

# CITY OF SANTA FE, NEW MEXICO

## FISCAL YEAR 2007/2008 OPERATING BUDGET CITY OF SANTA FE SANTA FE, NM 87504

MAYOR: David Coss

MAYOR PRO TEM: Miguel M. Chavez District 3

COUNCIL MEMBERS:	Patti Bushee	District 1
	Chris Calvert	District 1
	Karen Heldmeyer	District 2
	Rebecca Wurzbarger	District 2
	Carmichael A. Dominguez	District 3
	Ronald S. Trujillo	District 4
	Matthew Ortiz	District 4

FINANCE COMMITTEE: Karen Heldmeyer, Chairperson  
Chris Calvert, Councilor  
Carmichael A. Dominguez, Councilor  
Rebecca Wurzbarger, Councilor  
Matthew Ortiz, Councilor

MUNICIPAL COURT JUDGE: Ann Yalman

CITY MANAGER: Galen M. Buller

# CITY OF SANTA FE, NEW MEXICO

## ADMINISTRATIVE STAFF 2007

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DEPUTY CITY MANAGER	Bill Tallman
DIRECTOR, FINANCE	Kathryn L. Raveling
BUDGET OFFICER	Cal Probasco
CITY CLERK	Yolanda Vigil
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DIRECTOR, HUMAN RESOURCES	Kristine Kuebli
DIRECTOR, LAND USE	John B. Hiatt
POLICE CHIEF	Eric Johnson
DIRECTOR, PUBLIC UTILITIES (acting)	Galen M. Buller
DIRECTOR, PUBLIC WORKS	Robert Romero

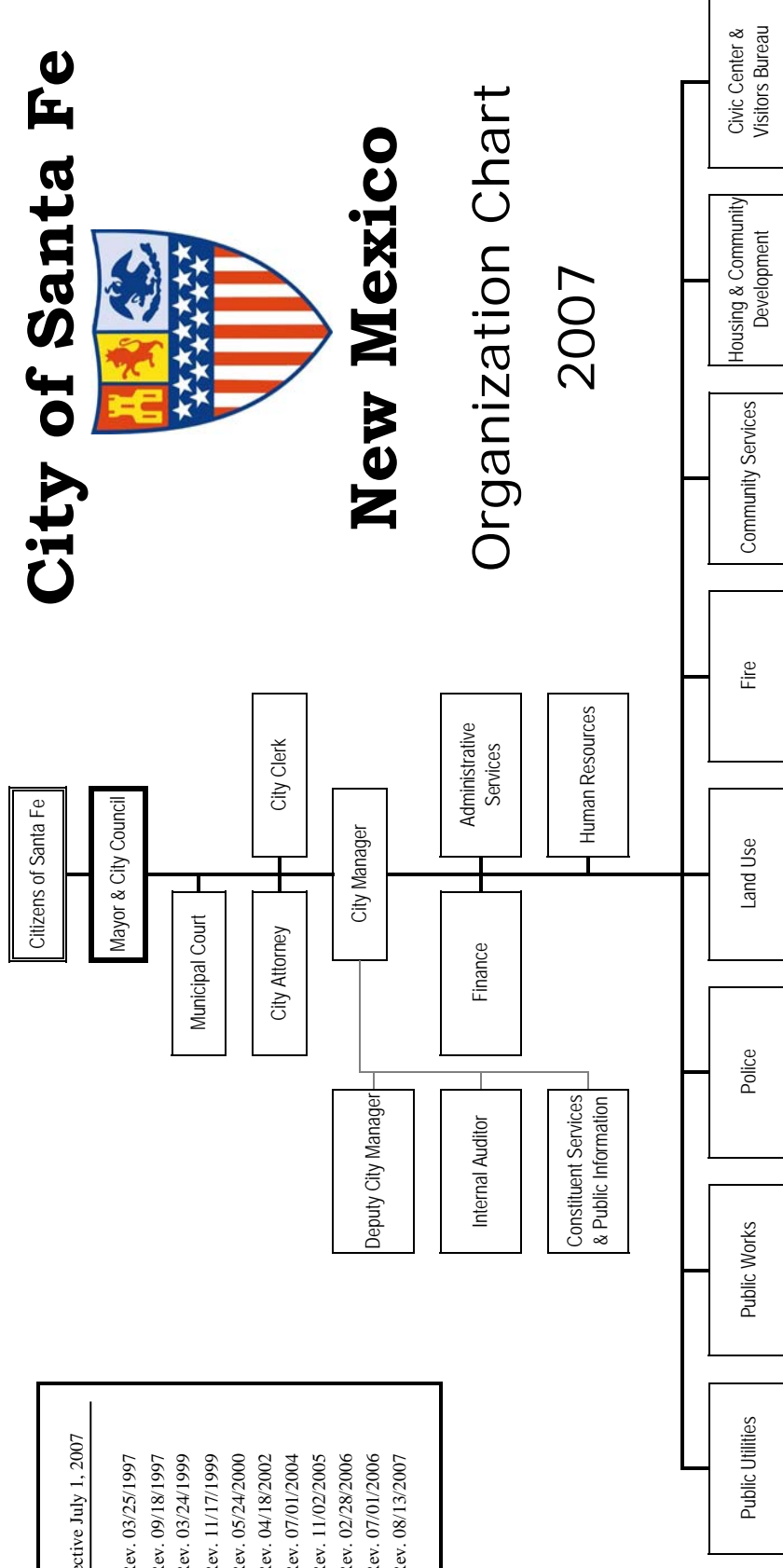
# City of Santa Fe



## New Mexico

### Organization Chart

2007



Approved:   
Galen Buller, City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Santa Fe  
New Mexico**

For the Fiscal Year Beginning

**July 1, 2006**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Santa Fe for its Annual Operating Budget for the Fiscal Year beginning July 1, 2006 through June 30, 2007.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

SPECIAL ACKNOWLEDGMENT AND APPRECIATION FOR WORK ASSOCIATED WITH  
THE DEVELOPMENT OF THIS REPORT GO TO THE FOLLOWING STAFF MEMBERS:

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## FINANCE DEPARTMENT

Kathryn L. Raveling, Finance Director

## BUDGET OFFICE

Cal Probasco, Budget Division Director  
Andy Hopkins, Budget Analyst  
Vincent Montoya, Budget Database Analyst

## GRAPHICS SECTION

Valerie Chelonis, Graphic Artist

Cover Photograph by Jack Parsons for the Santa Fe Convention and Visitors Bureau.

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# INTRODUCTION TO SANTA FE

The city was incorporated in 1891 as a body politic and corporate under the laws of the state and is the county seat and capital of the state. The city is situated in the foothills of the Sangre de Cristo Mountains (Rocky Mountain Range) at 7,000 feet elevation and is located approximately 380 miles south of Denver at the junction of Interstate 25 and U.S. Highways 64, 84 and 285.

The Santa Fe economy is diversified with government, tourist, retail trade and industry being predominate. The state is the largest employer in the city. State and federal offices plus the county and city offices combine to make the city the governmental center of the state. The central business district and shopping centers contain about 450 businesses. There are over 150 art galleries and dealers and over 45 antique dealers in the city in addition to art markets on the Plaza. It is the second largest financial center in the state with seven commercial banks and three savings and loan associations.

The city has a unique culture because of the proximity of numerous Pueblo Indian villages. Indian pottery, weaving, silver and turquoise jewelry, Spanish wood carving and weaving, paintings, glass and a complete range of contemporary arts and crafts are produced and sold. Popular tourist attractions in the city include the oldest church and the oldest house in the United States; numerous buildings listed in the state register of Historic Sites and Property; the oldest public building in the U.S.; the Plaza, which was the end of the Camino Real and Santa Fe Trail; and numerous museums and landmarks including the Museum of Fine Arts, Museum of International Folk Art, Wheelright Museum, Institute of American Indian Arts Museum, and the Palace of the Governors. The Santa Fe Ski Basin and Santa Fe Opera are near the city. The city is a popular on-location site for both television and motion picture filming crews including two western town movie sets nearby. The Laboratory of Anthropology is also located in the city and is a research center that has conducted more than 14,000 archaeological investigations.

A large segment of the city is controlled by historical zoning ordinances designed to maintain the Spanish architecture in the city. Numerous national, regional and state conventions are held in the city annually. Fiesta de Santa Fe is the oldest continuous community celebration in the United States commemorating the return of the city to Spanish rule.

Both the College of Santa Fe and St. John's College are four year institutions of higher learning. The Santa Fe Community College is a two-year institution of higher learning. The New Mexico School for the Deaf and the Institute of American Indian Arts are also located in the city. There are three newspapers, including two daily newspapers, several radio stations and cable television serving the city.

## Administration and City Government

The administrative offices of the city are located at 200 Lincoln Avenue, Santa Fe, New Mexico. The city operates under a Mayor-Council/City Manager form of government and is governed by the City Council which is comprised of eight councilors and the mayor. The eight councilors are elected for staggered four-year terms.

# HOW TO USE THIS BUDGET DOCUMENT

This budget document is intended to provide to the public concise and readable information about city government. It displays the city's objectives and budget for the Fiscal Year 2004/2005 and analyzes city revenue and expenditures.

The Table of Contents and Index lists all subjects covered in this document and its page number. As a further aid, the document is divided into the following sections:

- Introduction and City Manager's Transmittal Letter
- Budget Highlights and Overview
- Revenue Estimates
- Bonded Debt
- Capital Improvements
- Departmental Budgets
- Operating Budget Schedules and Summaries

The City Manager's Transmittal Letter provides general and economic information about the community, lists major issues for the budget year, and summarizes the city budget. The other sections provide more detailed information.

In these sections, the city of Santa Fe budget is presented organizationally by department with the programs listed within that department. Also, budget information is organized by four major programs which identify the major services provided by city government: Government/Management, Public Safety, Public Works and Community Welfare. In the Department Section, each program is described with its major objectives for this budget year listed and its budget itemized by category. Other sections show five-year summaries and historical trends for city revenues and expenditures.

Additional information on the city's fiscal affairs is available at City Hall in the following documents:

- City Comprehensive Annual Financial Report
- Purchasing Manual
- City Personnel Manual

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FY 2007/2008 BUDGET  
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# NOTES



# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

David Coss, *Mayor*

Councilors:

Miguel M. Chavez, Mayor Pro Tem, Dist. 3

Patti J. Bushee, Dist. 1

Chris Calvert, Dist. 1

Karen Heldmeyer, Dist. 2

Rebecca Wurzbarger, Dist. 2

Carmichael A. Dominguez, Dist. 3

Matthew E. Ortiz, Dist. 4

Ronald S. Trujillo, Dist. 4

July 1, 2007

TO THE HONORABLE MAYOR, CITY COUNCIL, AND CITIZENS OF SANTA FE:

I am pleased to submit the Fiscal Year 2007/2008 Budget for the city of Santa Fe. This budget was based on assumptions of improving economic conditions, and included limited one-time transfers into the General Fund. Despite uncertainty regarding revenue trends, the budget maintains all basic services including the personnel, operating costs and equipment needs required to adequately support the current programs for public safety, recreational programs, infrastructure maintenance, community services, and administration.

The primary function of city government in Santa Fe is to provide quality customer service to its citizens in a multitude of diverse areas. The city recognizes that services should be provided as efficiently and economically as possible given available resources. In addition, the needs of the community continue to be addressed particularly as they affect children, senior citizens and lower income families. The limited availability of housing in price ranges that working families can afford is another important concern, as the median cost of a home in Santa Fe exceeds the national average.

In total, the city assists in funding health education and life skills training, self-help groups, a clinic for persons with HIV, adult day care, drug therapy, tutoring, dispute resolution, child care, therapy groups for children of substance abusing parents, as well as funding assistance for a youth shelter, rape crisis center, battered women's shelter, children counseling programs, mental health programs, hot meal programs, rental and utility assistance, and other counseling programs. The city also continues to fund a number of after school and summer youth recreational programs.

In the area of economic development, \$903,500 was budgeted for firms involved in local economic development. A 1% increment of the city's General Fund state-shared gross receipts tax is allocated to economic development in the amount of \$398,888.

The city is continuing its programs to increase the availability of affordable housing, with \$562,000 from the General Fund allocated to various housing services to assist families in buying homes.

The city has completed a significant amount of work in undertaking a strategic planning process in looking at financial policies, current deficiencies, new initiatives, new revenues, potential reductions, and top priorities. As much as possible, those initiatives were considered as the budget for FY 07/08 was formulated. However, some new sources of revenues have become available, such as the recent property tax increase for police and fire protection. A number of long-term ideas are being discussed that would affect the budget for FY 08/09 and future years. With regard to multi-year budgeting, the projections would continue to be as presented in the past; specifically, expenditures will exceed revenues until some policy decisions are made. Additional revenues will likely be

required, such as increased use of property tax, or reductions in other service areas. Work will continue in these areas in the preparation of upcoming budgets and on strategic planning and its impact on budget decisions.

As part of the strategic planning process, city departments were required to review and evaluate the costs and benefits of current programs, the effectiveness of their personnel utilization, and needs and requests from the community. Many difficult decisions were required of the City Manager and City Council in evaluating department requests and programs and in allocating available resources. We are proud of the efforts of all those involved in continuing to provide quality services to the citizens of Santa Fe while striving to become more efficient and effective.

## BUDGET OVERVIEW

The city's General Operating Fund pays for the cost of running the day-to-day business of the city. Revenues are derived primarily from local and state-shared taxes, fees and services, licenses and permits, and a variety of other revenues including grants, interest income, and inter-fund transfers. General Fund-supported services are provided by ten city departments.

## REVENUE

Revenue projections were formulated based on historical information and the professional judgment and analysis of the Finance Department staff. Economic information related to state-shared revenues was obtained from the New Mexico Department of Taxation and Revenue. Other economic and financial information was solicited from the New Mexico Department of Finance and Administration, Santa Fe County, the University of New Mexico Bureau of Business and Economic Research, and various national, state and local publications and reports.

The General Operating Fund FY 07/08 *budgeted revenue* is based on total projected revenues of \$74,264,883. Compared to the *budgeted revenue* in FY 06/07 of \$72,118,734 the projected growth is 2.9%, an increase of \$2,146,149. Of this, \$2,078,865 is from the projected increase of gross receipts. Compared to the *actual revenue* of \$ 73,768,034 received in FY 06/07, this is an increase of less than 1.0%.

The following assumptions materially affected the formulation of the General Operating revenue budget:

1. Gross receipts tax revenues had been budgeted at close to a 4.0% increase from the prior year budget. The city continues to experience improving monthly gross receipts tax revenues. The projection for FY 07/08 was 2.2% higher than the FY 06/07 actuals.

Historic records and trends for gross receipts were also reviewed, as follows:

Fiscal Year 01/02	+2.55%
Fiscal Year 02/03	+4.11%
Fiscal Year 03/04	+4.84%
Fiscal Year 04/05	+1.74%
Fiscal Year 05/06	+8.32%
Fiscal Year 06/07	+2.42%

Projections are set conservatively at a level below the gross receipts tax revenues realized at the time of budget preparation. The level of the previous fiscal year is also considered. Current growth trends reflect economic recovery. Considering Santa Fe's reliance on tourism, a highly discretionary economic segment, the relative strength of gross receipts tax revenue should be stable.

2. The ¼% municipal gross receipts tax increment was approved beginning in 1994 to fund the transit system, with 2/3 of the balance to go to the General Fund to make up a lost increment of gross receipts tax that the state retained, and 1/3 of the balance to fund Quality of Life programs and projects.

The ¼% municipal gross receipts tax increment allocation to transit increased slightly both dollar-wise and percentage-wise. Funding for the fixed route transit operations is \$4,100,236 (exclusive of encumbrances) plus a \$178,500 match for the federal grant, a match of \$4,439 for the Ridefinders Program and an allocation of \$564,180 for the Santa Fe Ride program, for a total of \$4,847,355.

## EXPENDITURES

In preparing this budget, there were a number of issues and concerns. Key goals were established, as follows:

1. Water issues remain as the City's top priority. This recommended budget includes the water operating budget for FY 07/08 with additional personnel needed primarily in anticipation of the future expansion of operations required for the Buckman Direct Diversion water supply project. A finance plan for future water projects has been adopted and is updated on a regular basis. A major component of the financing plan was the approval of a ¼% GRT increment by the voters in March 2005 which became effective in July 2005 (with cash receipts starting September 2005). Financing will be initiated within the next few months for funding for the large diversion water project, with additional financing through the New Mexico Finance Authority (NMFA) and other grant funding. Increased costs for project operations and debt service are likely to require a rate increase. For the major portion of the diversion project, the city's project agent has been contracted and work has started on the related design/build plan, documents and contractor selections, as well as other related project tasks. Construction is scheduled to begin in 2008.
2. Balance the General Fund matching recurring projected revenues and recurring expenditures, providing for adequate budget for current operations. Although some one-time transfers/revenues were required in prior years, use of this option was very limited for FY 07/08. All requests for expansion and for capital outlay in the General Fund were deleted in light of revenue limitations. It is anticipated that excess funds will be available for capital outlay replacement, after close-out in September 2007 if revenue levels remain stable through June 30, 2007. Other sources of funding will also become available (Police and Fire Property Tax/Safety, 1/2% CIP GRT, and 1/16% Police GRT).
3. Maintain cash reserves in the General Fund at 10% of expenditures.
4. Balance all other funds within realistically projected revenues (and cash balances if fiscally advisable) and match recurring revenues with recurring expenditures, maintaining current programs to the extent possible. All funds are balanced budget-wise with revenues to expenditures/expenses and available cash balances with some limited fee increases and other revenue increases. The Municipal Recreation Complex (MRC) will continue to require a significant subsidy of \$1,165,988 (from the 1/2% CIP GRT), and the Genoveva Chavez Community Center (GCCC) will require a subsidy of \$250,000 (from cash balances from the 1/16% GRT). The MRC deficit is largely due to debt service requirements (in contrast to the GCCC, which was funded through general city capital improvement bonds). An additional transfer of \$278,391 from the 1/2% CIP GRT fund was required to balance the GCCC Fund.
5. Maintain key programs, including transit, affordable housing and summer recreation programs, fund Children and Youth programs (3% of state shared gross receipts tax), Human Services programs (2% of state shared gross receipts tax), and economic development (1% of state shared gross receipts tax).

6. Maintain a level of capital outlay replacement in the base General Fund, which was not achieved due to the lack of revenue. It is acknowledged that the aging fleet and equipment inventory needs to be addressed in upcoming budget cycles, and that the city is paying a high cost to maintain the existing fleet and equipment inventory. Capital outlay equipment needs will be addressed after the FY 06/07 closeout.
7. After the mayoral election in March 2006, a major reorganization was presented by the new mayor. This budget still reflects that reorganization, with some adjustments, however, it is acknowledged that the organization is still undergoing review and some details may still be subject to change. This budget is organized under the best knowledge available at this time. The organizational charts are included with each department's budget information. Whatever changes that may be approved for the reorganization will be relatively easy to accommodate.
8. A continuing emphasis has been placed on improving the city parks that have been damaged by the extended drought in the area. While most of the park improvement funds are in the CIP budget, an additional seasonal crew was added from the Quality of Life fund in the amount of \$194,483.

A number of worthy programs could have been justifiably increased; however, funding was not available.

#### General Fund Programs

The General Fund is balanced; however, it continues to be stretched to maintain current programs and to support the pay plans. For a number of programs, funding has remained level for several years.

In order to balance the General Fund, \$8.0 million of base requests and \$9.1 million of expansion requests were not recommended for funding. Limited one-time transfers to the General Fund from other funds were necessary to compensate for projected revenue shortfalls. In addition, some capital outlay, road maintenance and information technology upgrades and replacements, as well as parks maintenance support expenditures were moved to the CIP funds. A vacancy credit of 3.9% was also applied; although these vacancies generally occur without significant impact, the vacancy period may need to be extended.

After discounting one-time, non-recurring expenditures and encumbrances of \$2,374,424 contained in the FY 06/07 budget, the FY 07/08 expenditure budget is 2.2% greater than the final Fiscal Year 06/07 appropriation.

#### Employee Pay Plan

The budget incorporates three union contracts negotiated during the past fiscal year as well as providing for an increase for non-union employees.

The American Federation of State, County and Municipal Employees (AFSCME) contract was approved for multiple years (FY 07/08, FY 08/09 and FY 09/10) with AFSCME employees to receive a 4% salary increase in each of the three years effective on the first pay period of the fiscal year. This contract included provision for incentive increases for bilingual and hazardous pay.

The Fire Union contract was not approved as of July 1, 2007. Therefore, a 4% salary increase and 1% longevity increase was budgeted in the first year.

The Police Union contract was not approved as of July 1, 2007. Therefore, a 4% salary increase and one-step increase was budgeted for both sworn and non-sworn personnel. Incentive increases for K-9, SWAT, EOD, FTO, and bilingual staff, as well as four educational incentives, were included. In addition, sign-on bonuses of \$5,000 with \$1,500 to be paid on hire and \$1,500 paid at the end of the probationary period were provided for in the budget.

Increases were approved for non-union employees in the original budget as follows: up to \$23.00 per hour received a 4% increase; \$23.01 to \$34.00, a 2% increase; and no increase was provided for employees above \$34.00.

#### Capital Outlay

There is no capital outlay budgeted in the General Fund due to limited revenues. As the city completes closeout of FY 06/07, high priority capital outlay requirements for FY 07/08 will be funded. For many of the past fiscal years, this has allowed the city to fund important capital outlay items once actual revenues and expenditures were known.

In addition, amendments to the 1/2% CIP GRT ordinance allow use of this fund to purchase vehicles and equipment for the Public Works Department. This permits funding high-cost equipment from the 1/2% CIP GRT Fund based on excess cash identified in reviews of the fund. In addition, this fund has similarly been used to meet high priority ITT systems and equipment needs.

For the Police and Fire Departments, the property tax increment approved in FY 06/07 has provided a significant infusion of revenue to meet critical public safety equipment needs. These funds augment the revenues in the 1/16% Police GRT Fund and the State Fire Grant Fund in meeting these requirements. In addition, the City Council's reallocation of funds previously used to meet the city's share of RECC operations has created another resource for funding public safety equipment needs.

#### Human Services Providers

For FY 07/08 the city of Santa Fe continued its commitment to support the various human services agencies by appropriating \$797,777 from the General Operating Fund, which represents a 2% allotment of the state-shared gross receipts tax revenue projection.

#### Children and Youth Activities

For FY 07/08, the City Council appropriated \$1,196,665 for the Children and Youth Activities Program, which represents the allotment of 3% of the state-shared gross receipts tax revenue projection (with some carryover from the prior year).

In other programs, the following appropriations were approved:

#### Santa Fe Trails Bus System

The City Council recommended funding in the amount of \$7,522,766 for the transit system, grant matching, Ridefinders, and Santa Fe Ride programs. This included a U.S. Department of Transportation grant providing \$1,136,342 for FY 07/08 transit operations. A request was approved in FY 05/06 to provide services in-house for the Santa Fe Ride program during the week and the budget for FY 06/07 incorporated this revised program with a contract to provide the weekend service. The budget for FY 07/08 fully implements the in-house provision of services with expansion positions and operations funding totaling \$379,295.

### Water Operations Enterprise Fund

Projects are in the planning phase to increase the water supply with funding requirements in excess of \$100 million over the next several years. A capital master plan and a related finance plan have been completed. A 1/4% gross receipts tax increment to be allocated to water projects became effective July 1, 2005, although additional rate increases will also be required to fully fund all the planned projects.

### Wastewater Operations

A rate increase was approved in FY 03/04 to generate revenue to fund the \$16,000,000 sludge handling facility required by the state before 2007 as well as other projects. Revenues have not reached the forecast level primarily due to the fact that wastewater rates are based on water rates, and water consumption has been significantly decreased by water conservation surcharges. A rate increase was incorporated into the budget to cover this shortfall, and consideration of the increase is already being reviewed by the city committees based on a cost-of-service study. Full financing for the facility improvements and sludge handling project was completed this fiscal year with construction underway. A transfer of \$935,300 to fund debt service for this project is included in the budget. Additional rate increases may be required in FY 07/08 based on the results of a cost-of-service study.

### Santa Fe Convention & Visitors Bureau (SFCVB)/Lodgers' Tax

The programs funded to some degree from Lodgers' Tax in FY 07/08 are the Civic Center and Visitors Bureau, transit routes in the downtown/museum areas, overtime for police, fire, and sanitation services for special events, and administration of the tax. The city's tourism advertising contract is budgeted at \$800,327.

A new increment of the tax was enacted during the 2003/2004 state legislative session that allowed increasing the maximum tax rate from 6% to 7%. The additional increment, as well as two other increments, is dedicated to building and operating a new civic center. The additional bonding capacity from this additional increment will support the proposed \$48.4 million project with approximately \$10 million in cash available from Lodgers' Tax. Construction of the new facility is underway and is scheduled to be completed in the summer of 2008.

### Municipal Recreation Complex

The Municipal Recreation Complex (MRC), including 18-hole and 9-hole golf courses, playing fields and trails, was intended to be self-supporting through user fees to cover operations, maintenance and its associated debt service. The MRC, however, continues to experience shortfalls in revenues and annual subsidies have been required to provide funding to supplement the debt service for the playing fields.

The budgeted subsidy for MRC in FY 07/08 is \$1,165,988, and the total operating budget for the MRC is \$2,670,340.

### Genoveva Chavez Community Center

The Genoveva Chavez Community Center (GCCC), including an ice skating rink, swimming pool, exercise facilities, gymnasium, and racquet ball courts, was established in 2000 to be supported by user revenues and a 1/16% gross receipts tax increment to cover its operations and maintenance costs. An operating subsidy of \$363,369 from cash balances was required to cover budgeted expenditures for FY 07/08, and is non-recurring. Another operating subsidy from the 1/2% CIP GRT fund of \$278,391 was needed to balance the GCCC operating fund. Facility and interest revenues support 46.8% of the \$4,242,539 operating budget, with the balance coming from the gross receipts increment allocated to the GCCC and the subsidies.



## ECONOMIC FORECAST

### U.S. Economy

Growth in the U.S. economy accelerated during the second quarter of 2007, as real GDP posted a 4.0% gain, the highest since first quarter of 2006. Despite improvement in overall growth, consumer expenditures slowed, housing was in a deepening slump, and there was significant turmoil related to sub-prime lending, higher energy prices, and deceleration in employment growth. Aggregate demand in the second quarter was slowed by business investment in structures, foreign trade, and, to a lesser extent, government spending.

The outlook for the U.S. economy now anticipates slower growth, with real GDP projected to increase only 1.9% in 2007 and 2.5% in 2008. Housing will remain weak, with housing starts under 1.4 million this year and just above 1.3 million in 2008. Oil prices are nearly \$100/barrel and are expected to remain above \$70/barrel through 2008. In addition, a large number of households face higher mortgage payments, and many will be financially stressed by the impact of increasing costs. Higher energy prices will consume a larger percentage of household budgets for transportation and home heating and cooling. Consumers face greater volatility in financial markets, a weaker stock market, and generally tightening credit conditions. Falling home prices are complicating the situation, resulting in increased foreclosures.

The dollar is expected to fall 4.5% this year and 4.4% in 2008 against major trading partners. With a falling dollar, the rate of export growth will exceed the growth of imports this year and in 2008. This should reduce the balance of payments deficit over the next two years by approximately \$100 billion.

### New Mexico Economy

Economic expansion in the New Mexico economy has continued to slow during 2007. Non-farm employment growth reached 3.0% in 2006, but it is expected to grow by 1.7% in 2007 and 2008. New Mexico personal income growth will reach 5.9% this year and 5.3% next year. The unemployment rate will remain near 4.0% throughout both years.

During recent years, the state economy's strength has resulted from strong mining and construction sectors. Construction is currently depressed with negative growth in construction employment during the first half of 2007, and it is expected to decline by 0.7% for the entire year. Housing construction will remain depressed through 2007, but it is expected to experience modest growth by the end of 2008. Continuing high energy prices will keep this sector of the state economy growing in 2007, but growth in employment in the mining sector will drop to near zero in 2008.

Despite the above, the seasonally adjusted unemployment rate continued to fall, dropping to a record low of 3.5% in the second quarter of 2007. This is occurring even though the rate of growth in jobs is declining. Part of this decrease in unemployment is an abrupt slowing in labor force growth, from 2.2% in 2006 to 0.7% in 2007. The growth in jobs available is approximately twice the growth in the labor force.

### Santa Fe Economy

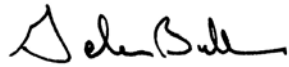
The Santa Fe metropolitan statistical area (MSA), comprising all of Santa Fe county, is second in economic concentration to Albuquerque and third after Albuquerque and Las Cruces demographically in the state. New retail development continues in both the Albuquerque and Santa Fe MSAs.

Santa Fe's unemployment has been below the state average. For the second quarter of 2007, unemployment was forecasted to be 3.0%, compared to 3.6% statewide.

Personal income is expected to grow in Santa Fe at a 5.9% rate in 2007, the same as the statewide rate of growth. Personal income in 2008 is expected to also grow 5.1% locally, which is 0.2% less than the statewide forecasted increase.

The economic forecast information on the U.S., New Mexico and Santa Fe economies was extracted from material in the University of New Mexico's "The FOR-UNM Bulletin: A Quarterly Economic Forecast of the New Mexico Economy".

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Galen Buller". The signature is fluid and cursive, with the first name "Galen" and last name "Buller" clearly distinguishable.

Galen Buller  
City Manager

# **ANNUAL BUDGET DEVELOPMENT PROCESS**

## **I. OVERVIEW**

The budget is a plan by which the City Council sets financial policy. Through the budget, services are implemented. The budget along with the annual and quarterly appropriation resolutions provide the basis for the control of expenditures.

For the City of Santa Fe, direction for the budget emanates from several distinct sources. The New Mexico State Statutes and the New Mexico Department of Finance and Administration (DFA) policies provide the basic legal requirements and time lines for the process. Council goals, ordinances and resolutions provide additional direction and respond to the needs of the community. The budget is prepared on a basis consistent with generally accepted accounting principles (GAAP) using estimates of anticipated revenues and expenditures. In New Mexico, the governmental units typically: (1) maintain the accounts and prepare budgetary reports on the legally prescribed budgetary basis to determine and demonstrate legal compliance; and (2) maintain sufficient supplemental records to permit presentation of financial statements in conformity with generally accepted accounting principles.

The Operating Budget is also structured by programs which delineate the city departments' broad based goals and objectives. Major programs include Government/Management, Public Safety, Public Works, and Community Welfare.

The city prepares its budget at a level of detail similar to the individual fund Statement of Revenues, Expenditures, Transfers and Changes in Fund Balances/Retained Earnings. If adequate fund balance is available from the prior year, and if deemed necessary, the city may budget expenditures in excess of revenues.

Based upon the prior year budget and current needs, the departments prepare their requests for the coming fiscal year. With funds as the basic budgetary unit, the Operating Budget is organized into sets of interrelated accounts to record revenues and expenditures. Fund types include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Improvement Project Funds, Enterprise Funds, Trust and Agency Funds and Internal Service Funds.

## **II. PROCESS REQUIREMENTS**

### **A. Budget Term**

The fiscal year of the City is the period between July 1 of a given year and June 30 of the next calendar year.

### **B. Budget Recommendation**

To initiate the annual budget process, the Budget Office distributes general guidelines, budget request forms, computer printouts and supporting schedules to the departments for preparation of the Operating Budget in early February. Each department completes the budget request forms and returns them to the Budget Office according to the established schedule. Departments are generally responsible for initial key entry into the budget database with entries reviewed within the Budget Office.

The Finance Department reviews, analyzes and consolidates the department's requests for the City Manager's budget review. A major component of this process are meetings of the City Manager, Finance Director and Budget Officer with each department in which the city's revenue outlook is discussed and the departmental expenditure requests are evaluated in detail at the end of February and early March.

After the meetings with departments are completed, the City Manager, the Finance Director and the Budget Officer jointly evaluate the city's revenue resources and again review the department expenditure requests and develop a City Manager's Recommended Budget for presentation to the Finance Committee.

In April preceding each budget term, the City Manager submits the recommended budget for the following fiscal year along with an explanatory message to the Finance Committee of the City Council. The proposed budget provides a complete financial plan for each fund of the City and includes appropriate financial information showing comparative figures for the last completed fiscal year, the current year budget, and the City Manager's recommendations for the next fiscal year's beginning budget.

**C. Public Record Hearing**

The City Manager's proposed budget is presented to the Finance Committee in open session(s). Provision for public comments is scheduled during related deliberations of the Finance Committee. The City Council considers the Finance Committee's modifications to the City Manager's proposed budget in May and may also set a time for a public hearing.

**D. Adoption of Budget and Appropriation of Funds**

The Council adopts the budget, by resolution, for the following fiscal year in sufficient time to permit submission of the budget to DFA no later than June 1 of the current year. The Local Government Division of DFA provides written interim approval of the operating budget resolution prior to July 1 of the calendar year. DFA provides written approval once it has completed its review and analysis at a later date. The appropriation of funds is based upon the budget as approved by the Council. The capital improvements project budget is approved separately as funding such as bond financing or grants become available. Carryover funds are incorporated into the first quarterly budget resolution. Provision for maintenance and repair of facilities must be incorporated into this process.

### **III. CHANGES TO ADOPTED BUDGET**

After the beginning of the fiscal year, the amounts appropriated for the proposed expenditures in the adopted budget are considered appropriated for the purposes specified. The expenditures of City operating funds cannot exceed the budgeted appropriations for their respective fund. In certain cases, however, adopted budgets may be increased, decreased, or amounts transferred between funds.

**A. Budget Increases**

1. Supplemental Appropriations—The Council, upon recommendation by the Finance Committee, may make supplemental appropriations from actual revenues received, anticipated revenues, and prior year reserves provided that the total amount of the supplemental appropriation plus previous appropriations for the fiscal year does not exceed the actual or anticipated revenue total or the available reserve balance. No appropriation can be made which exceeds the revenues, reserves, or other funds anticipated or available.
2. Unanticipated Revenue—If a fund receives revenue during the fiscal year from a source that was not anticipated at the time of budget adoption such as grants, bond issue or implementation of a new fee, the Council may appropriate such revenue for expenditure.
3. Encumbrance Carryover—If a fund has open and valid purchase orders at the end of a fiscal year, those related appropriations may be encumbered and carried over to the ensuing fiscal year and added to the budgeted appropriations to cover the actual expense when it occurs. Such adjustments will be included in the first quarter budget resolution.
4. Such increases must be made by a resolution of the City Council with DFA having final approval of the resolution.

**B. Budget Decreases**

The budget may also be decreased below adopted appropriations during the fiscal year. Changes in service demand, economic conditions, and City Council goals and direction may cause such budget reductions.

### C. Level of Control and Budget Transfers

1. Control of expenditures is exercised at the fund level. Department directors are responsible for all expenditures made against appropriations within their fund and may allocate available resources within the fund through budget adjustments.
2. Budget adjustments between line items with a particular fund may be done upon submission of a budget adjustment request to the budget office. Upon approval of the Finance Director and the City Manager, adjustments totaling less than \$20,000 may be made. Adjustments totaling more than \$20,000 require the recommendation of the Finance Committee and approval of the City Council.
3. During the fiscal year, the Council may by resolution transfer any unexpended and unencumbered appropriated amount from one fund or capital project account to another fund or capital project account, provided that:
  - a) the purpose for which the transferred funds are to be spent are allowable;
  - b) the purpose or priority for which the funds were initially appropriated no longer exists; or
  - c) the transfer is from a fund or capital project account in which the amount appropriated exceeds the amount needed to accomplish the purpose specified by the appropriation.

## IV. LAPSED APPROPRIATIONS

All appropriations not spent or unencumbered at the end of the fiscal year lapse into the fund balance applicable to the specific fund.

## V. BUDGET PHILOSOPHY

The City of Santa Fe is committed to presenting a sound financial plan for operations and capital improvements. To achieve this end, the City utilizes conservative growth and revenue forecasts and:

- Allows staff to manage the operating budget with City Council deciding allocations;
- Establishes budgets for all funds based on adopted policies;
- Appropriates the budget in accordance with City policies and DFA guidance;
- Adjusts the budget to reflect changes in the local economy, changes in priorities, and receipt of unbudgeted revenues;
- Organizes the budget so that revenues are related to expenditures as much as possible;
- Provides department staff with immediate on-line access to revenue and expenditure information for controlling their annual expenditures against appropriations;
- Evaluates recommendations that have a budget impact in light of annual appropriations.

## VI. PRINCIPLES FOR BUDGET PLANNING

The City provides a variety of services to the residents of the community. The City Council manages the available resources to best meet the service needs for the overall benefit of the community.

A. The City must maintain adequate reserve levels to ensure minimal loss of service to the community should there be unforeseen reductions in revenues or a catastrophic occurrence.

B. Employees of the City are a valuable resource in providing services to the community, and a compensation policy should be maintained for City employees that reflects the value of attracting and retaining quality employees within financial resources available.

## **VII. REVENUE**

The City reviews estimated revenue and fee schedules as part of the budget process. Major revenue sources in the general fund are gross receipts tax, property tax, lodging tax, intergovernmental revenues, fines and forfeitures, user fees and charges, and transfers from other funds. Conservative revenue projections are made for the budget term. The projections are monitored and updated at midyear or as otherwise necessary.

## **VIII. FEES**

As a home rule municipality, the City of Santa Fe may determine the extent to which fees should be used to fund City facilities, infrastructure and services. There are two kinds of fees that the City may establish: impact fees and special service fees. Impact fees are typically one-time charges levied by the City to new development to generate revenue for the construction of infrastructure and capital facilities needed to offset the impacts of the new development. Special service fees are charges imposed on persons or property that are designed to defray the overall cost of the particular municipal service for which the fee is imposed. This policy sets principles, in general, for identifying: the kinds of services for which fees could appropriately be imposed by the City; methods for calculating the percentage of costs to be recovered by such fees; and the manner in which the fees should be allocated among individual fee payers.

### **A. Fees Should Be Cost Related**

The amount of a fee should not exceed the overall cost of providing the facility, infrastructure or service for which the fee is imposed. In calculating that cost, direct and indirect costs may be included. That is:

1. Costs which are directly related to the provision of the current service.
2. Support costs which are more general in nature but provide support for the provision of the service.
3. Reserves as applicable to that particular service.
4. Funds needed for future replacements, expansion or new projects.

### **B. Percentage of Cost Recovery**

The extent to which the total cost of service should be recovered through fees depends upon the following factors:

1. The nature of the facilities, infrastructure or services. In the case of fees for facilities, infrastructure and public services, total cost recovery may be warranted. In the case of governmental services, it may be appropriate for a substantial portion of the cost of such services to be provided by taxpayers, rather than the individual users. The City's parks and recreation services provided for the benefit and enjoyment of the residents, police and fire protection provided for public safety, regulation of land use and maintenance of public streets are examples of such services.
2. The nature and extent of the benefit to the fee payers. When a particular facility or service results in substantial, immediate and direct benefit to fee payers, a higher percentage of the cost of providing the facility or service should be recovered by the fee. When a particular facility or service benefits not only the fee payer but also a substantial segment of the community, lower cost recovery is warranted.
3. The level of demand for a particular service. Because the pricing of services can significantly affect demand, full cost recovery for services is more appropriate when the market for the services is strong and will support a high level of cost recovery.
4. Ease of collection. In the case of impact fees, which can be collected at the time of issuance of a building permit, ease of collection is generally not a factor. In the case of fees for services, however, such fees may prove to be impractical for the City to utilize if they are too costly to administer.

C. Establishment and Modification of Fees and Charges

Many fees imposed by the City were established by City Council ordinance. The amounts of these kinds of fees may be modified only by ordinance of the City Council. Other fees are a component of a published rate schedule approved by the City Council. Some minor fees are set administratively by the City Manager.

## DUTIES AND RESPONSIBILITIES

CITY COUNCIL	--	Sets hearings for annual budget review and approves the final budget. All budget adjustments requested throughout the fiscal year must be reviewed and acted upon by the Governing Body except as may be delegated to the City Manager. The City Council establishes policies for budget development, maintenance, and control.
FINANCE COMMITTEE	--	Reviews all proposed budgets and budget adjustments, (over \$20,000 as authorized under Santa Fe City Code Section 11-4), and makes recommendations to the City Council. It is established procedure that financial and budget matters be reviewed by this committee prior to presentation on the Council floor.
OTHER COMMITTEES	--	By City Council policy, other standing committees are charged with reviewing matters which are specific to certain areas of government operations. Recommendations which come forth from these committees are forwarded to the Finance Committee and/or City Council for review and final disposition.
CITY MANAGER	--	Responsible for presenting to the Finance Committee and the City Council an annual budget for review and adoption. In addition, it is the City Manager's responsibility to implement all budget programs and to review budget adjustment requests and make appropriation recommendations. The City Manager is further responsible for ongoing reviews of all city revenues and expenditures.
DEPARTMENT DIRECTORS	--	It is the responsibility of these individuals to manage their budget within authorized appropriations. Annual budget requests must be approved by the respective department director prior to submittal to the City Manager for review. All budget adjustment requests must be approved by the respective department director prior to submittal to the Budget Office.



BUDGET OFFICER

- Under the Finance Director, coordinates all budget matters:
  - Prepares and distributes budget forms and instructions;
  - Prepares the budget calendar and schedules budget meetings;
  - Trains and assists departments in budget matters;
  - Analyzes budget requests and departmental operations with the Finance Director;
  - Prepares budget documents for the Finance Committee and City Council;
  - Prepares budget status reports as necessary;
  - Prepares the annual budget document;
  - Prepares budget resolutions;
  - Monitors purchase order requisitions, travel requests and related documents to insure sufficient budget resources are available.

## BUDGET CYCLE SCHEDULE

MARCH – APRIL	Development of expenditure requests, review by the City Manager and staff for preparation of a recommended budget document
APRIL – MAY	Proposed City Manager's budget submitted to Finance Committee for review  Finance Committee review and budget recommendation submitted to City Council for public hearing and final adoption
JUNE 1	Final deadline for submitting operating budget draft to Local Government Division, Department of Finance and Administration
JULY 1	Beginning of Fiscal Year
JULY 20	Deadline for submitting final operating budget to Local Government Division, Department of Finance and Administration
SEPTEMBER 1	Local Government Division, Department of Finance and Administration grants final approval of Operating Budget Document
DEC. - JAN.	Midyear Review by Departments of actual expenditure reports from July through December, review by the City Manager and staff of issues and expenditure requests for preparation of recommended Midyear budget adjustments
JAN. - FEB.	Finance Committee recommendation, City Council approval and submittal to Local Government Division for Midyear Budget approval

## **BASIS OF ACCOUNTING AND PRESENTATION**

*The basis for preparing the city budget is the same as that used in preparing and reporting the City of Santa Fe's financial statements.* The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are received. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The accounts of the city are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. Account groups are a reporting requirement to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Property taxes are levied and collected by the Santa Fe County treasurer on behalf of the City. The taxes are levied in November and payable in two installments, November 10th and April 10th. The county remits to the city a percentage of the collections made during the month. Taxes are considered delinquent and subject to lien, penalty and interest, 30 days after the date on which they are due.

Governmental Funds include the following fund types:

The General Fund is the city's primary operating fund. It accounts for all financial resources of the city, except those required to be accounted for in another fund.

The special revenue funds account for revenue sources that are legally restricted to expenditure for specific purposes.

The debt service funds account for the servicing of general long-term debt of governmental funds.

The capital project funds account for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary or nonexpendable trust funds.

Proprietary funds are accounted for on the flow of economic resources measurement focus and use the full accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Proprietary Funds include the following fund types:

The enterprise funds account for those operations that are financed and operated in a manner similar to private business or where the city has decided that the determination of revenues earned, cost incurred and/or net income is necessary for management accountability.

The internal service funds account for operations that provide goods or services to city departments on a cost-reimbursement basis. Internal service funds account for the City's Santa Fe Health Fund, Retiree Health Care Fund, Risk Management Fund and Workers' Compensation Fund which are services to City departments on a cost assessment basis.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The City has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of inter-fund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the utilities functions and insurance functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include charges to customers or applicants for goods, services, or privileges provided, operating grants and contributions, and capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

## **CITY OF SANTA FE SUMMARY OF FINANCIAL POLICIES**

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1. All funds should be balanced between revenues (and transfers in) and expenditures (transfers out) using cash balances if it is determined that there are excess cash balances above recommended reserves.
2. Recurring expenditures should be matched with recurring revenues with one-time revenues used for one-time expenditures.
3. A 5-year capital replacement plan should be formulated by each department for replacement vehicles and equipment. Fixed assets valued in excess of \$5,000 must be included in the city's fixed asset inventory. Equipment with value less than \$5,000 must be controlled by the using department.
4. Projections for revenue and expenditure budgets should be conservative, objective and reasonable.
5. Fees charged should be reviewed annually to ensure they are kept up-to-date. Other than for youth, indigent, economic development and programs that have specific funds approved as a subsidy, program revenues should cover costs.
6. A 5-year budget plan for operations should be completed for the major funds at the time of the budget review, starting initially with the General Fund and utility funds. Assumptions made in order to balance the funds should be included.
7. A 5-year plan for capital improvements, new facilities, and remodeling or replacement should be completed by each department by fund and updated annually.
8. Collective bargaining contracts are the priority in formulating the annual budgets with a level of equity for non-union pay plans. The next priorities are mandated costs including benefits, insurances, utilities, ongoing contracts (i.e., jail and RECC), children and youth contracts, human services, contracts, summer youth program, senior programs, economic development, and affordable housing.
9. Expenditures that may result in better efficiencies or cost savings, immediately or over a period of time, should be considered to the extent possible.
10. Personnel costs and related benefits should be monitored closely as generally the largest funding component of most operations, with hiring only into budgeted authorized positions (other than temporary positions as needed and budget is available).
11. Reserves should be maintained to provide funds to meet state requirements, for emergencies, for projected liabilities, to stabilize revenues and expenditures during cyclical fluctuations, for emergencies, for one-time purchases, or for self-financing future projects.
12. The city should be extremely careful and protective of its bond ratings, maintaining or improving the ratings as a priority. Debt issuances should be planned and reserves maintained to ensure a debt service payment is never missed.
13. Interfund "loans" and accumulation of funds over a period of years are recommended ways, if possible, to avoid or reduce debt issuances to save interest and issuance costs.
14. A strategic plan should be formulated and adopted as to the shared vision, plans, and goals for the future, which should be updated annually and results measured and evaluated. No new programs or costs should be undertaken if it is not part of this adopted plan. The annual budget shall reflect this plan to the extent funding is available and allocated.
15. Other policies are provided for in the city investment policy, city purchasing manual, generally accepted accounting principals (GAAP), generally accepted auditing standards (GAAS), state and federal laws, grant regulations, state auditors regulations, and state Department of Finance Administration (DFA).

## MUNICIPAL BUDGET FUND TYPE DESCRIPTIONS

- 1000      General Fund - is used to account for all revenues and expenditures which are not accounted for in other funds. The General Fund finances the regular day-to-day operations of the city.
- 2000      Special Revenue Funds - account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Included in the City of Santa Fe Special Revenue Funds are:
- a.      Senior Citizens Grants
  - b.      Lodgers Tax
  - c.      Community Development Grants
  - d.      Recreation Grants
  - e.      Arts Education Grants
  - f.      Fire Protection Grants
  - g.      Planning Grants
  - h.      Police Protection Grants
  - i.      Library Aid Grants
  - j.      Special Gross Receipts Tax Increments
- 3000      Capital Improvement Project Funds - account for all resources used for the acquisition of capital facilities. The Capital Improvement Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities primarily funded through bond issues funded through the 1/2% gross receipts tax.
- 4000      Debt Service Funds - account for the payment of interest and principal on long-term revenue and general obligation debt not funded directly by an enterprise fund. The amounts that appear on the municipal budget schedule are the current year requirements to retire this debt.
- 5000      Enterprise Funds - account for the financing and operations of supporting activities, which render services on a user charge basis to the general public. The City of Santa Fe currently operates the following enterprise functions:
- a.      Sweeney Convention Center
  - b.      Parking Operations
  - c.      Utilities Administration
  - d.      Utility Customer Service
  - e.      Solid Waste Management
  - f.      Water System
  - g.      Transit
  - h.      Wastewater
  - i.      Municipal Recreation Complex
  - h.      Genoveva Chavez Community Center
  - i.      Airport
  - j.      Railyard Development

6000      Internal Service Funds - account for services provided by one city department to another city department. These services are supplied exclusively to other departments of the city. They are distinguishable from those services that are rendered to the public in general and accounted for in other funds. The City of Santa Fe Internal Service Funds include:

- a.      Risk Management
- b.      Insurance Claims
- c.      Benefits Administration
- d.      Santa Fe Health Fund
- e.      Retiree Health Care Fund
- f.      Workers' Compensation

7000      Trust and Agency Funds - are set up for the purpose of accounting for money and property received from non-enterprise fund sources and held by the city in the capacity of trustee, custodian or agent for individuals, other governmental entities or non-public organizations. The city acts in this capacity for the Special Recreation Leagues and the North Central New Mexico Regional Transit District.

**CITY OF SANTA FE  
FISCAL YEAR 2007/2008  
FOR ALL FUND TYPES  
COMBINED STATEMENT OF REVENUES AND EXPENDITURES**

	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE</b>	<b>CIP FUNDS</b>
<b>REVENUES:</b>			
Taxes	61,123,457	28,223,333	17,146,528
Licenses & Permits	2,981,858	32,000	
Fees & Charges for Services	5,207,931	3,622,563	
Fines & Forfeitures	259,200	55,000	
Royalties, Rents & Concessions	31,000	100,000	
Miscellaneous Revenues	73,900	289,399	
Interest on Investments	680,000	812,543	481,033
Intergovernmental Grants		4,044,732	7,645,095
Total Revenues	70,357,346	37,179,570	25,272,656
<b>EXPENDITURES:</b>			
Government/Management	12,642,023	3,063,468	2,612,516
Public Safety	33,569,026	6,701,614	2,000,733
Public Works	7,809,475	1,944,287	11,578,864
Community Welfare	13,068,386	11,669,463	5,748,276
Debt Service			
Total Expenditures	67,088,910	23,378,832	21,940,389
Revenues Over/Under Expenditures	3,268,436	13,800,738	3,332,267
<b>OTHER FIN. SOURCES (USES):</b>			
Transfers In	3,907,537	20,998,738	337,760
Transfers Out	(7,175,973)	(30,956,873)	(12,929,564)
Total Other Financing Sources (Uses)	(3,268,436)	(9,958,135)	(12,591,804)
<b>BEG. CASH BAL. (UNAUDITED):</b>			
	18,345,375	19,064,815	24,421,891
Adjustments to Cash	(5,367,056)	(9,141,766)	(5,574,070)
<b>ENDING CASH BALANCE</b>	12,978,319	13,765,652	9,588,284



**CITY OF SANTA FE  
FISCAL YEAR 2007/2008  
FOR ALL FUND TYPES  
COMBINED STATEMENT OF REVENUES AND EXPENDITURES**

<b>DEBT SERVICE</b>	<b>ENTERPRISE FUNDS</b>	<b>INTERNAL SERVICE</b>	<b>TRUST &amp; AGENCY</b>	<b>GRAND TOTAL</b>
	7,716,846			114,210,164
				3,013,858
	63,400,582	20,852,120	69,550	93,152,746
	707,605			1,021,805
	578,450			709,450
	352,627	63,000		778,926
526,122	3,207,732	478,200	3,800	6,189,430
	3,817,166			15,506,993
526,122	79,781,008	21,393,320	73,350	234,583,372
170,261	4,668,071	21,198,793		44,355,132
				42,271,373
	69,675,405		53,355	91,061,386
	5,952,364		66,550	36,505,039
17,588,077	8,567,156			26,155,233
17,758,338	88,862,996	21,198,793	119,905	240,348,163
(17,232,216)	(9,081,988)	194,527	(46,555)	(5,764,791)
17,363,767	13,724,037	1,675,000		58,006,839
(149,400)	(5,120,029)	(1,675,000)		(58,006,839)
17,214,367	8,604,008	-		-
18,519,337	155,817,320	13,856,375	253,993	250,279,106
7,072,285	(2,785,862)	3,370,863	305,358	(12,120,248)
25,573,773	152,553,478	17,421,765	512,796	232,394,067

## OPERATING BUDGET SUMMARY

The following schedule and pie charts best illustrate the city's resources and the application of those resources. The first schedule on page 17 shows a breakdown of the total revenues estimated for FY 2007/08 with cash reserves utilized to balance revenues with expenditures. The bottom schedule shows a breakdown of the city's total appropriated budget (excluding intergovernmental transfers) and where the money is spent. This presents the data by the four major programs and debt service. The largest expenditures fall in the public works, general government and public safety categories.

The first graph on page 18 describes each revenue source as shown on the previous schedule. Gross receipts taxes continue to be the major revenue source, representing approximately 40% of the total estimate. This represents an increase of about 5% in the proportion of the budget supported by gross receipts.

The second graph on page 19 shows a breakdown of city expenditures. As may be expected with a service-type organization, personnel services expenses represent the largest share of costs, consuming almost 42% of the total budget. Other major items include ongoing construction (works in progress) comprising 12% of total appropriations; debt service (11% of appropriations); and insurance (10%).

## WHERE THE CITY GETS ITS MONEY

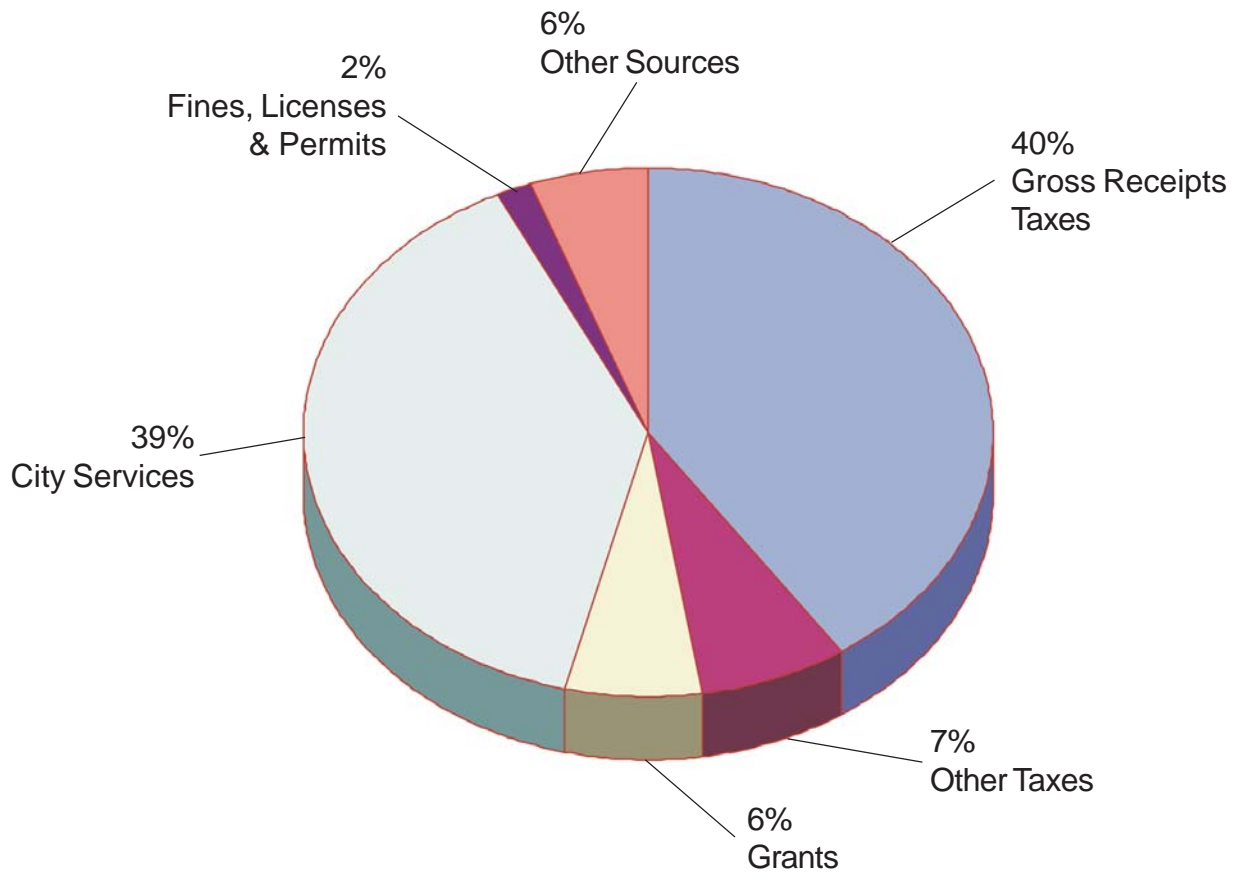
TOTAL ESTIMATED RESOURCES FISCAL YEAR 2007-08			
TAXES		FINES, LICENSES & PERMITS	
Gross Receipts	\$ 97,198,250	Fines & Forfeitures	1,021,805
Property	3,843,899	Licenses & Permits	3,013,858
Lodgers	8,560,015		
Franchise	2,855,000		4,035,663
Other	1,753,000		
	114,210,164	OTHER	
		Rents/Royalties/Concessions	709,450
INTERGOVERNMENTAL		Interest Income	6,189,430
Federal Grants	5,448,112	Misc. Revenue	778,926
State Grants	6,373,623	Cash Reserves	5,764,791
Other Grants	3,685,258		13,442,597
	15,506,993		
USER FEES		TOTAL ESTIMATED	
Current Services	93,152,746	RESOURCES	\$ 240,348,163

## HOW THE CITY SPENDS ITS MONEY

TOTAL APPROPRIATIONS FISCAL YEAR 2007-08			
GOVERNMENT/MANAGEMENT - \$ 44,355,132		COMMUNITY WELFARE - 36,505,039	
General Government, Mayor/Council, City Manager, City Clerk, Convention & Visitors Bureau, City Attorney, Municipal Court, Finance		Housing, Community Development, Senior Services, Library, Arts, Parks, Trails & Watershed, Recreation, Municipal Recreation Complex, Genoveva Chavez Community Center	
PUBLIC SAFETY - 42,271,373		DEBT SERVICE - 26,155,233	
Police, Fire, Safety Services, Land Use, Planning		Principal & Interest, Long Term Debt	
PUBLIC WORKS - 91,061,386			
Public Utilities, Water & Waste Water Operations, Street Maintenance, Traffic, Parking, Bus Transit, Aviation & Solid Waste Management			
		TOTAL APPROPRIATIONS	\$ 240,348,163

# TOTAL ESTIMATED RESOURCES

Fiscal Year 2007-2008

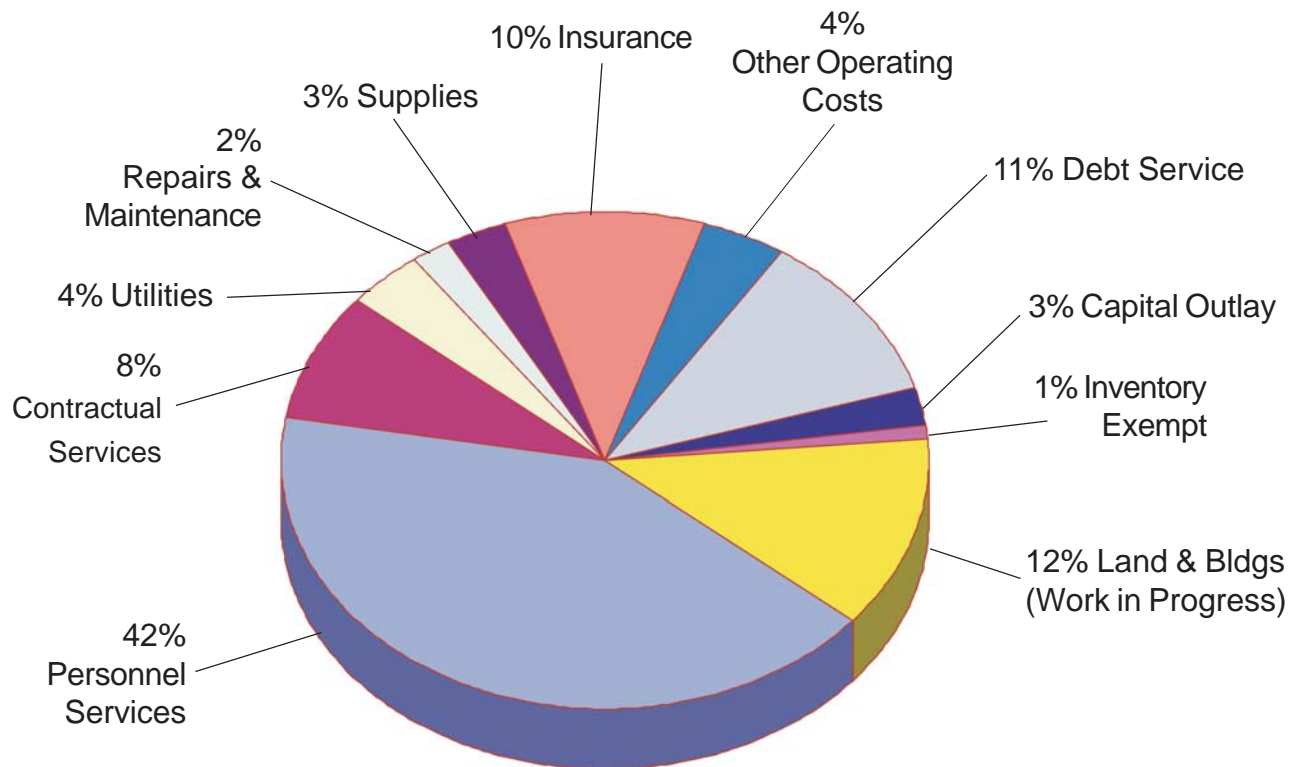


Gross Receipts Taxes	\$97,198,250
Other Taxes	17,011,914
Grants	15,506,993
City Services	93,152,746
Fines, Licenses & Permits	4,035,663
Other Sources	13,442,597
Total	\$240,348,163



# TOTAL APPROPRIATIONS

Fiscal Year 2007-2008

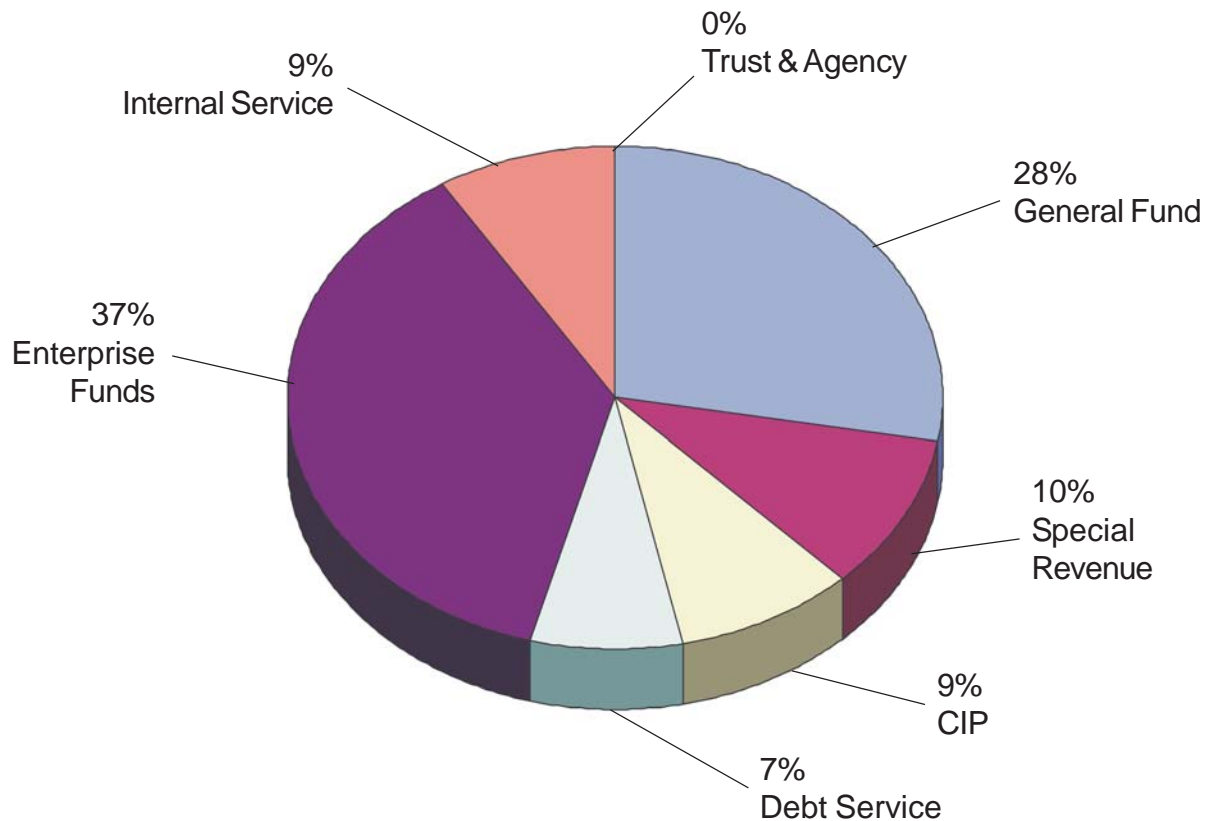


Personnel Services	\$ 100,107,650
Contractual Services	20,205,572
Utilities	9,120,967
Repairs and Maintenance	4,428,353
Supplies	7,471,262
Insurance	24,478,062
Other Operating Costs	10,099,923
Debt Service	26,155,233
Capital Outlay	6,115,359
Inventory Exempt Purchases	2,434,054
Land & Bldgs (Work in Progress)	29,731,728
<b>TOTAL</b>	<b>\$240,348,163</b>



# MUNICIPAL BUDGET BY FUND TYPE

Fiscal Year 2007-2008



General	\$67,088,910
Special Revenue	23,378,832
CIP	21,940,389
Debt Service	17,758,338
Enterprise Funds	88,862,996
Internal Service	21,198,793
Trust & Agency	119,905
TOTAL	\$240,348,163

**CITY OF SANTA FE  
FISCAL YEAR 2007/08 BUDGET  
FUND SUMMARY**

<b>FUND NUMBER</b>	<b>FUND TITLE</b>	<b>BUDGETED REVENUE</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>BUDGETED EXPENDITURES</b>	<b>NET INCOME/ (LOSS) *</b>
<b>1001</b>	<b>GENERAL FUND</b>	<b>70,357,346</b>	<b>3,907,537</b>	<b>7,175,973</b>	<b>67,088,910</b>	<b>-</b>
<i>Special Revenue Funds:</i>						
2112	1% Lodgers Tax	43,454	1,186,716	-	1,289,702	(59,532)
2113	Special Uses Lodgers Tax (45%)	16,000	1,745,432	947,495	17,340	796,597
2114	Lodgers Tax Proceeds	8,560,015	-	8,560,015	-	-
2115	Marketing Lodgers Tax (50%)	148,000	2,224,860	-	2,695,926	(323,066)
2116	Municipal GRT	7,957,265	-	7,949,265	-	8,000
2117	Economic Development	184,000	398,888	16,992	1,050,000	(484,104)
2118	Capital Equipment Reserve	3,000	209,400	-	327,852	(115,452)
2119	SF Business Incubator	1,000	-	-	-	1,000
2120	Mun. GRT-Railyard/General	1,998,662	-	1,552,399	-	446,263
2121	Mun. GRT-GCCC/Parks	1,973,662	-	2,218,662	-	(245,000)
2122	Convention Center-Lodgers Tax	12,000	3,668,578	3,859,350	-	(178,772)
2123	Special Events Projects	120	-	-	-	120
2130	Municipal Court Automation	12,000	-	-	12,000	-
2201	Corrections Fee Fund	198,000	-	-	198,000	-
2202	Municipal Court Liability Fee	79,750	-	-	79,750	-
2203	Fire Appartus Reserve	974	-	-	-	974
2205	DWI School	67,280	-	-	74,980	(7,700)
2206	Emergency Med. Svcs. Grant	20,000	-	-	20,000	-
2207	Emergency Preparedness Grant	9,000	-	-	7,000	2,000
2209	State Fire Fund	383,376	-	163,310	210,071	9,995
2210	Municipal GRT-Police	1,972,662	-	-	1,962,293	10,369
2211	Law Enfrmt. Protection Grant	111,600	-	-	111,600	-
2224	Muni Court Special Revenue	5,500	-	-	11,500	(6,000)
2230	Animal Spay/Neuter Program	14,600	-	-	14,000	600
2231	Animal Control Training/Education	31,600	-	-	32,500	(900)
2250	Public Safety Property Tax	1,822,800	-	1,822,800	-	-
2251	Fire Property Tax	20,000	2,031,310	-	2,050,316	994
2252	Police Property Tax	20,000	2,031,310	448,000	1,507,580	95,730
2302	MGRT/Environmental/Infrastructure	4,110,267	-	2,838,206	-	1,272,061
2304	Ridefinders	81,912	4,439	-	86,236	115
2306	Development Impact Fees	2,662,866	-	54,000	-	2,608,866
2324	Section 112	116,713	106,011	-	222,724	-
2325	Section 5303	28,846	21,900	-	50,718	28
2327	Section 9 Operating	500,215	564,180	-	1,064,395	-
2401	Storm Water Drainage	469,000	-	-	423,656	45,344
2501	Affordable Housing Loan	4,000	-	-	-	4,000
2502	NW Quadrant Development	17,289	-	-	-	17,289
2505	Quality of Life	15,000	1,033,970	491,620	524,572	32,778
2506	Comm. Developmt. Block Grant	161,642	-	-	161,642	-
2508	Affordable Housing Trust	2,000	-	-	-	2,000
2509	Shelter Plus Care	633,384	-	-	633,384	-
2511	Mortgage Refund Residual	40	-	-	-	40
2512	Tierra Contenta Land Sale	60,000	-	-	-	60,000
2513	Youth Activities Fund	22,000	1,196,665	-	1,317,554	(98,889)
2515	Human Service Providers	5,000	797,777	-	748,000	54,777
2516	Juvenile Justice Program	158,500	34,759	-	213,328	(20,069)
2517	SF Boys and Girls Club	45,000	-	-	35,000	10,000
2519	Senior Companion Program	117,009	34,245	-	130,712	20,542
2520	Senior Center Programs	354,817	539,744	-	919,784	(25,223)
2524	Senior Employment Program	23,950	-	-	23,923	27
2526	Foster Grandparent Program	141,732	109,201	-	154,827	96,106
2527	Retired Senior Volunteer Prog.	72,217	36,135	-	103,746	4,606
2528	Senior Nutrition Program	700,910	684,983	-	1,361,579	24,314
2530	Senior Caregiver Program	275,228	302,426	-	513,788	63,866
2534	Senior Assisted Transportation	338,234	632,557	-	896,078	74,713
2535	Senior Non-Reporting Programs	5,000	-	-	4,324	676
2540	Crisis Response Project	3,800	-	34,759	-	(30,959)
2542	Community Svcs. Misc Grants	89,829	-	-	89,829	-
2702	Park Purchase & Improvement	1,800	-	-	-	1,800

\* Note: Net fund losses reflect use of available cash balances.

**CITY OF SANTA FE  
FISCAL YEAR 2007/08 BUDGET  
FUND SUMMARY**

<b>FUND NUMBER</b>	<b>FUND TITLE</b>	<b>BUDGETED REVENUE</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>BUDGETED EXPENDITURES</b>	<b>NET INCOME/ (LOSS) *</b>
<i>Special Revenue Funds (continued):</i>						
2704	Plaza Use Fund	17,600	-	-	21,000	(3,400)
2705	Recreation Fund	157,650	464,620	-	640,400	(18,130)
2706	Archeological Fund	-	-	-	18,000	(18,000)
2707	Historic Preservation Grant	38,700	-	-	26,900	11,800
2708	Impact Fee Projects	15,000	-	-	370,000	(355,000)
2709	Regional Planning Authority	5,600	114,032	-	114,032	5,600
2714	Arts Education Grants	56,500	27,000	-	106,500	(23,000)
2716	Southside Library	-	797,600	-	729,791	67,809
2800	Resource Conservation	4,000	-	-	-	4,000
<b>2000</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>37,179,570</b>	<b>20,998,738</b>	<b>30,956,873</b>	<b>23,378,832</b>	<b>3,842,603</b>

*Capital Improvement Project (CIP) Funds:*

3102	1/2% GRT Income Fund	15,898,528	22,760	12,184,164	2,592,133	1,144,991
3103	CIP Reallocation Fund	461,033	-	745,400	-	(284,367)
3121	Oper. & Maint. Complex II	-	-	-	299,939	(299,939)
3125	Municipal Facility Repair	-	-	-	365,392	(365,392)
3126	City Hall Renovation	-	-	-	31,140	(31,140)
3127	Property Control Projects	-	100,000	-	43,643	56,357
3128	Library Remodeling	75,000	-	-	75,000	-
3129	Parks & Rec. Maint. Bldg. North	-	-	-	15,962	(15,962)
3206	Firestation #3	-	-	-	15,886	(15,886)
3209	Police Complex	1,549,750	-	-	1,944,451	(394,701)
3221	Firestation #8/Tierra Contenta	-	-	-	40,396	(40,396)
3310	Rufina Storm Sewer	-	-	-	260	(260)
3313	Camino Alire Bridge	100,000	-	-	95,286	4,714
3314	SF River Channel Improvements	-	-	-	30,981	(30,981)
3315	Cerrillos Road Project	475,000	-	-	514,869	(39,869)
3317	Southside Signal	25,000	-	-	1,648	23,352
3324	Street Light Compliance	-	-	-	268,900	(268,900)
3325	Unpaved Street Rehabilitation	-	-	-	140,477	(140,477)
3326	Paved Street Rehabilitation	1,268,000	-	-	1,474,373	(206,373)
3338	Small Sidewalks	-	-	-	275,665	(275,665)
3340	Agua Fria Safety Project	-	-	-	42,363	(42,363)
3341	Safety Misc. Projects	-	-	-	145,163	(145,163)
3343	Small Drainage Projects	75,000	-	-	430,263	(355,263)
3347	Signal Light Projects	-	-	-	19,976	(19,976)
3351	Signal Maintenance	-	-	-	146,114	(146,114)
3355	Botolph Road - Cold Milling	-	-	-	1,006	(1,006)
3360	Arroyo Chamiso	-	-	-	277,999	(277,999)
3363	Sign, Paint, Signal	-	-	-	63,798	(63,798)
3366	Light Signal Project	-	-	-	63,668	(63,668)
3375	Intersection Safety	600,000	-	-	90,546	509,454
3388	Arroyo Chamisa Trail	95,000	-	-	480,208	(385,208)
3390	Paseo de la Conquistadora	135,000	-	-	135,000	-
3392	Paved Street Resurfacing	59,473	-	-	1,324,325	(1,264,852)
3394	Camino Real River Connection	104,706	-	-	121,428	(16,722)
3395	ADA Improvements	-	-	-	792,463	(792,463)
3396	Osage Bridge Rehabilitation	-	-	-	19,550	(19,550)
3398	Siler Road Extension	875,000	-	-	879,306	(4,306)
3501	La Familia Medical Center	885,366	-	-	694,500	190,866
3507	Affordable Housing Infrastructure	-	-	-	71,661	(71,661)
3702	SF Rail Trail & River Trail	410,650	-	-	374,639	36,011
3703	Master Plan	-	-	-	5,000	(5,000)
3707	Plaza Improvements	-	-	-	8,770	(8,770)
3708	Art for CIP Projects	6,000	-	-	524,446	(518,446)
3712	Ragle Park Expansion	50,000	-	-	784	49,216
3714	SF Boys and Girls Club	70,000	-	-	58,111	11,889
3715	Ft. Marcy Renovation	-	-	-	45,500	(45,500)
3717	Senior Citizen Center Renovation	120,000	-	-	192,264	(72,264)

\* Note: Net fund losses reflect use of available cash balances.



**CITY OF SANTA FE  
FISCAL YEAR 2007/08 BUDGET  
FUND SUMMARY**

<b>FUND NUMBER</b>	<b>FUND TITLE</b>	<b>BUDGETED REVENUE</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>BUDGETED EXPENDITURES</b>	<b>NET INCOME/ (LOSS) *</b>
<i>CIP Funds (continued):</i>						
3720	Franklin Miles Park Development	-	-	-	201,763	(201,763)
3722	El Museo Cultural	2,677	-	-	2,677	-
3725	Torreón Park - Improvements	30,000	-	-	30,000	-
3726	Court Rehabilitation	-	75,000	-	-	75,000
3728	Small Parks	-	-	-	6,014	(6,014)
3735	Parks/Water Management	-	-	-	231,122	(231,122)
3740	Open Space Acquisition	40,000	-	-	39,726	274
3741	Neighborhood Park (R&R)	-	-	-	79,920	(79,920)
3743	Park & Sports Facilities	-	-	-	316,955	(316,955)
3747	Ortiz Park	20,000	-	-	20,000	-
3752	Parks Dedication Fund	-	-	-	77,500	(77,500)
3754	Parks Maintenance	-	140,000	-	278,286	(138,286)
3757	Trails/Bike Paths	1,975	-	-	3,271	(1,296)
3762	Parks & Recreation	200,000	-	-	68,067	131,933
3764	Gov. Miles Road Extension	-	-	-	100,507	(100,507)
3765	Maes/Siler Drainage	-	-	-	9,913	(9,913)
3766	SF Youth Consortium	100,000	-	-	6,974	93,026
3768	Bridge Rehabilitation	-	-	-	524,954	(524,954)
3769	Galisteo Drainage	-	-	-	146,352	(146,352)
3770	Recycled Asphalt Maintenance	-	-	-	119,393	(119,393)
3772	Paseo de Vistas	-	-	-	3,609	(3,609)
3773	Richards Ave./Rodeo Rd.	930,368	-	-	382,671	547,697
3775	Citywide Traffic Calming	-	-	-	854,971	(854,971)
3778	Cathedral Park	120,000	-	-	92,426	27,574
3784	Network Upgrades-ITT	-	-	-	1,187,241	(1,187,241)
3785	Old Pecos Trail Design	230,000	-	-	408,255	(178,255)
3786	Turf Rehabilitation	-	-	-	213,599	(213,599)
3791	Juan de Dios Road Improvement	60,000	-	-	73,836	(13,836)
3794	Camino De Los Montoyas	50,000	-	-	81,559	(31,559)
3797	Downtown Santa Fe Master Plan	-	-	-	8,000	(8,000)
3801	Tierra Contenta Trail Extension	94,130	-	-	-	94,130
3802	Second St. Signal	-	-	-	9,872	(9,872)
3803	Trails Projects	-	-	-	691,148	(691,148)
3804	Tierra Contenta Park	25,000	-	-	25,000	-
3805	La Cieneguita Park	-	-	-	3,265	(3,265)
3806	Plaza Construction	-	-	-	124,966	(124,966)
3808	Amelia White Park	30,000	-	-	133,749	(103,749)
3809	Dog Park Project	-	-	-	147,576	(147,576)
<b>3000</b>	<b>CIP FUNDS</b>	<b>25,272,656</b>	<b>337,760</b>	<b>12,929,564</b>	<b>21,940,389</b>	<b>(9,259,537)</b>

*Debt Service Funds:*

4102	SFM Revenue Bond Service	2,499	-	-	-	2,499
4107	GRT Refunding Bond Sep1996A/B	30,000	-	42,200	-	(12,200)
4109	GRT 1997A Service Fund	60,000	4,547,088	23,700	4,550,834	32,554
4110	GRT 1997B Service Fund	72,000	1,532,208	14,400	1,532,208	57,600
4112	1999 GRT Bond Issue	(30,720)	1,335,298	11,300	1,339,044	(45,766)
4113	2002 GRT Bond Issue	9,864	908,050	9,300	910,258	(1,644)
4114	2004 GRT Bond Issue	14,819	939,938	22,700	942,146	(10,089)
4115	2004B GRT Refunding R/Y	25,660	1,181,259	-	1,562,422	(355,503)
4116	2006 GRT CIP Bond Issue	80,000	1,828,600	25,800	1,829,100	53,700
4117	2006B GRT Refunding Bonds	-	1,305,998	-	1,306,498	(500)
4118	2006C Wastewater GRT Bonds	120,000	935,300	-	935,800	119,500
4201	NMFA-Fire Department Loan	2,000	163,310	-	163,310	2,000
4203	HUD Section 108 Loan	-	16,992	-	16,992	-
4204	NMFA-Convention Center Loan	120,000	2,359,350	-	2,359,350	120,000
4205	NMFA-Parking Loan	20,000	310,376	-	310,376	20,000
<b>4000</b>	<b>DEBT SERVICE FUNDS</b>	<b>526,122</b>	<b>17,363,767</b>	<b>149,400</b>	<b>17,758,338</b>	<b>(17,849)</b>

\* Note: Net fund losses reflect use of available cash balances.

**CITY OF SANTA FE  
FISCAL YEAR 2007/08 BUDGET  
FUND SUMMARY**

<b>FUND NUMBER</b>	<b>FUND TITLE</b>	<b>BUDGETED REVENUE</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>BUDGETED EXPENDITURES</b>	<b>NET INCOME/ (LOSS) *</b>
<i>Enterprise Funds:</i>						
5100	Civic Convention Center	25,023	1,500,000	-	1,200,722	324,301
5110	Convention Center CIP	200,000	-	75,500	205,393	(80,893)
5150	Parking Enterprise Fund	4,631,180	-	310,376	5,127,793	(806,989)
5158	Railyard Parking Facility	8,000	-	-	-	8,000
5200	Utilities Administration Fund	25,600	-	-	519,416	(493,816)
5205	Utility Customer Service	3,417,272	-	-	3,467,349	(50,077)
5206	Water Meter Reading System	-	-	-	1,806,880	(1,806,880)
5250	Solid Waste Management	9,133,400	13,260	-	9,595,740	(449,080)
5259	MGRT Designated Funding	2,600	-	-	-	2,600
5262	Relocate Solid Waste Division	1,000	-	-	-	1,000
5280	CIP-Landfill Closure	12,000	-	-	222,822	(210,822)
5300	Water Division Operating Fund	28,519,396	-	1,635,500	26,001,070	882,826
5301	Water Debt Service Fund	70,000	500,000	-	-	570,000
5302	Water Div. Acquisition Fund	70,000	500,000	-	-	570,000
5303	Water Div. Reserve for Arbitrage	70,000	500,000	-	-	570,000
5304	Water Line Extension	60,000	-	-	2,000,000	(1,940,000)
5310	Water-San Mateo Bldg.	3,000	-	-	-	3,000
5312	Watershed Clearing	2,000	129,000	-	130,959	41
5313	Water Construction Projects	240,000	-	-	2,845,000	(2,605,000)
5314	Structure Improvmts.-Water	49	-	-	-	49
5316	Water Rights Acquisition	2,400	-	-	250,000	(247,600)
5330	1/4% Water GRT	7,814,760	-	-	-	7,814,760
5352	Misc. Water Capital Projects	162,000	-	-	-	162,000
5353	Conservation	10,000	-	-	146,000	(136,000)
5354	Large Meter Replacement	18,000	-	-	850,000	(832,000)
5355	Tank Projects	4,000	-	-	-	4,000
5356	Well & Booster Station Projects	20,000	-	-	1,000,000	(980,000)
5357	Water Treatment Plant Projects	60,000	-	-	2,000,000	(1,940,000)
5358	Water Supply Projects	60,000	-	-	300,000	(240,000)
5359	Water CIP Projects	6,000	-	-	300,000	(294,000)
5400	Transit Bus Operations	1,584,342	4,377,676	-	5,962,018	-
5408	Transit Bus CIP	699	-	-	-	699
5409	SF Trails Welfare to Work	477,309	-	-	410,117	67,192
5410	Transit Facility CIP/Grant	20,000	-	-	-	20,000
5416	Transit Bus-Federal Grant	714,000	178,500	-	-	892,500
5450	Wastewater Management	9,210,286	-	935,300	8,274,276	710
5459	Sewer Line Extension	22,329	-	-	-	22,329
5463	W/W 5 Yr (Plant Improvement)	1,000	-	-	-	1,000
5464	Wastewater Impact Fee	540,000	-	33,333	-	506,667
5468	W/W Modification/Replacement	30,000	-	-	-	30,000
5472	W/W Sewerline Improvements	120,000	-	-	-	120,000
5473	W/W Misc. Improvements	70	-	-	-	70
5500	SWAMA Caja del Rio Landfill	6,340,000	-	2,065,000	4,168,187	106,813
5502	SWAMA Equipment Replacement	30,000	540,000	-	-	570,000
5503	SWAMA Gas Collection System	36,000	125,000	-	-	161,000
5505	SWAMA Insurance Deductibles	3,556	-	-	-	3,556
5507	SWAMA Cell 3 Development	20,000	1,400,000	-	2,650,000	(1,230,000)
5508	SWAMA Emergency Cash Reserves	16,576	-	-	-	16,576
5509	SWAMA Closure/Post Closure	210,000	-	-	-	210,000
5600	Municipal Recreation Complex	1,390,128	1,165,988	-	2,556,116	-
5601	MRC-CIP	322,934	-	-	288,164	34,770
5603	Fore Kids Golf Tournament	17,100	-	4,500	5,000	7,600
5700	Genoveva Chavez Community Center	1,761,600	2,501,553	37,760	3,964,888	260,505
5701	GCCC-Concession	225,040	-	-	202,131	22,909
5702	GCCC Equipment Reserve	-	37,760	22,760	15,000	-
5720	GCCC - CIP	1,400	-	-	-	1,400
5800	Airport Fund	816,230	255,300	-	1,046,197	25,333
5810	Airport-CIP Terminal Upgrades	10,280	-	-	-	10,280
5812	Airport -CIP Runway Pads	-	-	-	983	(983)
5816	Airport-CIP Runway 2-20	1,081,581	-	-	585,835	495,746
5850	Railyard Development	120,000	-	-	593,814	(473,814)

\* Note: Net fund losses reflect use of available cash balances.

**CITY OF SANTA FE  
FISCAL YEAR 2007/08 BUDGET  
FUND SUMMARY**

<b>FUND NUMBER</b>	<b>FUND TITLE</b>	<b>BUDGETED REVENUE</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>BUDGETED EXPENDITURES</b>	<b>NET INCOME/ (LOSS) *</b>
<i>Enterprise Funds (continued):</i>						
5854	Railyard Park & Plaza	3,000	-	-	171,126	(168,126)
5855	Railyard Youth Center	7,868	-	-	-	7,868
<b>5000</b>	<b>ENTERPRISE FUNDS</b>	<b>79,781,008</b>	<b>13,724,037</b>	<b>5,120,029</b>	<b>88,862,996</b>	<b>(477,980)</b>
<i>Internal Service Funds:</i>						
6101	Risk/Safety Administration	4,793,532	-	1,675,000	3,363,600	(245,068)
6104	Insurance Claims Fund	212,000	1,675,000	-	1,839,000	48,000
6106	Benefits Administration	326,270	-	-	323,653	2,617
6107	Santa Fe Health Fund	13,347,376	-	-	13,287,404	59,972
6108	Retiree Health Care Fund	1,029,836	-	-	1,014,836	15,000
6109	Workers' Comp Fund	1,684,306	-	-	1,370,300	314,006
<b>6000</b>	<b>INTERNAL SERVICE FUNDS</b>	<b>21,393,320</b>	<b>1,675,000</b>	<b>1,675,000</b>	<b>21,198,793</b>	<b>194,527</b>
<i>Trust &amp; Agency Funds:</i>						
7103	Special Recreation Leagues	73,350	-	-	66,550	6,800
7300	N. Ctrl. NM Regional Transit District	-	-	-	53,355	(53,355)
<b>7000</b>	<b>TRUST &amp; AGENCY FUNDS</b>	<b>73,350</b>	<b>-</b>	<b>-</b>	<b>119,905</b>	<b>(46,555)</b>
<b>GRAND TOTAL</b>						
		<b>234,583,372</b>	<b>58,006,839</b>	<b>58,006,839</b>	<b>240,348,163</b>	<b>(5,764,791)</b>

\* Note: Net fund losses reflect use of available cash balances.

## CHANGES IN EMPLOYMENT

During the FY 2007/08 budget process, 22 expansion positions were added, ten of which are in the General Fund. Nine positions were added to special revenue funds and three to the enterprise funds. A total of three positions were deleted from the list of authorized positions, all of which were in the General Fund.

During the FY 2006/07 budget process, 21 expansion positions were added, one of which (a Domestic Violence & Special Assault Program Coordinator) was added to the General Fund. A total of ten positions were deleted from the list of authorized positions, six of which were in the General Fund.

### POSITIONS ADDED IN THE FY 2007/08 BUDGET:

1	CLSFT	Account Technician	Finance/Utility Customer Svc.
1	CLSFT	Administrative Secretary	City Manager's Office
2	TRMCF	Call Center Supervisor	Public Works/Transit
2	TMPFT	Clerk Assistant	City Clerk
1	CLSFT	Constituent Services Specialist	City Manager's Office
1	CLSFT	Customer Services Rep. Trainee	Finance/Utility Customer Svc.
2	TRMCF	Customer Service Representative	Public Works/Transit
1	CLSFT	Database Specialist	City Manager's Office
1	CLSFT	Fire Marshal	Fire Operations
4	CLSFT	Firefighter	Fire Operations
5	TRMCF	Paratransit Operator	Public Works/Transit
1	CLSFT	Parking Field Collector	Public Works/Parking
<b>22</b>	<b>TOTAL</b>		

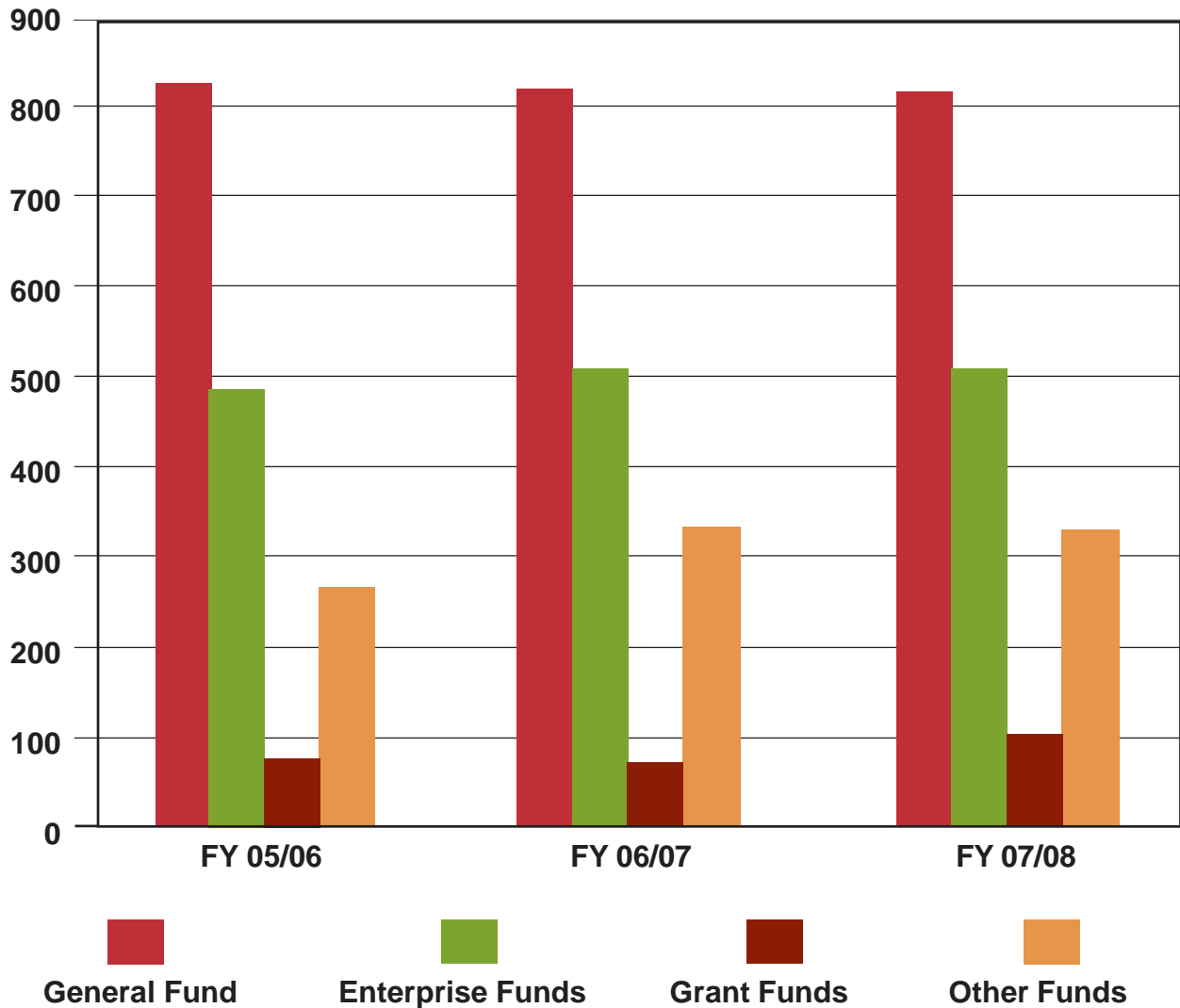
### POSITIONS DELETED IN THE FY 2007/08 BUDGET:

2	CLSFT	Special Projects Administrator	City Manager's Office
1	EXEMPT	Administrative Services Director	Administrative Services/Admin.
<b>3</b>	<b>TOTAL</b>		



# CHANGES IN EMPLOYMENT

Fiscal Year 2007-2008



POSITION FUNDING	FY 05/06	FY 06/07	FY 07/08
General Fund	833.00	828.98	822.18
Enterprise Funds	492.25	510.00	511.00
Grant Funds	84.025	82.867	103.000
Other Funds	273.725	330.152	329.820

CITY OF SANTA FE  
FISCAL YEAR 2007/08  
NUMBER OF AUTHORIZED POSITIONS

	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>ACTUAL</u>	<u>FY 2007/08</u> <u>BUDGET</u>
<i>POSITION STATUS:</i>			
ELECTED OFFICIALS (EL)	10.00	10.00	10.00
EXEMPT POSITIONS (EX)	60.00	62.00	63.00
CLASSIFIED FULL-TIME (CLFT)	1,082.00	1,123.00	1,134.00
CLASSIFIED PART-TIME (CLPT)	51.00	54.00	56.00
TEMPORARY FULL-TIME (TFT)	171.00	176.00	177.00
TEMPORARY PART-TIME (TPT)	127.00	127.00	127.00
TERM-CITY FUNDED (TCF)	120.00	134.00	142.00
TERM-GRANT FUNDED (TGF)	62.00	66.00	57.00
	<u>1,683.00</u>	<u>1,752.00</u>	<u>1,766.00</u>
<b>TOTALS:</b>	<b>1,683.00</b>	<b>1,752.00</b>	<b>1,766.00</b>

*POSITION FUNDING:*

GENERAL FUND	833.00	828.98	822.18
ENTERPRISE FUNDS	492.25	510.00	511.00
GRANT FUNDING	84.03	82.87	103.00
OTHER FUNDS	273.73	330.15	329.82
	<u>1,683.00</u>	<u>1,752.00</u>	<u>1,766.00</u>
<b>TOTALS:</b>	<b>1,683.00</b>	<b>1,752.00</b>	<b>1,766.00</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2007/08**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>ACTUAL</u>	<u>FY 2007/08</u> <u>BUDGET</u>
<b>ENTERPRISE FUNDS:</b>			
SWEENEY CENTER (5100)	11.25	9.50	10.50
PARKING (5150)	55.00	57.00	58.00
PUBLIC UTILITIES ADMIN. (5200)	4.00	4.00	4.00
SOLID WASTE MGMT. (5250)	69.00	68.00	68.00
WATER SERVICES (5300)	88.00	92.00	91.00
TRANSIT BUS OPERATIONS(5400)	83.00	84.00	84.00
TRANSIT WELFARE-TO-WORK (5409)	1.00	4.50	4.50
WASTEWATER MGMT. (5450)	63.00	63.00	63.00
MUN. RECREATION COMPLEX (5600)	17.00	17.00	17.00
GENOVEVA CHAVEZ COMM. CTR. (5700)	95.00	100.00	100.00
AIRPORT (5800)	6.00	11.00	11.00
<b>TOTALS:</b>	<b>492.25</b>	<b>510.00</b>	<b>511.00</b>

**GRANT FUNDS:**

HOME DETENTION PROGRAM - (2225)	1.50	1.00	0.00
FIRE HAZARD REDUCTION GRANT (2232)	1.00	5.00	0.00
COPS IN SCHOOLS - (2710)	4.00	0.00	0.00
SECTION 112 - (2324)	2.44	2.44	2.44
SECTION 5303 - (2325)	0.56	0.56	0.56
COMMUNITY DEV. BLOCK GRANT - (2506)	1.25	1.25	1.25
JUVENILE JUSTICE PROGRAM - (2516)	0.78	0.74	1.00
SENIOR COMPANION PROG. - (2519)	0.75	0.75	0.40
SENIOR CENTER PROGRAMS - (2520)	0.00	0.00	23.75
TITLE III-B - (2521)	20.54	20.67	0.00
TITLE III-C1 - (2522)	9.42	6.37	0.00
TITLE III-C2 - (2523)	8.26	11.31	0.00
SENIOR EMPLOYMENT PROGRAM (2524)	4.00	4.00	4.00
FOSTER GRANDPARENT PROG. (2526)	2.25	2.25	0.60
RETIRED SNR. VOLUNTEER PROG. (2527)	2.75	2.00	2.00
SENIOR NUTRITION PROGRAM - (2528)	0.00	0.00	25.00
SENIOR RESPITE/HOMEMAKER - (2530)	0.00	0.00	15.00
COUNTY GRANT - (2531)	8.08	8.08	0.00
SENIOR CAREGIVER - (2534)	0.00	0.00	16.00
SENIOR TRAINING - (2535)	0.00	0.00	2.00
RESPITE CARE PROGRAM - (2538)	0.00	0.00	0.00
TITLE III-E - (2541)	7.45	7.45	0.00
SANTA FE BEAUTIFUL - (2712)	9.00	9.00	9.00
<b>TOTALS:</b>	<b>84.03</b>	<b>82.87</b>	<b>103.00</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2007/08**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>ACTUAL</u>	<u>FY 2007/08</u> <u>BUDGET</u>
<b>OTHER FUNDS:</b>			
1% LODGERS TAX (2112)	2.80	2.55	2.55
50% LODGERS TAX (2115)	16.00	17.00	16.00
ECONOMIC DEVELOPMENT (2117)	1.00	1.00	1.00
POLICE GRT (2210)	15.00	15.00	15.00
SCREENING FEES (2223)	1.16	1.00	0.00
MUNICIPAL COURT DWI (2228)	1.34	0.00	0.00
FIRE GRT (2251)	0.00	15.00	15.00
RIDEFINDERS (2304)	0.50	1.50	1.50
SANTA FE RIDE (2327)	1.50	12.00	21.00
STORM WATER DRAINAGE (2401)	3.00	3.00	3.00
QUALITY OF LIFE (2505)	12.00	28.00	20.00
HOME PROGRAM (2507)	0.00	0.00	0.00
YOUTH ACTIVITIES (2513)	1.48	2.51	2.00
TRANSPORTATION PROJECT (2533)	1.00	0.00	0.00
RECREATION FUND (2705)	122.00	122.00	122.00
SOUTHSIDE LIBRARY (2716)	5.00	13.64	13.82
½ GROSS RECEIPTS (3102)	25.50	25.50	25.50
1% ART FOR CIP (3708)	0.45	0.45	0.45
STREETS - GAS TAX (3326)	15.00	15.00	15.00
UTILITY CUSTOMER SERVICE (5205)	39.00	42.00	43.00
REMOTE METER READING (5206)	0.00	1.00	1.00
WATERSHED THINNING (5312)	1.00	1.00	1.00
RISK MANAGEMENT (6101)	7.00	8.00	8.00
BENEFITS ADMINISTRATION (6106)	2.00	3.00	3.00
<b>TOTALS:</b>	<b>273.73</b>	<b>330.15</b>	<b>329.82</b>



**CITY OF SANTA FE**  
**FISCAL YEAR 2007/08**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2005/06 ACTUAL</u>	<u>FY 2006/07 ACTUAL</u>	<u>FY 2007/08 BUDGET</u>
<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>			
Administration	2.00	4.00	0.00
Building & Fleet Maintenance	45.00	46.50	42.00
Information Technology & Telecomm.	29.00	29.00	29.00
Risk Management	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>
<b>Total Administrative Services</b>	<b>83.00</b>	<b>87.50</b>	<b>79.00</b>
<b>CIVIC CENTER &amp; VISITORS BUREAU</b>	<b>26.00</b>	<b>26.50</b>	<b>27.00</b>
<b>COMMUNITY SERVICES DEPARTMENT</b>			
Administration	4.75	5.00	3.00
Arts and Culture	3.00	3.00	3.00
Genoveva Chavez Community Center	95.00	100.00	100.00
Library	58.00	63.00	64.00
Recreation	60.00	60.00	60.00
Senior Services	90.00	88.00	88.00
Youth & Family	<u>135.25</u>	<u>136.00</u>	<u>136.00</u>
<b>Total Community Services</b>	<b>446.00</b>	<b>455.00</b>	<b>454.00</b>
<b>FINANCE DEPARTMENT</b>			
Administration	4.00	4.00	4.00
Budget	3.00	3.00	3.00
Financial Management	29.00	24.00	24.00
Purchasing	10.00	8.00	8.00
Utility Customer Service	<u>29.00</u>	<u>40.00</u>	<u>41.00</u>
<b>Total Finance Department</b>	<b>75.00</b>	<b>79.00</b>	<b>80.00</b>
<b>FIRE DEPARTMENT</b>			
Administration	3.00	3.00	3.00
Administrative Services	0.00	6.00	7.00
Fire Operations	118.00	127.00	126.00
Fire Support Services	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<b>Total Fire Department</b>	<b>127.00</b>	<b>142.00</b>	<b>142.00</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2007/08**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>ACTUAL</u>	<u>FY 2007/08</u> <u>BUDGET</u>
<b>GENERAL GOVERNMENT</b>			
Office of the Mayor & City Council	10.00	10.00	10.00
Office of the City Manager	9.00	12.00	12.00
City Attorney	8.00	10.00	10.00
City Clerk	10.00	9.00	13.00
Municipal Court	<u>18.00</u>	<u>19.00</u>	<u>19.00</u>
<b>Total General Government</b>	<b>55.00</b>	<b>60.00</b>	<b>64.00</b>
<b>HOUSING &amp; COMMUNITY DEVELOPMENT DEPARTMENT</b>			
Affordable Housing	5.00	5.00	5.00
Economic Development	4.00	6.00	6.00
Long Range Planning	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b>Total Housing and Community Development</b>	<b>17.00</b>	<b>19.00</b>	<b>19.00</b>
<b>HUMAN RESOURCES DEPARTMENT</b>	<b>13.00</b>	<b>12.00</b>	<b>13.00</b>
<b>LAND USE DEPARTMENT</b>			
Administration	5.00	7.00	7.00
Code Administration	28.00	27.00	27.00
Current Planning	8.00	8.00	8.00
Engineering Development Review	7.00	6.00	7.00
Historic Preservation	0.00	3.00	3.00
Neighborhood Services	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Land Use Department</b>	<b>49.00</b>	<b>52.00</b>	<b>53.00</b>
<b>POLICE DEPARTMENT</b>			
Administration	10.00	10.00	10.00
Police Operations	124.00	120.00	158.00
Police Support Services	<u>65.00</u>	<u>70.00</u>	<u>32.00</u>
<b>Total Police Department</b>	<b>199.00</b>	<b>200.00</b>	<b>200.00</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2007/08**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>ACTUAL</u>	<u>FY 2007/08</u> <u>BUDGET</u>
<b>PUBLIC UTILITIES DEPARTMENT</b>			
Administration	4.00	4.00	4.00
Solid Waste Management	69.00	68.00	68.00
Wastewater Management	63.00	63.00	63.00
Water Services Division	<u>81.00</u>	<u>86.00</u>	<u>87.00</u>
<b>Total Public Utilities Department</b>	<b>217.00</b>	<b>221.00</b>	<b>222.00</b>
<b>PUBLIC WORKS DEPARTMENT</b>			
Administration	7.00	8.00	5.00
Airport Division	6.00	11.00	11.00
Engineering Division	74.00	72.00	74.00
Parking Division	55.00	56.00	58.00
Parks, Trails & Watershed	112.00	112.00	116.00
Streets & Drainage Maintenance	38.00	38.00	38.00
Transit Division	<u>84.00</u>	<u>101.00</u>	<u>111.00</u>
<b>Total Public Works Department</b>	<b>376.00</b>	<b>398.00</b>	<b>413.00</b>
<b>GRAND TOTAL</b>	<b>1,683.00</b>	<b>1,752.00</b>	<b>1,766.00</b>

# NOTES

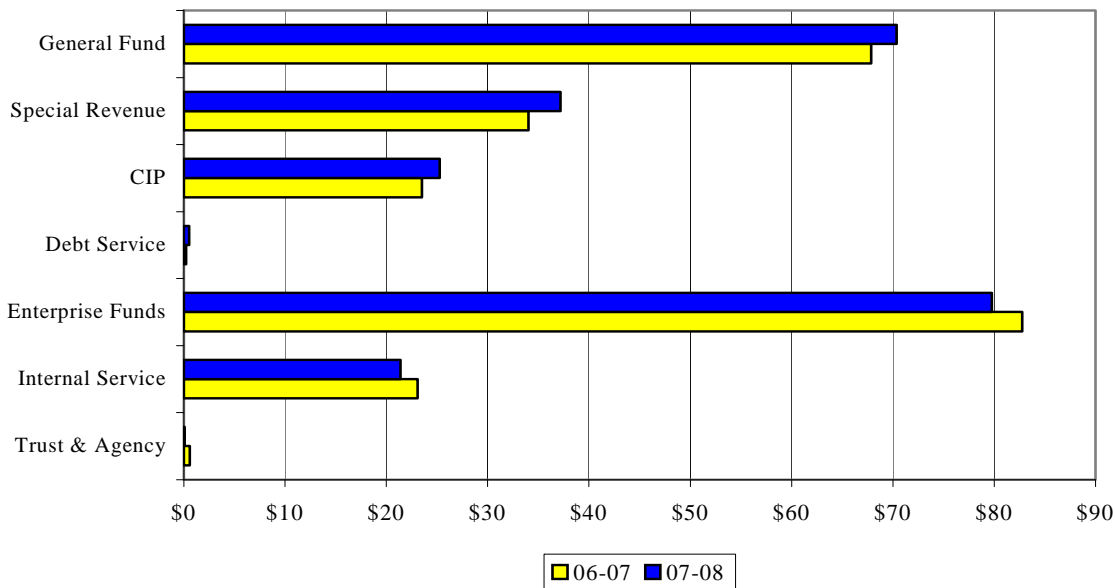
## REVENUE ESTIMATES

Total operating revenues for FY 2007/08 are estimated at \$234.6 million, which represents a 1.1% increase over the \$232.1 million approved revenue budget for FY 2006/07. Of the amount budgeted for FY 2007/08, \$70.4 million (30%) is derived from the General Fund; \$37.2 million (15.8%) from Special Revenue Funds; \$25.3 million (10.8%) from CIP Funds; \$526,122 (0.2%) from Debt Service Funds; \$79.8 million (34%) from Enterprise Funds; \$21.4 million (9.1%) from Internal Service Funds; and \$73,350 (0.03%) from Trust and Agency Funds.

Total resources available for FY 2007/08 are estimated at \$292.6 million, of which \$58 million is derived from inter-fund transfers. The majority of these transfers occur in the Special Revenue Funds (\$21 million), Debt Service Funds (\$17.4 million), and Enterprise Funds (\$13.7 million).

The bar graph below illustrates a comparison of the revenue budget by fund type between the two fiscal years. Note that numbers for Trust and Agency and Debt Service funds may be too small to be detected on the graph.

### MUNICIPAL BUDGET BY FUND TYPE (IN MILLIONS)



**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2007/08**

<b>ACTUAL FY 05/06</b>	<b>APPROVED FY 06/07</b>	<b>ACTUAL FY 06/07</b>	<b>APPROVED FY 07/08</b>
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***TOTAL REVENUE SUMMARY:***

Local Taxes	\$66,587,080	\$67,816,602	\$70,914,045	\$72,568,334
State Shared Taxes	39,316,042	40,184,505	40,631,759	41,641,830
Licenses & Permits	3,183,273	3,035,800	3,120,208	3,013,858
Fees & Services	67,702,557	64,537,103	68,129,994	68,800,561
Fines & Forfeitures	957,661	960,345	1,123,622	1,021,805
Rental Income	838,839	962,471	1,077,947	709,450
Miscellaneous Revenues	4,586,247	915,760	4,312,086	778,926
Interest on Investments	7,789,435	6,082,500	12,993,184	6,189,430
Insurance Premiums	19,818,426	22,679,139	21,868,369	20,852,120
Reimbursed Expenses	3,073,465	3,418,073	3,477,793	3,500,065
Federal Grants	4,271,693	8,893,806	9,257,400	5,448,112
State Grants	14,736,946	8,894,926	11,189,022	7,546,324
County Grants	1,330,783	1,288,752	1,000,145	2,487,557
Other Grants	1,945,370	2,419,497	2,142,531	25,000
Bond Proceeds	74,916,587	0	33,474,458	0
<hr/>				
Total Operating Revenues	311,054,404	232,089,279	284,712,563	234,583,372
Transfer From Other Funds	79,211,922	63,697,276	177,225,135	58,006,839
<hr/>				
TOTAL AVAILABLE RESOURCES	\$390,266,326	\$295,786,555	\$461,937,698	\$292,590,211

**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2007/08**

<b>ACTUAL</b>	<b>APPROVED</b>	<b>ACTUAL</b>	<b>APPROVED</b>
<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 06/07</b>	<b>FY 07/08</b>

**GENERAL OPERATING FUND:**

Local Taxes	\$19,219,775	\$19,833,814	\$19,942,398	\$20,774,627
State Shared Taxes	38,073,942	38,956,505	39,461,374	40,348,830
Licenses & Permits	3,152,019	3,006,800	3,084,188	2,981,858
Fees & Services	1,829,039	1,807,180	2,054,329	1,868,529
Fines & Forfeitures	290,373	306,350	304,992	259,200
Rental Income	29,833	33,500	28,628	31,000
Miscellaneous Revenues	85,246	64,000	356,818	73,900
Interest on Investments	556,493	430,000	843,723	680,000
Reimbursed Expenses	3,071,101	3,418,073	3,449,035	3,339,402
Federal Grants	0	0	0	0
State Grants	96,135	0	199,541	0
County Grants	0	0	2,800	0
Other Grants	500	0	0	0
Total Operating Revenues	66,404,456	67,856,222	69,727,826	70,357,346
Transfer From Other Funds	4,013,811	3,381,890	4,040,208	3,907,537
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$70,418,267</b>	<b>\$71,238,112</b>	<b>\$73,768,034</b>	<b>\$74,264,883</b>

**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2007/08**

<b>ACTUAL FY 05/06</b>	<b>APPROVED FY 06/07</b>	<b>ACTUAL FY 06/07</b>	<b>APPROVED FY 07/08</b>
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***SPECIAL REVENUE FUNDS:***

Local Taxes	\$24,887,960	\$25,194,796	\$27,766,821	\$28,178,333
State Shared Taxes	42,228	45,000	39,832	45,000
Licenses & Permits	31,254	29,000	35,930	32,000
Fees & Services	3,754,725	3,082,999	4,015,353	3,466,900
Fines & Forfeitures	69,791	38,995	199,149	55,000
Rental Income	49,368	0	137,368	100,000
Miscellaneous Revenues	555,999	521,668	411,891	289,399
Interest on Investments	945,389	771,000	1,301,317	812,543
Reimbursed Expenses	0	0	0	155,663
Federal Grants	1,515,985	1,469,508	1,789,444	1,133,697
State Grants	3,776,417	2,394,850	2,938,440	2,378,105
County Grants	408,858	442,020	425,791	507,930
Other Grants	38,912	48,200	20,543	25,000
Total Operating Revenues	36,076,886	34,038,036	39,081,879	37,179,570
Transfer From Other Funds	15,023,980	14,618,483	17,768,482	20,998,738
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$51,100,866</b>	<b>\$48,656,519</b>	<b>\$56,850,361</b>	<b>\$58,178,308</b>

***CAPITAL IMPROVEMENT PROGRAM:***

Local Taxes	\$14,978,224	\$15,191,992	\$15,567,593	\$15,898,528
State Shared Taxes	1,199,872	1,183,000	1,130,553	1,248,000
Fees & Services	0	0	42,000	0
Miscellaneous Revenues	37,059	92	175,335	0
Interest on Investments	1,004,735	915,000	1,307,624	481,033
Federal Grants	298,898	1,480,230	548,072	1,015,000
State Grants	3,435,621	4,686,848	2,105,977	4,650,468
County Grants	341,897	51,931	0	1,979,627
Other Grants	0	0	20,000	0
Total Operating Revenues	21,296,306	23,509,093	20,897,154	25,272,656
Transfer From Other Funds	13,709,719	226,760	10,841,703	337,760
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$35,006,025</b>	<b>\$23,735,853</b>	<b>\$31,738,857</b>	<b>\$25,610,416</b>



**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2007/08**

<b>ACTUAL FY 05/06</b>	<b>APPROVED FY 06/07</b>	<b>ACTUAL FY 06/07</b>	<b>APPROVED FY 07/08</b>
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***DEBT SERVICE FUNDS:***

Interest on Investments	\$1,310,131	\$230,400	\$2,633,717	\$526,122
Miscellaneous Revenues	2,497,337	0	305,111	0
Bond Proceeds	74,916,587	0	24,940,000	0
Total Operating Revenues	78,724,055	230,400	27,878,828	526,122
Transfer From Other Funds	14,442,952	12,199,926	17,085,180	17,363,767
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$93,167,007</b>	<b>\$12,430,326</b>	<b>\$44,964,008</b>	<b>\$17,889,889</b>

***ENTERPRISE FUNDS:***

Local Taxes	\$7,501,121	\$7,596,000	\$7,637,233	\$7,716,846
Fees & Services	62,053,986	59,581,574	61,953,417	63,395,582
Fines & Forfeitures	597,497	615,000	619,481	707,605
Rental Income	759,638	928,971	911,951	578,450
Miscellaneous Revenues	788,625	267,000	2,191,883	352,627
Interest on Investments	3,592,222	3,397,300	6,275,537	3,207,732
Reimbursed Expenses	0	0	28,758	5,000
Federal Grants	2,456,810	5,494,068	6,919,884	3,299,415
State Grants	7,370,892	1,813,228	5,545,636	517,751
County Grants	576,846	771,401	557,954	0
Other Grants	1,893,825	2,314,821	1,996,412	0
Bond Proceeds	0	0	8,534,458	0
Total Operating Revenues	87,591,462	82,779,363	103,172,604	79,781,008
Transfer From Other Funds	30,421,460	31,670,217	125,889,562	13,724,037
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$118,012,922</b>	<b>\$114,449,580</b>	<b>\$229,062,166</b>	<b>\$93,505,045</b>

**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2007/08**

<b>ACTUAL FY 05/06</b>	<b>APPROVED FY 06/07</b>	<b>ACTUAL FY 06/07</b>	<b>APPROVED FY 07/08</b>
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**INTERNAL SERVICE FUNDS:**

Insurance Premiums	\$19,818,426	\$22,679,139	\$21,868,369	\$20,852,120
Miscellaneous Revenues	621,981	63,000	871,094	63,000
Interest on Investments	377,431	336,200	626,644	478,200
Total Operating Revenues	20,817,838	23,078,339	23,366,107	21,393,320
Transfer From Other Funds	1,600,000	1,600,000	1,600,000	1,675,000
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$22,417,838</b>	<b>\$24,678,339</b>	<b>\$24,966,107</b>	<b>\$23,068,320</b>

**TRUST AND AGENCY FUNDS:**

Fees & Services	\$67,171	\$65,350	\$64,895	\$69,550
Miscellaneous Revenues	0	0	44	0
Interest on Investments	3,034	2,600	4,622	3,800
Federal Grants	0	450,000	0	0
State Grants	57,881	0	399,428	0
County Grants	3,182	23,400	13,600	0
Other Grants	12,133	56,476	105,576	0
Total Operating Revenues	143,401	597,826	588,165	73,350
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$143,401</b>	<b>\$597,826</b>	<b>\$588,165</b>	<b>\$73,350</b>

<b>GRAND TOTAL</b>	<b>\$390,266,326</b>	<b>\$295,786,555</b>	<b>\$461,937,698</b>	<b>\$292,590,211</b>
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**CITY OF SANTA FE  
GENERAL FUND REVENUE ESTIMATES  
FISCAL YEAR 2007/08**

DESCRIPTION	ACTUAL REVENUE 2005/06	ACTUAL REVENUE 2006/07	PERCENT CHANGE	ESTIMATE 2007/08	DIFF. INCR. <DECR.>	PERCENT CHANGE
Franchise - Electric	916,149	836,700	-8.7%	1,370,000	533,300	63.7%
Franchise - Gas	726,362	726,447	0.0%	660,000	(66,447)	-9.1%
Franchise - Telephone	222,865	248,389	11.5%	260,000	11,611	4.7%
Franchise - Cable	526,955	559,631	6.2%	565,000	5,369	1.0%
Municipal Gross Receipts Tax	14,978,224	15,567,593	3.9%	15,898,528	330,935	2.1%
Property Taxes	1,759,220	1,913,638	8.8%	1,931,099	17,461	0.9%
Payment in Lieu of Taxes	90,000	90,000	0.0%	90,000	-	0.0%
<b>SUB-TOTAL LOCAL TAXES</b>	<b>19,219,775</b>	<b>19,942,398</b>	<b>3.8%</b>	<b>20,774,627</b>	<b>832,229</b>	<b>4.2%</b>
Cigarette Taxes	84,456	67,880	-19.6%	80,000	12,120	17.9%
State Distr. - Gross Receipts Tax	37,597,228	39,035,621	3.8%	39,888,830	853,209	2.2%
Auto Licenses	392,258	357,873	-8.8%	380,000	22,127	6.2%
<b>SUB-TOTAL ST. SHAR. TAXES</b>	<b>38,073,942</b>	<b>39,461,374</b>	<b>3.6%</b>	<b>40,348,830</b>	<b>887,456</b>	<b>2.2%</b>
Water Administrative Fee	372,372	302,095	-18.9%	300,000	(2,095)	-0.7%
Building Permits	2,143,931	2,166,414	1.0%	2,063,658	(102,756)	-4.7%
Mechanical Permits	124,387	110,202	-11.4%	112,000	1,798	1.6%
Electrical Permits	75,404	70,155	-7.0%	71,500	1,345	1.9%
Planning/Zoning Permits	1,210	261	-78.4%	500	239	91.6%
Business Licenses/Registrations	255,535	267,008	4.5%	250,000	(17,008)	-6.4%
Liquor Licenses	18,210	16,250	-10.8%	17,500	1,250	7.7%
Street/Curb Cuts	117,659	105,380	-10.4%	114,000	8,620	8.2%
Park User/Vendor Fees	43,311	46,423	7.2%	52,700	6,277	13.5%
<b>SUB-TOTAL LIC. &amp; PERMITS</b>	<b>3,152,019</b>	<b>3,084,188</b>	<b>-2.2%</b>	<b>2,981,858</b>	<b>(102,330)</b>	<b>-3.3%</b>
Fire Inspection Fees	123,299	89,198	-27.7%	86,000	(3,198)	-3.6%
Pavement Penalty Fee	11,360	26,588	134.0%	13,000	(13,588)	-51.1%
Planning/Zoning Fees	308,355	282,482	-8.4%	292,400	9,918	3.5%
Alarm Fees	28,675	8,521	-70.3%	6,600	(1,921)	-22.5%
Brady Bill/Special Police Fees	50	2,498	4896.0%	500	(1,998)	-80.0%
Screening Fees	-	37,646	100.0%	29,000	(8,646)	-23.0%
Home Detention Fees	-	782	100.0%	13,000	12,218	1562.4%
Reinspection Fees	24,178	23,051	-4.7%	19,000	(4,051)	-17.6%
Printing & Copying	17,052	19,260	12.9%	17,000	(2,260)	-11.7%
Swimming Pool Fees	124,094	114,698	-7.6%	145,000	30,302	26.4%
Recreation User Fees	240,121	251,127	4.6%	288,529	37,402	14.9%
Special Events	7,924	3,510	-55.7%	5,000	1,490	42.5%
Special League Revenues	3,964	880	-77.8%	3,500	2,620	297.7%
Ambulance Charges	939,967	1,194,088	27.0%	950,000	(244,088)	-20.4%
<b>SUB-TOTAL FEES &amp; SERV.</b>	<b>1,829,039</b>	<b>2,054,329</b>	<b>12.3%</b>	<b>1,868,529</b>	<b>(185,800)</b>	<b>-9.0%</b>

**CITY OF SANTA FE  
GENERAL FUND REVENUE ESTIMATES  
FISCAL YEAR 2007/08**

DESCRIPTION	ACTUAL REVENUE 2005/06	ACTUAL REVENUE 2006/07	PERCENT CHANGE	ESTIMATE 2007/08	DIFF. INCR. <DECR.>	PERCENT CHANGE
Reimbrsd. Exp - Waste Water	541,216	567,056	4.8%	614,881	47,825	8.4%
Reimbrsd. Exp - Solid Waste	515,665	550,065	6.7%	575,276	25,211	4.6%
Reimbrsd. Exp - Water	759,143	917,383	20.8%	981,813	64,430	7.0%
Reimbrsd. Exp - Sweeney Center	56,600	56,600	0.0%	57,820	1,220	2.2%
Reimbrsd. Exp - Parking	238,788	258,551	8.3%	279,761	21,210	8.2%
Reimbrsd. Exp - Transit	359,474	391,787	9.0%	431,129	39,342	10.0%
Reimbrsd. Exp - GCCC	233,427	245,770	5.3%	-	(245,770)	-100.0%
Reimbrsd. Exp - Airport	43,591	58,698	34.7%	65,358	6,660	11.3%
Reimbrsd. Exp - City/Co. Landfill	26,286	41,161	56.6%	51,959	10,798	26.2%
Reimbrsd. Exp - RECC	57,890	73,503	27.0%	-	(73,503)	-100.0%
Reimbrsd. Exp - Railyard	-	907	100.0%	3,629	2,722	300.1%
Reimbrsd. Exp - NCRTD	-	-	0.0%	936	936	100.0%
Reimbrsd. Exp - School Guards	135,717	155,605	14.7%	171,840	16,235	10.4%
Reimbrsd. Exp - Police	61,104	89,949	47.2%	63,000	(26,949)	-30.0%
Reimbrsd. Exp - Other	42,200	42,000	-0.5%	42,000	-	0.0%
<b>SUB-TOTAL REIMBRSD. EXP.</b>	<b>3,071,101</b>	<b>3,449,035</b>	<b>12.3%</b>	<b>3,339,402</b>	<b>(109,633)</b>	<b>-3.2%</b>
Court Fines	60,277	172,791	186.7%	121,200	(51,591)	-29.9%
Library Fines	1,446	2,556	76.8%	2,000	(556)	-21.8%
Traffic Violations	226,925	129,395	-43.0%	136,000	6,605	5.1%
Alarm Penalties	1,725	250	-85.5%	-	(250)	-100.0%
<b>SUB-TOTAL FINES &amp; FORF.</b>	<b>290,373</b>	<b>304,992</b>	<b>5.0%</b>	<b>259,200</b>	<b>(45,792)</b>	<b>-15.0%</b>
Land Rentals	1,119	971	-13.2%	1,000	29	3.0%
Recreation Rentals	13,998	17,472	24.8%	18,000	528	3.0%
Facilities Rentals	14,716	10,185	-30.8%	12,000	1,815	17.8%
<b>SUB-TOTAL RENTALS</b>	<b>29,833</b>	<b>28,628</b>	<b>-4.0%</b>	<b>31,000</b>	<b>2,372</b>	<b>8.3%</b>
Contributions & Donations	-	220,833	100.0%	-	(220,833)	-100.0%
Reimbursements & Refunds	21,070	26,913	27.7%	15,600	(11,313)	-42.0%
Miscellaneous Sales	26,449	26,302	-0.6%	20,000	(6,302)	-24.0%
Miscellaneous Revenues	37,727	82,770	119.4%	38,300	(44,470)	-53.7%
<b>SUB-TOTAL MISC. REV.</b>	<b>85,246</b>	<b>356,818</b>	<b>318.6%</b>	<b>73,900</b>	<b>(282,918)</b>	<b>-79.3%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>556,493</b>	<b>843,723</b>	<b>51.6%</b>	<b>680,000</b>	<b>(163,723)</b>	<b>-19.4%</b>
Federal Grants	-	-	0.0%	-	-	0.0%
State Grants	96,135	199,541	107.6%	-	(199,541)	-100.0%
County Grants	-	2,800	100.0%	-	(2,800)	-100.0%
Other Grants	500	-	-100.0%	-	-	0.0%
<b>SUB-TOTAL INTERGOV'TL</b>	<b>96,635</b>	<b>202,341</b>	<b>109.4%</b>	<b>-</b>	<b>(202,341)</b>	<b>-100.0%</b>

**CITY OF SANTA FE  
GENERAL FUND REVENUE ESTIMATES  
FISCAL YEAR 2007/08**

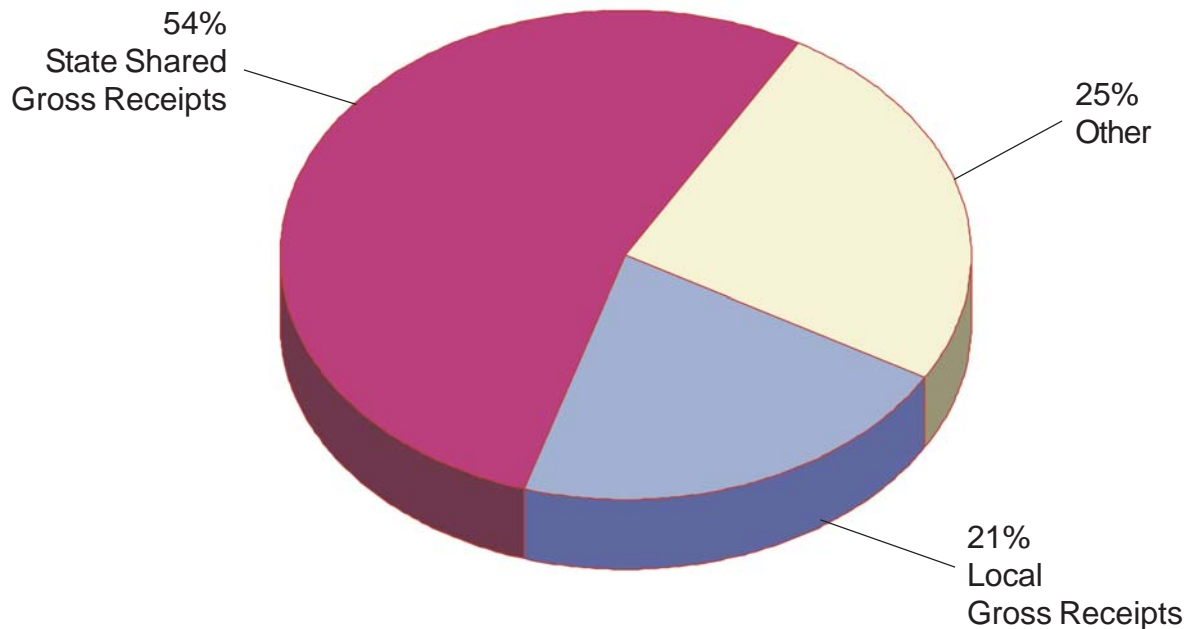
DESCRIPTION	ACTUAL REVENUE 2005/06	ACTUAL REVENUE 2006/07	PERCENT CHANGE	ESTIMATE 2007/08	DIFF. INCR. <DECR.>	PERCENT CHANGE
Transfer From 45% Lodgers Tax	257,573	257,573	0.0%	266,224	8,651	3.4%
Transfer From Lodgers Tax Prcds.	150,000	150,000	0.0%	150,000	-	0.0%
Transfer From Mun. GRT	1,986,338	1,996,844	0.5%	2,067,940	71,096	3.6%
Transfer From Mun. GRT/Railyard	300,000	371,140	23.7%	371,140	-	0.0%
Transfer From Grants Admin.	2,672	-	-100.0%	-	-	0.0%
Transfer From Law Enfrmnt. Grt.	-	32,849	100.0%	-	(32,849)	-100.0%
Transfer From Mun. Court Prgms.	238,274	268,258	12.6%	-	(268,258)	-100.0%
Transfer From Police Grants	988	-	-100.0%	-	-	0.0%
Transfer From Police Prop. Tax	-	278,992	100.0%	448,000	169,008	60.6%
Transfer From Dvlpmnt. Impact Fee	210,220	133,687	-36.4%	54,000	(79,687)	-59.6%
Transfer From Sec. 9 Planning	7,717	-	-100.0%	-	-	0.0%
Transfer From Emergency Shelter	963	-	-100.0%	-	-	0.0%
Transfer From Mortgage Refund	-	916	100.0%	-	(916)	-100.0%
Transfer From COPS in Schools	14,595	-	-100.0%	-	-	0.0%
Transfer From CIP Reallocation	221,000	221,000	0.0%	221,000	-	0.0%
Transfer From GRT 1996 A/B	40,740	41,000	0.6%	42,200	1,200	2.9%
Transfer From GRT 1997 A	22,720	23,000	1.2%	23,700	700	3.0%
Transfer From GRT 1997 B	13,750	14,000	1.8%	14,400	400	2.9%
Transfer From GRT 1999	10,720	11,000	2.6%	11,300	300	2.7%
Transfer From GRT 2002	9,140	9,000	-1.5%	9,300	300	3.3%
Transfer From GRT 2004	22,170	22,000	-0.8%	22,700	700	3.2%
Transfer From CIP GRT 2006	25,000	25,000	0.0%	25,800	800	3.2%
Transfer From Sweeney Ctr. CIP	-	73,300	100.0%	75,500	2,200	3.0%
Transfer From Water Operations	70,898	71,000	0.1%	71,000	-	0.0%
Transfer From W/W Impact Fee	33,333	33,333	0.0%	33,333	-	0.0%
Transfer From Benefits Admin.	-	6,316	100.0%	-	(6,316)	-100.0%
Transfer From Workers' Comp.	375,000	-	-100.0%	-	-	0.0%
<b>SUB-TOTAL TRANSFERS</b>	<b>4,013,811</b>	<b>4,040,208</b>	<b>0.7%</b>	<b>3,907,537</b>	<b>(132,671)</b>	<b>-3.3%</b>
<b>TOTAL GENERAL FUND</b>	<b>70,418,267</b>	<b>73,768,034</b>	<b>4.8%</b>	<b>74,264,883</b>	<b>496,849</b>	<b>0.7%</b>



# GENERAL OPERATING FUND REVENUE SOURCES

GROSS RECEIPTS TAXES VS. OTHER SOURCES

Fiscal Year 2007-2008



Local Gross Receipts	\$15,898,528
State Shared Gross Receipts	39,888,830
Other	18,477,525
<hr/>	
Total General Fund Resources	\$74,264,883

The major source of revenue for the General Fund is the State Shared Gross Receipts Tax, which accounts for over half (54%) of the total revenues projected. Combined with the Local Gross Receipts Tax, 75% of the General Fund revenues are generated by these two sources.

# CITY OF SANTA FE GENERAL OPERATING FUND AVAILABLE SOURCES OF REVENUE

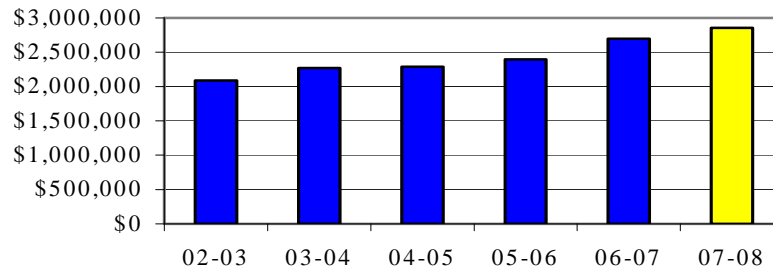
## Locally Imposed Taxes

Franchise Taxes - The city imposes a fee on the gross receipts of private utilities doing business within the city. The tax is usually imposed when the municipality contracts with utilities to provide gas, electric, telephone, or cable TV services for the use of city right-of-way.

### Analysis:

Listed below are the past five years of actual revenue with the percent of increase or decrease. Fluctuation in these revenues is largely due to climatic conditions and the resulting cost of energy. The increase for FY 0708 is due to an expected increase in the electric franchise fees.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	2,086,182	.01
2003/04	2,269,999	6.3
2004/05	2,285,967	.07
2005/06	2,392,331	4.7
2006/07	2,371,167	<1.0>
2007/08	2,855,000	1.2



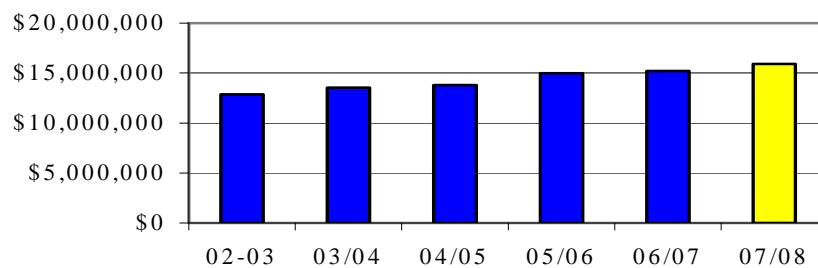
Municipal Gross Receipts Tax - Tax authorized pursuant to New Mexico State Statutes and implemented by local governments with tax collected from retailers on goods and services sold. The City of Santa Fe gross receipts increment for General Fund is .5%.

Analysis:

Listed below are the past five years of actual revenue collected in municipal gross receipt tax authorized for general municipal purposes and the amount budgeted for the current fiscal year.

For FY 2007/08, the revenue estimate projects a 2.2 % increase over the FY 2006/07 actual revenue of \$15,567,593. The FY 2007/08 estimate was based on a 3.87% increase over the FY 2006/07 budget estimate. Continued growth in GRT is being supported by construction activity, particularly major construction within the city.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	12,872,078	4.3
2003/04	13,522,585	5.1
2004/05	13,780,913	1.9
2005/06	14,978,224	8.7
2006/07	15,567,593	4.0
2007/08	15,898,528	2.2



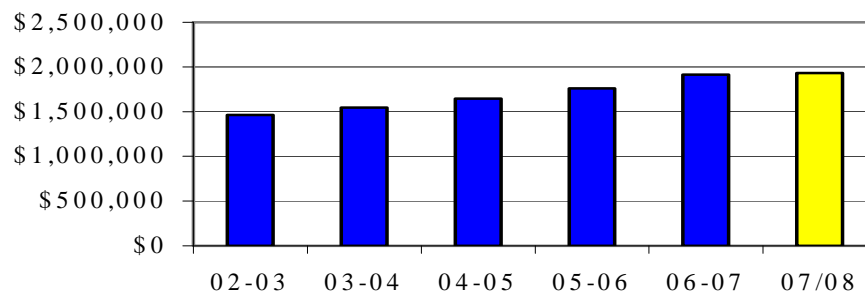


Property Taxes - Are levied and collected by the Santa Fe County Treasurer on behalf of the city. The county remits to the city, on a monthly basis, a percentage of the collections made during that period. The percentage is calculated by the county based upon the amounts collected, the mill levy and the proportion of city taxpayers to the county as a whole.

Listed below are the past five years of actual revenue and proposed estimate with the percent of increase or decrease. The revenue estimate for fiscal year 2005/06 is based on preliminary data provided by the State Department of Finance Administration - Local Government Division. It reflects growth in the property tax base.

During FY 2006/07, the City of Santa Fe added an increment to its property tax rate to provide revenue for public safety. This increased revenue is being placed in special revenue funds to support police and fire requirements and is not reflected in the data below. Growth in general fund revenue mirrors significant growth in assessed valuation resulting from new construction.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	1,462,019	5.3
2003/04	1,545,896	5.7
2004/05	1,646,328	6.5
2005/06	1,759,220	6.9
2006/07	1,913,638	8.8
2007/08	1,931,099	1.0

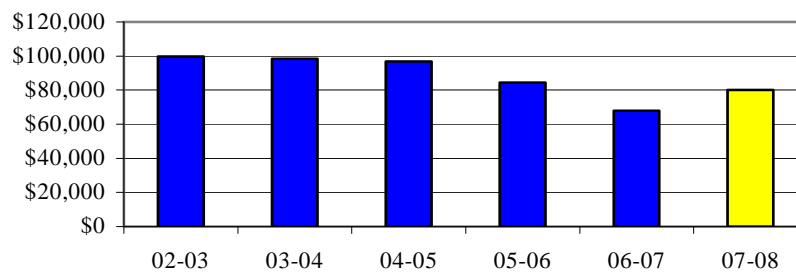


Cigarette Tax - The state of New Mexico collects tax on every pack of cigarettes and returns 2 cents per pack for general operating purposes to the city in which the cigarettes were purchased. An additional 1-cent per pack is returned and earmarked for recreation purposes and is budgeted in the Recreation Fund (2705).

Analysis:

For several years prior to FY 2005/06, cigarette tax receipts were stable at around \$100,000 per year. The significant decreases during FY 2005/06 and FY 2006/07 are significant and may reflect renewed impact of national anti-smoking campaign advertising.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	99,801	<0.1>
2003/04	98,374	<1.5>
2004/05	96,716	<1.7>
2005/06	84,456	<14.5>
2006/07	67,880	<19.6>
2007/08	80,000	17.9

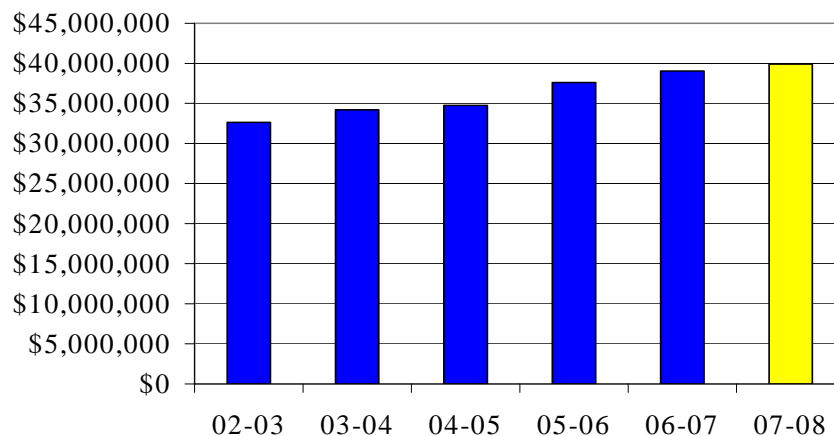


## State-Shared Taxes

Gross Receipts Tax - This is the major source of revenue for municipalities in New Mexico and makes up over 50% of the total general operating fund revenues for the city of Santa Fe. Statewide, a 5% gross receipt tax is imposed; however, a credit of up to one-half of 1% is allowed for local gross receipts taxes imposed by municipalities. An increment of 1.225% is then returned to the municipality in which the tax is collected.

For FY 2007/08, the revenue estimate is 2.2% greater than the FY 2006/07 actual revenue of \$39,035,621. The comments concerning the distributions of municipal gross receipts apply to the state-shared taxes as well.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	32,634,809	4.6
2003/04	34,184,746	4.7
2004/05	34,757,572	1.7
2005/06	37,597,228	8.2
2006/07	39,035,621	3.9
2007/08	39,888,830	2.2



The city's current gross receipts tax rate is 7.6250 cents per dollar. Out of the state's 5.000 cents, the state keeps 3.775 cents and distributes back to the city 1.225 cents plus a compensatory amount for the loss of GRT on food and medicine. A quarter-cent goes for funding of the bus system, quality of life projects and supplements general operations for revenue losses attributed to the one-eighth percent reductions made by the state; another quarter-cent goes to the county indigent fund to assist those who cannot afford health care; an eighth-percent funds general county operations; a one-sixteenth percent funds municipal solid waste improvements; another one-sixteenth percent funds improvements associated with the wastewater collection and treatment systems; a one-sixteenth percent funds the debt service payment for the acquisition of the railyard property and other general fund purposes, a one-sixteenth percent funds 15 additional police officers and related costs; and a one-sixteenth percent funds Chavez Center operations. The one-cent per dollar left is used to fund the city's capital improvements program and general city operations. The city has a .2500 increment for water capital projects. The county increment for county jail increased from .125 to .1875 effective Jan. 2006; the county increment for emergency medical services (EMS) became effective July 2007.

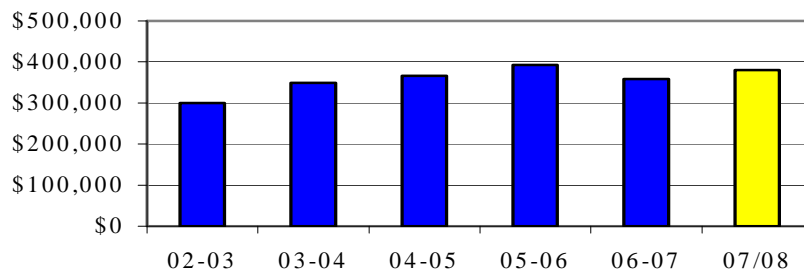
GROSS RECEIPTS TAX	
effective July 2007	
FOR EVERY \$1 IN SALES, 7.8750 CENTS IS COLLECTED IN GROSS RECEIPTS TAX	
DISTRIBUTED TO:	CENTS
The State (1.225 is returned to the city)	5.00
City Capital Improvement Plan	0.500
General City Operations	0.500
Water Projects	0.250
County County EMS/Medical	0.250
County Operations	0.4375
County Capital	0.250
County Jail	0.125
Mun. G.R.T. (Bus System, Quality of Life, Revenue Loss)	0.250
Mun. G.R.T. Environmental (WW)	0.0625
Mun. G.R.T. Infrastructure:	
Solid Waste	0.0625
Railyard	0.0625
Police	0.0625
Chavez Center	0.0625
<b>TOTAL</b>	<b>7.8750</b>

Automobile Licenses - The state of New Mexico collects fees for each motor vehicle registration and driver's license issued from a Motor Vehicle Department field office within each county. A percentage of these fees are then distributed to each city in proportion to the registration fees collected.

Analysis:

The amount of collections is budgeted to be greater than the FY 06/07 actual revenue of \$357,873. The past three fiscal years, receipts for automobile license had increased and were well over the budgeted amounts. This line item will be carefully reviewed during the fiscal year.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	299,457	<7.5>
2003/04	348,690	16.4
2004/05	366,113	5.0
2005/06	392,258	7.1
2006/07	357,873	<8.7>
2007/08	380,000	6.2



## Fees and Services

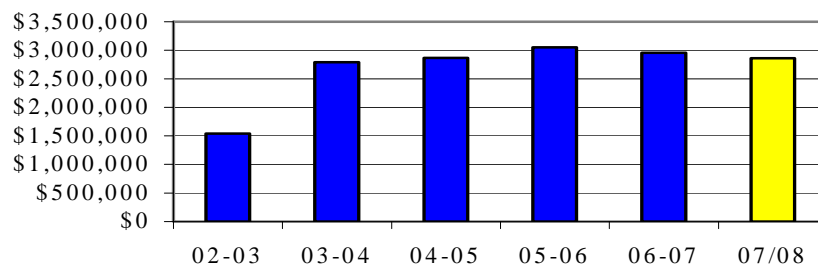
Planning Fees – Fees charged as authorized by the governing body to developers and citizens for services provided by the Planning and Land Use Department. The planning fee structure is reviewed and revised during the budget development process to be comparable to those charged by other New Mexico municipalities and to accurately reflect the cost of providing services.

### Analysis:

Listed below are the past five years of actual revenue in planning fees collected for general municipal purposes and the amount budgeted for the current fiscal year.

For FY 2007/08, the revenue estimate is 3.3% less than the FY 2006/07 actual revenue of \$2,954,660. The estimate was based upon analysis performed in early 2007. These revenues will be reviewed at midyear.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	1,541,063	12.6
2003/04	2,787,430	80.9
2004/05	2,868,229	2.9
2005/06	3,049,837	6.3
2006/07	2,954,660	<3.2>
2007/08	2,859,058	<3.3>

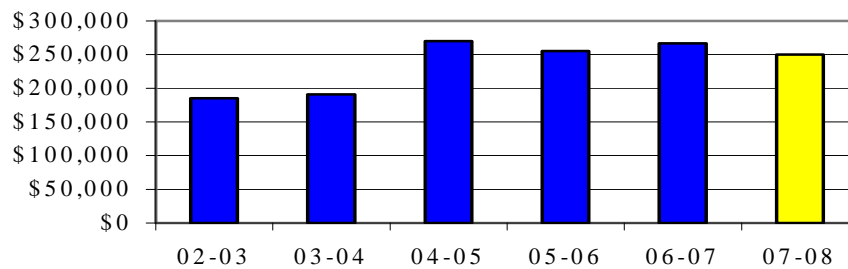


Business Registrations - Fee imposed on each place of business conducted in the city and not licensed pursuant to Section 3-38-1 NMSA 1978. The current business registration fee is \$35 and is payable on March 16th of each year and may not be prorated for any portion of the year.

Analysis:

Listed below are the past five years of actual revenue with the percent of increase or decrease. There was an increase in registration fees during FY 2006/07 over the actual revenue reported for FY 2005/06 reflecting more compliance with license requirements. The FY 2007/08 estimate will be reviewed at midyear.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	185,200	5.7
2003/04	190,604	2.9
2004/05	269,949	41.6
2005/06	255,535	<5.4>
2006/07	267,008	4.5
2007/08	250,000	<6.4>

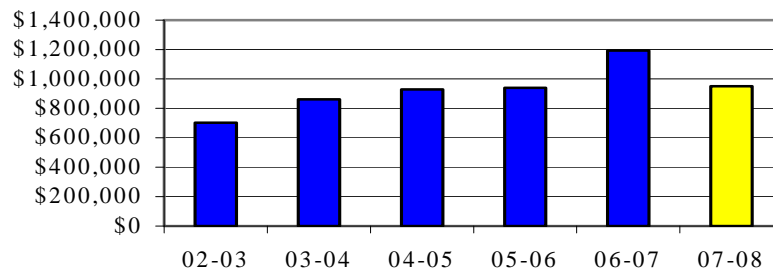


Ambulance Service - The city of Santa Fe Fire Department operates the Ambulance/Emergency Medical Services for the city. Fees for services are regulated by the New Mexico State Corporation Commission under a rate tariff. Basic services are billed at the rate of \$275 for the basic life or \$325 advanced life with additional fees for other services as provided. The Accounts Receivable Section is responsible for monthly billing and collection for services provided.

Analysis:

The city has aggressively pursued collection of ambulance billings through contact with clients, insurance companies and other benefit providers, as well as referring clients to assistance programs. Beginning in FY 2004/05, a collections contractor has improved collection of outstanding ambulance billings. The FY 06/07 ambulance service collection revenue is the greatest to date. The FY 2007/08 revenue estimate will be reviewed at midyear.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	701,273	5.4
2003/04	860,698	22.7
2004/05	929,130	8.0
2005/06	939,967	1.2
2006/07	1,194,088	12.7
2007/08	950,000	<20.5>





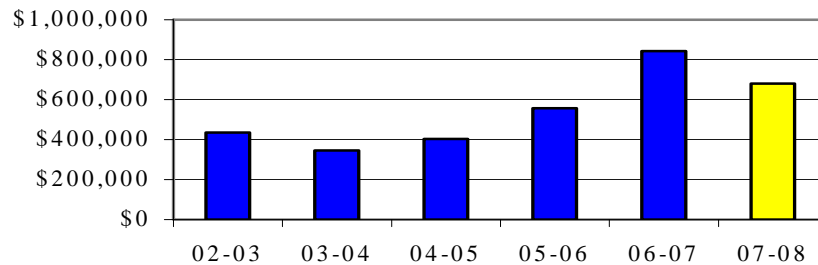
### Interest on Investments

Interest earnings are derived from the investment of temporarily-idle cash. Effective cash management coordinates revenue and expenditure forecasts in a pattern designed to minimize cash on hand.

#### Analysis:

The Federal Reserve steps to raise interest rates to manage the rate of economic expansion significantly increased interest earnings on city investments between FY 2004/05 and FY 2006/07. Signs of economic instability may cause the Federal Reserve to take action to lower yields and stabilize the economy, thereby reducing yields in FY 2007/08.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2002/03	435,552	<24.2>
2003/04	345,300	<20.7>
2004/05	403,876	17.0
2005/06	556,493	37.9
2006/07	843,723	51.7
2007/08	680,000	<19.4>



# NOTES

## BONDED DEBT & LOANS

Municipalities in New Mexico may issue general obligation bonds or revenue bonds to borrow funds to generate revenues for municipal improvements. They may also obtain loans through various sources to finance projects.

### 1. General Obligation Bonds

General obligation bonds pledge the full faith and credit of the municipality and are paid through assessment of property taxes. Property tax is based, as determined by the County Assessor, on an assessed valuation which is one-third of full market value. Both real and personal property are subject to taxation. The City of Santa Fe enjoys one of the lowest property tax rates in the state of New Mexico as illustrated in the following table:

#### TEN LARGEST CITIES IN NEW MEXICO

CITY	2006	2006	*TOTAL TAX RATES	
	ESTIMATED POPULATION	ASSESSED VALUATION	RESIDENTIAL	NON-RESIDENTIAL
Alamogordo	36,069	\$ 361,631,907	\$ 27.086	\$ 33.839
Albuquerque	504,949	9,858,168,778	37.263	43.620
Carlsbad	25,410	260,942,398	20.778	21.825
Clovis	33,258	329,082,351	24.966	24.966
Farmington	43,573	720,305,276	23.310	26.750
Hobbs	29,292	257,066,662	30.359	30.359
Las Cruces	86,268	1,434,476,271	26.985	32.413
Rio Rancho	71,607	1,250,165,273	29.257	32.394
Roswell	45,582	442,771,220	26.001	29.930
SANTA FE	72,056	2,934,789,572	17.690	26.442

\* Per \$1,000 of assessed valuation

Note: Population estimates from U.S. Census Bureau, released July 2006

All general obligation bond issues must be decided by referendum and approval of the voters. The city's current estimated general obligation allowable bond capacity is computed as follows:

Assessed Valuation (2006)	\$ 2,934,789,572
Debt Percentage	<u>.04</u>
Debt Limit	117,391,583
Less: Outstanding General Obligation Bonds	<u>-0-</u>
General Obligation Debt Capacity	\$ 117,391,583

General obligation bond issues related to water and sewer projects have an unlimited capacity.

The City of Santa Fe retired its last general obligation bond debt on July 1, 1989. The city has not issued general obligation bonds since 1980. This occurred because the city shifted its bonded indebtedness to gross receipts tax revenue bonds beginning in 1982; however, general obligation debt capacity remains a substantial untapped resource for future capital and infrastructure needs.

## 2. Revenue Bonds

Revenue bonds pledge specific recurring revenue sources of the municipality, most commonly the city's gross receipts tax. Revenue bond issues are enacted by action of the Governing Body and do not require voter approval.

## 3. Industrial Revenue Bonds

In addition to these resources, cities are also authorized to issue industrial revenue bonds. Industrial revenue bonds are tax exempt bonds issued by a municipality but do not pledge any city revenue or the full faith and credit of the municipality. All liability for repayment of these bonds is the exclusive responsibility of the private project applicant. In determining the desirability of an industrial revenue bond project, the city considers three elements:

- 1) Project land use, plan and design elements,
- 2) Community economic benefits, and
- 3) Project feasibility

The city has a number of these conduit bonds; however, they do not affect the financial resources or budget of the city.

## 4. Loans

The New Mexico Finance Authority (NMFA), created in 1992 with passage of the New Mexico Finance Authority Act (Chapter 6, Article 21, NMSA 1978), assists qualified governmental entities with affordable financing of capital equipment and infrastructure projects by providing low-cost funds and technical assistance.

Loans are also available from several Federal agencies.

## BOND ISSUES—ENTERPRISE FUND BONDS

1. Bonds Payable from Enterprise Funds
  - a. The \$49,790,000 Water Utility System/Capital Outlay Gross Receipts Tax Revenue Refunding Bonds dated September 1, 2006, Series 2006D, were issued to refund \$48,215,000 of the 1995A bonds and securing a reduction in debt service. The 2006D bonds refunded all but two years of the 1995A bonds. These remaining two years of the 1995A bonds will be paid from the water enterprise fund, as will the 2006D bonds.

- b. The \$15,315,000 Municipal Recreation Complex Net Revenue/Subordinate Lien Gross Receipts Revenue Refunding Bonds, Series 2005, were issued to advance refund, defease and redeem all of the outstanding MRC 1996C bonds on June 1, 2007, and all of the outstanding MRC 1998 bonds on December 1, 2008. This will allow the city to achieve a reduction in annual debt service requirements and provide for a pledge of Pledged Tax Revenues toward all obligations secured by Pledged Recreation Complex Revenues.

## GROSS RECEIPTS TAX REVENUE BONDS

- 1. Gross Receipts Tax Revenue Bonds
  - a. Gross Receipts Tax Refunding and Improvement Revenue Bond Issue dated October 15, 1997, Series 1997A, issue amount \$22,000,000 – This issue was to refund the city’s Gross Receipts Tax Refunding and Improvement Revenue Bonds, Series January 15, 1994, to secure a reduction in debt service.
  - b. Gross Receipts Tax (Subordinate Lien) Wastewater System Variable Rate Revenue Bond Issue dated December 11, 1997, Series 1997B, issue amount \$20,800,000 – This issue was to secure funds for improving the wastewater plant and the sewer line collection system.
  - c. Gross Receipts Tax Improvement Revenue Bonds dated November 30, 1999, Series 1999, issue amount \$18,500,000 – This issue was to secure funds for city capital improvement projects capital improvement projects relating to the City’s public utilities, public works, and parks and recreation services.
  - d. Gross Receipts Tax Improvement Revenue Bonds dated February 1, 2002, Series 2002, issue amount \$17,995,000 – This issue was for capital improvement projects relating to the City’s public utilities, public works, and parks and recreation services.
  - e. Gross Receipts Tax Improvement Revenue Bonds dated February 1, 2004, Series 2004A, issue amount \$18,660,000 and Series 2004B, issue amount, \$8,470,000 – These issues were to secure funds for city projects.
  - f. Gross Receipts Tax Improvement Revenue Bonds dated February 14, 2006, Series 2006A, issue amount \$17,710,000 – This issue was to secure funds for city capital improvement projects.
  - g. Gross Receipts Tax Refunding Revenue Bonds dated July 31, 2006, Series 2006B, issue amount \$15,160,000 – This issue was to refund the city’s Gross Receipts Tax Refunding Revenue Bond Issue dated September 15, 1996, Series 1996B, to secure a reduction in debt service.

- h. Subordinate Lien Gross Receipts Tax/Wastewater System Improvement Revenue Bonds dated September 29, 2006, Series 2006C, issue amount \$9,780,000 – This issue was to secure funds to repair and upgrade the wastewater system and treatment facility.

## LOANS

- 1. Housing and Urban Development
  - a. Section 108 Loan, dated June 30, 2004, in the amount of \$300,000.00, used to fund the activities of the Santa Fe Business Incubator.
- 2. New Mexico Finance Authority
  - a. Fire Loan, dated January 14, 2005, in the amount of \$1,166,667.00, for the purchase of two fire trucks and related equipment.
  - b. Railyard Phase I Loans (Taxable and Non-Taxable), dated September 24, 2004 in the amount of \$5,686,677.00, for development of the Railyard project.
  - c. Railyard Phase II Loans (Taxable and Non-Taxable), dated October 20, 2006, in the amount of \$8,534,458.00, for continuation of the Railyard project.
  - d. Parking Garage Loan, dated March 28, 2006, in the amount of \$14,986,587.00, to construct a parking garage as part of the Railyard project.
  - e. Convention Center Loan, dated March 28, 2006, in the amount of \$42,220,000.00, to construct a new convention center. This loan is being treated as a bond for accounting purposes due to the receipt of a premium with the loan proceeds. As such, it's principal and interest payments are included with bonded debt.

**CITY OF SANTA FE, NEW MEXICO  
SCHEDULE OF BONDED DEBT AND LOANS  
FISCAL YEAR 2007-08**

DESCRIPTION	DATE OF ISSUE	YEAR DUE	AMOUNT OF ISSUE	OUTSTANDING 6/30/07	PRINCIPAL PAYABLE 07/08	INTEREST PAYABLE 07/08	OUTSTANDING 6/30/08
<b>BONDS</b>							
<b><u>BONDS: Governmental Activities</u></b>							
GRT Rev Bonds 1997A	10/15/1997	2010	22,000,000	11,845,000	3,940,000	607,088	7,905,000
GRT Rev Bonds 1997B	12/11/1997	2022	20,800,000	18,600,000	600,000	930,000	18,000,000
GRT Rev Bonds 1999	11/30/1999	2012	18,500,000	15,700,000	450,000	885,298	15,250,000
GRT Rev Bonds 2002	02/01/2002	2015	17,995,000	15,500,000	100,000	808,050	15,400,000
GRT Rev Bonds 2004A	02/01/2004	2018	18,660,000	14,740,000	300,000	639,938	14,440,000
GRT Rev Bonds 2004B	09/28/2004	2010	8,470,000	4,400,000	1,420,000	139,838	2,980,000
GRT Rev Bonds 2006	02/14/2006	2020	17,710,000	17,505,000	1,000,000	828,600	16,505,000
GRT Rev Bonds 2006B	07/31/2006	2023	15,160,000	14,445,000	635,000	670,998	13,810,000
GRT/WW 2006C	09/29/2006	2021	9,780,000	9,390,000	495,000	440,300	8,895,000
NMFA - Convention Ctr. **	01/25/2006	2025	<u>42,220,000</u>	<u>42,220,000</u>	<u>285,000</u>	<u>1,968,800</u>	<u>41,935,000</u>
** Treated as a bond for accounting purposes due to premium.							
<b>Total Governmental Activities</b>			<b>191,295,000</b>	<b>164,345,000</b>	<b>9,225,000</b>	<b>7,918,908</b>	<b>155,120,000</b>
<b><u>BONDS: Business-Type Activities</u></b>							
Water Revenue-1995A	12/01/1995	2008	77,940,000	3,995,000	3,995,000	317,600	-
\$48,215,000 refunded 8/9/06							
Water Refunding 2006D	09/14/2006	2025	49,790,000	49,790,000	-	2,406,219	49,790,000
MRC 2005 Refunding	08/31/2005	2024	<u>15,315,000</u>	<u>13,845,000</u>	<u>705,000</u>	<u>579,328</u>	<u>13,140,000</u>
<b>Total Business-Type Activities</b>			<b>143,045,000</b>	<b>67,630,000</b>	<b>4,700,000</b>	<b>3,303,146</b>	<b>62,930,000</b>
<b>TOTAL ALL BONDS</b>			<b>334,340,000</b>	<b>231,975,000</b>	<b>13,925,000</b>	<b>11,222,054</b>	<b>218,050,000</b>
<b>LOANS:</b>							
<b><u>LOANS: Government Activities</u></b>							
NMFA - Fire Vehicle	01/14/2005	2013	1,166,667	895,087	141,698	19,374	753,389
NMFA - Parking Garage	03/28/2006	2025	14,986,587	14,986,587	-	601,274	14,986,587
HUD Section 108	08/01/2004	2024	<u>300,000</u>	<u>298,000</u>	<u>1,000</u>	<u>15,742</u>	<u>297,000</u>
<b>Total Loans: Government Activities</b>			<b>16,453,254</b>	<b>16,179,674</b>	<b>142,698</b>	<b>636,390</b>	<b>16,036,976</b>
<b><u>LOANS: Business-Type Activities</u></b>							
NMFA - Railyard I - Taxable	05/14/2004	2024	579,025	579,025	12,876	27,169	566,149
NMFA - Railyard I - Tax Ex.	05/14/2004	2024	5,107,652	5,107,652	128,027	181,141	4,979,625
NMFA -Railyard II - Taxable	09/11/2006	2025	892,227	-	-	50,766	892,227
NMFA -Railyard II - Tax Ex.	09/11/2006	2025	<u>7,642,231</u>	<u>-</u>	<u>-</u>	<u>302,423</u>	<u>7,642,231</u>
<b>Total Loans: Business-Type Activities</b>			<b>14,221,135</b>	<b>5,686,677</b>	<b>140,903</b>	<b>561,499</b>	<b>14,080,232</b>
<b>TOTAL ALL LOANS</b>			<b>30,674,389</b>	<b>21,866,351</b>	<b>283,601</b>	<b>1,197,889</b>	<b>30,117,208</b>

Annual principal and interest requirements for all outstanding bonded debt thorough maturity for the City of Santa Fe as of July 1, 2007, are as follows:

Year Ended 30-Jun	Governmental Activities *		Business-Type Activities		TOTAL
	Principal	Interest	Principal	Interest	
2008	9,225,000.00	7,918,907.50	4,700,000.00	3,305,146.26	25,149,053.76
2009	9,700,000.00	7,508,045.00	2,840,000.00	2,960,871.26	23,008,916.26
2010	9,815,000.00	7,085,695.00	2,955,000.00	2,845,683.76	22,701,378.76
2011-2015	50,415,000.00	27,963,185.00	16,100,000.00	12,235,331.30	106,713,516.30
2016-2020	46,960,000.00	15,292,745.00	20,420,000.00	8,049,171.30	90,721,916.30
2021-2025	16,150,000.00	7,077,700.00	20,615,000.00	2,885,206.30	46,727,906.30
2026-2030	9,700,000.00	4,367,387.50	0.00	0.00	14,067,387.50
2031-2035	12,380,000.00	1,821,862.50	0.00	0.00	14,201,862.50
Total	164,345,000.00	79,035,527.50	67,630,000.00	32,281,410.18	343,291,937.68

\* Includes the NMFA Convention Center Loan. It is being accounted for as a bond due to the premium associated with the loan.



# CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvements Program (CIP) is a multi-year program aimed at upgrading and expanding city facilities, buildings, grounds, streets, parks, roads, and sewers. The intent of the CIP is to serve as a guide in the provision of new facilities to meet the increasing demand for capital improvements throughout the city, as well as in the replacement of outmoded facilities.

For FY 2007/08, the City Council has appropriated \$32,248,632 to continue the city's emphasis of providing the basic capital needs for the community. This year's program is funded primarily by service charges (\$11,482,839); intergovernmental grants (\$6,798,958); gasoline taxes (\$1,248,000); and CIP fund balances, reallocations and interest income (\$12,718,835).

## CAPITAL IMPROVEMENTS PROGRAM PROCESS

The City of Santa Fe continually faces the fact that it always has a list of many worthy and valuable projects that far exceeds the funding available at any one time. A process has been set up to evaluate each program, its funding needs, potential funding sources and priority with respect to all other needs within the city.

A basis has been established with a 5-year Capital Improvements Program (CIP) listing, which assigns a preliminary schedule and provides a description of the project and its future operational costs of these projects. Additions to this program come from several sources. Departments may require new or expanded facilities. Members of the public may organize to advocate the funding of a particular project. City Councilors also may request the inclusion of a particular project.

These requests are submitted to the CIP Division which develops a preliminary plan and estimated costs. The CIP Division also may recommend projects as it evaluates and determines the condition of city facilities. Staff from this division may contract for an evaluation and master plan of facilities to determine what is needed for a project, particularly for current facilities that appear to need major improvements.

It has been determined that the city has the bonding capacity for approximately \$15-20 million every two years from its 1/2% municipal gross receipts tax allocated by the city to its CIP Program if gross receipts tax revenue shows an annual growth of at least 3%. Annually, approximately \$2.5-3.5 million is required for recurring maintenance or continuing phased projects, including street paving, general park and facility improvements, sidewalks, medians, water management, small drainage projects and tennis court improvements.

The balance of the available funding is allocated to projects by a committee appointed by the City Manager, usually composed of the CIP Director, Public Works Director and Finance Director. Criteria include the immediateness required of the project improvements based on health, safety, or state/federal mandates (landfills, wastewater plants, facilities with significant code violations), community and City Council priorities (pools, trails, parks), public protection and service projects (fire and police stations), or department needs (larger or updated facilities required). This recommendation is reviewed in sequence by the City Manager, Public Works and Land Use Committee and Finance Committee, with final review and approval by the City Council. The Committee meetings and the City Council meeting are public meetings. Other public hearings are held throughout the process.

While this provides the funding for most projects that the city undertakes, a variety of funding sources are examined, as shown in the following general funding policies.

a. Revenue producing projects should support themselves:

- Parking Garage
- Wastewater Plant Improvements
- Water System Improvements
- Golf Course (Municipal Recreation Complex)
- Regional Landfill

b. Other projects may have associated funding sources, though not directly produced revenue:

- Convention Center - Lodgers Tax
- Landfill Closure - 1/16% increment of municipal gross receipts tax
- Wastewater Plant Improvements – 1/16% increment of municipal gross receipts tax

c. Grants from state or federal may provide partial or full funding:

- Transit Facility Improvements
- Boys and Girls Club
- Senior Citizens Centers
- Streets and Highways

d. Impact fees may provide partial or full funding:

- Wastewater Plant Expansion
- Signalization
- Arterial Improvements

e. Assessments of properties directly benefiting from the project:

- Drainage Districts
- Paving Projects

Throughout the year as needs arise or projects exceed the budget allocated, funding may be allocated from the CIP Reallocation Fund, which is composed of project interest earnings and balances transferred in after project completion.

Once a project is funded, it is assigned to a project manager who will administer the Request for Proposal process to select an architect or engineer to design the project and prepare the construction bid documents. The project manager will make the recommendation of the bid award and monitor the completion of the project. Some smaller projects are designed in-house by city engineers. Depending on the nature of the project, public input is solicited for ideas on what amenities the project will include and how the impact of construction and use of the project will affect the neighborhood. The City Council has passed a resolution that members of the public participate in selection of an architect or engineer and the design process for those projects that have public impact.

In some cases if a project is delayed for various reasons or priorities change, the projects may be reprioritized, as necessary, by City Council action. If projects are not recommended for funding in a particular year, they are generally left on the list until they are ultimately funded or deleted due to a change in related conditions, needs or priorities.

## RELATIONSHIP BETWEEN OPERATING AND CAPITAL BUDGETS

As projects are approved, future operating costs are also reviewed if applicable, so the City Council is aware of the costs that will be associated with the project. These costs are incorporated into the annual budget and may include additional maintenance or operational staff, equipment and operating costs.

The City of Santa Fe prepares a separate capital budget from the operating budget. The initial project budget will generally include the design and construction costs, as well as the furnishings and equipment required to have a fully functioning facility. The ½% increment of gross receipts tax allocated for CIP project management and debt service may also provide operating start-up costs for a new facility. The annual operating budget provides for general municipal services including personal service costs, supplies and services and capital equipment. This becomes part of the annual budget approved by the governing body.

The Capital Improvements Program, as distinguished from the operating budget, is a financial plan for the expenditures of monies, which add to, support, or improve the physical infrastructure and capital assets of the city. Generally, a capital project has a "useful life" of more than one year and a significant value from \$100,000 upward.

The Capital Improvements Program budget can generally be thought of as the link between the longer-term capital improvement program and the operating budget. In approving new projects, the city attempts to strike a reasonable balance between maintaining basic services and incurring additional obligations prompted by new capital facilities. The most significant difference, of course, is the fact that the operating budget is recurring and a source of recurring funds must be determined.

## CAPITAL IMPROVEMENTS PROGRAM HIGHLIGHTS

### Government/Management

Funding for major improvements to the operations and maintenance complex; remodeling at City Hall and other city-owned facilities; and rewiring projects for city telephone and data networks.

### Public Safety

Funding for Fire Stations #3 & 8, and for improvements to the Police Administrative Complex.

### Public Works

Funding for various street and road improvements, including new construction, repaving and resurfacing; beautification of the city's major arterials and reconstruction projects as part of an on-going street and sidewalk maintenance program; water supply, treatment and distribution projects; various sewer and drainage projects; airport improvements; street light and signal light projects; and a city-wide traffic calming program to reduce the speed of traffic in the neighborhoods.

### Community Welfare

Funding for development of various trails and bike paths including the Santa Fe Rail Trail and River Trail; replacement of the Convention Center; design and construction of the La Familia Medical Center; renovations and improvements to several city parks; capital design/construction costs for various city-owned recreation facilities and neighborhood centers; and various small parks and recreation projects.

# City of Santa Fe

## Capital Projects - Sources of Funds

### Fiscal Year 2007/08

		<b>Totals</b>
<b><u>Local/State Taxes</u></b>		
Gasoline Tax	\$ <u>1,248,000</u>	\$ <u>1,248,000</u>
<b><u>Fees and Services</u></b>		
Water Service Charges	<u>11,482,839</u>	\$ <u>11,482,839</u>
<b><u>Intergovernmental Grants</u></b>		
U.S. Department of Transportation	1,151,381	
N.M. Agency on Aging	120,000	
N.M. Department of Finance		
& Administration	2,477,679	
N.M. Energy/Minerals/Natural Resources Dept.	238,364	
N.M. Highway & Transportation Department	1,058,784	
Santa Fe County	<u>1,752,750</u>	
		<u>6,798,958</u>
<b><u>Other Resources</u></b>		
Interest on Investments	245,000	
Capital Re-allocation/Fund		
Balance Carryover	<u>12,473,835</u>	
		<u>12,718,835</u>
<b>Grand Total</b>		<b>\$ <u><u>32,248,632</u></u></b>

**CITY OF SANTA FE**  
**CIP PROJECTS BY PROGRAM**  
**FISCAL YEAR 2007/08**

<b>PROGRAM</b>	<b>LOCAL/ST. TAXES</b>	<b>FEES &amp; SERVICES</b>	<b>ST./FED. GRANTS</b>	<b>OTHER RESOURCES</b>	<b>TOTAL</b>
<b>GOVERNMENT/MANAGEMENT</b>					
Municipal Facilities:					
Building Maint. Projects				43,643	43,643
City Hall Renovation				31,140	31,140
ITT Network Upgrades				1,187,241	1,187,241
Municipal Facilities				365,392	365,392
Operations & Maint. Complex				299,939	299,939
<b>TOTAL GOV'T/MGMT.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,927,355</b>	<b>1,927,355</b>
<b>PUBLIC SAFETY</b>					
Fire Station #3				15,886	15,886
Fire Station #8				40,396	40,396
Police Complex			1,549,750	394,701	1,944,451
<b>TOTAL PUBLIC SAFETY</b>	<b>-</b>	<b>-</b>	<b>1,549,750</b>	<b>450,983</b>	<b>2,000,733</b>
<b>PUBLIC WORKS</b>					
Airport:					
Runway Projects			585,835	983	586,818
Sewer & Drainage:					
Galisteo Drainage				146,352	146,352
Maes/Siler Drainage				9,913	9,913
Rufina Storm Sewer				260	260
SF River Channel Imprvmnts.				30,981	30,981
Small Drainage Projects			75,000	355,263	430,263
Water Projects:					
Large Meter Replacement		850,000			850,000
Misc. Water Projects		4,145,000			4,145,000
Water Line Extension		2,000,000			2,000,000
Water Meter Reading System		1,806,880			1,806,880
Watershed Clearing		130,959			130,959
Water Supply Projects		550,000			550,000
Water Treatment Plant Proj.		2,000,000			2,000,000

**CITY OF SANTA FE**  
**CIP PROJECTS BY PROGRAM**  
**FISCAL YEAR 2007/08**

<b>PROGRAM</b>	<b>LOCAL/ST. TAXES</b>	<b>FEES &amp; SERVICES</b>	<b>ST./FED. GRANTS</b>	<b>OTHER RESOURCES</b>	<b>TOTAL</b>
<b>PUBLIC WORKS</b> <i>(continued)</i>					
Streets, Highways & Sidewalks:					
Agua Fria Safety Project				42,363	42,363
Bridge Rehabilitation				544,504	544,504
Camino Alire Bridge			95,286		95,286
Camino de los Montoyas			50,000	31,559	81,559
Cerrillos Road Project			475,000	39,869	514,869
Citywide Traffic Calming				854,971	854,971
Gov. Miles Road Extension				100,507	100,507
Intersection Safety			90,546		90,546
Juan de Dios Road Imprvmt.			60,000	13,836	73,836
Old Pecos Trail Design			230,000	178,255	408,255
Paseo de la Conquistadora			135,000		135,000
Paseo de Vistas				3,609	3,609
Paved Street Rehabilitation	1,248,000		59,473	1,491,225	2,798,698
Recycled Asphalt Maint.				119,393	119,393
Richards Ave./Rodeo Rd.			382,671		382,671
Safety Misc. Projects				145,163	145,163
Signal Light Projects			1,648	93,516	95,164
Sign, Paint, & Signal Projects				209,912	209,912
Siler Road Extension			875,000	4,306	879,306
Small Sidewalks				275,665	275,665
Street Imprvmt. - Cold Milling				1,006	1,006
Street Lighting				268,900	268,900
Unpaved Street Rehabilitation				140,477	140,477
Other Projects:					
ADA Projects				792,463	792,463
Landfill Closure/Remediation				222,822	222,822
Railyard Development				171,126	171,126
Resource Conservation				146,000	146,000
<b>TOTAL PUBLIC WORKS</b>	<b>1,248,000</b>	<b>11,482,839</b>	<b>3,115,459</b>	<b>6,435,199</b>	<b>22,281,497</b>

**COMMUNITY WELFARE**

Park Facilities:					
Amelia White Park			30,000	103,749	133,749
Arroyo Chamiso Park/Trail			95,000	663,207	758,207
Camino Real River Connection			104,706	16,722	121,428
Cathedral Park			92,426		92,426
Dog Park				147,576	147,576

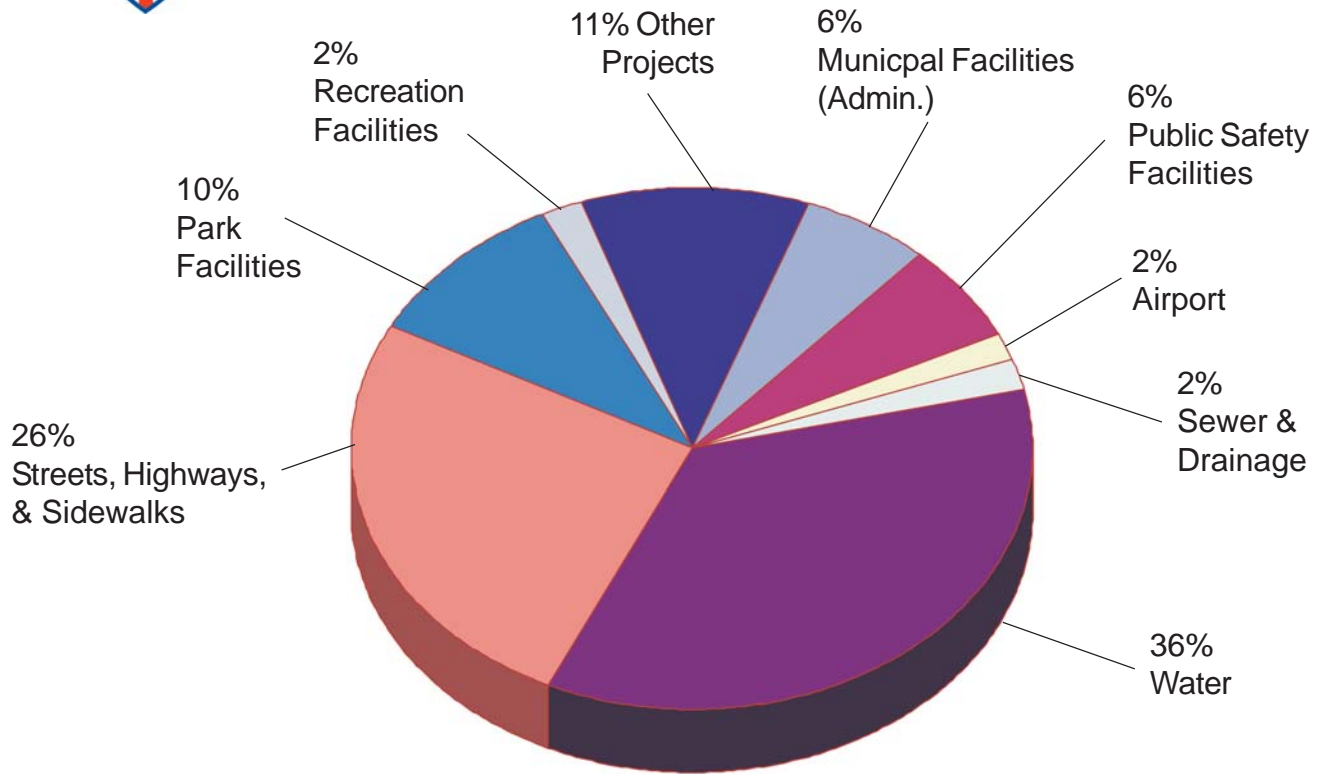
**CITY OF SANTA FE**  
**CIP PROJECTS BY PROGRAM**  
**FISCAL YEAR 2007/08**

<b>PROGRAM</b>	<b>LOCAL/ST. TAXES</b>	<b>FEES &amp; SERVICES</b>	<b>ST./FED. GRANTS</b>	<b>OTHER RESOURCES</b>	<b>TOTAL</b>
Park Facilities <i>(continued)</i>					
Franklin Miles Park				201,763	201,763
La Cieneguita Park				3,265	3,265
Neighborhood Park				79,920	79,920
Open Space Acquisition			39,726		39,726
Ortiz Park			20,000		20,000
Parks Dedication Fund				77,500	77,500
Parks Maintenance				231,122	231,122
Ragle Park Expansion			784		784
SF Rail Trail & River Trail			374,639		374,639
Small Parks				6,014	6,014
Tierra Contenta Park/Trail			25,000		25,000
Torreon Park			30,000		30,000
Trails/Bike Paths			1,975	692,444	694,419
Turf Rehabilitation				213,599	213,599
Recreation Facilities:					
Fort Marcy Renovation				45,500	45,500
Municipal Recreation Complex			288,164		288,164
Sports Facilities				316,955	316,955
Other Projects:					
Affordable Housing Infrastructure				71,661	71,661
Art for CIP Projects			6,000	518,446	524,446
Convention Center Project				280,893	280,893
Downtown Master Plan				13,000	13,000
El Museo Cultural			2,677		2,677
La Familia Medical Center			694,500		694,500
Main Library			75,000		75,000
Parks & Recreation Misc.			68,067	15,962	84,029
Plaza Improvements				133,736	133,736
SF Boys and Girls Club			58,111		58,111
SF Youth Consortium			6,974		6,974
Senior Center Renov./Imprvmt.			120,000	72,264	192,264
<b>TOTAL COMM. WELFARE</b>	<b>-</b>	<b>-</b>	<b>2,133,749</b>	<b>3,905,298</b>	<b>6,039,047</b>
<b>GRAND TOTAL</b>	<b>\$ 1,248,000</b>	<b>\$ 11,482,839</b>	<b>\$ 6,798,958</b>	<b>\$ 12,718,835</b>	<b>\$ 32,248,632</b>



# CIP

## Fiscal Year 2007-2008



Municipal Facilities (Admin.)	\$1,927,355
Public Safety Facilities	2,000,733
Airport	586,818
Sewer and Drainage	617,769
Water	11,482,839
Streets, Highways & Sidewalks	8,261,660
Park Facilities	3,251,137
Recreation Facilities	650,619
Other Projects	3,469,702
<b>TOTAL</b>	<b>\$32,248,632</b>



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## ADMINISTRATIVE SERVICES DEPARTMENT

The mission of the Administrative Services Department is to serve the city organization in the areas of building, fleet and heavy equipment maintenance; risk management and employee safety; and information technology and telecommunications services. Services are provided with the goal of enhancing the efficiency and cost-effectiveness of all city operations.

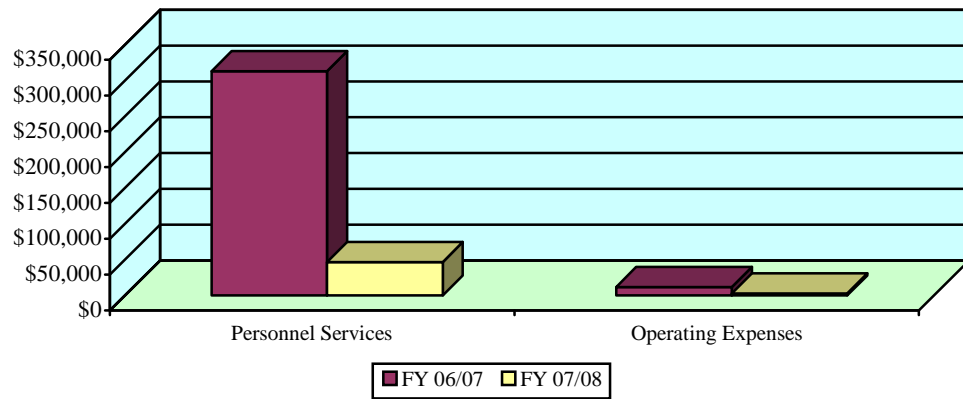
<b>Administration</b>	<b>Appropriation: \$ 49,488</b>
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The Administration Division oversees the diverse array of functions within the Administrative Services Department, including Building & Fleet Maintenance, Risk Management, and Information Technology & Telecommunications.

For FY 2007/08, the Administration Division was scaled down in preparation for its elimination and the transfer of its funding and staff to other city divisions, as part of a reorganization of staff functions. Changes implemented as a result of this reorganization include the elimination of the Administrative Services Director position and the transfer of oversight authority for the Administrative Services Department to the Deputy City Manager; the transfer of two Graphic Artist positions to the City Clerk's Office (along with the Graphics Section); a reclassification/transfer of the Office Manager position to an Administrative Supervisor in the Parks, Trails & Watershed Division; and a reclassification/transfer of the Special Projects Administrator position to a Multimedia Production Manager in the City Manager's Office. It is anticipated that this process will be completed, and the Administration Division subsequently eliminated, by the beginning of FY 2008/09.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Administrative Services Director	1 – EX	0 – EX
Graphic Artist	2 – CLFT	0 – CLFT
Office Manager	<u>1</u> – EX	<u>0</u> – EX
<b>TOTAL:</b>	4	0

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 313,094	\$ 46,688
Operating Expenses	<u>11,731</u>	<u>2,800</u>
TOTAL:	\$ 324,825	\$ 49,488

The mission of the Building & Fleet Maintenance Division is to provide safe, clean and well-maintained buildings, facilities, and fleet vehicles, and to ensure proper accessibility of all City of Santa Fe facilities in accordance with the Americans with Disabilities Act (ADA). The Division pursues these goals by caring for the comfort of employees and visitors, while preserving older facilities and historic resources through responsible stewardship.

The Building & Fleet Maintenance Division is comprised of the following sections:

- The Administration Section is responsible for building needs planning; consultation and project coordination with other city departments; operations and maintenance schedules and assignments; special projects; building complaints; code compliance; and various administrative functions of the division.
- The Mechanical Operations & Maintenance Section is responsible for the maintenance and repair of building electrical, mechanical, plumbing and HVAC (Heating, Ventilation & Air Conditioning) systems; security lighting; equipment and machinery repair; and building water conservation management.
- The Structural Operations & Maintenance Section is responsible for minor construction and renovation (not requiring a permit); office and building painting; repair and maintenance of furniture; construction and repair of doors, windows and shelving; minor roof repair; carpet repair; and building entrance snow removal.
- The Custodial Facilities Services Section is responsible for custodial services for city buildings, including sweeping; carpet vacuuming/shampooing; mopping; washing windows; dusting; cleaning and stocking restrooms; polishing metal fixtures; and maintaining tile floors.
- The ADA Coordinator/Liaison is responsible for the coordination of ADA projects; reviewing plans and ensuring compliance with accessibility guidelines on city projects in conjunction with the Mayor's Committee on Disabilities; investigating complaints; and acting as an advocate for the needs of the disabled within the community.
- The Fleet Maintenance Section is responsible for fleet repairs and maintenance for city automobiles, light- and heavy-duty trucks, and specialized equipment. The section works with auto parts suppliers to ensure that quality parts equivalent to original factory standards are used, and coordinates with city departments to ensure that vehicle purchases are made commensurate with department needs. Fleet Maintenance emphasizes the importance of preventive vehicle/equipment maintenance and its resulting benefits for city users.

2006/07 Operational Highlights:

- Conducted a Needs Assessment and Master Plan for city facilities.
- Re-carpeted the hallways in City Hall, replaced the HVAC unit at the Airport control tower, and replaced the lift station at the Main Library.
- Coordinated with the Purchasing section on the conversion of the city's fleet to bio-fuels.

- Reduced the number of work orders by 10% through improved preventative maintenance procedures.
- Installed 75 curb ramps throughout the city to ensure ADA compliance; acquired ADA-compliant equipment for the Genoveva Chavez Community Center, including an adult changing table and an submersible wheelchair; and completed a settlement agreement with the US Department of Justice on ADA accessibility violations.
- Successfully abated pigeon waste on the Bicentennial Pool roof.
- Implemented the “How’s My Driving” bumper sticker program for city vehicles.
- Installed new electrical service for the uninterruptible power supply system in the ITT server room, and a new power supply metering system for City Hall energy usage tracking.

#### 2007/08 Goals and Objectives:

- Replace the windows at City Hall to maximize energy efficiency.
- Stabilize the old power plant at the Water Division facility.
- Initiate a citywide energy conservation program and conduct energy audits at all city facilities.
- Improve preventive maintenance in order to decrease equipment failures and down time.
- Continue to ensure and maintain compliance with federally-mandated ADA standards for city facilities, and to work with the Mayor’s Committee on Disabilities to improve accessibility citywide.
- Coordinate with Purchasing in order to develop and expand the fleet alternative fuels program.

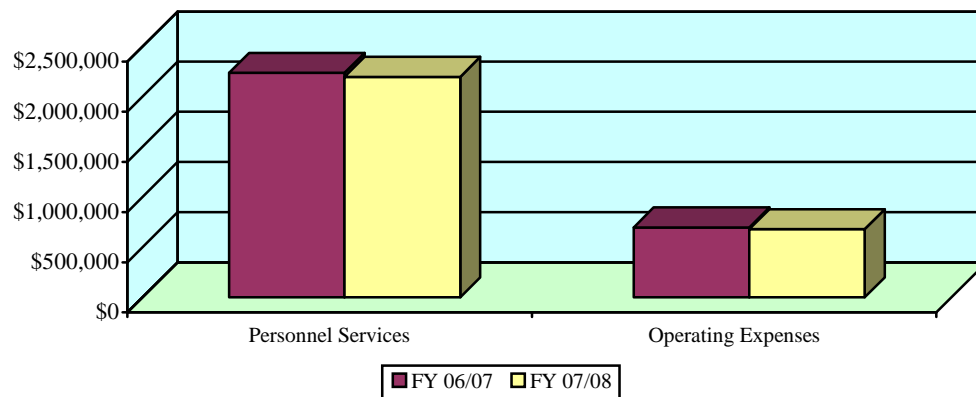
#### Budget Commentary:

The FY 2007/08 General Fund operating budget of \$2,877,952 for Building & Fleet Maintenance provides funding for 42 staff members, fleet and general liability insurance coverage (\$99,046), and various operating expenses relating to the maintenance and upkeep of all city facilities. Major items include utility costs for various city facilities in the amount of \$264,835, and cleaning and other operating supplies, vehicle fuel and parts, and uniforms for division activities totaling \$124,620.

Several staffing changes were recently made to the Building & Fleet Maintenance Division as part of a realignment of staff duties and funding. For FY 2007/08, two Custodian positions were moved to the Library Division in order to provide building maintenance services for the Southside Library, while the ADA Coordinator position was transferred to the Engineering Division of the Public Works Department. In addition, a Database Specialist and a Mechanical Structure Specialist were reclassified to an Administrative Assistant and a Custodian Lead Worker for FY 2007/08.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Property Control Division Director	1 – CLFT	1 – CLFT
Property Control Operations Manager	0.5 – CLFT	0 – CLFT
ADA Coordinator	1 – TCF	0 – TCF
Administrative Assistant	2 – CLFT	2 – CLFT
Auto Mechanic	3 – CLFT	3 – CLFT
Clerk Typist	1 – CLFT	1 – CLFT
Custodian	20 – CLFT	18 – CLFT
Custodian Lead Worker	2 – CLFT	2 – CLFT
Custodian Supervisor	1 – CLFT	1 – CLFT
Equipment Service Worker	2 – CLFT	2 – CLFT
Fleet Section Manager	1 – CLFT	1 – CLFT
Heavy Equipment Mechanic	1 – CLFT	1 – CLFT
Mechanical Structural Supervisor	1 – CLFT	1 – CLFT
Mechanical Structure Specialist	9 – CLFT	8 – CLFT
Mechanic Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	46.5	42

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 2,238,683	\$ 2,198,841
Operating Expenses	<u>696,143</u>	<u>679,111</u>
TOTAL:	\$ 2,934,826	\$ 2,877,952

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## Information Technology & Telecommunications Appropriation: \$ 4,042,306

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The purpose of the Information Technology and Telecommunications Division is to provide information services to all city departments. The Division analyzes the internal needs for information within the city government structure, and plans and directs automation efforts to fulfill these needs. The department is responsible for all of the city's centralized software, voice, data, radio, video, GIS and Internet services and associated hardware.

The Information Technology and Telecommunications (ITT) Division is a key service organization for city government, responding to city department needs in the areas of software applications, data processing, Geographic Information Systems (GIS), telephone, fax, radio and data communications. It is the mission of the ITT Division to aid other departments in identifying and developing opportunities for streamlining and enhancing their service delivery process through the use of advanced technology.

The ITT Director provides strategic planning, direction and leadership to the Network Operations, Systems and Programming, and GIS divisions. Network Operations is responsible for the city's computer hardware and software (except the IBM AS/400 mainframe system), computer networking equipment, telephone system equipment, and the mobile radio system. Systems and Programming supports central management of software applications on the city's IBM ISeries/AS400 mainframe system. The division also designs, plans and implements improvements to the City of Santa Fe's website in order to achieve better and more efficient service delivery in all city operations, as well as providing more useful and up-to-date information to citizens and the general public through the site. GIS is responsible for the development and distribution of a citywide mapping, analysis, and archival system to assist in planning for new facilities and infrastructure, as well as to provide an extensive, detailed inventory map of existing systems and infrastructure to facilitate maintenance, repairs and improvements for these and other city-owned facilities.

### 2006/07 Operational Highlights:

- Designed and implemented several improvements for the Geographic Information Systems (GIS) Section, including completion of roofline data collection for GIS map overlays; conversion of archaic GIS data and maps to ArcGIS desktop files; upgrades to all GIS workstations, software and printing equipment; and completion of the Digital Aerial Orthophotography Project, which updated the GIS land database to enable production of infrared imagery suitable for wildland hazard and risk assessment and classification of impervious surface areas for stormwater management.
- Increased Internet bandwidth from 3 Mbps to 6 Mbps, and replaced and upgraded network equipment and cable infrastructure for the City Hall local area network.
- Upgraded telephone systems for 30 City of Santa Fe offices (including City Hall), and integrated the City's voicemail and e-mail systems through implementation of the Modular Messaging System.
- Installed call center hardware and software for Utility Customer Service and the Transit Dispatch Center.
- Redesigned utility bills to include a 3-D water consumption graph, and implemented an online electronic payment system for utility billing.
- Implemented a system to allow for automated transmission of employee retirement information to the New Mexico Public Employees Retirement Association (PERA).



- Redesigned and updated the Zoning Atlas with 2005 imagery.
- Replaced or upgraded 10 network servers; installed approximately 120 personal computers and associated equipment, including approximately 100 peripheral devices; and completed approximately 3,500 network service calls and 750 radio system service calls.

#### 2007/08 Goals and Objectives:

- Upgrade audio/visual equipment and install wireless internet access (WiFi) in the City Council Chambers.
- Install 25 mobile data terminals in Police vehicles in preparation for implementation of the statewide TRACS traffic records project.
- Redesign the City's website and provide departments with content management capabilities.
- Install necessary computer systems, including hardware and software, for the new Southside Library.
- Implement the Looking Glass System for the Police and Land Use Departments, and install a graphical user interface for Land Use applications.
- Upgrade backup power capacity in the City Hall server room, and install a storage attached network (SAN) to improve data management capabilities.
- Complete the necessary preparations to form and develop the ITT Steering Committee.

#### Budget Commentary:

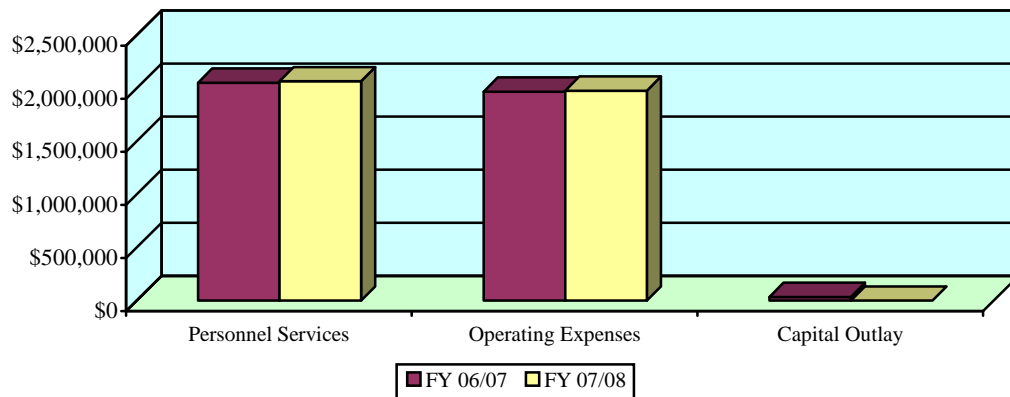
The FY 2007/08 ITT operating budget is supported by a General Fund appropriation of \$3,479,711, with an additional appropriation of \$562,595 from the ½% GRT Income Fund (3102). The budget provides funding for salaries and benefits for 29 staff members, operating expenses, and equipment necessary for department operations. The largest single budgeted expense is for rental of equipment and machinery needed for projects that do not justify the permanent purchase of equipment; this category is budgeted at \$561,560 for FY 2007/08. Another significant item is communications charges, wherein \$550,000 is budgeted in FY 2007/08 for mobile phones and voice/data circuits. Repair and maintenance of equipment also accounts for a significant share of the division's anticipated expenses, and is budgeted at \$359,000 for 2007/08.

In FY 2006/07, several staffing changes were made to the ITT Division as part of a realignment of staff duties and funding. In this process, an Administrative Assistant and a Network Technician position were deleted from the ITT budget, while a Network Administrator and a Project Specialist were added to the budget.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
ITT Division Director	1 – CLFT	1 – CLFT
Application Software Specialist	6 – CLFT	6 – CLFT
GIS Analyst	1 – CLFT	1 – CLFT
GIS Analyst	1 – TCF	1 – TCF

GIS Manager	1 – CLFT	1 – CLFT
GIS Project Coordinator	1 – TCF	1 – TCF
Network Administrator	3 – CLFT	3 – CLFT
Network Operations Administrator	1 – CLFT	1 – CLFT
Network Operations Manager	2 – CLFT	2 – CLFT
Network Specialist	2 – CLFT	2 – CLFT
Planner Technician Senior	1 – CLFT	1 – CLFT
Project Leader	2 – CLFT	2 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Radio Maintenance Technician	2 – CLFT	2 – CLFT
Systems & Programming Manager	1 – CLFT	1 – CLFT
Telecommunications Specialist	1 – CLFT	1 – CLFT
WAN/LAN Supervisor	1 – CLFT	1 – CLFT
Web Developer	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	29	29

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 2,052,499	\$ 2,065,110
Operating Expenses	1,968,412	1,977,196
Capital Outlay	<u>35,248</u>	<u>0</u>
TOTAL:	\$ 4,056,159	\$ 4,042,306

The mission of the Risk Management Division is to provide programs of loss prevention and loss management by planning for contingencies, providing prudent insurance coverage, reviewing loss experience, and advising management on opportunities for safety improvement. This office also reduces the risk of illness or injury to all employees by developing, implementing and improving programs that provide training, technical guidance and support while ensuring adherence to federal and state regulations. The aim of the Risk Management Division is to empower city employees through training and program involvement in order to protect themselves and the public from harm.

2006/07 Operational Highlights:

- Comprehensively revised the city's vehicle policy in order to achieve overall cost savings in the use of city vehicles, minimizing liability exposure and establishing greater departmental accountability in vehicle use.
- Implemented a Hepatitis-B vaccination program and revised the City of Santa Fe Safety Manual to comply with Occupational Health and Safety Administration (OSHA) requirements and ensure the health and safety of employees.
- Trained and certified 95% of city managers and supervisors in the Reasonable Suspicion Drug and Alcohol Testing Program.
- Focused Safety Office staff resources on a particular line division with an emphasis on job safety analysis for various positions; safety meetings/training; thorough accident investigation; and revised operating procedures, resulting in a 47% decrease in employee injuries, a 24% reduction in general liability claims and a 50% decrease in monetary damages.
- Reduced workers' compensation claims by 20% between June and December of 2006, due in large part to enhanced training efforts and assistance by Safety staff throughout the city organization.
- Provided training/certification for: 120 employees in first aid/CPR; 250 employees in the National Safety Council's Defensive Driving Course; 100 supervisors in the supervisor's accident investigation course; 100 employees in the blood borne pathogens course; 25 employees in the ergonomics course; 75 employees in fall prevention; 60 employees in the Lockout/Tagout program; 30 employees in the flagger/workzone safety course; and 90 employees in the drug and alcohol course.

2007/08 Goals and Objectives:

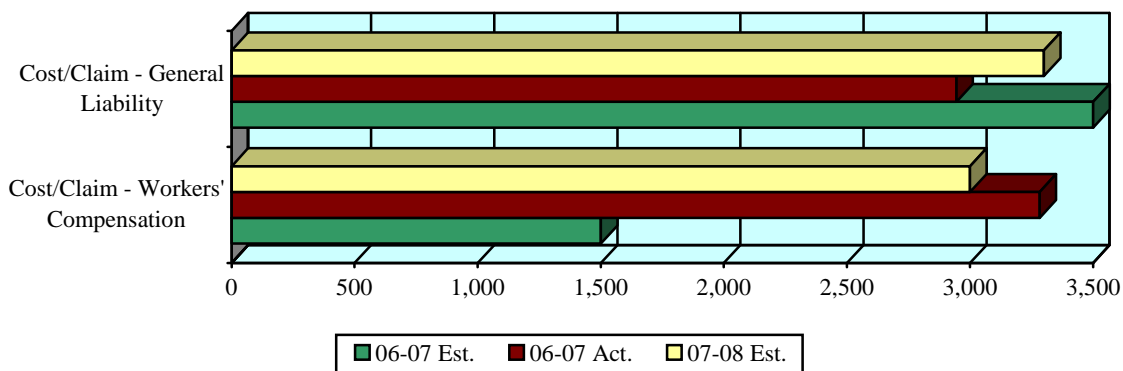
- Ensure that management staff at all levels are aware of proper accident investigation procedures, and are consciously and proactively training employees on safety in the workplace through "train the trainer" programs and staff follow-up.
- Establish the initial phase of an Automated Electronic Defibrillator Program within city recreational facilities and senior centers.
- Identify trends and patterns of losses, and work closely with departments and divisions to minimize risk city-wide.

- Develop a facility an equipment inspection program to improve efficiency and training, and implement a building emergency evacuation plan to ensure the safety of employees and the public.
- Revise workers' compensation policies and procedures in order to reduce lost staff time, increase productivity, and reduce claims costs.
- Implement a revised Safety Manual and safety program through top management to reach all employees as a way of promoting a culture of workplace safety in the city organization.
- Work with the Human Resources Department to implement pre-employment screening, including criminal/motor vehicle record checks, and a pre-employment Hepatitis-B vaccination program for applicable positions.

#### Budget Commentary:

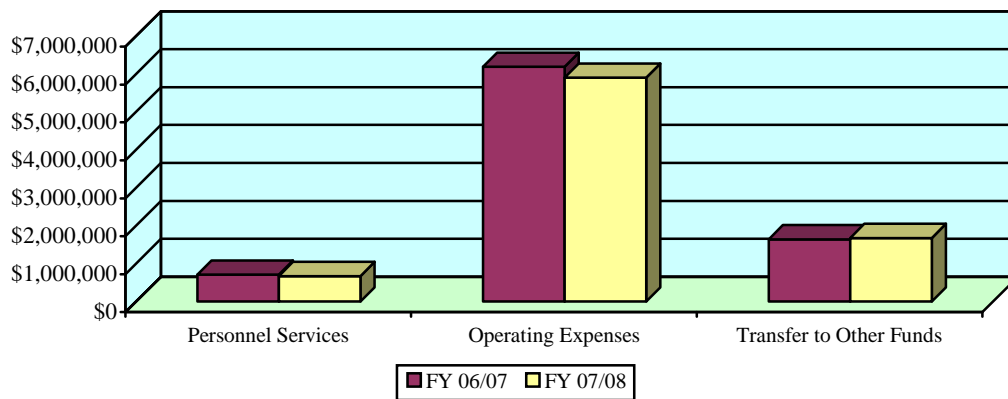
The FY 2007/08 Risk Management operating budget is supported by appropriations of \$5,038,600 from the Risk/Safety Administration Fund (6101), \$1,839,000 from the Insurance Claims Fund (6104), and \$1,370,300 from the Workers' Compensation Fund (6109). The operating budget includes funding for eight staff members and associated benefits. The majority of the FY 2007/08 budget for Risk Management is appropriated for various types of insurance coverage, budgeted at \$5,459,685 (66% of the total budget). Also included are various contracted services for third-party claims administration, legal contingencies, and actuarial fees.

<u>Standard Program Measurements:</u>		<u>06/07</u> <u>EST.</u>	<u>06/07</u> <u>ACTUAL</u>	<u>07/08</u> <u>EST.</u>
1.	Number of claims – general liability	250	249	250
2.	Cost per claim – general liability	\$3,500	\$2,945	\$3,300
3.	Number of claims – workers' compensation	200	216	200
4.	Cost per claim – workers' compensation	\$1,500	\$3,283	\$3,000
5.	Drug/alcohol tests conducted	300	310	350
6.	Number of employees given OSHA-mandated training	450	685	750



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Risk Management Division Director	1 – CLFT	1 – CLFT
Claims Administrator	1 – CLFT	1 – CLFT
Contract Administrator	1 – CLFT	1 – CLFT
Human Resources Technician	1 – CLFT	1 – CLFT
Risk & Safety Administrative Coordinator	1 – CLFT	1 – CLFT
Safety Manager	1 – CLFT	1 – CLFT
Safety Specialist	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	8	8

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 707,092	\$ 672,301
Operating Expenses	6,192,032	5,900,599
Transfer to Other Funds	<u>1,640,298</u>	<u>1,675,000</u>
TOTAL:	\$ 8,539,422	\$ 8,247,900

# NOTES

## CIVIC CENTER & VISITORS BUREAU

The mission of the Civic Center & Visitors Bureau is to positively impact economic development in the City of Santa Fe through the promotion and marketing of the city and region as a world-class travel destination for meetings, events and leisure. As part of this mission, the Bureau oversees the operation of the city's Civic Convention Center, which provides a setting to host events important to our community and its citizens, and serves as an economic engine for the city.

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**Civic Center & Visitors Bureau**

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**Appropriation: \$ 7,755,998**

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Tourism is the second-largest industry in Santa Fe, and the Civic Center & Visitors Bureau (CVB) is the city organization responsible for attracting visitors to the city. The average number of visitors to Santa Fe is 1.6 million annually; these visitors generate approximately \$8.7 million in lodgers tax each year and provide a significant contribution to gross receipts tax revenues as well. Tourism also creates many jobs in the city, thereby stimulating the local and regional economy.

Civic Center & Visitors Bureau staff work closely with local hotels and other tourism-related businesses to promote Santa Fe as a culturally and historically significant visitor and conference destination. Through advertising and promotional efforts, CVB generates visitor interest in Santa Fe and fulfills all visitor inquiries. The Bureau also coordinates with the local tourism industry to promote Santa Fe through advertising, direct mail, sales blitzes, familiarization tours and trade shows, in accordance with the CVB marketing plan.

The Civic Center & Visitors Bureau is also charged with the operation and maintenance of the city's Civic Convention Center, which is currently under construction and scheduled to open in the summer of 2008. This new facility will further enhance the Bureau's efforts to attract visitors to the city, improve lodgers tax and gross receipts tax revenue performance, and stimulate economic development throughout the community.

For FY 2007/08, the Economic Development Department was combined with the Office of Affordable Housing into the new Housing & Community Development Department. As part of this reorganization, the Convention & Visitors Bureau was changed to a city department entitled the Civic Center & Visitors Bureau.

### 2006/07 Operational Highlights:

- Confirmed a total of 23,449 group hotel room nights in Santa Fe.
- Implemented an extensive direct sales program which led to Civic Convention Center bookings through May 2012.
- Completed a comprehensive visitors' profile and market segmentation analysis to provide benchmarks for evaluating the success of future efforts.
- Initiated construction of the new Civic Convention Center with a scheduled completion date of summer 2008.
- Launched a newly-designed visitor website and search engine optimization program.

### 2007/08 Goals and Objectives:

- Increase occupancy in lodging properties from 64.1% (annually) to 65% in 2008 and 67% in 2009, equating to a lodging demand increase to 1,258,581 room nights in 2008 and 1,284,332 room nights in 2009.
- Attract business to the Santa Fe Civic Convention Center for 219 days in 2008 (60% occupancy) and 256 days in 2009 (70% occupancy), with a long-term goal of 80% occupancy for the Convention Center.
- Increase the return on city funding invested in the CVB from 200:1 to 240:1.
- Invest promotional funding effectively to drive overnight visitation to Santa Fe from both the leisure market and the convention/meetings market segments, and to extend visitor stays as a means of maximizing travel spending and its impact on the economy.
- Coordinate with other city departments/organizations and state, regional and local marketing partners to extend the reach of the CVB's marketing efforts and to ensure that Santa Fe maintains and enhances its share of the travel/tourism market.
- Maximize usage of and revenue from the Civic Convention Center while increasing the associated leads provided to other meeting and event venues.
- Maintain Santa Fe as a top destination among the film, media, and travel professional industries.

### Budget Commentary:

The FY 2007/08 operating budget for the Civic Center & Visitors Bureau is supported by the Marketing Lodgers Tax Fund (2115) in the amount of \$2,695,926. This provides funding for the salaries and benefits of 16 staff members, an advertising budget of \$800,327 that is used for promotion purposes, and miscellaneous contracted promotional services (including website development and public relations) totaling \$433,550.

The primary resource used by the Bureau to support its activities is the Lodgers Tax, which derives its revenue from the collection of an occupancy tax imposed on lodging within the municipality. Total Lodgers Tax collections for FY 2007/08 are projected at \$8,560,015. All funds are deposited into the Lodgers Tax Fund (2114) and distributed to support various citywide activities. The Lodgers Tax is restricted as to use, and may only be expended for advertising, publicizing and promoting tourist facilities and attractions, the cost of safety and sanitation services, for special events, administrative costs, constructing and operating convention halls and similar facilities, and for payment of principal and interest on revenue bonds issued for construction or acquisition of these facilities. However, in July 1996, the State Legislature approved legislation to provide more flexibility in use of the tax. The city of Santa Fe has imposed an increment at 5% of the authorized tax for utilization as follows:

3% - For advertising, publicizing and promoting the city of Santa Fe, including Sweeney Convention Center and tourist facilities and attractions, and for operating and improving the convention center. Of the 3%, at least one-half must be expended on advertising and promotion.

1% - This increment, imposed effective July 1987, is dedicated to the promotion and advertising of non-profit performing arts and attractions that promote tourism and enrich the entire community. By state law, of the 1%, at least one-fourth must be expended on advertising and promotion.



1% - This increment, imposed effective May 1999, is dedicated for the new convention center (or major improvements to the former convention center). Although at least one-fourth must be expended on advertising and promotion for the two 1% increments combined, all of the first 1% increment is expended for those purposes so the city continues to meet or exceed the state requirement.

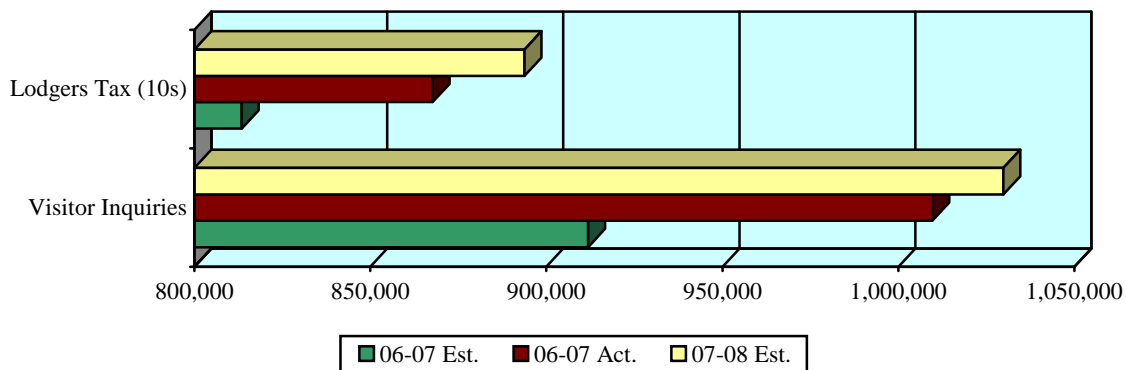
2% - These increments (one imposed effective February 2004 and one imposed effective July 2004) are dedicated for a new convention center and adjoining parking facility. It is technically a convention center fee, however, it is administered similar to a lodgers' tax increment. A bond issue has been approved for the project using these funds for debt service; however, any remaining funds may be used for operations and/or a capital reserve fund.

The City of Santa Fe is currently constructing a new Civic Convention Center, which is scheduled for completion in the summer of 2008. For FY 2007/08, Convention Center operations will continue to be funded by lodgers tax revenues by means of a transfer of \$1,500,000 from the Convention Center Lodgers Tax Fund (2122) to the Civic Convention Center Fund (5100). Lodgers tax revenues also fund debt service payments on a loan issued by the New Mexico Finance Authority (NMFA) for construction of the Civic Convention Center; \$2,359,350 is included in the Convention Center Lodgers Tax Fund (2122) for this purpose.

For FY 2007/08, the budget for the Civic Convention Center includes administrative, personnel and equipment costs associated with the start-up of the new facility. An appropriation of \$1,200,722 in the Civic Convention Center Fund (5100) is allocated for these purposes in FY 2007/08, and includes funding for 11 positions and associated costs. As is the case in the Marketing Lodgers Tax Fund (2115), the largest single item in the Civic Convention Center budget is promotional advertising, for which \$500,000 is budgeted in FY 2007/08. Four positions that had been temporarily moved to other divisions while construction of the new Civic Center was underway were restored to the Civic Convention Center budget in preparation for the opening of the facility.

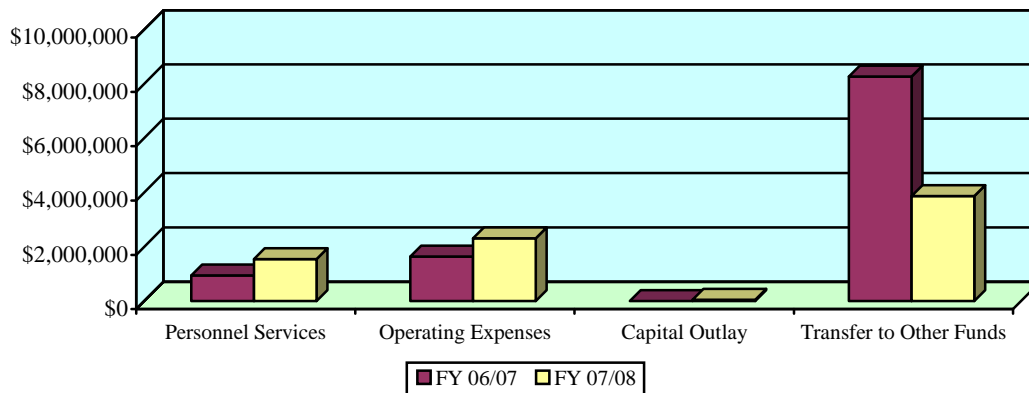
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Lodgers tax collected	\$8,134,322	\$8,677,372	\$8,937,693
2. Santa Fe visitor inquiries	911,902	1,009,645	1,029,837
3. Lodging—group room nights	25,000	23,449	24,152
4. Transient room occupancy	N/A*	64.6%	65%

\*New program measure—no estimate made in FY 2006/07



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Convention & Visitors Bureau Director	1 – EX	1 – EX
Administrative Assistant	3 – CLFT	3 – CLFT
Convention Center Operations Supervisor	2 – CLFT	2 – CLFT
Convention Service Supervisor	2 – CLFT	2 – CLFT
Convention Specialist	5 – CLFT	5 – CLFT
Convention Specialist Lead Worker	2 – CLFT	2 – CLFT
CVB Mail/Duplicating Technician	2 – CLFT	2 – CLFT
CVB Sales Supervisor	1 – CLFT	1 – CLFT
Information Specialist	3 – CLFT	3 – CLFT
Mailroom Specialist Lead Worker	1 – CLFT	1 – CLFT
Planner Senior	1 – TCF	1 – TCF
Project Manager	1 – CLFT	1 – CLFT
Property Control Operations Manager	0.5 – CLFT	1 – CLFT
Sales & Marketing Assistant	1 – CLFT	1 – CLFT
Sales & Marketing Manager	<u>1</u> – EX	<u>1</u> – EX
TOTAL:	26.5	27

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 941,641	\$ 1,543,585
Operating Expenses	1,639,140	2,303,113
Capital Outlay	0	49,950
Transfer to Other Funds	<u>8,256,503</u>	<u>3,859,350</u>
TOTAL:	\$ 10,837,284	\$ 7,755,998

## COMMUNITY SERVICES DEPARTMENT

The purpose of the Community Services Department is to improve the quality of life for the citizens of Santa Fe by providing educational, recreational, developmental and social services to meet the needs of the community. The Community Services Department meets those needs by providing direct services and by acting as a catalyst for other community resources.

<b>Administration</b>	<b>Appropriation: \$ 2,782,596</b>
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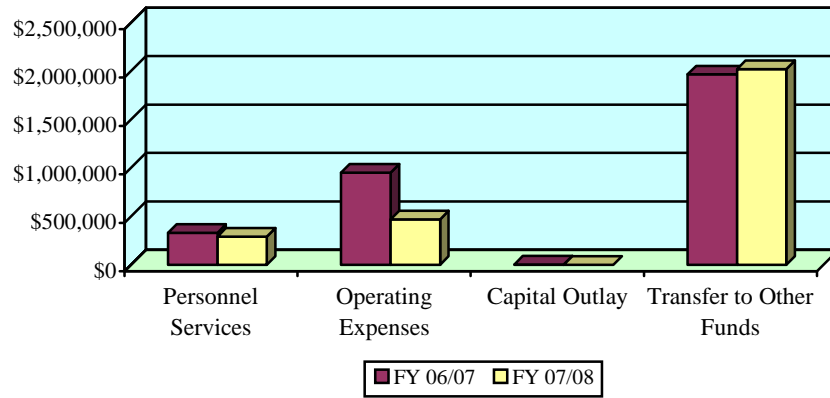
The Community Services Administration Division establishes routine and effective assessment of program needs in Santa Fe; develops programs to meet those needs; evaluates existing programs to ensure their effectiveness; and recommends changes as appropriate. The Department Director also works in conjunction with the division directors in preparing the department budget requests, represents the department at City Council and Committee meetings, and oversees all personnel management activities.

The Administration operating budget is supported by the General Fund and includes funding for salaries and benefits of the Director and two staff members; the department's general liability and property insurance coverage; and the utility expenses for the senior centers. Transfers of \$25,000 to the 1% Lodgers Tax Fund (2112), \$1,196,665 to the Children and Youth Activities Fund (2513), and \$797,777 to the Human Service Providers Fund (2515) are also included in the FY 2007/08 budget; these transfers provide General Fund support for program activities.

For FY 2007/08, a Marketing & Special Events Administrator and a Special Events Administrator position were deleted from the Community Services Administration Division budget.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Community Services Department Director	1 – EX	1 – EX
Marketing & Special Events Administrator	2 – CLFT	1 – CLFT
Office Manager	1 – EX	1 – EX
Special Events Administrator	<u>1</u> – CLFT	<u>0</u> – CLFT
 TOTAL:	 5	 3

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 331,348	\$ 292,186
Operating Expenses	951,771	470,968
Capital Outlay	4,200	0
Transfer to Other Funds	<u>1,965,921</u>	<u>2,019,442</u>
 TOTAL:	 \$ 3,253,240	 \$ 2,782,596

The mission of the Arts & Culture Division is to provide leadership for the City of Santa Fe in supporting arts and cultural affairs, and recommending programs and policies that develop, sustain and promote artistic excellence in the community. The division works toward this goal by providing staff support to the Arts Commission, which provides direction for division activities; providing contract management and oversight; and working with community organizations and foundations to garner additional support for the arts in Santa Fe.

For FY 2007/08, the Economic Development Department was combined with the Office of Affordable Housing into the new Housing & Community Development Department. As part of this reorganization, the Arts & Culture Division was moved to the Community Services Department.

#### 2006/07 Operational Highlights:

- Presented the fifth annual ArtWorks Program, involving 71 school staff and over 1,600 students at 17 schools in a year-round initiative to integrate arts education into the public school curriculum, which includes seminars, work with professional artists, and field trips to view art performances and exhibits.
- Distributed funding totaling \$898,006 to arts organizations in the community to assist in a wide variety of performances and exhibits.
- Sponsored two new murals in city parks by youth artists from the community.
- Installed seven new pieces of public art at the Southside Library and initiated planning for an eighth piece in conjunction with the New Mexico State Arts Division.
- Co-sponsored (with the Convention & Visitors Bureau) the Santa Fe Bandstand summer concert series on the Plaza.
- Contracted with a cultural anthropologist for a cultural survey, sponsored an afternoon of performances and displays at the International Museum of Folk Art involving artists identified through the survey, and held a symposium in May 2007, including dance and music performances, to brief the community on the project.
- Conducted the annual City of Santa Fe poster competition and exhibit, and the Mayor's Recognition Awards for Excellence in the Arts.

#### 2007/08 Goals and Objectives:

- Continue to support non-profit arts and cultural organizations through funding and other forms of assistance, showcasing Santa Fe's diverse cultural voices in order to build community connections through the arts.
- Develop and present events in conjunction with information gathered through the cultural survey.
- Continue to fund non-profit arts activities, and enhance community involvement in the development and funding of public arts projects.

- Further the mission of the Arts Commission by advocating for policies that encourage the creation and development of public arts spaces.
- Continue to work with school officials, teachers, artists and students on the coordinated delivery of arts education to the public schools through the ArtWorks Program and the Arts Learning Collaborative, and pursue long-term funding from the city and other sources to stabilize existing education programs and provide for ongoing program development.
- Increase the visibility and effectiveness of the Arts Commission to increase public participation in its activities by developing a marketing/public relations plan, linking with national arts campaigns, making presentations to community civic and arts organizations, and enhancing the Arts Commission web site.
- Develop the Arts Commission's organizational infrastructure through existing and new resources in order to maximize service delivery to the community, arts organizations and artists.
- Design and implement targeted internship opportunities and professional development workshops.
- Continue to develop and build the Art in Public Places Loaned Art Program.

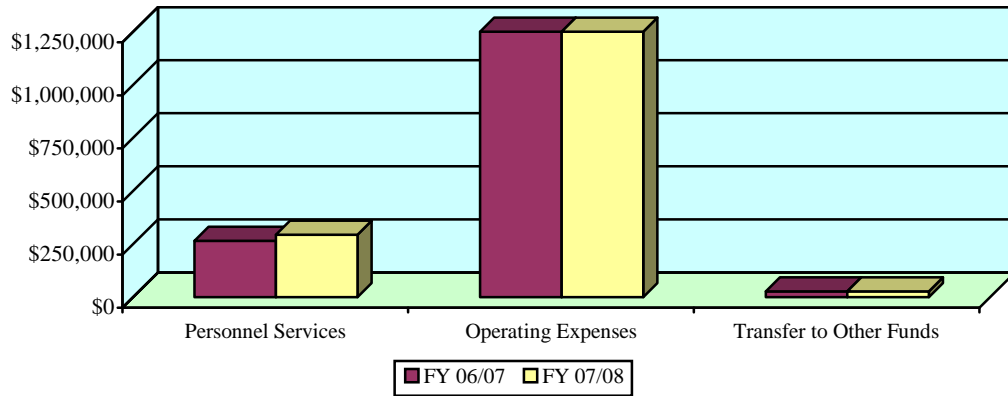
#### Budget Commentary:

The FY 2007/08 operating budget for the Arts & Culture Division is supported by an appropriation of \$1,289,702 from the 1% Lodgers Tax Fund (2112), which provides funding for two staff members and 85% of the Arts Commission Director's salary, contracted educational programming for the ArtWorks Program, and related administrative expenses. The remaining 15% of the Director's salary is funded by the Art for CIP Projects Fund (3708), with a total budget of \$524,446.

The City of Santa Fe is also a recipient of several grants from individuals and organizations to support youth arts education. For FY 2007/08, \$106,500 of such funding is allocated for the Arts Education Grants Program (2714). The Arts & Culture Division also oversees an appropriation of \$42,000 in the Quality of Life Fund (2505) for FY 2007/08, which provides operational expenses for the Community Youth Mural Program (CYMP).

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Arts Commission Director	1 – CLFT	1 – CLFT
Planner Senior	1 – CLFT	1 – CLFT
Project Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	3	3

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 265,618	\$ 293,689
Operating Expenses	1,740,683	1,641,959
Transfer to Other Funds	<u>26,900</u>	<u>27,000</u>
 TOTAL:	 \$ 2,033,201	 \$ 1,962,648

The Genoveva Chavez Community Center (GCCC) provides recreation and leisure activities to all segments of the community in a safe, friendly and convenient environment. Various activities have been developed in conjunction with recreation staff, advisory committee members and specific special interest groups to meet the community needs for swimming, ice skating, exercise, basketball, racquetball, and many other areas. Partnerships will be maintained with recreation staff, advisory committee members and specific special interest groups, as well as schools, health care providers and cultural, economic and athletic organizations.

2006/07 Operational Highlights:

- Received \$125,000 via a state legislative appropriation to design, plan and construct improvements to the GCCC.
- Utilized \$490,000 in city CIP funds for facility improvements and repairs at the GCCC, including window covers and pool upgrades.
- Received \$295,000 via re-authorized state severance tax bonds for improvements to the GCCC parking lot, site and facility.
- Continued development and implementation of the GCCC marketing plan, including advertising partnerships, outreach efforts such as the Activity Guide and direct mail newsletter, and the Center's website ([www.gccommunitycenter.com](http://www.gccommunitycenter.com)).
- Implemented an in-house food service operation, offering a variety of healthy and affordable foods and improved concession service.
- Enhanced security at the GCCC by installing new theft-resistant lockers throughout the facility and adding cameras to enable increased surveillance of the parking lot.

2007/08 Goals and Objectives:

- Secure grants and other funding sources, including corporate partnerships, in order to enable replacement of GCCC equipment.
- Continue to develop a 5-year GCCC maintenance plan.
- Evaluate the current fee structure and develop recommendations to maximize revenue generation.
- Enhance the marketing plan by identifying and focusing on target markets.
- Design a wide variety of activities for all ages and abilities using existing resources.
- Provide consistent, professional leadership in all sections of the GCCC.



- Acquire and install a double-faced electronic sign for the center to be located at the Rodeo Road entrance to the GCCC.
- Train staff in all relevant aspects of GCCC operations, with a focus on customer service and first aid/CPR.

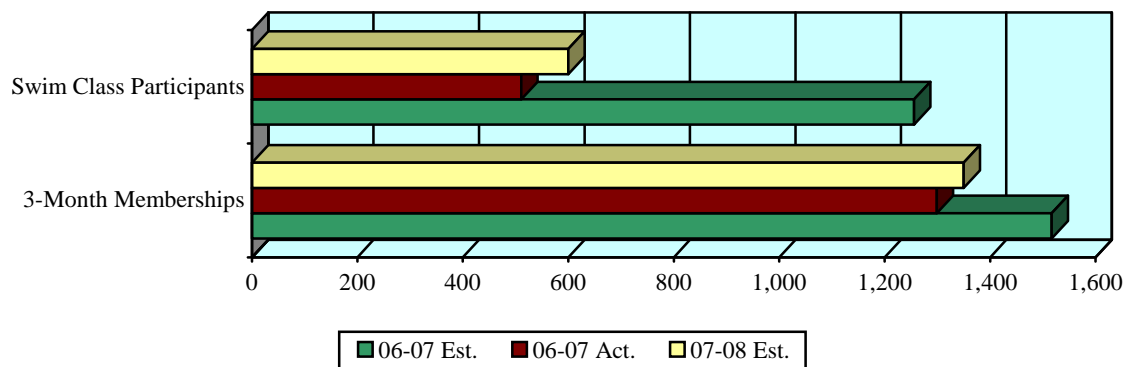
#### Budget Commentary:

The FY 2007/08 operating budget for the Genoveva Chavez Community Center is supported by an appropriation of \$4,002,648 from the GCCC Operations Fund (5700), which provides funding for 100 employees and operating and equipment costs associated with the management and maintenance of the complex. The division also administers an appropriation of \$202,131 from the GCCC Concession Fund (5701), which provides funding for supplies and other operating costs for the GCCC Sports Center Café. Equipment needs for the division are further supported by an allocation of \$37,760 from the GCCC Equipment Reserve Fund (5702), which is funded by the transfer of excess year-end fund balances from the GCCC Operations Fund.

GCCC operations are funded by fees charged for use of the facility and a 1/16% increment of gross receipts tax approved by the voters in September 1999.

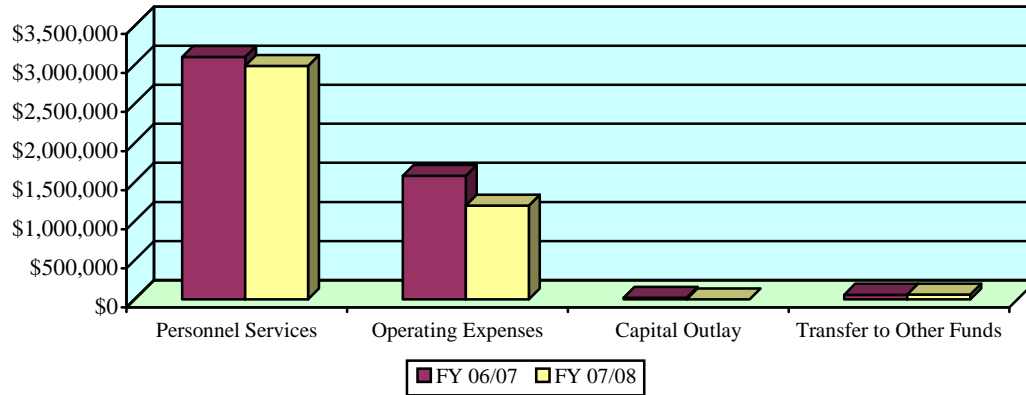
Several positions were added to the GCCC budget in FY 2006/07 to support the opening of an in-house concession operation for the facility. For FY 2007/08, a Café Manager and a Child Care Coordinator were added to the budget, while a Babysitter and a Cook Supervisor position were deleted. In addition, one Babysitter position was moved from classified to temporary status, and a Summer Youth Program Assistant Supervisor position was reclassified to a Summer Youth Program Supervisor for FY 2007/08.

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Number of youth in learn-to-swim classes	1,256	511	600
2. After School Youth Camp revenue	\$45,000	\$34,034	\$35,000
3. GCCC Memberships:			
3-month	1,517	1,299	1,350
6-month	251	171	200
12-month	611	411	450



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Community Center Division Director	1 – CLFT	1 – CLFT
Assistant Division Director	1 – CLFT	1 – CLFT
Account Technician	4 – CLFT	4 – CLFT
Administrative Assistant	1 – CLPT	1 – CLPT
Administrative Assistant - Confidential	1 – CLFT	1 – CLFT
Administrative Manager	1 – CLFT	1 – CLFT
Assistant Natatorium Manager	1 – CLFT	1 – CLFT
Babysitter	2 – CLFT	1 – CLFT
Babysitter	1 – TFT	2 – TFT
Babysitter	1 – TPT	0 – TPT
Building Supervisor	3 – CLFT	3 – CLFT
Café Manager	0 – CLFT	1 – CLFT
Child Care Coordinator	0 – CLFT	1 – CLFT
Cook	1 – TFT	1 – TFT
Cook	2 – TPT	2 – TPT
Cook Supervisor	2 – CLFT	1 – CLFT
Custodian	5 – CLFT	5 – CLFT
Facilities Operation Manager	1 – CLFT	1 – CLFT
Fitness Technician	2 – CLFT	2 – CLFT
Fitness Technician	1 – CLPT	1 – CLPT
Fitness Technician	1 – TFT	1 – TFT
Gymnasium Attendant	3 – CLFT	3 – CLFT
Ice Arena Manager	1 – CLFT	1 – CLFT
Ice Arena Technician	1 – CLFT	1 – CLFT
Lead Rink Attendant	3 – CLFT	3 – CLFT
Mechanical Structural Specialist	1 – CLFT	1 – CLFT
Mechanical Structural Supervisor	1 – CLFT	1 – CLFT
Natatorium Manager	1 – CLFT	1 – CLFT
Natatorium Technician	1 – CLFT	1 – CLFT
Parks Maintenance Worker	1 – CLFT	1 – CLFT
Program Supervisor	2 – CLFT	2 – CLFT
Recreation Supervisor	2 – CLFT	2 – CLFT
Recreation Supervisor	1 – CLPT	1 – CLPT
Registration Records Supervisor	2 – CLFT	2 – CLFT
Registration Records Supervisor	2 – CLPT	2 – CLPT
Rink Attendant	7 – TPT	7 – TPT
Sales & Marketing Assistant	1 – CLFT	1 – CLFT
Skating Director	1 – CLFT	1 – CLFT
Summer Youth Program Aide	4 – TFT	4 – TFT
Summer Youth Program Aide	1 – TPT	1 – TPT
Summer Youth Program Assistant Supervisor	4 – TFT	3 – TFT
Summer Youth Program Supervisor	1 – TFT	2 – TFT
Swim Instructor	5 – CLFT	5 – CLFT
Swim Pool Lifeguard	12 – CLFT	12 – CLFT
Swim Pool Lifeguard	4 – CLPT	4 – CLPT
Swim Pool Lifeguard	<u>6</u> – TPT	<u>6</u> – TPT
TOTAL:	100	100

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 3,101,613	\$ 2,984,548
Operating Expenses	1,578,396	1,197,471
Capital Outlay	19,017	0
Transfer to Other Funds	<u>58,649</u>	<u>60,520</u>
 TOTAL:	 \$ 4,757,675	 \$ 4,242,539

The purpose of the Santa Fe Public Library is to inform, enrich and educate citizens in the community by creating and promoting access to a diversity of ideas and information and by supporting lifelong learning and reading. In accomplishing its mission, the library honors the community's unique cultural heritage and traditions, while preparing its citizens for the future.

2006/07 Operational Highlights:

- Provided library media and information to the public through a variety of formats and delivery methods, reaching approximately 78% of the local population and circulating 457,463 items including books, CDs, DVDs and videotapes among the 74,624 library card holders.
- Operated 361 library programs for children to encourage reading and improve reading skills, including Spanish/bilingual programs and the Books and Babies Program; and enrolled 871 children in the Summer Reading Program, which represented an increase of 49% over the previous year.
- Recorded 763,244 visitors to the city's libraries, for which staff provided free computer/internet services to 123,804 patrons, answered 206,619 reference questions from library users, and logged over 5,100 hours of volunteer service to the libraries.
- Secured over \$900,000 in grants, contributions and State bond funding to supplement city funds for programs, books and equipment.
- Furnished a variety of training opportunities to library staff, particularly in the areas of computer applications and customer service, so that they can provide the best service to the public.
- Received over \$115,000 in grant funding to support the Southside Library and opened the new facility in spring 2007 to 1,750 people on its first day, including 451 patrons who checked out 1,752 items.
- Began grant-funded teen outreach services at the Southside Library, forming a Teen Library Advisory Board.

2007/08 Goals and Objectives:

- Provide library programs and services to youth, adults, and families to promote lifelong learning and reading; and promote cooperative projects between the Library Division and other libraries, schools, and community organizations to contribute to youth education.
- Join with community organizations to provide library programming on subjects of community interest, and increase community programming and outreach by 10%.
- Promote and publicize the library, and offer information and assistance to the public on using the library and its resources in both English and Spanish.
- Increase enrollment in the Summer Reading Program by 10% city-wide.
- Continue to develop, expand and seek funding for teen programming and the Books and Babies program.

- Secure \$100,000 in grant funding to support library programs and acquisitions city-wide, and develop the library collections with new and in-demand materials in a variety of formats.
- Improve library staff efficiency and productivity, while increasing the number of volunteer service hours.

#### Budget Commentary:

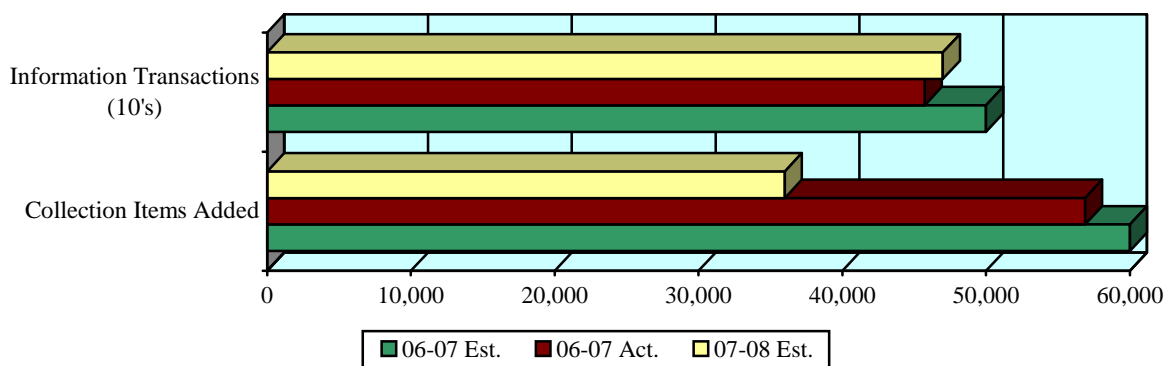
The FY 2007/08 General Fund operating budget for the Library Division is \$2,816,984, and represents the majority (57.7%) of the Library Division's resources for FY 2007/08. This provides funding for 52 positions and related costs, operating expenses associated with maintaining library collections and programs, and utility costs for operation of the library facilities.

The Quality of Life Fund (2505) also provides funding support for the city's library program needs. For FY 2007/08, the City Council appropriated a total of \$37,959 for operating costs and program materials.

The new Southside Library branch was opened to the public in the spring of 2007. In the 2007/08 budget, funding to support operations, maintenance and materials acquisition at the Southside Library is provided by an appropriation of \$729,791 in the Southside Library Fund (2716). This provides funding for 12 positions and associated expenses, utilities, equipment and library materials. A Librarian position was added for FY 2007/08 to provide additional staff support to the Southside Library.

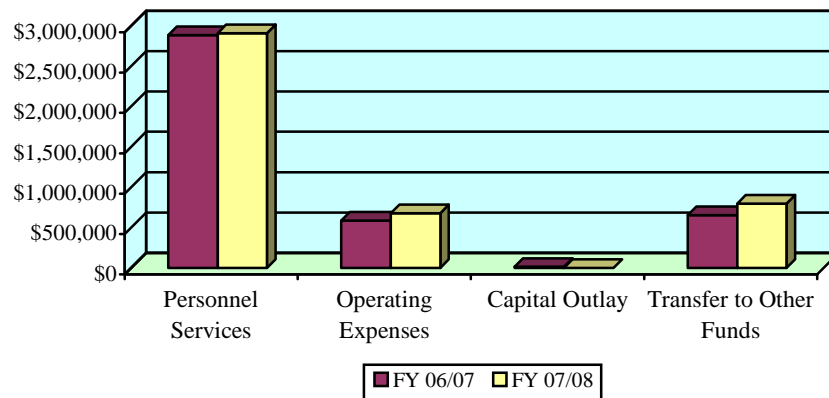
For 2007/08, the largest share of the overall Library Division budget is allocated for the acquisition of library materials, totaling \$272,610 for library books and periodicals at the library facilities. Funding for contractual services also comprises a large portion of the FY 2007/08 budget, wherein \$203,213 is allocated for security, cataloging and interlibrary loan services.

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Number of information transactions (public assistance)	500,000	457,463	470,000
2. Number of collection items added through purchases/gifts	60,000	56,889	36,000
3. Number of programs offered	300	369	385
4. Number of reference transactions	200,000	206,619	215,000
5. Library visits	775,000	763,244	800,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Library Division Director	1 – CLFT	1 – CLFT
Librarian	9 – CLFT	9 – CLFT
Librarian	4 – CLPT	5 – CLPT
Librarian	2 – TPT	2 – TPT
Librarian Assistant	8 – CLFT	8 – CLFT
Library Section Manager	6 – CLFT	6 – CLFT
Library Services Director	3 – CLFT	3 – CLFT
Library Supervisor	2 – CLFT	2 – CLFT
Library Technician	11 – CLFT	11 – CLFT
Library Technician	16 – CLPT	16 – CLPT
Special Projects Administrator	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	63	64

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 2,884,789	\$ 2,907,062
Operating Expenses	585,890	677,672
Capital Outlay	15,368	0
Transfer to Other Funds	<u>656,355</u>	<u>797,600</u>
TOTAL:	\$ 4,142,402	\$ 4,382,334

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**Recreation**

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**Appropriation: \$ 2,298,563**

The purpose of the Recreation Division is to administer and provide quality recreational activities for the citizens of the community and to schedule all activities to insure maximum use of the facilities available. The division is responsible for the coordination of the various independent and city sponsored sports leagues, including adult/youth basketball, softball, and the youth leagues. Recreation also administers the swimming programs and is responsible for public safety by ensuring that staff are certified and trained to conduct instruction at all levels.

Functions associated with the Recreation Division include:

Administration - Directs the provision of recreation services to the general public through the offering of varied programs throughout the year \$ 404,301

Fort Marcy/Mager's Field Complex - Provides recreation programs in the complex's gymnasium, weight room, swimming pool and racquetball facilities 887,568

Special Recreation Leagues - Provides city sponsored activities such as: Men's and Women's Basketball Leagues, Co-ed Volleyball and Co-ed Mushball 66,550

Sports Programs - Administers the various independent leagues of basketball, volleyball, mushball, soccer, etc. 253,210

Swimming Pools - Provides for both recreational and educational programs in aquatics 686,934

\$ 2,298,563

2006/07 Operational Highlights:

- Achieved improved revenue generation performance over the previous fiscal year in several areas, including a 4% increase in overall facility attendance at the Fort Marcy Complex, and revenue increases of 4% in user fee revenue, 21% in rental revenue, and 3% in overall revenue.
- Provided recreational sports opportunities for approximately 2,300 adults, and provided community children with events, camps and sports clinics for approximately 7,000 participants.

- Offered free swim instruction, swim camps and swimming safety programs to approximately 1,900 elementary students from the public school system.
- Hosted the 22<sup>nd</sup> Annual Easter Event and the 13<sup>th</sup> Annual Halloween Event in conjunction with Santa Fe Public Schools.

#### 2007/08 Goals and Objectives:

- Continue to enhance all youth sports clinics to teach the youth in the community the basic fundamentals of sports and league play.
- Increase participation in recreation activities while maintaining self-sufficiency in division programs.
- Maintain and enhance recreation services to the community, filling citizens' fitness, social and entertainment needs.
- Continue to promote and administer sports and league events while minimizing public safety concerns.
- Continue to provide adults with coaching techniques by conducting coaching clinics.
- Increase community usage of pool facilities through lessons and swim programs.
- Continue to actively promote and advertise division programs and services via the schools, advertising and other local agencies.

#### Budget Commentary:

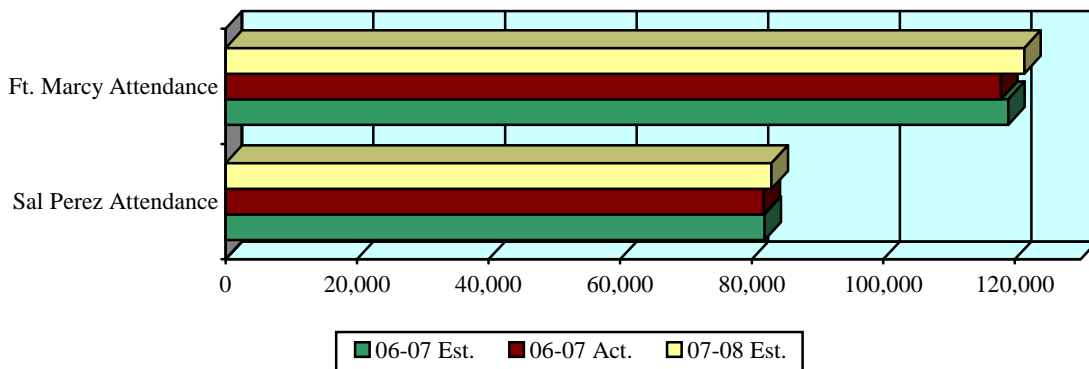
The approved FY 2007/08 General Fund operating budget for Recreation is \$2,222,013, which includes funding for 60 employees; operating expenses for maintaining recreational programs; utility costs for the recreational facilities; and the division's insurance coverage (\$124,933), which represents the largest single non-personnel item in the FY 2007/08 budget.

The Youth Sports Events activities are supported by the Recreation Fund (2705) budget of \$10,000. This includes funding for youth instructional clinics and support for the various leagues such as the Little League and Young American Football League (YAFL).

The Special Recreation Leagues Fund (7103) is supported by league fees charged to participating teams. The operating budget of \$66,550 provides for contracted referees, operating expenses and equipment to support the various leagues.

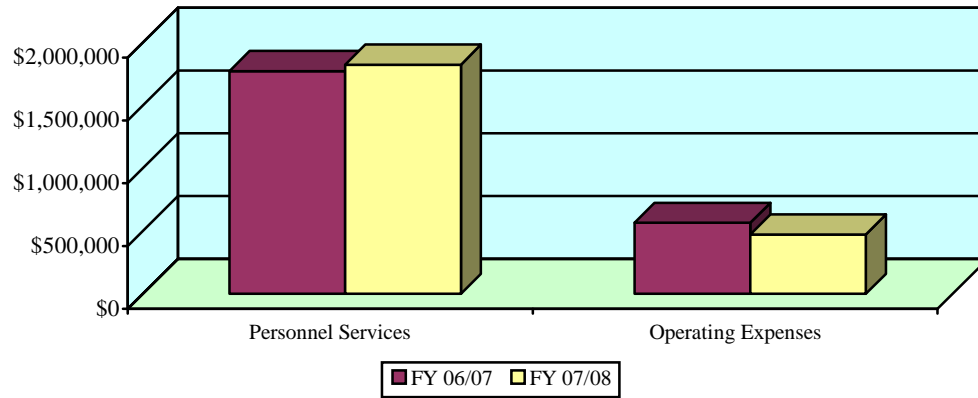


<u>Standard Program Measurements:</u>	<u>06/07</u> <u>EST.</u>	<u>06/07</u> <u>ACTUAL</u>	<u>07/08</u> <u>EST.</u>
1. Fort Marcy facility attendance	119,000	117,896	121,433
2. Fort Marcy facility revenue	\$235,000	\$236,309	\$243,398
3. Salvador Perez facility attendance	81,956	81,792	83,000
4. Salvador Perez facility revenue	\$129,000	\$130,882	\$133,000
5. Number of winter/summer sports league participants	2,300	1,461	2,000
6. Number of special events/clinics participants	8,000	4,598	6,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07</u> <u>ACTUAL</u>	<u>FY 07/08</u> <u>BUDGET</u>
Recreation Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Clerk Typist	4 – CLFT	4 – CLFT
Clerk Typist	1 – CLPT	1 – CLPT
Clerk Typist	1 – TPT	1 – TPT
Fitness Technician	1 – CLFT	1 – CLFT
Fitness Technician	1 – CLPT	1 – CLPT
Recreation Coordinator	4 – CLFT	4 – CLFT
Recreation Coordinator	3 – TPT	3 – TPT
Recreation Section Manager	1 – CLFT	1 – CLFT
Recreation Section Manager Assistant	3 – CLFT	3 – CLFT
Recreation Supervisor	6 – CLFT	6 – CLFT
Recreation Supervisor	1 – CLPT	1 – CLPT
Swim Instructor	5 – CLFT	5 – CLFT
Swim Instructor	3 – CLPT	3 – CLPT
Swim Pool Lifeguard	9 – CLPT	9 – CLPT
Swim Pool Lifeguard	<u>13</u> – TPT	<u>13</u> – TPT
TOTAL:	60	60

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 1,773,167	\$ 1,825,942
Operating Expenses	<u>566,122</u>	<u>472,621</u>
 TOTAL:	 \$ 2,339,289	 \$ 2,298,563

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## Senior Services

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Appropriation: \$ 6,483,018

The Division of Senior Services operates a variety of programs for adults aged 60 years and over at 11 senior centers throughout the City and County of Santa Fe. The services provided are essential components of a long-term care system, and include assisted transportation, nutrition, in-home support services, preventive health services, advocacy, volunteer programs, and activities and other social services for the elderly. These programs are designed to allow the division to fulfill its mission to assist older adults to remain living in their own homes as comfortably and independently as possible, thereby minimizing or avoiding the need for institutionalization. In support of these services, city resources are supplemented by grants from the county, state and federal governments.

Functions of Senior Services include:

<u>Administration</u> – Evaluates and monitors management policies and procedures for all Senior Services programs, and provides administration and programming for area senior citizens centers	\$ 3,259,075
<u>Assisted Transportation</u> – Provides transportation services and assistance to senior citizens in the community	896,078
<u>Foster Grandparent {FGP}</u> – Encourages senior citizens to work with special-needs children on a one-to-one basis in a classroom setting	154,827
<u>Homemaker Assistance</u> – Provides supportive services to area senior citizens including home management, in-home care and related services	170,456
<u>Quality of Life</u> – To provide funding for recreational needs, health education and activities for senior citizens in the community	34,966
<u>Retired Senior Volunteer {RSVP}</u> – Assists senior citizens in utilizing their skills and abilities to serve the community	103,746
<u>Senior Caregiver</u> – Provides respite (Alzheimer's) relief care and family caregiver support services	343,332
<u>Senior Companion</u> – Provides services to the frail and elderly who are living independently	130,712

<u>Senior Employment</u> – Provides employment opportunities for senior citizens	23,923
<u>Senior Nutrition</u> – Provides nutrition services, congregate and home-delivered meals to area senior citizens	1,361,579
<u>Senior Wellness Program</u> – Provides counseling and physical therapy services to senior citizens in need	<u>4,324</u>
	\$ 6,483,018

#### 2006/07 Operational Highlights:

- Continued to evaluate and monitor each organizational unit to ensure grant compliance, assess levels of need and maintain effective fiscal management at each program level.
- Completed a major remodeling project at the Pasatiempo Senior Center to renovate the kitchen and a portion of the cafeteria, and to upgrade commercial kitchen equipment.
- Exceeded the goals of the meals programs by serving 85,612 congregate meals and delivering 171,047 in-home meals to elderly citizens within the service area.
- Completed construction on the new Eldorado Senior Center.

#### 2007/08 Goals and Objectives:

- Renovate and remodel the Mary Esther Gonzales Senior Center Meals on Wheels kitchen to include upgraded equipment and maintain code compliance.
- Pursue grant and State bond funding for the renovation of the Chimayo, Edgewood, Santa Cruz and Pasatiempo Senior Centers as well as new construction for an Eldorado Senior Center; and for the purchase of needed center equipment, meal equipment, a bus for senior trips, and data processing equipment.
- Deliver over 85,612 congregate meals and 176,178 in-home nutritional meals to the elderly living within the division's service area.
- Provide over 49,000 rides for seniors via the Transportation Program, including trips to doctor appointments, shopping, meal centers, and volunteer stations.
- Continue to provide in-home support services including home management (laundry, cleaning, etc.), bathing, grooming, Alzheimer's respite relief, and financial assistance for caregivers.

### Budget Commentary:

The General Fund operating budget for the Senior Services Division is \$2,339,291, which is comprised of fund transfers that provide the city's matches for grant programs.

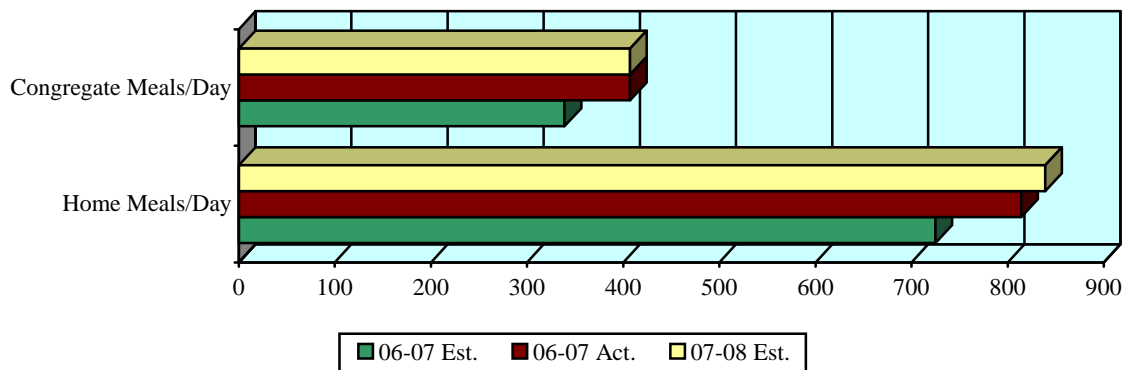
The Quality of Life Fund (2505) also provides funding support for the recreational needs of senior citizens. For FY 2007/08, a total of \$34,966 was appropriated for staff costs, costs relating to special senior events, and various supplies and equipment for instructional classes.

For the 2007/08 fiscal year, the Senior Services Division budget was restructured to accommodate the new direct purchase agreement between the City of Santa Fe and the Non-Metropolitan Area Agency on Aging.

The combined operating budget for Senior Services programs funded by federal, state and county sources is \$4,108,761. These combined appropriations provide funding support for 88 Senior Services positions. Grants also fund the largest share of operational and service delivery costs for the division.

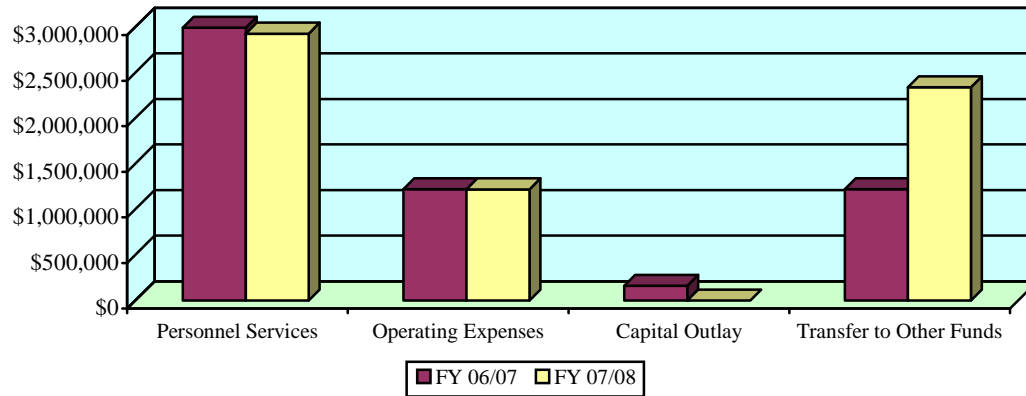
For FY 2007/08, a term city-funded Respite Care Provider position was moved to term grant-funded status.

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Number of congregate meals served per day at seven meal sites	339	407	407
2. Number of home-delivered meals on a daily basis (five routes)	725	814	839
3. Number of rides provided	51,095	44,992	49,000
4. Number of seniors' homes cleaned and maintained	160	142	150
5. Number of respite primary caregiver families provided relief	30	35	40



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Senior Services Division Director	1 – CLFT	1 – CLFT
Senior Services Assistant Director	1 – TGF	1 – TGF
Administrative Assistant	1 – TGF	1 – TGF
Administrative Secretary	1 – TGF	1 – TGF
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Arts & Crafts Instructor	4 – TPT	4 – TPT
Arts & Crafts Technician	11 – TPT	11 – TPT
Cook	5 – TGF	5 – TGF
Cook	5 – TGP	5 – TGP
Custodian	1 – TGP	1 – TGP
Database Specialist	1 – TGF	1 – TGF
Dispatcher	1 – TCF	1 – TCF
Health Promotion Instructor	2 – TPT	2 – TPT
In Home Supportive Services Supervisor	1 – TGF	1 – TGF
MOW Driver	4 – TPT	4 – TPT
MOW Driver	2 – TGP	2 – TGP
MOW Supervisor	1 – TGF	1 – TGF
Project Manager	1 – TCF	1 – TCF
Respite Care Provider	6 – TGF	7 – TGF
Respite Care Provider	1 – TCF	0 – TCF
Secretary	1 – CLFT	1 – CLFT
Secretary	1 – TGF	1 – TGF
Senior Service Program Administrator	3 – TGF	3 – TGF
Senior Services Aide	4 – TPT	4 – TPT
Senior Services Care Attendant	4 – TGF	4 – TGF
Senior Services Clerk	2 – TPT	2 – TPT
Senior Services Program Coordinator	1 – TGF	1 – TGF
Senior Services Program Coordinator	1 – TCF	1 – TCF
Senior Services Program Coordinator	2 – CLFT	2 – CLFT
Senior Services Driver	1 – TGF	1 – TGF
Senior Services Driver	3 – TGP	3 – TGP
Supply Inventory Supervisor	1 – TGF	1 – TGF
Supply Inventory Technician	1 – TGF	1 – TGF
Transit Operator	1 – CLFT	1 – CLFT
Transit Operator	<u>10</u> – TGF	<u>10</u> – TGF
TOTAL:	88	88

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 2,991,486	\$ 2,925,875
Operating Expenses	1,219,075	1,217,852
Capital Outlay	159,545	0
Transfer to Other Funds	<u>1,219,139</u>	<u>2,339,291</u>
 TOTAL:	 \$ 5,589,245	 \$ 6,483,018

The Youth & Family Division is charged with overseeing city grant activities pertaining to youth activities and human services programs, and is responsible for the operation of the Carlos Ortega Teen Center and the Monica Roybal Youth Center. The division also oversees related juvenile justice initiatives, human services programs, and youth activities throughout the community.

2006/07 Operational Highlights:

- Increased parental and community involvement in order to better serve the needs of children and youth and expand the availability of reading, homework and computer tutoring programs; provided leadership for community collaborations to implement the Children and Youth Strategic Plan.
- Served 1,620 children aged 6-12 and over 200 teens.
- Monitored and prepared contracts and performed site visits on all funded programs once a year in order to assure contracted service availability and program quality.
- Implemented a truancy prevention, day reporting and intensive community monitoring program in conjunction with Santa Fe Public Schools and the Children, Youth and Families Program's Juvenile Probation and Parole program.

2007/08 Goals and Objectives:

- Further strengthen the city's role in community-wide planning, coordination, and facilitation of activities, events, programs, and services for infants, children, teens and young adults, from birth through age twenty-one.
- Continue to support community-based non-profits serving human services needs.
- Coordinate with the New Mexico Children, Youth and Families Department, the First Judicial District, the District Attorney's Office, Santa Fe County Youth Development Centers, and local non-profits to implement the strategic plan to address juvenile justice issues.

Budget Commentary:

The FY 2007/08 budget for the Youth & Family Division is supported by a General Fund appropriation of \$662,333, which includes funding for 11 staff members, grants to local service delivery agencies, and operating expenses related to the administration of the various programs operated by the division.



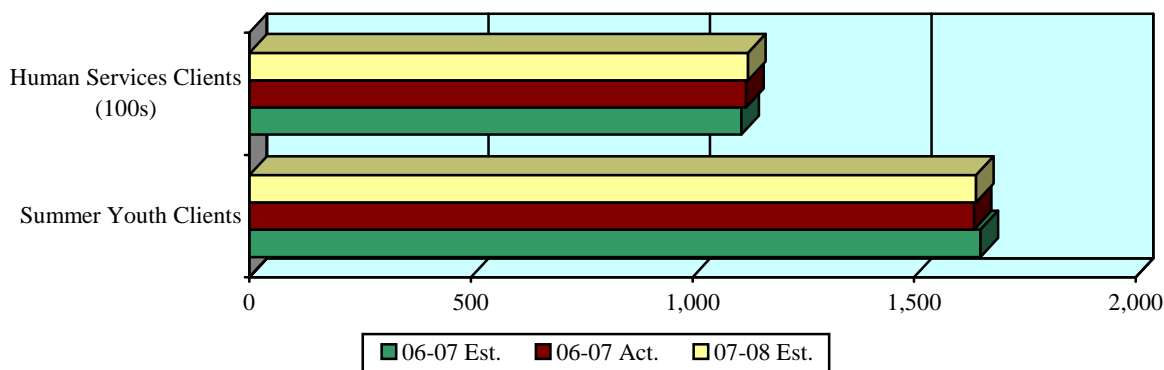
The Quality of Life Fund (2505) provides funding support in the amount of \$596,255 for various youth activities programs, and includes a transfer of \$464,620 to the Recreation Fund (2705) to support youth recreation activities and programs.

For FY 2007/08, the City Council has allocated \$1,317,554 for the Children & Youth Fund (2513). The operating budget will support the salary and benefits of two positions, contractual agreements with organizations for children and youth programs, and operating expenses to administer the program from state-shared gross receipt taxes in an amount equal to 3% of the tax revenues. In addition, the Juvenile Justice Fund (2516) provides \$213,328 in FY 2007/08 for programs to address juvenile justice issues facing the community. State and Federal grants provide most of the support for this fund, supplemented by local matching funds of \$34,759 allocated in the Crisis Response Project Fund (2540).

Summer Youth Program activities are supported by the Recreation Fund (2705) budget of \$602,400, which includes funding for 123 employees and various youth summer program activities. For FY 2007/08, the remainder of the budget dedicated to youth programs and activities is provided by an appropriation of \$35,000 in the Santa Fe Boys and Girls Club Fund (2517).

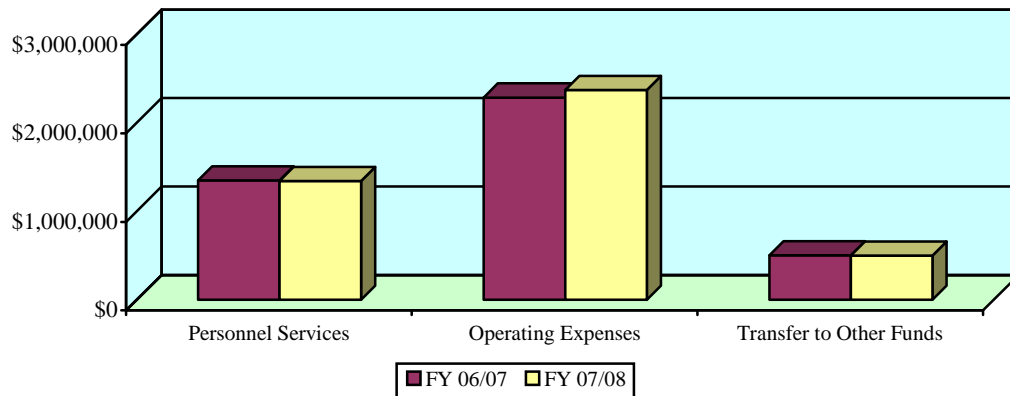
The Human Service Providers Fund (2515) supports various agencies and organizations providing substance abuse treatment, delinquency prevention and other services to the community. These activities are supported by an appropriation of \$748,000 for FY 2007/08, which is transferred from the General Fund.

<u>Standard Program Measurements:</u>	<u>06/07</u> <u>EST.</u>	<u>06/07</u> <u>ACTUAL</u>	<u>07/08</u> <u>EST.</u>
1. Number of service interactions with human services clients	111,000	112,110	112,500
2. Number enrolled in after school/summer youth recreation programs	1,650	1,635	1,640



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Lead Transit Operator	1 – TFT	1 – TFT
Planner Senior	1 – TCF	1 – TCF
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	2 – CLFT	2 – CLFT
Project Specialist	1 – TCF	1 – TCF
Recreation Supervisor	1 – CLFT	1 – CLFT
Summer Youth Program Aide	73 – TFT	73 – TFT
Summer Youth Program Assistant Supervisor	23 – TFT	23 – TFT
Summer Youth Program Supervisor	21 – TFT	21 – TFT
Transit Operator	4 – TFT	4 – TFT
Youth Specialist	<u>8</u> – CLFT	<u>8</u> – CLFT
TOTAL:	136	136

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 1,349,276	\$ 1,340,401
Operating Expenses	2,285,618	2,369,849
Transfer to Other Funds	<u>503,733</u>	<u>499,379</u>
TOTAL:	\$ 4,138,627	\$ 4,209,629

## FINANCE DEPARTMENT

The Finance Department provides financial services to the city administration in the most effective and efficient manner possible through the development and application of sound operating procedures and through the continued enhancement of the city's financial recording and reporting systems. This is accomplished by utilizing to maximum capacity the financial and personnel resources appropriated to the department.

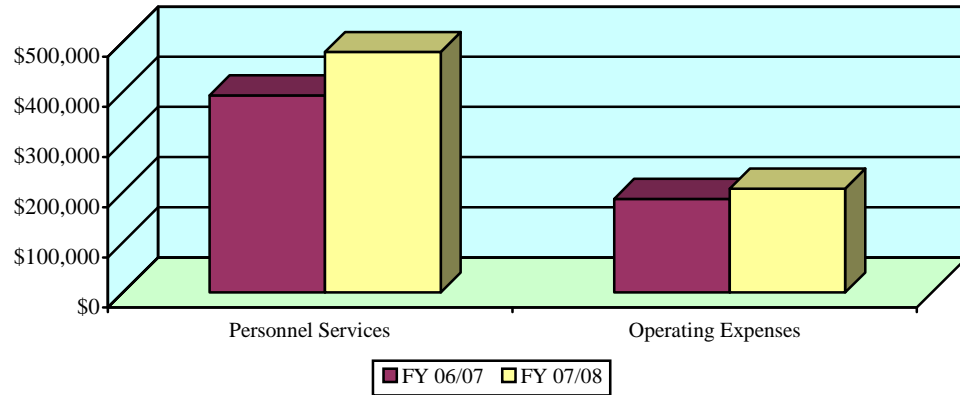
<b>Administration</b>	<b>Appropriation: \$ 686,645</b>
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The Administrative Office directs and supervises the daily activities of the functional programs, and works through the Governing Body and City Manager in establishing and implementing the city's fiscal policies to ensure the highest degree of financial responsibility and accountability. Through the various operating programs in the department, the Finance Director is responsible for providing financial, accounting, budgeting, purchasing and administrative services.

The General Fund operating budget for administration provides funding for salaries and benefits of the Department Director and three staff members; and general liability, fleet-physical damage and property insurance coverage for the entire department. The budget also includes \$95,000 for the annual city audit and \$80,830 for the department's general liability insurance coverage.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Department Director	1 – EX	1 – EX
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – EX	1 – EX
Cash Management & Investment Officer	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	4	4

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 392,985	\$ 479,535
Operating Expenses	<u>186,669</u>	<u>207,110</u>
 TOTAL:	 \$ 579,654	 \$ 686,645

The purpose of the Budget Office is to assist in the development and implementation of a financial plan that provides a basis for control by the Mayor and Council over municipal operations. The Budget Office is responsible for providing technical support to city departments in the development, preparation and implementation of the annual operating budget and budget reviews.

2006/07 Operational Highlights:

- Enhanced the 2006/07 budget document and received the Distinguished Budget Presentation Award Certificate from the Government Finance Officers Association (August 2007).
- Continued to work with the Finance Committee to incorporate strategic planning and goal setting for development of FY2007/08 budget (March 2006).
- Streamlined forms required for departmental budget requests and reduced the amount of data transcription and verification required.
- Continued development of a stand-alone database system to provide enhanced reporting and data mining capabilities as well as improved time efficiency in developing budget publications and ad hoc reports.

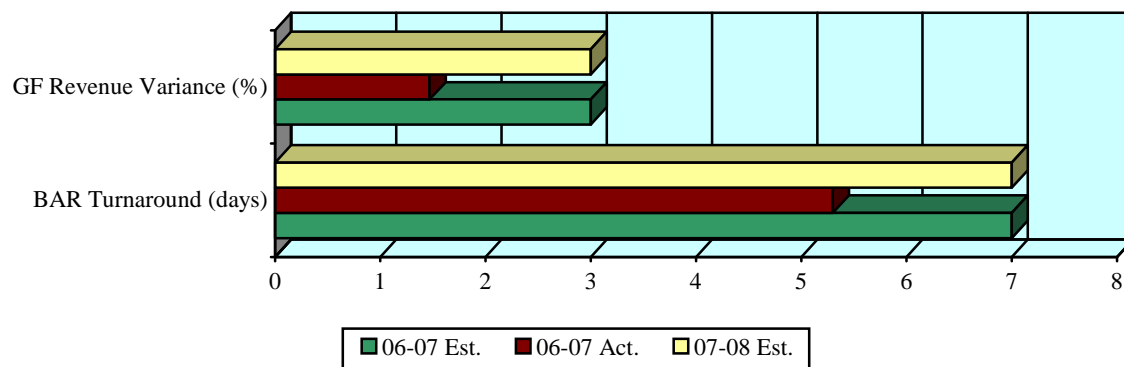
2007/08 Goals and Objectives:

- Provide information and training to departments on budget policies and monitoring, enabling greater efficiency and accountability in city operations by assuring that spending needs are properly balanced against fund availability.
- Produce a budget calendar, assist in preparing revenue and expenditure adjustments and coordinate presentation of the review to the governing body.
- Collect and consolidate budget policies, program measurements, and goals and objectives, and improve performance measurements produced in budget development in anticipation of strategic planning at the senior administrative and governing body levels.
- Develop budget forms, instructions and calendars while streamlining the budget process and including more comprehensive budget policy guidance in response to strategic planning initiatives.
- Continue to develop the database system for use in all aspects of the budget development process, allowing for an improved work product in less time.

### Budget Commentary:

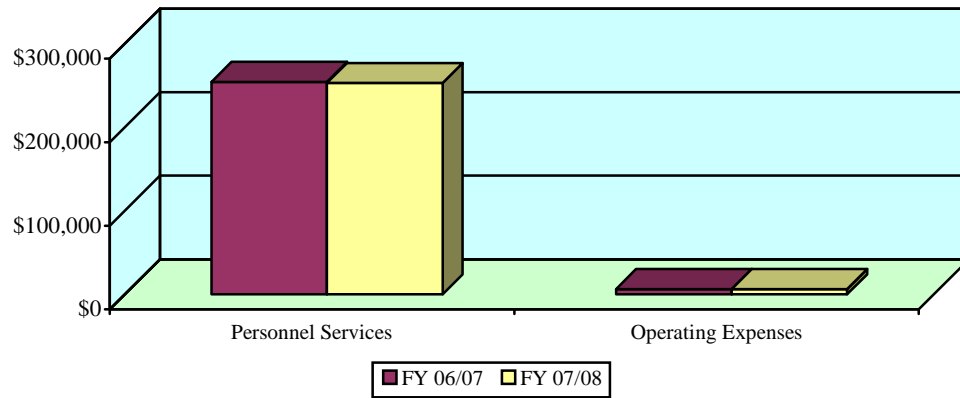
The General Fund provides funding for the salaries and benefits of the Budget Director and two staff members, and the costs associated with the production and printing of the annual operating budget document. Salaries and benefits comprise the majority (97.5%) of the 2007/08 budget for the Budget Division.

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Percent variance between estimated General Fund revenue and actual	±3.00%	+1.47%	±3.00%
2. Average turnaround time for budget adjustment requests (days)	7.0	5.3	7.0



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Budget Division Director	1 – CLFT	1 – CLFT
Budget Analyst	1 – CLFT	1 – CLFT
Budget Database Analyst	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	3	3

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 254,269	\$ 252,935
Operating Expenses	<u>6,323</u>	<u>6,300</u>
 TOTAL:	 \$ 260,592	 \$ 259,235

The purpose of the Financial Management Division is to maintain a financial reporting system that will adequately safeguard and account for the city's assets. Its primary function is to provide complete and accurate financial information in proper and timely form to the Governing Body, city administration and citizens of Santa Fe.

The Division Director provides direction and management to the cashier's office, payroll, accounts receivable, accounts payable, and accounting units. The Accounting office is responsible for the day-to-day upkeep of the city's general ledger accounting system, financial statement preparation and monitoring of grant budgets. Accounts Payable maintains effective control and timing over the disbursement of city funds. Payroll maintains accurate employee payroll records and processes payroll checks for over 1,800 employees. The Cashier's Office receives, controls, and accurately records all cash remittances made to the City. Accounts Receivable maintains accurate financial records of billings and payments owed to the city, and ensures that all delinquent accounts are properly documented and collected.

#### 2006/07 Operational Highlights:

- Increased collection of all accounts receivable.
- Completed the Comprehensive Annual Financial Report (CAFR) for FY 2005/06.
- Improved fixed assets reporting and accountability.
- Received a Certificate of Achievement for excellence in financial reporting from the Government Finance Officers Association for the FY 2005/06 Annual Financial Report.

#### 2007/08 Goals and Objectives:

- Provide the city management with continuous and accurate financial information, and monitor revenues and expenditures according to federal and state rules and regulations.
- Implement Human Resources and Payroll computer software systems.
- Upgrade financial reporting processes to a web-based format.
- Finalize the pending update for the city's financial procedures manual.
- Develop invoice imaging capabilities in Accounts Payable.

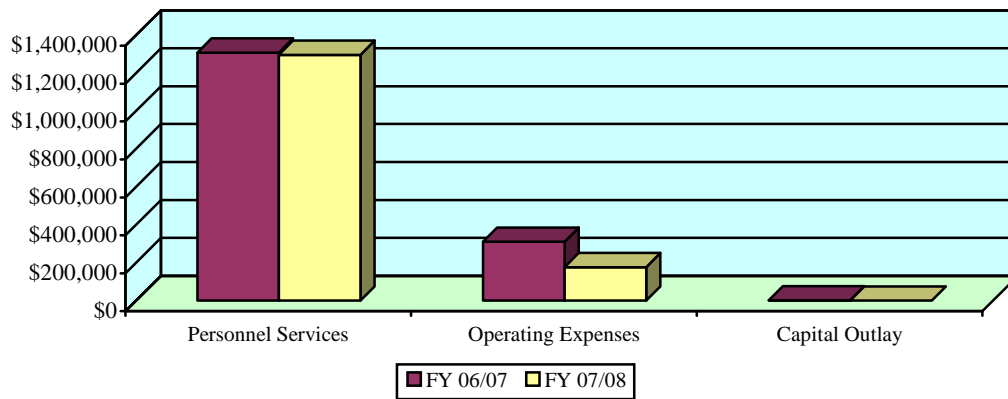
#### Budget Commentary:

The General Fund appropriation of \$1,472,852 for the Financial Management Division funds salaries and benefits for 24 positions, associated costs, and expenses associated with printing the annual financial report. For FY 2007/08, the largest single category of expenses (after salaries and benefits) is professional services, wherein \$83,005 is budgeted for armored car services and printing/mailing of ambulance bills.



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Assistant Finance Department Director	1 – CLFT	1 – CLFT
Accountant	1 – CLFT	1 – CLFT
Accounting Supervisor	4 – CLFT	4 – CLFT
Administrative Manager	1 – CLFT	1 – CLFT
Account Technician	3 – CLFT	3 – CLFT
Database Specialist	4 – CLFT	4 – CLFT
Financial Analyst	4 – CLFT	5 – CLFT
Financial Analyst	1 – TCF	1 – TCF
Payroll Technician	2 – CLFT	2 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Senior Financial Analyst	1 – CLFT	1 – CLFT
Special Funds Financial Analyst	<u>1</u> – CLFT	<u>0</u> – CLFT
TOTAL:	24	24

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 1,307,865	\$ 1,296,161
Operating Expenses	310,925	176,691
Capital Outlay	<u>2,454</u>	<u>0</u>
TOTAL:	\$ 1,621,244	\$ 1,472,852

The Purchasing Division is charged with the responsibility for procuring all materials, goods and services for city departments. Purchasing enforces and ensures compliance with federal and state laws and regulations, city procurement regulations, and city fixed assets reporting and procedure requirements. The division also reviews, authorizes and processes all purchase requisitions and requests for bids and proposals; maintains the city's inventories; operates the motor pool; and disposes of surplus assets.

2006/07 Operational Highlights:

- Streamlined procurement processes by implementing an increase in the upper dollar limit for City Manager approval of contracts and change orders, and by changing the capital outlay minimum purchase threshold to \$5,000.
- Updated the Purchasing Manual with changes designed to expedite the procurement process, and instructed over 200 city staff on procurement process changes.
- Continued to provide instruction and assistance to the Santa Fe Public Schools on changes in procurement rules and major purchases.
- Initiated the process of building an environmentally-friendly city fleet by purchasing 56 alternative fuel vehicles.
- Provided assistance and guidance to various city departments in the procurement of snow removal equipment and supplies.
- Converted data entry processes at the Utility Supply Warehouse from manual input to the latest JD Edwards inventory system.

2007/08 Goals and Objectives:

- Continue to update the Purchasing Manual and improve division procedures in order to enhance efficiency in the procurement process.
- Process all requisitions, bids and proposals in the most professional manner, processing in such a way as to maximize the competitive nature and fairness of each.
- Work with the city's Energy Specialist on the ongoing process of replacing the city's fleet with alternative fuel vehicles on an attrition basis.

- Maintain warehouse functions in an efficient, cost-effective manner.
- Provide a safe and friendly environment for employees.

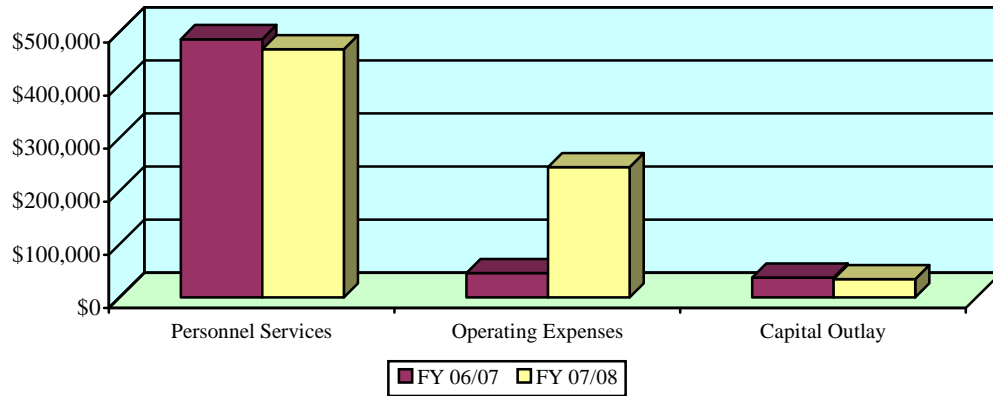
Budget Commentary:

The FY 2007/08 Purchasing Division operating budget is supported by a General Fund appropriation of \$500,328, which funds the salaries and benefits for 8 staff members. Also included are the operating expenses for the division and equipment necessary for division operations. Salaries and benefits comprise the majority (93.4%) of the division's FY 2007/08 General Fund budget.

The Purchasing Division conducts an annual auction to dispose of surplus assets that are antiquated, obsolete or damaged. Operating costs incurred for the sale of fixed assets are paid from the Capital Equipment Reserve Fund (2118). Following deposit of the auction proceeds, a distribution is made to each participating fund, with the General Fund portion remaining in this fund. For FY 2007/08, the Capital Equipment Reserve Fund appropriation of \$246,952 provides support for auction/sale expenses and equipment purchases for various city departments.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Purchasing Officer	1 – CLFT	1 – CLFT
Account Technician	1 – CLFT	1 – CLFT
Database Specialist	2 – CLFT	2 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Supply/Inventory Technician	<u>3</u> – CLFT	<u>3</u> – CLFT
TOTAL:	8	8

## EXPENDITURE CLASSIFICATION



	FY 06/07 REVISED	FY 07/08 APPROPRIATION
Personnel Services	\$ 486,433	\$ 467,546
Operating Expenses	45,674	245,384
Capital Outlay	<u>37,543</u>	<u>34,350</u>
<b>TOTAL:</b>	<b>\$ 569,650</b>	<b>\$ 747,280</b>

The Utility Customer Service Division is responsible for reading water meters; providing monthly utility bills; responding to customer questions, concerns, requests and problems; and collection of delinquent customer accounts. The division is also charged with providing complete and accurate financial data to the Governing Body, the Finance Director, the utility enterprise divisions and the citizens of Santa Fe.

The Utility Customer Service Division works as a cohesive team to assure accurate meter reading, billing and customer service for over 35,000 utility accounts. The division works closely with the Water, Wastewater, Storm Water and Solid Waste Divisions to ensure that services are properly rendered, customer problems are addressed, and that all divisions are kept abreast of problems or potential problems with their systems, procedures or processes. The division also works extensively with the Public Utilities, Water Conservation and Water Rate Steering Committees to provide assistance, information and reporting as required.

2006/07 Operational Highlights:

- Continued development of a comprehensive set of policies and procedures for the division.
- Expanded the Automated Meter Reading System Project to cover the entire city, and installed an additional 26,000 remote meter reading devices.
- Continued the Customer Service Call Monitoring System and associated customer service initiatives.
- Increased the collections rate for utility accounts receivable.
- Continued development of a utility billing dispute resolution procedure to assist in resolving customer disputes.
- Worked closely and successfully with the city's utility divisions on a variety of projects to improve division collections and customer service.

2007/08 Goals and Objectives:

- Coordinate with the Water Division on several ongoing projects, including enhancements to the Automated Meter Reading system and the development of water consumption monitoring tools for customers' use.
- Develop a training program to enhance employee knowledge on the utility billing system, particularly in the Customer Service and Collections sections.
- Work with the Solid Waste Division to develop a refuse volume-based rate structure and to meet the demands of automated refuse pick-up.
- Continue to enhance collection of receivables by developing policies and procedures to improve collections productivity and efficiency.
- Work with the Information Technology & Telecommunications Division to enhance the utility customer billing system and improve productivity and efficiency.

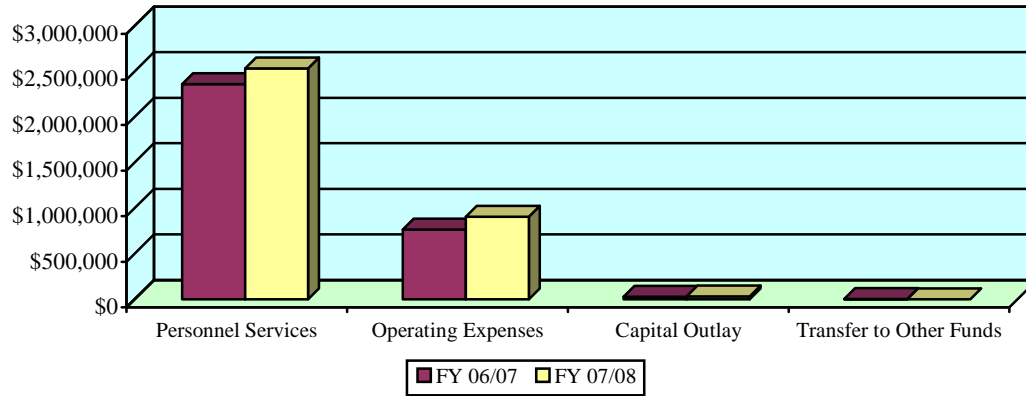
### Budget Commentary:

The Utility Customer Service Division is supported by an appropriation of \$3,467,349 from the Utility Customer Service Fund (5205), which provides funding for 43 staff members and operational costs for the division. This fund is entirely supported by funding allocations from the Water, Wastewater and Solid Waste Utilities that are determined based on the share of division expenses attributable to each utility's customer service needs. Major division expenses for FY 2007/08 include printing and mailing of utility bills (including some contracted services) totaling \$301,300; various professional contracts in the amount of \$240,000; general liability insurance coverage for the Division in the amount of \$104,335; and computers, software and equipment purchases totaling \$61,730.

For FY 2007/08, several personnel changes were made in the Utility Customer Service Division in response to increased staff demands resulting from growth in the utilities' customer base and service area; some position changes also resulted from a realignment of staff to reflect the allocation of personnel funding. These changes included the addition of an Account Specialist, an Account Technician, a Customer Service Representative and a Utility Collections Specialist to the FY 2007/08 Utility Customer Service Division budget. Also for FY 2007/08, a temporary Meter Reader position was changed to full-time classified status, and an Accounts Manager Collections Monitor, a Database Specialist and a Utility Collections Investigator were deleted from the division budget.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Utility Customer Service Division Director	1 – CLFT	1 – CLFT
Accounts Manager Collections Monitor	1 – CLFT	0 – CLFT
Account Specialist	3 – CLFT	4 – CLFT
Account Technician	4 – CLFT	5 – CLFT
Administrative Secretary	2 – CLFT	2 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Collections Supervisor	1 – CLFT	1 – CLFT
Customer Service Representative	8 – CLFT	9 – CLFT
Customer Service Supervisor	1 – CLFT	1 – CLFT
Database Specialist	4 – CLFT	3 – CLFT
Lead Meter Reader	1 – CLFT	1 – CLFT
Meter Reader	4 – CLFT	5 – CLFT
Meter Reader	1 – TFT	0 – TFT
Meter Reader Service Technician	1 – CLFT	1 – CLFT
Meter Reading Supervisor	1 – CLFT	1 – CLFT
Special Projects Administrator	1 – CLFT	1 – CLFT
Utility Billing Investigator	1 – CLFT	1 – CLFT
Utility Billing Manager	1 – CLFT	1 – CLFT
Utility Collections Investigator	2 – CLFT	1 – CLFT
Utility Collections Specialist	0 – CLFT	1 – CLFT
Water Operations Accounting Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	40	41

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 2,358,878	\$ 2,531,953
Operating Expenses	762,255	904,796
Capital Outlay	27,876	30,600
Transfer to Other Funds	<u>1,998</u>	<u>0</u>
 TOTAL:	 \$ 3,151,007	 \$ 3,467,349

# NOTES



## FIRE DEPARTMENT

The Fire Department provides protection of life and property through fast and safe response to fire and medical emergencies for the citizens of Santa Fe. The department is charged with the responsibility of providing on-scene medical care and transport to the hospital, preventing and controlling fires by code enforcement and investigation, and providing education services to the public to prevent or minimize injury, loss of life and economic loss.

<b>Administration</b>	<b>Appropriation: \$ 4,125,295</b>
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The Fire Chief is responsible for the overall management of Fire Department operations. The administrative function includes leadership and supervision of both short-range and long-range planning related to fire prevention, structural and wild land fire suppression, training, emergency medical services, hazardous materials mitigation, and the deployment of manpower and equipment for maximum effectiveness.

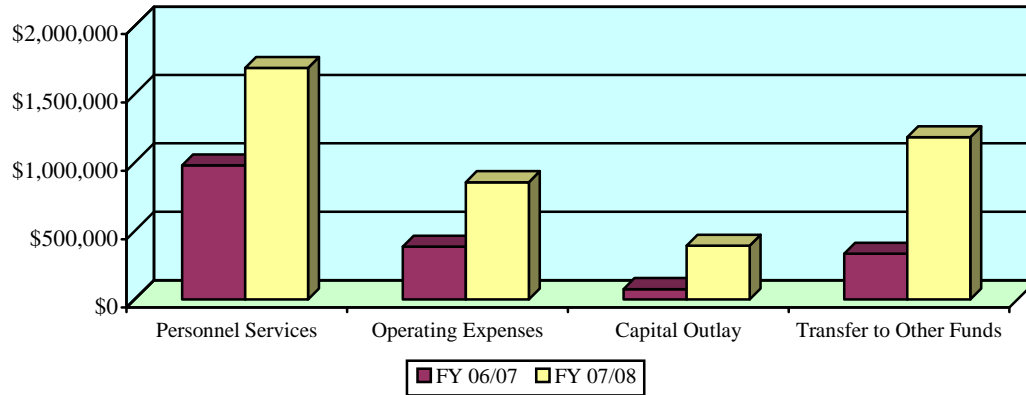
The Fire Chief is currently coordinating with staff and the Airport Division on the planning work necessary to provide enhanced fire protection services at the Santa Fe Municipal Airport as required by the Airport's FAA Class 1 certification. The Chief also continues to work with the Santa Fe County Fire Department to address efficiency and effectiveness issues in City/County joint emergency response.

The FY 2007/08 operating budget is supported by a General Fund appropriation of \$1,994,079, which includes funding for salaries and benefits of the Fire Chief and two staff members, and travel expenses for the entire Department. Major expenses include the Department's insurance coverage (\$296,198) and the city's share of the Emergency Preparedness Coordinator's expenses (\$35,166). For FY 2007/08, an additional appropriation of \$80,900 from the Capital Equipment Reserve Fund (2118) is provided to allow for acquisition of high-priority equipment.

In the fall of 2006, the City Council approved an additional property tax increment of \$0.592 per \$1,000 of net taxable value on both residential and non-residential property to provide for enhanced public safety response in the community. For FY 2007/08, \$911,400 (50%) of this additional property tax increment is allocated to the Fire Department in the Fire Property Tax/Safety Fund (2251). Additional appropriations in this fund are available from the city's former contribution to the Regional Emergency Communications Center (RECC), made unnecessary by Santa Fe County's assumption of all fiscal and administrative responsibilities for the RECC in FY 2006/07. For FY 2007/08, \$1,119,910 of this newly-available funding was made available to the Fire Department in the Fire Property Tax/Safety Fund (2251). Altogether, appropriations in this fund provide \$2,050,316 to fund operating supplies for the department, uniforms for department personnel, and various vehicle and equipment needs.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Fire Chief	1 – EX	1 – EX
Administrative Secretary	1 – CLFT	1 – CLFT
Office Manager	<u>1</u> – EX	<u>1</u> – EX
 TOTAL:	 3	 3

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 978,672	\$ 1,692,949
Operating Expenses	385,314	856,436
Capital Outlay	75,556	391,500
Transfer to Other Funds	<u>333,585</u>	<u>1,184,410</u>
 TOTAL:	 \$ 1,773,127	 \$ 4,125,295

The Administrative Services Division is responsible for a variety of duties in the area of fire prevention and public education. The division works toward this goal by providing fire prevention public outreach and education; code enforcement services; wildfire prevention; fire fuels management; emergency planning; and fire reporting and data collection services. These services are provided by a dedicated staff of highly trained professionals operating out of Fire Department Headquarters.

2006/07 Operational Highlights:

- Initiated improvements in electronic reporting and data collection to ensure compliance with state and federal reporting requirements.
- Continued to develop a comprehensive wildland fire prevention and mitigation program that included publication of informational materials for the public; preparation of a mid-level hazardous fuels assessment; thinning of 4,500 acres in the watershed presenting a hazardous fuels danger; and meeting with a variety of neighborhood residents, groups and individuals to advise them on private property hazardous fuels reduction and fire prevention.
- Coordinated with the US Forestry Service on the prescribed use of fire in the Santa Fe watershed to reduce the risk of uncontrolled wildfires, and continued to update and refine the Santa Fe Wildfire Operations Plan.
- Ensured that fire and safety code requirements were met at all special events held throughout the city.
- Completed 2,686 fire prevention inspections, reviewed 669 development plans to ensure compliance with the International Fire Code, and conducted 202 fire safety presentations to over 5,500 elementary school-age children and adults.

2007/08 Goals and Objectives:

- Improve service by exploring new approaches with new technology available to the fire and EMS services, including Telestaff scheduling software to modernize shift staffing procedures; mobile data terminals for the Fire fleet; system updates to enhance Airport emergency response; and completion of the Evacuation Dynamics project and implementation of the resulting changes to evacuation plans.
- Maintain a cooperative relationship with the US Forestry service to reduce the danger of wildfire in the municipal watershed, and complete work necessary to finalize forestry grant contracts and produce a Community Wildfire Protection Plan.
- Continue to protect the citizens and guests of Santa Fe with proactive fire prevention efforts, including Certificates of Occupancy and annual fire inspections for targeted hazardous occupancies; building/development plan reviews; and Fire Code enforcement.
- Improve the Fire Department's use of the internet to provide the public with better information regarding fire prevention and fire fighting/suppression activities.

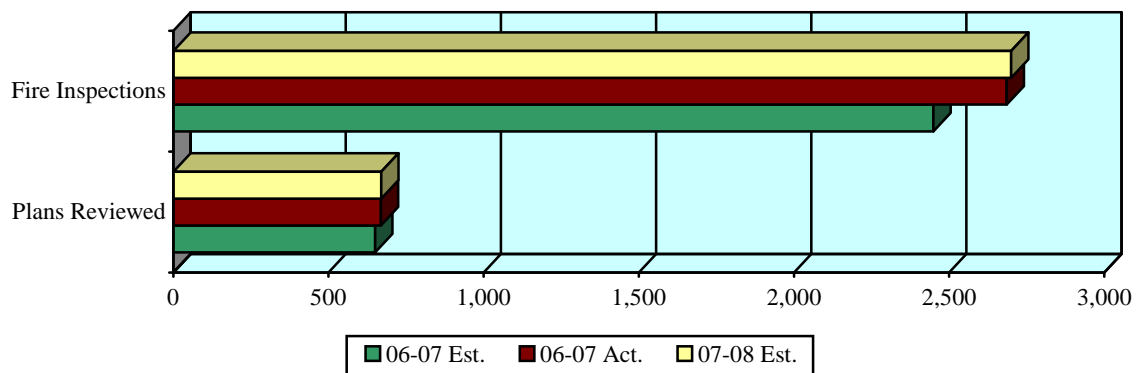
### Budget Commentary:

The FY 2007/08 General Fund operating budget of \$545,921 for the Administrative Services Division supports seven positions and operating expenses used in division activities, including data collection and analysis, fire inspections, safety education programs and investigation of property loss fires. Salaries and benefits comprise the majority (98.8%) of the total budget for the Administrative Services Division.

Beginning in FY 2007/08, the former Fire Field Services Division was reorganized and split into the Administrative Services Division and the Fire Operations Division. No net changes to staffing or operational funding were specifically associated with this reorganization.

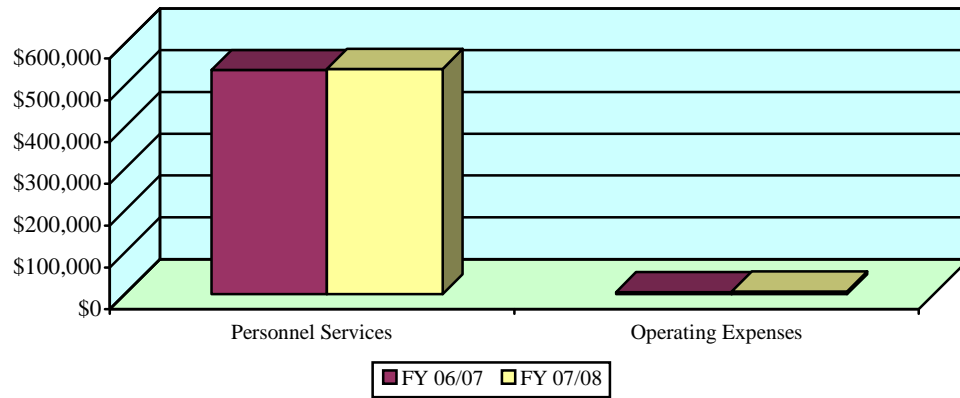
A Fire Marshal position was added to the Administrative Services budget for FY 2007/08 to enhance fire prevention efforts.

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Number of fire inspections	2,450	2,686	2,700
2. Number of plans reviewed	650	669	670



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Assistant Fire Chief	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Fire Inspector I	1 – CLFT	1 – CLFT
Fire Inspector II	3 – CLFT	3 – CLFT
Fire Marshal	<u>0</u> – CLFT	<u>1</u> – CLFT
TOTAL:	6	7

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 536,419	\$ 539,371
Operating Expenses	<u>5,176</u>	<u>6,550</u>
 TOTAL:	 \$ 541,595	 \$ 545,921

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## Fire Operations

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Appropriation: \$ 9,865,142

The Fire Operations Division is responsible for the delivery of emergency services to the public in response to any emergency situation such as sudden illness, injury, fire, or hazardous materials release. The division provides these services with a staff of highly trained professionals responding from the city's five fire stations, using five fire engines, five fully staffed paramedic ambulances and one heavy rescue truck.

### 2006/07 Operational Highlights:

- Continued to provide emergency response services to the City of Santa Fe within established response time frames in the areas of fire suppression, rescue, and EMS life-saving assistance, responding to 11,008 emergency calls in all.
- Provided rapid emergency medical care for visitors and staff at a number of special events in and around the Plaza via the bike medic team, and ensured that fire and safety code requirements were met at the events.
- Instituted improvements in electronic reporting and data collection to ensure compliance with state and federal reporting requirements.

### 2007/08 Goals and Objectives:

- Continue to work with area law enforcement and fire agencies to establish a unified command and utilize the latest technology for communication interoperability on all emergency scenes.
- Improve service by exploring new approaches with new technology available to the fire and EMS services.
- Conduct an assessment of fire service and EMS service needs in county areas currently under study for annexation into the City of Santa Fe, and continue to work with the County to resolve the issue of reimbursement for service calls outside city limits.

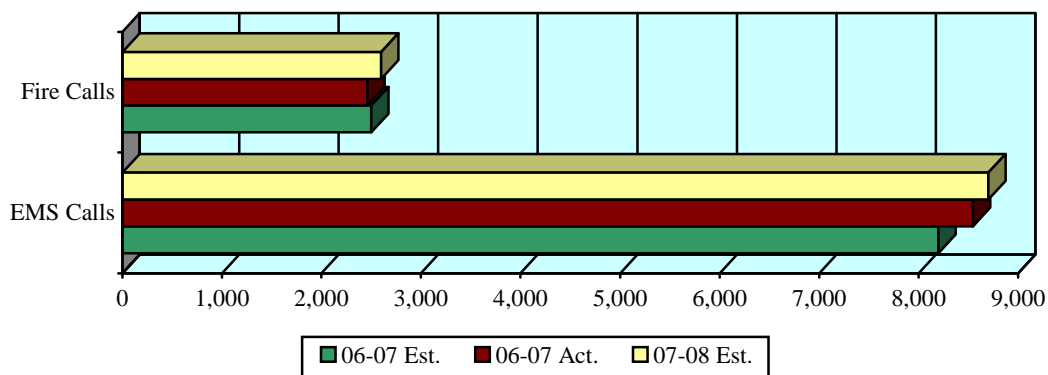
### Budget Commentary:

The FY 2007/08 General Fund operating budget of \$9,865,142 for the Fire Operations Division supports 126 positions and operating expenses primarily used in providing emergency services, conducting safety education programs and investigating property loss fires. Salaries and benefits comprise the largest share (94.1%) of the total budget for the Operations Division. Other major items in the FY 2007/08 budget include uniforms for division personnel (\$121,000); safety, medical and other supplies (\$120,050); and fuel for emergency response vehicles (\$105,000).

Beginning in FY 2007/08, the former Fire Field Services Division was reorganized and split into the Fire Operations Division and the Administrative Services Division. No net changes to staffing or operational funding were specifically associated with this reorganization.

Several Fire Operations positions were reclassified in FY 2006/07 and FY 2007/08 due to staff turnover and operational training requirements. For FY 2007/08, five temporary positions (an Assistant Wildland Urban Interface Specialist and four Parks Maintenance Workers) were deleted from the Fire Operations budget due to the expiration of the grant from which they were funded. In addition, a Firefighter Trainee and four Firefighter I positions were added to the FY 2007/08 budget in order to enhance fire protection efforts in the city.

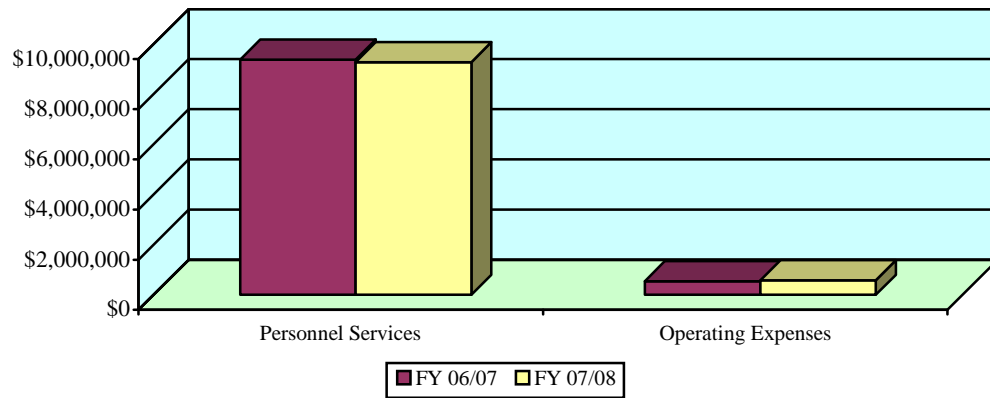
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Number of fire service calls	2,500	2,463	2,600
2. Number of EMS calls	8,200	8,546	8,700
3. Average fire/EMS call response time (min:sec)	06:20	06:30	06:30
4. Structural fire incidents	50	45	50



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Assistant Fire Chief	1 – CLFT	1 – CLFT
Battalion Chief	3 – CLFT	3 – CLFT
Assistant Wildland Urban Interface Specialist	1 – TGF	0 – TGF
Fire Captain	15 – CLFT	15 – CLFT
Fire Engineer	15 – CLFT	15 – CLFT
Firefighter I	0 – CLFT	4 – CLFT
Firefighter II	16 – CLFT	14 – CLFT
Firefighter III	18 – CLFT	7 – CLFT
Firefighter/Paramedic	18 – CLFT	23 – CLFT
Firefighter Trainee	16 – CLFT	17 – CLFT
Medical Officer	1 – CLFT	1 – CLFT
Parks Maintenance Worker	4 – TGF	0 – TGF
Rescue Technician	8 – CLFT	11 – CLFT

Shift Captain	6 – CLFT	7 – CLFT
Shift Engineer	4 – CLFT	7 – CLFT
Wildland Urban Interface Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	127	126

### EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 9,382,415	\$ 9,282,356
Operating Expenses	<u>540,173</u>	<u>582,786</u>
TOTAL:	\$ 9,922,588	\$ 9,865,142



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## Fire Support Services

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Appropriation: \$ 1,119,400

The Fire Support Services Division is charged with planning, development and administration of a wide range of training programs which include structural firefighting, wildland urban interface firefighting, emergency medical services, hazardous materials, heavy rescue, emergency vehicle operations, and all applicable Occupational Health and Safety Administration (OSHA) requirements. The division meets and maintains rigorous training requirements for the Fire Department's firefighters and emergency medical service providers.

The division is also responsible for maintenance and repair of the Fire Department's 36 vehicles and specialized equipment including self-contained breathing apparatuses, jaws-of-life, and various other types of equipment and tools. In addition, the division provides maintenance and upkeep for the City's five constantly-manned fire stations, two reserve stations and one training station.

The City of Santa Fe receives annual grants from the State Fire Fund and the Emergency Medical Services Grant Program that supplement funding provided by the City for emergency operations and various equipment needs. In addition to training, these grants provide funding support for ambulance operations, medical supplies, ambulance equipment and injury prevention programs.

### 2006/07 Operational Highlights:

- Provided 990 hours of emergency medical training and 1,050 hours of fire instruction to address the needs and assure the fitness and readiness of Fire Department personnel.
- Purchased communication, safety and accountability equipment for staff with grant funding from the Assistance to Fire Fighters Grant Program, the US Department of Homeland Security, and city matching funds.
- Worked in close collaboration with the Police Department and Airport Division to develop the master plan for a joint police and fire training center in the vicinity of the Airport, and received funding from the city and the State for development of the plan.
- Continued ongoing repair and maintenance of the entire fleet of emergency response and staff vehicles, and planned, designed and constructed improvements to the Fire fleet maintenance facility.
- Completed the seventh annual Fire Captain Promotional Assessment Center, and sponsored fire fighter training through the University of New Mexico School of Medicine Paramedic Training Program and the newly developed Paramedic Training Program at the Santa Fe Community College.
- Completed the specification process for a FAA-funded Airport Rescue Fire Fighting (ARFF) vehicle.

### 2007/08 Goals and Objectives:

- Maintain equipment for reliability and safety, ensuring 90% fleet availability at any given time.
- Achieve substantial progress on the construction of Fire Station #3 in the vicinity of Ashbaugh Park.

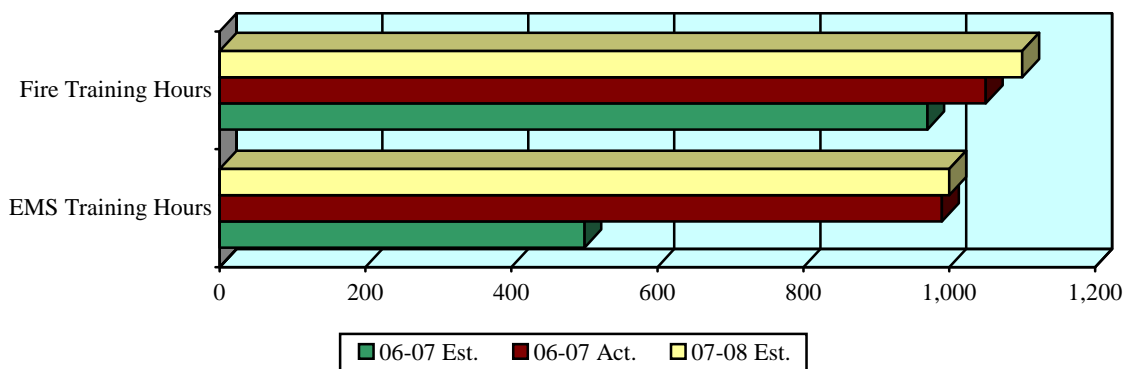
- Continue to enhance the training program for all Fire staff, including essential fire and EMS training, paramedic training, hazardous materials and wildland firefighting training, and specialized rescue training.
- Refine skills, training and technology for all personnel to reduce the risk of injury and liability at incident scenes, and to provide enhanced decision making skills for all Fire Department officers in the field.
- Continue planning, design and construction of a joint police/fire training facility near the Airport.

#### Budget Commentary:

The FY 2007/08 General Fund operating budget of \$719,019 for the Fire Support Services Division provides funding for six staff members and various operating expenses relating to the training of Fire Department personnel and maintenance of the department's fleet of emergency response vehicles. Additional funding support for operations costs and equipment needs is provided through the State Fire Fund (2209) grant of \$373,381, which also includes a transfer of \$163,310 to the NMFA Fire Department Loan Fund (4201) to repay a loan from the New Mexico Finance Authority for heavy fire equipment.

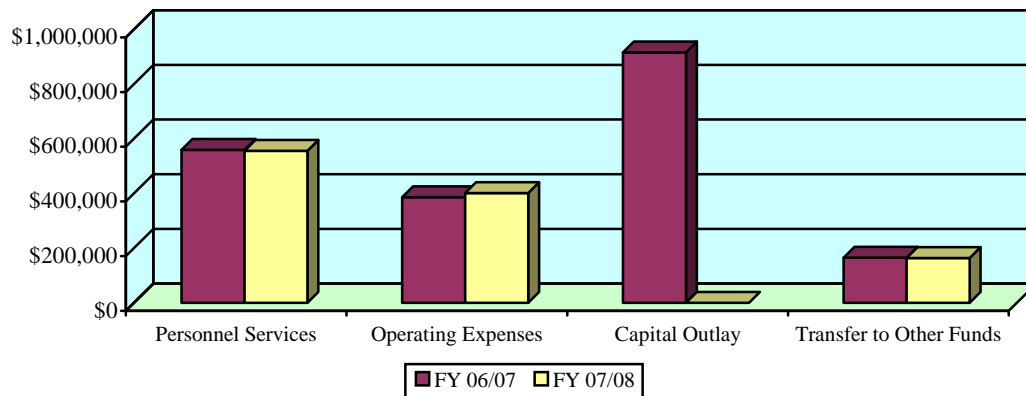
For FY 2007/08, the remainder of the division's resources is provided by the Emergency Medical Services Grant (2206) totaling \$20,000, and the Emergency Preparedness Grant (2207) in the amount of \$7,000. These state grants provide additional support for Fire Department personnel training and education costs.

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Fire training hours completed	970	1,050	1,100
2. EMS training hours completed	500	990	1,000
3. Cadet Academy Enrollees	600	1,280	1,300



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Assistant Fire Chief	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Auto Mechanic	1 – CLFT	1 – CLFT
Fire Fleet Administrator	1 – CLFT	1 – CLFT
Fire Training Officer	1 – CLFT	1 – CLFT
Medical Training Officer	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	6	6

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 558,097	\$ 555,229
Operating Expenses	385,327	400,861
Capital Outlay	914,722	0
Transfer to Other Funds	<u>164,722</u>	<u>163,310</u>
TOTAL:	\$ 2,022,868	\$ 1,119,400

# NOTES

## GENERAL GOVERNMENT

The General Government Department consists of the Mayor and City Council, the City Manager and staff, the Municipal Court, the City Attorney's Office, the City Clerk's Office and the Human Resources Division.

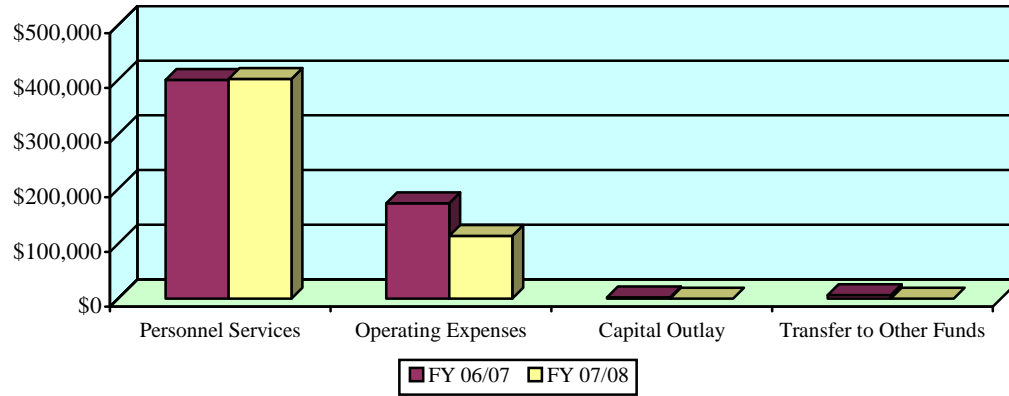
<u>Office of the Mayor and City Council</u>	<u>Appropriation: \$ 515,935</u>
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As the chief elected officials, the Mayor and City Council serve as the legislative branch of the municipality, control all finances and property, pass ordinances and establish administrative policies.

The General Fund provides funding support for the Mayor and Council operating budget, which primarily consists of salaries and benefits for the Mayor, Mayor Pro Tem, seven City Councilors and an Executive Administrator.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Mayor	1 – EL	1 – EL
Mayor Pro-Tem	1 – EL	1 – EL
City Councilors	7 – EL	7 – EL
Executive Administrator	<u>1</u> – EX	<u>1</u> – EX
TOTAL:	10	10

## EXPENDITURE CLASSIFICATION



	FY 06/07 REVISED	FY 07/08 APPROPRIATION
Personnel Services	\$ 399,442	\$ 401,548
Operating Expenses	173,865	114,387
Capital Outlay	2,123	0
Transfer to Other Funds	<u>6,440</u>	<u>0</u>
 TOTAL:	 \$ 581,870	 \$ 515,935

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**Office of the City Manager**

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**Appropriation: \$ 1,341,475**

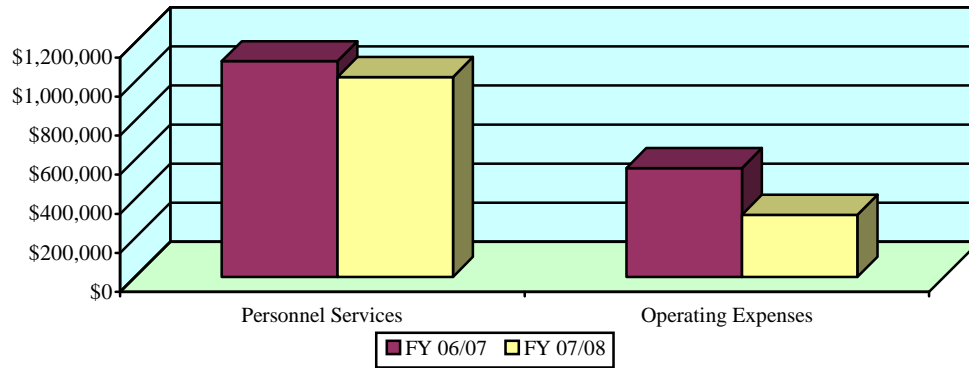
The City Manager is appointed by the Mayor and confirmed by a majority vote of the City Council. The City Manager performs the duties of the chief administrative officer of city government. As such, the City Manager is responsible for all day-to-day operations of city departments including employment matters, operational issues, and the development and maintenance of the annual budget. The City Manager informs the Governing Body on the financial condition of the city, and formulates recommendations to the Mayor and the Council on matters concerning the health, safety and welfare of the city and its citizens, or for the improvement of administrative or departmental functions and services. The City Manager also oversees the Internal Audit function.

The General Fund operating budget of \$1,341,475 provides funding for salaries and benefits of the City Manager and 11 staff members, including the city's Internal Auditor. The City Manager's operating budget also contains \$106,289 to pay operating costs for the City of Santa Fe Public Access Channel; \$24,000 for legislative lobbying services; \$20,000 to implement the strategic planning process; and \$30,000 for a public defender at Municipal Court.

Several staffing changes are reflected in the FY 2007/08 budget for the City Manager's Office. In FY 2006/07, a Plaza Administrative Manager position was reclassified to a Constituent Services Supervisor, and a Multimedia Production Manager position was transferred to the City Manager's Office from the Administrative Services Department. Beginning in FY 2007/08, a Multimedia Production Designer, a Constituent Services Specialist, a Database Specialist and an Administrative Secretary were added to the City Manager's budget, while a Legislative Liaison and a Legislative Liaison Assistant were moved to the City Attorney's Office.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
City Manager	1 – EX	1 – EX
Deputy City Manager	1 – EX	1 – EX
Administrative Secretary	0 – CLPT	1 – CLPT
Constituent Services Manager	1 – CLFT	1 – CLFT
Constituent Services Specialist	0 – CLFT	1 – CLFT
Constituent Services Supervisor	1 – CLFT	1 – CLFT
Database Specialist	0 – CLFT	1 – CLFT
Executive Administrator	1 – EX	1 – EX
Internal Auditor	1 – CLFT	1 – EX
Legislative Liaison	1 – CLFT	0 – CLFT
Legislative Liaison Assistant	1 – CLFT	0 – CLFT
Multimedia Production Designer	0 – CLFT	1 – CLFT
Multimedia Production Manager	1 – CLFT	1 – CLFT
Public Information Officer	1 – EX	1 – EX
Special Projects Administrator	<u>2</u> – CLFT	<u>0</u> – CLFT
TOTAL:	12	12

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 1,104,185	\$ 1,023,391
Operating Expenses	<u>557,180</u>	<u>318,084</u>
<b>TOTAL:</b>	<b>\$ 1,661,365</b>	<b>\$ 1,341,475</b>



The City Attorney's Office provides the city with legal counsel on all issues affecting the city and protects the city's interest in litigation. The City Attorney advises the Mayor, City Council, City Manager and Departments on legal issues and determines the legality of ordinances, resolutions, contracts, conveyances and other documents. The City Attorney also advises city boards, committees and commissions on matters within their respective jurisdiction, and works with the various city departments on special issues.

#### 2006/07 Operational Highlights:

- Provided continuing support for city staff in all legal matters including personnel; union contracts/grievances; insurance claims; land use law analysis; utility operations; code interpretations; bankruptcies, foreclosures and liens; support orders; and other operational legal concerns.
- Achieved a positive outcome from the Court of Appeals in two cases now before the NM Supreme Court dealing with possible state pre-emption of the city's home rule powers to prevent the drilling of a domestic well within municipal boundaries.
- Provided legal counsel on various issues related to the development of the Railyard, including the Railyard conservation easement and the development agreement for the Railyard parking garage/theater structure.
- Assisted in obtaining a state permit for the Buckman Direct Diversion water project.
- Negotiated and drafted a resolution regarding Rio Grande water storage contracts.
- Achieved substantial progress in negotiations on the Quail Run Association v. City of Santa Fe water rate structure case.
- Negotiated a settlement on the Tierra Contenta Corporation v. City of Santa Fe litigation.
- Provided legal counsel to the Claims Committee regarding liability, risk and defense strategy at monthly meetings.
- Participated in prosecution and achieved substantial progress in mediation for the City of Santa Fe v. PNM/Avistar case.
- Substantially improved and expanded prosecutorial functions at the Municipal Court.

#### 2007/08 Goals and Objectives:

- Continue to provide legal services for growing city demands, while limiting the city's liability and exposure.

- Maintain a customer service orientation for City Attorney's Office staff.
- Implement improved quasi-judicial appeal procedures.
- Identify and improve methods for dealing with long-term water policy goals.
- Coordinate data systems with the city's Municipal Court, Police Department and Prosecutor's Office.
- Implement the new City of Santa Fe Uniform Traffic Code.

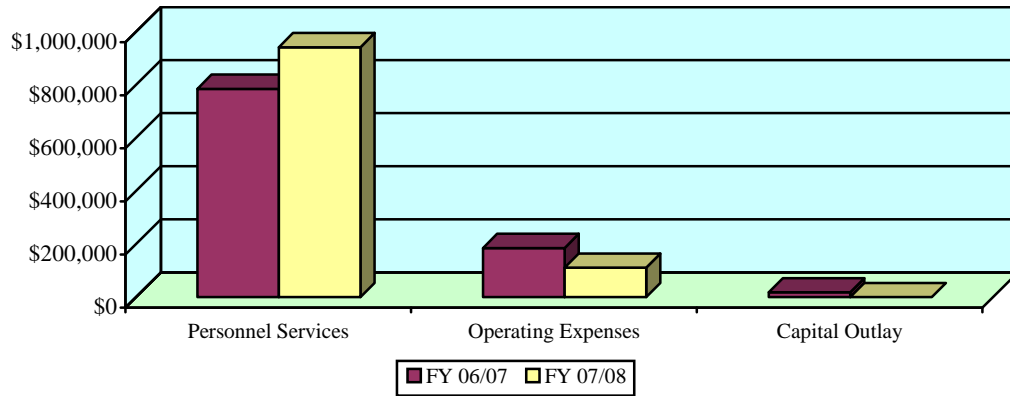
Budget Commentary:

The FY 2007/08 General Fund operating budget of \$1,052,299 provides funding for the City Attorney and nine staff members, \$40,000 for the Municipal Prosecutor's contract and \$3,500 for process service fees, court reporting and miscellaneous contracted services. Other major expenses include various subscription and book updates for the law library at a cost of \$28,000, and the division's insurance coverage in the amount of \$21,450. An Assistant City Attorney and Paralegal continue to be funded by the Water Services Division due to their responsibility for legal aspects of water resource matters.

For FY 2007/08, a Legislative Liaison and a Legislative Liaison Assistant were transferred to the City Attorney's Office from the City Manager's Office. An Assistant City Attorney position was also added for FY 2007/08.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
City Attorney	1 – EX	1 – EX
Administrative Assistant	1 – EX	1 – CLFT
Assistant City Attorney	5 – EX	3 – EX
Assistant City Attorney	0 – CLFT	1 – CLFT
Legislative Liaison	0 – CLFT	1 – CLFT
Legislative Liaison Assistant	0 – CLFT	1 – CLFT
Paralegal	<u>3</u> – CLFT	<u>2</u> – CLFT
TOTAL:	10	10

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 785,002	\$ 941,338
Operating Expenses	185,067	110,961
Capital Outlay	<u>18,000</u>	<u>0</u>
 TOTAL:	 \$ 988,069	 \$ 1,052,299

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**City Clerk**

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**Appropriation: \$ 1,175,152**

The City Clerk's official functions require the office to maintain custody of City Council and all board, committee and commission minutes, ordinances and resolutions, all official contracts and other official records approved by the Governing Body; attend all meetings of the Governing Body, in accordance with state statute; set public hearing items to be considered by the Governing Body and publish adoptions of ordinances upon passage; furnish copies of public records upon request; conduct and administer regular and special municipal elections; and prepare City Council packets twice monthly.

Operating functions of the City Clerk include:

<u>Administration</u> - To oversee and maintain an accessible public records storage system of proceedings of the Governing Body as well as all its committees and city departments	\$ 538,639
<u>Elections</u> - To conduct and administer the City of Santa Fe 2008 municipal elections	58,806
<u>Duplicating Services</u> - To provide copy services for all city departments, reproduce and bind City Council and major committee and department reports, and maintain the copy machines in good working order	166,761
<u>Graphics</u> - To provide graphic design and consultation services for all city departments and act as city liaison for graphic services	120,117
<u>Mail and Delivery Service</u> - To provide for the most efficient and cost-effective distribution and collection of city mail, memoranda and other materials to all city offices	166,031
<u>Records Management</u> - To continue to create and implement reliable, efficient and cost-effective records management programs	<u>124,798</u>
	\$ 1,175,152

2006/07 Operational Highlights:

- Designed and produced several publications for various city departments, including the Employee Newsletter (¿Que Hay de Nuevo?); a Fire Prevention booklet (Surviving a Wildfire in Santa Fe); a recruiting promotional package for the Police Department; a Health & Fitness Activity Guide; the Senior Center Newsletter; the Santa Fe Beautiful Newsletter; the Water Conservation Calendar; and the Santa Fe Trends Annual Report.

- Continued paperless packets on CD for the City Council and the Finance and Public Works Committees, and implemented paperless packets for the Public Utilities Committee, the Historic Design Review Board and the Archaeological Review Committee.
- Converted the City of Santa Fe 2007 Resolutions and Ordinances to an electronic format for posting on the city's web site; and updated the City of Santa Fe Code of Ordinances to current status.
- Produced 4,154,322 photocopies and processed 119,624 pieces of 1<sup>st</sup> class mail and 51,762 pieces of bulk mail.
- Processed 615 public records requests, stored 1,401 boxes at the records center, destroyed 500 boxes of records that had met their legal retention requirements, and processed 296 records withdrawals, while prioritizing the storage process for departments with office space safety hazards.
- Designed new logos for the Storm Water Management Section, the Community Services Department, the Living River Program, the Santa Fe Trails "Safe Haven" Program, and the Parks, Trails & Watershed Division.

#### 2007/08 Goals and Objectives:

- Update Campaign Finance Statement forms and electronic versions to reflect approved amendments to the Campaign Code.
- Amend and re-print the Election District/Precinct Map to include recent annexations.
- Administer and conduct the March 4, 2008 Regular Municipal Election, including verification and certification of nominating petitions for candidates.
- Commence microfilming/scanning of permanent records and records storage tickets in the City Clerk's Office in order to streamline and optimize the records retrieval process.
- Evaluate the potential of in-house processing and printing of utility billing inserts to achieve operational cost savings.
- Provide permanent mail pick-up and delivery services to the city's satellite facilities.
- Design and produce marketing media and other materials for the Genoveva Chavez Community Center.
- Continue initiatives to convert to paperless document processing, including digital conversion and microfilming.

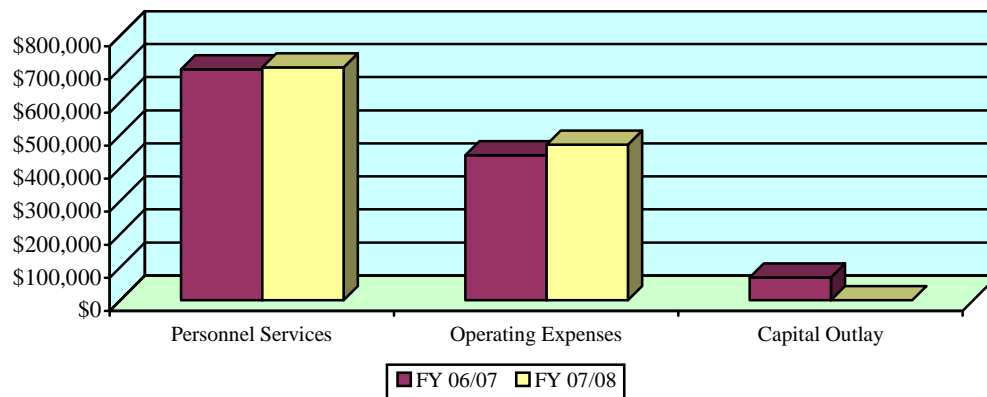
#### Budget Commentary:

The General Fund provides the funding support for the City Clerk's FY 2007/08 operating budget of \$1,175,152. This includes salaries and benefits for 13 employees; stenographer services and other professional contracts in the amount of \$165,000; maintenance and repair contracts totaling \$85,345 for the mailing and duplicating machines; and \$71,000 in postage and shipping expenses for city departments.

The Graphics Section was moved from the Administrative Services Department to the City Clerk's Office for FY 2007/08. As a result, two Graphic Artists were transferred to the City Clerk's Office. In addition, two temporary Clerk Assistant positions were added to the City Clerk's Office for FY 2007/08.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
City Clerk	1 – EX	1 – EX
Administrative Secretary	1 – CLFT	1 – CLFT
Assistant City Clerk	1 – CLFT	1 – CLFT
Clerk Assistant	0 – TPT	2 – TPT
Duplicating Supervisor	1 – CLFT	1 – CLFT
Duplicating Technician	2 – CLFT	2 – CLFT
Graphic Artist	0 – CLFT	2 – CLFT
Office Manager	1 – EX	1 – EX
Records Management Specialist	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	9	13

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 698,187	\$ 704,199
Operating Expenses	439,008	470,953
Capital Outlay	<u>68,760</u>	<u>0</u>
TOTAL:	\$ 1,205,955	\$ 1,175,152

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## Municipal Court

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Appropriation: \$ 1,335,009

The mission of the Municipal Court is to provide a fair, impartial, and efficient court system for municipal charges. Court operations are managed by the Court Services Director under the supervision of the Municipal Court Judge.

The Court seeks to provide effective service in the processing of citations and cases, and in the collection of fines and fees as assessed by city departments in the course of their enforcement of the Santa Fe Municipal Code.

### 2006/07 Operational Highlights:

- Installed and trained staff in the operation of a new full-court case management system.
- Improved staff professionalism and customer service, both on the phone and in person, and optimized the Court personnel structure.
- Enhanced the Drug Court Program by adding a Spanish Drug Court and increasing the number of program participants.
- Established a Homeless Court to deal with issues facing this community.
- Improved accountability and efficiency in the Court's financial records system.

### 2007/08 Goals and Objectives:

- Install a data import/export module to enable transmittal of citations from the Police Department and Court financial data to the Finance Department.
- Implement organizational and other improvements to the records room to enable more efficient and timely access to records.
- Promote better staff time utilization and other improvements to accommodate the high volume of Municipal Court case loads.
- Re-design the Court organizational chart to enable clear delineation of duties and schedules for court clerking and cashiering.
- Continue development of Municipal Court policies and procedures, including the Continuity of Operations Plan, the Bond Reconciliation Project and the Emergency Evacuation Plan.

Budget Commentary:

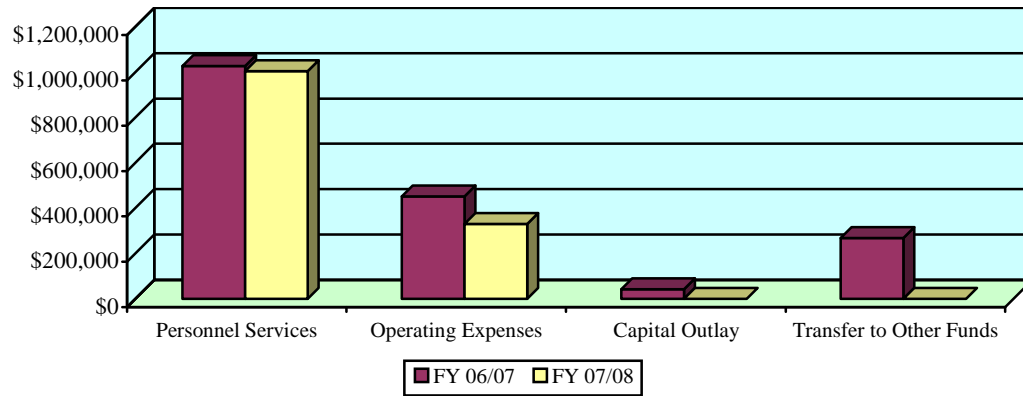
The FY 2007/08 Municipal Court budget of \$1,335,009 provides funding support for the salaries and benefits of the Municipal Court Judge and 18 staff members, plus associated costs. Other major items in the FY 2007/08 Court budget include remission of Court fees to the State per statutory requirements (\$79,750); security and alarm services (\$61,000); the Court's general liability insurance coverage (\$52,321); and interpreters for non-English speaking or hearing impaired persons (\$30,000).

The Municipal Court is supported by a General Fund appropriation of \$1,231,759. Special fees assessed by the Court for dedicated purposes provide the balance of funding for the division. For FY 2007/08, these include the Municipal Court Automation Fund (2130) appropriation of \$12,000; the Municipal Court Liability Fee Fund (2202) appropriation of \$79,750; and the Municipal Court Special Revenue Fund (2224) appropriation of \$11,500. For FY 2007/08, several Court special revenue funds were closed out and transferred to the General Fund, including their associated revenue sources and portions of the Court's personnel/operations costs. No net funding or fee structure changes were specifically associated with this reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Municipal Court Judge	1 – EL	1 – EL
Accountant	1 – TCF	1 – EX
Administrative Assistant	1 – EX	1 – EX
Bailiff	1 – EX	1 – EX
Compliance Monitor	3 – TGF	3 – TGF
Court Administrative Assistant	1 – EX	1 – EX
Court Clerk I	6 – EX	6 – EX
Court Clerk III	2 – EX	2 – EX
Court Records Manager	1 – EX	1 – EX
Court Services Director	1 – EX	1 – EX
DWI Data Entry Clerk	<u>1</u> – TGF	<u>1</u> – TGF
TOTAL:	19	19



## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 1,027,156	\$ 1,004,390
Operating Expenses	451,840	330,619
Capital Outlay	43,411	0
Transfer to Other Funds	<u>268,258</u>	<u>0</u>
 TOTAL:	 \$ 1,790,665	 \$ 1,335,009

# NOTES

## HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

The mission of the Housing & Community Development Department is to serve the citizens of Santa Fe by developing affordable housing opportunities and infrastructure; fostering long-term, diverse economic growth in the community; and maintaining a safe and sustainable community for the future through long-range development and transportation planning services. The department strives to maintain the highest quality of life for the citizens of Santa Fe while balancing concerns of the economy, environment, and social and economic equity.

The Housing & Community Development Department was created as part of a city-wide reorganization beginning in FY 2007/08. Because staffing and operational funding for the department was transferred from other city departments, no net overall funding changes were specifically associated with this reorganization.

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### Office of Affordable Housing

Appropriation: \$ 1,739,209

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The mission of the Office of Affordable Housing is to create, support and preserve housing opportunities that maintain and enhance economic, social and cultural diversity in the City of Santa Fe. To that end, the division works in partnership with city staff, non-profits and private sector developers to address community housing needs.

The Office of Affordable Housing strives to efficiently and effectively administer housing programs, including the Housing Opportunity Program (HOP), the Housing Trust Fund, the Community Development Block Grant (CDBG) Program and the Santa Fe Homes Program. As part of this responsibility, the division proactively seeks out housing options and programs that address the changing housing needs and market conditions in the community. Major on-going goals of the Office of Affordable Housing include maximizing both current resources and future funding opportunities to further local housing efforts and foster partnerships with the Santa Fe community; providing reliable information to form the basis of sound policy decisions on housing; and celebrating successes in affordable housing.

#### 2006/07 Operational Highlights:

- Implemented the Santa Fe Homes Program, including program design changes, establishing an administrative structure to track developments and home sales, and implementation of a process for developer-initiated proposals.
- Established a system to track funding allocated by the City of Santa Fe for local housing efforts, including infrastructure loan funds.
- Developed an initial plan to efficiently allocate funding earmarked for affordable housing through the Santa Fe Housing Trust Fund.
- Created an organizational development strategy for the OAH, including one, two and three-year work plans.
- Revised liens and other legal documents for shared equity and infrastructure loans.

- Successfully administered the HOP and CDBG Programs.

#### 2007/08 Goals and Objectives:

- Fully implement the Santa Fe Homes Program, including program refinements and establishment of procedures to ensure program compliance among developers and buyers.
- Complete a Santa Fe Housing Needs Assessment that will, at a minimum, provide: quantifiable information on specific gaps in housing opportunities, including for-sale and rental housing needs in the community; an assessment of the impact of second home buyers on housing demand in Santa Fe, including the types/prices of homes purchased of this type; an overview of the differences in rental and for-sale housing prices/values in different areas of the community; and information on the relationship between job growth and housing demand.
- Develop a ten-year community housing strategy to identify the types of housing on which limited resources will be focused, including a provision for biennial plan updates to reflect changing market conditions and completed projects.
- Promote use of alternative energies and technologies in new housing development.
- Facilitate community partnerships to address special needs housing issues.
- Provide training for staff to ensure complete familiarity with affordable housing development and finance options.
- Continue to successfully administer the HOP and CDBG Programs.

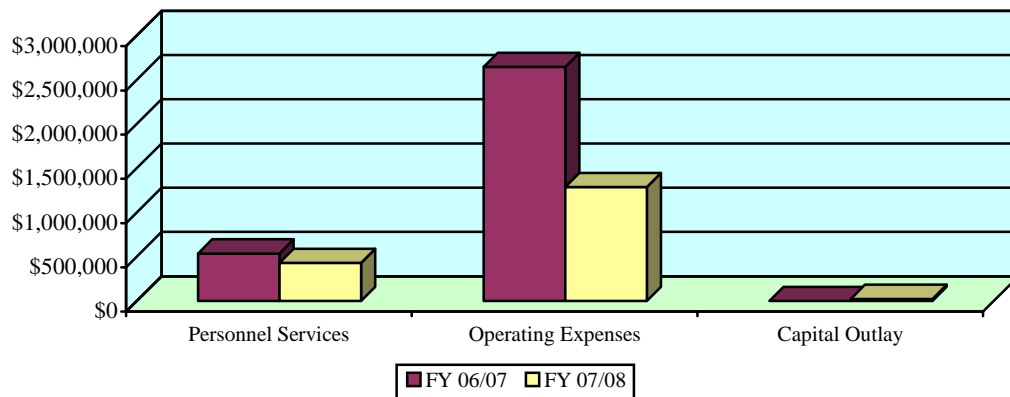
#### Budget Commentary:

The FY 2007/08 operating budget for the Office of Affordable Housing is supported by a General Fund appropriation of \$944,183, with additional appropriations of \$161,642 from the CDBG Program Fund (2506) and \$633,384 from the Shelter Plus Care Program Fund (2509) to support affordable housing and related activities. The budget provides funding for the salaries and benefits of five staff members, operating expenses, and grants to local agencies to provide services to the community. This latter category represents the largest single expense in the department's operating budget, with \$1,224,553 appropriated for grants and services in FY 2007/08. Salaries and benefits comprise much of the remainder of the OAH budget, with \$429,728 appropriated for this purpose for FY 2007/08. Office supplies, advertising costs, insurance coverage and small equipment purchases are also included in the FY 2007/08 budget.

As part of a city-wide reorganization, the Office of Affordable Housing was transferred as a division to the new Housing & Community Development Department beginning in FY 2007/08. No net changes in staffing or operational funding were specifically associated with this transfer.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Housing Director	1 – EX	1 – EX
Planner Senior	2 – CLFT	2 – CLFT
Planner Senior	1 – TGF	1 – TGF
Project Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	5	5

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 436,924	\$ 429,728
Operating Expenses	2,644,881	1,285,886
Capital Outlay	<u>0</u>	<u>23,595</u>
TOTAL:	\$ 3,081,805	\$ 1,739,209

The mission of the Economic Development Division is to achieve long-term sustainable and focused economic growth by building a diverse economy with high-wage, high-impact jobs that provide opportunity and prosperity for the city's residents, businesses and entrepreneurs. The department works to create high-quality career and workforce development opportunities and infrastructure, and to foster a business climate that helps local small businesses succeed.

The Economic Development Division is charged with implementing the City of Santa Fe's Economic Development Plan, which was adopted in June 2004. The main focus of the plan is to implement economic development activities that improve the local workforce, infrastructure, and business climate.

2006/07 Operational Highlights:

- Completed several loans through the Santa Fe Small Business Development Loan Fund.
- Developed an innovative and highly successful adult education/workforce development project called Prospero.
- Supported local businesses and non-profit organizations through the Santa Fe Alliance and Locals Care Program.
- Assisted in the Santa Fe Business Incubator expansion project, which doubled the size of the facility.

2007/08 Goals and Objectives:

- Continue efforts to implement the Economic Development Plan through expanded programs and community outreach, with an emphasis on education, workforce development and targeted industry development.
- Expand the Santa Fe Small Business Development Loan program.
- Initiate operations at the Santa Fe Airport's Aviation Business Center (ABC), formerly known as the Airport Industrial Park.
- Support efforts to implement the Santa Fe Light Trail fiber optic project.
- Implement phase II of the Prospero education project.

### Budget Commentary:

The FY 2007/08 General Fund operating budget for the Economic Development Division is \$892,973, which includes salaries and benefits for five staff positions and associated costs. The largest share of the General Fund budget (44.7%) is allocated for a transfer of \$398,888 to the Economic Development Fund to support economic development activities.

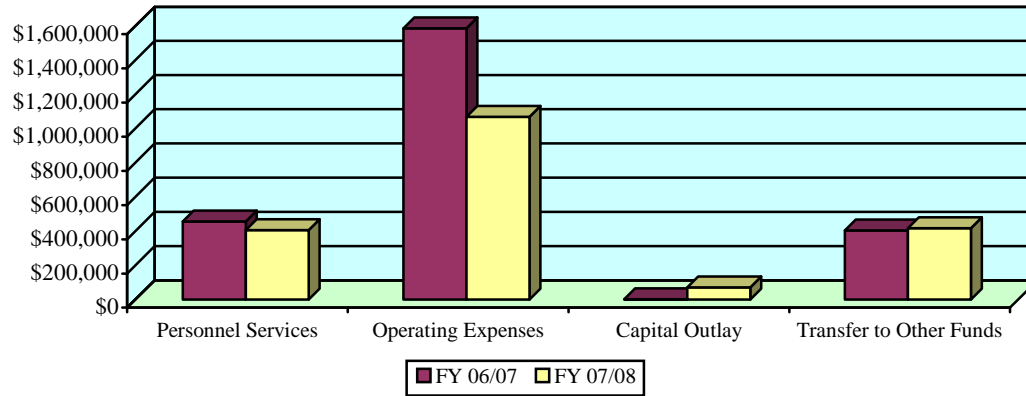
Additional funding to support division activities is provided in the Economic Development Fund (2117), which provides \$1,066,992 to fund one staff member and associated operating costs. Contracted services paid from this fund to support economic development activities in the City of Santa Fe (including business loans, supportive services, and other information and assistance for local businesses and employers) represent the largest item in the Economic Development Budget, totaling \$903,500 or 46% of the total division budget for FY 2007/08. The Economic Development Fund is partially supported by a transfer of \$398,888 from the General Fund.

As part of a city-wide reorganization, the Enterprise & Workforce Development Division of the former Economic Development Department was transferred to the new Housing & Community Development Department as the Economic Development Division beginning in FY 2007/08. No net changes in staffing or operational funding were specifically associated with this transfer.

For FY 2007/08, a Planner Senior Position in the Economic Development Division was reclassified to an EDD Special Projects Administrator.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Economic Development Department Director	1 – EX	1 – EX
Enterprise/Workforce Development Division Director	1 – CLFT	1 – CLFT
EDD Special Projects Administrator	0 – CLFT	1 – CLFT
Office Manager	1 – EX	1 – EX
Planner Senior	<u>3</u> – CLFT	<u>2</u> – CLFT
TOTAL:	6	6

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 455,477	\$ 406,093
Operating Expenses	1,585,523	1,067,992
Capital Outlay	1,287	70,000
Transfer to Other Funds	<u>403,668</u>	<u>415,880</u>
 TOTAL:	 \$ 2,445,955	 \$ 1,959,965



The purpose of the Long-Range Planning Division is to integrate land use and transportation planning services in order to create a sustainable Santa Fe. The division advises the Mayor and City Council, City Manager, city departments and appointed committees on long-range planning and development issues; prepares public policies relating to land use, growth, urban design, historic and cultural resources, economic transportation, and social services; and facilitates public participation in the development and implementation of such policies.

The Long-Range Planning Division also provides oversight and staff support for a variety of grant- and city-funded programs, including the Section 112, Section 5303, and Section 9 grant programs; the Archaeological Fund; Development Impact Fees; and the Regional Planning Authority.

2006/07 Operational Highlights:

- Adopted the Metropolitan Transportation Plan.
- Completed the Downtown Santa Fe Vision Plan process and provided a draft Plan for City Council review.
- Developed a draft five-year update to the city's General Plan.
- Achieved City Council approval for the proposed Urban Area Annexation Plan.
- Initiated the process of updating the city's Impact Fee structure.

2007/08 Goals and Objectives:

- Obtain City Council approval for the Downtown Vision Plan.
- Complete the notification/meeting process and apply to the Municipal Boundary Commission for final approval of the Urban Area Annexation Plan.
- Achieve Council adoption for the five-year update to the General Plan and the Impact Fee updates.
- Adopt the Southwest Santa Fe Community Area Master Plan.

Budget Commentary:

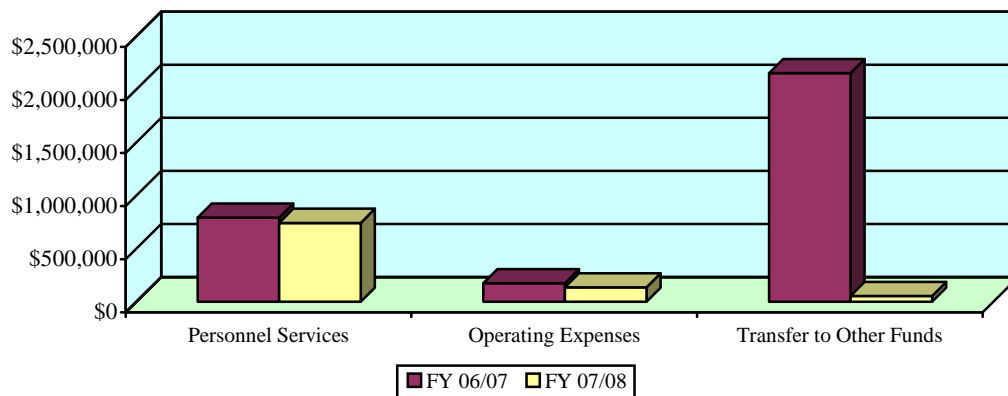
The FY 2007/08 operating budget for the Long-Range Planning Division is \$931,822, which includes funding for eight staff members and associated costs relating to division activities. The largest single funding source for the division's budget is the General Fund, which provides approximately 52.6% of the division's funding for FY 2007/08 (in the amount of \$490,348).

Grant funding also provides a significant share of the Long-Range Planning Division's resources for FY 2007/08. This category includes appropriations of \$222,724 from the Section 112 Fund (2324) and \$50,718 from the Section 5303 Fund (2325). Budgeted appropriations of \$54,000 in the Development Impact Fee Fund (2306) and \$114,032 in the Regional Planning Authority Fund (2709) comprise the remainder of the Long-Range Planning Division's resources for FY 2007/08.

As part of a city-wide reorganization, the Long-Range Planning Division of the Planning & Land Use Department (now re-titled the Land Use Department) was transferred to the Housing & Community Development Department beginning in FY 2007/08. No net changes in staffing or operational funding were specifically associated with this transfer.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Long-Range Planning Division Director	1 – CLFT	1 – CLFT
Planner Senior	1 – CLFT	1 – CLFT
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	2 – TGF	2 – TGF
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician	<u>2 – TGF</u>	<u>2 – TGF</u>
TOTAL:	8	8

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 792,488	\$ 742,690
Operating Expenses	174,858	135,132
Transfer to Other Funds	<u>2,153,687</u>	<u>54,000</u>
TOTAL:	\$ 3,121,033	\$ 931,822

## HUMAN RESOURCES DEPARTMENT

The Human Resources Department is responsible for providing personnel records management services for all city employees and for implementing personnel actions affecting classification, compensation and work history. The department is also involved in union negotiations and administering the subsequent contracts.

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Human Resources	Appropriation: \$ 15,503,037
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The duties of the Human Resources Department include providing technical training assistance to departments, development of internal training on general and technical subjects, administration of an ongoing management and supervisory training program, and development and maintenance of the automated record keeping system designed to provide information on training and tuition courses for employees. Other responsibilities include providing support to the Employee Assistance Program and oversight of the city's employee benefits funds.

The Human Resources Department works through the City Manager and Governing Body in establishing and implementing city personnel policies, rules and regulations, and in overseeing the updates of the city's administrative manual. The Director is responsible for developing, implementing and evaluating innovative personnel management and human resource development programs.

### 2006/07 Operational Highlights:

- Completed payment of run-out claims for retired City of Santa Fe employees who transferred to the New Mexico State Retiree Health Care Authority.
- Remodeled the Human Resources Department to provide better security of confidential records and confidential employee issues, and reorganized the department's staff structure to provide better internal and external customer service.
- Continued to sponsor supervisory and general information training, and provided training and tuition assistance to approximately 460 employees.
- Completed a Request for Proposals for new a medical insurance third party administrator and claims network, and established two new medical plan choices.
- Initiated comprehensive training in AFSCME/City Collective Bargaining Agreement; facilitation of departmental strategic planning; and collaboration, communication, and conflict prevention/resolution throughout the city.
- Reinstated the Labor-Management and Safety Committees to strengthen labor management relations.
- Worked with Constituent Services to upgrade the Human Resources website in order to provide for more interactive customer service, and implemented an online job application process.

- Completed an International City/County Management Association (ICMA) survey to participate in the development of comparative data among comparable municipalities in order to implement performance and process improvements.

#### 2007/08 Goals and Objectives:

- Convert the existing Human Resources/Payroll system to updated, integrated Human Resources/Payroll system in conjunction with the Finance Department and the ITT Division.
- Complete the transition of retired City of Santa Fe employees to the New Mexico State Retiree Health Care Authority.
- Develop and implement a Management University for managers and supervisors, and provide enhanced training in AFSCME/City Collective Bargaining Agreements.
- Complete a compensation and classification study, and establish a non-union merit-based performance evaluation system.
- Provide relevant Human Resources documents, forms and information on the city's intranet/internet.
- Develop and implement wellness programs and a dispute resolution program for city employees.
- Reduce turnover rates among existing employees by focusing on employee retention techniques.

#### Budget Commentary:

For FY 2007/08, the operating budget of \$15,503,037 contains funding for salaries and benefits of the Human Resources Director and 12 staff members, and operating costs for the department. The department's FY 2007/08 operating and administrative costs are funded through the General Fund appropriation of \$877,144 and an additional appropriation of \$323,653 from the Benefits Administration Fund (6106).

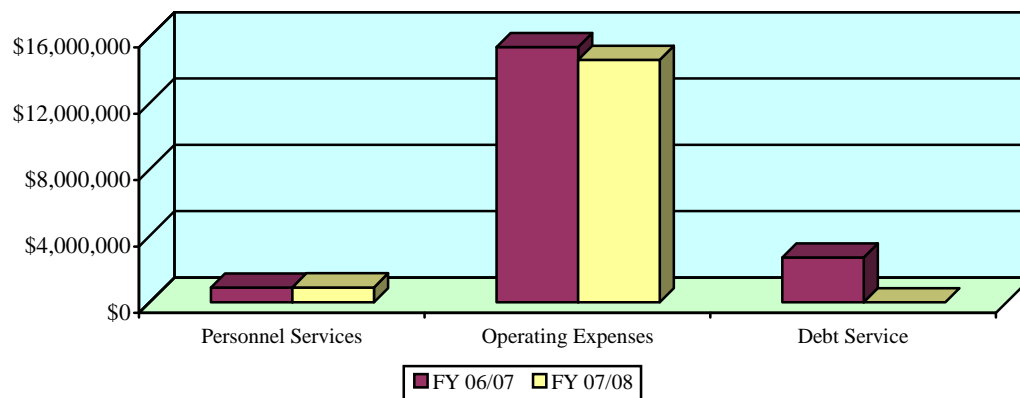
The Human Resources Department also oversees the employee benefits funds, which provide for the payment of employee medical and retiree health claims. For this purpose, the department utilizes appropriations of \$13,287,404 in the Santa Fe Employee Health Fund (6107) and \$1,014,836 in the Retiree Health Care Fund (6108) for FY 2007/08.

Major items in the Human Resources Department FY 2007/08 budget include \$13,873,219 for employee/retiree health claims and other insurance claims; \$457,175 to provide for third party claims administration, actuarial services and benefits consulting services; and \$150,000 for employee training and tuition.

In FY 2006/07, several staffing changes were made in the Human Resources Department due to a realignment of staff functions. As part of this realignment, an Assistant Human Resources Director, a Human Resources Assistant, and a Safety Specialist position were deleted, while a Human Resources Administrator and a Training Coordinator were added. For FY 2007/08, a Human Resources Administrator position was deleted and a further Training Coordinator position was added to the Human Resources Department.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Human Resources Director	1 – EX	1 – EX
Benefits Accountant	1 – CLFT	1 – CLFT
EEO/HR Compliance Administrator	1 – CLPT	1 – CLPT
Human Resources Administrative Assistant	1 – CLFT	1 – CLFT
Human Resources Administrator	3 – CLFT	3 – CLFT
Human Resources Administrator Senior	1 – CLFT	1 – CLFT
Human Resources Analyst	1 – CLFT	1 – CLFT
Human Resources Benefits Administrator	1 – CLFT	1 – CLFT
Insurance Specialist	1 – CLFT	1 – CLFT
Training Coordinator	<u>1</u> – CLPT	<u>2</u> – CLPT
TOTAL:	12	13

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 887,135	\$ 897,656
Operating Expenses	15,378,893	14,605,381
Debt Service	<u>2,695,544</u>	<u>0</u>
TOTAL:	\$ 18,961,572	\$ 15,503,037

# NOTES

## LAND USE DEPARTMENT

The Land Use Department interprets and enforces laws and codes that have been adopted by the City of Santa Fe, advises on short-range planning and development issues, and provides responsive, accurate and responsible customer service. The purpose of these codes is to provide minimum standards to safeguard life, health, safety, property and promote the public welfare. The Santa Fe City Code provides enforcement of the uniform building code, mechanical code, electrical code, uniform plumbing code, zoning and land use code, annual water budget, and other relevant codes including those related to weeds, litter and noise.

For FY 2007/08, the former Planning & Land Use Department was re-titled the Land Use Department and the Long-Range Planning Division was moved to the new Housing & Community Development Department as part of a city-wide reorganization. No net overall funding changes were specifically associated with this reorganization.

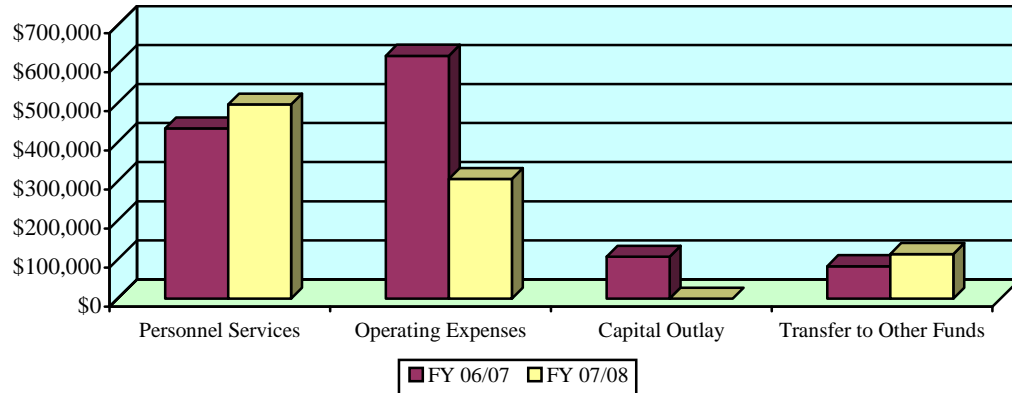
<b>Administration</b>	<b>Appropriation: \$ 915,917</b>
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The Director is responsible for the administration of the Land Use Department, and oversees the development and delivery of the various services that are provided to the public. One of the main objectives of the department is to streamline all internal processes and improve communication with other departments, the Mayor, City Council and the public.

For FY 2007/08, the General Fund provides financial support for the salaries and benefits of the Director and six staff members, plus associated operating expenses. The Land Use Department's general liability and fleet/physical insurance coverage represents the largest item in the FY 2007/08 Administration budget, in the amount of \$129,711. The Land Use Administration budget also includes the city's share of funding support for the Regional Planning Authority via a transfer to the Regional Planning Authority Fund (2709) of \$114,032 for FY 2007/08.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Department Director	1 – EX	1 – EX
Administrative Secretary	1 – CLFT	1 – CLFT
Office Manager	1 – EX	1 – EX
Permit Technician	2 – CLFT	2 – CLFT
Project Specialist	<u>2</u> – CLFT	<u>2</u> – CLFT
 TOTAL:	 7	 7

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 435,037	\$ 496,364
Operating Expenses	621,349	305,521
Capital Outlay	106,935	0
Transfer to Other Funds	<u>82,901</u>	<u>114,032</u>
 TOTAL:	 \$ 1,246,222	 \$ 915,917



The Code Administration Division is responsible for providing building, health and safety standards for the City of Santa Fe through public information, building plan review, permitting services, and inspection of structures under construction. It is the mission of the division to safeguard the health, safety and welfare of the citizens of Santa Fe by providing these services and ensuring that all construction is done in accordance to established minimum structural, zoning, building, mechanical, plumbing and electrical standards.

The Code Administration Division also oversees the Water Budget Office, which was created by a 2002 City Council Ordinance relating to the management of the city's water resources. Per the ordinance, the Water Budget Office established an annual water budget for the City of Santa Fe that allocates water for new residential and non-residential development while balancing water demand with available supply. The Office also provides information to the public regarding water fixture retrofitting requirements, water supply and demand issues, and water rights transfer options.

#### 2006/07 Operational Highlights:

- Continued the staff training and certification program for adopting and implementing the new 2006 International Building Codes.
- Expanded the over-the-counter permit process to new residential construction and additions.
- Upgraded the division's HTE software system to incorporate technology improvements and enhance system security.
- Established weekly permit process training sessions with division staff to improve customer service, and cross-trained building plan review staff to perform a variety of plan review duties.
- Issued 380 commercial permits, 1,148 residential permits, 1,828 electrical permits and 2,329 plumbing & mechanical permits.
- Improved response to zoning and code enforcement complaints by utilizing computerized tracking systems.
- Completed 35,000 construction inspections, conducted 1,000 zoning inspections for new and existing businesses, and investigated 9,000 complaints.

#### 2007/08 Goals and Objectives:

- Seek adoption and implement the Santa Fe Green Building Code, and establish a training program to obtain required staff certification in the application of the Code.
- Establish a streamlined and efficient permit and inspection process that is sensitive to public and local concerns while improving turnaround time and maintaining compliance with all applicable regulations.
- Enhance service delivery and communication with applicants, agencies and organizations through the City's website and the use of improved technology.

- Provide additional staff training to obtain certifications in building, zoning, Americans with Disabilities Act (ADA) requirements, and home energy rating.
- Replace worn-out vehicles, computers and other equipment to maximize uptime and staff efficiency.

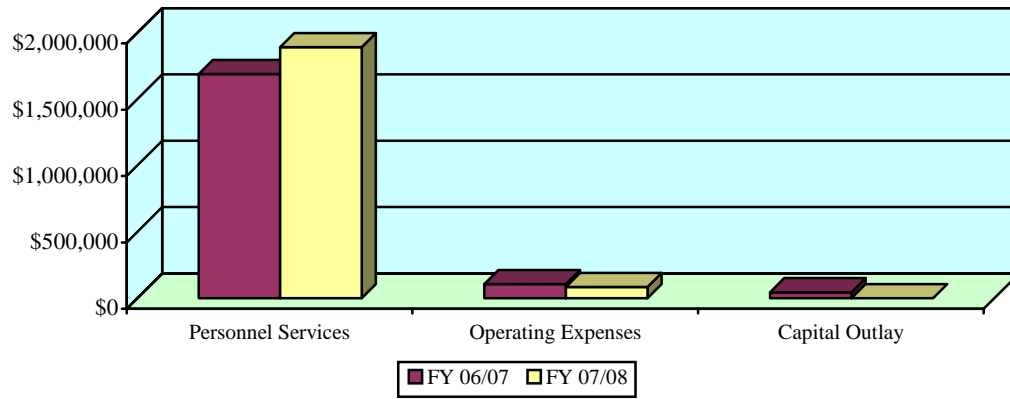
**Budget Commentary:**

The General Fund provides funding support for the salaries and benefits of 27 employees and operating expenses related to Code Administration Division operations. Salaries and benefits for division staff comprise the majority (95.7%) of budgeted expenditures for FY 2007/08. After personnel expenses, supplies represent the largest share of division expenses, totaling \$41,840 for FY 2007/08.

Several staffing changes were recently made to the Code Administration Division budget as part of an ongoing reorganization of staff functions. In FY 2006/07, two Building Permit Expeditor positions were added to the Code Administration budget (one of which was transferred from the Land Use Administration Division), while an Site Inspector and a Zoning Manager were deleted from the budget. Further changes for FY 2007/08 included the reclassification of a Clerk Typist position to an Administrative Assistant, and the reclassification of a Permit Technician and an Administrative Assistant to two Planner Technician Senior positions.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Inspection/Enforcement Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	0 – CLFT
Administrative Assistant	0 – TCF	1 – TCF
Building Permit Expeditor	2 – CLFT	2 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	2 – CLFT	2 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
Clerk Typist	1 – TCF	0 – TCF
Construction Inspector	6 – CLFT	6 – CLFT
Construction Inspector Supervisor	3 – CLFT	3 – CLFT
Ordinance Enforcement Specialist	3 – CLFT	3 – CLFT
Permit Technician	1 – CLFT	0 – CLFT
Planner Technician Senior	0 – CLFT	2 – CLFT
Site Inspector	1 – CLFT	1 – CLFT
Zoning Inspections Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	27	27

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 1,688,975	\$ 1,891,960
Operating Expenses	105,821	84,574
Capital Outlay	<u>44,923</u>	<u>0</u>
 TOTAL:	 \$ 1,839,719	 \$ 1,976,534

The purpose of the Current Planning Division is to assist the community in achieving the future set out in the General Plan and other adopted policies. In pursuing this goal, the division seeks to efficiently and effectively coordinate the City of Santa Fe and Extraterritorial development review processes.

The Current Planning Division is responsible for providing staff reports and reviewing plans and plats for all development projects, including annexations, rezoning and many aspects of subdivision plats. The division also coordinates review functions among numerous city agencies, and works closely with other city staff on development code amendments, and has been designated to take on a significant role in the Chapter 14 City Code update process. The division also provides staff support to various boards and committees, including: the City Council; the Planning Commission; the Capitol Business District Design Review Committee; the Board of Adjustment; the Summary Committee; the Extraterritorial Zoning Authority; the Public Works Committee; and the Historic Design Review Board.

2006/07 Operational Highlights:

- Conducted 70 Early Neighborhood Notification meetings.
- Prepared staff reports for commissions and boards for nearly 200 zoning applications.
- Worked to streamline processes and maximize application fee revenue generation.
- Achieved progress on policy components of the Neighborhood Bill of Rights Resolution.
- Continued to work on substantive revisions to Chapter 14 of the City Code.

2007/08 Goals and Objectives:

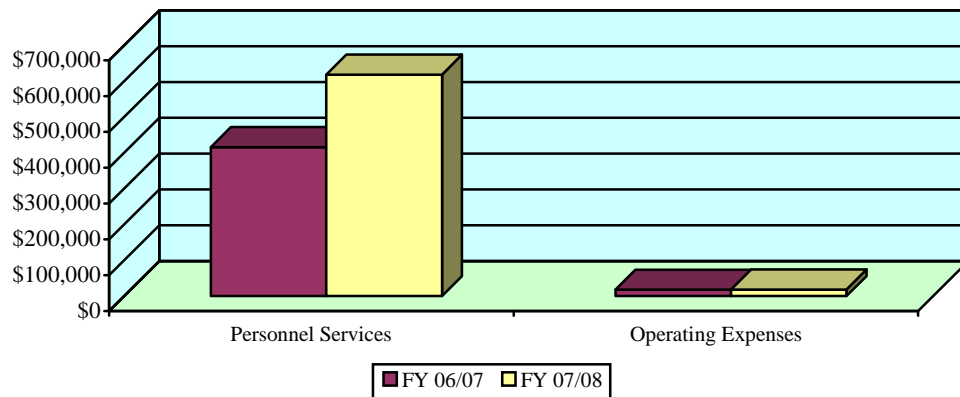
- Implement policy components of the Neighborhood Bill of Rights resolution.
- Streamline the development review and construction permitting processes.
- Expand support for neighborhood planning functions.
- Formalize a policies and procedures manual to ensure consistent code policies and interpretations.
- Continue to work on substantive revisions to Chapter 14 of the City Code.
- Further refine the permitting process and reduce turnaround time for reviews.

Budget Commentary:

The FY 2007/08 General Fund operating budget for the Current Planning Division is \$636,252, which includes funding for eight staff members and associated costs relating to planning activities. Salaries and benefits for division staff comprise the majority (97.1%) of budgeted expenditures for FY 2007/08.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Current Planning Division Director	1 – CLFT	1 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	4 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	<u>1 – CLFT</u>	<u>1 – CLFT</u>
TOTAL:	8	8

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 415,815	\$ 618,117
Operating Expenses	<u>17,982</u>	<u>18,135</u>
TOTAL:	\$ 433,797	\$ 636,252

The mission of the Engineering Development Review Division is to review all development within the city limits for compliance with applicable sections of the Santa Fe City Code. Particular areas of focus include terrain management, storm water management, floodplain/escarpment regulations and prairie dog code compliance. The City Engineer has final signatory authority for all private development within Santa Fe city limits.

2006/07 Operational Highlights:

- Eliminated the engineering review backlog of 84 projects.
- Accomplished a three-day turnaround timeframe for residential grading and drainage inspections.
- Continued to develop Digital Flood Insurance Rate Maps (DFIRMs) and conducted meetings to educate the public on the benefits of the maps.
- Developed and implemented a site review process to ensure compliance with the Americans with Disabilities Act (ADA).

2007/08 Goals and Objectives:

- Implement a financial guarantee process that complies with applicable regulations.
- Conduct public meetings on the preliminary DFIRMs, and assist in the adoption of the DFIRMs by the City Council.
- Support and advise the governing body on revisions to the Escarpment Ordinance.
- Assist in the creation of a digital terrain model-based Escarpment Overlay District Map and subsequent City Council adoption.

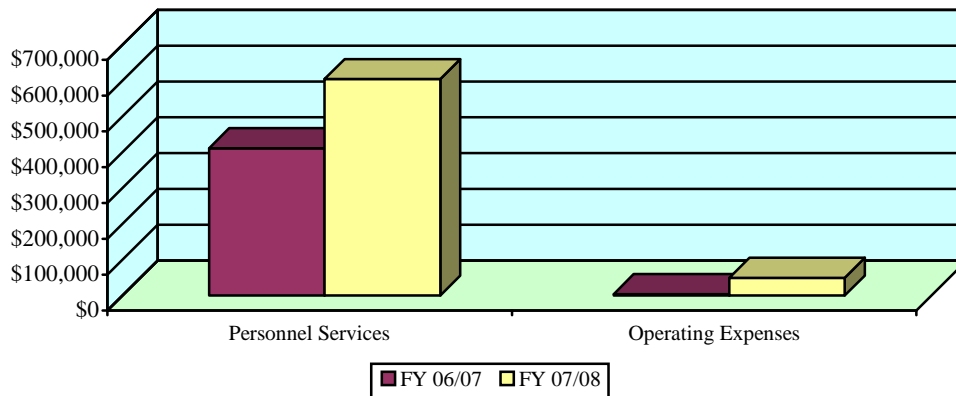
Budget Commentary:

For FY 2007/08, the General Fund operating budget of \$632,791 for Engineering Development Review includes the salaries and benefits for the division's seven positions and associated operating costs. Salaries and benefits for division staff comprise the largest share (92.4%) of the FY 2007/08 budget. Additional funding for supplies, maintenance and small equipment purchases is provided by an appropriation of \$21,340 in the ½% GRT Income Fund (3102) for FY 2007/08.

For FY 2007/08, a City Land Documents Technician position in the Engineering Development Review Division was reclassified to a Planner Technician Senior.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Engineering Development Review Division Director	1 – CLFT	1 – CLFT
Engineer	1 – CLFT	1 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineering Technician Senior	2 – CLFT	2 – CLFT
Planner Senior	1 – CLFT	1 – CLFT
Planner Technician Senior	<u>0</u> – CLFT	<u>1</u> – CLFT
TOTAL:	6	7

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 411,389	\$ 604,520
Operating Expenses	<u>4,350</u>	<u>49,611</u>
TOTAL:	\$ 415,739	\$ 654,131

The mission of the Historic Preservation Division is to preserve the unique historic character of Santa Fe by effectively administering the Historic Districts Ordinance and the Archaeological Districts Ordinance, and by educating the public on the importance of historic preservation. The division also provides staff support to the Historic Design Review Board (HDRB) and the Archaeological Review Committee.

2006/07 Operational Highlights:

- Hosted the 2006 Heritage Preservation Awards.
- Processed 135 public hearing cases at the Historic Design Review Board (HDRB) and 270 staff administrative approvals.
- Initiated the Historic Cultural Properties Inventories project using grant funding from the New Mexico Department of Finance and Administration – Certified Local Government Program.
- Provided staff training for attendance at the 2006 National Alliance for Historic Preservation Commissions Conference in Baltimore, MD, the 2006 New Mexico Heritage Preservation Alliance Conference in Gallup, NM, and the 2007 New Mexico Heritage Preservation Alliance Conference in Roswell, NM.

2007/08 Goals and Objectives:

- Host the 2007 Heritage Preservation Awards.
- Process approximately 200 public hearing cases at the HDRB and approximately 200 staff administrative approvals.
- Complete the Historic Cultural Properties Inventories project.
- Provide staff training for attendance at the 2008 National Alliance for Historic Preservation Commissions Conference in New Orleans, LA, and the 2008 New Mexico Heritage Preservation Alliance Conference in Taos, NM.

Budget Commentary:

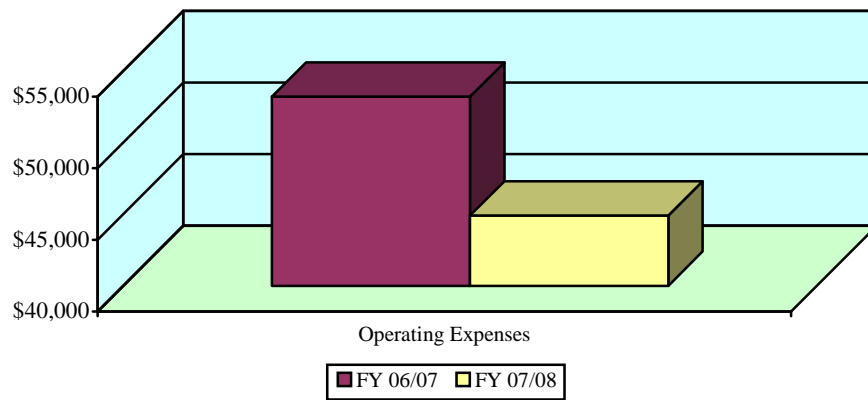
The FY 2007/08 operating budget for the Historic Preservation Division is \$44,900, which provides funding for three positions and contracted services related to archaeological and historic preservation activities. The budget is supported by appropriations of \$18,000 in the Archaeological Fund (2706) and \$26,900 in the Historic Preservation Fund (2707) for FY 2007/08.

The Historic Preservation Division was created as part of a city-wide reorganization beginning in FY 2007/08. Staffing and operational funding for this new division were transferred from the Long-Range Planning Division (now part of the Housing and Community Development Department); therefore, no net increase in funding or staffing was specifically associated with this reorganization.



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Land Use Planner Supervisor	1 – CLFT	1 – CLFT
Land Use Planner	1 – CLFT	1 – CLFT
Planner Technician Senior	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	3	3

EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Operating Expenses	\$ <u>53,199</u>	\$ <u>44,900</u>
TOTAL:	\$ 53,199	\$ 44,900

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## Neighborhood Services

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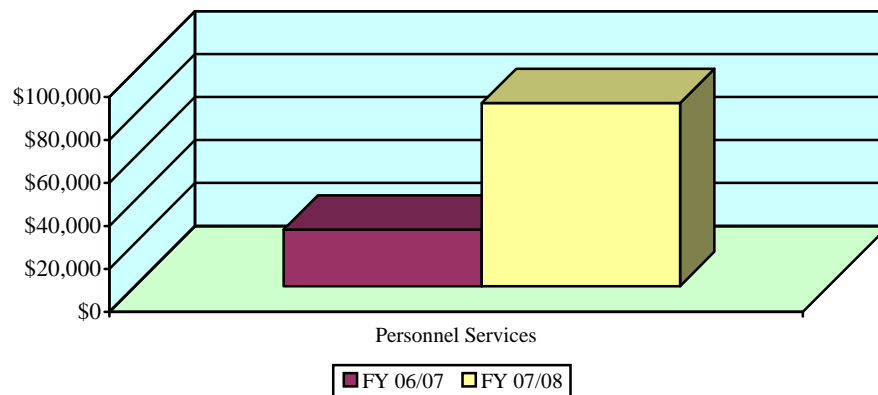
Appropriation: \$ 85,198

The mission of the Neighborhood Services Division is to foster effective communication between developers and affected citizens through the Early Neighborhood Notification (ENN) process, and to ensure that citizens are able to participate effectively in the public hearing process as called for in the City Council's Neighborhood Bill of Rights resolution.

The Neighborhood Planner manages the ENN function. This position also coordinates with the City's related boards and commissions to address concerns raised by citizens at ENN meetings, and provides assistance to citizens who wish to participate in public hearings.

For FY 2007/08, the Neighborhood Services Division budget consists entirely of salary and benefits expenses for the Neighborhood Planner Senior position.

### EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 26,292	\$ 85,198
TOTAL:	\$ 26,292	\$ 85,198

# POLICE DEPARTMENT

The mission of the Police Department is to provide the public with high quality, cost-effective law enforcement services. The Police Department protects life and property, enforces all applicable federal, state and local laws, maintains civil order, and apprehends and assists in the successful prosecution of criminal offenders within the jurisdictional boundaries of the City of Santa Fe.

<b>Administration</b>	<b>Appropriation: \$ 5,897,624</b>
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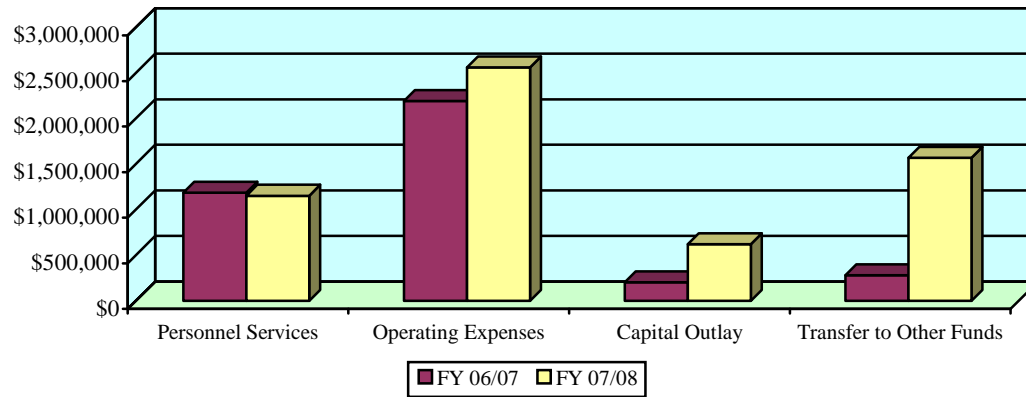
Under the direction of the Police Chief, the Santa Fe Police Department (SFPD) strives to open the lines of communication between staff, supervisors, police officers and the general public. The administrative objective is to develop and implement strong management direction in areas associated with training, budget, communication, research and planning.

The FY 2007/08 General Fund operating budget for Police Administration is \$3,942,044, and contains the salaries and benefits for the Police Chief and nine staff members as well as operating supplies and travel expenses. Major items in the FY 2007/08 budget include the department's insurance coverage totaling \$908,112, and an appropriation of \$550,000 for contractual services relating to the confinement and care of city prisoners.

In the fall of 2006, the City Council approved an additional property tax increment of \$0.592 per \$1,000 of net taxable value on both residential and non-residential property to provide for enhanced public safety response in the community. For FY 2007/08, \$911,400 (50%) of this additional property tax increment is allocated to the Police Department in the Police Property Tax/Safety Fund (2252). Additional appropriations in this fund are available from the city's former contribution to the Regional Emergency Communications Center (RECC), made unnecessary by Santa Fe County's assumption of all fiscal and administrative responsibilities for the RECC in FY 2006/07. For FY 2007/08, \$1,119,910 of this newly-available funding was made available to the Police Department in the Police Property Tax/Safety Fund (2252). Altogether, appropriations in this fund provide \$1,955,580 to fund costs associated with police recruitment, supplies and other operating expenses, and various vehicle and equipment purchases totaling \$1,297,000.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Police Chief	1 – EX	1 – EX
Deputy Police Chief	1 – EX	1 – EX
Accounting Supervisor	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	2 – CLFT	2 – CLFT
Administrative Secretary - Confidential	1 – CLFT	1 – CLFT
Budget Analyst	1 – CLFT	1 – CLFT
Office Manager	1 – CLFT	1 – CLFT
Public Safety Committee Liaison	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	10	10

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 1,183,190	\$ 1,150,775
Operating Expenses	2,191,725	2,557,939
Capital Outlay	203,735	621,000
Transfer to Other Funds	<u>278,992</u>	<u>1,567,910</u>
 TOTAL:	 \$ 3,857,642	 \$ 5,897,624

As a highly visible symbol of the department and community, the patrol team responds to the primary safety needs of city residents. The preservation of life, protection of property, and assurance of public peace are primary considerations during daily patrol duties. Ensuring the safety of public streets, roads, and thoroughfares is of extreme importance and enforcement of traffic laws is essential. The Police Operations Division also oversees the Special Investigations Section, which performs quality crime investigations utilizing intelligence, technology and specialized training to enhance efforts in crime reduction. Operational efficiency and effectiveness are paramount in the execution of all programs and strategies utilized by the Operations Division.

2006/07 Operational Highlights:

- Equipped all police officers with digital cameras, eliminating the cost of the old and obsolete dark room.
- Reinstated the Traffic Unit with four motorcycles in order to free up patrol officers by addressing such concerns as speeding, red light running and traffic crashes.
- Established and began operations in a new Computer Forensics Lab, one of very few in New Mexico.
- Added a bomb dog unit to the Police Department.
- Implemented Geographic Profiling software for use by the Criminal Investigations Section.
- Investigated an increased number of area burglaries and allocated police resources accordingly.
- Handled 15,684 criminal cases, 518 DWI-related arrests and 4,225 traffic crashes.
- Investigated five homicide cases, all resulting in clearance by arrests.

2007/08 Goals and Objectives:

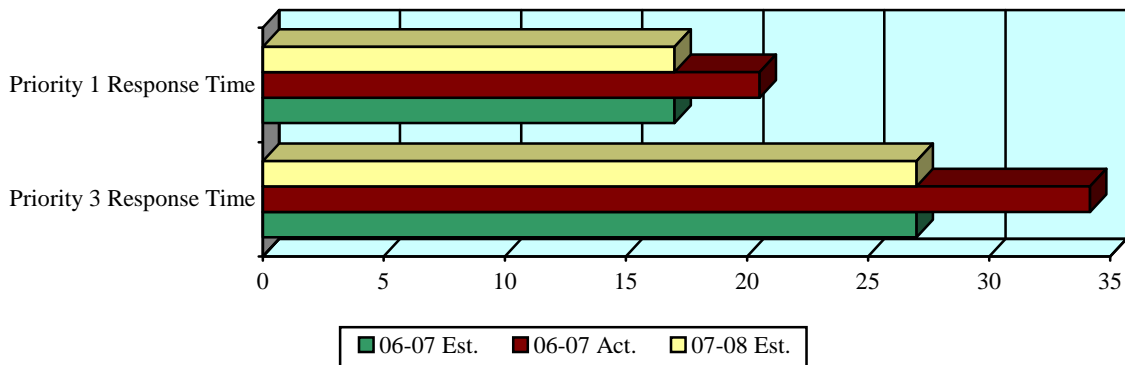
- Identify and implement means to reduce response time for service calls, particularly high-priority emergency calls, while increasing patrol availability.
- Continue to purchase digital audio recording devices for all police officers.
- Establish a new Street Crimes Unit under the Criminal Investigations Section to focus on graffiti, gangs, violent crimes, property crimes, narcotics and repeat offenders.
- Continue to maintain and improve public safety through active crime prevention efforts, with a focus on violent and property crimes.
- Design and implement a new DWI vehicle forfeiture ordinance in an effort to reduce DWI arrests and loss of life and property.
- Continue efforts to bring red light camera systems to the city in order to reduce violations and protect life and property.

### Budget Commentary:

The Police Operations Division is supported by the General Fund in the amount of \$12,705,991, with an additional appropriation of \$1,962,293 from the Municipal Gross Receipts Tax/Police Fund (2210). The FY 2007/08 budget provides funding support for 158 staff members as well as various operating expenses relating to the needs and responsibilities of the patrol team. The budget also includes vehicle and equipment purchases totaling \$455,700 to meet operational needs. Salaries and benefits expenses comprise the majority (91.9%) of the division's budget for FY 2007/08.

For FY 2007/08, 38 positions were moved to Police Operations from the Support Services Division due to a realignment of staff functions and oversight responsibilities.

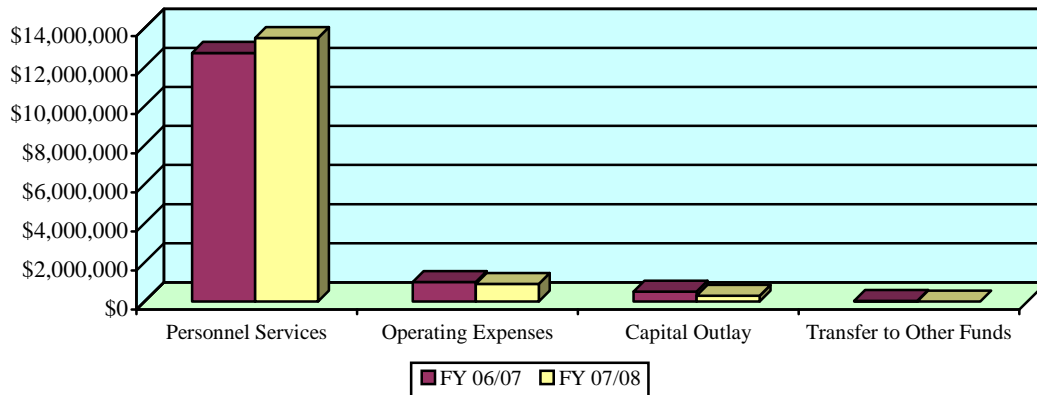
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Average response time for priority one emergency calls – call start to arrival on scene	17:00	20:31	17:00
2. Average response time for priority three calls – call start to arrival on scene	27:00	34:10	27:00
3. Percent change in number of DWI arrests	+10.0%	-21.6%	+10.0%



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Deputy Police Chief	0 – EX	1 – EX
Crime Scene Technician II	0 – CLFT	3 – CLFT
Domestic Violence/Sexual Assault Prgm. Coordinator	0 – CLFT	1 – CLFT
Police Captain	2 – CLFT	2 – CLFT
Police Cadet	12 – CLFT	11 – CLFT
Police Detective I	0 – CLFT	3 – CLFT
Police Detective II	0 – CLFT	20 – CLFT
Police Lieutenant	7 – CLFT	8 – CLFT
Police Officer I	2 – CLFT	3 – CLFT

Police Officer II	10 – CLFT	10 – CLFT
Police Officer III	43 – CLFT	44 – CLFT
Police Officer IV	26 – CLFT	28 – CLFT
Police Sergeant	13 – CLFT	18 – CLFT
Public Safety Aide	4 – CLFT	4 – CLFT
Public Safety Aide II	1 – CLFT	1 – CLFT
Term Agency & Training Coordinator	<u>0</u> – CLFT	<u>1</u> – CLFT
TOTAL:	120	158

### EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 12,718,496	\$ 13,486,019
Operating Expenses	997,612	894,415
Capital Outlay	500,225	287,850
Transfer to Other Funds	<u>32,850</u>	<u>0</u>
TOTAL:	\$ 14,249,183	\$ 14,668,284

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## Police Support Services

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Appropriation: \$ 2,157,433

The Police Support Services Division guides and directs personnel and resources in the department toward established goals or toward the completion and implementation of long- and short-range plans.

Functions of the Police Support Services Division include:

Support Services Administration - To provide logistical support to the division \$ 167,028

Animal Services - To assure safe and responsible control of pets and other animals in public places 656,318

Planning/Training - To develop, implement and administer structured crime prevention and community information programs, and provide in-service and certification training to police officers 316,023

Professional Standards/Internal Affairs – To monitor all Police Department activities and assure compliance with quality principles, applicable standards set forth by the Commission on Accreditation for Law Enforcement Agencies, and other policy, procedure, legal, and constitutional requirements 151,142

Records - Responsible for the complete and accurate transcription of reports and for meeting legal/statutory records retention requirements 621,048

Technical Services - To provide assistance in fleet and evidence procedures in the Police Department 245,874

\$ 2,157,433

### 2006/07 Operational Highlights:

- Designed and began construction on a new state-of-the-art vehicle impound lot.
- Implemented an aggressive recruitment plan using Police Property Tax funding, leading to a reduction in police position vacancies.



- Hired a Domestic Violence/Sexual Assault Coordinator to work closely with police officers and serve as a liaison with organizations involved in combating domestic violence and sexual assaults in the community.
- Obtained approximately \$213,000 in grant funding to purchase much-needed police equipment, including mobile data terminals in police units.
- Purchased 39 new vehicles, including patrol units and DWI units; and replaced 35 computers for police staff.
- Installed a high-tech security system at SFPD headquarters to improve security and accountability.

#### 2007/08 Goals and Objectives:

- Continue development of the new SFPD website, which will include on-line reporting.
- Maintain efforts to provide affordable housing opportunities in the community to police officers.
- Enhance the Police Department's recruitment efforts in order to attain and maintain optimum staffing levels.
- Continue efforts to install mobile data terminals in all police vehicles.
- Begin a comprehensive renovation plan for police facilities and provide all personnel with adequate equipment.
- Continue efforts to maintain public safety through active crime prevention efforts, including resumption of the use of the COMPSTAT system as a tool to reduce city-wide crime.

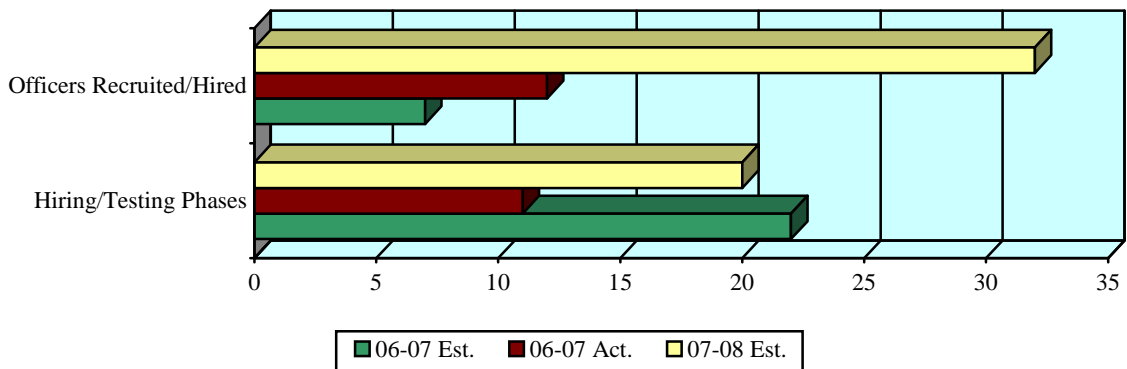
#### Budget Commentary:

The FY 2007/08 operating budget for the Police Support Services Division is supported by the General Fund in the amount of \$2,110,933. The budget includes funding for 32 positions and various other operating expenses relating to the administrative functions of the Police Department. Operating support for the Animal Services section is provided by appropriations of \$14,000 in the Animal Spay/Neuter Program Fund (2230) and \$32,500 in the Animal Control Training/Education Fund (2231) for FY 2007/08.

Salaries and benefits constitute the majority (86.5%) of the Support Services budget for FY 2007/08. Other major items in the FY 2007/08 budget include contracted housing of stray animals at the Santa Fe Humane Society Animal Shelter (\$134,000); veterinary services and sterilizations for impounded animals (\$15,000); and supplies for division operations (\$84,655).

In FY 2006/07, an Animal Control Supervisor and a Records Supervisor in the Police Support Services Division were reclassified to two Administrative Manager positions. For FY 2007/08, 38 positions were moved from Police Support Services to the Police Operations Division due to a realignment of staff functions and oversight responsibilities.

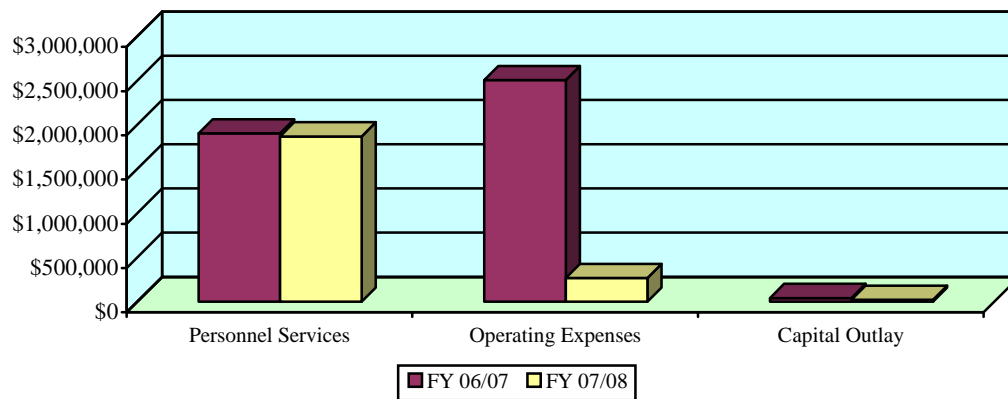
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Police officers recruited and hired	7	12	32
2. Number of hiring and testing phases for new recruits	22	11	20
3. Number of man-hours of in-service, advanced, and recertification training provided	14,000	18,000	18,900



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Deputy Police Chief	1 – EX	0 – EX
Administrative Secretary	2 – CLFT	2 – CLFT
Animal Control Officer I	3 – CLFT	3 – CLFT
Animal Control Officer II	3 – CLFT	3 – CLFT
Administrative Manager	2 – CLFT	2 – CLFT
Assistant Records Supervisor	1 – CLFT	1 – CLFT
Clerk Typist - Confidential	2 – CLFT	2 – CLFT
Crime Scene Technician II	3 – CLFT	0 – CLFT
Criminal Information Analyst	1 – CLFT	1 – CLFT
Domestic Violence/Sexual Assault Prgm. Coordinator	1 – CLFT	0 – CLFT
Fleet/Property Manager	1 – CLFT	1 – CLFT
Paralegal	1 – CLFT	1 – CLFT
Police Captain	1 – CLFT	1 – CLFT
Police Detective I	3 – CLFT	0 – CLFT
Police Detective II	20 – CLFT	0 – CLFT
Police Lieutenant	2 – CLFT	1 – CLFT
Police Officer III	1 – CLFT	0 – CLFT
Police Officer IV	4 – CLFT	2 – CLFT

Police Sergeant	6 – CLFT	1 – CLFT
Property Control Specialist	1 – CLFT	1 – CLFT
Secretary - Confidential	10 – CLFT	10 – CLFT
Term Agency & Training Coordinator	<u>1</u> – CLFT	<u>0</u> – CLFT
TOTAL:	70	32

### EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 1,900,976	\$ 1,867,178
Operating Expenses	2,504,453	268,255
Capital Outlay	<u>42,000</u>	<u>22,000</u>
TOTAL:	\$ 4,447,429	\$ 2,157,433

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**Corrections Fee**

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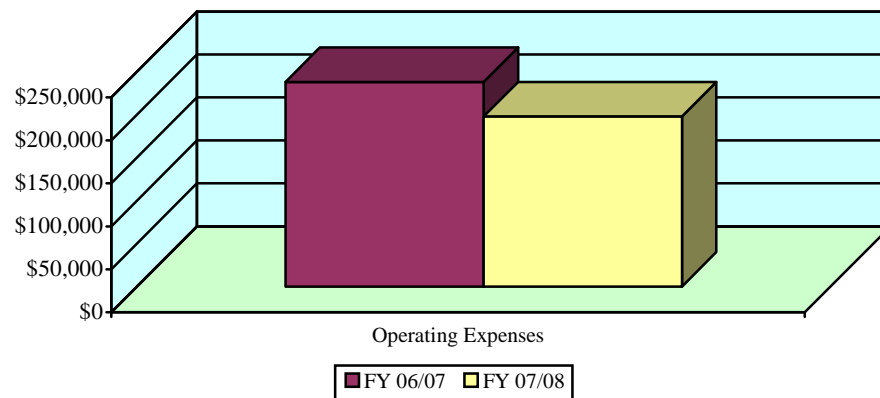
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**Appropriation: \$ 198,000**

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The Corrections Fee Fund was established for the purpose of helping to pay the cost of housing municipal prisoners in the county detention facility. Funds are derived from a penalty assessment fee collected from persons convicted of moving violations involving a motor vehicle.

**EXPENDITURE CLASSIFICATION**

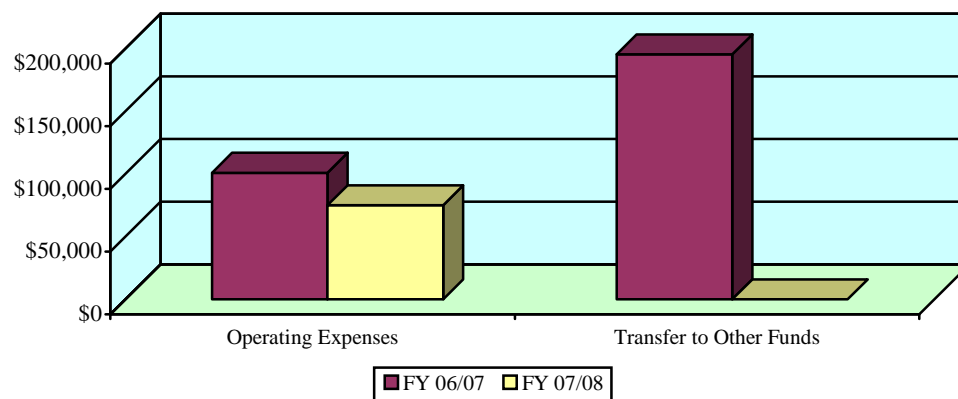
	FY 06/07 REVISED	FY 07/08 APPROPRIATION
Operating Expenses	\$ 238,000	\$ 198,000
TOTAL:	\$ 238,000	\$ 198,000

## DWI School

Appropriation: \$ 74,980

The DWI School is a special training and education program that is required of persons convicted of driving while intoxicated (DWI). The program is funded through the collection of a \$125 penalty assessed against each convicted offender. The funds are used to support the school and to purchase educational material for the battle against substance abuse.

### EXPENDITURE CLASSIFICATION



	FY 06/07 REVISED	FY 07/08 APPROPRIATION
Operating Expenses	\$ 100,800	\$ 74,980
Transfer to Other Funds	<u>195,402</u>	<u>0</u>
TOTAL:	\$ 296,202	\$ 74,980

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**Law Enforcement Protection**

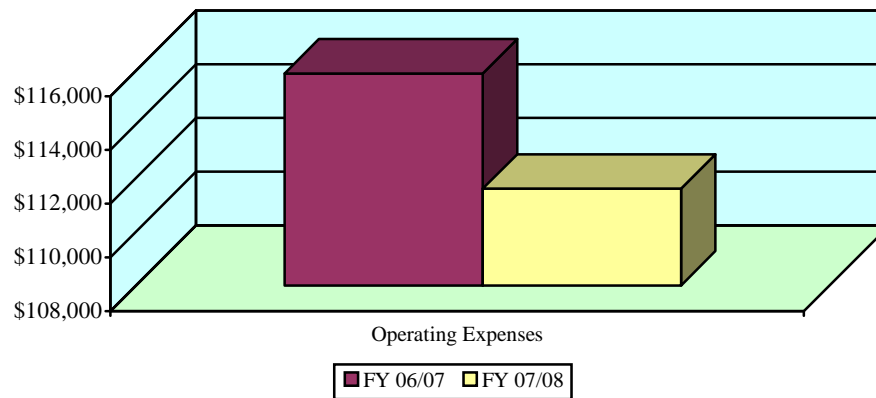
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**Appropriation: \$ 111,600**

The Law Enforcement Protection Grant is a program funded by the state of New Mexico to finance the continuing education of law enforcement personnel through specialized schools or in-service training. The grant also allows for the expenditure of funds in the area of capital outlay purchases of police-related equipment.

For FY 2007/08, the Police Department will be utilizing \$89,200 for advanced training opportunities and associated travel expenses, and \$22,400 for various equipment needs.

**EXPENDITURE CLASSIFICATION**

	FY 06/07 REVISED	FY 07/08 APPROPRIATION
Operating Expenses	\$ 115,890	\$ 111,600
TOTAL:	\$ 115,890	\$ 111,600

## PUBLIC UTILITIES DEPARTMENT

The mission of the Public Utilities Department is to ensure that the citizens of Santa Fe are provided with safe and reliable water supply services, as well as disposal of liquid waste in accordance with all local, state and federal regulations. This mission is accomplished with a focus on fiscal responsibility and the optimum use of the natural, financial and human resources available.

<b>Administration</b>	<b>Appropriation: \$ 519,416</b>
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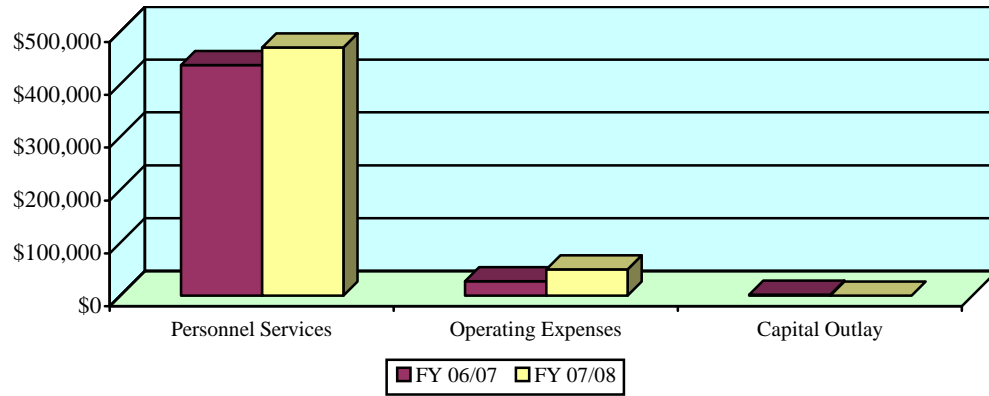
The Public Utilities Director is responsible for overseeing the operations of the Wastewater Management Division, the Water Services Division and the Solid Waste Management Division.

Public Utilities Administration is funded through assessments from each of the Department's enterprise divisions. For FY 2007/08, the Administration operating budget includes the salaries and benefits for the Director and three staff members plus associated costs, as well as the department's insurance coverage.

In FY 2006/07, an Enterprise Rate Analyst position in the Administration Division was reclassified to a Utility Fiscal Administrator.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Environmental Compliance Specialist	1 – CLFT	1 – EX
Utility Fiscal Administrator	<u>1</u> – CLFT	<u>1</u> – CLFT
 TOTAL:	 4	 4

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 436,486	\$ 469,802
Operating Expenses	27,375	49,614
Capital Outlay	<u>2,050</u>	<u>0</u>
 TOTAL:	 \$ 465,911	 \$ 519,416



The purpose of the Solid Waste Management Division is to promote an integrated solid waste management system with a priority on quality customer service and an emphasis on protecting the environment, as well as the current and future health and safety of the public and staff. This mission is accomplished through employee commitment, public education, and a system of equitable billing for services.

2006/07 Operational Highlights:

- Continued the expansion of the automated residential refuse collection program, serving approximately 19,900 residential households on 10 routes and achieving approximately 83% of the program's completion goal of 24,000 residential accounts.
- Comprehensively realigned commercial rear-loading routes, including consolidation of routes and transfer of accounts to front-load service where possible, thereby improving efficiency by reducing the number of routes from three to two.
- Began a realignment of residential collection routes to promote efficiency and effectively address current and future growth.
- Initiated a solid waste transfer station lease agreement with the Santa Fe Solid Waste Management Agency (SWMA), and completed construction on a much-needed regional materials recovery facility.
- Continued a replacement program for worn-out refuse collection equipment.

2007/08 Goals and Objectives:

- Increase recycling diversion within commercial and residential collections.
- Complete implementation of the automated residential refuse collection program and evaluate the program's initial efficiency and effectiveness.
- Commission rate analyses of commercial recycling rates and a proposed residential "pay as you throw" program.
- Complete route balancing and realignment for all commercial, residential and recycling collection routes to promote operational efficiency and cost-effectiveness.

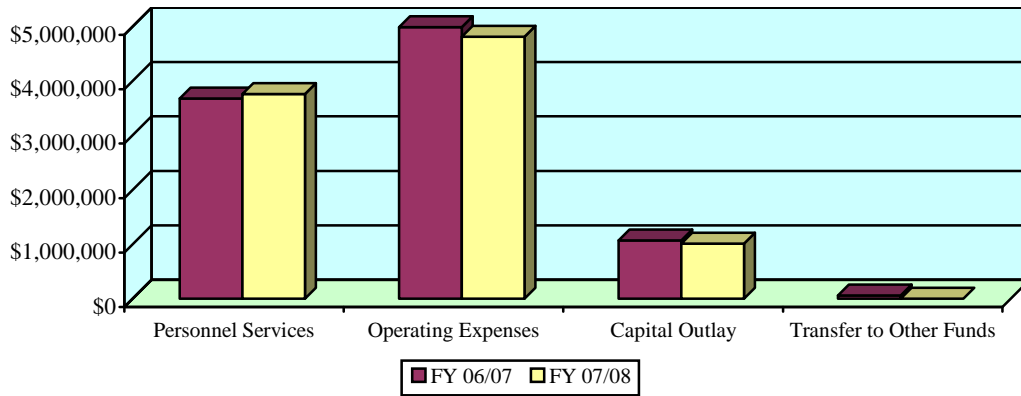
Budget Commentary:

The Solid Waste Management Division budget is supported by the Refuse and Sanitation Enterprise Fund (5250), which provides \$9,595,740 in FY 2007/08 to support 68 positions, operations and maintenance costs, and equipment needs. The division's largest single expense is for landfill tipping fees, which are estimated at \$1.89 million for FY 2007/08. Other major expenditures include vehicles and various equipment purchases totaling \$1,395,529; fuel and other operating supplies in the amount of \$572,086; and \$576,503 to provide the division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities.

In FY 2006/07, one Account Technician position was deleted from the Solid Waste Management Division. For FY 2007/08, an Accounting Supervisor position was reclassified to an Administrative Manager, and an Environmental Compliance Officer was reclassified to an Administrative Assistant.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Solid Waste Management Division Director	1 – EX	1 – EX
Accounting Supervisor	1 – CLFT	0 – CLFT
Administrative Assistant	0 – CLFT	1 – CLFT
Administrative Manager	0 – CLFT	1 – CLFT
Assessment Technician	3 – CLFT	3 – CLFT
Community Relations Advertising Administrator	1 – CLFT	1 – CLFT
Environmental Compliance Officer	1 – CLFT	0 – CLFT
Heavy Equipment Mechanic	2 – CLFT	2 – CLFT
Laborer	3 – TFT	3 – TFT
SWM Equipment Operator	30 – CLFT	32 – CLFT
SWM Maintenance Worker	10 – CLFT	10 – CLFT
SWM Maintenance Worker	6 – TCF	6 – TCF
SWM Operations Manager	1 – CLFT	1 – CLFT
SWM Special Projects Administrator	1 – CLFT	1 – CLFT
SWM Supervisor	4 – CLFT	4 – CLFT
SWM Transport Operator	2 – CLFT	0 – CLFT
Welder	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	68	68

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 3,679,777	\$ 3,765,602
Operating Expenses	4,989,779	4,814,942
Capital Outlay	1,071,173	1,015,196
Transfer to Other Funds	<u>60,000</u>	<u>0</u>
 TOTAL:	 \$ 9,800,729	 \$ 9,595,740

Wastewater Management is charged with the operation and maintenance of the city's wastewater treatment plant and sewer collection system under public health, welfare and safety standards as outlined by federal and state environmental agencies.

The Industrial Pretreatment Section (IP) is responsible for monitoring, inspecting and investigating industrial/non-domestic discharges in the city sewer system. In addition, IP personnel operate the septage discharge facility, administer the Extra-Strength Surcharge Program, and permit and track the compliance of significant industrial users. IP management works in close coordination with the Collections Section and Treatment Plant Section to assure city compliance with National Pollutant Discharge Elimination System (NPDES) requirements.

2006/07 Operational Highlights:

- Conducted 141 inspections and samples to ensure compliance with City Code Section 22 and EPA requirements for the extra strength and IP programs.
- Performed 76 evaluation reports and issued 30 building permits on plans for connections to and extensions of the sewer system.
- Responded to 324 emergency calls, cleared 28 stoppages in the city's main sewer lines, and cleaned 370,000 linear feet of sewer lines.
- Rehabilitated 9,225 linear feet of sewer lines in Phase III of the Sewer Line Rehabilitation Project.
- Completed design requirements for the Composting Facilities Project and initiated construction.

2007/08 Goals and Objectives:

- Begin another "in-house" sewer line rehabilitation/replacement project.
- Provide sewer line data from field crews to facilitate system mapping and improvements to sewer lines and manholes.
- Provide review and permitting services on all plans for connection to or extension of the sewer system to ensure quality control and attainment of city standards.
- Minimize sewer stoppages and associated liability and environmental/property damage through inspection, evaluation, rehabilitation, and cleaning/clearing of the sewer system.
- Complete several pending projects, including sewer line and plant improvements, the Tierra Contenta effluent design phase, and Compost Facility construction project.

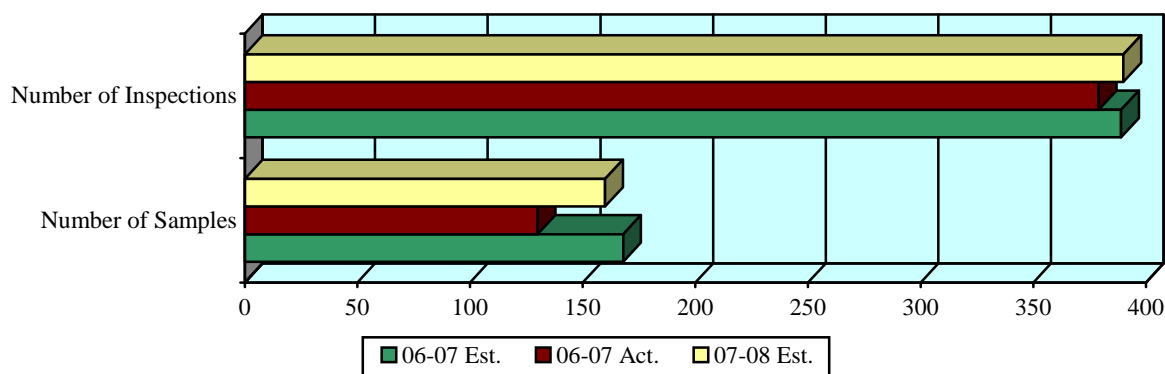
- Continue to monitor plant processes and analyze wastewater and sludge samples to comply with permits issued by the EPA and the New Mexico Environment Department with no plant violations.
- Enhance the quality of effluent by adding two clarifiers, a dissolved flotation unit, an effluent filter and two ultraviolet banks for effluent disinfection, and by replacing iron pipes in the bio-selectors with stainless steel.

#### Budget Commentary:

The Wastewater Operations Enterprise Fund (5450) allocation of \$9,209,576 provides funding support for 63 positions and operating and capital costs to maintain the treatment plant and sewer system. The division also oversees the Wastewater Impact Fee Fund {5464} appropriation of \$33,333, which is transferred to the General Fund. Major division expenses include \$501,031 for various operational supplies including treatment chemicals, safety supplies and fuel; \$498,050 for electricity and other utilities used in the wastewater delivery and treatment systems; and \$573,087 to provide the Wastewater Division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities. A transfer of \$935,300 to the 2006C Wastewater GRT Bonds Debt Service Fund (4118) is also included in the FY 2007/08 budget to provide debt service payments for the 2006 Wastewater GRT bond issue.

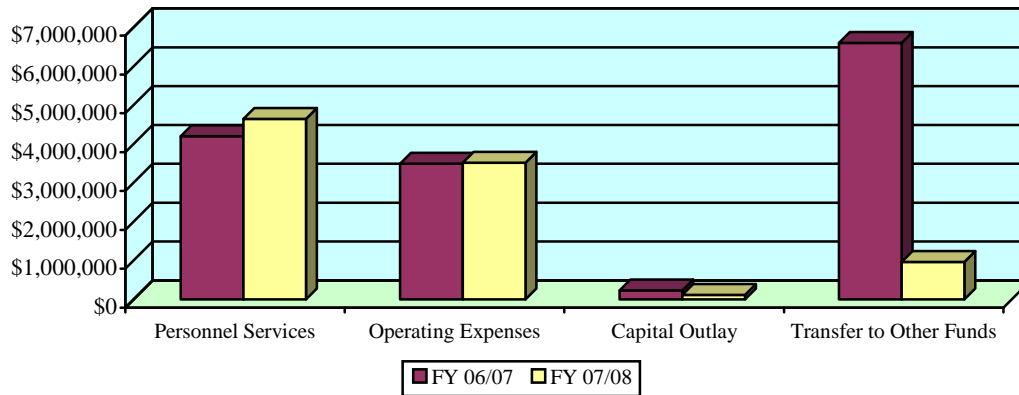
For FY 2007/08, an Administrative Supervisor position in the Wastewater Management Division was reclassified to an Administrative Manager.

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Total gallons treated (millions)	2,000	1,907	1,900
2. Number of food establishments/industrial users inspected	389	379	390
3. Number of food establishments/industrial users sampled	168	130	160
4. Sewer lines cleaned/maintained (linear feet)	400,000	400,000	400,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
WWM Division Director	1 – CLFT	1 – CLFT
Administrative Manager	0 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	0 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer	2 – CLFT	2 – CLFT
Equipment Operator	2 – CLFT	2 – CLFT
GIS Analyst	1 – CLFT	1 – CLFT
Supply Inventory Supervisor	1 – CLFT	1 – CLFT
Supply Inventory Technician	1 – CLFT	1 – CLFT
WWM Chemist	2 – CLFT	2 – CLFT
WWM Collections Manager	1 – CLFT	1 – CLFT
WWM Electronics Technician/Maintenance Worker	1 – CLFT	1 – CLFT
WWM Equipment Specialist Senior	2 – CLFT	2 – CLFT
WWM Field Operator I	5 – CLFT	4 – CLFT
WWM Field Operator II	9 – CLFT	10 – CLFT
WWM Field Operator Apprentice	5 – CLFT	5 – CLFT
WWM Inspection Senior	1 – TCF	1 – TCF
WWM Inspection Senior	3 – CLFT	3 – CLFT
WWM Lab Manager	1 – CLFT	1 – CLFT
WWM Plant Operator I	1 – CLFT	0 – CLFT
WWM Plant Operator II	2 – CLFT	3 – CLFT
WWM Plant Operator III	1 – CLFT	1 – CLFT
WWM Plant Operator IV	8 – CLFT	8 – CLFT
WWM Plant Operator Trainee	1 – CLFT	1 – CLFT
WWM Plant Superintendent	1 – CLFT	1 – CLFT
WWM Section Supervisor	4 – CLFT	4 – CLFT
WWM Shift Supervisor	<u>4</u> – CLFT	<u>4</u> – CLFT
TOTAL:	63	63

## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 4,196,492	\$ 4,640,466
Operating Expenses	3,494,162	3,518,500
Capital Outlay	235,304	115,310
Transfer to Other Funds	<u>6,605,358</u>	<u>968,633</u>
 TOTAL:	 \$ 14,531,316	 \$ 9,242,909

The purpose of Water Services Division is to provide a clean, reliable source of water for domestic, commercial and fire protection needs to the citizens of Santa Fe. This mission involves protection and development of the source of supply, integrated resource management planning, oversight of the operations and maintenance contract, public education, and coordination with other city departments and local governments. The division operates in a way consistent with the water resources management policies of the City of Santa Fe.

The Water Services Division supplies and treats an average of 9.4 million gallons of water per day, and maintains a water distribution system comprising over 600 miles of water mains and service lines. The division seeks to ensure efficiency and reliability in its delivery of water to customers through regular maintenance in all areas of the system; transmission and distribution system planning; acquisition of future water rights; and an aggressive capital improvements program.

#### 2006/07 Operational Highlights:

- Installed a sodium hypochlorite feed system and a security system with cameras at the Canyon Road facility.
- Completed an assessment of the Canyon Road Water Treatment Plant's residual handling equipment, and initiated the design phase for upgrades to the equipment.
- Repaired Buckman wells #1, #3, #4, #6, #7 and #11, replaced 18 Buckman water transmission line air valves, and installed an isolation valve at Buckman Booster Station #4 to improve system reliability.
- Continued the Water Division's comprehensive Water Conservation public outreach program, processing 412 washing machine rebates, 337 rain barrel rebates and 52 hot water recirculation pump rebates, and hosting community conservation events including "Saving Every Drop," the 5<sup>th</sup> Annual Children's Water Festival and the 3<sup>rd</sup> Annual Children's Water Conservation Poster Contest.
- Cleaned and flushed several mains and transmission lines, installed, repaired and/or relocated 295 water services, and repaired 42 water main breaks.
- Installed 784 water meters; calibrated and repaired 120 large water meters and 874 smaller meters; and exchanged 1,267 meters at the end of their service lives.

#### 2007/08 Goals and Objectives:

- Complete evaluation of the Initial Disinfection System.
- Provide education and information to water utility customers and the public regarding the need for water conservation and methods for individual action, including demand management strategies.
- Complete the design phase on the Transmission & Distribution System Rehabilitation project and initiate construction on water main replacements.
- Begin the installation of a new supervisory control and data acquisition (SCADA) system at 26 remote sites.



- Complete the design phase and initiate construction of upgrades to the residuals handling process at the Canyon Road Water Treatment Plant.
- Develop a Transmission and Storage Master Plan.
- Develop and implement a comprehensive GIS-based records and preventive maintenance system for the transmission and distribution system in order to track and analyze information regarding leaks, line breaks, water quality, water pressure, and customer complaints; and to manage inventory, system infrastructure and changes to the distribution system.
- Minimize loss of water from the utility system through effective operations and maintenance, including ongoing unaccounted water tracking and analysis, a leak detection and tracking program, and prompt repairs of leaking mains, lines and valves.
- Reduce lost revenue caused by inaccurate customer water use metering through the development and implementation of a system of routine, systematic inspection and calibration of all large customer billing meters, and a program of periodic replacement of small customer billing meters.

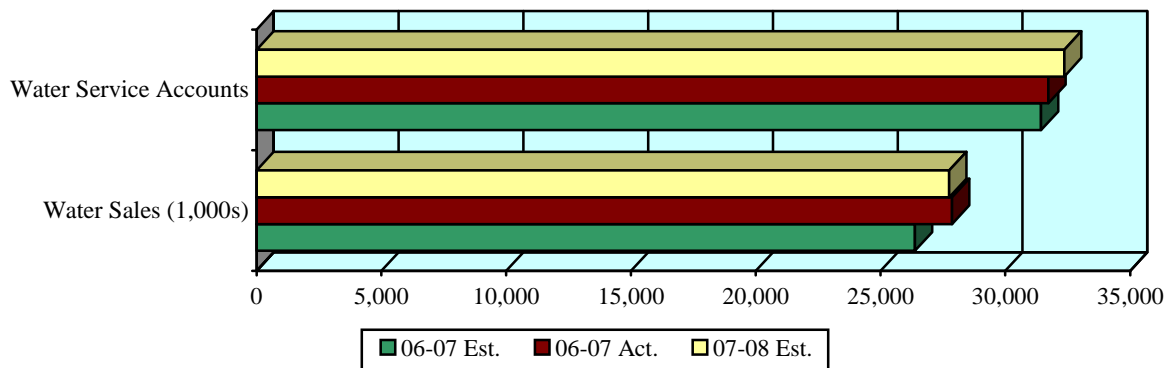
#### Budget Commentary:

For FY 2007/08, the Water Utility Fund appropriation of \$27,636,570 includes funding for the Water Services Division Director and 86 staff members; contract operations and maintenance costs; and debt service payments totaling \$6,720,819. Other major items include \$3,874,247 for various contracted services including environmental analysis, water acquisition and storage payments, and security services; \$2,310,084 for electricity and other utilities needed to operate the water production, treatment and distribution system; \$1,282,885 for repairs and maintenance on the division's vehicles, equipment and facilities; \$981,813 for services provided to the Water Division by other city departments; and \$845,046 for treatment chemicals and other supplies. The FY 2007/08 budget also includes interfund transfers of \$500,000 each to the Water Debt Service Fund (5301), the Water Division Acquisition Fund (5302), and the Water Division Reserve for Arbitrage Fund (5303) to meet debt service and reserve requirements; an ongoing transfer of \$64,500 to the Watershed Clearing CIP Fund (5312) to pay for wildland fire prevention efforts undertaken by the Fire Department in the watershed; equipment replacements and purchases in the amount of \$284,622, including replacement vehicles, software, and system equipment; and \$2,267,682 to provide the Water Division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities.

The Water Division also receives the proceeds of a ¼% gross receipts tax increment dedicated to pay for water system improvements. These resources are collected in the ¼% Water GRT Fund (5330) and distributed via transfers to the Water Division's various capital projects funds as necessary to pay for ongoing projects. For FY 2007/08, appropriations in this fund were suspended to allow staff to evaluate and prioritize the division's substantial upcoming capital improvements program schedule.

Several staffing changes in the Water Division are reflected in the FY 2007/08 budget due to a realignment of staff functions. As part of this realignment, six positions were eliminated and six new positions were added: a Paralegal, a Water Conservation Manager, a Water Resources Analyst, a Water Resources Coordinator; and two Water Systems Operators.

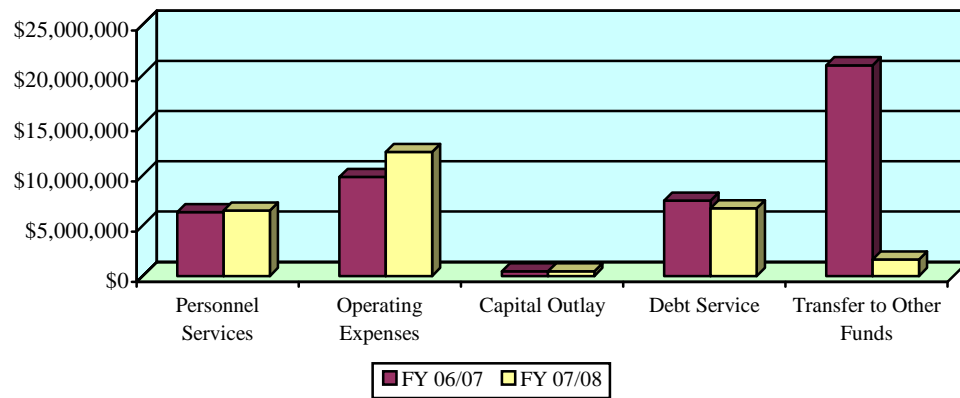
<u>Standard Program Measurements:</u>	<u>06/07</u> <u>EST.</u>	<u>06/07</u> <u>ACTUAL</u>	<u>07/08</u> <u>EST.</u>
1. Total gallons sold (billions)	3.35	2.54	3.00
2. Water sales revenue (thousands)	26,383	27,873	27,750
3. Number of water service accounts	31,428	31,728	32,360



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07</u> <u>ACTUAL</u>	<u>FY 07/08</u> <u>BUDGET</u>
Water Services Division Director	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Apprentice Pipefitter	0 – CLFT	2 – CLFT
Assistant City Attorney	1 – EX	1 – EX
City Land Documents Technician	1 – CLFT	1 – CLFT
Contracts Administrator	1 – CLFT	1 – CLFT
Custodian	2 – CLFT	2 – CLFT
Database Specialist	1 – CLFT	1 – CLFT
Engineer	3 – CLFT	3 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineering Intern	1 – TFT	1 – TFT
Engineering Technician Senior	3 – CLFT	3 – CLFT
Equipment Service Manager	1 – CLFT	1 – CLFT
GIS Analyst	1 – CLFT	1 – CLFT
Journeyman Equipment Water Operator	6 – CLFT	6 – CLFT

Meter Service Technician	1 – CLFT	1 – CLFT
Paralegal	0 – CLFT	1 – CLFT
Pipefitter I	3 –CLFT	2 – CLFT
Pipefitter II	3 –CLFT	2 – CLFT
Pipefitter III	9 –CLFT	9 – CLFT
Planner Technician	1 – CLFT	0 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Secretary	1 –CLFT	1 – CLFT
Source of Supply Operations Manager	1 – CLFT	1 – CLFT
Supply Inventory Technician	1 – CLFT	1 – CLFT
Transmission & Distribution Manager	1 – CLFT	1 – CLFT
Transmission & Distribution Operations Supervisor	2 – CLFT	2 – CLFT
Water Conservation Manager	1 – CLFT	1 – CLFT
Water Education & Compliance Specialist	2 – CLFT	2 – CLFT
Water Equipment Engineer	2 – CLFT	2 – CLFT
Water Equipment Journeyman	2 – CLFT	2 – CLFT
Water Equipment Supervisor	1 – CLFT	1 – CLFT
Water Line Locator	3 – CLFT	3 – CLFT
Water Ordinance Enforcement Specialist	3 – TFT	3 – TFT
Water Resources Analyst	0 – CLFT	1 – CLFT
Water Resources Coordinator	2 – CLFT	2 – CLFT
Water Resources Coordinator Senior	1 – CLFT	1 – CLFT
Water Systems Apprentice	3 – CLFT	3 – CLFT
Water Systems Laborer	4 – CLFT	4 – CLFT
Water Systems Operator I	2 – CLFT	2 – CLFT
Water Systems Operator III	2 – CLFT	1 – CLFT
Water Systems Operator IV	5 – CLFT	6 – CLFT
Water Systems Plant Operator Supervisor	1 – CLFT	1 – CLFT
Well Systems Operator	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	86	87

## EXPENDITURE CLASSIFICATION



	FY 06/07 REVISED	FY 07/08 APPROPRIATION
Personnel Services	\$ 6,350,495	\$ 6,503,980
Operating Expenses	9,831,258	12,316,579
Capital Outlay	470,889	459,692
Debt Service	7,495,240	6,720,819
Transfer to Other Funds	<u>20,961,889</u>	<u>1,635,500</u>
 TOTAL:	 \$ 45,109,771	 \$ 27,636,570

## PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the maintenance and development of city facilities and operations in the areas of streets; traffic; parking; storm water management; air/ground transportation; parks, trails & watershed, and capital improvements.

<b>Administration</b>	<b>Appropriation: \$ 1,543,315</b>
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The Public Works Director is responsible for providing direction and support to all Public Works functional areas. The Director also provides staff support to the Public Works Committee and supervises the Storm Water Management function.

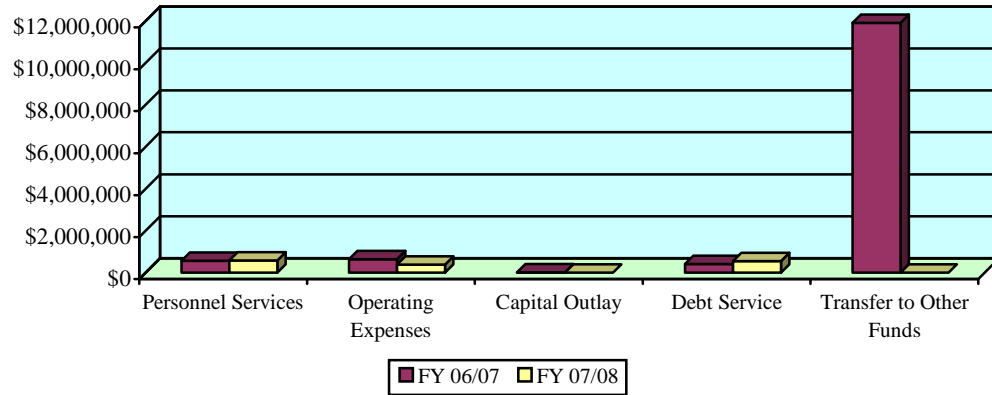
The FY 2007/08 Administration operating budget is supported by a General Fund appropriation of \$525,845, which includes salaries and benefits for the Director and an Office Manager, as well as a portion of the department's insurance coverage (\$194,109). The Public Works Administration FY 2007/08 budget also includes an appropriation of \$423,656 from the Storm Water Drainage Fund (2401), which funds the salaries and benefits of three staff members and operational expenses associated with maintaining the city's storm drainage system. Other significant items in the Storm Water Drainage Fund include landfill tipping fees (\$90,000) and advertising for public education and outreach (\$20,000) for FY 2007/08.

The Public Works Director also supervises the Railyard Development project, for which appropriations are provided from the Railyard Development Fund (5850), budgeted at \$593,814 for FY 2007/08. Debt service on Railyard project loans comprises the majority (94.6%) of this fund's budget, totaling \$562,009 in FY 2007/08. The remainder of the FY 2007/08 Railyard Development budget is allocated for contracted project administration (\$28,176) and services provided by other city departments (\$3,629).

For FY 2007/08, several positions in the Administration Division were transferred to other divisions in order to more accurately reflect position funding and staff responsibilities. As part of this process, a Community Relations/Advertising Administrator position was moved to the Transit Division; an Information Coordinator was moved to the Parking Division; and a Public Works Project Administrator was moved to the Engineering Division.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Public Works Department Director	1 – EX	1 – EX
Storm Water Division Director	1 – CLFT	1 – CLFT
Community Relations/Advertising Administrator	1 – TCF	0 – TCF
Information Coordinator	1 – CLFT	0 – CLFT
Office Manager	1 – EX	1 – EX
Project Specialist	1 – CLFT	1 – CLFT
Public Works Project Administrator	1 – CLFT	1 – CLFT
Public Works Project Administrator	<u>1</u> – TCF	<u>0</u> – TCF
 TOTAL:	 8	 5

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 577,103	\$ 592,022
Operating Expenses	644,065	389,284
Capital Outlay	20,500	0
Debt Service	425,129	562,009
Transfer to Other Funds	<u>11,916,113</u>	<u>0</u>
 TOTAL:	 \$ 13,582,910	 \$ 1,543,315

The Airport Division oversees the operation and maintenance of the Santa Fe Municipal Airport. The mission of the Airport Division is to operate a public air transportation facility that is open 24 hours a day/seven days per week, for the benefit of the residents of Santa Fe and the general public. In FY 2006/07 the Airport handled 77,429 aircraft operations and 24,088 commercial airline passengers. The Airport Division utilizes self-generated revenue as well as Federal and State grant funds to fund daily operations and major capital projects meant to improve air service for the city and surrounding region.

2006/07 Operational Highlights:

- Secured two new air carriers for commercial service to and from Santa Fe starting in 2008.
- Completed reconstruction of Runway 15/33 within the project budget of \$4.5 million.
- Designed and built a new taxi lane to serve the Airport lease lots.
- Attained U.S. Federal Aviation Administration (FAA) Class I Certification, thereby allowing commercial aircraft with more than 30 seats to serve the Airport.
- Obtained funding and initiated design phase on the Airport terminal building roof replacement project.
- Completed the local portion of the Airport Noise Study.

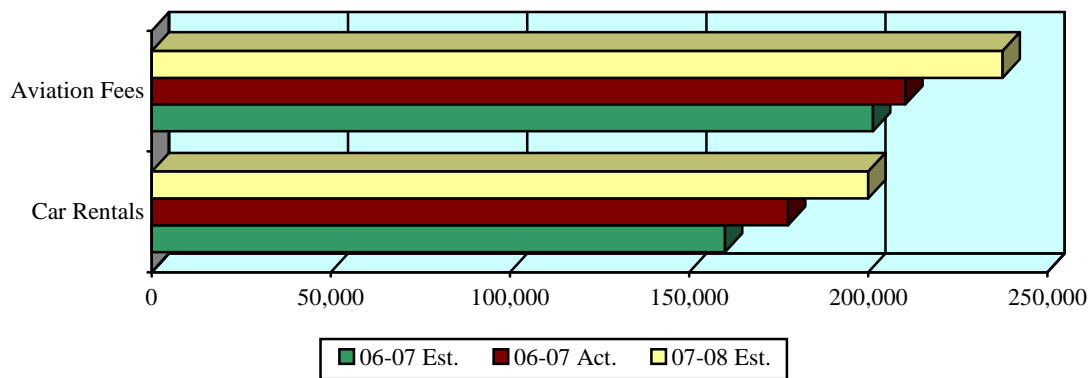
2007/08 Goals and Objectives:

- Gain FAA approval for the Part 150 Airport Noise Study.
- Finalize the purchase a 15-acre safety area for Runway 33.
- Secure necessary commitments and conduct an air show at the Santa Fe Airport.
- Complete the Airport terminal building roof replacement project, relocate the terminal area security fence and purchase additional furniture for the terminal.
- Implement new commercial air service with American Airlines, Delta Airlines and New Mexico Airlines.
- Initiate design and construction on the Aviation Drive lighting project.
- Design the Airport Rescue and Firefighter Station and obtain grant funding for its construction.

### Budget Commentary:

The FY 2007/08 Airport Division operating budget of \$1,046,197 is supported by the Airport Enterprise Fund (5800), and includes the salaries and benefits of 11 employees and associated costs, plus Airport operations and maintenance expenses. Personnel costs represent the majority (72.3%) of the Airport Division budget for FY 2007/08. Other major items in the budget include contracted security and appraisal services (\$74,500), services of other city departments (\$65,358), and the division's insurance coverage (\$52,508).

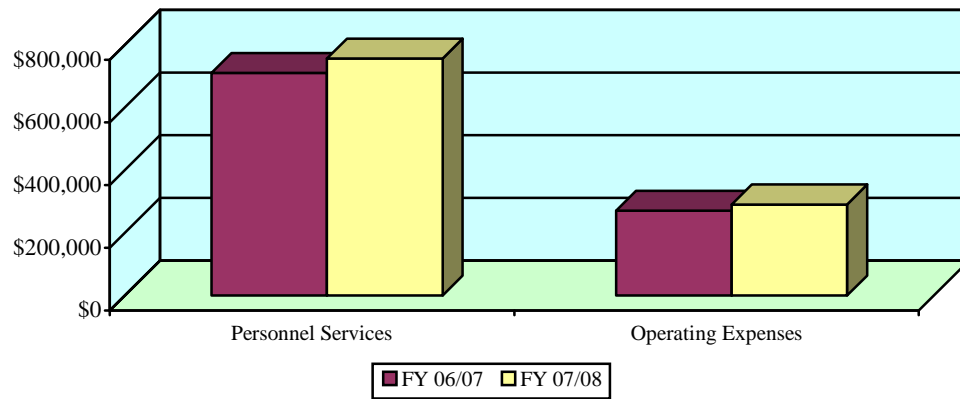
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Aviation fees	\$201,300	\$210,337	\$237,500
2. Terminal/facility rental fees	\$165,450	\$185,681	\$178,450
3. Car rental receipts	\$160,000	\$177,561	\$200,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Airport Manager	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Airport Maintenance Worker	3 – CLFT	3 – CLFT
Firefighter Trainee	5 – CLFT	5 – CLFT
Custodian	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	11	11



## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 710,075	\$ 756,004
Operating Expenses	<u>270,452</u>	<u>290,193</u>
 TOTAL:	 \$ 980,527	 \$ 1,046,197

The mission of the Engineering Division is to provide safe, efficient, and cost-effective public facilities and transportation infrastructure in a responsive manner. The division provides the administrative and technical function for contracting, management, technical design and review, budgeting and scheduling of civil engineering projects in the Capital Improvements Program (CIP) and other programs.

The Engineering Division is composed of the following sections:

- The Community Facilities Section implements capital improvement projects that upgrade, expand, or construct new buildings, parks and other facilities such as libraries, senior centers, recreational facilities, and parks. This section meets the increasing demands for capital improvements created by outdated facilities, growth and changing building codes through the use of consultant and in-house designs, and construction by contractors and in-house crews.
- The Roadway Development Section carries out upgrades to city streets, roadways, and intersections, usually due to the need for increased safety and/or capacity. The section oversees both contracted and in-house design and construction activities.
- The Traffic Impacts/Development Review Section ensures a safe and efficient traffic system for residents and visitors by reviewing all proposed developments to identify and mitigate traffic impacts, as well as administering all driveway and access permits and conducting city-wide traffic evaluations.
- The Traffic Calming/Safety Section is charged with implementation of the city-wide Traffic Calming Program, which includes the use of speed signs, speed trailers, traffic counts and speed studies. This section also oversees the School Crossing Guard Program, which provides enhanced pedestrian safety near community schools.
- The Traffic Operations Section operates and maintains traffic signals, school zone flashers, traffic signs, pavement markings and street lights, ensuring a safe and efficient traffic system for all users.
- The Special Projects/Locals Section implements a wide variety of improvement projects throughout the city, ranging from office remodeling to sidewalk projects and curb/gutter improvements. By performing this work in-house, the section saves the city a significant amount of money by avoiding the greater expense of contracted work.

2006/07 Operational Highlights:

- Began construction on the Santa Fe Farmers' Market Institute project.
- Completed construction on a variety of projects, including: the Southside Library; phase I of the Santa Fe Youth Consortium project; Fire Station #8; the Rodeo Road Safety project; the Camino Alire Bridge Replacement project; the Downtown Urban Trail; the Closson Street Pedestrian Bridge Rehabilitation project; the Alameda/Cathedral Place Intersection/Pedestrian Improvements project; phase I of the Downtown Street Light project; and tennis court rehabilitation projects at the Alto and Salvador Perez Parks.

- Achieved substantial progress toward completion of construction on several projects, including: the Santa Fe Civic Convention Center; phase II of the Santa Fe Youth Consortium project; the Railyard Infrastructure project; the Cerrillos/St. Michael's Intersection Safety project; the Arroyo Chamiso emergency crossing for Fire Station #7; the Siringo-St. Michael's segment of the Santa Fe Rail Trail project; the Rodeo Rd./Richards Ave. Intersection project; the Police/Fire Training Campus and Impound Yard; phase II of the Amelia White Park project; phase III of the Alto Park project; and the Airport Road/Constellation Signal project.
- Completed design work for the Plaza Cultural Landscape project, phase II of the Cerrillos Road Reconstruction project, the Transit facility expansion, and the Sheridan Transit Center.
- Continued traffic calming projects city-wide to reduce speeds and traffic in residential areas, utilizing price agreements to accelerate progress.
- Administered 45 capital project grant agreements with the State of New Mexico for the city and area non-profits.

#### 2007/08 Goals and Objectives:

- Finish construction on a number of pending projects, including: the Rodeo Rd./Richards Ave. Intersection project; the Siringo-St. Michael's segment of the Santa Fe Rail Trail project; the Rodeo Rd. Median Safety project; the Sandoval Street Bridge rehabilitation; the Americans with Disabilities Act (ADA) Accessibility project (to follow pavement resurfacing); the Arroyo Chamiso emergency crossing for Fire Station #7; phase II of the Amelia White Park project; phase III of the Alto Park project; the Transit Facility Expansion project; the Santa Fe Plaza Improvements project; and offsite improvements to the Railyard Park.
- Achieve substantial progress toward completion of construction on several projects, including the Civic Convention Center and the Railyard Infrastructure project.
- Complete the environmental documentation and design for the Siler Rd. Extension project.
- Initiate the design process for phase I of the Night Sky Implementation project.
- Complete design and initiate construction on the Old Pecos Trail segment 2 reconstruction project and numerous other streets and parks projects.
- Provide support and information to the City Council to enable adoption of the division's proposed Pedestrian Crosswalk Policy.
- Achieve substantial progress in design and construction work for planned pedestrian/bike trails projects.
- Continue the city-wide conversion of traffic signal lights to more energy-efficient light emitting diodes (LEDs).

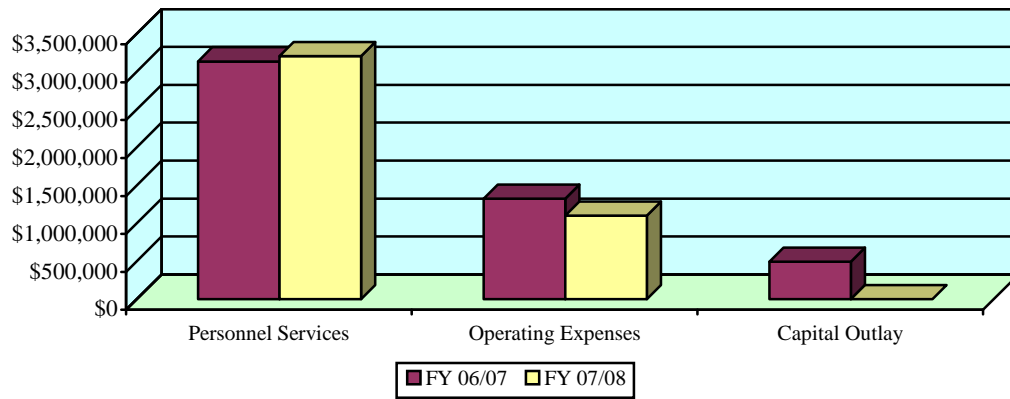
### Budget Commentary:

The FY 2007/08 operating budget for the Engineering Division is funded from a General Fund appropriation of \$2,419,674, with an additional appropriation from the 1/2% Gross Receipts Tax Operating Fund (3102) in the amount of \$1,885,632. The FY 2007/08 budget provides funding support for 74 staff members and associated operational and administrative expenses. The largest budgeted item in the FY 2007/08 Engineering budget is an appropriation of \$710,154 for electric utility costs incurred by traffic signals and street lights. Other budgeted items include space rental at the Federal Building (\$125,161), the division's insurance coverage (\$79,584), and contracted engineering, appraisal and other professional services costs relating to various city projects (\$26,500).

For FY 2007/08, several staffing changes were made in the Engineering Division in order to streamline position functions. As a result, two positions were transferred to the Engineering Division for FY 2007/08: a Public Works Project Administrator was moved from the Administration Division, and an ADA Coordinator position was transferred from the Building & Fleet Maintenance Division of the Administrative Services Department.

<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Engineering Division Director	1 – TCF	1 – TCF
ADA Coordinator	0 – TCF	1 – TCF
Administrative Assistant	2 – TCF	2 – TCF
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – TCF	1 – TCF
CIP Designer	1 – TCF	1 – TCF
Community Facilities Section Manager	1 – TCF	1 – TCF
Construction Supervisor	1 – TCF	1 – TCF
Engineer Assistant	2 – TCF	2 – TCF
Engineer Associate	1 – TCF	1 – TCF
Engineer Supervisor	1 – TCF	1 – TCF
Engineer Supervisor	3 – CLFT	3 – CLFT
Grant Writer	1 – TCF	1 – TCF
Paint Technician	2 – CLFT	2 – CLFT
Paint Technician Senior	3 – CLFT	3 – CLFT
Paint/Sign Supervisor	1 – CLFT	1 – CLFT
Project Manager	3 – TCF	3 – TCF
Public Works Projects Administrator	2 – TCF	3 – TCF
Safety/School Cross-Guard	34 – TPT	34 – TPT
School Cross-Guard Supervisor	2 – TPT	2 – TPT
Sign Technician Senior	3 – CLFT	3 – CLFT
Signal Shop Lead Worker	1 – CLFT	1 – CLFT
Signal Technician Senior	3 – CLFT	3 – CLFT
Traffic Technician	1 – CLFT	1 – CLFT
Traffic Technician Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	72	74

## EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 3,134,790	\$ 3,203,342
Operating Expenses	1,324,092	1,101,964
Capital Outlay	<u>494,883</u>	<u>0</u>
 TOTAL:	 \$ 4,953,765	 \$ 4,305,306

The Parking Division is responsible for all municipal parking operations and functions relating to parking, including: off-street parking at the municipal parking facilities; on-street parking; regulation and loading; public information; the parking permit program; the Parking Violations Bureau; and the parking enforcement program. The day-to-day operation of the municipal parking system involves many complex activities requiring an organization with adequate staffing, management supervision, efficient operational procedures, necessary equipment and resources, and accountability. The municipal parking system represents a significant public investment and provides essential public facilities and services with the goal of operating efficiently and managing effectively to meet the city's existing and future parking needs.

#### 2006/07 Operational Highlights:

- Initiated construction on a 400-space parking garage with 500 adjoining surface spaces at the Railyard, and on a 500-space underground parking structure for the Civic Convention Center.
- Advertised and requested proposals for 17 pay-and-display electronic parking meters for use at the north and south Railyard sites.
- Created a new shuttle system (CHAD) to facilitate overflow parking at the Ft. Marcy Ball Field parking lots provided to city employees and the public.
- Negotiated and signed a new lease agreement for peripheral parking at St. John's Methodist Church for commuters and construction workers entering the downtown area.
- Developed a Strategic Plan to address current needs of the division as they relate to continually increasing demands and operation of the city's new parking facilities at the Railyard and Civic Center.
- Implemented an ongoing preventive maintenance and repair program to ensure the continued service life of the Sandoval Parking Garage facility.
- Addressed the ongoing issue of unpaid parking violation fees by implementing a boot and tow program and working with the Municipal Court on a comprehensive pre-trial hearing process for parking violators.

#### 2007/08 Goals and Objectives:

- Provide excellent parking services and infrastructure for all stakeholder groups while maintaining a positive cash flow in the Parking Enterprise Fund.
- Establish a Downtown Circulator Service from the Railyard and other key locations to provide public transportation for employees, Rail Runner commuters and visitors to the city.
- Continue to work toward implementation of an Administrative Adjudication Program for parking violators.

- Establish new on-street parking zones for monthly parking customers displaced from the Archdiocese Parking Lot.
- Continue to work with the Municipal Court on a comprehensive pre-trial hearing process for parking violators.

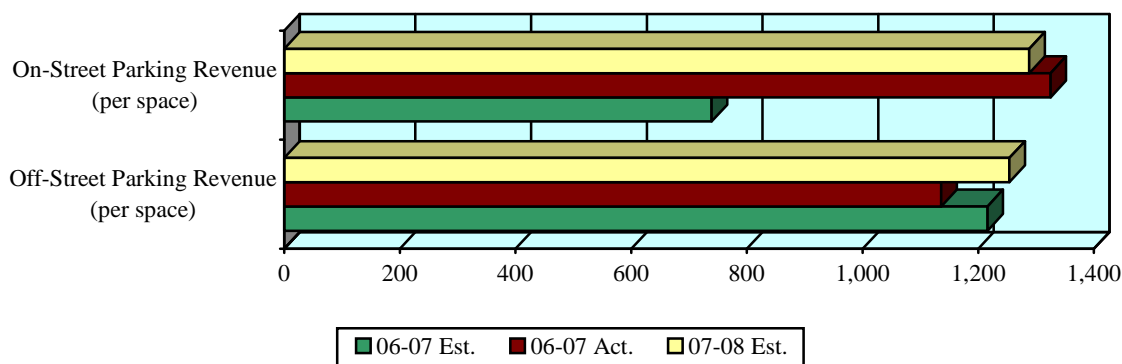
#### Budget Commentary:

The FY 2007/08 Parking Division operating budget of \$5,438,169 is supported by the Parking Enterprise Fund (5150). The budget includes funding for the salaries and benefits of 58 employees, parking operations and the parking enforcement program, and equipment necessary for the provision and improvement of parking services.

Salaries and benefits comprise the largest expense category (\$3,088,052 or 56.8%) within the Parking Division FY 2007/08 budget. Other major budgeted items include parking lot security and other contracted services (\$599,200); annual lease agreements for Federal Building office space and for the city parking lots at Montezuma Lodge, the Santa Fe Lodge of Perfection, Canyon Road and St. Francis School (\$412,958); an interfund transfer to provide debt service payments on a loan from the New Mexico Finance Authority for the Railyard Parking Facility (\$310,376); and payment for services provided by other city departments (\$279,761).

For FY 2007/08, an Information Coordinator was transferred to the Parking Division from the Public Works Administration Division. In addition, a Parking Field Collector position was added in the FY 2007/08 budget development process.

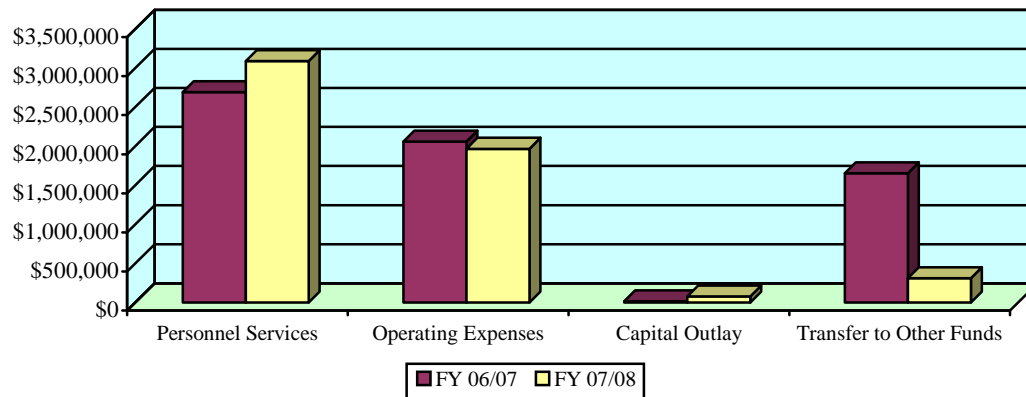
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Parking cashkey revenue	\$96,942	\$110,402	\$97,519
2. On-street parking revenue (avg. per space)	\$739	\$1,325	\$1,288
3. Off-street parking revenue (avg. per space)	\$1,216	\$1,136	\$1,254



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Parking Division Director	1 – EX	1 – EX
Accountant Technician	2 – CLFT	2 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Contracts Analyst	1 – CLFT	1 – CLFT
Database Specialist	2 – CLFT	2 – CLFT
Enterprise Fund Accountant	1 – CLFT	1 – CLFT
Information Coordinator	0 – CLFT	1 – CLFT
Parking Administrative Manager	1 – CLFT	1 – CLFT
Parking Attendant	10 – CLFT	10 – CLFT
Parking Attendant	8 – CLPT	8 – CLPT
Parking Attendant	3 – TCF	3 – TCF
Parking Attendant Senior	2 – CLFT	2 – CLFT
Parking Attendant Shift Supervisor	4 – CLFT	4 – CLFT
Parking Control Operations Manager	1 – CLFT	1 – CLFT
Parking Enforcement Officer	6 – CLFT	6 – CLFT
Parking Enforcement Officer Senior	1 – CLFT	1 – CLFT
Parking Field Collector	1 – CLFT	2 – CLFT
Parking Field Collector/Analyst	1 – CLFT	1 – CLFT
Parking Field Training Supervisor/Analyst	1 – CLFT	1 – CLFT
Parking Operations Manager	1 – CLFT	1 – CLFT
Parking Permit Coordinator	1 – CLFT	1 – CLFT
Parking Section Supervisor	2 – CLFT	2 – CLFT
Parking Technician	3 – CLFT	3 – CLFT
Parking Technician Senior	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	56	58



## EXPENDITURE CLASSIFICATION



	FY 06/07 <u>REVISED</u>	FY 07/08 <u>APPROPRIATION</u>
Personnel Services	\$ 2,692,309	\$ 3,088,052
Operating Expenses	2,056,538	1,964,491
Capital Outlay	14,410	75,250
Transfer to Other Funds	<u>1,651,009</u>	<u>310,376</u>
 TOTAL:	 \$ 6,414,266	 \$ 5,438,169

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**Parks, Trails & Watershed Division**

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**Appropriation: \$ 8,453,377**

The mission of the Parks, Trails & Watershed Division is to assure that the public has clean, beautiful and functional park facilities to promote recreation, cultural, patriotic, and sports activities. Parks also plans for continuous demands for additional park and recreational facilities, open space/trails, watershed maintenance, and arterial/median beautification.

Major functions associated with the Parks, Trails & Watershed Division include:

Administration - To supervise and administer the functions and activities of the division, including operations and maintenance of parks facilities, trails, open space and the watershed; the Keep Santa Fe Beautiful program; the Integrated Pest Management function; the Municipal Recreation Complex (MRC); and the Marty Sanchez/Links de Santa Fe golf course

\$ 877,704

Graffiti Unit - To educate the public concerning graffiti prevention and awareness, and to provide assistance to the public including graffiti removal from private and city-owned property

177,346

Municipal Recreation Complex - To provide a variety of quality, affordable recreational opportunities to area residents and visitors and operate and maintain the Marty Sanchez/Links de Santa Fe golf course

2,670,340

Parks Operations - To provide maintenance and repair on irrigation systems; water/turf management; ballpark maintenance; sports and security lighting and maintenance; equipment maintenance; litter, weed and pest control; and playground equipment maintenance

4,422,072

Special Events - To provide staff support and administration for various community special events including the Mayor's Holiday Food Drive and events on the Plaza and city-wide

305,915

\$ 8,453,377

#### 2006/07 Operational Highlights:

- Operated and maintained 1,210 acres of developed parkland, 3,620 acres of open space and 53 miles of recreation trails.
- Implemented a Live Capture Program for management of Gunnison prairie dogs in city parks in order to alleviate dangerous burrows and accommodate the concerns of citizens regarding their humane treatment.
- Assisted the Municipal Airport in the development and implementation of its required Wildlife Management Plan.
- Monitored pine bark beetle activity using pheromone traps to enhance government and public awareness regarding beetle infestations.
- Continued the green waste chipping program to provide organic mulch for use in the city's parks.
- Developed and enforced a water conservation policy for city parks and completed several related projects, including backflow compliance, upgrade/replacement of sprinklers, and installation of equipment for the Irrigation Weather Station Project.
- Continued the city-wide "Attack on Graffiti" program and enforced the city's new Graffiti Ordinance.
- Performed fall and spring clean-ups at city parks, schools and streets through the Keep Santa Fe Beautiful program, whose 5,000 volunteers collected over 19 tons of refuse; the program also responded to over 500 complaints regarding illegal dumping, graffiti, litter and weeds.
- Continued the new marketing program for the MRC, including promotion of the golf course and recreational complex as a premier municipal facility to local, regional and national markets, and the creation of a semi-annual Marty Sanchez Links de Santa Fe newsletter.
- Initiated a program to remove selected invasive plant species and dead and hazardous trees from the Santa Fe watershed.

#### 2007/08 Goals and Objectives:

- Implement consistent public safety practices on playing fields, open spaces and trails, playgrounds, park furniture and other division facilities through frequent inventory and maintenance.
- Repair or replace inoperable irrigation systems within 48 hours, and continue development of, and ensure compliance with, relevant water conservation ordinances, policies and procedures.
- Continue the five-year Parks Renovation Plan to address ongoing needs in the areas of hazardous tree removal, park renovation/reconstruction, and irrigation system retrofitting and replacement.
- Provide a litter-free environment for programmed events, open space and trails, playground equipment and furniture.

- Continue to develop and implement the division's pine bark beetle, integrated pest management and green waste programs.
- Enhance course usage at the Marty Sanchez/Links de Santa Fe (MSL) golf course via a number of strategies, including marketing relationships with local hotels to distribute group golf package information and provide incentives for course usage; continued development of the MSL web site; publicity generation via seasonal promotions and media exposure; and golf lessons programs for children & adults.

### Budget Commentary:

The FY 2007/08 Parks, Trails & Watershed Division General Fund operating budget of \$5,222,639 provides the funding support for 70 employees, in addition to operations and maintenance costs associated with the upkeep of parks, facilities and grounds. After salaries and benefits, the division's largest single General Fund expenditure is for utilities (water and electricity) used in irrigation of parks landscaping, for which \$1,305,000 is budgeted for FY 2007/08. Insurance coverage for the division also represents a sizeable portion of the General Fund budget, totaling \$169,371 for FY 2007/08.

The Quality of Life Fund (2505) provides funding support for 20 employees, plus operating and capital costs associated with maintaining several parks, operating community special events and replacing playground and sports equipment. For FY 2007/08, a total of \$261,112 was appropriated in the fund for these purposes. Additional funding for special events supplies and operating costs is provided in the Plaza Use Fund (2704), budgeted at \$21,000 for FY 2007/08.

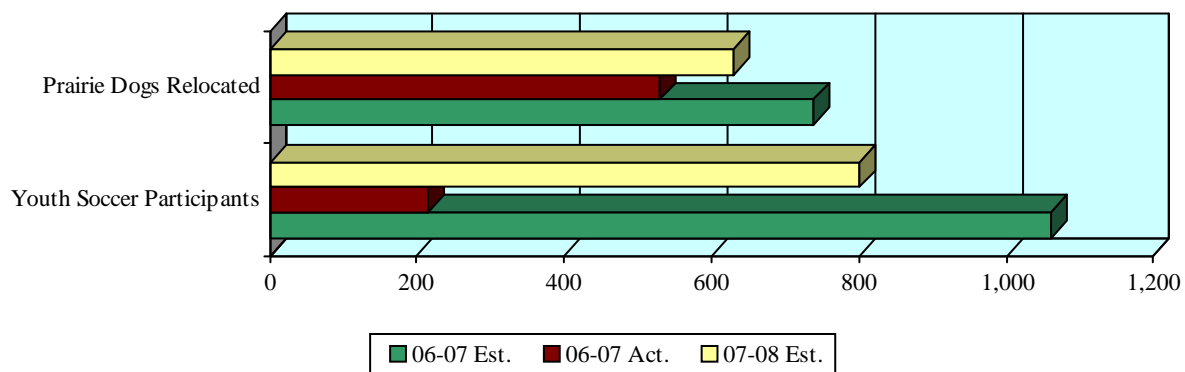
Additional funding support for parks maintenance is provided in the form of an FY 2007/08 appropriation of \$278,286 in the Parks Maintenance Fund (3754). This budget includes funding for repairs and maintenance costs, supplies, equipment and capital outlays required for the maintenance and upkeep of the city's many parks and park facilities.

The FY 2007/08 operating budget for the Municipal Recreation Complex and Marty Sanchez Links de Santa Fe Golf Course is supported by a dedicated budget of \$2,556,116 in the Municipal Recreation Complex Fund (5600), plus a General Fund appropriation of \$104,724 to support the MRC sports fields. These allocations provide funding for 17 employees and operating and equipment costs associated with the management and maintenance of the MSL Golf Course and MRC facility. The remainder of the MRC/MSL budget is provided by the MRC Fore Kids Golf Tournament Fund (5603) appropriation of \$9,500 to support the annual tournament. For FY 2007/08, MRC operations are funded by fees charged for use of the facility and by a subsidy of \$1,165,988 transferred from the ½% CIP GRT Fund (3102).

The Parks, Trails & Watershed Division's remaining nine employees are funded by the Santa Fe Beautiful Grant Program Fund (2712). Because the grant contract for funding to support this program is typically incomplete by the time of budget adoption, appropriations for these positions and associated expenses are generally added to the budget during quarterly revisions to the budget which occur later in the course of the fiscal year.

For FY 2007/08, a Projects Administrator and two Marketing & Special Events Administrator positions were added to the Parks, Trails & Watershed Division. In addition, an Administrative Supervisor position was transferred to the division from the Administrative Services Department.

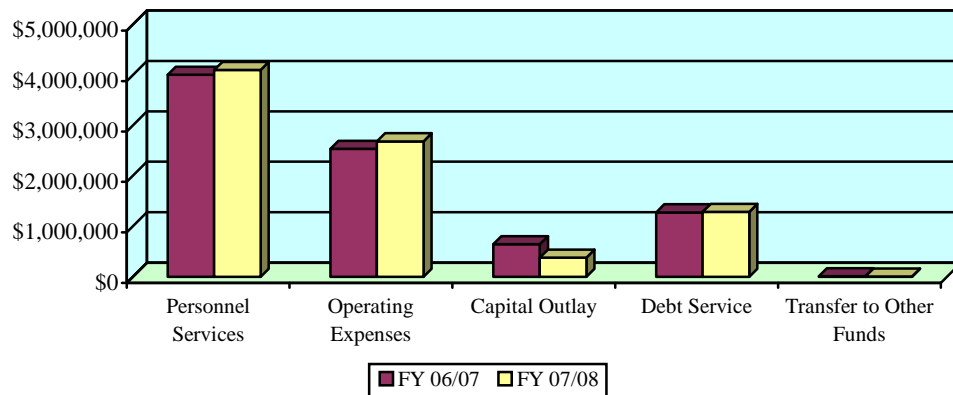
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Gunnison Prairie Dogs relocated	737	530	630
2. Graffiti clean-up sites	5,500	4,215	6,200
3. Number of youth soccer participants	1,060	215	800
4. Number of sports complex team permits	N/A*	10	250
5. Number of junior golf participants	160	131	450
6. Number of FORE Kids Golf Tournament scholarships awarded	N/A*	736	740



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Parks/Trails/Watershed Division Director	1 – CLFT	1 – CLFT
Account Technician	1 – CLFT	0 – CLFT
Administrative Manager	1 – CLFT	1 – CLFT
Administrative Supervisor	0 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Clerk Typist	2 – TFT	2 – TFT
Equipment Manager	1 – CLFT	1 – CLFT
Golf Course Mechanic	1 – CLFT	1 – CLFT
Golf Course Superintendent	1 – CLFT	1 – CLFT
IPM Manager	1 – CLFT	1 – CLFT
Mechanical Structural Apprentice	1 – CLFT	1 – CLFT
Mechanical Structural Specialist	1 – CLFT	1 – CLFT
Mechanical Structural Supervisor	1 – CLFT	1 – CLFT
Open Space/Trails Coordinator	1 – CLFT	1 – CLFT
Open Space/Trails Enforcement Specialist	1 – CLFT	1 – CLFT
Marketing & Special Events Administrator	0 – CLFT	2 – CLFT
Parks Equipment Operator	7 – CLFT	7 – CLFT
Parks Equipment Operator	1 – TFT	1 – TFT
Parks Maintenance Laborer	17 – TPT	17 – TPT

Parks Maintenance Worker	16 – CLFT	16 – CLFT
Parks Maintenance Worker	13 – TFT	13 – TFT
Parks Maintenance Worker	5 – TPT	8 – TPT
Parks Maintenance Worker Senior	14 – CLFT	13 – CLFT
Parks Maintenance Worker Senior	2 – TPT	2 – TPT
Parks Superintendent	1 – CLFT	1 – CLFT
Parks Supervisor	9 – CLFT	9 – CLFT
Projects Administrator	1 – CLFT	1 – CLFT
Recreation Coordinator	1 – TPT	1 – TPT
Santa Fe Beautiful Coordinator	1 – CLFT	1 – CLFT
Santa Fe Beautiful Maintenance Worker	<u>9</u> – TFT	<u>9</u> – TFT
TOTAL:	112	116

### EXPENDITURE CLASSIFICATION



	<u>FY 06/07 REVISED</u>	<u>FY 07/08 APPROPRIATION</u>
Personnel Services	\$ 4,007,098	\$ 4,099,321
Operating Expenses	2,535,604	2,683,860
Capital Outlay	645,886	381,368
Debt Service	1,276,128	1,284,328
Transfer to Other Funds	<u>10,000</u>	<u>4,500</u>
TOTAL:	\$ 8,474,716	\$ 8,453,377

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## Streets & Drainage Maintenance

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Appropriation: \$ 2,827,586

The Streets & Drainage Maintenance Division ensures public safety for the citizens of Santa Fe by providing essential services including maintenance and rehabilitation of public streets and drainage ways, and by responding to public information/service requests in the most efficient and cost-effective manner.

Major functions associated with Streets & Drainage Maintenance include:

Administration - To supervise and administer the functions and activities of the division, including program development, annual resurfacing and road rehabilitation programs, small drainage projects, unpaved roads, and special events

\$ 576,159

Construction - To perform all concrete construction involving streets, curbs and gutters, sidewalks and drainage structures for which the city is responsible

366,706

Drainage Maintenance - To inspect, clean and maintain the storm water system of the city, including associated channels, structures and the construction of the above

372,774

Pavement Maintenance - To make temporary and permanent repairs to all pavement distresses including potholes, cracking, rutting and shoring on all city streets

1,474,373

Sanding and Snow Removal - To keep all major arterials, minor arterials, and collectors sanded and swept clean of snowfalls and ice accumulation

37,574

\$ 2,827,586

### 2006/07 Operational Highlights:

- Maintained or replaced approximately 3,800 linear feet of curbs and gutters, including city-owned sidewalks and concrete storm drain structures.

- Resurfaced, crack-sealed and slurry-sealed various city streets to improve street conditions and extend pavement life.
- Inspected pending right-of-way excavation permits to ensure quality, prompt pavement restoration.
- Maintained over 1,800 water inlets and natural drainage channels (arroyos).
- Improved the reliability of the City's street sweepers via an enhanced maintenance program.

#### 2007/08 Goals and Objectives:

- Conduct evaluations of street conditions and resurface streets determined to be in poor or less than satisfactory condition to allow for prioritization of division resources to areas of the highest need.
- Address street defects, rideability and overall roadway conditions while reducing potential liabilities through street repair operations.
- Continue development and implementation of a repaving and overlay program to upgrade street conditions while ensuring that these streets are compliant with Americans with Disabilities Act (ADA) requirements.
- Improve City infrastructure through proactive measures in all operating sections.
- Continue to plan and develop a maintenance schedule for storm sewer drains and natural drainage channels.
- Improve responses to citizen complaints and requests.

#### Budget Commentary:

The FY 2007/08 Streets & Drainage Maintenance Division operating budget of \$2,827,586 provides funding support for the salaries and benefits of 38 employees and operating expenses relating to drainage maintenance and street repair and maintenance. The division receives approximately half (47.9%) of its funding from the General Fund, in the amount of \$1,353,213. The remaining budget of \$1,474,373 is appropriated from the Paved Street Rehabilitation Fund (3326) to provide support for the pavement resurfacing function.

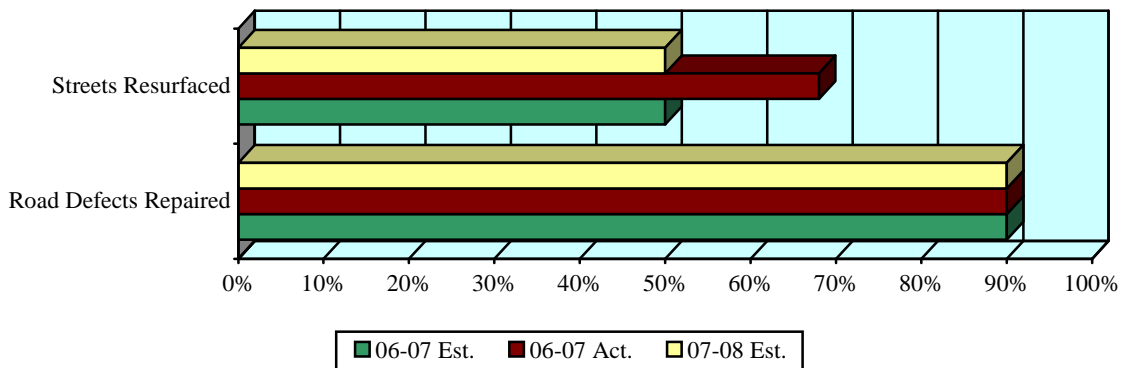
Salaries and benefits for division personnel comprise the majority (68.8%) of the FY 2007/08 Streets & Drainage Maintenance budget. Vehicle and equipment replacements totaling \$541,141 comprise much of the remainder (19.1%).

In FY 2006/07, an Administrative Assistant position in the Streets & Drainage Division was reclassified to a Database Specialist position. For FY 2007/08, a Streets Maintenance Worker and a Streets Maintenance Worker Senior were reclassified to a Street Supervisor and a Streets Equipment Operator.

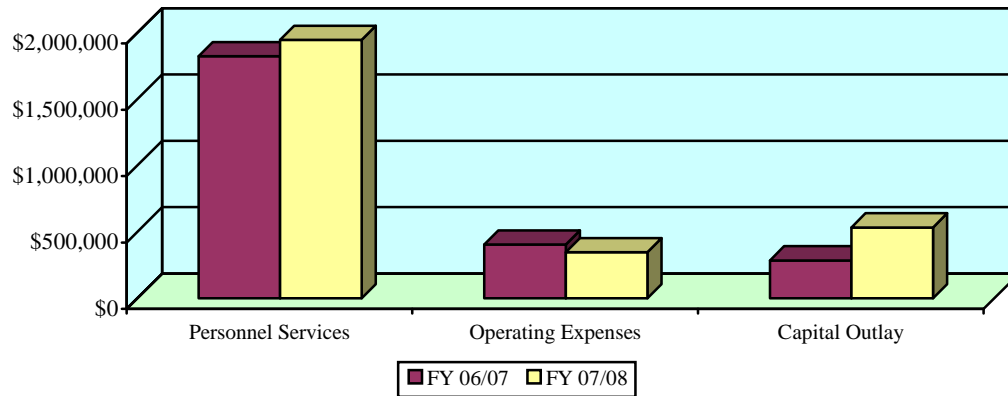


<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Streets & Drainage Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Database Specialist	1 – CLFT	1 – CLFT
Equipment Manager	1 – CLFT	1 – CLFT
Equipment Service Worker	1 – CLFT	1 – CLFT
Heavy Equipment Mechanic	1 – CLFT	1 – CLFT
Inspection Technician	2 – CLFT	2 – CLFT
Streets & Drainage Supervisor	1 – CLFT	1 – CLFT
Street Supervisor	4 – CLFT	5 – CLFT
Streets Equipment Operator	12 – CLFT	13 – CLFT
Streets Maintenance Worker	5 – CLFT	4 – CLFT
Streets Maintenance Worker Senior	5 – CLFT	4 – CLFT
Streets Maintenance Worker Trainee	<u>3</u> – TFT	<u>3</u> – TFT
TOTAL:	38	38

<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Percentage of total street miles determined to be in poor or unsatisfactory condition resurfaced	50%	68%	50%
2. Percentage of identified road defects repaired	90%	90%	90%



## EXPENDITURE CLASSIFICATION



	FY 06/07 REVISED	FY 07/08 APPROPRIATION
Personnel Services	\$ 1,823,135	\$ 1,946,766
Operating Expenses	404,674	347,070
Capital Outlay	<u>285,686</u>	<u>533,750</u>
 TOTAL:	 \$ 2,513,495	 \$ 2,827,586

The City of Santa Fe Transit system is a public service that provides fixed route and complementary demand-responsive public transportation to the citizens of Santa Fe. The Transit Division is comprised of the Santa Fe Trails bus system and the Santa Fe Ride user subsidy paratransit program.

2006/07 Operational Highlights:

- Moved to 100% in-house service for the Paratransit Program.
- Began design phase for the Transit facility upgrade and expansion.
- Hired a Transit Trainer to allow for in-house training.
- Leased six compressed natural gas-fueled (CNG) buses and ordered six new CNG buses.

2007/08 Goals and Objectives:

- Complete project design phase of the transit facility upgrade and expansion.
- Complete site selection and preliminary design for the new downtown transit center.
- Plan and coordinate local transit service in conjunction with the Rail Runner Plan.
- Complete preliminary design for a new Santa Fe Place transit center.

Budget Commentary:

For FY 2007/08, funding for Transit Operations is primarily supported by the Transit Enterprise Fund (5400) in the amount of \$5,962,018. This provides funding for 107 staff members, and operational and administrative costs including the division's insurance coverage (\$338,249). Other major items in this fund include appropriations of \$431,129 to pay for services provided by other city departments; \$235,000 in maintenance costs for the transit fleet; and \$290,000 to fuel the division's environment-friendly compressed natural gas (CNG) bus fleet.

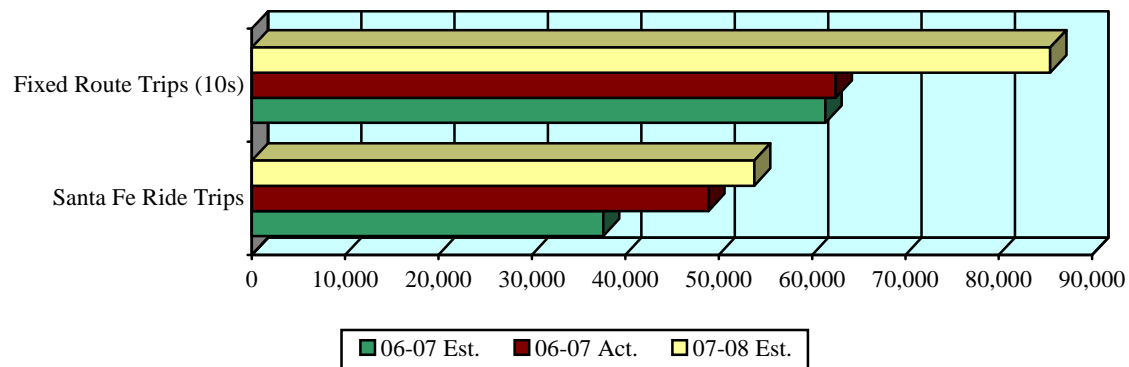
The Transit Division also administers the Ridefinders Program (2304), which provides funding support in the amount of \$86,236 from a state grant and City/County matching funds for FY 2007/08. The Section 9 Grant Fund (2327) also supports division activities, providing a total appropriation of \$1,064,395 in FY 2007/08 from the U.S. Department of Transportation (USDOT) grant, City/County matching funds and gross receipts tax revenues to subsidize the Santa Fe Ride Program.

The Welfare-to-Work Grant Program Fund (5409) appropriation of \$410,117 provides funding for four staff positions (and the remaining 50% of the funding for the Paratransit Operator noted above) and constitutes the remainder of the division's operational resources for FY 2007/08; this USDOT grant provides assistance to low-income program participants in finding transportation to their jobs.

Revenues to support Transit Operations in FY 2007/08 are provided by gross receipts and lodgers taxes (\$5,124,795); federal, state and other grants (\$2,666,778); farebox collections (\$543,000); and miscellaneous revenues and interest (\$148,000).

For FY 2007/08, a Community Relations/Advertising Administrator position was moved to the Transit Division from the Administration Division as part of a realignment of staff duties and funding. In addition, nine new positions were added to the Transit Division budget for FY 2007/08 as part of a paratransit service expansion recommended in the Council-adopted Paratransit Operations Implementation Plan. These additional positions included two Call Center Supervisors, two Customer Service Representatives, and five Paratransit Operators.

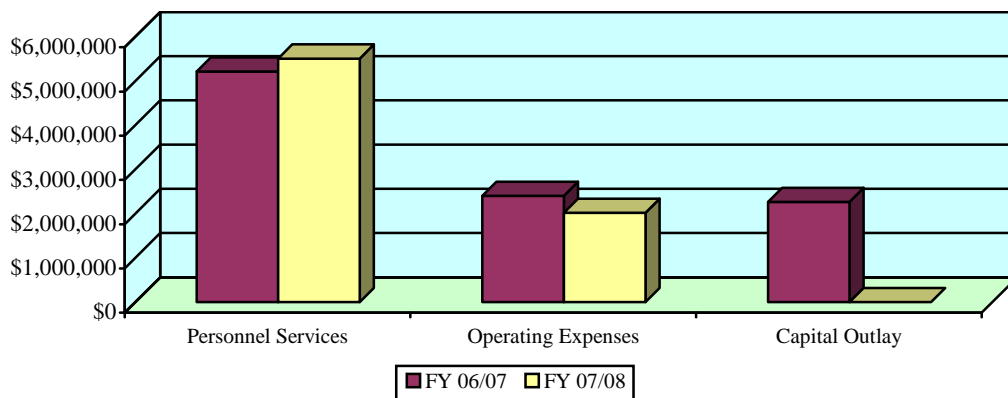
<u>Standard Program Measurements:</u>	<u>06/07 EST.</u>	<u>06/07 ACTUAL</u>	<u>07/08 EST.</u>
1. Transit bus ridership (fixed route)	614,197	625,223	855,150
2. On-time performance (fixed route)	90.00%	91.03%	90.00%
3. Santa Fe Ride program trips	37,632	48,908	53,798
4. Ridefinders van pool matches	27	29	32
5. CNG (gallon equivalents) sold – fast fuel station	3,075	3,222	6,900



<u>POSITION/CLASSIFICATION</u>	<u>FY 06/07 ACTUAL</u>	<u>FY 07/08 BUDGET</u>
Transit Division Director	1 – EX	1 – EX
Administrative Secretary	2 – TCF	2 – TCF
Administrative Supervisor	1 – TCF	1 – TCF
Call Center Supervisor	2 – TCF	4 – TCF
Community Relations/Advertising Administrator	0 – TCF	1 – TCF
Contracts Administrator	1 – TCF	1 – TCF
Custodian	1 – TCF	1 – TCF
Customer Service Representative	1 – TCF	3 – TCF
Customer Service Representative	1 – TGF	1 – TGF
Director of Operations	1 – TCF	1 – TCF

Dispatcher	3 – TCF	3 – TCF
Equipment Service Worker	6 – TCF	6 – TCF
Fleet Section Manager	1 – TCF	1 – TCF
Heavy Equipment Mechanic	4 – TCF	4 – TCF
Mechanic Supervisor	1 – TCF	1 – TCF
Paratransit Operator	8 – TCF	13 – TCF
Planner Supervisor	1 – TCF	1 – TCF
Project Specialist	1 – TCF	1 – TCF
Sign Technician Senior	1 – TCF	1 – TCF
Supply Inventory Technician	1 – TCF	1 – TCF
Transit Operations Line Supervisor	4 – TCF	4 – TCF
Transit Operations Manager	2 – TCF	2 – TCF
Transit Operator	50 – TCF	50 – TCF
Transit Operator	6 – TFT	6 – TFT
Transit Specialist	<u>1</u> – TCF	<u>1</u> – TCF
TOTAL:	101	111

#### EXPENDITURE CLASSIFICATION



	<u>FY 06/07</u> <u>REVISED</u>	<u>FY 07/08</u> <u>APPROPRIATION</u>
Personnel Services	\$ 5,212,885	\$ 5,504,034
Operating Expenses	2,398,428	2,018,732
Capital Outlay	<u>2,264,970</u>	<u>0</u>
TOTAL:	\$ 9,876,283	\$ 7,522,766

# NOTES

STATE OF NEW MEXICO  
MUNICIPALITY OF SANTA FE  
RESOLUTION NO. 2007 – 45  
2007-2008 BUDGET ADOPTION  
(96<sup>th</sup> FISCAL YEAR)

WHEREAS, the Governing Body in and for the Municipality of Santa Fe, State of New Mexico has developed a budget for fiscal year 2007/2008, and

WHEREAS, said budget was developed on the basis of need and through cooperation with all user departments, elected officials and other department supervisors, and

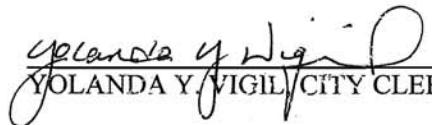
WHEREAS, the official meetings for the review of said documents were duly advertised in compliance with the State Open Meetings Act, and

WHEREAS, it is the majority opinion of this Board that the proposed budget meets the requirements as currently determined for fiscal year 2007/2008.


NOW THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the Municipality of Santa Fe, State of New Mexico hereby adopts the budget hereinabove described as to funds, categories and departments, and respectfully request approval from the Local Government Division of the Department of Finance and Administration.

RESOLVED:                      In session this 30th day of May, 2007.

ATTEST:

  
YOLANDA Y. VIGIL/CITY CLERK

MUNICIPAL GOVERNING BODY OF  
SANTA FE, NEW MEXICO

  
MAYOR DAVID COSS

  
COUNCILOR PATTI J. BUSHEE

  
COUNCILOR CHRIS CALVERT

  
COUNCILOR KAREN HELDMEYER

  
COUNCILOR REBECCA WURZBURGER

  
COUNCILOR CARMICHAEL DOMINGUEZ

  
COUNCILOR MIGUEL M. CHAVEZ

  
COUNCILOR RONALD S. TRUJILLO

  
COUNCILOR MATTHEW E. ORTIZ

CITY OF SANTA FE  
OPERATING BUDGET  
PROGRAM BY FUND SUMMARY  
FISCAL YEAR 2007/08

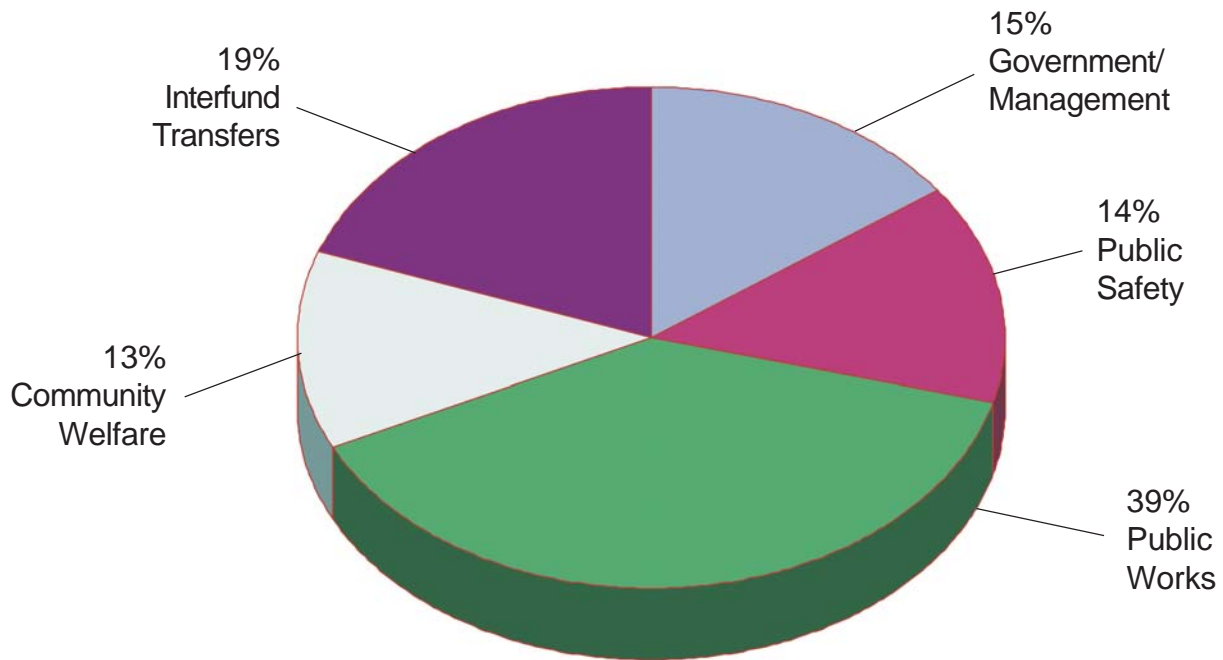
FUND	GOV'T./ MGMT.	PUBLIC SAFETY	PUBLIC WORKS	COMMUNITY WELFARE	TOTAL
GENERAL	12,642,023	33,569,026	7,809,475	13,068,386	67,088,910
SPECIAL REVENUE	3,063,468	6,701,614	1,944,287	11,669,463	23,378,832
CIP	2,612,516	2,000,733	11,578,864	5,748,276	21,940,389
DEBT SERVICE	170,261		17,588,077		17,758,338
ENTERPRISE	4,668,071		76,958,233	7,236,692	88,862,996
INTERNAL SERVICE	21,198,793				21,198,793
TRUST & AGENCY			53,355	66,550	119,905
SUB-TOTAL	44,355,132	42,271,373	115,932,291	37,789,367	240,348,163
TRANSFERS TO OTHER FUNDS					58,006,839
<b>TOTAL</b>					<b>298,355,002</b>





# TOTAL APPROPRIATIONS BY PROGRAM

Fiscal Year 2007-2008



Government/Management	\$44,355,132
Public Safety	42,271,373
Public Works	115,932,291
Community Welfare	37,789,367
Interfund Transfers	58,006,839
<hr/>	
TOTAL	\$298,355,002

# GOVERNMENT/MANAGEMENT

SUB-PROGRAM	2004/05 ACTUAL	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 BUDGET
<i>Operating Costs:</i>				
<b>Mayor/Council</b>	475,040	484,825	564,398	515,935
<b>City Manager</b>	1,214,149	1,155,950	1,512,762	1,341,475
City Attorney	792,189	773,285	949,890	1,052,299
City Clerk	1,089,381	1,069,443	1,049,270	1,175,152
Municipal Court	1,181,184	1,533,871	1,777,130	1,335,009
<b>Administrative Services</b>				
Administration	-	3,065	240,070	49,488
Information Technology & Telecomm.	3,968,283	3,580,103	3,917,776	4,042,306
Risk Management	7,520,959	7,729,042	7,067,251	8,247,900
<b>Civic Center/Visitors Bureau</b>				
Convention & Visitors Bureau	2,356,866	2,362,378	2,148,992	2,695,926
Civic Convention Center	4,401,878	3,683,703	8,212,369	5,060,072
<b>Finance</b>				
Administration	566,616	548,243	567,881	686,645
Budget	242,064	243,671	247,883	259,235
Financial Management	1,317,148	1,694,639	1,522,358	1,472,852
Purchasing	480,862	484,910	564,352	747,280
Utility Customer Service	2,206,924	2,202,402	2,717,986	3,467,349
<b>Human Resources</b>	13,700,099	15,228,980	15,558,984	15,503,037
Non-Departmental	36,929,204	50,136,802	107,481,757	36,657,573
Total Operating Costs	78,442,846	92,915,312	156,101,109	84,309,533
Debt Service:	-	9,021	335,937	-
Capital Improvements:				
Municipal Facilities	523,531	564,163	962,432	740,114
Network Upgrades	-	301,966	454,071	1,187,241
Total Capital Improvements	523,531	866,129	1,416,503	1,927,355
<b>TOTAL PROGRAM</b>	<b>78,966,377</b>	<b>93,790,462</b>	<b>157,853,549</b>	<b>86,236,888</b>

## PUBLIC SAFETY

SUB-PROGRAM	2004/05 ACTUAL	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 BUDGET
<i>Operating Costs:</i>				
<b>Fire</b>				
Administration	797,850	708,866	1,529,235	4,125,295
Field Services	9,614,596	10,010,798	10,007,576	10,411,063
Support Services	628,670	608,827	682,036	719,019
Fire Hazard Reduction	76,202	301,265	70,498	-
Emergency Medical Services	14,008	32,124	21,044	20,000
Emergency Preparedness	2,669	383,587	34,217	7,000
State Fire Fund	1,284,731	267,053	345,162	373,381
<b>Housing &amp; Community Development</b>				
Long-Range Planning	585,928	425,678	837,420	877,822
<b>Land Use</b>				
Administration	933,753	828,808	1,123,337	915,917
Code Administration	3,015,391	2,764,286	1,793,749	1,976,534
Current Planning	191,373	204,217	386,581	636,252
Historic Preservation	53,804	58,857	9,485	44,900
Neighborhood Services	-	-	25,444	85,198
<b>Police</b>				
Administration	2,496,263	2,402,583	3,407,967	5,897,624
Operations Division	12,459,709	12,572,707	13,927,244	14,668,284
Support Services Division	4,367,205	3,859,509	4,142,396	2,157,433
Corrections Fee	350,000	246,467	196,409	198,000
DWI Assessment/School	38,730	87,715	274,853	74,980
Law Enforcement Protection	110,374	149,498	105,845	111,600
<b>Regional Emergency Communications Center</b>				
	3,141,512	3,382,433	2,991,540	-
Non-Departmental	-	-	1,736,000	1,822,800
Total Operating Costs	40,162,768	39,295,278	43,648,038	45,123,102
<b>Capital Improvements:</b>				
Fire Facilities	130,753	2,384,746	200,673	56,282
Police Facilities	-	32,361	660,278	1,944,451
Total Capital Improvements	130,753	2,417,107	860,951	2,000,733
<b>TOTAL PROGRAM</b>	<b>40,293,521</b>	<b>41,712,385</b>	<b>44,508,989</b>	<b>47,123,835</b>

## PUBLIC WORKS

SUB-PROGRAM	2004/05 ACTUAL	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 BUDGET
<i>Operating Costs:</i>				
<b>Administrative Services</b>				
Building & Fleet Maintenance	2,524,687	2,674,096	2,920,202	2,877,952
<b>Housing &amp; Community Development</b>				
Long-Range Planning	39,000	1,732,992	2,153,687	54,000
<b>Land Use</b>				
Engineering Development Review	-	-	419,526	654,131
<b>Public Utilities</b>				
Administration	359,871	316,645	298,582	519,416
Solid Waste Management	7,591,175	9,171,619	8,272,200	9,595,740
Wastewater Management	7,342,384	7,564,267	13,832,440	9,242,909
Water Services	16,631,288	20,234,788	36,115,406	20,915,751
<b>Public Works</b>				
Administration	830,469	956,519	1,131,812	949,501
Airport	481,953	573,337	919,214	1,046,197
Engineering Division	3,651,174	3,626,867	4,473,044	4,305,306
Parking	4,709,403	3,752,049	5,644,978	5,438,169
Railyard Development	11,355,856	588,007	12,015,364	31,805
Streets & Drainage Maintenance	1,357,686	1,108,647	1,293,963	1,353,213
Transit	6,369,593	6,635,371	7,001,278	7,522,766
<b>North Central New Mexico Regional Transit District</b>				
	22,583	132,368	506,725	53,355
<b>Santa Fe Solid Waste Management Agency</b>				
	7,158,550	7,811,813	6,665,751	8,883,187
Non-Departmental	900,827	-	-	370,000
Total Operating Costs	71,326,499	66,879,385	103,664,172	73,813,398

PUBLIC WORKS *(continued)*

SUB-PROGRAM	2004/05 ACTUAL	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 BUDGET
<i>Non-Operating Costs:</i>				
Debt Service:	22,578,360	21,299,901	89,271,578	24,870,905
Capital Improvements:				
Airport	149,025	962,610	4,572,529	586,818
Sewer & Drainage	1,326,211	533,275	10,671,682	617,769
Streets, Highways & Sidewalks	3,783,971	4,090,947	8,241,972	8,261,660
Water Projects	3,836,418	10,298,630	6,542,562	11,482,839
Other Projects	2,102,720	4,213,390	15,265,338	1,332,411
Total Capital Improvements	11,198,345	20,098,852	45,294,083	22,281,497
<b>TOTAL PROGRAM</b>	<b>105,103,204</b>	<b>108,278,138</b>	<b>238,229,833</b>	<b>120,965,800</b>

## COMMUNITY WELFARE

SUB-PROGRAM	2004/05 ACTUAL	2005/06 ACTUAL	2006/07 ACTUAL	2007/08 BUDGET
<i>Operating Costs:</i>				
<b>Community Services</b>				
Administration	3,072,252	3,197,545	2,986,737	2,782,596
Arts & Culture	1,359,617	1,275,299	1,372,248	1,438,202
Genoveva Chavez Community Center	3,529,660	3,580,377	4,331,536	4,242,539
Library	2,655,254	2,863,837	3,833,076	4,382,334
Recreation	1,835,577	1,860,509	2,195,476	2,298,563
Senior Services	4,622,381	5,748,211	5,318,917	6,483,018
Youth & Family	4,477,801	4,201,366	3,890,428	4,209,629
<b>Housing &amp; Community Development</b>				
Affordable Housing	1,733,000	1,643,765	2,311,699	1,739,209
Economic Development	524,202	730,857	2,169,195	1,959,965
<b>Public Works</b>				
Parks, Trails & Watershed	5,475,692	5,487,468	5,669,585	5,887,761
Municipal Recreation Complex	995,583	1,073,491	1,161,177	1,281,288
Total Operating Costs	30,281,019	31,662,725	35,240,074	36,705,104
Debt Service:	1,468,133	1,217,290	1,273,894	1,284,328
<b>Capital Improvements:</b>				
Park Facilities	1,843,811	1,740,943	2,354,904	3,251,137
Recreation Facilities	229,028	851,335	411,810	650,619
Other Projects	2,096,302	11,440,094	17,648,390	2,137,291
Total Capital Improvements	4,169,141	14,032,372	20,415,104	6,039,047
<b>TOTAL PROGRAM</b>	<b>35,918,293</b>	<b>46,912,387</b>	<b>56,929,072</b>	<b>44,028,479</b>

CITY OF SANTA FE  
DEPARTMENT EXPENDITURE SUMMARY  
FISCAL YEAR 2007/08

		FY 2006/07 REVISED	FY 2006/07 ACTUAL	FY 2007/08 BUDGET	PERCENT CHANGE
ADMINISTRATIVE SERVICES	Salaries & Benefits	5,311,368	5,152,254	4,982,940	-3.3%
	Operating Expenses	8,868,318	7,341,335	8,559,706	16.6%
	Capital Outlay	35,248	11,412	-	-100.0%
	Transfer To Other Funds	1,640,298	1,640,298	1,675,000	2.1%
	TOTAL	15,855,232	14,145,299	15,217,646	7.6%
CIVIC CENTER & VISITORS BUREAU	Salaries & Benefits	941,641	856,203	1,543,585	80.3%
	Operating Expenses	1,639,137	1,247,911	2,303,113	84.6%
	Capital Outlay	3	744	49,950	6613.7%
	Transfer To Other Funds	8,256,503	8,256,503	3,859,350	-53.3%
	TOTAL	10,837,284	10,361,361	7,755,998	-25.1%
COMMUNITY SERVICES	Salaries & Benefits	12,697,297	11,860,310	12,569,703	6.0%
	Operating Expenses	8,927,555	7,642,481	8,048,392	5.3%
	Capital Outlay	198,130	125,306	-	-100.0%
	Transfer To Other Funds	4,430,697	4,430,697	5,743,232	29.6%
	TOTAL	26,253,679	24,058,794	26,361,327	9.6%
FINANCE	Salaries & Benefits	4,800,430	4,398,438	5,028,130	14.3%
	Operating Expenses	1,311,846	1,146,211	1,540,281	34.4%
	Capital Outlay	67,873	73,813	64,950	-12.0%
	Transfer To Other Funds	1,998	1,998	-	-100.0%
	TOTAL	6,182,147	5,620,460	6,633,361	18.0%
FIRE	Salaries & Benefits	11,455,603	10,798,122	12,069,905	11.8%
	Operating Expenses	1,315,990	1,298,662	1,846,633	42.2%
	Capital Outlay	990,278	94,677	391,500	313.5%
	Transfer To Other Funds	498,307	498,307	1,347,720	170.5%
	TOTAL	14,260,178	12,689,768	15,655,758	23.4%
GENERAL GOVERNMENT	Salaries & Benefits	4,013,972	3,880,599	4,074,866	5.0%
	Operating Expenses	1,806,960	1,487,997	1,345,004	-9.6%
	Capital Outlay	132,294	210,156	-	-100.0%
	Transfer To Other Funds	274,698	274,698	-	-100.0%
	TOTAL	6,227,924	5,853,450	5,419,870	-7.4%
HOUSING & COMMUNITY DEVELOPMENT	Salaries & Benefits	1,684,889	1,514,255	1,578,511	4.2%
	Operating Expenses	4,407,262	3,400,391	2,489,010	-26.8%
	Capital Outlay	(713)	-	93,595	100.0%
	Transfer To Other Funds	2,557,355	2,557,355	469,880	-81.6%
	TOTAL	8,648,793	7,472,001	4,630,996	-38.0%
HUMAN RESOURCES	Salaries & Benefits	887,135	818,903	897,656	9.6%
	Operating Expenses	15,378,893	14,738,814	14,605,381	-0.9%
	Capital Outlay	-	1,267	-	-100.0%
	Debt Service	2,695,544	335,937	-	-100.0%
	TOTAL	18,961,572	15,894,921	15,503,037	-2.5%

CITY OF SANTA FE  
DEPARTMENT EXPENDITURE SUMMARY  
FISCAL YEAR 2007/08

		FY 2006/07 REVISED	FY 2006/07 ACTUAL	FY 2007/08 BUDGET	PERCENT CHANGE
LAND USE	Salaries & Benefits	2,977,508	2,933,687	3,696,159	26.0%
	Operating Expenses	803,201	634,599	502,741	-20.8%
	Capital Outlay	151,358	106,935	-	-100.0%
	Transfer To Other Funds	82,901	82,901	114,032	37.6%
	<b>TOTAL</b>	<b>4,014,968</b>	<b>3,758,122</b>	<b>4,312,932</b>	<b>14.8%</b>
POLICE	Salaries & Benefits	15,802,662	15,491,292	16,503,972	6.5%
	Operating Expenses	6,148,629	5,257,147	4,105,189	-21.9%
	Capital Outlay	745,811	799,032	930,850	16.5%
	Transfer To Other Funds	507,244	507,243	1,567,910	209.1%
	<b>TOTAL</b>	<b>23,204,346</b>	<b>22,054,714</b>	<b>23,107,921</b>	<b>4.8%</b>
PUBLIC UTILITIES	Salaries & Benefits	14,663,250	13,210,021	15,379,850	16.4%
	Operating Expenses	18,342,574	16,558,096	20,699,635	25.0%
	Capital Outlay	1,779,416	1,123,264	1,590,198	41.6%
	Debt Service	7,495,240	55,648,795	6,720,819	-87.9%
	Transfer To Other Funds	27,627,247	27,627,247	2,604,133	-90.6%
	<b>TOTAL</b>	<b>69,907,727</b>	<b>114,167,423</b>	<b>46,994,635</b>	<b>-58.8%</b>
PUBLIC WORKS	Salaries & Benefits	18,157,395	17,364,418	19,189,541	10.5%
	Operating Expenses	9,633,853	8,459,449	8,795,594	4.0%
	Capital Outlay	3,726,335	1,177,731	990,368	-15.9%
	Debt Service	1,701,257	1,728,456	1,846,337	6.8%
	Transfer To Other Funds	13,577,122	13,577,122	314,876	-97.7%
	<b>TOTAL</b>	<b>46,795,962</b>	<b>42,307,176</b>	<b>31,136,716</b>	<b>-26.4%</b>
NON-DEPARTMENTAL*	Salaries & Benefits	5,037,675	4,279,087	2,187,437	-48.9%
	Operating Expenses	3,306,071	2,417,819	2,034,105	-15.9%
	Capital Outlay	1,485,694	737,638	2,650,000	259.3%
	Debt Service	928,375	932,500	-	-100.0%
	Transfer To Other Funds	1,851,649	2,729,472	2,065,000	-24.3%
	<b>TOTAL</b>	<b>12,609,464</b>	<b>11,096,516</b>	<b>8,936,542</b>	<b>-19.5%</b>
CITY SUMMARY	Salaries & Benefits	98,430,825	92,557,589	99,702,255	7.7%
	Operating Expenses	81,890,289	71,630,912	76,874,784	7.3%
	Capital Outlay	9,311,727	4,461,975	6,761,411	51.5%
	Debt Service	12,820,416	58,645,688	8,567,156	-85.4%
	Transfer To Other Funds	61,306,019	62,183,841	19,761,133	-68.2%
	<b>GRAND TOTAL</b>	<b>263,759,276</b>	<b>289,480,005</b>	<b>211,666,739</b>	<b>-26.9%</b>

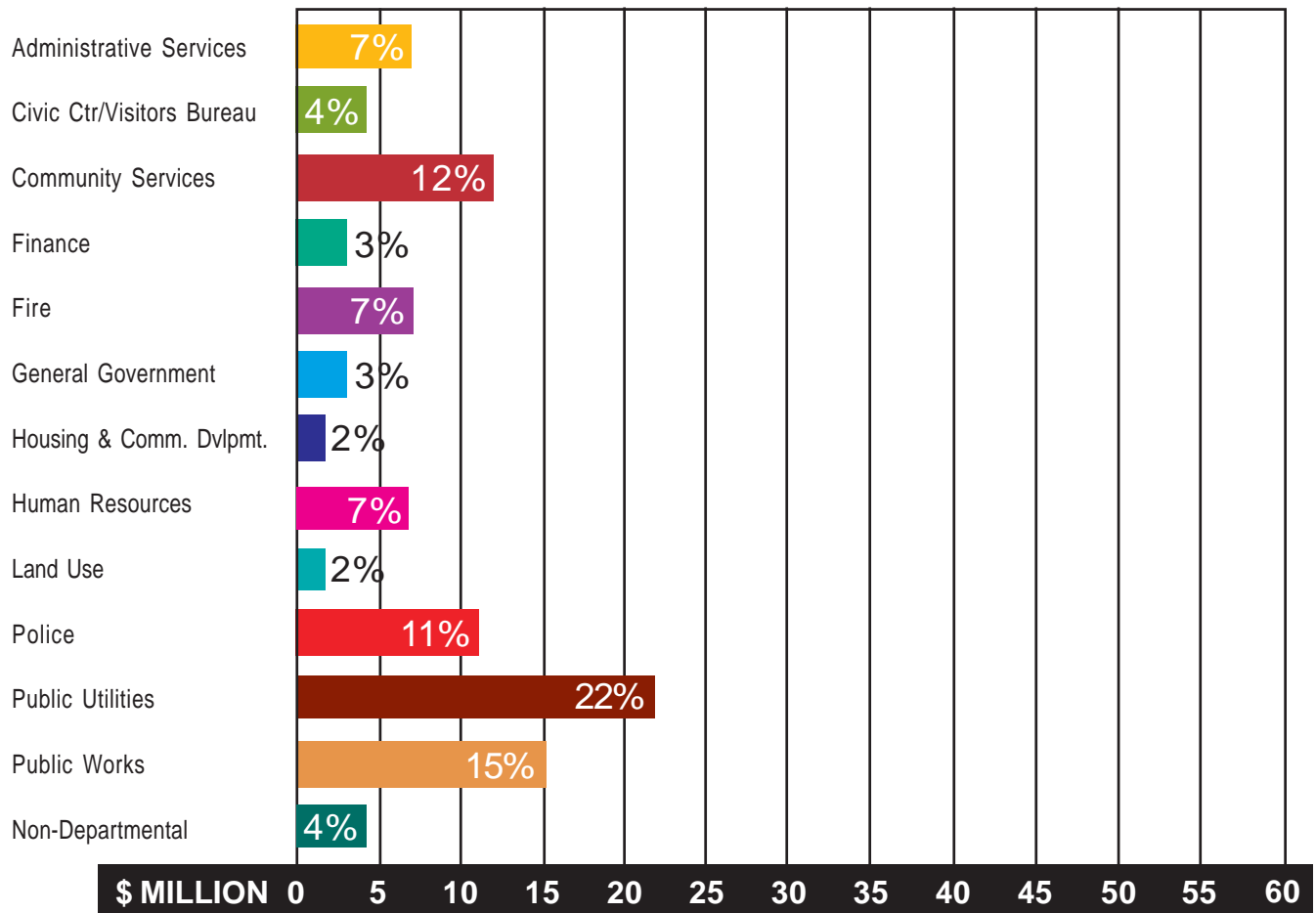
\* Includes the non-municipal entities: Regional Emergency Communications Center, Solid Waste Management Agency, and North Central New Mexico Regional Transit District





# APPROPRIATED OPERATING BUDGET (ALL FUNDS)

Fiscal Year 2007-2008



Administrative Services	\$15,217,646
Civic Center/Visitors Bureau	7,755,998
Community Services	26,361,327
Finance	6,633,361
Fire	15,655,758
General Government	5,419,870
Housing & Community Development	4,630,996
Human Resources	15,503,037
Land Use	4,312,932
Police	23,107,921
Public Utilities	46,994,635
Public Works	31,136,716
Non-Departmental	8,936,542
<b>TOTAL</b>	<b>\$211,666,739</b>

# CITY OF SANTA FE PERSONNEL SUMMARY: TEN YEAR HISTORY

The total number of authorized positions for fiscal year 2007/08 is 1,766, which is a 0.8% increase over last year's 1,752 positions. The total number of authorized full-time positions for fiscal year 2007/08 is 1,396, which represents an increase of 11 full-time positions from the previous fiscal year.

For the ten-year period from 1998 to 2008, the total number of authorized positions has increased by 26.1%, from 1,401 in fiscal year 1998/99 to 1,766 for fiscal year 2007/08.

	<u>F. Y.</u> <u>1998/99</u>	<u>F. Y.</u> <u>1999/00</u>	<u>F. Y.</u> <u>2000/01</u>	<u>F.Y.</u> <u>2001/02</u>	<u>F.Y.</u> <u>2002/03</u>
<u>POSITION STATUS</u>					
ELECTED	10.00	10.00	10.00	10.00	10.00
* EXEMPT	55.00	56.00	58.00	57.00	57.00
* CLASSIFIED F.T.	916.00	943.00	987.00	1,073.00	1,064.00
TEMP./P.T.	264.00	308.00	340.00	328.00	340.00
* TERM. C.F.	104.75	114.75	108.00	105.00	106.00
* TERM. G.F.	<u>51.25</u>	<u>46.25</u>	<u>56.25</u>	<u>52.00</u>	<u>51.00</u>
	1,401.00	1,478.00	1,559.00	1,625.00	1,628.00

	<u>F.Y.</u> <u>2003/04</u>	<u>F.Y.</u> <u>2004/05</u>	<u>F.Y.</u> <u>2005/06</u>	<u>F.Y.</u> <u>2006/07</u>	<u>F.Y.</u> <u>2007/08</u>
<u>POSITION STATUS</u>					
ELECTED	10.00	10.00	10.00	10.00	10.00
* EXEMPT	57.00	58.00	60.00	62.00	63.00
* CLASSIFIED F.T.	1,073.00	1,079.00	1,082.00	1,123.00	1,134.00
TEMP./P.T.	363.00	368.00	349.00	357.00	360.00
* TERM C.F.	111.00	112.00	120.00	134.00	142.00
* TERM G.F.	<u>58.00</u>	<u>60.00</u>	<u>62.00</u>	<u>66.00</u>	<u>57.00</u>
	1,672.00	1,687.00	1,683.00	1,752.00	1,766.00

	<u>FISCAL</u> <u>YEAR</u>	<u>FULL-TIME</u> <u>POSITIONS</u>	<u>PER</u> <u>1,000</u>	<u>POPULATION</u>
* FULL-TIME EMPLOYEES	1998	1,143	18.56	61,600**
	1999	1,150	18.58	61,900**
	2000	1,182	19.00	62,203**
	2001	1,247	19.86	62,800**
	2002	1,286	20.25	63,500**
	2003	1,272	19.88	64,000**
	2004	1,299	20.03	64,700**
	2005	1,309	20.03	65,800**
	2006	1,324	19.91	66,500**
	2007	1,385	20.26	68,360**
	2008	1,396	20.19	69,142**

\*\*Long-Range Planning Division Estimates

# CITY OF SANTA FE, NEW MEXICO COMMUNITY PROFILE

**DATE OF INCORPORATION**

**JUNE 17, 1891**

**FORM OF GOVERNMENT**

**Mayor/Council - City Manager**  
**Mayor (elected to four-year term)**  
**City Council (elected to four-year terms)**  
**City Manager (appointed by Mayor with consent of the City Council)**

**CITY LIMITS (Square Miles)**

**(37.3)**

**POPULATION \***

<b>1900</b>	<b>5,603</b>		
<b>1910</b>	<b>5,072</b>	<b>-</b>	<b>9%</b>
<b>1920</b>	<b>7,236</b>	<b>+</b>	<b>43%</b>
<b>1930</b>	<b>11,176</b>	<b>+</b>	<b>54%</b>
<b>1940</b>	<b>20,325</b>	<b>+</b>	<b>82%</b>
<b>1950</b>	<b>27,998</b>	<b>+</b>	<b>38%</b>
<b>1960</b>	<b>33,394</b>	<b>+</b>	<b>19%</b>
<b>1970</b>	<b>41,167</b>	<b>+</b>	<b>23%</b>
<b>1980</b>	<b>49,299</b>	<b>+</b>	<b>20%</b>
<b>1990</b>	<b>55,859</b>	<b>+</b>	<b>13%</b>
<b>2000</b>	<b>63,017</b>	<b>+</b>	<b>13%</b>
<b>2001</b>	<b>64,481</b>	<b>+</b>	<b>2%</b>
<b>2002</b>	<b>66,600</b>	<b>+</b>	<b>3%</b>
<b>2003</b>	<b>68,134</b>	<b>+</b>	<b>2%</b>
<b>2004</b>	<b>69,466</b>	<b>+</b>	<b>2%</b>
<b>2005</b>	<b>70,830</b>	<b>+</b>	<b>2%</b>
<b>2006</b>	<b>72,056</b>	<b>+</b>	<b>2%</b>

**\*US Census Bureau**

## Population Comparison and Growth Rates

Geographic Area	Population			Annual Growth Rate	
	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>1980-1990</u>	<u>1990-2000</u>
City of Santa Fe	49,299	55,859	62,203	1.33	1.14
Santa Fe MSA*	93,118	116,575	147,635	2.52	2.66
Santa Fe County	75,519	98,928	129,292	3.10	3.07
Los Alamos County	17,599	17,647	18,343	0.03	0.39
State of New Mexico	1,303,303	1,515,069	1,819,046	1.62	2.01

\*Santa Fe MSA includes Santa Fe County and Los Alamos County.

## Race and Ethnicity

City	
White	47,459
Percent of total population	76.30
Black	409
Percent of total population	0.70
American Indian, Eskimo, or Aleut	1,373
Percent of total population	2.20
Asian or Pacific Islander	791
Percent of total population	1.20
Other Race	12,171
Percent of total population	19.60
Hispanic origin (of any race)	29,744
Percent of total population	47.80

## Sex

City	
Male	29,733
Female	32,470

Sources: 2000 U.S. Census

## Population Comparison and Growth Rates (continued)

Age	Percentage
City	
Under 18 years	20.3%
21 to 24 years	8.9%
25 to 44 years	29.0%
45 to 64 years	28.0%
65 years and over	13.9%

### Median Age - 2000 Census

City	39.8 years
------	------------

### Number of Households

City	22,783
------	--------

#### Percentage breakout by household category:

Family households:	54.3%
Children under 18 years	24.1%
Married couples	37.6%
Female householders	12.1%
Non-family households:	45.7%
Householders living alone	36.4%
65 years old and older	10.2%

#### Average population per:

Household	2.2
Family	2.9

Source: 2000 U.S. Census

## Santa Fe Labor/Employment Statistics

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Santa Fe Business Establishments [2005]: 5,108

Number of Employees: 48,726  
 Annual Payroll: \$1,584,074,000  
 Annual Payroll per Employee: \$32,510

Number of Establishments by Employment Size:

	-----# of employees-----			
<i>per # of employees:</i>	<u>1-19</u>	<u>20-49</u>	<u>50-99</u>	<u>100-</u>
# establishments	4,601	353	102	52

Santa Fe Employment by Sector [2006]:

<i>(in thousands)</i>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006*</u>
Private Employment:									
Goods-Producing	5.4	5.8	5.9	5.9	5.6	5.7	5.7	5.7	6.0
Service-Providing	35.4	35.8	36.0	36.7	37.3	38.5	39.4	40.1	40.4
<i>(equal to)</i>									
Natural Resources/									
Mining/Construction	3.8	4.3	4.5	4.6	4.4	4.5	4.5	4.6	4.9
Manufacturing	1.6	1.5	1.4	1.3	1.2	1.2	1.2	1.2	1.1
Wholesale Trade	0.9	0.9	0.9	0.9	0.9	1.0	1.0	1.1	1.1
Retail Trade	8.1	8.3	8.5	8.3	8.4	8.5	8.5	8.6	8.8
Transportation/									
Warehousing/Utilities	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7
Information	1.2	1.1	1.0	1.0	0.9	0.9	1.0	1.1	1.1
Financial Activities	2.7	2.7	2.7	2.7	2.8	2.9	2.9	2.9	3.1
Professional/Business									
Services	4.0	4.3	4.3	4.5	4.5	4.8	5.1	5.3	5.1
Educational/Health									
Services	6.7	6.7	6.7	7.2	7.5	8.1	8.3	8.5	8.4
Leisure & Hospitality	8.6	8.6	8.6	8.7	8.8	8.8	8.9	9.0	9.1
Other Services	2.4	2.5	2.6	2.8	2.8	3.0	3.0	3.0	3.0
Subtotal: Private Employment	40.7	41.6	41.9	42.6	42.9	44.3	45.1	45.9	46.4
Government Employment	15.0	15.2	15.6	15.5	15.6	15.3	15.5	16.3	16.4
Total Employment	55.7	56.8	57.5	58.1	58.5	59.6	60.5	62.2	62.8

\*Estimated

Source: UNM Bureau of Business and Economic Research

## Santa Fe Labor/Employment Statistics (continued)

New Mexico Labor Force by Metropolitan Statistical Area (MSA) [2006]:

<i>Area:</i>	<i>Civilian Labor Force</i>	<i># Employed</i>	<i>-----Unemployment-----</i>	
			<i>Number</i>	<i>Rate</i>
Albuquerque MSA	403,978	387,797	16,181	4.0%
Farmington MSA	55,935	53,506	2,429	4.3%
Las Cruces MSA	86,225	82,124	4,101	4.8%
<b>Santa Fe MSA</b>	<b>76,972</b>	<b>74,267</b>	<b>2,705</b>	<b>3.5%</b>
<i>Subtotal: Metropolitan Areas</i>	<i>623,110</i>	<i>597,694</i>	<i>25,416</i>	<i>4.1%</i>
<i>Non-Metropolitan Areas</i>	<i>312,240</i>	<i>297,929</i>	<i>14,311</i>	<i>4.6%</i>
<b>New Mexico</b>	<b>935,350</b>	<b>895,623</b>	<b>39,727</b>	<b>4.2%</b>

New Mexico Personal Income and Average Wage/Salary per Job by MSA [2005]:

<i>Area:</i>	<i>Total Personal Income**</i>	<i>% Change 2004-05</i>	<i>Per Capita Personal Income</i>	<i>% Change 2004-05</i>	<i>Average Wage/Salary Per Job</i>	<i>% Change 2004-05</i>
Albuquerque MSA	\$24,630,548	5.8%	\$30,884	3.5%	\$35,333	3.5%
Farmington MSA	3,052,381	8.3%	24,260	6.8%	33,233	4.6%
Las Cruces MSA	4,367,324	6.7%	23,070	4.5%	27,962	4.3%
<b>Santa Fe MSA</b>	<b>5,341,134</b>	<b>6.4%</b>	<b>37,934</b>	<b>5.1%</b>	<b>32,717</b>	<b>2.5%</b>
<i>Subtotal: Metropolitan Areas</i>	<i>37,391,387</i>	<i>6.2%</i>	<i>29,831</i>	<i>4.1%</i>	<i>33,946</i>	<i>3.5%</i>
<i>Non-Metropolitan Areas</i>	<i>16,322,976</i>	<i>5.3%</i>	<i>24,271</i>	<i>5.2%</i>	<i>30,467</i>	<i>4.4%</i>
<b>New Mexico</b>	<b>53,714,363</b>	<b>5.9%</b>	<b>27,889</b>	<b>4.5%</b>	<b>32,876</b>	<b>3.8%</b>

\*\*Thousands

Source: UNM Bureau of Business and Economic Research

## CITY-OWNED BUILDINGS

1.	Bicentennial Pool	1121 Alto Street
2.	Building A/City Warehouse (Streets and Solid Waste)	1142 Siler Road
3.	Building B (Parts & Garage)	1142 Siler Road
4.	Building C - Antonio Roybal (Parks & Rec.)	1142 Siler Road
5.	City Hall	200 Lincoln Ave.
6.	Civic Convention Center ( <i>construction in progress</i> )	201 W. Marcy Street
7.	Day Care Center (La Comunidad)	1121 Alto Street
8.	Fire Station #1	200 Murales Road
9.	Fire Station #3	1751 Cerrillos Road
10.	Fire Station #4	1130 Arroyo Chamiso
11.	Fire Station #5	1750 Siler Road
12.	Fire Station #6	1030 W. Alameda Street
13.	Fire Station #7	2391 Richards Avenue
14.	Fire Station #8	6796 Jaguar Drive
15.	Fort Marcy Complex	490 Washington Ave.
16.	Genoveva Chavez Community Center	3221 Rodeo Road
17.	La Familia Clinic	1035 Alto Street
18.	La Farge Library	1730 Llano Street
19.	Main Library	122 Washington Ave.
20.	Monica Roybal Center	735 Agua Fria Street
21.	Municipal Court Building	2511 Camino Entrada
22.	Municipal Recreation Complex/Golf Course	205 Caja Del Rio Road
23.	New Vistas	1121 Alto Street
24.	Police Administration Building	2515 Camino Entrada
25.	Police Sub-Station	Agua Fria
26.	Police Sub-Station	Airport Road
27.	Police Sub-Station	Alameda Street
28.	Salvador Perez Pool	601 Alta Vista
29.	Sandoval Parking Facility	Sandoval Street
30.	Santa Fe Airport - Terminal/Offices/Machine Shop	4099 Aviation Drive
31.	Senior Citizens Center	1121 Alto Street
32.	Siringo Road Complex (9 Bldgs.) (ITT, Graphics, Property Control, Purchasing, Central Warehouse, Police Records, Public Utilities)	2651 Siringo Road
33.	Southside Library	6599 Jaguar Drive
34.	Telecommunications	301 Montezuma
35.	Tino Griego Pool	1735 Llano Street
36.	Transit Administrative Office/Fleet Repair	2931 Rufina Street
37.	Wastewater Management Facility (12 Bldgs.)	73 Paseo Real
38.	Water Division Administrative Offices (3 Bldgs.)	801 W. San Mateo Road
39.	Water Treatment Plant	Upper Canyon Road



## FIRE PROTECTION

Number of Stations.....	9
Pieces of Fire Equipment:	
Pumpers.....	5
Pumper Reserve Units.....	2
Aerials.....	3
Ambulance Units.....	5
Ambulance Reserve Unit.....	2
HAZMAT/Rescue Truck.....	1
Hazardous Material Trailer.....	1
Brush Fire Truck.....	2
Compressed Breathing Air Trailer.....	1
Staff Vehicles.....	15
Parade Unit (1932).....	1
Personnel:	
Administration.....	5
Emergency Services.....	110
Support Services.....	6
Fire Prevention.....	6

## POLICE PROTECTION

Number of Police Stations.....	1
Number of Police Substations.....	3
Number of Sworn Personnel.....	155
Number of Authorized Civilian Personnel.....	44
Number of Police Vehicles:	
Marked Vehicles.....	140
Unmarked Vehicles.....	34
Undercover Vehicles.....	6
Public Safety Aide Vehicles.....	5
Crime Scene Technician Vans.....	3
S.W.A.T./Bomb Vans.....	2
S.W.A.T. Bearcat Armored Vehicle.....	1
Command Post Van.....	1
Prisoner Transport Vans.....	2
Animal Control Trucks.....	6
Pickup Trucks.....	4
Motorcycles.....	4
All-Terrain Vehicles.....	2
Bicycles.....	7
Trailers.....	8

## PARKS

Alta Vista/St. Francis Dr. Walkway  
 Alto/Bicentennial Park and Pool  
 Ashbaugh  
 Atalaya  
 Calle Alvarado  
 Calle Lorca/Southridge  
 Calle Serena  
 Candellero/Tennis Courts  
 Cathedral Park  
 Cesar Chavez Elementary (Soccer)  
 Cornell (Rose Garden)  
 De Vargas (East & West)/Skateboard Park  
 Dos Hermanos  
 Dr. Richard Angle Tennis Courts/Chamisa  
 Entrada/Don Diego  
 Escondido  
 Espanicita/Hopewell  
 Franklin E. Miles (Nat'l Guard) & Skateboard Park  
 Frank S. Ortiz (Solana) "Dog Park"  
 Frenchy's Field/Barn  
 Ft. Marcy Ballpark/Recreation Complex  
 Gabriel Armijo (Cerro Gordo)  
 Galisteo Tennis Courts  
 Genoveva Chavez Community Center  
 Gregory Lopez (Casa Alegre)  
 Herb Martinez/La Resolana (Cam. Carlos Rey)  
 John F. Griego (Barrio de la Canada)  
 La Cieneguita

Las Acequias  
 Los Marquez  
 Los Milagros  
 Maloof Park  
 "Marc" Brandt (Siringo Rd.)  
 Monica Lucero (Vista del Sol)  
 Monica Roybal Center (Agua Fria)  
 Municipal Recreation Complex  
 Old Ft. Marcy/Commemorative Walkway  
 Orlando Fernandez (Pueblo)  
 Patrick Smith (Canyon Rd.)  
 Peralta (Grant)  
 Plaza/Downtown  
 Ragle/Handball Court  
 Rancho Siringo  
 Salvador Perez Pool/Walkway  
 SF Horse Park  
 SF River (West & East)  
 SF Riverside (Boy's Club)  
 Sweeney Elementary (Soccer)  
 Tino Griego/Llano Pool  
 Tom Macaione (Hillside)  
 Torreon  
 Vietnam Memorial/Airport  
 Villa Linda  
 Wood Gomley Elementary (Soccer)  
 Young

Parkland (Developed).....	1,210 Acres
Parkland (Undeveloped) .....	3,620 Acres
Parkland (Irrigated).....	275 Acres
Parkland (Turf) .....	225 Acres
Parkland (Trails) .....	53 Miles
Arterials/Medians .....	268 Miles

### **PARK FACILITIES:**

Baseball Fields (Lighted).....	15
Baseball fields (Unlighted) .....	3
Softball Fields (Lighted).....	4
Softball Fields (Unlighted) .....	2
Soccer/Rugby Fields .....	10
Tennis Courts (Lighted).....	8
Tennis Courts (Unlighted) .....	26
Playgrounds.....	22

**RECREATION FACILITIES:**

Swimming Pools (Indoor) .....	3
Swimming Pools (Outdoor).....	1
Community Centers & Recreation Buildings .....	3

**OPEN SPACE & TRAILS:**

Arroyo de los Chamisos  
 Atalaya  
 Dale Ball  
 Nava Ade

Paseo del Sol  
 Pueblos del Sol  
 San Miguel Plaza  
 Vista del Prada

**BUILDING CONSTRUCTION****City Building Permits - New Residences**

<u>YEAR</u>	<u>SINGLE FAMILY</u>	<u>CONDOMINIUMS</u>	<u>GUESTHOUSES &amp; STUDIOS</u>	<u>TOTAL SINGLE FAMILY</u>	<u>MULTIPLE FAMILY UNITS</u>
2005	2,600	290	157	3,047	28
2006	2,645	480	185	3,310	16
2007	2,710	90	129	2,929	33

**City Building Permits - New Non-Residential Construction**

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Retail #	4	30	41	34
Valuation	2,518,927	4,156,644	13,785,553	9,734,287
Office #	16	6	43	36
Valuation	4,757,434	1,621,350	5,627,474	24,390,208
Hotel/Motel #	-0-	-0-	-0-	-0-
Valuation	-0-	-0-	-0-	-0-
Industrial #	22	-0-	46	42
Valuation	1,456,388	-0-	2,693,900	6,076,870
Institutional #	1	1	9	11
Valuation	3,166,000	3,719,147	14,186,139	2,200,000

## SANTA FE TRAILS TRANSIT SYSTEM

Santa Fe Trails bus service operates seven days per week, Monday-Friday from 6:00 AM to 11:00 PM, Saturday 8:00 AM to 8:00 PM and Sunday (Routes 1, 2, 4 & M only) 10:00 AM to 7:00 PM. Routes follow a Sunday schedule on the City of Santa Fe's observed holidays: Memorial Day, Fourth of July, and Labor Day. A Saturday schedule is followed on the following holidays: Martin Luther King Day; Columbus Day; Veteran's Day; the Friday after Thanksgiving; Christmas Eve; and New Year's Eve. Bus service is not provided on New Year's Day, Thanksgiving Day or Christmas Day.

Bus service is provided on eight routes:

**Route 1: Downtown, Agua Fria, Tierra Contenta and Santa Fe Place**

**Route 2: Downtown, Cerrillos Rd. and Santa Fe Place**

**Route 4: Downtown, St. Francis Dr., Siringo, Camino Carlos Rey, Rodeo Rd. and Santa Fe Place**

**Route 5: West Alameda/Crosstown**

**Route 6: Downtown, Galisteo, St. Vincent Hospital, St. Francis Dr., Rodeo Rd. and Santa Fe Place**

**Route 21: Santa Fe Community College**

**Route 24: Vista Primera/Country Club**

**Route M: Museum Hill/St. John's College**

System Size	73,736	Route-Miles
Monthly Ridership	58,024	
RideShare Carpool/Vanpool Matches	13	
Job Access/Reverse Commute (JARC) Clients	31	
JARC Trips	529	
Temporary Assistance to Needy Families (TANF) Clients	202	
TANF Trips	3,452	

Transit System Vehicles:

CNG (Compressed Natural Gas-fueled) Buses .....	31
Support Vehicles .....	7
Fleet Maintenance Trucks .....	4
Tow Trucks .....	1
Fork Lifts.....	1

Paratransit ADA-Certified Disability/Senior Transportation services are provided 24 hours per day, 365 days per year. Services are provided within the Santa Fe city limits, plus Santa Fe Community College and the Santa Fe factory outlets. Transportation services are provided on a reservation, subscription and on-demand basis. Paratransit System vehicles include:

Lift-Equipped Vans .....	16
Ramp Vans .....	1
Minivans .....	2
Sedans .....	1

## **SOLID WASTE COLLECTION SYSTEM**

Refuse is collected once per week in residential areas and on a scheduled route basis in commercial areas. Collection services are provided to 25,257 residential accounts and 3,884 commercial accounts. An average of 5,800 tons per month is collected and disposed within the city's service area.

### **Number of Routes**

<b>Residential .....</b>	<b>6</b>
<b>Commercial (front end loaders) .....</b>	<b>6</b>
<b>(rear end loaders) .....</b>	<b>2</b>
<b>(special) .....</b>	<b>1</b>

## **WASTEWATER COLLECTION & TREATMENT SYSTEM**

<b>Residential Sewer Accounts</b>	<b>31,260</b>	
<b>Commercial Sewer Accounts</b>	<b>3,552</b>	
<b>Average Daily Treatment</b>	<b>5.5</b>	<b>Million Gallons</b>
<b>Maximum Daily Treatment</b>	<b>5.7</b>	<b>Million Gallons</b>
<b>Treatment Capacity Per Day</b>	<b>13.0</b>	<b>Million Gallons</b>
<b>Sanitary Sewer Collection System</b>	<b>400</b>	<b>Miles</b>

## **WATER PRODUCTION AND DISTRIBUTION SYSTEM**

<b>Residential Water Accounts</b>	<b>25,617</b>	
<b>Commercial Water Accounts</b>	<b>2,654</b>	
<b>Average Daily Treatment</b>	<b>9.40</b>	<b>Million Gallons</b>
<b>Peak Daily Treatment</b>	<b>16.63</b>	<b>Million Gallons</b>
<b>Distribution System Size</b>	<b>525</b>	<b>Miles</b>

## GLOSSARY OF TERMS

ACCRUAL BASIS	--	A method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.
APPROPRIATION	--	An authorization made by the City Council which permits the city to incur obligations and to make expenditures of resources.
ASSESSED VALUATION	--	A valuation set upon real estate or other property by the city or another governmental entity as a basis for levying property taxes.
BASE BUDGET	--	Cost of continuing the existing levels of service in the current budget year.
BUDGET	--	The annual fiscal year document which outlines expected revenues and expenditures.
BUDGET ADJUSTMENT	--	A procedure to revise a budget appropriation either by City Council approval through the adoption of a budget resolution or by City Manager authorization to adjust appropriations within a departmental budget.
BUDGET OFFICER	--	The person responsible for developing and maintaining the annual budget, reporting to the Finance Director and City Manager.
BUSINESS UNIT	--	The term used to categorize and numerically identify a specific cost center. Thus, 12003 identifies the cost center for the City Manager.
CAPITAL IMPROVEMENT PROGRAM	--	A long term financing and expenditure plan for the improvement or acquisition of capital facilities and equipment.

CAPITAL OUTLAY	--	Items greater than \$1,000 in value with a life expectancy of more than one year. Also known as "Capital Expenditure".
CHART OF ACCOUNTS	--	The numerical listing and description of all funds, activities, accounts, and sub-accounts used by the city to manage its money. All money managed by the city must be assigned to a "Chart of Accounts" listing.
CITY COUNCIL	--	This body is responsible for approving the annual budget, any adjustments thereto, and for ensuring the city's overall fiscal integrity.
CLASSIFIED FULL-TIME (CLFT)	--	A permanent full-time position for which there is a class specification detailing tasks and minimum qualifications.
DEPARTMENT	--	The designated organizational title for a total grouping of divisions which are complimentary or dependent in nature.
DEPT. OF FINANCE & ADMINISTRATION	--	Also known as "DFA". The New Mexico State agency responsible for overseeing municipal finances.
DIVISION	--	Designated organizational title which reflects a single operation or group of similar operations. A division can stand alone or be supported by a listing of sections and units.
ENCUMBRANCE	--	The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.
EXEMPT (EX)	--	A position of employment exempt from the city personnel ordinance and city rules and regulations.
EXPANSION REQUEST	--	The request for additional funding of new programs or positions that were not appropriated in the current fiscal year.
EXPENDITURE	--	Any payment disbursed by the city from the city's accounts. An expenditure may only be made against an approved budgeted amount.

FINANCE DIRECTOR	--	The individual responsible for providing financial, budgeting and administrative support services to all departments of city government.
FINANCE COMMITTEE	--	A standing committee of the City Council appointed by the Mayor which reviews financial and budget matters and forwards recommendations to the City Council for action.
FUND	--	The term used to identify a specific area of revenues and expenditures for a single purpose. The first four digits of the accounting system numbers designate the fund. The first digit identifies the fund category such as general, enterprise, agency, etc..
FUND BALANCE	--	The excess of assets over liabilities and reserves, also known as surplus funds.
GENERAL OBLIGATION BONDS	--	Bonds sold by the city to finance capital improvements. The property tax is the source of revenues for payment of these bonds.
GRANT	--	Funds awarded to the city for a <u>specific</u> purpose. A separate fund is usually established for each grant and all revenues and expenditures are accounted for in that fund.
IMPACT FEE	--	Fees charged to property developers to cover the anticipated cost of improvements that will be necessary as a result of the development (e.g. street lights, sidewalks).
INFRASTRUCTURE	--	Long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets (e.g. roads, bridges, water/sewer systems).
LOCAL GOVERNMENT DIVISION	--	The division of the New Mexico Department of Finance and Administration (DFA) which ensures that municipal governments comply with state regulations.



MODIFIED ACCRUAL BASIS	--	A basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable, and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for non-matured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.
OBJECT CODE	--	A six digit code directly following the business unit number which identifies the type of revenue or expense account. Thus, 12003.530100 is identified as office supplies for the City Manager's Office.
ORDINANCE	--	A permanent rule of action, a law, enacted by the City Council.
PAYMENT IN LIEU OF TAXES	--	A payment that a citizen or organization not subject to taxation makes in order to compensate the city for services received that are normally financed through such taxes.
PROGRAM	--	Those activities within operating areas designed to achieve specific goals and objectives.
PROGRAM MEASUREMENTS	--	Reported and projected quantitative outcomes of program service efforts and accomplishments.
RESERVE	--	An account used to indicate that a portion of a fund's assets is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
REVENUE	--	Any money received by the city as a fee, tax, grant or other source.
REVENUE BOND	--	Bonds sold by the city to finance capital acquisitions and paid from gross receipts taxes or enterprise fund revenues.
REVENUE ESTIMATE	--	The amount of revenue anticipated to be collected during the fiscal year.

RESOLUTION	--	The formal expression of the opinion or will of the governing body, adopted by vote.
SECTION	--	Designated organizational title for a specific group of activities within a division. Though numerous services may be provided under one section, these services would not be applicable to other operational areas.
TEMPORARY FULL-TIME (TFT)	--	A temporary position which requires the service of a full-time employee for less than one year.
TEMPORARY PART-TIME (TFT)	--	A temporary position which requires the service of a part-time employee for less than one year.
TERM CITY-FUNDED (TCF)	--	A position which requires the services of an employee over a determined period of time beyond one year and which is partially or totally funded by city taxes or service fees.
TERM GRANT-FUNDED (TGF)	--	A position which requires the services of an employee over a determined period of time beyond one year and which is partially or totally grant-funded.
TRANSFER	--	Any movement of money between funds, activities, accounts and sub-accounts.
UNIT	--	Designated organizational title for a specific program (task), provided within each division or section and designed for specific benefit of the general public or city organization.
VACANCY SAVINGS	--	The term used to describe the result of budget savings realized from an authorized position or several positions being vacant for part of the fiscal year or for the entire fiscal year. It can also be realized from hiring an employee at a lesser amount than appropriated for the authorized position.

## ABBREVIATIONS

AIDS	-	<u>A</u> cquired <u>I</u> mmune <u>D</u> eficiency <u>S</u> yndrome
ADA	-	<u>A</u> mericans with <u>D</u> isabilities <u>A</u> ct
AFSCME	-	<u>A</u> merican <u>F</u> ederation of <u>S</u> tate, <u>C</u> ounty and <u>M</u> unicipal <u>E</u> mployees
BDD	-	<u>B</u> uckman <u>D</u> irect <u>D</u> iversion Water Supply Project
CAT	-	<u>C</u> ultural <u>A</u> rts and <u>T</u> ourism Board
CDBG	-	<u>C</u> ommunity <u>D</u> evelopment <u>B</u> lock <u>G</u> rant
CD-ROM	-	<u>C</u> ompact <u>D</u> isc – <u>R</u> ead- <u>O</u> nly <u>M</u> emory (computer data storage media)
CLFT	-	<u>C</u> lassified <u>F</u> ull- <u>T</u> ime
CLPT	-	<u>C</u> lassified <u>P</u> art- <u>T</u> ime
CIP	-	<u>C</u> apital <u>I</u> mprovements <u>P</u> rogram
CNG	-	<u>C</u> ompressed <u>N</u> atural <u>G</u> as
COBRA	-	<u>C</u> onsolidated <u>O</u> mnibus <u>B</u> udget <u>R</u> econciliation <u>A</u> ct (Health Benefits)
COLA	-	<u>C</u> ost-of- <u>L</u> iving <u>A</u> justment
CPR	-	<u>C</u> ardio- <u>P</u> ulmonary <u>R</u> esuscitation
CVB	-	<u>C</u> onvention & <u>V</u> isitors <u>B</u> ureau
CYFD	-	New Mexico State <u>C</u> hildren, <u>Y</u> outh & <u>F</u> amilies <u>D</u> epartment
DARE	-	<u>D</u> rug <u>A</u> wareness <u>R</u> esistance <u>E</u> ducation
DFA	-	New Mexico State <u>D</u> epartment of <u>F</u> inance and <u>A</u> dministration
DOL	-	U.S. <u>D</u> epartment of <u>L</u> abor
DWI	-	<u>D</u> riving <u>W</u> hile <u>I</u> ntoxicated
EMS	-	<u>E</u> mergency <u>M</u> edical <u>S</u> ervices
EMT	-	<u>E</u> mergency <u>M</u> edical <u>T</u> echnician
EPA	-	<u>E</u> nvironmental <u>P</u> rotection <u>A</u> gency
EX	-	<u>E</u> xempt
EZA	-	<u>E</u> xtraterritorial <u>Z</u> oning <u>A</u> uthority

EZC	-	<u>E</u> xtraterritorial <u>Z</u> oning <u>C</u> ommission
FAA	-	<u>F</u> ederal <u>A</u> viation <u>A</u> dministration
FEMA	-	<u>F</u> ederal <u>E</u> mergency <u>M</u> anagement <u>A</u> gency
FGP	-	<u>F</u> oster <u>G</u> randparent <u>P</u> rogram
FHWA	-	<u>F</u> ederal <u>H</u> ighway <u>A</u> dministration
FT	-	<u>F</u> ull- <u>T</u> ime
FTA	-	<u>F</u> ederal <u>T</u> ransit <u>A</u> dministration
FY	-	<u>F</u> iscal <u>Y</u> ear
GAAP	-	<u>G</u> enerally <u>A</u> ccepted <u>A</u> ccounting <u>P</u> inciples
GASB	-	<u>G</u> overnmental <u>A</u> ccounting <u>S</u> tandards <u>B</u> oard
GCCC	-	<u>G</u> enoveva <u>C</u> havez <u>C</u> ommunity <u>C</u> enter
GF	-	<u>G</u> eneral <u>F</u> und
GFOA	-	<u>G</u> overnment <u>F</u> inance <u>O</u> fficers <u>A</u> ssociation
GIS	-	<u>G</u> eographic <u>I</u> nformation <u>S</u> ystems
GO	-	<u>G</u> eneral <u>O</u> bligation
GOHW	-	<u>G</u> rowing <u>O</u> ld with <u>H</u> ealth and <u>W</u> isdom Program
GRT	-	<u>G</u> ross <u>R</u> ecceipts <u>T</u> ax
HHS	-	U.S. Department of <u>H</u> ealth & <u>H</u> uman <u>S</u> ervices
HMO	-	<u>H</u> ealth <u>M</u> aintenance <u>O</u> rganization
HUD	-	U.S. Department of <u>H</u> ousing & <u>U</u> rban <u>D</u> evelopment
IP	-	<u>I</u> ndustrial <u>P</u> retreatment
IPM	-	<u>I</u> ntegrated <u>P</u> est <u>M</u> anagement
ITT	-	<u>I</u> nformation <u>T</u> echnology & <u>T</u> elecommunications Department
LAN	-	<u>L</u> ocal <u>A</u> rea <u>N</u> etwork
MGRT	-	<u>M</u> unicipal <u>G</u> ross <u>R</u> ecceipts <u>T</u> ax
MIS	-	<u>M</u> anagement <u>I</u> nformation <u>S</u> ystems

MOW	-	<u>M</u> eals <u>O</u> n <u>W</u> heels
MRC	-	<u>M</u> unicipal <u>R</u> ecreation <u>C</u> omplex
MSA	-	<u>M</u> etropolitan <u>S</u> tatistical <u>A</u> rea
MVD	-	<u>M</u> otor <u>V</u> ehicle <u>D</u> ivision (NM Taxation & Revenue Dept.)
MWB	-	<u>M</u> etropolitan <u>W</u> ater <u>B</u> oard
NCNMEDD	-	<u>N</u> orth <u>C</u> entral <u>N</u> ew <u>M</u> exico <u>E</u> conomic <u>D</u> evelopment <u>D</u> istrict
NCRTD	-	<u>N</u> orth <u>C</u> entral New Mexico <u>R</u> egional <u>T</u> ransit <u>D</u> istrict
NEA	-	<u>N</u> ational <u>E</u> ndowment for the <u>A</u> rts
NMSA	-	<u>N</u> ew <u>M</u> exico <u>S</u> tatutes <u>A</u> nnotated
NPDES	-	<u>N</u> ational <u>P</u> ollutant <u>D</u> ischarge <u>E</u> limination <u>S</u> ystem
OSHA	-	<u>O</u> ccupational <u>H</u> ealth and <u>S</u> afety <u>A</u> dministration
PDR	-	<u>P</u> ermit & <u>D</u> evelopment <u>R</u> eview Division
PERA	-	<u>P</u> ublic <u>E</u> mployees <u>R</u> etirement <u>A</u> ssociation
PGA	-	<u>P</u> rofessional <u>G</u> olfers' <u>A</u> ssociation
PNM	-	<u>P</u> ublic Service Company of <u>N</u> ew <u>M</u> exico (Electric/Gas Utility)
PT	-	<u>P</u> art- <u>T</u> ime
QOL	-	<u>Q</u> uality <u>o</u> f <u>L</u> ife
RECC	-	<u>R</u> egional <u>E</u> mergency <u>C</u> ommunications <u>C</u> enter
RSVP	-	<u>R</u> etired <u>S</u> enior <u>V</u> olunteer <u>P</u> rogram
SFCC	-	<u>S</u> anta <u>F</u> e <u>C</u> ity <u>C</u> ode
SFFD	-	<u>S</u> anta <u>F</u> e <u>F</u> ire <u>D</u> epartment
SFPD	-	<u>S</u> anta <u>F</u> e <u>P</u> olice <u>D</u> epartment
SWAT	-	<u>S</u> pecial <u>W</u> eapons <u>A</u> nd <u>T</u> actics
SWMA	-	Santa Fe <u>S</u> olid <u>W</u> aste <u>M</u> anagement <u>A</u> gency
TB	-	<u>T</u> uberculosis
TFT	-	<u>T</u> emporary <u>F</u> ull- <u>T</u> ime

TPT	-	<u>T</u> emporary <u>P</u> art- <u>T</u> ime
TCF	-	<u>T</u> erm <u>C</u> ity-Funded/ <u>F</u> ull-Time
TCP	-	<u>T</u> erm <u>C</u> ity-Funded/ <u>P</u> art-Time
TGF	-	<u>T</u> erm <u>G</u> rant- Funded/ <u>F</u> ull -Time
TGP	-	<u>T</u> erm <u>G</u> rant- Funded/ <u>P</u> art-Time
UMTA	-	<u>U</u> rban <u>M</u> ass <u>T</u> ransit <u>A</u> ct
UNM	-	<u>U</u> niversity of <u>N</u> ew <u>M</u> exico
USDA	-	<u>U</u> . <u>S</u> . <u>D</u> epartment of <u>A</u> griculture
WAN	-	<u>W</u> ide <u>A</u> rea <u>N</u> etwork
WSD	-	<u>W</u> ater <u>S</u> ervices <u>D</u> ivision
WW	-	<u>W</u> aste <u>W</u> ater
WWM	-	<u>W</u> aste <u>W</u> ater <u>M</u> anagement Division
YAFL	-	<u>Y</u> oung <u>A</u> merican <u>F</u> ootball <u>L</u> eague

# FUND DESCRIPTIONS

## GENERAL FUND:

General Fund (1001) – The General Fund is used to account for all revenues and expenditures which are not accounted for in other funds. The General Fund finances the regular day-to-day operations of the city.

## SPECIAL REVENUE FUNDS:

Railyard Property (2111) – to account for revenues and expenditures related to the acquisition and development of the railyard property.

1% Lodgers Tax Advertising (2112) – to account for funds earmarked from the Lodgers Tax for the promotion and advertising of non-profit performing arts and attractions that promote tourism and enrich the community.

Special Uses Lodgers Tax (2113) – to account for revenues from the Lodgers Tax which are utilized for improvements to the convention center, operating expenses, advertising and other uses.

Lodgers Tax Proceeds (2114) – to account for revenues from the 5% Lodgers Tax distributed to the specific use funds. Use of these revenues is restricted to promotion, tourist development related activities and construction, improvements and operations of convention centers, auditoriums.

Marketing Lodgers Tax (2115) – to account for Lodgers Tax revenues earmarked for promotion and other tourist development related activities through the Santa Fe Convention and Visitors Bureau.

MGRT Transit/Municipal (2116) – to record the revenues from the 1/4% Municipal Gross Receipts Tax dedicated for the Bus System, replacement of lost General Fund revenues, and for Quality of Life Programs.

Economic Development (2117) – to account for proceeds received from the sale or rental of city land or property used for various economic development programs.

Capital Equipment Reserve (2118) – to account for proceeds from the sale of city owned assets and for transfers for contingent purposes.

Santa Fe Business Incubator (2119) – to provide assistance and support to small businesses seeking to open in Santa Fe.

Municipal GRT Railyard General Fund (2120) – to account for the GRT increment allocated to the railyard and general purposes.

## SPECIAL REVENUE FUNDS (continued)

Municipal GRT GCCC/Parks Fund (2121) – to account for the GRT increment allocated to the Genoveva Chavez Community Center (GCCC) and parks.

Convention Center Lodgers Tax (2122) – to account for funds available for a new convention center or improvements.

Special Events Projects (2123) – to account for donations to the Mayor’s Holiday Food Drive and other events.

Watershed Clearing (2124) – to provide for thinning of excess vegetation in the areas surrounding the city’s reservoirs, thereby providing fire protection and preventing consequent contamination of the city’s water supplies.

Bank One Lease Purchase (2125) – to account for funds available from the Bank One equipment financing.

Grants Administration (2126) – to provide oversight and administration for the city’s grant-funded programs.

Municipal Court Automation (2130) – to account for a grant from the New Mexico Administrative Office of the Courts to implement a new court management software system.

Corrections Fee (2201) – to account for fines and forfeitures collected through the Santa Fe Municipal Court for moving traffic violations to provide for care and custody of municipal prisoners.

Municipal Court Liability (2202) – to account for fines imposed by the Municipal Court for DWI and drug violations. Payments are made to the Administrative Office of the Courts to oversee drug programs.

Fire Apparatus Reserve (2203) – to account for the purchase of certain fire equipment.

Federal Forfeiture Sharing (2204) – to account for the city’s share of property seized under Federal laws.

DWI School (2205) – to account for tuition payments by drivers sentenced to attend Driving While Intoxicated (DWI) School to fund the program.

Emergency Medical Services (2206) – to account for a grant from the State of New Mexico to upgrade emergency medical services.

Emergency Preparedness (2207) – to account for a grant from the Federal Emergency Management Assistance Program to coordinate preparedness for major catastrophes.

State Fire (2209) – to account for a grant from the State of New Mexico for specified fire department needs.



## SPECIAL REVENUE FUNDS (continued)

Municipal GRT – Police Fund (2210) – to account for the GRT increment to support 15 police officers, related support costs and other police operations.

Law Enforcement Protection (2211) – to account for a grant from the State of New Mexico for police capital outlay, training/tuition, and equipment repair expenditures.

Municipal Court DWI Program (2223) – to account for special fees assessed for the purpose of administering a DWI education program.

Municipal Court Special Revenue (2224) – to provide support for the Municipal Court automation project.

Municipal Court Home Detention (2225) – to reduce costs of incarceration by housing and electronically monitoring non-violent, low-risk offenders under house arrest.

Municipal Court DWI Screening (2228) – to provide drug and alcohol testing services as needed for ongoing cases and compliance monitoring.

Animal Control (2230, 2231) – to provide operational support to the city’s animal spaying/neutering program and animal control officer training and education.

Fire Hazard Reduction Grants (2232) – to account for grant funding for fire hazard reduction and mitigation.

Public Safety Property Tax (2250) – to account for a portion of property tax revenue dedicated to support fire and police operations.

Fire Property Tax/Safety (2251) – to account for a portion of property tax revenue allocated to support fire operations.

Police Property Tax/Safety (2252) – to account for a portion of property tax revenue allocated to support police operations.

Impact Fee Fund (2301) – a fund established to account for arterial impact fees and signalization impact fees collected by the city.

MGRT Environmental/Infrastructure (2302) – to record the revenues from a 1/8% Municipal Gross Receipts Tax, of which 1/16% is dedicated for improvements associated with the wastewater collection and treatment systems and 1/16% is dedicated for siting, construction, development, maintenance, closure, and post-closure care of any landfill operated by the city in conjunction with other entities.

## SPECIAL REVENUE FUNDS (continued)

FHWA Ridefinders (2304) – to account for a grant from the Federal Highway Administration (FHWA) to support the operations of Ridefinders, a regional carpool/vanpool program for the use of alternative modes of travel to reduce traffic congestion.

Development Impact Fees (2306) – to account for development fees transferred to capital projects to pay for development-related infrastructure.

FHWA Section 112 Grant (2324) – to account for a FHWA grant providing funding support for expenditures incurred by the Santa Fe Metropolitan Planning Organization for transportation planning and special studies.

FTA Section 5303 Grant (2325) – to account for an assistance program funded by the Federal Transit Administration (FTA) to develop transportation plans and programs for the City of Santa Fe.

FTA Section 9–Santa Fe Ride Grant (2326, 2327) – to account for an assistance program funded by the FTA to finance the operations of the Santa Fe Ride Program for senior or handicapped persons.

Storm Water Drainage (2401) – to provide operations and maintenance support for the city’s storm water drainage system, as well as river and drainage channel maintenance and improvements.

NW Quadrant Development (2502) – to account for revenues and expenditures related to the development of the city’s northwest quadrant.

Quality of Life (2505) – to account for projects in the area of recreation, open space, libraries and parks, funded from residual balances of a 1/4% Municipal Gross Receipts Tax.

Community Development Block Grant (2506) – to account for a grant from the Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities directed toward neighborhood revitalization, housing, economic development, and the provision of improved community facilities and services.

Affordable Housing Trust (2508) – to account for a grant from HUD that is administered by the Santa Fe Community Housing Trust for affordable housing development to assist low-income buyers and persons with special needs.

Shelter Plus Care (2509) – to account for a grant from HUD that is administered by the Santa Fe Community Housing Trust to provide rental assistance to homeless people who have contracted the AIDS virus.

Tierra Contenta Land Sale (2512) – to account for proceeds from the sale of city-owned land in the Tierra Contenta area.

## SPECIAL REVENUE FUNDS (continued)

Youth Activities (2513) – to account for funds received through the General Fund (up to 3% of the State Shared Gross Receipts Tax) for the purpose of contracting with non-profit agencies providing a wide range of services to children and youth between the ages of 1 – 21.

Human Services Providers (2515) – to account for funds received through the General Fund (up to 2% of the State Shared Gross Receipts Tax) for the purpose of contracting out with non-profit agencies providing a wide range of services to children and youth between the ages of 1 – 21.

Juvenile Justice Program (2516) – to provide for case management and alternative corrections strategies for juvenile offenders.

SF Boys and Girls Club (2517) – to account for operating grants provided to the Santa Fe Boys & Girls Club.

Senior Companion Program (2519) – to account for a grant received from the New Mexico State Agency on Aging used to provide services to homebound senior citizens by other senior citizens.

Senior Center Programs (2520) – to account for grants and other funding used in the operations and maintenance of the city's senior citizen centers.

Title III-B Grant (2521) – to account for a grant from the Federal Government received through the State of New Mexico used to operate senior citizens programs providing social services.

Title III C-1 Grant (2522) – to account for a grant from the Federal Government received through the State of New Mexico used for providing congregate meals to persons aged 60 and over.

Title III C-2 Grant (2523) – to account for a grant from the Federal Government received through the State of New Mexico used for providing home-delivered meals to persons aged 60 and over.

Senior Employment (2524) – to account for grants and grant-funded employment of seniors.

Nutrition Donations (2525) – to account for volunteer donations received from senior citizen meal participants. These monies are used for matching Title III-C-1 and Title III-C-2 Senior Citizen Meal Programs.

Foster Grandparent (2526) – to account for a grant from the United States Department of Health and Human Services (HHS) used to operate a Foster Grandparent Program.

Retired Senior Citizens Volunteer Program (2527) – to account for grants from HHS used to operate a Retired Senior Citizens Volunteer Program.

Senior Nutrition Programs (2528) – to account for grants and other funding used in the center-based and in-home delivery of meals to senior citizens in the community.

## SPECIAL REVENUE FUNDS (continued)

Senior Caregiver (2530) – to account for grants and other funding used in the provision of assistance to caregivers of senior citizens in the community.

County Senior Grant (2531) – to account for funds received from Santa Fe County to provide transportation for elderly county residents.

Transportation Project Income (2533) – to account for donations from elderly participants in the transit program.

Senior Assisted Transportation (2534) – to account for grants and other funding used in the provision of transportation services to senior citizens in the community.

Senior Non-Reporting Programs (2535) – to account for grants and other funding used in the provision of miscellaneous services to senior citizens in the community.

Cash-In-Lieu of Commodities Grant (2536) – to account for a grant received from the U.S. Department of Agriculture through the State of New Mexico to purchase USDA foods for the Senior Citizens Nutrition Program.

Respite Care (2538) – to account for a grant received from the New Mexico State Agency on Aging to provide relief services for the primary care givers of individuals diagnosed with Alzheimer's or Dementia related disorders.

New Mexico State Agency Capital Improvements Grant (2539) – to provide funding support for capital needs among city community services agencies.

Crisis Response Project (2540) – to account for funds received from different foundations, St. Vincent Hospital and city and county government to oversee the operations of mental health and substance abuse emergencies.

Title III-E Grant (2541) – to account for a grant from the Federal Government received through the State of New Mexico used for providing home health care to families in need.

Community Service Miscellaneous Grants (2542) – to account for funding received from institutions, individuals, and local, State and Federal governments for various department activities and programs.

Gates Library Grant (2700) – to support library services in the community with grants from the Bill & Melinda Gates Foundation.

NEA Grant (2701) – provides grant funding support for various local arts programs through the National Endowment for the Arts (NEA).

## SPECIAL REVENUE FUNDS (continued)

Park Purchase and Improvement (2702) – to account for money remitted by developers in lieu of land contributions.

State Library Grant (2703) – to provide State grants-in-aid to support library services in the community.

Plaza Use Fund (2704) – to account for funds associated with improvements and beautification of the plaza area.

Recreation Fund (2705) – to account for Quality of Life funding for youth programs, as well as the portion of cigarette tax revenue received by the city that is required by State law to be used only for recreation purposes.

Archaeological Fund (2706) – to account for fees charged to contractors and developers building within the downtown historical area for the purpose of financing archaeological digs prior to any construction.

Historic Preservation Grant (2707) – to account for a grant received from the New Mexico Office of Cultural Affairs for the purpose of performing archaeological and historic surveys.

Impact Fee Projects (2708) – to account for operating transfers into impact fee projects.

Regional Planning Authority (2709) – to account for city and county funding support for professional contracts and operating expenses of the Regional Planning Authority.

Cops in Schools (2710) – funding to provide crime awareness and safety education services in area schools.

Food Bank/Home-Bound Meal Program (2711) – to provide a central repository for community food donations and provide supplies for meals delivered to home-bound citizens.

Santa Fe Beautiful (2712) – funding provided to support community beautification activities including education, outreach and volunteer clean-ups.

Fair Housing Initiative (2713) – funding provided to help ensure fair and equal housing opportunities for all citizens of Santa Fe.

Arts Education Grants (2714) –to account for grants from private entities and the National Foundation for the Arts and Humanities to promote arts appreciation and education among the community's citizens.

Southside Library (2716) – to account for a operations and maintenance at the Southside Library.

Resource Conservation (2800) – funding to promote water conservation among City of Santa Fe water customers.

## CAPITAL IMPROVEMENT PROJECT FUNDS:

1/2% Gross Receipts Tax Income (3102) – to account for revenues from the 1/2% Municipal Gross Receipts Tax dedicated for capital improvements and related costs.

CIP Re-Allocation (3103) – a fund established for the purpose of accumulating interest earnings and project balances from capital improvement projects to be used for other capital improvement projects as approved by the City Council.

Municipal Court Facility (3120) – to account for the design and construction of the new Municipal Court Facility.

Operations & Maintenance Complex (3121) – to account for improvements and new facilities at the Complex located on Siler Road.

Municipal Facility Repair (3125) – to account for repair projects to various facilities.

City Hall Renovation (3126) – to account for remodeling of City Hall and the Montoya Building.

Property Control (3127) – to account for minor repair and maintenance projects by Property Control Division throughout the city.

Library Carpeting (3128) – to account for re-carpeting the main library.

Parks & Recreation Maintenance Building (3129) – to account for remodeling the north Parks & Recreation maintenance facility.

Prime Site Radio Communications (3201) – to account for relocation and equipment upgrade of the prime radio communication site.

Fire Station Renovation (3203, 3204, 3207, 3211, 3212, 3215 and 3221) – to account for repairs and improvements to various fire stations.

Police Complex (3209) – to account for construction of a new Police Department administrative facility.

Airport Improvement Master Plan (3213) – to account for development of the airport improvement master plan.

Transit Improvements (3218) – to account for various improvements to transit facilities.

Airport Roof Repair (3220) – to account for roof repairs at the airport.

Landfill Projects (3301) – to account for continuing cell closure/construction costs at the old city landfill.

## CAPITAL IMPROVEMENT PROJECT FUNDS (*continued*)

Landfill Closure (3302) – to account for the closure and remediation of the old city landfill.

Beautification of Medians (3308) – to account for the improvement and beautification of medians along major arterial streets.

Rufina Extension (3309) – to account for design and construction of the extension of Rufina Street.

Rufina Street Extension Drainage (3310) – to account for design services on drainage for the Rufina Street extension.

Monterey/Harrison Road (3311) – to account for improvements at the intersection of these two streets at Cerrillos Road.

Camino Alire Bridge (3313) – to account for the design and reconstruction of a bridge on Camino Alire.

Santa Fe River Channel Improvement (3314) – to account for construction of trails and erosion control along the Santa Fe River.

Cerrillos Road Improvements (3315) – to account for the design and improvements to Cerrillos Road, including signalization and drainage systems.

South Side Signal (3317) – To account for the city's share of installing traffic signals at the intersections of St. Francis and Sawmill Road.

Airport Terminal Improvements (3319) – to account for residual balances for grants from the Federal Aviation Administration (FAA) and the state Aviation Department for the purpose of constructing the apron expansion and boundary fencing, installation of apron lighting and security lighting, and other projects.

Airport Pavement Project Design (3321) – to account for design of pavement projects at the airport.

Airport Fire Station (3322) – to account for design of an airport fire station.

Airport Improvement (3323) – to account for grants from the FAA and the State Aviation Department for runway construction and pavement maintenance.

Street Light Projects (3324) – to account for street light construction projects.

Unpaved Street Rehabilitation (3325) – to account for rehabilitation of unpaved streets.

Repaving Program (3326) – to account for on-going street resurfacing projects including crack sealing, curb and gutter repair, overlay, repaving, and cold-milling.

## CAPITAL IMPROVEMENT PROJECT FUNDS (*continued*)

Cold Milling (3327) – to account for a program to reprocess stockpiled cold millings for application to unpaved streets.

Richards Avenue (3329) – to account for the extension of Richards Avenue from Cerrillos Road to Alameda Street, with a new bridge across the Santa Fe River.

Valley Drive (3333) – to account for curb chokers, landscaping and replanting of associated vegetation.

Small Sidewalks (3338) – to account for modifying existing sidewalks for handicapped access and for construction of small-scale sidewalk projects.

Agua Fria Safety Project (3340) – to account for construction of various safety improvements on Agua Fria st.

Miscellaneous Safety Projects (3341) – to account for construction projects that address traffic safety deficiencies in the city.

Small Drainage Projects (3343) – to account for drainage channel improvements, bank protection, replacement or modification of culvert structures, and grade control structures.

Drainage Management Plan (3344) – to account for development of a city drainage master plan.

GIS (3346) – to account for Geographic Information Systems (GIS) area photos, surveys and documentation, topography mapping, and GIS training.

Signal Light Projects (3347, 3366) – to account for traffic signal construction projects for new installations or modifications to existing installations.

Santa Fe Estates Street Paving (3348) – to account for street paving in Santa Fe Estates.

West Zia Road Realignment (3352) – to account for design and construction costs.

Botulph Road Improvements (3355) – to account for cold milling pavement improvements on Botulph Rd.

Arroyo Chamiso (3360) – to account for culvert placement and increasing drainage.

Sign, Paint, Signal (3363) – to account for installation and maintenance of traffic signs and signals.

Cordova Road (3367) – to account for pavement resurfacing.

Hillside Avenue (3369) – to account for street improvements.



## CAPITAL IMPROVEMENT PROJECT FUNDS (*continued*)

Delgado Street (3370) – to account for street improvements.

Tano Road (3371) – to account for construction costs of a roadway extension.

Traffic Cabinets (3373) – to account for traffic signal construction projects for new installations or modifications to existing installations.

Santa Fe River Bike/Pedestrian Trail (3374) – to account for construction of a trail between Camino Alire bridge and the pedestrian bridge below Arroyo Mascaras confluence.

Intersection Safety (3375) – to account for construction projects that address deficiencies at various existing intersections.

Santa Fe River Urban Trail (3376) – to account for the local portion of trail construction costs.

Traffic Controllers (3377) – to account for installing controllers on various streets.

Cordova Sidewalks (3378) – to account for constructing continuous sidewalks along Cordova Road.

Delgado Street Paving (3379) – to account for street paving on Delgado St.

Casa Solana Traffic Calming (3380) – to account for analysis and mitigation of traffic in Casa Solana.

Relief Route – Pedestrian/Equestrian Trail (3381) – to account for constructing a trail along the relief route.

Growth Impact Model (3382) – to account for professional services to develop a growth model for financial and infrastructure impacts.

Design Traffic Mitigation (3383) – to account for professional services to design traffic mitigation.

North Ridgetop Road (3384) – to account for construction of the Tano Road extension.

St. Michael's Sidewalks (3385) – to account for the construction of sidewalks near St. Michael's High School.

Arroyo Saiz (3386) – to account for the construction of drainage improvements.

Curb Chokers (3387) – to account for the construction of curb chokers.

Arroyo Chamisa Trail (3388) – to account for improvements to the Arroyo Chamisa trail.

Nicole Place (3389) – to account for the construction of sidewalks.

## CAPITAL IMPROVEMENT PROJECT FUNDS (*continued*)

Paseo de la Conquistadora Paving (3390) – to account for street paving on Paseo de la Conquistadora.

Paved Street Resurfacing (3392) – to account for resurfacing of paved city streets.

Camino Real River Connection (3394) – to account for construction of a trail connecting the Camino Real route to the Santa Fe River.

ADA Improvements (3395) – to account for various improvements mandated by the Federal Americans with Disabilities Act (ADA).

Osage Bridge (3396) – to account for rehabilitation of the Osage Street Bridge.

Ortiz Landfill (3397) – to account for environmental remediation activities at the Ortiz Landfill site.

Siler Extension (3398) – to account for design and construction of the extension of Siler Road.

La Familia Medical Center (3501) – to account for improvements to a medical clinic.

Child Care Center (3502) – to account for design and construction of a child care center.

Monica Roybal Teen Center (3503) – to account for remodeling the teen center.

De-Tox Center (3504) – to account for construction of a detoxification center.

Senior Center Improvements (3505) – to account for improvements to the Southside Senior Center.

Social Services Facility (3506) – to account for design and construction of a social services facility.

Affordable Housing Infrastructure (3507) – to account for the provision of infrastructure improvements to support affordable housing.

Rail Corridor (3600) – to account for improvements to the rail corridor.

Talaya Wilderness Trail (3701) – to account for construction of the Talaya Wilderness Trail.

Santa Fe Rail Trail & River Trail (3702) – to account for construction of two trails.

Southside Recreation Complex (3705) – to account for the construction of the Genoveva Chavez Community Center, including an ice rink, swimming pool, gymnasium and other facilities.

## CAPITAL IMPROVEMENT PROJECT FUNDS (continued)

Municipal Recreation Complex (3706) – to account for the construction of the Municipal Recreation Complex golf course, sports fields and other amenities.

Plaza Improvement (3707) – to account for improvements and maintenance to the downtown plaza.

Art for CIP Projects (3708) – to account for the 1% of capital improvement project bond issues set aside for the provision of Art in Public Places.

City Hall Heating/Carpet (3709) – to account for miscellaneous heating and carpet repairs at City Hall.

Main Library HVAC Project (3710) – to account for improvements to the heating, ventilation and air conditioning (HVAC) system in the downtown Main Library facility.

Ragle Park (3712) – to account for a planned expansion of Ragle Park.

SF Boys and Girls Club (3714) – to account for renovations and improvements at the Boys & Girls Club.

Senior Citizen Center Renovation (3717) – to account for renovations and improvements to the Mary Esther Gonzales Senior Center.

Main Library (3718) – to account for improvements to the downtown Main Library facility.

Miles Park Development (3720) – to account for improvements to the Franklin Miles Park.

Torreón Park (3725) – to account for renovations and improvements to Torreón Park.

Court Rehabilitation (3726) – to account for renovations and improvements to the Municipal Court facility.

Small Parks (3728) – to account for improvements at various small parks.

Play Lot Equipment (3731) – to account for the renovation and replacement of play equipment at the city's various playgrounds and recreation centers.

Parks/Water Management (3735) – to account for the establishment of a computerized irrigation system utilized at all city parks.

Frenchy's Park (3736) – to account for the land purchase, design, and construction of a low maintenance passive use park.

Salvador Perez Pool Improvement (3739) – to account for renovations and improvements to the pool facility.

## CAPITAL IMPROVEMENT PROJECT FUNDS (*continued*)

Neighborhood Park (3741) – to account for the design, land acquisition and construction of a neighborhood park.

Ortiz Park (3747) – to account for renovations and improvements to Ortiz Park.

Scenic Byways (3751) – to account for Federal funding provided for beautification and maintenance of local scenic routes.

Parks Dedication (3752) – to provide funding for the dedication of new parks, trails and open space.

Parks Maintenance (3754) – to account for capital maintenance needs at the city's various parks.

Trails/Bike Paths (3757) – to account for trails and bike paths throughout the city for citizen access and mobility.

Patrick Smith Park Renovations (3758) – to account for parking lot and court surface renovations.

Don Diego Entrada Park (3759) – to account for embellishment of a small downtown park.

Gonzales Recreation Fields (3760) – to account for multi-purpose recreation fields including trails, park furniture and playfields.

Parks & Recreation (3762) – to account for miscellaneous projects related to parks and recreation.

Zia Traffic Calming (3763) – to account for traffic calming improvements to Zia Road.

Governor Miles Road (3764) – to account for the extension of Governor Miles Road.

Maes/Siler Drainage (3765) – to account for sewer/drainage improvements along Siler Road.

Santa Fe Youth Consortium (3766) – to account for a contribution by the city in acquiring land for a future youth and family service center.

Southside Library (3767) – to account for land purchase and design for a new Southside Library.

Bridge Rehabilitation (3768) – to account for the renovation and rehabilitation of various bridges in the city.

Recycled Asphalt Maintenance (3770) – to account for re-use of asphalt in street paving and resurfacing projects.

Paseo de Vistas (3772) – to account for improvements to Paseo de Vistas.

## CAPITAL IMPROVEMENT PROJECT FUNDS (*continued*)

Richards Ave./Rodeo Rd. (3773) – to account for safety improvements to a busy city intersection.

La Cienguita del Camino Real Park (3774) – to account for improvements to a neighborhood park.

Citywide Traffic Calming (3775) – to account for traffic calming improvements throughout the city.

Central Warehouse (3776) – to account for additional warehouse and storage space for the Purchasing Division.

Cathedral Park (3778) – to account for a complete renovation of this historic urban park.

Veteran's Memorial (3779) – to account for construction of a memorial at John F. Griego Park.

Espinacitas Street Park (3780) – to account for improvements to a neighborhood park.

Hidalgo Bridge (3781) – to account for rehabilitation of the Hidalgo Bridge.

Burro Alley (3782) – to account for improvements to Burro Alley.

Railyard Traffic Impact (3783) – to study traffic impacts of the railyard revitalization project.

ITT Network Upgrades (3784) – to account for various phone/computer network upgrades and improvements.

Old Pecos Trail (3785) – to account for design services for the Old Pecos Trail improvement project.

Turf Rehabilitation (3786) – to provide landscaping and maintenance for various city parks and facilities.

Intelligent Traffic System (3787) – to account for design and feasibility studies for a proposed intelligent traffic system.

Building Infrastructure Technology (3788) – to account for infrastructure improvements to various city-owned buildings.

Regional Dispatch 911 (3789) – to account for the city's share of design and construction costs of the integrated regional emergency dispatch facility.

Casa Alegre (Osage) Street (3790) – to account for the addition of traffic signals.

Juan de Dios Road (3791) – to account for construction of improvements to Juan de Dios Road.

Camino Real River Trail (3792) – to account for design and construction of a new urban trail.

## CAPITAL IMPROVEMENT PROJECT FUNDS (continued)

Avenida Contenta Park (3793) – to account for improvements to a neighborhood park.

Camino de los Montoyas (3794) – to account for street improvements.

Frenchy's Park Bridge (3795) – to account for rehabilitation of the Frenchy's Park Bridge.

Santa Fe Farmers' Market (3796) – to account for facility/infrastructure improvements.

Downtown Santa Fe Master Plan (3797) – to account for the design of a master plan for downtown Santa Fe.

Cerrillos Road Pedestrian Review (3798) – to study pedestrian traffic patterns on Cerrillos Road and design improvements to facilitate pedestrian traffic.

Plaza Gazebo (3799) – to account for improvements to the downtown Plaza.

Park & Ride Parking Lot (3800) – to account for construction of a commuter parking lot.

Tierra Contenta Trail Extension (3801) – to account for improvements to Tierra Contenta trail.

Second St. Signal (3802) – to account for the installation of traffic signals on Second Street.

Trails Projects (3803) – to account for design, construction and improvements to various trails in the city.

Tierra Contenta Park (3804) – to account for improvements to a neighborhood park.

La Cieneguita Park (3805) – to account for improvements to a neighborhood park.

Plaza Construction (3806) – to account for improvements to the downtown Plaza.

State Fish & Game Property (3807) – to account for the city's responsibilities on a state-owned parcel.

Amelia White Park (3808) – to account for improvements to a neighborhood park.

Dog Park (3809) – to account for improvements to a neighborhood park for dogs and their owners.

## DEBT SERVICE FUNDS:

1994 Gross Receipts Tax Bond Service (4103) – to accumulate monies (transferred from the ½% GRT Fund) for payment of principal and interest on the City of Santa Fe January 1994 Gross Receipts Tax Bond Issue.

## DEBT SERVICE FUNDS (continued)

1995 A/B GRT Bond Service (4106) – to accumulate monies (transferred from the Railyard Fund) for payment of principal and interest on the City of Santa Fe 1995 A/B Gross Receipts Tax Bond Issue.

1996 A/B GRT Bond Service (4107) – to accumulate monies (transferred from the 1/16% Environmental/Infrastructure GRT Fund) for payment of principal and interest on the City of Santa Fe 1996 A/B Gross Receipts Tax Bond Issue.

1997 A GRT Bond Service (4109) – to accumulate monies (transferred from the ½% GRT Fund) for payment of principal and interest on the City of Santa Fe 1997 A Gross Receipts Tax Bond Issue.

1997 B GRT Bond Service (4110) – to accumulate monies (transferred from the 1/16% Environmental/Infrastructure GRT Fund) for payment of principal and interest on the City of Santa Fe 1995 A/B Gross Receipts Tax Bond Issue.

1999 Lease Purchase (4111) – to accumulate monies for payment of principal and interest for the 1999 Lease Purchase.

1999 GRT Bond Service (4112) – to accumulate monies (transferred from the ½% GRT Fund) for payment of principal and interest on the City of Santa Fe 1999 Gross Receipts Tax Bond Issue.

2002 GRT Bond Service (4113) – to accumulate monies (transferred from the ½% GRT Fund) for payment of principal and interest on the City of Santa Fe 2002 Gross Receipts Tax Bond Issue.

2004 GRT Bond Service (4114) – to accumulate monies (transferred from the ½% GRT Fund) for payment of principal and interest on the City of Santa Fe 2004 Gross Receipts Tax Bond Issue.

2004 B GRT Refunding Bond Service (4115) – to accumulate monies for payment of principal and interest on the City of Santa Fe 2004 B Gross Receipts Tax Refunding Bond Issue.

2006 GRT Bond Service (4116) – to accumulate monies (transferred from the ½% GRT Fund) for payment of principal and interest on the City of Santa Fe 2006 Gross Receipts Tax Bond Issue.

2006B GRT Refunding Bond Service (4117) – to accumulate monies (transferred from the 1/16% Environmental/Infrastructure GRT Fund) for payment of principal and interest on the City of Santa Fe 2006B Gross Receipts Tax Refunding Bond Issue.

2006C Wastewater Bond Service (4118) – to accumulate monies (transferred from the Wastewater Operations Fund) for payment of principal and interest on the City of Santa Fe 2006C Wastewater Bond Issue.

2006D Water Refunding Bond Service (4119) – to accumulate monies (transferred from the Water Operations Fund) for payment of principal and interest on the City of Santa Fe 2006D Water Refunding Bond Issue.

## DEBT SERVICE FUNDS (continued)

NMFA – Fire Department (4201) – to account for debt service payments on a loan for Fire Department equipment from the New Mexico Finance Authority.

NMFA – Railyard Infrastructure (4202) – to account for debt service payments on a loan for the development of infrastructure improvements to the Railyard from the New Mexico Finance Authority.

HUD Section 108 Loan (4203) – to account for debt service payments made by city recipients of low-cost HUD housing loans.

NMFA – Convention Center Loan (4204) – to account for debt service payments on a loan for the development of a new Civic Convention Center from the New Mexico Finance Authority.

NMFA – Parking Loan (4205) – to account for debt service payments on a loan for the development of a parking structure from the New Mexico Finance Authority.

NMFA – Railyard Phase II (4208) – to account for debt service payments on a loan for the development of the Railyard project from the New Mexico Finance Authority.

## ENTERPRISE FUNDS:

Civic Convention Center (5100) – to account for the operation of the city's Convention Center; rental and user fees, the Lodgers Tax subsidy and operating expenses are accounted for in this fund.

Convention Center CIP (5110) – to account for design and construction of a new downtown Convention Center.

Parking Fund (5150) – to account for the city's on-street and off-street parking operations; user fees and operating expenses are accounted for in this fund.

Railyard Parking Facility (5158) – to account for the design and construction of a parking facility at the Railyard property.

Utilities Administration (5200) – to account for the administration of solid waste, water and wastewater operations; related costs are funded through assessments from each of these operations.

Utility Customer Service (5205) – to provide customer services (including billing, meter reading and on/off services) to the solid waste, water and wastewater operations; related costs are funded through assessments from each of these operations.

Water Meter Reading System (5206) – to account for the Automated Water Meter Reading Project administered by the Utility Customer Service Division.



## ENTERPRISE FUNDS (continued)

Solid Waste Management (5250) – to account for the operation of the city's solid waste collection and disposal system, and curbside recycling program; user fees and operating expenses are accounted for in this fund.

Municipal GRT Designated Funding (5259) – dedicated funding for solid waste management capital needs, including infrastructure and equipment improvements/replacements.

Refuse Bond Acquisition (5261) – to account for solid waste equipment bond proceeds and the acquisition of the equipment.

Relocate Solid Waste Division (5262) – capital project funds for the relocation of the Solid Waste Division.

CIP Landfill Closure (5280) – capital project funds accumulated for the planned future closure of the landfill.

Water Operations (5300) – to account for the operations and maintenance of the city's water systems; service fees and operating expenses are accounted for in this fund.

Water Debt Service Fund (5301) – to account for debt service payments on revenue bonds issued to pay for water system and infrastructure improvements.

Water Acquisition Fund (5302) – to account for acquisition of tangible assets by the water utility.

Water Reserve – Arbitrage Fund (5303) – to provide a reserve for arbitrage judgments against the water utility.

Water Line Extensions (5304) – to account for extending water lines primarily funded through developer contributions with balance of funding through revenue and bond proceeds.

Water CIP/San Mateo Building (5310) – to account for capital improvements to the Water Division's facility on San Mateo Road.

Watershed Clearing (5312) – to provide capital equipment and other needs for the watershed clearing project, which reduces the danger of fire and resultant water supply contamination by thinning out underbrush and small trees that could fuel wildfires.

Water Construction Projects (5313/5352/5359) – to account for capital improvements to various areas of the city's water supply, treatment and distribution system infrastructure.

Water Rights Acquisition Fund (5316) – to account for the acquisition of water supply rights for the city's future use.

Water ¼% GRT Fund (5330) – to account for revenues received from a special ¼% Gross Receipts Tax increment to pay for water system improvements.

## ENTERPRISE FUNDS (continued)

Water Conservation (5353) – to account for various projects related to water conservation.

Large Meter Replacement (5354) – to account for replacement of large (mostly commercial) water meters.

Tank Projects (5355) – to account for construction and rehabilitation of the city's potable water storage tanks.

Well & Booster Station Projects (5356) – to account for construction and rehabilitation of the city's various water wells and pumping stations.

Water Treatment Plant Projects (5357) – to account for various upgrades and improvements at the city's water treatment plant.

Water Supply Projects (5358) – to provide funding for water rights acquisition and new sources of supply.

Water Federal Grants (5367) – to account for various water system improvements funded with Federal grants.

Transit Bus Operations (5400) – to account for the operation of the city's transit system; user fees, the ¼% GRT subsidy and operating expenses are accounted for in this fund.

Transit Section 3 (5407) – to account for funds received from the Federal Transit Administration (FTA) in support of the city's transit system.

Transit Bus CIP (5408) – to account for capital spending, including facilities improvements and new bus/equipment purchases.

Welfare-to-Work (5409) – to account for Federal funding dedicated to transportation support for participants in the Federal Welfare-to-Work Program.

Transit Facility CIP/Grant (5410) – to account for CIP and grant appropriations dedicated to the design and construction of a new transit operations and maintenance facility.

Downtown Transit Center (5411) – to account for CIP and grant appropriations dedicated to the design and construction of a new downtown transit center.

Transit Bus – Federal Grants (5416) – to account for Federal grant funds received in support of the city's transit system.

Wastewater Operations (5450) – to account for the operation of the city's wastewater collection and treatment system; service fees and operating expenses are accounted for in this fund.

Sewer Line Extension (5459) – to fund the extension of existing sanitary sewer lines.

## ENTERPRISE FUNDS (continued)

Sewer Line Rehabilitation (5460) – to fund the repair and rehabilitation of existing sanitary sewer lines.

Wastewater 5-Year Plan (5463) – to account for design and construction of a five-year sewage treatment plant improvement project.

Wastewater Impact Fee Fund (5464) – to account for impact fees received from developers for the purpose of offsetting wastewater operating/capital costs related to new development; these fees are collected through the building permit process.

Wastewater Miscellaneous Improvements (5467, 5468) – to account for miscellaneous improvements to the wastewater system.

Wastewater 3-Year Plan (5472) – to account for design and construction of a three-year wastewater collection system improvement project.

Wastewater Lab Expansion (5473) – to account for an expansion and improvement to the wastewater testing/sampling laboratory.

Wastewater Effluent Treatment Plan (5475) – to account for various improvements related to the effluent treatment master plan.

SWMA City/County Landfill Operations (5500) – to account for the operation of the City/County Caja del Rio Landfill by the Santa Fe Solid Waste Management Agency (SWMA).

SWMA Equipment Replacement (5502) – to provide for capital equipment replacement at the landfill facility.

SWMA Gas Collection System (5503) – to provide for venting and collection of hazardous gases produced by decomposition within the landfill.

SWMA Insurance Deductibles (5505) – to provide a reserve for payment of SWMA insurance deductibles.

SWMA Bond Reserve (5506) – to provide a reserve for debt service payments on bonds issued by the Agency.

SWMA Cell 3 Development (5507) – to account for development of cell 3 at the Caja del Rio Landfill.

SWMA Emergency Cash Reserve (5508) – to provide a reserve for unanticipated contingencies facing the Agency.

SWMA Closure/Post-Closure (5509) – to provide funding for eventual closure and monitoring of the landfill.

SWMA CIP (5520) – to account for various capital improvements to the landfill and associated properties.

## ENTERPRISE FUNDS (continued)

Municipal Recreation Complex (5600) – to account for the operation of the city’s golf course and recreation facilities at the Municipal Recreation Complex (MRC); user fees and operating expenses are accounted for in this fund.

MRC Capital Improvements (5601) – to account for additional improvements to the complex in addition to the original bond issue proceeds.

MRC Bond Fund (5602) – to account for debt service payments on bonds issued to pay for the design and construction of the complex.

MRC Fore Kids Golf Tournament (5603) – to provide funding support for the annual Fore Kids Golf Tournament held at the city’s golf course.

Genoveva Chavez Community Center Operations (5700) – to provide funding support for the operation, maintenance and administration of the Genoveva Chavez Community Center (GCCC) facility; user fees and operating expenses are accounted for in this fund.

GCCC Equipment Reserve (5702) – to account for capital purchases supporting the operation of the GCCC.

GCCC Equipment Reserve (5720) – to provide a reserve for unanticipated equipment needs at the GCCC.

GCCC CIP Construction (5721) – to support ongoing capital improvements at the GCCC.

Airport (5800) – to account for the operation and maintenance of the Santa Fe Municipal Airport.

Airport CIP (5810 through 5816) – to support ongoing capital improvements to Airport facilities.

Railyard Development (5850 through 5856) – to account for revenues and expenditures related to the development of the Railyard property and associated infrastructure and amenities improvements.

Regional Emergency Communications Center (5900) – to account for the City’s share of operations and maintenance costs for the City/County Regional Emergency Communications Center (RECC).

RECC Contingency Reserve (5902) – to provide a reserve for unforeseen contingencies at the RECC.

RECC E-911 Grants (5905) – to account for grant-funded support of the RECC.

## INTERNAL SERVICE FUNDS:

Risk Management (6101) – to account for the premiums, administration, and operating costs of the property and liability insurance and safety programs.

## INTERNAL SERVICE FUNDS (continued)

Insurance Claims (6104) – to account for claims filed against the city’s self-funded general liability program.

Benefits Administration (6106) – to provide support for the city’s employee benefits programs.

Santa Fe Health Fund (6107) – to account for the premiums, claims and operating costs of the city’s self-funded health–insurance program.

Retiree Health Care Fund (6108) – to account for the premiums, claims and operating costs of the city’s self-funded retiree health insurance program.

Workers’ Compensation (6109) – to account for the premium, claims and operating costs of the city’s self-funded workers’ compensation program.

## TRUST AND AGENCY FUNDS:

Special Recreation Leagues (7103) – to account for league fees collected from, and expenditures incurred by, the basketball, volleyball and softball recreation leagues.

North Central New Mexico Regional Transit District (7300 through 7302) – to account for the city’s share of the operation and maintenance of the North Central New Mexico Regional Transit District (NCRTD).

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