROJECT DESCRIPTION:	
New pick up truck	
JUSTIFICATION:	
used to take care all city business road work and fixing sign	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	
2027	\$ 500
2028	\$ 500
	\$ 1,000
¹ Additional Comments:	
Maintenance	
²	

City Of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Painter	\$	3,600
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9053

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 0
2025	\$ 3,600
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 3,600

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 3,600
PROJECT TOTAL	\$ 3,600

PROJECT DESCRIPTION:
New painter (Streets)
JUSTIFICATION:
For painting stripes on the roads
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024 \$ 500
2025 \$ 100
2026 \$ 100
2027 \$ 100
2028 \$ 100
\$ 900
¹ Additional Comments: Supplies & Maintenance
²

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Slope Mower	\$	155,341
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9060

FISCAL YEAR FUNDING	
Prior Years	
2023 – Estimate	
2024	
2025	
2026	\$ 155,341
2027	
2028	
FUNDED TOTAL	\$ 155,341

PROJECT DESCRIPTION:	
New slope mower	
JUSTIFICATION:	
To Mow city roads.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	\$ 2,000
2027	
2028	
	\$ 2,000
¹ Additional Comments:	
Maintenance should be offset by reduced expense on existing unit	
²	

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 155,341
PROJECT TOTAL	\$ 155,341

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Side Mower	\$	101,282
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TYPE:	Equipment	STATUS:	Awaiting funding
SUBTYPE:	Heavy Equipment	Acct No#	01-509-9065

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	
2025	\$ 101,282
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 101,282

PROJECT DESCRIPTION:	
New side mower	
JUSTIFICATION:	
To mowed city ditches	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	\$ 1,000
2026	\$ 1,000
2027	\$ 1,000
2028	\$ 1,000
	\$ 4,000
¹ Additional Comments:	
Maintenance should offset existing expense on older units	
²	

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	\$ 101,282
PROJECT TOTAL	\$ 101,282

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Skid steer	\$	76,900
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9057

FISCAL YEAR FUNDING	
Prior Years	\$ 0
2023 – Estimate	\$ 0
2024	\$ 76,900
2025	
2026	\$ 0
2027	\$ 0
2028	\$ 0
FUNDED TOTAL	\$ 76,900

PROJECT DESCRIPTION:
New skid steer
JUSTIFICATION:
Load dump clean out ditches fix road base and use to Asphalt roads.
STATUS:
Awaiting priority of project and funding sources
ASSOCIATED OPERATING COSTS¹
2024 \$ 1,000
2025
2026
2027
2028
\$ 1,000
¹ Additional Comments:
Maintenance should be offset by reduced expense on existing unit
²

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

FUNDING SOURCES	
GENERAL REVENUES	
BOND FUNDS	\$ 76,900
OTHER PROJECT FUNDS	
DEVELOPER	
ARPA FUND	
OTHER GRANTS	
UNFUNDED	
PROJECT TOTAL	\$ 76,900

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Steel wheel roller	\$	35,000
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Street Equipment	Acct No#	01-509-9059

FISCAL YEAR FUNDING	
Prior Years	
2023 – Estimate	
2024	
2025	
2026	\$ 35,000
2027	
2028	
FUNDED TOTAL	\$ 35,000

PROJECT DESCRIPTION:	
Used steel wheel roller	
JUSTIFICATION:	
Used to roll new asphalt roads.	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	\$ 500
2027	\$ 500
2028	\$ 500
	\$ 1,500
¹ Additional Comments:	
²	

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

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

City of Santa Fe Capital Improvements Program 2024-2028

PROJECT NAME

PROJECT TOTAL

Street Sweeper	\$	30,000
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TYPE:	Vehicle	STATUS:	Awaiting funding
SUBTYPE:	Equipment	Acct No#	01-509-9057

FISCAL YEAR FUNDING	
Prior Years	
2023 – Estimate	
2024	
2025	
2026	
2027	\$ 30,000
2028	
FUNDED TOTAL	\$ 30,000

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

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

PROJECT DESCRIPTION:	
To purchase a used sweeper	
JUSTIFICATION:	
to sweep off roads	
STATUS:	
Awaiting priority of project and funding sources	
ASSOCIATED OPERATING COSTS¹	
2024	
2025	
2026	
2027	\$ 500
2028	\$ 500
	\$ 1,000
¹ Additional Comments:	
²	