

# Annual <sup>2006-2007</sup> BUDGET



City of  
**Santa Fe**  
New Mexico

# **CITY OF SANTA FE, NEW MEXICO**

## **FISCAL YEAR 2006/2007 OPERATING BUDGET CITY OF SANTA FE SANTA FE, NM 87504**

**MAYOR: David Coss**

**MAYOR PRO TEM: Miguel M. Chavez District 3**

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

**FINANCE COMMITTEE:**

<b>Karen Heldmeyer, Chairperson</b>
<b>Chris Calvert, Councilor</b>
<b>Carmichael A. Dominguez, Councilor</b>
<b>Rebecca Wurzbarger, Councilor</b>
<b>Matthew Ortiz, Councilor</b>

**MUNICIPAL COURT JUDGE: Ann Yalman**

**CITY MANAGER: Galen M. Buller**

# **CITY OF SANTA FE, NEW MEXICO**

## **ADMINISTRATIVE STAFF 2007**

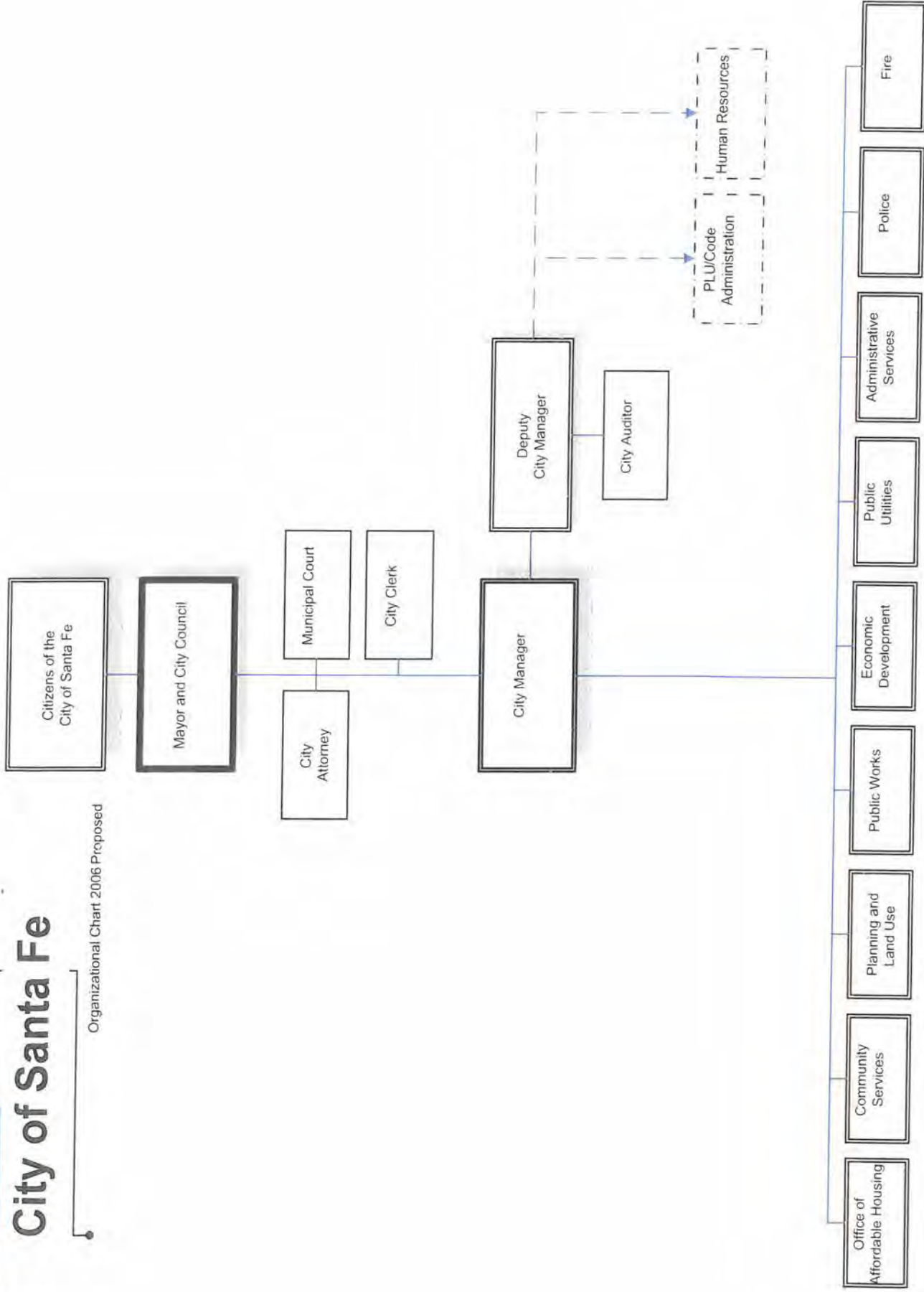
<b>CITY MANAGER</b>	<b>Galen M. Buller</b>
<b>DIRECTOR, FINANCE</b>	<b>Kathryn L. Raveling</b>
<b>BUDGET OFFICER</b>	<b>Cal Probasco</b>
<b>CITY CLERK</b>	<b>Yolanda Vigil</b>
<b>CITY ATTORNEY</b>	<b>Frank Katz</b>
<b>DIRECTOR, ADMINISTRATIVE SERVICES</b>	<b>(vacant)</b>
<b>DIRECTOR, HUMAN RESOURCES</b>	<b>Debbie L. Blea</b>
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<b>DIRECTOR, PUBLIC WORKS</b>	<b>Robert Romero</b>
<b>POLICE CHIEF</b>	<b>Eric Johnson</b>
<b>DIRECTOR, PLANNING &amp; LAND USE (acting)</b>	<b>John B. Hiatt</b>
<b>FIRE CHIEF</b>	<b>Chris Rivera</b>
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<b>DIRECTOR, OFFICE OF AFFORDABLE HOUSING</b>	<b>Kathryn McCormick</b>
<b>DIRECTOR, ECONOMIC DEVELOPMENT</b>	<b>Lynette Montoya</b>
<b>DIRECTOR, CIVIC CENTER &amp; VISITORS BUREAU (actg.)</b>	<b>Tom Maguire</b>



4/26/2006

# City of Santa Fe

Organizational Chart 2006 Proposed







GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Santa Fe  
New Mexico**

For the Fiscal Year Beginning

**July 1, 2005**

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, 2005 through June 30, 2006.

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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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

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

# 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:

- City Manager's Transmittal Letter
- Budget Highlights
- Revenue Estimates
- Bonded Debt
- Capital Improvements
- Departmental Budgets
- Operating Budget 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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# 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. 5

Patti J. Busher, Dist. 1

Chris Calvert, Dist. 1

Karen Heidmeyer, Dist. 2

Rebecca Wurzbarger, Dist. 2

Carmichael A. Dominguez, Dist. 3

Matthew E. Ortiz, Dist. 4

Ronald S. Trujillo, Dist. 4

July 1, 2006

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

I am pleased to submit the Fiscal Year 2006/2007 Budget for the city of Santa Fe. This budget was based on improving 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, and maintenance of infrastructure, community services, and administration. However, it should be noted that fleet and equipment replacement needs have been deferred for a number of years, particularly in general fund.

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 program, 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, \$814,500 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. This amounts to \$385,165.

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.

City departments were required to review and evaluate the costs and the 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.

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*"Committed to our community, and making a difference"*

## 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. Services are provided by eight major 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 is 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 06/07 *budgeted revenue* is based on total projected revenues of \$71,166,972. Compared to the *budgeted revenue* in FY 05/06 of \$67,837,272, the projected growth is 4.9%, an increase of \$3,329,567. Of this, \$2,720,921 is from the projected increase of gross receipts, including a projected increase for the annexation of the airport property. Compared to the *actual revenue* of \$70,418,633 received in FY 05/06, this is an increase of 1.1%.

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 06/07 is 2.2% higher than the FY 05/06 actuals.

Historic records and trends for gross receipts are also reviewed, which are 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%

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.

In January 2005, gross receipts tax was removed from food items and certain medical payments, however, the gross receipts tax was raised by a ½% increment which was to be used by the state to make these lost revenues to cities and counties. Until January 2006, there were problems with reporting the non-taxable items and the city of Santa Fe's distributions were significantly affected. Since January 2006, the trends have been consistent with economic trends.

2. The  $\frac{1}{4}\%$  municipal gross receipts tax increment was approved beginning in 1994, to fund the transit system with  $\frac{2}{3}$  of the balance to go to the General Fund to make up a lost increment of gross receipts tax that the state retained and with  $\frac{1}{3}$  of the balance to fund Quality of Life programs and projects.

The  $\frac{1}{4}\%$  municipal gross receipts tax increment allocation to transit increased slightly both dollar-wise and percentage-wise. Funding for the fixed route transit operations is \$3,884,830 (exclusive of encumbrances) plus a \$111,375 match for the federal grant, a match of \$7,700 for the Ridefinders Program and an allocation of \$596,829 for the Santa Fe Ride program for a total of \$4,600,734.

## 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 06/07 with additional personnel needed primarily in anticipation of the future expansion of operations for the diversion 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  $\frac{1}{4}\%$  GRT increment by the voters in March 2005 which became effective in July 2005 (with cash receipts starting September 2005). Financing is being examined for potentially refinancing current acquisition bonds, additional financings through the city, state financings through the New Mexico Finance Authority (NMFA), and other grant funding.
2. Balance the General Fund matching recurring projected revenues and recurring expenditures, providing for adequate budget for current operations. For the most part, this was achieved. In light of the needs and requirements for various expenditures, this essentially brought operations to the level of the current base budget, with increases (pay packages) offset by reductions (positions). In order to have the reduced revenues cover current base, several one-time transfers to the General Fund were required.
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 as much as possible. All funds are balanced budget-wise with revenues to expenditures/expenses and available cash balances with some limited fee increases and other premium increases. The Municipal Recreation Complex (MRC) will continue to require a significant subsidy of \$902,430 (from the  $\frac{1}{2}\%$  CIP GRT), and the Genoveva Chavez Community Center (GCCC) will require a subsidy of \$217,964 (from cash balances from the  $\frac{1}{16}\%$  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).
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.



7. With the mayoral election in March 2006, a major reorganization was presented by the new mayor. It included new departments of administrative services and economic development and split the parks and recreation department between public works for park maintenance and community services for recreation. This budget reflects that reorganization, however, some details may still be subject to change. By virtue of taking 14 departments down to 11 departments, the intent was to create a flatter organization which will provide improved service and provide better accountability. The overall reorganization is cost neutral in that positions were moved around as needed and salaries netted out.
8. With the new mayor, an emphasis was put improving the city parks that have been damaged by the extended drought in the area. While most of 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, \$3.3 million of base requests and \$5.5 million of expansion requests were not recommended for funding. Some cash balances were transferred to supplement available revenue, and risk funds were charged for pre-employment, police and fire physicals, employee assistance, and safety supplies in the amount of \$214,230. Significant 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 were moved to the CIP funds. A vacancy credit of 3.4% was 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 \$1,122,595 contained in the FY 05/06 budget, the FY 06/07 expenditure budget is approximately 5.7% greater than the Fiscal Year 05/05 appropriation. This resulted from the impact of the pay plans, employee medical insurance, utilities, fuels and liability insurance, as well as increased allocations for Children and Youth, Human Services, Economic Development, the HOME grant, and senior grants.

#### Employee Pay Plan

The budget incorporates the three union contracts negotiated during the past fiscal year as well as a 1.5 % July increase for non-union.

The American Federation of State, County and Municipal Employees (AFSCME) contract was approved with a 1.5% increase in July and a percentage increase (to be determined by Council) the first full pay period in February.

The Fire union contract was approved including a 1.5% increase in July and a 1.5% increase in January.

The Police union contract included increases for both sworn and non-sworn personnel. Effective in July, Non-sworn personnel receive a 1-step salary increase and sworn will receive 1.5% base rate adjustment. Both will receive a 1-step longevity increase. This is equivalent to a 2% increase for non-sworn and a 2.5% increase for sworn in July. The contract also approved a percentage increase (to be determined by Council) the first full pay period in February. This contract also contained increases in incentives given for K-9, SWAT, EOD, FTO, bilingual, as well as the four educational incentives. The FY 06-07 budget included a one time bonus of \$1,500 to be paid in July to bargaining unit employees.

The January increase for Fire was set in this year's contract and was not contingent on the status of the gross receipts tax. AFSCME and Police increases are dependant on the midyear status of gross receipts Tax and the percentage is to be determined at that time.

The city manager will be proposing an increase to the city property tax for public safety during the first quarter of FY 06/07. If approved, a portion of this will support recruitment, retention and compaction issues in the Police Department, and a portion will be used to increase staffing in the Fire Department.

#### Capital Outlay

There is no capital outlay in the general fund due to limited revenues. If FY 05/06 closeout and midyear FY 06/07 identifies increases in revenue, high priority capital outlay requirements for FY 06/07 will be funded.

For the Police Department, a total of \$410,217 is available in the 1/16% Police GRT fund for equipment and vehicle replacement.

#### Human Services Providers

For FY 06/07 the city of Santa Fe continued its commitment to support the various human services agencies by appropriating \$770,330 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 06/07, the City Council appropriated \$1,155,495 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 \$7,672,354 for the transit system, grant matching, Ridefinders, and Santa Fe Ride programs. This included a U.S. Department of Transportation grants providing \$900,859 for FY 06/07 transit operations. Funding is included for four buses in the amount of \$556,875.

#### 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. Funds are available for design of the sludge handling facility; however, financing will not be undertaken until all other wastewater funds available are expended and construction is underway and revenues are reviewed at that point. A transfer of \$976,000 to the subsidiary wastewater project fund is included in the budget. Additional rate increases may be required in FY 06/07 to support the financing that may be required based on a cost-of-service study.

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

The programs funded to some degree from Lodgers' Tax in FY 06/07 are the Convention 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 \$933,827. An additional

\$50,000 has been granted to support the Lensic, Santa Fe's Performing Arts Center in exchange for marketing support.

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 convention 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 July 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 06/07 is \$902,430 for a total operating budget of \$2,510,590.

#### 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 operated with user revenues and a 1/16% gross receipts tax increment to cover its operations and maintenance. An additional operating subsidy of \$363,369 from cash balances was required to balance revenue and expenditures for FY 06/07. Facility and interest revenues support 44.3% of the \$4,048,416 operating budget with the balance coming from the gross receipts increment allocated to the GCCC and the subsidy.

### ECONOMIC FORECAST

#### U.S. Economy

Growth in the US economy slowed during the second quarter of 2006, as real GDP posted a 2.9% gain, down from 5.6% in the first quarter.

Oil prices have been well over \$70 per barrel, reflecting, among other things, the fighting in Lebanon and the shutdown of a major oil pipeline in Alaska. Higher energy prices have resulted in higher consumer inflation. Of particular concern has been the acceleration in core inflation (excluding food and energy). Core inflation increased 0.2% in July, following four months of 0.3% rises. Nevertheless, even with the lower July figure, the compound annual rate of growth for the last months was 3.2% and the July figure is up 2.7% over July a year ago. Concerns about the pick-up in core inflation were mentioned when the Federal Open Market Committee (FOMC) increased the target federal funds rate to 5.25% in June, but evidence of a slowing economy apparently persuaded the FOMC to pause before raising rates further when they met in August.

Personal income growth reached 6.4% in the second quarter, unchanged from the previous quarter. Disposable income increased 5.2%, while personal consumption expenditures advanced 6.7%, resulting in a further deterioration of the savings rate to 1.5%. Real disposable income grew by only 1.0%, down from 1.7% in the previous quarter. Corporate after-tax profits showed year-over-year growth of 19.5% in the second quarter, up from 17.6% in the first quarter but down considerably from the 33% growth of 2005 and the 27% growth the year before.

Slower GDP growth in the second quarter was not unexpected and is consistent with the performance of a variety of economic indicators. Many of the indicators continue to point toward an economic slowdown. There are also some troubling signs in terms of inflation.



### New Mexico Economy

The pace of economic expansion in the New Mexico economy dipped slightly during the second quarter of 2006, as nonfarm employment growth slipped to 2.6% after having reached 2.8% during the first quarter of the year. Employment growth has held in the 2.6 to 2.8% range for the last four quarters, and appears to have found a comfortable level. In fact, we expect similar growth, or perhaps a little less, for the next couple of years. New Mexico personal income growth fell to only 5.0% during the first quarter of 2006, while the (seasonally adjusted) unemployment rate dropped to 4.4%, the lowest since at least 1978. The small increase in personal income notwithstanding, the New Mexico economy is currently on a solid footing.

The New Mexico economy added 21,166 (net) jobs from the second quarter of 2005 to the second quarter of 2006. More than half of the additional jobs came in just three sectors—construction, government, and health care/social assistance. New Mexico has ridden the crest of a construction wave for the last three years, during which time the sector has added more than 10,000 jobs, for an average annual increase of 6.6%. In the second quarter of 2006 the gain was 9.0%, 4,833 more jobs than a year ago. Housing construction was also quite strong during that period, and averaged more than 20% year-over-year increase from the fourth quarter of 2004 through the first quarter of 2006. The second quarter of 2006 brought different news, though—housing construction dropped more than 21%.

Health care & social assistance employment increased 4.0% (3,667 jobs). The government sector gained 3,367 jobs, a 1.7% increase. Local government employment posted a 2.0% gain. State government employment growth slipped to 0.9% in the second quarter from 1.3% during the first quarter. Federal government employment was up 2.3%, reflecting the addition of several hundred U.S. Forest Service jobs in Albuquerque.

The mining and natural resources sector maintained its path of robust growth, posting a 12.2% employment gain (2,000 jobs). Most of the increase came in oil and gas extraction and drilling (1,833 jobs, 14.9%). Employment in non-oil and gas mining was up 133 jobs (4.2%) compared to a year ago. Oil and gas production each slipped 3.4% in the first quarter of 2006.

The outlook for the New Mexico economy is generally good, with non-farm employment growth remaining near 2.5% through 2007. New Mexico personal income growth will reach 5.8% this year and 5.6% next year, while the unemployment rate holds at just over 4.5%.

Strength during this period will come from a number of sectors. Mining and construction will be particularly strong. Other sectors making significant contributions include manufacturing, health care & social assistance, information, business services, and educational services. Construction employment posted large gains in 2004 and 2005 on the strength of a strong housing sector and a number of large projects. The housing boom is now over, but other activity will keep construction employment growth robust in 2006 (8.3%) and 2007 (4.5%).

### Santa Fe Economy

The Santa Fe metropolitan statistical area (MSA), as defined by Santa Fe and Los Alamos counties, 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 summer of 2006, unemployment was forecasted to be 3.5%, compared to 4.4% statewide.

Personal income grew in Santa Fe at a 5.9% rate in 2005, compared to 6.8% statewide. Personal income in 2006 is expected to also grow 5.9% locally, .1% higher than the statewide forecasted increase. In 2007, the Santa Fe personal income is forecast to grow 4.7%; and statewide, 5.6%.

The economic forecast information on the U.S., New Mexico and Santa Fe economies were 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 "John Bull", with a long horizontal flourish extending to the right.

# 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

## MEASUREMENT FOCUS, 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.

## 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 2006/07  
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	58,790,319	25,239,796	16,374,992
Licenses & Permits	3,006,800	29,000	
Fees & Charges for Services	5,225,253	3,082,999	
Fines & Forfeitures	306,350	38,995	
Royalties, Rents & Concessions	33,500		
Miscellaneous Revenues	64,000	521,668	92
Interest on Investments	430,000	771,000	915,000
Intergovernmental Grants		4,354,578	6,219,009
Total Revenues	67,856,222	34,038,036	23,509,093
<b>EXPENDITURES:</b>			
Government/Management	12,511,322	2,805,334	1,848,517
Public Safety	34,161,513	3,001,194	197,348
Public Works	7,380,178	1,673,490	15,946,137
Community Welfare	13,392,414	10,294,296	6,522,563
Debt Service			
Total Expenditures	67,445,427	17,774,314	24,514,565
Revenues Over/Under Expenditures	410,795	16,263,722	(1,005,472)
<b>OTHER FIN. SOURCES (USES):</b>			
Operating Transfers In	3,381,890	14,618,483	226,760
Operating Transfers Out	(3,792,685)	(24,019,526)	(11,172,430)
Total Other Financing Sources (Uses)	(410,795)	(9,401,043)	(10,945,670)
<b>BEG. CASH BAL. (UNAUDITED):</b>			
	17,201,940	25,013,943	28,126,882
Adjustments to Cash	(3,218,456)	2,263,749	20,920,160
<b>ENDING CASH BALANCE</b>	13,983,484	34,140,371	37,095,900

**CITY OF SANTA FE  
FISCAL YEAR 2006/07  
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>
	7,596,000			108,001,107
				3,035,800
	59,581,574	22,679,139	65,350	90,634,315
	615,000			960,345
	928,971			962,471
	267,000	63,000		915,760
230,400	3,397,300	336,200	2,600	6,082,500
	10,393,518		529,876	21,496,981
230,400	82,779,363	23,078,339	597,826	232,089,279
134,288	2,956,614	22,280,509		42,536,584
	3,077,944			40,437,999
	95,103,228		237,383	120,340,416
	5,819,568		65,350	36,094,191
12,079,761	11,497,130	1,071,000		24,647,891
12,214,049	118,454,484	23,351,509	302,733	264,057,081
(11,983,649)	(35,675,121)	(273,170)	295,093	(31,967,802)
12,199,926	31,670,217	1,600,000		63,697,276
(145,000)	(22,967,635)	(1,600,000)		(63,697,276)
12,054,926	8,702,582	-		-
70,650,279	98,617,034	11,169,824	220,950	251,000,852
95,433	7,669,144	(74,421)	(2,064)	27,653,545
70,816,989	79,313,639	10,822,233	513,979	246,686,595

## 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 2006/07 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 35% of the total estimate. This represents a decrease of about 2% 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 36% of the total budget. Other major items include ongoing construction (works in progress) comprising 24% of total appropriations; insurance (10% of total budget); and debt service (9%).



## WHERE THE CITY GETS ITS MONEY

TOTAL ESTIMATED RESOURCES FISCAL YEAR 2006-07			
TAXES		FINES, LICENSES & PERMITS	
Gross Receipts	\$ 93,556,959	Fines & Forfeitures	960,345
Property	1,946,826	Licenses & Permits	3,035,800
Lodgers	8,134,322		
Franchise	2,695,000		3,996,145
Other	1,668,000		
	108,001,107	OTHER	
		Rents/Royalties/Concessions	962,471
INTERGOVERNMENTAL		Interest Income	6,082,500
Federal Grants	8,893,806	Misc. Revenue	915,760
State Grants	7,847,403	Cash Reserves	31,967,802
Other Grants	4,755,772		39,928,533
	21,496,981		
USER FEES		TOTAL ESTIMATED	
Current Services	90,634,315	RESOURCES	\$ 264,057,081

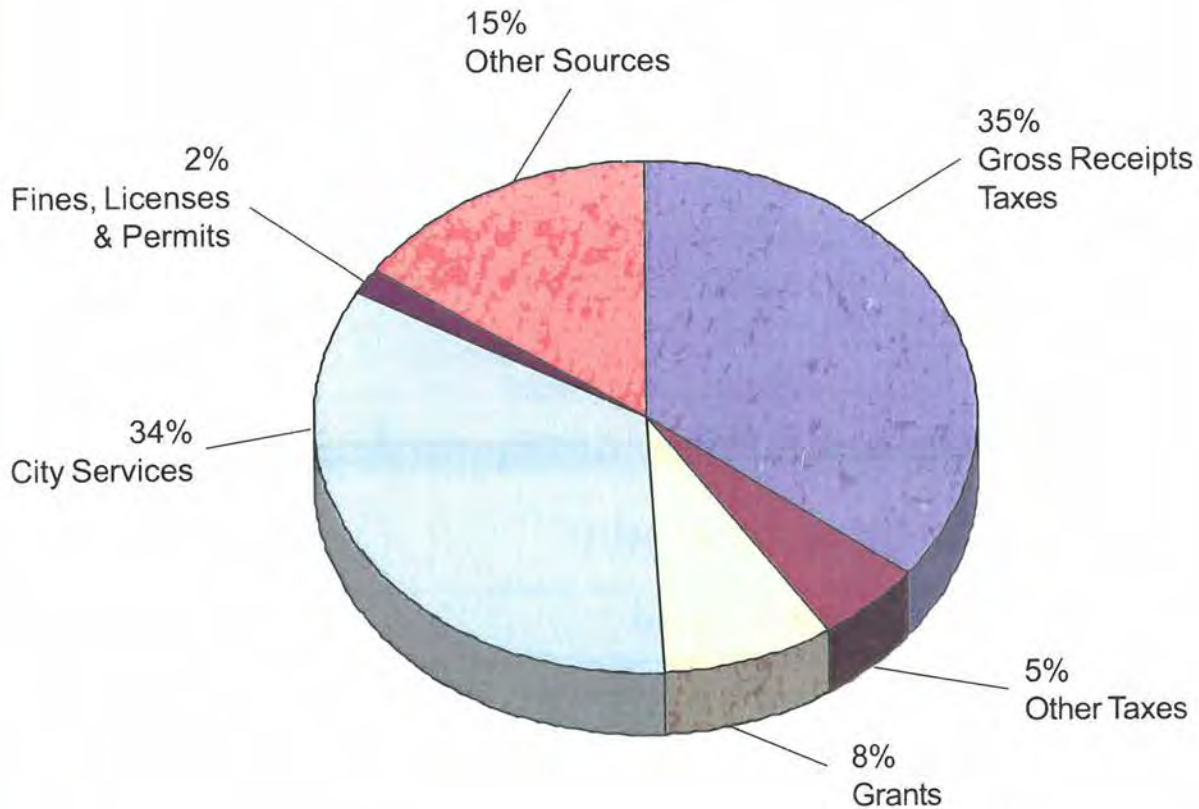
## HOW THE CITY SPENDS ITS MONEY

TOTAL APPROPRIATIONS FISCAL YEAR 2006-07			
GOVERNMENT/MANAGEMENT - \$ 42,536,584		COMMUNITY WELFARE - 36,094,191	
General Government, Mayor/Council, City Manager, City Clerk, Convention & Visitors Bureau, City Attorney, Municipal Court, Finance		Community Development, Senior Citizens, Library, Arts Commission, Parks, Trails & Watershed, Recreation, Municipal Recreation Complex, Genoveva Chavez Community Center	
PUBLIC SAFETY - 40,437,999		DEBT SERVICE - 24,647,891	
Police, Fire, Planning & Land Use, Safety Services		Principal & Interest, Long Term Debt	
PUBLIC WORKS - 120,340,416			
Public Utilities, Water & Waste Water Operations, Street Maintenance, Traffic, Parking, Bus Transit, Aviation & Solid Waste Management		TOTAL APPROPRIATIONS \$ 264,057,081	



# TOTAL ESTIMATED RESOURCES

Fiscal Year 2006-2007

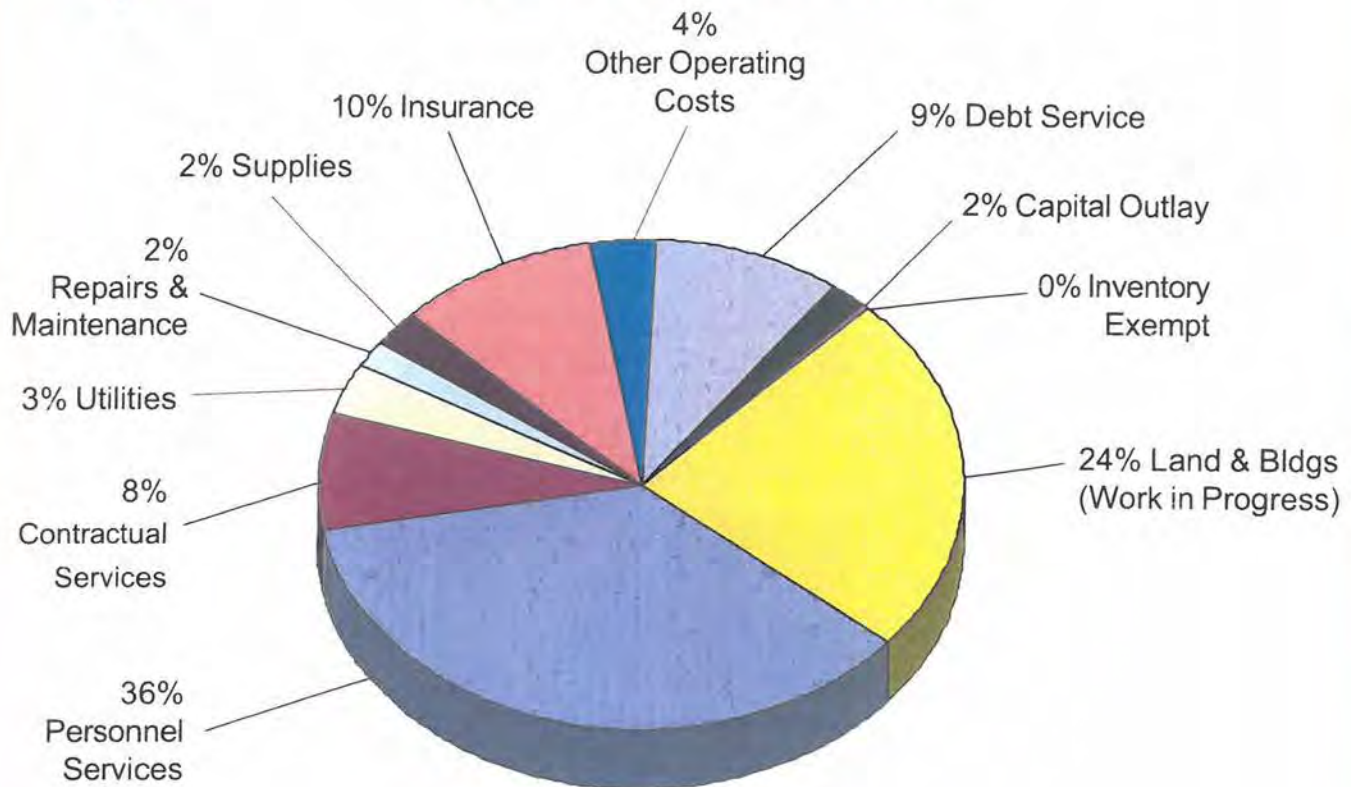


Gross Receipts Taxes	\$93,556,959
Other Taxes	143,444,148
Grants	219,496,981
City Services	90,634,315
Fines, Licenses & Permits	3,996,145
Other Sources	39,928,533
Total	\$264,057,081



# TOTAL APPROPRIATIONS

Fiscal Year 2006-2007



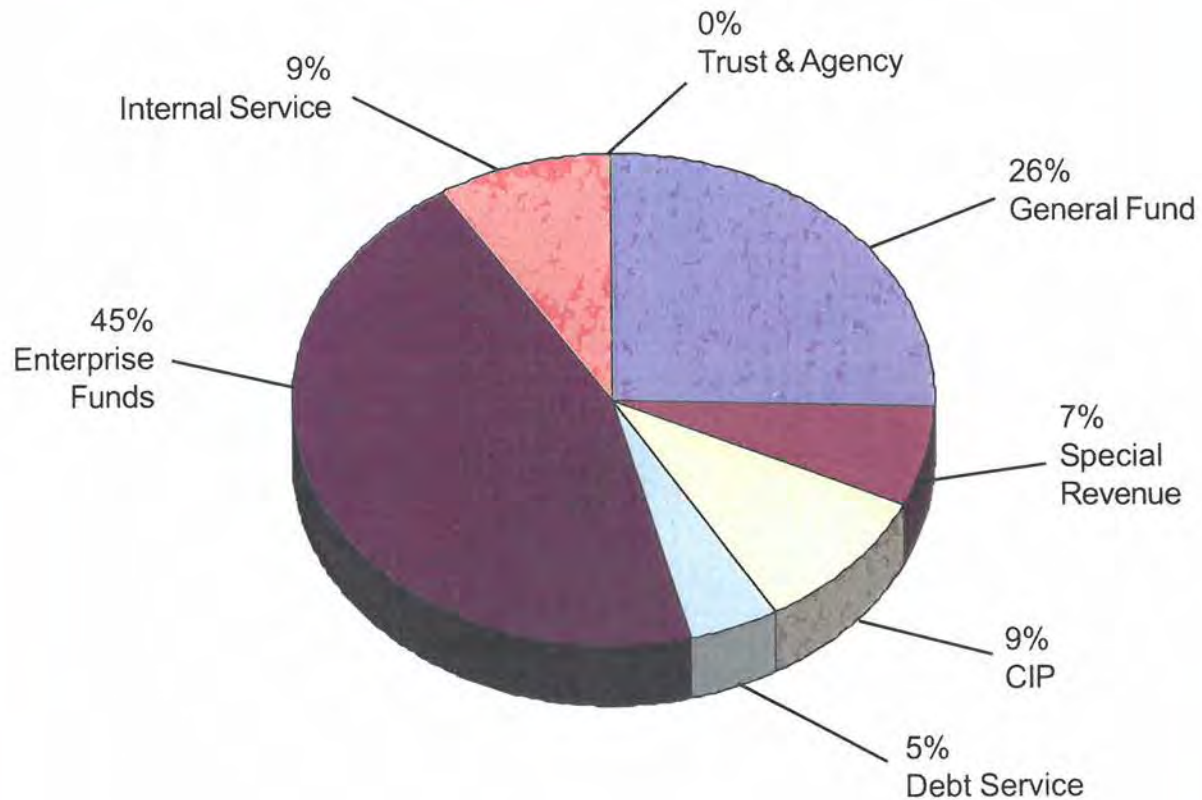
Personnel Services	\$ 94,422,413
Contractual Services	20,692,458
Utilities	8,773,805
Repairs and Maintenance	4,598,872
Supplies	6,565,368
Insurance	26,025,735
Other Operating Costs	9,382,722
Debt Service	24,647,891
Capital Outlay	4,984,455
Inventory Exempt Purchases	1,062,556
Land & Bldgs (Work in Progress)	62,900,806
<b>TOTAL</b>	<b>\$264,057,081</b>





# MUNICIPAL BUDGET BY FUND TYPE

Fiscal Year 2006-2007



General	\$ 67,445,427
Special Revenue	17,774,314
CIP	24,514,565
Debt Service	12,214,049
Enterprise Funds	118,454,484
Internal Service	23,351,509
Trust & Agency	302,733
<b>TOTAL</b>	<b>\$264,057,081</b>

## COUNCIL-APPROVED MUNICIPAL BUDGET

FISCAL YEAR 2006/07

Fund No.	Fund Name	Unaudited		FY 05/06 Receivables	FY 05/06 Payables	Total Adjusted Cash	Budgeted Revenues	Net Cash Transfr-In	Net Cash Transfr-Out	Budgeted Expend.	Estimated Adjusted Cash Balance June 30, 2007
		Cash Balance July 1, 2006	Cash Balance July 1, 2006								
General Fund Total											
		17,201,940			3,218,456	13,983,484	67,856,222	3,381,890	3,792,685	67,445,427	13,983,484
2112	1% Lodgers Tax Advertise	581,600		9,473	344,222	246,860	39,000			1,157,104	257,700
2113	45% Lodgers Tax	33,947		20	30,027	3,940	5,000		980,740	17,000	662,371
2114	Lodgers Tax								8,134,322		
2115	50% Lodgers Tax	880,469		5,770	97,151	789,097	236,000	2,181,226	2,398,363		807,970
2116	MGR T Transfr Municipal	177,697		1,142		178,839	7,615,999		7,596,000		198,538
2117	Economic Development	2,714,350		215,790	215,679	2,714,461	90,000	385,165	973,222		2,199,628
2118	GF Capital Equip Reserve	115,267		818	2,162	113,923	44,000		16,776		
2119	Santa Fe Business Incubator	27,910		161		28,071	900			88,042	69,881
2120	Municipal GRT Railway	949,461		5,428		954,889	1,921,295		1,556,230		28,971
2121	Municipal GRT GCC Parks	259,244		326,707		585,951	1,902,295		2,120,000		1,319,954
2122	Convention Center Lodgers Tax	6,390,167		36,904		6,427,071	216,000	3,486,138			368,246
2123	Special Events Projects	7,703		42		7,745				13,824	10,129,209
2127	Conceast PRG Fee	43,706				43,706					7,745
2128	Wayfinding Signage	318,925		1,839	7,146	313,618				72,800	43,706
2130	Municipal Court Automation	1,569			(10)	1,379					313,618
2201	Corrections Fee	943				943					1,379
2202	Municipal Court Liability Fee	6,603			6,603					225,000	
2203	GF Fire Apparatus Reserve	23,846		138						129,235	943
2204	Fed Forfein Sharing	11,708									
2205	DWI School	279,087				23,984					
2206	Emergency Medical Services	2,059				11,708					24,584
2207	Emergency Preparation Grant	129,510		1,646	5,120	275,613	101,600		83,100		11,708
2209	Slate Fire Fund	637,909		3,198	480	1,579	20,000		20,000		1,579
2210	Municipal GRT Police	125,331				136,510					136,510
2211	Law Enforcement Protection Grant	104,588		326,013	767	640,340	336,000		164,222	155,278	656,340
2212	Law Enforcement Block Grant	32,849			142,841	55,003	3,897,295		1,800,891	112,800	55,003
2223	Municipal Court Program	45,054		957	2,196	32,849					32,849
2224	Municipal Court Special Revenue	105,289				105,289	15,000		48,641	48,641	49,674
2225	Municipal Court Home Detention	192,496		1,126	7,122	186,500	72,200		15,000	73,188	105,289
2228	Mun Court DWI Screening	99,506		221	1,784	37,943	47,032		43,965		185,512
2230	Animal Spay/Neuter	23,368		129		23,497	13,000				41,010
2231	Animal Control Training	62,824		357	1,283	61,898	27,000			88,739	88,898
2232	Fire Hazard Reduction Grants	(178,461)		199,823	7,109	14,253					(74,486)
2302	MGR T Favor/Infra	3,813,780		672,395		4,486,175	3,884,590		2,922,033	88,739	5,448,732
2304	FIWA / Role/Inders	(768)		21,483	1,404	10,311	81,912	7,700		89,614	19,309
2306	Development Impact Fees	3,104,935		18,183		3,123,118	1,900,300		54,000		4,969,418
2307	Flood Plans/Stormwater Study	8,000				8,000					8,000
2324	Section 112	112,111		62,007	10,771	163,347	117,283			200,016	80,614
2325	Section 8	(20,086)		32,453	1,846	10,521	22,901			48,470	7,853
2326	Section 9 / S.F. Role	74,962		166,000	37,856	203,596	518,041	596,829	8,700	1,114,812	(8,700)
2328	Scenic Byways	1,729				1,729					203,564
2401	Storm Water Drainage	281,786		41,869	128,544	195,111	467,000			469,064	1,729
2502	NW Quadrant Development	150,007		865		150,872	4,000				193,047
2505	Quality of Life Projects	545,183		3,161	32,518	515,826	12,000	908,422	464,020	545,801	154,872
2506	CDBG	(117,160)		158,781	41,922	427,1	590,800			592,514	515,827



Fund No.	Fund Name	Unaudited Cash Balance July 1, 2006	FY 05/06 Receivables	FY 05/06 Payables	Total Adjusted Cash	Budgeted Revenues	Net Cash Transfr-In	Net Cash Transfr-Out	Budgeted Expend.	Estimated Adjusted Cash Balance June 30, 2007
2507-12, 271	Housing Spec Rev	1,950,968	424,549	23,565	2,351,952	564,264			504,264	2,411,952
2513	Youth Activities	587,006	3,327	194,327	396,006	15,000	1,155,495		1,174,821	394,680
2515	Human Service Providers	14,057	19,204	86,778	73,483	30,000	770,330		763,000	110,813
2516	Juvenile Justice Program	(78,127)	85,050	9,011	(2,079)	147,000	1,383			(2,697)
2517	SF Boys & Girls Club	(57,726)			(57,726)				83,444	(41,170)
2519-30, 41	Senior Grants	(841,181)	844,725	82,328	(78,784)	1,746,093	1,097,794		2,843,810	(78,701)
2540	Crisis Response Project	95,845	553		96,398	3,000		1,383		98,015
2542	Community Services Misc Grants	100,639	241,588		342,227	325,000			207,366	459,861
2700	Library Grant	(83,348)			(83,348)					(83,348)
2701	NEA Grant	53			53					53
2702	Park Improvement	47,655	275		47,930	1,500				49,430
2703	State Library Grant	5,740			5,740					5,740
2704	Plaza Use Fund	17,307			17,307					17,307
2705	Recreation Fund	254,049	8,325	123,206	139,168	174,650	464,620		639,270	139,168
2706	Archaeological Fund	43,028	279		43,307	11,000			16,000	38,307
2707	Historic Preservation Grant	2,348	3,300		7,648					7,648
2708	Impact Fee Projects	372,327	2,147		374,474	12,000	80,000		80,000	386,474
2709	Regional Planning Authority	140,683	811		141,494	4,000				145,494
2712	Santa Fe Beautiful Grant	(11,074)			(11,074)					
2714	Arts Education Grants	12,874			12,874	56,499	590,355		56,499	12,874
2716	Southside Library	101,624			101,624				990,355	101,624
2800	Resource Conservation	111,360	642		112,002	3,500				115,502
<b>Special Revenues Total</b>		<b>25,013,943</b>	<b>3,950,592</b>	<b>1,695,843</b>	<b>27,277,692</b>	<b>34,038,036</b>	<b>14,618,483</b>	<b>24,019,526</b>	<b>17,274,314</b>	<b>34,140,371</b>
3101	GRT Acquisition Fund	1,305,692			1,305,692					1,305,692
3102	1/2% Gr Rec Open	5,631,819	19,624,545	173,074	25,083,290	15,191,992	22,760	10,747,430	2,289,300	27,261,312
3103	CIP Re-Allocation	164,877	158,133		323,010	890,000		425,000		788,010
3120, 3801	CIP Projects	21,034,494	2,577,916	1,267,760	22,335,050	7,427,101	204,000		22,225,765	7,740,886
<b>CIP Total</b>		<b>28,126,882</b>	<b>22,360,594</b>	<b>1,440,434</b>	<b>49,047,042</b>	<b>23,509,093</b>	<b>226,760</b>	<b>11,172,430</b>	<b>24,514,565</b>	<b>37,095,900</b>
4102	SFM Revenue Bond Serv	61,155	353		61,508	2,000				63,508
4103		54,062			54,062					54,062
4107	96 A/B GRT Bond Serv	436,083	11,822	750	447,555	48,000	1,355,033	41,000	1,360,133	449,455
4109	97 A GRT Revenue Bonds	168,987	5,721	350	174,558	24,000	4,560,338	23,000	4,563,438	172,258
4110	97 B GRT Revenue Bonds	1,514,553	9,787	350	1,523,990	42,000	1,567,000	14,000		1,551,990
4112	99 GRT Bond	352,043	3,542	350	355,235	19,000	1,384,285	11,000	1,387,385	360,135
4113	02 GRT Revenue Bonds	83,207	1,723		84,930	9,000	911,650	9,000	949,538	82,830
4114	04 GRT Revenue Bonds	107,466	5,436		112,902	20,000	951,600	22,000	2,100	112,964
4115	04H GRT Refunding	695,596	2,905		698,501	32,000				728,401
4116	06 GRT CIP Revenue Bonds	6,938,416	54,651		6,993,067	27,500	1,288,522	25,000	1,290,622	6,993,467
4201	NMFA-Fire Department	300,567	893		301,460	6,000	164,722		163,307	308,875
4203	HUD Sect. 108	1,905			1,905	900	16,776		16,776	2,805
4204	NMFA-Convention Center	44,866,361			44,866,361					44,866,361
4205	NMFA-Parking Loan	15,069,878			15,069,878					15,069,878
<b>Debt Retirement Total</b>		<b>70,650,279</b>	<b>96,833</b>	<b>1,400</b>	<b>70,745,712</b>	<b>230,400</b>	<b>12,199,926</b>	<b>145,000</b>	<b>12,214,049</b>	<b>70,816,989</b>

Fund No.	Fund Name	Unaudited Cash Balance July 1, 2006				FY 05/06		FY 05/06		Total		Budgeted Revenues	Net Cash Transfr-In	Net Cash Transfr-Out	Budgeted Expend.	Estimated Adjusted Cash Balance June 30, 2007	
		FY 05/06 Receivables	FY 05/06 Payables	Adjusted Cash													
5100	Sovereign Convention Center	2,723,340	15,943	2,551,690	187,593			2,750,000				275,000			200,813	2,552,577	
5150	Parking Enterprise	3,605,041	184,271	3,463,790	384,173			4,200,000				4,200,000	66,000		17,957,148	(10,117,010)	
5200	Utilities Administration	646,420	3,708	627,577	22,551			2,965,078				2,965,078			436,420	460,157	
5205	Utility Customer Service	1,180,778	(1,090,953)	94,824	94,824			9,071,400				9,071,400	13,000		5,044,314	862,168	
5250	Refuse & Sanitation	3,979,654	908,113	4,299,408	578,459			15,192,500				15,192,500	17,412,000	19,436,000	9,747,577	3,736,111	
5300	Water	42,747,475	11,006,551	50,470,720	3,283,306			1,599,857				1,599,857	4,268,205		40,193,103	43,446,117	
5400	Transit	2,012,493	174,659	1,638,328	868,224			8,845,162				8,845,162	874,248		6,467,928	1,038,462	
5450	Wastewater	17,876,930	979,062	18,281,075	574,917			6,535,610				6,535,610	2,402,994		7,089,144	19,193,760	
5500	City/County Landfill	14,329,729	671,149	14,282,962	217,916			1,865,538				1,865,538	902,430		7,684,329	13,634,243	
5600	Municipal Recreation Complex	412,131	247,171	587,081	92,221			665,860				665,860			2,751,510	593,239	
5700	Genovese Chavez Community Center	1,055,290	13,657	403,088	403,088			4,912,254				4,912,254	2,300,000	47,760	4,150,068	448,534	
5800	Airport	491,103	127,335	90,458	90,458			2,098,378				2,098,378			4,734,769	935,055	
5850	Railyard	7,172,746	304,109	3,849,908	3,849,908			3,104,944				3,104,944			8,019,097	2,356,438	
5900	Regional Emergency Center	305,215	263,411	255,997	312,627										3,077,944	292,997	
<b>Enterprise Funds Total</b>		<b>98,617,034</b>	<b>14,588,286</b>	<b>106,286,178</b>	<b>6,919,842</b>			<b>83,779,363</b>				<b>83,779,363</b>	<b>31,670,217</b>	<b>22,967,635</b>	<b>118,454,484</b>	<b>79,313,639</b>	
6101	Risk Management	613,257	2,928	523,875	92,310			4,818,385				4,818,385			3,236,227	506,033	
6104	Insurance Claims	3,843,936	57,650	3,879,729	21,867			1,650,000				1,650,000			2,062,391	3,582,338	
6106	Benefits Administration	150,033	838	137,207	13,664			282,713				282,713			279,643	140,277	
6107	SF Health Fund	2,716,433	16,459	2,685,555	47,337			13,706,049				13,706,049			13,667,647	2,723,957	
6108	Refine Health Care	1,734,921	9,607	1,744,528				2,740,644				2,740,644			2,740,601	1,744,571	
6109	Winn's Comp-Self Fund	2,111,234	13,275	2,124,509				1,365,548				1,365,548			1,365,000	2,125,057	
<b>Internal Service Total</b>		<b>11,160,824</b>	<b>100,757</b>	<b>11,095,403</b>	<b>175,178</b>			<b>23,078,339</b>				<b>23,078,339</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>23,351,509</b>	<b>10,822,233</b>	
7103	Special Recreation Leagues	77,523	468	76,102	1,889			67,950				67,950			65,350	28,702	
7104	Payroll Fund	127,249		127,249												127,249	
7300	North Central Transit District	16,178	18,155	15,535	18,828			529,876				529,876			237,383	108,028	
<b>Trust &amp; Agency Total</b>		<b>220,950</b>	<b>18,653</b>	<b>218,886</b>	<b>20,717</b>			<b>597,826</b>				<b>597,826</b>			<b>302,733</b>	<b>513,979</b>	
<b>GRAND TOTAL</b>		<b>251,000,852</b>	<b>41,125,415</b>	<b>278,654,197</b>	<b>13,471,870</b>			<b>232,089,279</b>				<b>232,089,279</b>	<b>63,697,276</b>	<b>63,697,276</b>	<b>264,057,081</b>	<b>246,686,595</b>	

## CHANGES IN EMPLOYMENT

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.

During the FY 2005/06 budget process, 14 expansion positions were added, one of which (a School Cross Guard position) was added to the General Fund. A total of eight positions were deleted from the list of authorized positions, four of which were in the General Fund.

### POSITIONS ADDED DURING IN THE FY 2006/07 BUDGET:

1	CLSFT	Domestic Violence & Spec Prog Coord	Police Investigations
1	CLSFT	Custodian	ASD/Property Control
1	TRMCF	Grant Writer	PW/Engineering
1	CLSFT	Clerk Typist	ASD/Finance
1	CLSFT	Utility Collections Investigator	ASD/Finance
1	TMPFT	Meter Reader	ASD/Finance
3	CLSFT	Water System Apprentice	PU/Water
1	CLSFT	Water Line Locator	PU/Water
1	TRMCF	Customer Service Representative	PW/Transit
2	TRMCF	Call Center Supervisor	PW/Transit
8	TRMCG	Paratransit Operator	PW/Transit
<b>21</b>			

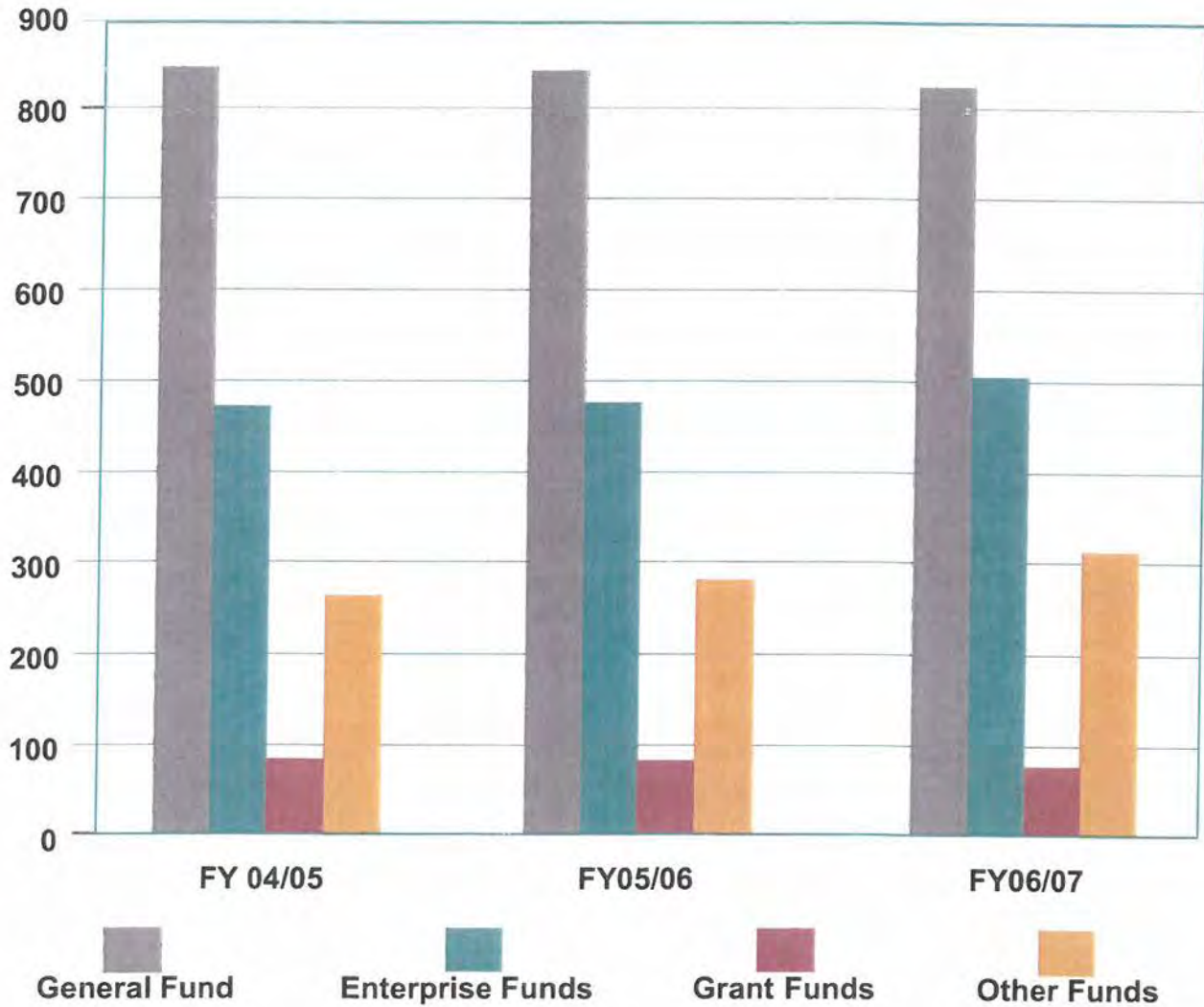
### POSITIONS DELETED IN THE FY 2006/07 BUDGET:

1	CLSFT	Assistant City Clerk	City Clerk
1	CLSFT	Administrative Secretary	Police
1	TRMCP	Database Specialist	PLU
1	CLSFT	Senior Services Deputy Director	Comm/Seniors
1	TRMGF	Senior Services Program Coordinator	Comm/Seniors
1	CLSFT	Parks Division Director	PW/Parks
1	TRMGF	Clerk Typist	Comm/Seniors
1	TRMGF	Senior Services Transit Operator	Comm/Seniors
1	CLSFT	Administrative Assistant	ASD/ITT
1	CLSFT	Account Technician	PW/SW
<b>10</b>			



# CHANGES IN EMPLOYMENT

Fiscal Year 2006-2007



## POSITION FUNDING

	FY04/05	FY05/06	FY06/07
General Fund	846.00	843.00	824.11
Enterprise Funds	490.25	492.25	503.00
Grant Funds	84.525	84.025	83.367
Other Funds	266.225	273.725	312.526

CITY OF SANTA FE  
FISCAL YEAR 2006/07  
NUMBER OF AUTHORIZED POSITIONS

	<u>FY 2004/05 ACTUAL</u>	<u>FY 2005/06 ACTUAL</u>	<u>FY 2006/07 BUDGET</u>
<i>POSITION STATUS:</i>			
ELECTED OFFICIALS (EL)	10.00	10.00	10.00
EXEMPT POSITIONS (EX)	58.00	60.00	61.00
CLASSIFIED FULL-TIME (CLFT)	1079.00	1091.00	1100.00
CLASSIFIED PART-TIME (CLPT)	55.00	53.00	53.00
TEMPORARY FULL-TIME (TFT)	184.00	174.00	177.00
TEMPORARY PART-TIME (TPT)	129.00	128.00	126.00
TERM-CITY FUNDED (TCF)	112.00	120.00	132.00
TERM-GRANT FUNDED (TGF)	<u>60.00</u>	<u>66.00</u>	<u>64.00</u>
<b>TOTALS:</b>	<b>1687.00</b>	<b>1702.00</b>	<b>1723.00</b>
<i>POSITION FUNDING:</i>			
GENERAL FUND	846.00	846.87	824.11
ENTERPRISE FUNDS	490.25	506.25	503.00
GRANT FUNDING	84.525	86.155	83.367
OTHER FUNDS	<u>266.225</u>	<u>263.000</u>	<u>312.526</u>
<b>TOTALS:</b>	<b>1687.00</b>	<b>1702.00</b>	<b>1723.00</b>



**CITY OF SANTA FE**  
**FISCAL YEAR 2006/07**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2004/05</u> <u>ACTUAL</u>	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>BUDGET</u>
<b>ENTERPRISE FUNDS:</b>			
SWEENEY CENTER (5100)	11.25	11.25	9.50
PARKING (5150)	55.00	55.00	55.00
PUBLIC UTILITIES ADMIN. (5200)	4.00	4.00	4.00
SOLID WASTE MGMT. (5250)	72.00	69.00	68.00
WATER SERVICES (5300)	84.00	88.00	92.00
TRANSIT BUS OPERATIONS(5400)	83.00	83.00	84.00
TRANSIT WELFARE-TO-WORK (5409)	1.00	1.00	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	95.00	95.00
AIRPORT (5800)	5.00	6.00	11.00
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTALS:</b>	<b>490.25</b>	<b>492.25</b>	<b>503.00</b>

**GRANT FUNDS:**

GRANTS ADMINISTRATION - (2126)	1.00	0.00	0.00
HOME DETENTION PROGRAM - (2225)	1.00	1.50	1.50
FIRE HAZARD REDUCTION GRANT (2232)	1.00	1.00	5.00
COPS IN SCHOOLS - (2710)	4.00	4.00	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)	0.775	0.775	0.737
SENIOR COMPANION PROG. - (2519)	0.75	0.75	0.75
TITLE III-B - (2521)	20.54	20.54	20.67
TITLE III-C1 - (2522)	9.42	9.42	6.37
TITLE III-C2 - (2523)	8.26	8.26	11.31
SENIOR EMPLOYMENT PROGRAM (2524)	4.00	4.00	4.00
FOSTER GRANDPARENT PROG. (2526)	2.25	2.25	2.25
RETIRED SNR. VOLUNTEER PROG. (2527)	2.75	2.75	2.00
COUNTY GRANT - (2531)	8.08	8.08	8.08
RESPIRE CARE PROGRAM - (2538)	0.00	0.00	0.00
TITLE III-E - (2541)	7.45	7.45	7.45
SANTA FE BEAUTIFUL - (2712)	9.00	9.00	9.00
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTALS:</b>	<b>84.525</b>	<b>84.025</b>	<b>83.367</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2006/07**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2004/05</u> <u>ACTUAL</u>	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>BUDGET</u>
<b>OTHER FUNDS:</b>			
1% LODGERS TAX (2112)	2.80	2.80	2.55
50% LODGERS TAX (2115)	16.00	16.00	16.00
ECONOMIC DEVELOPMENT (2117)	1.00	1.00	1.00
POLICE GRT (2210)	15.00	15.00	15.00
SCREENING FEES (2223)	0.66	1.16	1.16
MUNICIPAL COURT DWI (2228)	1.34	1.34	1.34
RIDEFINDERS (2304)	0.50	0.50	1.50
SANTA FE RIDE (2327)	1.50	1.50	12.00
STORM WATER DRAINAGE (2401)	3.00	3.00	3.00
QUALITY OF LIFE (2505)	12.00	12.00	28.00
HOME PROGRAM (2507)	0.00	0.00	0.00
YOUTH ACTIVITIES (2513)	1.475	1.475	1.513
TRANSPORTATION PROJECT (2533)	1.00	1.00	0.00
RECREATION FUND (2705)	122.00	122.00	122.00
SOUTHSIDE LIBRARY (2716)	0.00	5.00	13.51
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)	37.00	39.00	42.00
WATERSHED THINNING (5312)	1.00	1.00	1.00
RISK MANAGEMENT (6101)	7.00	7.00	7.00
BENEFITS ADMINISTRATION (6106)	2.00	2.00	3.00
<b>TOTALS:</b>	<b>266.225</b>	<b>273.725</b>	<b>312.526</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2006/07**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2004/05</u> <u>ACTUAL</u>	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>BUDGET</u>
<b>GENERAL GOVERNMENT</b>			
Office of Mayor & City Council	10	10	10
Municipal Court	17	18	18
Office of the City Manager	10	9	10
City Attorney	10	10	10
City Clerk	12	12	9
Human Resources <sup>1</sup>	0	0	12
Convention & Visitors Bureau <sup>2</sup>	<u>26</u>	<u>26</u>	<u>0</u>
<b>Total General Government</b>	<b>85</b>	<b>85</b>	<b>69</b>
<b>ADMINISTRATIVE SERVICES DEPARTMENT<sup>3,4</sup></b>			
Administration <sup>4</sup>	0	0	5
Finance	0	0	79
Information Technology & Telecomm.	0	0	27
Property Control	0	0	46
Risk Management	<u>0</u>	<u>0</u>	<u>7</u>
<b>Total Administrative Services</b>	<b>0</b>	<b>0</b>	<b>164</b>
<b>FINANCE DEPARTMENT<sup>3</sup></b>			
Administration	4	4	0
Budget	3	3	0
Financial Management	29	30	0
Utility Customer Service	27	29	0
Purchasing	<u>11</u>	<u>10</u>	<u>0</u>
<b>Total Finance Department</b>	<b>74</b>	<b>76</b>	<b>0</b>
<b>INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS DEPARTMENT<sup>3</sup></b>			
	<b>29</b>	<b>29</b>	<b>0</b>
<b>HUMAN RESOURCES DEPARTMENT<sup>1</sup></b>			
Human Resource Development <sup>1</sup>	11	11	0
Risk Management <sup>3</sup>	<u>9</u>	<u>9</u>	<u>0</u>
<b>Total Human Resources Department</b>	<b>20</b>	<b>20</b>	<b>0</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2006/07**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2004/05 ACTUAL</u>	<u>FY 2005/06 ACTUAL</u>	<u>FY 2006/07 BUDGET</u>
<b>PUBLIC UTILITIES DEPARTMENT</b>			
Administration	4	4	4
Water Services Division	78	82	86
Wastewater Management	63	63	63
Solid Waste Management	<u>72</u>	<u>69</u>	<u>68</u>
<b>Total Public Utilities Department</b>	<b>217</b>	<b>218</b>	<b>221</b>
<b>PUBLIC WORKS DEPARTMENT</b>			
Administration	7	7	9
Streets & Drainage Maintenance	48	47	38
Transit Division	84	89	100
Engineering Division	73	77	72
Airport Division	5	6	6
Parking Division	54	54	54
Parks, Trails & Watershed <sup>5</sup>	0	0	115
Property Control <sup>3</sup>	<u>36</u>	<u>36</u>	<u>0</u>
<b>Total Public Works Department</b>	<b>307</b>	<b>316</b>	<b>394</b>
<b>POLICE DEPARTMENT</b>			
Administration	10	10	9
Operations Division	151	150	119
Support Services Division	<u>38</u>	<u>39</u>	<u>71</u>
<b>Total Police Department</b>	<b>199</b>	<b>199</b>	<b>199</b>
<b>PLANNING &amp; LAND USE DEPARTMENT<sup>6</sup></b>			
Administration	2	2	8
Inspection & Enforcement	19	19	0
Engineering Development Review	0	0	6
Permit & Development Review	30	30	28
Long Range Planning	0	0	8
Current Planning	0	0	10
Planning	<u>10</u>	<u>10</u>	<u>0</u>
<b>Total Planning &amp; Land Use Department</b>	<b>61</b>	<b>61</b>	<b>60</b>

**CITY OF SANTA FE**  
**FISCAL YEAR 2006/07**  
**NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2004/05</u> <u>ACTUAL</u>	<u>FY 2005/06</u> <u>ACTUAL</u>	<u>FY 2006/07</u> <u>BUDGET</u>
<b>FIRE DEPARTMENT</b>			
Administration	3	3	3
Field Services	114	118	123
Support Services	<u>6</u>	<u>6</u>	<u>6</u>
<b>Total Fire Department</b>	<b>123</b>	<b>127</b>	<b>132</b>
<b>COMMUNITY SERVICES DEPARTMENT</b>			
Administration	2.75	2.75	5
Senior Citizens	91	91	88
Libraries	53	58	62
Genoveva Chavez Community Center <sup>7</sup>	0	0	95
Recreation <sup>7</sup>	0	0	60
Youth & Family <sup>8</sup>	0	0	135
Community Development <sup>8</sup>	<u>146.25</u>	<u>148.25</u>	<u>0</u>
<b>Total Community Services</b>	<b>293</b>	<b>300</b>	<b>445</b>
<b>OFFICE OF AFFORDABLE HOUSING<sup>4,8</sup></b>	<u>0</u>	<u>0</u>	<u>5</u>
<b>Total Affordable Housing</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>ECONOMIC DEVELOPMENT DEPARTMENT<sup>4</sup></b>			
Administration <sup>4</sup>	0	0	2
Enterprise Workforce Development <sup>8</sup>	0	0	4
Arts & Culture <sup>8</sup>	0	0	4
Convention & Visitors Bureau <sup>2</sup>	<u>0</u>	<u>0</u>	<u>24</u>
<b>Total Economic Development</b>	<b>0</b>	<b>0</b>	<b>34</b>



**CITY OF SANTA FE  
FISCAL YEAR 2006/07  
NUMBER OF AUTHORIZED POSITIONS**

	<u>FY 2004/05 ACTUAL</u>	<u>FY 2005/06 ACTUAL</u>	<u>FY 2006/07 BUDGET</u>
<b>PARKS &amp; RECREATION DEPARTMENT<sup>9</sup></b>			
Administration <sup>9</sup>	7	7	0
Parks <sup>5</sup>	98	95	0
Recreation <sup>7</sup>	61	60	0
Municipal Recreation Complex <sup>5</sup>	17	17	0
Genoveva Chavez Community Center <sup>7</sup>	<u>95</u>	<u>95</u>	<u>0</u>
<b>Total Parks &amp; Recreation Department</b>	<b>278</b>	<b>274</b>	<b>0</b>
 <b>GRAND TOTAL</b>	 <b>1686</b>	 <b>1705</b>	 <b>1723</b>

**NOTES ON FY 2006/07 REORGANIZATION:**

<sup>1</sup>Human Resources was eliminated as a department and moved as a division to General Government

<sup>2</sup>Convention & Visitors Bureau was moved from General Government to Economic Development

<sup>3</sup>Finance, ITT, Risk Management and Property Control were reorganized as divisions under Administrative Services

<sup>4</sup>New Department/Division created in FY 2006/07 reorganization

<sup>5</sup>Parks and MRC were combined into the new Watershed, Trails & Parks Division in the Public Works Dept.

<sup>6</sup>Planning & Land Use was reorganized, eliminating former divisions and reallocating positions/funding to new divisions

<sup>7</sup>Recreation and GCCC were combined into the new Recreation Division in the Community Services Dept.

<sup>8</sup>The former Community Development Division in Community Services was reorganized and split into the Youth & Family Division (Comm. Svc.), Enterprise Workforce Development (Econ. Dev.); Arts & Culture (Econ. Dev.); and the Office of Affordable Housing

<sup>9</sup>The Parks & Recreation Department and its Administration Division were eliminated and their functions transferred to Community Services and Public Works as outlined above

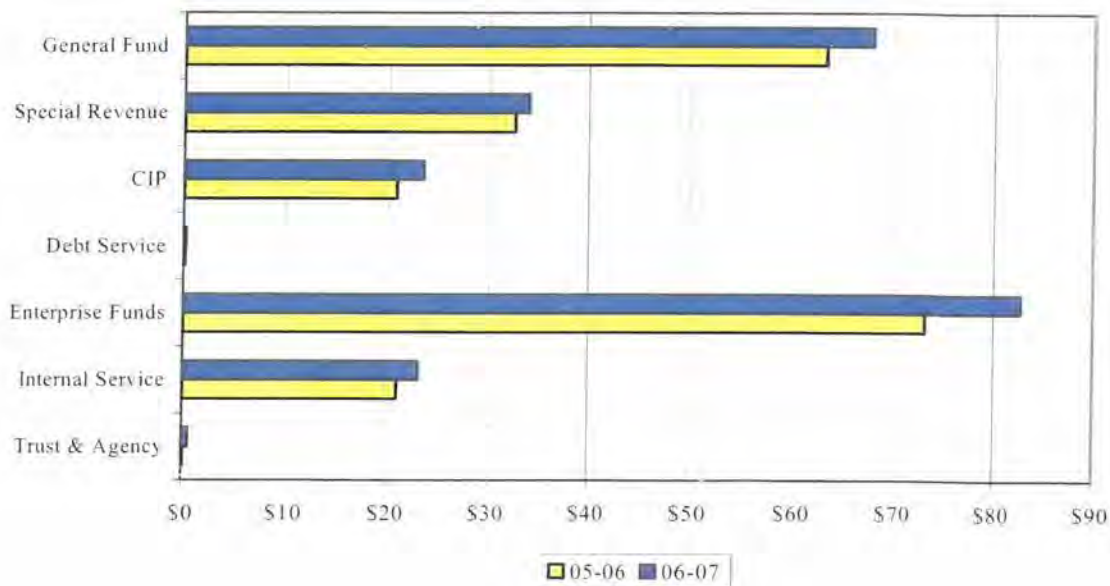
## REVENUE ESTIMATES

Total operating revenues for FY 2006/07 are estimated at \$232.1 million, which represents a 10.1% increase over the \$210.8 million approved revenue budget for FY 2005/06. This increase is largely due to an improving local economy. Of the amount budgeted for FY 2006/07, \$67.9 million (29.2%) is derived from the General Fund, \$34 million (14.7%) from Special Revenue Funds, \$23.5 million (10.1%) from CIP Funds, \$230,400 (0.1%) from Debt Service Funds, \$82.8 million (35.7%) from Enterprise Funds, \$23.1 million (9.9%) from Internal Service Funds, and \$597,826 (0.3%) from Trust and Agency Funds.

Total resources available for FY 2006/07 are estimated at \$295.8 million, of which \$63.7 million is derived from inter-fund transfers. The majority of these transfers occur in the Debt Service Funds (\$12.2 million), Special Revenue Funds (\$14.6 million), and Enterprise Funds (\$31.7 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 2006/07**

	<b>ACTUAL FY 04/05</b>	<b>APPROVED FY 05/06</b>	<b>ACTUAL FY 05/06</b>	<b>APPROVED FY 06/07</b>
<b>TOTAL REVENUE SUMMARY:</b>				
Local Taxes	\$55,143,212	\$56,332,195	\$66,587,080	\$67,816,602
State Shared Taxes	36,335,473	37,592,900	39,316,042	40,184,505
Licenses & Permits	2,977,224	2,730,000	3,183,273	3,035,800
Fees & Services	64,278,975	64,025,296	67,702,557	64,537,103
Fines & Forfeitures	938,783	923,995	957,661	960,345
Rental Income	1,274,141	909,101	838,839	962,471
Miscellaneous Revenues	4,674,374	774,924	4,586,247	915,760
Interest on Investments	4,741,233	4,101,840	7,789,435	6,082,500
Insurance Premiums	18,471,748	20,656,688	19,818,426	22,679,139
Reimbursed Expenses	2,747,053	3,106,070	3,073,465	3,418,073
Federal Grants	10,721,940	9,120,285	4,271,693	8,893,806
State Grants	10,747,794	7,180,200	14,736,946	8,894,926
County Grants	1,615,207	1,072,252	1,330,783	1,288,752
Other Grants	2,217,093	2,293,063	1,945,370	2,419,497
Bond Proceeds	8,470,000	0	74,916,587	0
Total Operating Revenues	225,354,250	210,818,809	311,054,404	232,089,279
Transfer From Other Funds	59,719,879	47,829,432	79,211,922	63,697,276
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$285,074,129</b>	<b>\$258,648,241</b>	<b>\$390,266,326</b>	<b>\$295,786,555</b>

**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2006/07**

<b>ACTUAL</b>	<b>APPROVED</b>	<b>ACTUAL</b>	<b>APPROVED</b>
<b>FY 04/05</b>	<b>FY 05/06</b>	<b>FY 05/06</b>	<b>FY 06/07</b>

**GENERAL OPERATING FUND:**

Local Taxes	\$17,803,208	\$18,229,200	\$19,219,775	\$19,833,814
State Shared Taxes	35,220,401	36,505,900	38,073,942	38,956,505
Licenses & Permits	2,934,905	2,689,000	3,152,019	3,006,800
Fees & Services	1,765,783	1,823,800	1,829,039	1,807,180
Fines & Forfeitures	375,497	367,000	290,373	306,350
Rental Income	25,278	22,000	29,833	33,500
Miscellaneous Revenues	67,809	34,000	85,246	64,000
Interest on Investments	403,876	388,700	556,493	430,000
Reimbursed Expenses	2,747,053	3,102,070	3,071,101	3,418,073
Federal Grants	18,402	0	0	0
State Grants	90,963	0	96,135	0
County Grants	8,478	0	0	0
Other Grants	2,750	0	500	0
Total Operating Revenues	61,464,403	63,161,670	66,404,456	67,856,222
Transfer From Other Funds	2,863,996	3,001,947	4,013,811	3,381,890
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$64,328,399</b>	<b>\$66,163,617</b>	<b>\$70,418,267</b>	<b>\$71,238,112</b>

**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2006/07**

<b>ACTUAL</b>	<b>APPROVED</b>	<b>ACTUAL</b>	<b>APPROVED</b>
<b>FY 04/05</b>	<b>FY 05/06</b>	<b>FY 05/06</b>	<b>FY 06/07</b>

**SPECIAL REVENUE FUNDS:**

Local Taxes	\$23,251,777	\$23,877,584	\$24,887,960	\$25,194,796
State Shared Taxes	48,358	45,000	42,228	45,000
Licenses & Permits	42,319	41,000	31,254	29,000
Fees & Services	3,933,905	2,956,582	3,754,725	3,082,999
Fines & Forfeitures	57,242	36,995	69,791	38,995
Rental Income	74,242	0	49,368	0
Miscellaneous Revenues	1,116,381	375,924	555,999	521,668
Interest on Investments	643,386	634,640	945,389	771,000
Reimbursed Expenses	0	4,000	0	0
Federal Grants	7,880,215	1,714,990	1,515,985	1,469,508
State Grants	7,379,899	2,368,735	3,776,417	2,394,850
County Grants	442,759	386,201	408,858	442,020
Other Grants	220,607	170,286	38,912	48,200
Total Operating Revenues	45,091,090	32,611,937	36,076,886	34,038,036
Transfer From Other Funds	14,959,092	13,936,825	15,023,980	14,618,483
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$60,050,182</b>	<b>\$46,548,762</b>	<b>\$51,100,866</b>	<b>\$48,656,519</b>

**CAPITAL IMPROVEMENT PROGRAM:**

Local Taxes	\$13,780,913	\$14,225,411	\$14,978,224	\$15,191,992
State Shared Taxes	1,066,714	1,042,000	1,199,872	1,183,000
Miscellaneous Revenues	212,822	0	37,059	92
Interest on Investments	867,337	724,000	1,004,735	915,000
Federal Grants	34,567	403,438	298,898	1,480,230
State Grants	2,000,427	4,414,421	3,435,621	4,686,848
County Grants	31,128	45,000	341,897	51,931
Other Grants	4,304	0	0	0
Total Operating Revenues	17,998,212	20,854,270	21,296,306	23,509,093
Transfer From Other Funds	3,095,268	108,510	13,709,719	226,760
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$21,093,480</b>	<b>\$20,962,780</b>	<b>\$35,006,025</b>	<b>\$23,735,853</b>



**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2006/07**

<b>ACTUAL</b>	<b>APPROVED</b>	<b>ACTUAL</b>	<b>APPROVED</b>
<b>FY 04/05</b>	<b>FY 05/06</b>	<b>FY 05/06</b>	<b>FY 06/07</b>

**DEBT SERVICE FUNDS:**

Interest on Investments	\$242,089	\$163,500	\$1,310,131	\$230,400
Miscellaneous Revenues	163,755	0	2,497,337	0
Bond Proceeds	8,470,000	0	74,916,587	0
Total Operating Revenues	8,875,844	163,500	78,724,055	230,400
Transfer From Other Funds	14,206,963	12,200,364	14,442,952	12,199,926
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$23,082,807</b>	<b>\$12,363,864</b>	<b>\$93,167,007</b>	<b>\$12,430,326</b>

**ENTERPRISE FUNDS:**

Local Taxes	\$307,314	\$0	\$7,501,121	\$7,596,000
Fees & Services	58,509,804	59,164,614	62,053,986	59,581,574
Fines & Forfeitures	506,044	520,000	597,497	615,000
Rental Income	1,174,621	887,101	759,638	928,971
Miscellaneous Revenues	2,522,765	302,000	788,625	267,000
Interest on Investments	2,294,977	1,978,200	3,592,222	3,397,300
Federal Grants	2,788,756	7,001,857	2,456,810	5,494,068
State Grants	1,176,505	397,044	7,370,892	1,813,228
County Grants	1,132,842	641,051	576,846	771,401
Other Grants	1,989,432	2,122,777	1,893,825	2,314,821
Total Operating Revenues	72,403,060	73,014,644	87,591,462	82,779,363
Transfer From Other Funds	22,994,560	16,981,786	30,421,460	31,670,217
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$95,397,620</b>	<b>\$89,996,430</b>	<b>\$118,012,922</b>	<b>\$114,449,580</b>

**CITY OF SANTA FE  
REVENUE SUMMARY  
FISCAL YEAR 2006/07**

<b>ACTUAL</b>	<b>APPROVED</b>	<b>ACTUAL</b>	<b>APPROVED</b>
<b>FY 04/05</b>	<b>FY 05/06</b>	<b>FY 05/06</b>	<b>FY 06/07</b>

**INTERNAL SERVICE FUNDS:**

Insurance Premiums	\$18,471,748	\$20,656,688	\$19,818,426	\$22,679,139
Interest on Investments	287,313	210,300	377,431	336,200
Miscellaneous Revenues	590,842	63,000	621,981	63,000
Total Operating Revenues	19,349,903	20,929,988	20,817,838	23,078,339
Transfer From Other Funds	1,600,000	1,600,000	1,600,000	1,600,000
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$20,949,903</b>	<b>\$22,529,988</b>	<b>\$22,417,838</b>	<b>\$24,678,339</b>

**TRUST AND AGENCY FUNDS:**

Fees & Services	\$69,483	\$80,300	\$67,171	\$65,350
Interest on Investments	2,255	2,500	3,034	2,600
Federal Grants	0	0	0	450,000
State Grants	100,000	0	57,881	0
County Grants	0	0	3,182	23,400
Other Grants	0	0	12,133	56,476
Total Operating Revenues	171,738	82,800	143,401	597,826
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$171,738</b>	<b>\$82,800</b>	<b>\$143,401</b>	<b>\$597,826</b>

<b>GRAND TOTAL</b>	<b>\$285,074,129</b>	<b>\$258,648,241</b>	<b>\$390,266,326</b>	<b>\$295,786,555</b>
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# GENERAL FUND

**CITY OF SANTA FE  
GENERAL FUND REVENUE ESTIMATES  
FISCAL YEAR 2006/07**

DESCRIPTION	ACTUAL REVENUE 2004/05	ACTUAL REVENUE 2005/06	PERCENT CHANGE	ESTIMATE 2006/07	DIFF. INCR. <DECR.>	PERCENT CHANGE
Franchise - Electric	916,467	916,149	0.0%	1,320,000	403,851	44.1%
Franchise - Gas	623,331	726,362	16.5%	600,000	(126,362)	-17.4%
Franchise - Telephone	221,765	222,865	0.5%	250,000	27,135	12.2%
Franchise - Cable	524,404	526,955	0.5%	525,000	(1,955)	-0.4%
Municipal Gross Receipts Tax	13,780,913	14,978,224	8.7%	15,191,988	213,764	1.4%
Property Taxes	1,646,328	1,759,220	6.9%	1,856,826	97,606	5.5%
Payment in Lieu of Taxes	90,000	90,000	0.0%	90,000	-	0.0%
<b>SUB-TOTAL LOCAL TAXES</b>	<b>17,803,208</b>	<b>19,219,775</b>	<b>8.0%</b>	<b>19,833,814</b>	<b>614,039</b>	<b>3.2%</b>
Cigarette Taxes	96,716	84,456	-12.7%	100,000	15,544	18.4%
State Distr. - Gross Receipts Tax	34,757,572	37,597,228	8.2%	38,516,505	919,277	2.4%
Auto Licenses	366,113	392,258	7.1%	340,000	(52,258)	-13.3%
<b>SUB-TOTAL ST. SHAR. TAXES</b>	<b>35,220,401</b>	<b>38,073,942</b>	<b>8.1%</b>	<b>38,956,505</b>	<b>882,563</b>	<b>2.3%</b>
Water Administrative Fee	410,394	372,372	-9.3%	350,000	(22,372)	-6.0%
Building Permits	1,857,551	2,143,931	15.4%	1,990,000	(153,931)	-7.2%
Mechanical Permits	118,147	124,387	5.3%	121,800	(2,587)	-2.1%
Electrical Permits	81,232	75,404	-7.2%	75,000	(404)	-0.5%
Planning/Zoning Permits	(2,719)	1,210	-144.5%	2,000	790	65.3%
Business Licenses/Registrations	269,969	255,535	-5.3%	250,000	(5,535)	-2.2%
Liquor Licenses	54,491	18,210	-66.6%	59,000	40,790	224.0%
Street/Curb Cuts	90,532	117,659	30.0%	108,000	(9,659)	-8.2%
Park User/Vendor Fees	55,308	43,311	-21.7%	51,000	7,689	17.8%
<b>SUB-TOTAL LIC. &amp; PERMITS</b>	<b>2,934,905</b>	<b>3,152,019</b>	<b>7.4%</b>	<b>3,006,800</b>	<b>(145,219)</b>	<b>-4.6%</b>
Fire Inspection Fees	57,502	123,299	114.4%	105,000	(18,299)	-14.8%
Pavement Penalty Fee	8,188	11,360	38.7%	7,000	(4,360)	-38.4%
Planning/Zoning Fees	378,835	308,355	-18.6%	289,000	(19,355)	-6.3%
Alarm Fees	2,585	28,675	1009.3%	20,000	(8,675)	-30.3%
Brady Bill/Special Police Fees	110	50	-54.5%	-	(50)	-100.0%
Reinspection Fees	24,789	24,178	-2.5%	22,000	(2,178)	-9.0%
Police Accident Copy	18,090	17,052	-5.7%	16,000	(1,052)	-6.2%
Swimming Pool Fees	175,185	124,094	-29.2%	138,300	14,206	11.4%
Recreation User Fees	165,893	240,121	44.7%	252,400	12,279	5.1%
Special Events	3,081	7,924	157.2%	5,480	(2,444)	-30.8%
Special League Revenues	2,395	3,964	65.5%	2,000	(1,964)	-49.5%
Ambulance Charges	929,130	939,967	1.2%	950,000	10,033	1.1%
<b>SUB-TOTAL FEES &amp; SERV.</b>	<b>1,765,783</b>	<b>1,829,039</b>	<b>3.6%</b>	<b>1,807,180</b>	<b>(21,859)</b>	<b>-1.2%</b>



**CITY OF SANTA FE  
GENERAL FUND REVENUE ESTIMATES  
FISCAL YEAR 2006/07**

DESCRIPTION	ACTUAL REVENUE 2004/05	ACTUAL REVENUE 2005/06	PERCENT CHANGE	ESTIMATE 2006/07	DIFF. INCR. <DECR.>	PERCENT CHANGE
Reimbrsd. Exp - Waste Water	473,129	541,216	14.4%	567,056	25,840	4.8%
Reimbrsd. Exp - Solid Waste	481,490	515,665	7.1%	550,065	34,400	6.7%
Reimbrsd. Exp - Water	631,731	759,143	20.2%	917,383	158,240	20.8%
Reimbrsd. Exp - Sweeney Center	52,213	56,600	8.4%	56,600	-	0.0%
Reimbrsd. Exp - Parking	208,015	238,788	14.8%	258,551	19,763	8.3%
Reimbrsd. Exp - Transit	302,384	359,474	18.9%	391,787	32,313	9.0%
Reimbrsd. Exp - GCCC	191,979	233,427	21.6%	245,770	12,343	5.3%
Reimbrsd. Exp - Airport	20,000	43,591	118.0%	58,698	15,107	34.7%
Reimbrsd. Exp - City/Co. Landfill	32,004	26,286	-17.9%	41,161	14,875	56.6%
Reimbrsd. Exp - RECC	87,288	57,890	-33.7%	73,503	15,613	27.0%
Reimbrsd. Exp - Railyard	-	-	0.0%	907	907	100.0%
Reimbrsd. Exp - NCRTD	-	-	0.0%	823	823	100.0%
Reimbrsd. Exp - School Guards	135,846	135,717	-0.1%	163,769	28,052	20.7%
Reimbrsd. Exp - Police	86,610	61,104	-29.4%	50,000	(11,104)	-18.2%
Reimbrsd. Exp - Other	44,364	42,200	-4.9%	42,000	(200)	-0.5%
<b>SUB-TOTAL REIMBRSD. EXP.</b>	<b>2,747,053</b>	<b>3,071,101</b>	<b>11.8%</b>	<b>3,418,073</b>	<b>346,972</b>	<b>11.3%</b>
Court Fines	86,787	60,277	-30.5%	72,850	12,573	20.9%
Library Fines	1,788	1,446	-19.1%	1,500	54	3.7%
Traffic Violations	286,922	226,925	-20.9%	232,000	5,075	2.2%
Alarm Penalties	-	1,725	100.0%	-	(1,725)	-100.0%
<b>SUB-TOTAL FINES &amp; FORF.</b>	<b>375,497</b>	<b>290,373</b>	<b>-22.7%</b>	<b>306,350</b>	<b>15,977</b>	<b>5.5%</b>
Land Rentals	626	1,119	78.8%	1,000	(119)	-10.6%
Recreation Rentals	14,436	13,998	-3.0%	15,000	1,002	7.2%
Facilities Rentals	10,216	14,716	44.0%	17,500	2,784	18.9%
<b>SUB-TOTAL RENTALS</b>	<b>25,278</b>	<b>29,833</b>	<b>18.0%</b>	<b>33,500</b>	<b>3,667</b>	<b>12.3%</b>
Reimbursements & Refunds	21,049	21,070	0.1%	20,000	(1,070)	-5.1%
Miscellaneous Sales	11,500	26,449	130.0%	21,000	(5,449)	-20.6%
Miscellaneous Revenues	35,260	37,727	7.0%	23,000	(14,727)	-39.0%
<b>SUB-TOTAL MISC. REV.</b>	<b>67,809</b>	<b>85,246</b>	<b>25.7%</b>	<b>64,000</b>	<b>(21,246)</b>	<b>-24.9%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>403,876</b>	<b>556,493</b>	<b>37.8%</b>	<b>430,000</b>	<b>(126,493)</b>	<b>-22.7%</b>
Federal Grants	18,402	-	-100.0%	-	-	0.0%
State Grants	90,963	96,135	5.7%	-	(96,135)	-100.0%
County Grants	8,478	-	-100.0%	-	-	0.0%
Other Grants	2,750	500	-81.8%	-	(500)	-100.0%
<b>SUB-TOTAL INTERGOV'TL</b>	<b>120,593</b>	<b>96,635</b>	<b>-19.9%</b>	<b>-</b>	<b>(96,635)</b>	<b>-100.0%</b>



**CITY OF SANTA FE  
GENERAL FUND REVENUE ESTIMATES  
FISCAL YEAR 2006/07**

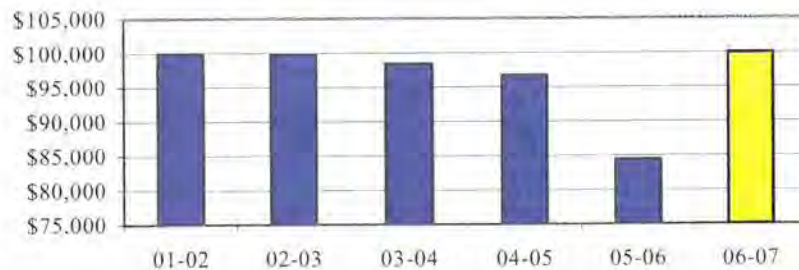
DESCRIPTION	ACTUAL REVENUE 2004/05	ACTUAL REVENUE 2005/06	PERCENT CHANGE	ESTIMATE 2006/07	DIFF. INCR. <DECR.>	PERCENT CHANGE
Transfer From 45% Lodgers Tax	169,000	257,573	52.4%	257,573	-	0.0%
Transfer From Lodgers Tax Prcds.	150,000	150,000	0.0%	150,000	-	0.0%
Transfer From Mun. GRT	1,475,071	1,986,338	34.7%	1,996,844	10,506	0.5%
Transfer From Capital Equip. Rsrv.	20,810	-	-100.0%	-	-	0.0%
Transfer From Mun. GRT/Railyard	270,000	300,000	11.1%	371,140	71,140	23.7%
Transfer From Grants Admin.	-	2,672	100.0%	-	(2,672)	-100.0%
Transfer From Mun. Court Prog.	-	238,274	100.0%	-	(238,274)	-100.0%
Transfer From Police Grants	-	988	100.0%	-	(988)	-100.0%
Transfer From Impact Fee	66,667	-	-100.0%	-	-	0.0%
Transfer From Dvlpmnt. Impact Fee	-	210,220	100.0%	54,000	(156,220)	-74.3%
Transfer From Sec. 9 Planning	-	7,717	100.0%	8,700	983	12.7%
Transfer From Emergency Shelter	-	963	100.0%	-	(963)	-100.0%
Transfer From Mortgage Refund	90,000	-	-100.0%	-	-	0.0%
Transfer From COPS in Schools	-	14,595	100.0%	-	(14,595)	-100.0%
Transfer From CIP Reallocation	221,000	221,000	0.0%	221,000	-	0.0%
Transfer From Gonzales Pvg. Dst.	93,115	-	-100.0%	-	-	0.0%
Transfer From GRT 1996 A/B	-	40,740	100.0%	41,000	260	0.6%
Transfer From GRT 1997 A	-	22,720	100.0%	23,000	280	1.2%
Transfer From GRT 1997 B	-	13,750	100.0%	14,000	250	1.8%
Transfer From GRT 1999	-	10,720	100.0%	11,000	280	2.6%
Transfer From GRT 2002	-	9,140	100.0%	9,000	(140)	-1.5%
Transfer From GRT 2004	-	22,170	100.0%	22,000	(170)	-0.8%
Transfer From CIP GRT 2006	-	25,000	100.0%	25,000	-	0.0%
Transfer From Sweeney Ctr. CIP	-	-	0.0%	73,300	73,300	100.0%
Transfer From Water Operations	-	70,898	100.0%	71,000	102	0.1%
Transfer From W/W Impact Fee	33,333	33,333	0.0%	33,333	-	0.0%
Transfer From Workers' Comp.	275,000	375,000	36.4%	-	(375,000)	-100.0%
<b>SUB-TOTAL TRANSFERS</b>	<b>2,863,996</b>	<b>4,013,811</b>	<b>40.1%</b>	<b>3,381,890</b>	<b>(631,921)</b>	<b>-15.7%</b>
<b>TOTAL GENERAL FUND</b>	<b>64,328,399</b>	<b>70,418,267</b>	<b>9.5%</b>	<b>71,238,112</b>	<b>819,845</b>	<b>1.2%</b>

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:

From FY 2001/02 to FY 2004/05, tax receipts were stable at around \$100,000 per year. The significant decrease between FY 2004/05 and FY 2005/06 is 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>
2001/02	99,908	59.4
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	100,000	18.4

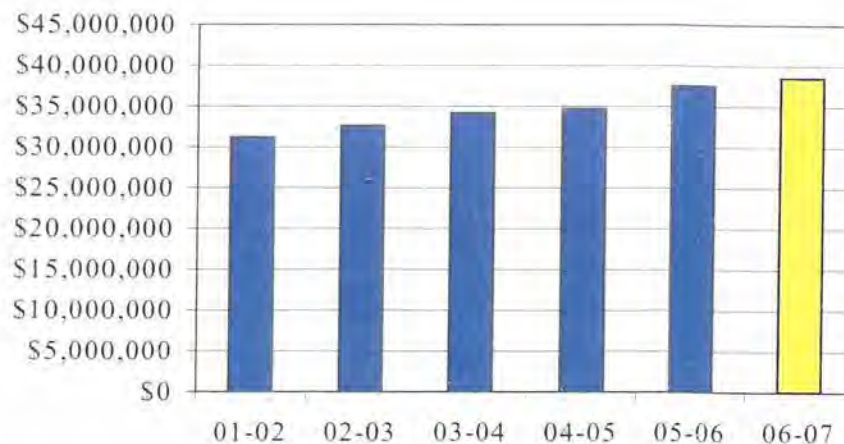


### State-Shared Taxes

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 2006/07, the revenue estimate is 2.4% greater than the FY 2005/06 actual revenue of \$337,597,228. 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>
2001/02	31,212,009	3.1
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	38,516,505	2.4



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.

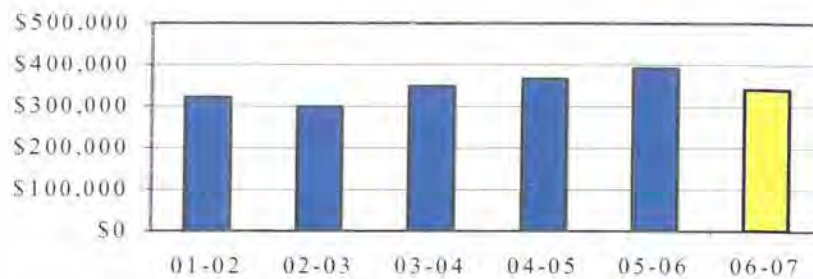
GROSS RECEIPTS TAX	
effective Jan. 2006	
FOR EVERY \$1 IN SALES, 7.6250 CENTS IS COLLECTED IN GROSS RECEIPTS TAX	
DISTRIBUTED TO:	CENTS
The State (1.225 is returned to the city)	5.00
City Capital Improvement Plan	0.500
General City Operations	0.500
Water Projects	0.250
County Indigent Fund	0.250
County Operations	0.1875
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
TOTAL	7.6250

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 was budgeted to be less than the FY 05/06 actual revenue of \$392,258. The past three fiscal years, receipts for automobile license have increased and been 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>
2001/02	321,857	1.6
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	340,000	<8.7>





## Fees and Services

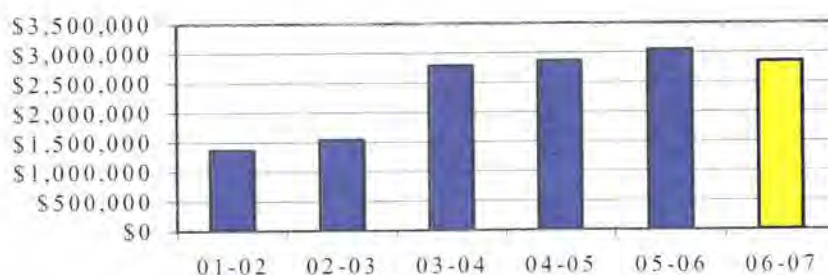
Planning Fees – Fees charged as authorized by the governing body to developers and citizens for services provided by the Planning and Land Use Department. The planning fee structure is reviewed and revised during the budget development process to be comparable to those charged by other New Mexico municipalities 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 2006/07, the revenue estimate includes a decrease of 6.6% from the FY 2004/05 actual revenue of \$2,966,949. This is due to reduction in the estimate for building permits and water administrative fees. These revenues will be reviewed at midyear.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2001/02	1,368,284	36.4
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	2,849,800	<6.6>

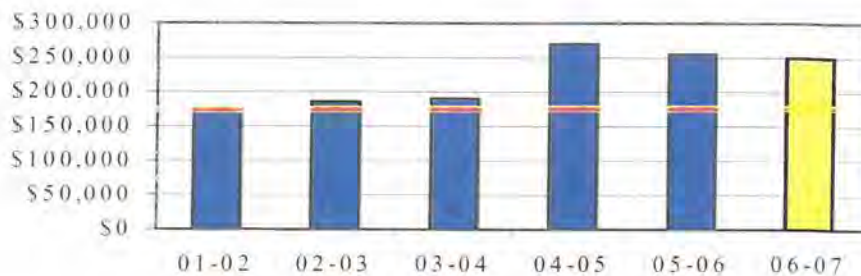


Business Registrations - Fee imposed on each place of business conducted in the city and not licensed pursuant to Section 3-38-1 NMSA 1978. The current business registration fee is \$35 and is payable on March 16th of each year and may not be prorated for any portion of the year.

Analysis:

Listed below are the past five years of actual revenue with the percent of increase or decrease. There had been a gradual but consistent decrease in the amount of revenue from business registration for prior fiscal years suggesting that businesses may not be renewing their registrations. This trend was reversed during FY 2002/03 indicating renewed emphasis on registration. There was a significant increase in registration fees during FY 2004/05 but the registrations in FY 05/06 dropped off suggesting a need for renewed emphasis.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2001/02	175,197	<3.5>
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	250,000	<2.1>

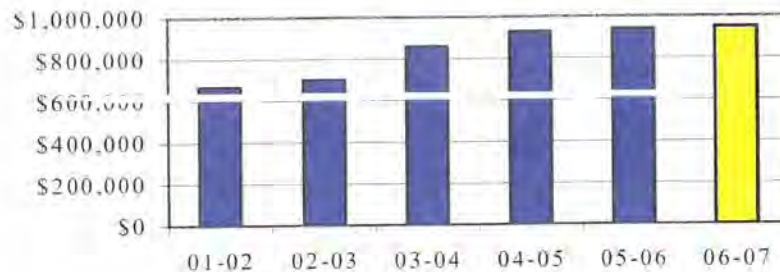


Ambulance Service - The city of Santa Fe Fire Department operates the Ambulance/Emergency Medical Services for the city. Fees for services are regulated by the New Mexico State Corporation Commission under a rate tariff. Basic services are billed at the rate of \$275 for the basic life or \$325 advanced 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 pursue the collections of ambulance billings through contact with clients, insurance companies and other benefit providers, as well as referring clients to assistance programs. The decline in revenue in FY 2001/02 was the result of a backlog of unbilled services due to understaffing in the accounts receivable section during that period. Beginning in FY 2004/05, collections have been enhanced through use of a collections contractor.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2001/02	665,704	<28.4>
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	950,000	1.1



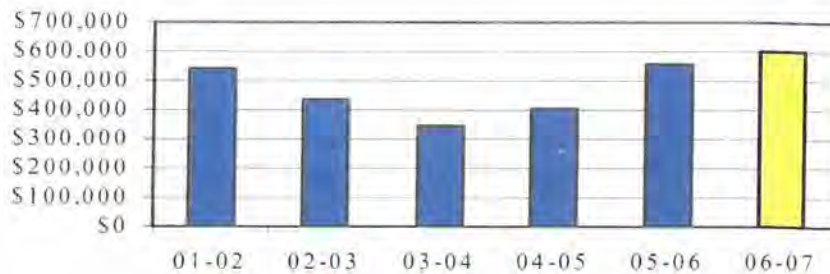
### Interest on Investments

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 significant decline in investment interest that began in FY 2001-02 reflected Federal Reserve action to reduce interest rates and support recovery from recession. The Federal Reserve steps to raise interest rates to manage the rate of economic expansion have significantly increased interest earnings on city investments. FY 2006/07 projections are conservative.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>% INCREASE/ &lt;DECREASE&gt;</u>
2001/02	541,113	<10.0>
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	430,000	<23.7>



## 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	2005	2006	*TOTAL TAX RATES	
	ESTIMATED POPULATION	ASSESSED VALUATION	RESIDENTIAL	NON-RESIDENTIAL
Alamogordo	36,245	\$ 361,631,907	\$ 27.086	\$ 33.839
Albuquerque	494,236	9,858,168,778	37.263	43.620
Carlsbad	25,300	260,942,398	20.778	21.825
Clovis	33,357	329,082,351	24.966	24.966
Farmington	43,161	720,305,276	23.310	26.750
Hobbs	29,006	257,066,662	30.359	30.359
Las Cruces	82,671	1,434,476,271	26.985	32.413
Rio Rancho	66,599	1,250,165,273	29.257	32.394
Roswell	45,199	442,771,220	26.001	29.930
SANTA FE	70,631	2,934,789,572	17.690	26.442

\* Per \$1,000 of assessed valuation

Note: Population estimates from U.S. Census Bureau, released June 2005

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 (2002)	\$ 2,934,789,572
Debt Percentage	_____ .04
Debt Limit	117,391,583
Less: Outstanding General Obligation Bonds	_____ -0-
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

- I. 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 2006-07**

DESCRIPTION	DATE OF ISSUE	YEAR DUE	AMOUNT OF ISSUE	OUTSTANDING 6/30/06	PRINCIPAL PAYABLE 06/07	INTEREST PAYABLE 06/07	OUTSTANDING 6/30/07
<b>BONDS</b>							
<b><u>BONDS: Governmental Activities</u></b>							
GRT Rev Bonds 1997A	10/15/1997	2010	22,000,000	15,610,000	3,765,000	795,338	11,845,000
GRT Rev Bonds 1997B	12/11/1997	2022	20,800,000	19,100,000	500,000	955,000	18,600,000
GRT Rev Bonds 1999	11/30/1999	2012	18,500,000	16,175,000	475,000	909,285	15,700,000
GRT Rev Bonds 2002	02/01/2002	2015	17,995,000	15,600,000	100,000	811,650	15,500,000
GRT Rev Bonds 2004A	02/01/2004	2018	18,660,000	15,040,000	300,000	647,438	14,740,000
GRT Rev Bonds 2004B	09/28/2004	2010	8,470,000	5,765,000	1,365,000	189,875	4,400,000
GRT Rev Bonds 2006	02/14/2006	2020	17,710,000	17,710,000	205,000	1,083,521	17,505,000
GRT Rev Bonds 2006B	07/31/2006	2023	15,160,000	-	715,000	590,919	14,445,000
GRT/WW 2006C	09/29/2006	2021	9,780,000	-	390,000	307,777	9,390,000
NMFA - Convention Ctr. **	01/25/2006	2025	42,220,000	42,220,000	-	2,389,904	42,220,000
** Treated as a bond for accounting purposes due to premium.							
<b>Total Governmental Activities</b>			<b>191,295,000</b>	<b>147,220,000</b>	<b>7,815,000</b>	<b>8,680,707</b>	<b>164,345,000</b>
<b><u>BONDS: Business-Type Activities</u></b>							
Water Revenue-1995A	12/01/1995	2008	77,940,000	55,905,000	3,695,000	615,200	3,995,000
\$48,215,000 refunded 8/9/06							
Water Refunding 2006D	09/14/2006	2025	49,790,000	-	-	1,717,773	49,790,000
MRC 2005 Refunding	08/31/2005	2024	15,315,000	14,515,000	670,000	606,128	13,845,000
<b>Total Business-Type Activities</b>			<b>143,045,000</b>	<b>70,420,000</b>	<b>4,365,000</b>	<b>2,939,100</b>	<b>67,630,000</b>
<b>TOTAL ALL BONDS</b>			<b>334,340,000</b>	<b>217,640,000</b>	<b>12,180,000</b>	<b>11,619,807</b>	<b>231,975,000</b>
<b>LOANS:</b>							
<b><u>LOANS: Government Activities</u></b>							
NMFA - Fire Vehicle	01/14/2005	2013	1,166,667	1,034,948	139,861	20,857	895,087
NMFA - Parking Garage	03/28/2006	2025	14,986,587	14,986,587	-	706,497	14,986,587
HUD Section 108	08/01/2004	2024	300,000	299,000	1,000	16,776	298,000
<b>Total Loans: Government Activities</b>			<b>16,453,254</b>	<b>16,320,535</b>	<b>140,861</b>	<b>744,129</b>	<b>16,179,674</b>
<b><u>LOANS: Business-Type Activities</u></b>							
NMFA - Railyard I - Taxable	05/14/2004	2024	579,025	579,025	-	27,169	579,025
NMFA - Railyard I - Tax Ex.	05/14/2004	2024	5,107,652	5,107,652	-	181,141	5,107,652
NMFA -Railyard II - Taxable	09/11/2006	2025	892,227	-	-	31,165	892,227
NMFA -Railyard II - Tax Ex.	09/11/2006	2025	7,642,231	-	-	185,654	7,642,231
<b>Total Loans: Business-Type Activities</b>			<b>14,221,135</b>	<b>5,686,677</b>	<b>-</b>	<b>425,129</b>	<b>14,221,135</b>
<b>TOTAL ALL LOANS</b>			<b>30,674,389</b>	<b>22,007,212</b>	<b>140,861</b>	<b>1,169,259</b>	<b>30,400,809</b>
<b>City of Santa Fe - Fiscal Agent:</b>							
Solid Waste Mgmt Agency	12/15/96	2007	6,260,000	875,000	875,000	53,375	-

Annual principal and interest requirements for all outstanding bonded debt through maturity for the City of Santa Fe as of July 1, 2006, are as follows:

Year Ended 30-Jun	<u>Governmental Activities *</u>		<u>Business-Type Activities</u>		TOTAL
	Principal	Interest	Principal	Interest	
2007	7,815,000.00	8,680,706.90	4,365,000.00	2,939,100.34	23,799,807.24
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	172,160,000.00	87,716,234.40	71,995,000.00	35,220,510.52	367,091,744.92

\* 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 2006/07, the City Council has appropriated \$66,015,993 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 (\$18,370,017); state and federal grants (\$10,095,744); local and state taxes (\$1,183,000); and CIP fund balances, reallocations and miscellaneous revenues (\$36,367,232).

### 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 below with 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 Municipal Court and other city-owned facilities; and rewiring projects for city telephone and data networks.

### Public Safety

Funding for Fire Station #8 at Tierra Contenta.

### 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; carryover costs of the municipal golf course/recreation complex and the community center; construction of a new south side library; and various smaller parks and recreation projects.

**City of Santa Fe**  
**Capital Projects - Sources of Funds**  
**Fiscal Year 2006/07**

**Totals**

**Local/State Taxes**

Gasoline Tax	\$ <u>1,183,000</u>	\$ <u>1,183,000</u>
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**Fees and Services**

Sewer Service Charges	116,027	
Water Service Charges	<u>18,253,990</u>	
		\$ <u>18,370,017</u>

**State/Federal/Other Grants**

U.S. Department of Housing & Urban Dvlpmnt.	477,507	
U.S. Department of the Interior	7,000	
U.S. Department of Transportation	4,785,080	
N.M. Agency on Aging	142,100	
N.M. Department of Finance		
& Administration	2,244,240	
N.M. Energy/Minerals/Natural Resources Dept.	332,494	
N.M. Highway & Transportation Department	1,917,028	
Santa Fe County	<u>190,295</u>	
		<u>10,095,744</u>

**Other Resources**

Interest on Investments	539,928	
Capital Re-allocation/Fund		
Balance Carryover	<u>35,827,304</u>	
		<u>36,367,232</u>

**Grand Total**

\$ 66,015,993

**CITY OF SANTA FE**  
**CIP PROJECTS BY PROGRAM**  
**FISCAL YEAR 2006/07**

<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>
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**GOVERNMENT/MANAGEMENT**

Municipal Facilities:

City Hall Renovation				240,846	240,846
Court Rehabilitation				424,315	424,315
ITT Rewiring Projects				138,928	138,928
Municipal Facility Repair				388,801	388,801
Property Control Projects				23,230	23,230

<b>TOTAL GOV'T/MGMT.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,216,120</b>	<b>1,216,120</b>
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**PUBLIC SAFETY**

Police Complex			188,500	8,848	197,348
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<b>TOTAL PUBLIC SAFETY</b>	<b>-</b>	<b>-</b>	<b>188,500</b>	<b>8,848</b>	<b>197,348</b>
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**PUBLIC WORKS**

Airport:

Paving Projects			2,535,344		2,535,344
Runway Projects			1,032,080	8,993	1,041,073
Terminal Upgrades			213,850		213,850

Sewer & Drainage:

Maes/Siler Drainage				27,338	27,338
Rufina Storm Sewer				45,765	45,765
SF River Channel Imprvmts.				39,841	39,841
Sewer Line Projects		116,027		105,000	221,027
Small Drainage Projects				359,892	359,892
Wastewater Plant/Misc. Proj.				113,003	113,003

Water Projects:

Large Meter Replacement	850,000				850,000
Misc. Water Projects	4,540,366			208,000	4,748,366
Water Line Extension	2,180,000			20,000	2,200,000
Water Meter Reading System	2,087,720				2,087,720
Watershed Clearing	147,764			4,000	151,764
Water Supply Projects	4,204,000			46,000	4,250,000
Water Treatment Plant Proj.	4,244,140			15,000	4,259,140



**CITY OF SANTA FE**  
**CIP PROJECTS BY PROGRAM**  
**FISCAL YEAR 2006/07**

<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
Beautification of Medians				14,382	14,382
Bridge Rehabilitation			40,000	37,856	77,856
Camino Alire Bridge			100,000	1,238,362	1,338,362
Camino de los Montoyas			50,000	31,559	81,559
Casa Alegre (Osage) St.			157,260	33,358	190,618
Cerrillos Rd Pedestrian Review				8,314	8,314
Cerrillos Road Project			516,436		516,436
Citywide Traffic Calming			184,818	1,463,054	1,647,872
Gov. Miles Road Extension				103,467	103,467
Intersection Safety			600,000	327,129	927,129
Juan de Dios Road Imprvmt.			60,000	13,746	73,746
Old Pecos Trail Design			230,000	197,824	427,824
Paseo de Conquistadora			110,000		110,000
Paseo de Vistas				19,668	19,668
Paved Street Rehabilitation	1,183,000			3,315,376	4,498,376
Recycled Asphalt Maint.				174,274	174,274
Richards Ave./Rodeo Rd.			930,368	1,287,586	2,217,954
Rufina Street Extension				14,389	14,389
Safety Misc. Projects				103,924	103,924
Signal Light Projects			25,000	85,564	110,564
Sign, Paint, & Signal Projects				99,501	99,501
Siler Road Extension				273,827	273,827
Small Sidewalks				341,591	341,591
Street Imprvmt. - Cold Milling				37,275	37,275
Street Lighting				100,498	100,498
Traffic Controllers				25,337	25,337
Unpaved Street Rehabilitation				150,000	150,000
Other Projects:					
ADA Projects				2,909	2,909
Landfill Closure/Remediation				311,845	311,845
Park & Ride Parking Lot			15,565		15,565
Railyard Development			1,481,927	17,796,859	19,278,786
Relocate Solid Waste Div.				4,921	4,921
Resource Conservation				238,000	238,000
Solid Waste Mgmt. Agency				818,212	818,212
<b>TOTAL PUBLIC WORKS</b>	<b>1,183,000</b>	<b>18,370,017</b>	<b>8,282,648</b>	<b>29,705,802</b>	<b>57,541,467</b>

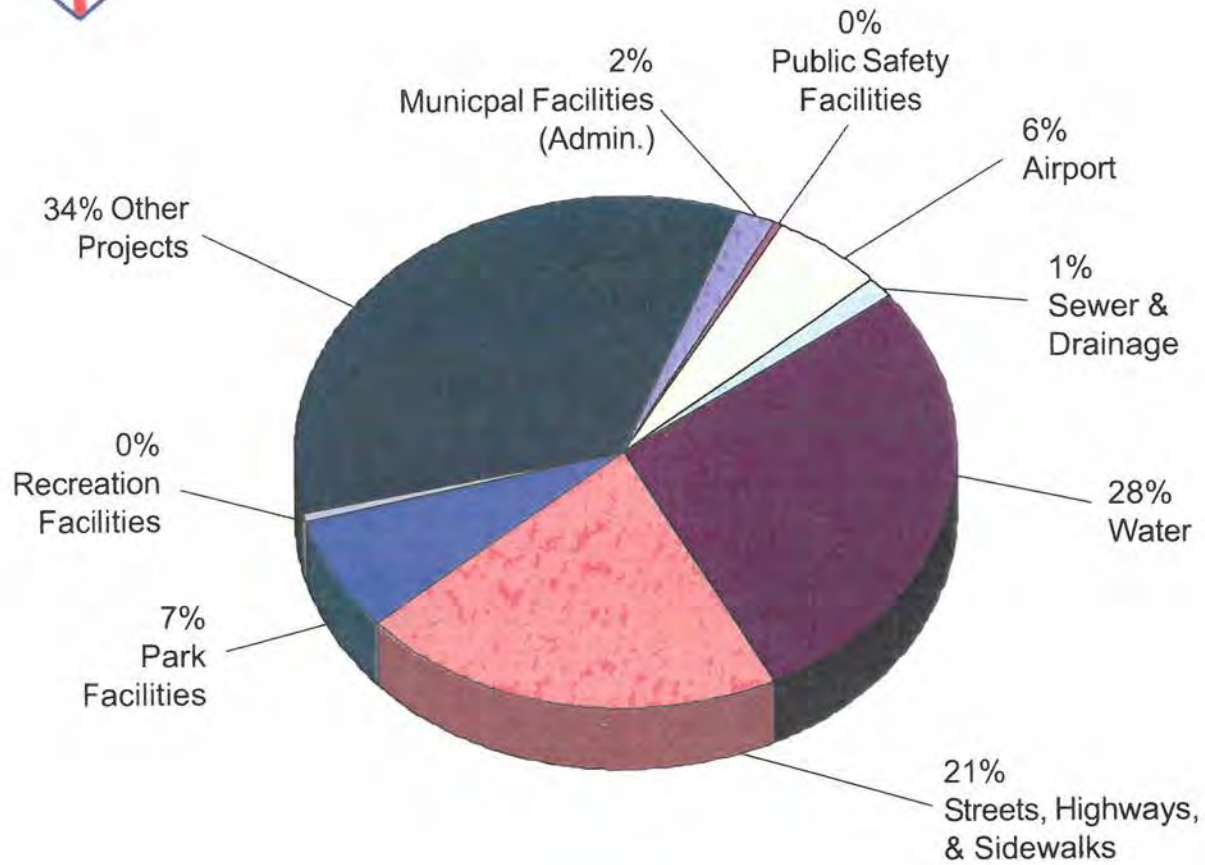
**CITY OF SANTA FE**  
**CIP PROJECTS BY PROGRAM**  
**FISCAL YEAR 2006/07**

PROGRAM	LOCAL/ST. TAXES	FEES & SERVICES	ST./FED. GRANTS	OTHER RESOURCES	TOTAL
<b>COMMUNITY WELFARE</b>					
Park Facilities:					
Amelia White Park				14,741	14,741
Arroyo Chamiso Park/Trail			45,000	720,470	765,470
Avenida Contenta Park				3,436	3,436
Camino Real River Connection			112,156	9,272	121,428
Cathedral Park			70,000		70,000
Frenchy's Park Bridge				5,969	5,969
La Cieneguita Park				3,265	3,265
Neighborhood Park				140,000	140,000
Ortiz Park			20,000		20,000
Parks Dedication Fund				97,014	97,014
Parks Maintenance				1,428,792	1,428,792
Ragle Park Expansion			50,000		50,000
SF Rail Trail & River Trail			294,855	1,111,673	1,406,528
Small Parks				5,096	5,096
Tierra Contenta Park/Trail			119,130		119,130
Torreon Park			30,000		30,000
Trails/Bike Paths			1,295	539,253	540,548
Recreation Facilities:					
Genoveva Chavez Comm. Ctr.				28,162	28,162
Municipal Recreation Complex			236,220		236,220
Play Lot Equipment				1,435	1,435
Salvador Perez Pool Imprvmt.				48,183	48,183
Other Projects:					
Affordable Housing Infrastructure				72,000	72,000
Art for CIP Projects				117,220	117,220
Convention Center Imprvmts.				274,113	274,113
Downtown Master Plan				20,000	20,000
La Familia Medical Center			100,000		100,000
Main Library				23,979	23,979
Parks & Recreation Misc.				550,255	550,255
Plaza Improvements			7,000	149,368	156,368
SF Youth Consortium			6,690		6,690
Senior Center Renov./Imprvmt.			142,100	72,766	214,866
Southside Library			390,150		390,150
<b>TOTAL COMM. WELFARE</b>	-	-	1,624,596	5,436,462	7,061,058
<b>GRAND TOTAL</b>	<b>\$ 1,183,000</b>	<b>\$ 18,370,017</b>	<b>\$ 10,095,744</b>	<b>\$ 36,367,232</b>	<b>\$ 66,015,993</b>



# CIP

## Fiscal Year 2006-2007



Municipal Facilities (Admin.)	\$ 1,216,120
Public Safety Facilities	197,348
Airport	3,790,267
Sewer and Drainage	806,866
Water	18,546,990
Streets, Highways & Sidewalks	13,727,106
Park Facilities	4,821,417
Recreation Facilities	314,000
Other Projects	22,595,879
<b>TOTAL</b>	<b>\$66,015,993</b>

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# GENERAL GOVERNMENT

## 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.

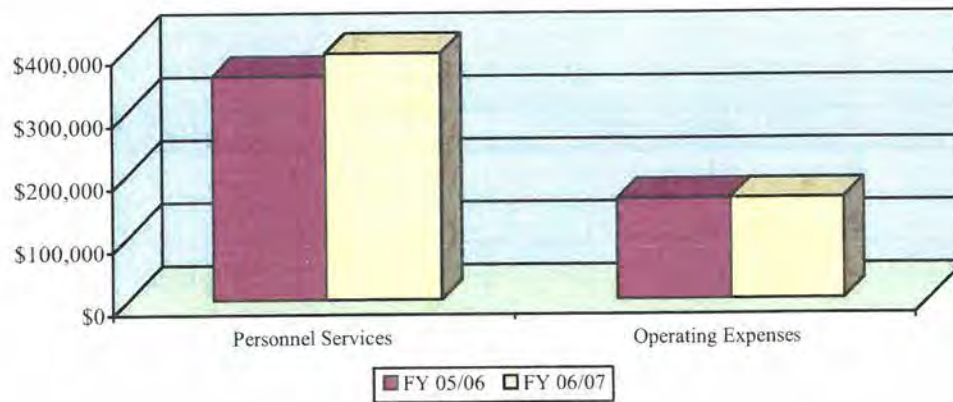
<u>Office of Mayor and City Council</u>	<u>Appropriation: \$ 552,229</u>
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As the chief elected officials, the Mayor and City Council serve as the legislative branch of the municipality, control all finances and property, pass ordinances and establish 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 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Mayor	1 - EL	1 - EL
Mayor Pro-Tem	1 - EL	1 - EL
City Councilors	7 - EL	7 - EL
Executive Administrator	<u>1 - EX</u>	<u>1 - EX</u>
TOTAL:	10	10

## EXPENDITURE CLASSIFICATION



	FY 05/06 <u>REVISED</u>	FY 06/07 <u>APPROPRIATION</u>
Personnel Services	\$ 356,262	\$ 391,977
Operating Expenses	<u>159,864</u>	<u>160,252</u>
 TOTAL:	 \$ 516,126	 \$ 552,229

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**Office of the City Manager**

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**Appropriation: \$ 1,953,072**

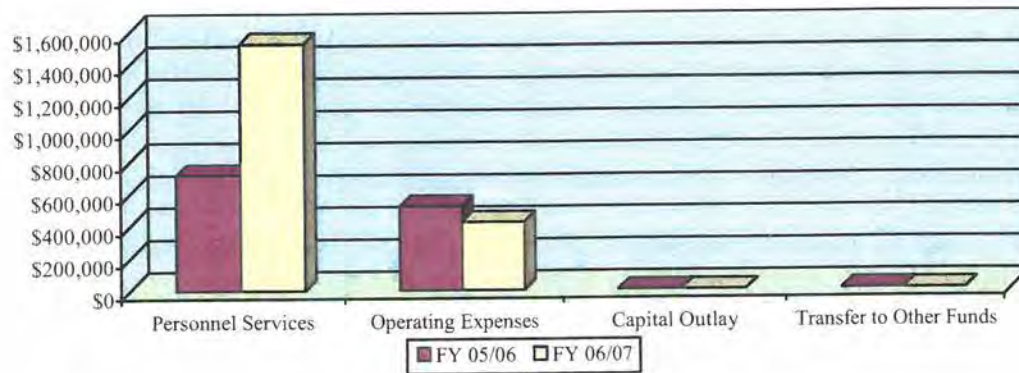
The City Manager is appointed by the Mayor and confirmed by a majority vote of the City Council. The City Manager performs the duties of the chief administrative officer of city government. As such, the City Manager is responsible for all day-to-day operations of city departments including employment 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 \$1,953,072 provides funding for salaries and benefits of the City Manager and 9 staff members, including the city's Internal Auditor. The City Manager's operating budget also contains \$20,500 for legislative lobbying services; \$25,000 for a franchise fee study; \$25,000 to implement the strategic planning process; and \$60,000 for a public defender at Municipal Court.

For FY 2006/07, a Deputy City Manager position was added to the City Manager's Office by reclassifying an Accounting Supervisor in the Purchasing Division of the Finance Department.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
City Manager	1 - EX	1 - EX
Deputy City Manager	0 - EX	1 - EX
Constituent Services Manager	1 - CLFT	1 - CLFT
Executive Administrator	1 - EX	1 - EX
Internal Auditor	1 - EX	1 - EX
Office Manager	1 - EX	1 - EX
Planner Senior	1 - CLFT	1 - CLFT
Plaza Administrative Manager	1 - CLFT	1 - CLFT
Public Information Officer	1 - EX	1 - EX
Special Projects Administrator	1 - CLFT	1 - CLFT
TOTAL:	9	10

## EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 718,708	\$ 1,531,515
Operating Expenses	522,213	421,557
Capital Outlay	1,500	0
Transfer to Other Funds	<u>2,672</u>	<u>0</u>
 TOTAL:	 \$ 1,245,093	 \$ 1,953,072



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.

2005/06 Operational Highlights:

- Participated in drafting numerous ordinances and proposed ordinances on areas including the criminal code, vehicle booting for parking violators, animal control, and governmental ethics.
- Achieved a positive outcome from the Court of Appeals in a case dealing with possible state pre-emption of the city's home rule powers to prevent the drilling of a domestic well within municipal boundaries.
- Negotiated a settlement on the matter of the City Council's denial of Chilacas' Certificate of Occupancy to operate as a nightclub.
- Participated in the defense and settlement negotiations with the New Mexico Environment Department on their Compliance Order Action against the Wastewater Management Division regarding disposal of toxic waste.
- Negotiated a nuisance abatement plan with Club Tequila's, thereby forestalling the need for prosecution under the Nuisance Ordinance.
- Provided legal counsel to the Water Services Division on the proposed purchase or condemnation of the Ferguson Well property.
- Negotiated a settlement of threatened litigation regarding a landslide at the Cerros Colorados Subdivision.
- Provided legal counsel to the city on threatened First Amendment litigation by the American Civil Liberties Union (ACLU).
- Negotiated a settlement with the city's general contractor for the replacement of defective floor coverings in the Genoveva Chavez Community Center (GCCC).
- Established the Prosecutor's Office and set up a satellite office at the Police Department.

2006/07 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 supply goals.
- Coordinate data systems with the city's Municipal Court, Police Department and Prosecutor's Office.

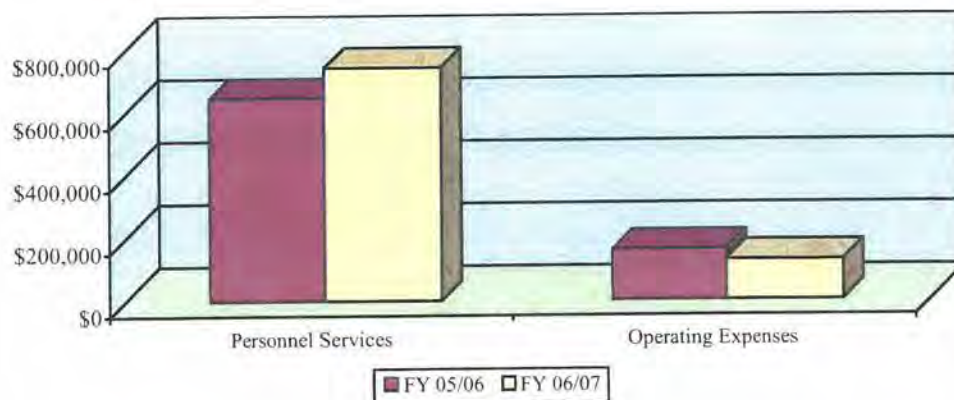
- Implement the new City of Santa Fe Uniform Traffic Code.

### Budget Commentary:

The FY 2006/07 General Fund operating budget of \$873,453 provides funding for the City Attorney and seven staff members, \$40,000 for the Municipal Prosecutor's contract and \$28,265 for ongoing litigation, court reporting and miscellaneous contracted services. Other major expenses include various subscription and book updates for the law library at a cost of \$26,000, and the division's insurance coverage in the amount of \$18,101. 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.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
City Attorney	1 – EX	1 – EX
Assistant City Attorney	4 – EX	4 – EX
Office Manager	1 – EX	1 – EX
Paralegal	<u>2 – CLFT</u>	<u>2 – CLFT</u>
TOTAL:	8	8

### EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 649,084	\$ 745,386
Operating Expenses	<u>161,679</u>	<u>128,067</u>
TOTAL:	\$ 810,763	\$ 873,453

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**City Clerk**

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**Appropriation: \$ 1,029,815**

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	\$ 545,534
<u>Records Management</u> - To continue to create and implement reliable, efficient and cost-effective records management programs	127,757
<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	158,721
<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	<u>197,803</u>
	\$ 1,029,815

2005/06 Operational Highlights:

- Administered and conducted the March 7, 2006 Regular Municipal Election.
- 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, an Activity Guide for the Community Services Department, promotional materials for Transit, and directional signage for the downtown area on behalf of the Convention & Visitors Bureau.
- Commenced preparation for paperless packets on CD for the City Council and the Finance and Public Works Committees.
- Implemented an electronic process for duplicating requests, and commenced direct delivery of mail and completed printing/duplicating jobs to satellite offices.
- Produced 4,890,768 photocopies and processed 123,334 pieces of 1<sup>st</sup> class mail and 44,046 pieces of bulk mail.

- Processed 908 public records requests, stored 645 boxes at the records center, destroyed 488 boxes of records that had met their legal retention requirements, and processed 210 records withdrawals, while prioritizing the storage process for departments with office space safety hazards.

#### 2006/07 Goals and Objectives:

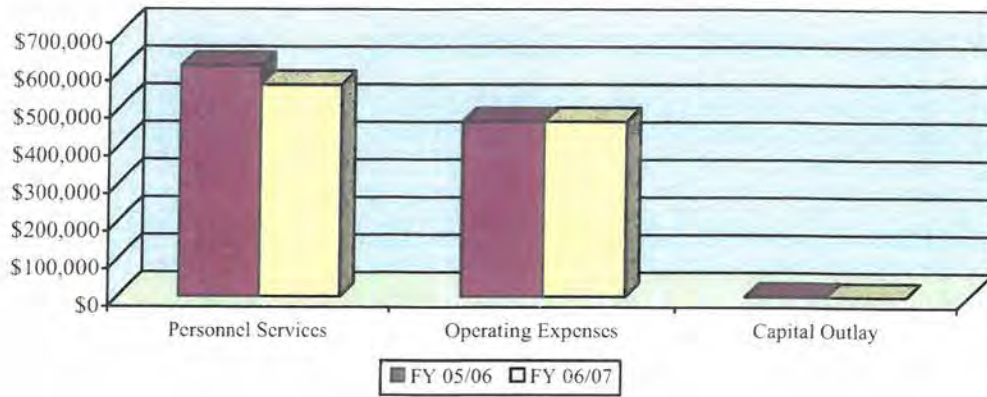
- Administer and conduct the March 6, 2007 Regular Municipal Election, including verification and certification of nominating petitions for candidates.
- Prepare an election calendar for a possible fall 2007 Special Municipal Election, and administer and conduct the election if called.
- Convert all 2007 resolutions and ordinances to an electronic format for publication on the city's website, and keep all minutes and notices current on the City Clerk's website.
- Update the City Code to the current status.
- Increase microfilming to deal with backlogged projects.
- Continue initiatives to convert to paperless document processing (including digital conversion and scanning) and implement electronic tracking of all mail and duplicating supplies.
- Acquire an electronic lift for records boxes to reduce staff injuries.

#### Budget Commentary:

The General Fund provides the funding support for the City Clerk's FY 2006/07 operating budget of \$1,029,815. This includes salaries and benefits for nine employees; maintenance and repair contracts totaling \$78,448 for the mailing and duplicating machines; \$104,407 in postage and shipping expenses for city departments; and stenographer services and other professional contracts in the amount of \$165,000.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
City Clerk	1 – EX	1 – EX
Administrative Secretary	1 – CLFT	1 – CLFT
Assistant City Clerk	2 – CLFT	1 – CLFT
Duplicating Supervisor	1 – CLFT	1 – CLFT
Duplicating Technician	2 – CLFT	2 – CLFT
Office Manager	1 – EX	1 – EX
Records Management Specialist	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	10	9

## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 613,434	\$ 563,394
Operating Expenses	465,901	466,421
Capital Outlay	<u>2,000</u>	<u>0</u>
 TOTAL:	 \$ 1,081,335	 \$ 1,029,815



The mission of the Municipal Court is to administer justice for the people of Santa Fe in a fair and equitable way, keeping in mind that justice is for both the defendant and the victim. The Court seeks to serve as a model, especially in the areas of multi-cultural relations and accessibility.

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

#### 2005/06 Operational Highlights:

- Initiated video arraignments to enhance efficiency and speed case turnaround.
- Installed and trained staff in the operation of a new full-court case management system.
- Improved customer service, both on the phone and in person.
- Enhanced court security by eliminating access of non-city employees to the Court's administrative offices.
- Established a Homeless Court to deal with issues facing this community.

#### 2006/07 Goals and Objectives:

- Install a data import/export module to enable enhanced communication on citations and revenue data with the Finance Division and the Police Department.
- Coordinate with the State Motor Vehicle Division regarding electronic information transfer.
- 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.

#### Budget Commentary:

The FY 2006/07 Municipal Court budget of \$1,350,052 provides funding support for the salaries and benefits of the Municipal Judge and 19 staff members, and also includes the Judge Pro Tem contract to cover the

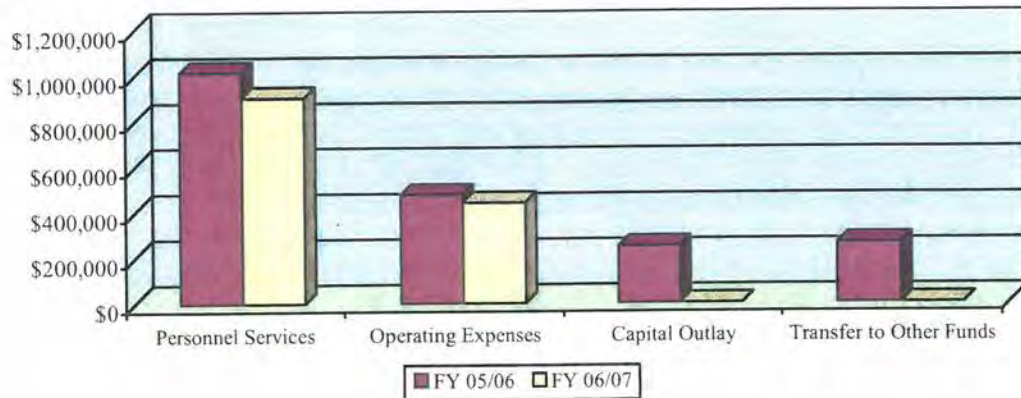
court when the Municipal Judge is absent, interpreters for non-English speaking or hearing impaired persons, security services and other operating costs.

The Municipal Court is supported by a General Fund appropriation of \$967,223. Special fees assessed by the Court for dedicated purposes provide the balance of funding for the division. For FY 2006/07, these include the Municipal Court Automation Fund (2130) appropriation of \$72,800; the Municipal Court Liability Fee Fund (2202) appropriation of \$129,235; the Municipal Court Program Fund (2223) appropriation of \$48,641; the Municipal Court Special Revenue Fund (2224) appropriation of \$15,000; the Home Detention Program Fund (2225) appropriation of \$73,188; and the DWI Screening Fund (2228) appropriation of \$43,965.

For FY 2006/07, an Account Technician position was reclassified to a Court Administrative Assistant, and two term grant-funded Bailiffs were added to the Municipal Court budget.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Municipal Court Judge	1 - EL	1 - EL
Account Technician	1 - EX	0 - EX
Bailiff	1 - EX	1 - EX
Bailiff	0 - TGF	2 - TGF
Compliance Monitor	3 - TGF	3 - TGF
Confidential Administrative Secretary	1 - EX	1 - EX
Court Administrative Assistant	0 - 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 - TGF</u>	<u>1 - TGF</u>
TOTAL:	18	20

## EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 1,018,857	\$ 906,715
Operating Expenses	478,994	443,337
Capital Outlay	252,142	0
Transfer to Other Funds	<u>263,989</u>	<u>0</u>
 TOTAL:	 \$ 2,013,982	 \$ 1,350,052

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

The duties of the Human Resources Division 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.

2005/06 Operational Highlights:

- Revised and implemented changes to all job class specifications.
- Continued the process of revising and updating the personnel rules, regulations and policies.
- Maintained and promoted the Tuition and Training Assistance and Employee Assistance Programs.

2006/07 Goals and Objectives:

- Conduct a Fair Labor Standards Act (FLSA) review of all positions in accordance with new US Department of Labor regulations.
- Implement a more aggressive safety program for all City of Santa Fe employees.
- Establish a methodology for implementing rule changes.
- Establish a compensation methodology for all city positions.
- Continue to sponsor supervisory and general information training.

### Budget Commentary:

For FY 2006/07, the operating budget of \$17,455,752 contains funding for salaries and benefits of the Human Resources Director and 12 staff members, and operating costs for the division. The division's FY 2006/07 operating and administrative costs are funded through the General Fund appropriation of \$767,861 and an additional appropriation of \$279,643 from the Benefits Administration Fund (6106). The division also oversees the employee benefits funds, which provide for the payment of employee medical and retiree health claims. For this purpose, the division utilizes appropriations of \$13,667,647 in the Santa Fe Employee Health Fund (6107) and \$2,740,601 in the Retiree Health Care Fund (6108).

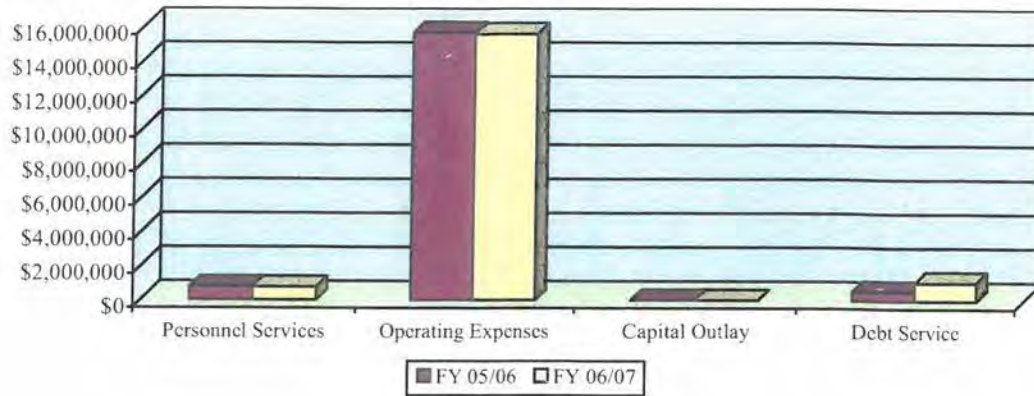
Major items in the budget include \$14,898,962 for employee/retiree health claims and other insurance claims; \$1,071,000 in debt service to provide the city's "buy-in" to the State Retiree Health Care system; and \$457,175 to provide for third party claims administration, actuarial services and benefits consulting services.

In FY 2005/06 the Assistant Human Resources Director was transferred to the City Attorney's Office and reclassified to an Assistant City Attorney position. In addition, a Human Resources Assistant position was reclassified to a Human Resources Technician in the Risk Management Division.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Human Resources Director	1 - EX	1 - EX
Assistant Human Resources Director	1 - CLFT	0 - CLFT
Benefits Accountant	1 - CLFT	1 - CLFT
EEO/HR Compliance Administrator	1 - CLFT	1 - CLFT
Human Resources Administrator Senior	1 - CLFT	2 - CLFT
Human Resources Administrative Assistant	1 - CLFT	1 - CLFT
Human Resources Administrator	2 - CLFT	2 - CLFT
Human Resources Analyst	1 - CLFT	1 - CLFT
Human Resources Assistant	1 - CLFT	1 - CLFT
Human Resources Benefits Administrator	1 - CLFT	1 - CLFT
Insurance Specialist	1 - CLFT	1 - CLFT
Safety Specialist	<u>1 - CLPT</u>	<u>1 - CLPT</u>
TOTAL:	13	13



## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 786,786	\$ 762,215
Operating Expenses	15,697,800	15,622,537
Capital Outlay	2,500	0
Debt Service	536,000	1,071,000
TOTAL:	\$ 17,023,086	\$ 17,455,752

# ADMINISTRATIVE SERVICES

## 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; financial services including budgeting, cash management, accounting, purchasing and payroll; 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.

The Administrative Services Department was created as part of a city-wide reorganization beginning in FY 2006/07. The Finance Department, the Information Technology & Telecommunications Department, the Property Control Division of the Public Works Department, and the Risk Management Division of the Human Resources Department were transferred as divisions of the new Administrative Services Department.

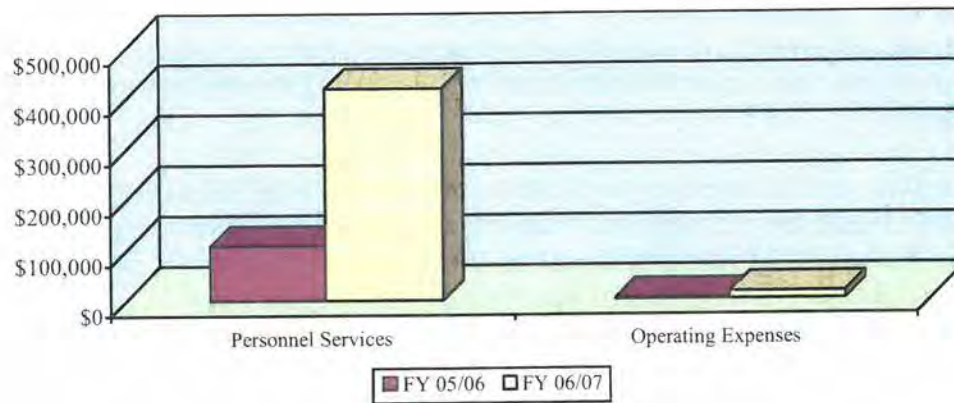
<b>Administration</b>	<b>Appropriation: \$ 436,173</b>
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The Administration Division oversees the divergent array of functions within the Administrative Services Department, including Finance, Property Control, Risk Management, and Information Technology & Telecommunications. The division also provides direct oversight for the city's Graphics Section, which was moved to the Administrative Services Department as part of the reorganization by which the department was created.

For FY 2006/07, the General Fund operating budget of \$436,173 provides funding to support the Division Director and four staff members, as well as the division's operating and administrative costs. Staffing for this new division is comprised entirely of positions reclassified and transferred from other General Fund divisions; hence, no new General Fund positions were created in this process.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Administrative Services Director	0 - EX	1 - EX
Graphic Artist	2 - CLFT	2 - CLFT
Office Manager	0 - EX	1 - EX
Special Projects Administrator	<u>0</u> - CLFT	<u>1</u> - CLFT
 TOTAL:	 2	 5

## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 109,545	\$ 421,399
Operating Expenses	<u>3,043</u>	<u>14,774</u>
TOTAL:	\$ 112,588	\$ 436,173

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## Finance

Appropriation: \$ 5,556,939

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The Finance Division 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 division.

Major functions associated with the Finance Department include:

<u>Administration</u> - To supervise and administer the functions and activities of the division, including policy development, financial review and staff/governing body support	\$ 557,732
<u>Budget</u> - To develop, prepare and implement the city's annual operating budget and to provide support to departments in developing and understanding the municipal budget	250,733
<u>Financial Management</u> - To maintain the city's financial reporting system and oversee the disbursement of all city funds through the payroll, cashier, and accounting functions	1,307,080
<u>Purchasing</u> - To provide procurement and request for proposal (RFP) assistance to city departments and fixed asset reporting while ensuring compliance with applicable laws/regulations	484,780
<u>Utility Customer Service</u> - To provide utility billing, customer service and meter reading services for the city's Water, Wastewater and Solid Waste utilities, and to provide accurate and complete information to staff and the Council	<u>2,956,614</u>
	\$ 5,556,939

### 2005/06 Operational Highlights:

- Enhanced the 2005/06 budget document and received the Distinguished Budget Presentation Award Certificate from the Government Finance Officers Association.
- 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.



- Received a Certificate of Achievement for excellence in financial reporting from the Government Finance Officers Association for the FY 2004/05 Annual Financial Report.
- Increased collection of all accounts receivable (including utility billing accounts), and improved fixed assets reporting and accountability.
- Implemented an expanded Automated Meter Reading pilot project, and installed an additional 3,000 remote meter reading devices.
- Continued to work with and improve the online fixed asset and inventory system to ensure efficiency and effectiveness in city operations.

#### 2006/07 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.
- 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.
- 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.
- Provide the city management with continuous and accurate financial information, and monitor revenues and expenditures according to federal and state rules and regulations.
- Finalize the pending update for the city's Financial Procedures Manual, and implement technology improvements including automated employee time sheets for Payroll and invoice imaging capabilities for Accounts Payable.
- Maintain warehouse inventory functions and process all requisitions, bids and proposals in an efficient, cost-effective manner, processing in such a way as to maximize the competitive nature and fairness of each.
- Coordinate with the Water Services Division on several ongoing projects, including city-wide implementation of the Automated Meter Reading program; upgrades and enhancements to the utility billing system; development of a device to allow customers to water their own water consumption; and the implementation of a new water rate structure.
- Work with the Information Technology & Telecommunications Division on evaluation and purchase of software systems to enhance division productivity and efficiency, particularly within the Utility Customer Service function.

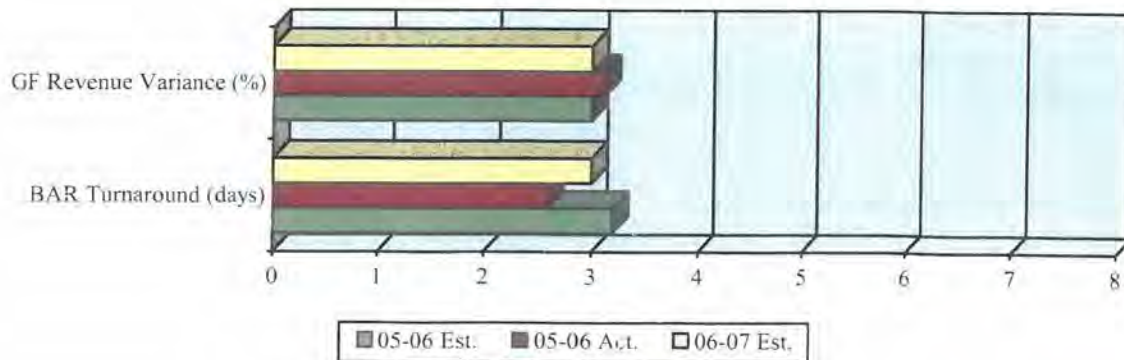
### Budget Commentary:

The FY 2006/07 General Fund appropriation of \$2,593,183 for the Finance Division provides funding for the salaries and benefits of the division director and 34.5 staff members (partial funding for a Special Funds Financial Analyst shared with the ½% GRT Income Fund {3102}), and associated operational and administrative expenses. After personnel expenses, contracted services represent the largest single item in the FY 2006/07 General Fund budget, with an appropriation of \$144,554 for the annual city-wide audit, fiscal agent services and various other professional services. Insurance costs are another major item, budgeted at \$74,090 for FY 2006/07.

The Purchasing Office 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 2006/07, the operating budget includes \$7,142 for auction-related expenses.

The Utility Customer Service section is supported by an appropriation of \$2,956,614 from the Utility Customer Service Fund (5205), which provides funding for 39 staff members and operational costs for the section. This fund is entirely supported by funding allocations from the Water, Wastewater and Solid Waste Utilities that are determined based on the share of the section's expenses attributable to each utility's customer service needs. Major Utility Customer Service expenses for FY 2006/07 include printing and mailing of utility bills (including some contracted services) totaling \$256,000; various professional contracts in the amount of \$190,000; and \$92,175 for the section's insurance coverage.

<u>Standard Program Measurements:</u>	<u>05/06 EST.</u>	<u>05/06 ACTUAL</u>	<u>06/07 EST.</u>
1. Percent variance between estimated General Fund revenue and actual	±3.00%	+3.12%	±3.00%
2. Average turnaround time for budget adjustment requests (days)	3.2	2.6	3.0



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Finance Division Director	1 – EX	1 – EX
Account Specialist	1 – CLFT	1 – CLFT
Account Technician	20 – CLFT	18 – CLFT
Accountant	2 – CLFT	2 – CLFT
Accounting Supervisor	4 – CLFT	4 – CLFT
Accounts Manager Collections Monitor	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Manager	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Budget Analyst	1 – CLFT	1 – CLFT
Budget Database Analyst	1 – CLFT	1 – CLFT
Budget Officer	1 – CLFT	1 – CLFT
Cash Management & Investments Officer	1 – CLFT	1 – CLFT
Clerk Typist	0 – CLFT	1 – CLFT
Collections Manager	1 – CLFT	1 – CLFT
Customer Service Manager	1 – CLFT	1 – CLFT
Database Specialist <sup>1</sup>	8 – CLFT	10 – CLFT
Financial Analyst <sup>2</sup>	1 – TCF	1 – TCF
Financial Analyst	3 – CLFT	3 – CLFT
Financial Management Director	1 – CLFT	1 – CLFT
Lead Meter Reader	1 – CLFT	1 – CLFT
Meter Reader	5 – CLFT	4 – CLFT
Meter Reader	0 – TFT	1 – TFT
Meter Reader Service Technician	1 – CLFT	1 – CLFT
Meter Reading Supervisor	1 – CLFT	1 – CLFT
Office Manager	1 – EX	1 – EX
Payroll Technician	2 – CLFT	2 – CLFT
Project Specialist	0 – CLFT	1 – CLFT
Purchasing Officer	1 – CLFT	1 – CLFT
Senior Financial Analyst	1 – CLFT	1 – CLFT
Special Funds Financial Analyst <sup>3</sup>	2 – CLFT	2 – CLFT
Special Projects Administrator <sup>4</sup>	0 – CLFT	1 – CLFT
Supply/Inventory Technician	4 – CLFT	3 – CLFT
Supply/Inventory Technician <sup>5</sup>	0 – TCF	1 – TCF
Utility Billing Director	1 – CLFT	1 – CLFT
Utility Billing Investigator	1 – CLFT	1 – CLFT
Utility Collections Investigator	1 – CLFT	1 – CLFT
Water Operations Accounting Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	75	78

<sup>1</sup> One position funded by Water Services Fund (5300)

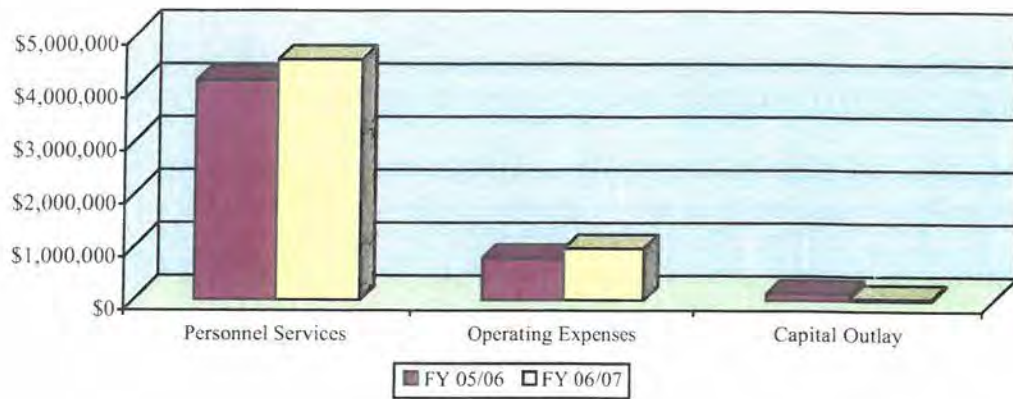
<sup>2</sup> Position funded by ½% GRT Income Fund (3102)

<sup>3</sup> One position funded 100% by Seniors/Housing Grants; the other is funded 50% by ½% GRT Income Fund (3102), remainder by General Fund

<sup>4</sup> Position funded by Remote Meter Reading CIP Project Fund (5206)

<sup>5</sup> Position funded by Transit Bus Operations Fund (5400)

## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 4,145,011	\$ 4,540,803
Operating Expenses	797,004	978,136
Capital Outlay	<u>134,441</u>	<u>38,000</u>
TOTAL:	\$ 5,076,456	\$ 5,556,939



## Information Technology & Telecommunications Appropriation: \$ 3,866,680

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.

### 2005/06 Operational Highlights:

- Designed and implemented several improvements for utility customer service, including a remote meter reading system, web-based e-pay options, and a redesigned utility bill which incorporates a three-dimensional water consumption graph.
- Developed an IMS (Internet Mapping Service) application to provide zoning and parcel information to ArcGIS users, and completed GIS roofline data collection.
- Installed internet filtering software to ensure appropriate Internet use by employees.
- Implemented a citywide Customer Relationship Management (CRM) system to track constituent problems.
- Increased Internet connectivity bandwidth by 100% while successfully mitigating three network-wide virus outbreaks.
- Implemented a data backup system for all city departments' shared drives and files.
- Completed approximately 2,600 network service calls (for PCs, printers, phones, routers, telecom circuits, etc.) and approximately 650 radio system service calls.
- Streamlined inventory control by securing and centralizing inventory, thereby reducing instances of lost/stolen inventory and reducing the amount of time needed to get products to customers.



### 2006/07 Goals and Objectives:

- Implement Phase I of the Santa Fe Light Trail project.
- Double the speed of the city's internet system in preparation for e-government initiatives while standardizing and reducing the cost of the city's voice and data circuits.
- Develop the remote meter reading system for utilities and implement GPS data collection capabilities for the project.
- Re-cable City Hall and the Senior Center to comply with network standards.
- Upgrade and reengineer payroll and human resources applications, introducing on-line electronic timesheets and personnel action requests.
- Install a public access wireless network on the Plaza.
- Implement call center hardware and software for the new Transit Dispatch facility, and upgrade call center functionality at the San Mateo Complex to enable enhanced call handling and detailed management reports.

### Budget Commentary:

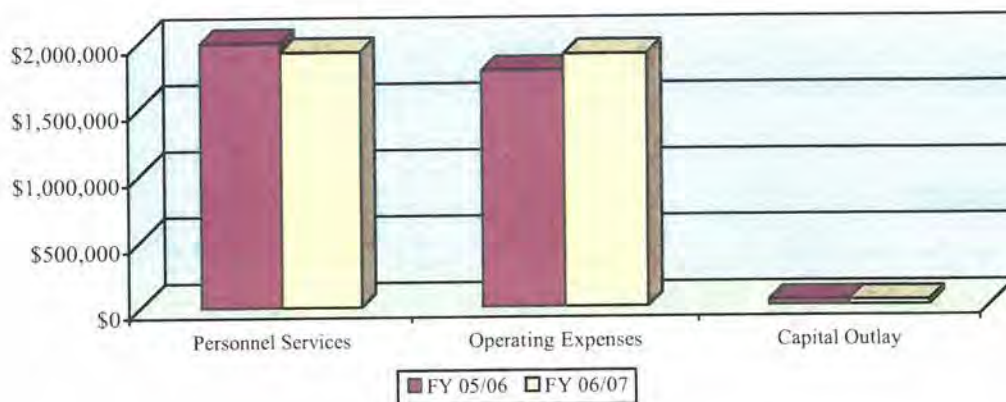
The FY 2006/07 ITT operating budget is supported by a General Fund appropriation of \$3,338,313, with an additional appropriation of \$528,367 from the ½% GRT Income Fund (3102). The budget provides funding for salaries and benefits for 28 staff members, operating expenses, and equipment necessary for 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 \$510,000 for FY 2006/07. Another significant item is communications charges, wherein \$475,000 is budgeted in FY 2006/07 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 \$360,850 for 2006/07.

For FY 2006/07, the Technology & Telecommunications Director position was reclassified as the Economic Development Department Director.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Technology & Telecommunications Director	1 - EX	0 - EX
ITT Division Director	1 - CLFT	1 - CLFT
Administrative Assistant	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	2 - CLFT	2 - CLFT
Network Operations Administrator	1 - CLFT	1 - CLFT
Network Operations Manager	2 - CLFT	2 - CLFT

Network Specialist	2 – CLFT	2 – CLFT
Network Technician	1 – CLFT	1 – CLFT
Project Leader	2 – CLFT	2 – 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	28

### EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 1,996,003	\$ 1,926,166
Operating Expenses	1,782,054	1,904,514
Capital Outlay	<u>38,823</u>	<u>36,000</u>
TOTAL:	\$ 3,816,880	\$ 3,866,680

The mission of the Property Control Division is to enhance the quality of the work and business environment by providing safe, clean and well-maintained buildings and fleet vehicles; promoting accessibility to all city facilities in accordance with the Americans with Disabilities Act (ADA); providing stewardship and care for older facilities and historic resources; and caring for the comfort of city employees and visitors.

The Property Control Division is responsible for the electrical, mechanical, plumbing, HVAC (heating, ventilation and air conditioning), structural maintenance and custodial services for 63 city-owned and leased buildings, and for the maintenance and upkeep of the city's vehicle fleet. The division also oversees the remodeling all city-owned structures to ensure appropriate appearances of buildings and provide facilities that are functioning according to city/community necessities.

The Property Control Director is responsible for establishing and implementing all maintenance policies and procedures for the coordination of the Structural Maintenance, Mechanical Maintenance, Facilities Maintenance and Fleet Maintenance Sections. The Director also oversees the ADA Coordinator, who is responsible for coordinating all ADA activities, review of and compliance with accessibility guidelines within city facilities and property, investigation of complaints, and review of city projects to ensure ADA compliance.

The Fleet Maintenance section was moved from the Streets & Drainage Maintenance Division to the Property Control Division in FY 2006/07; this function is responsible for the repairs and maintenance for all city fleet cars, trucks, and specialized equipment.

#### 2005/06 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, and completed a settlement agreement with the US Department of Justice on ADA accessibility violations.
- Successfully abated pigeon waste on the Bicentennial Pool roof.
- 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.

#### 2006/07 Goals and Objectives:

- Initiate a citywide energy conservation program and conduct energy audits at all city facilities.

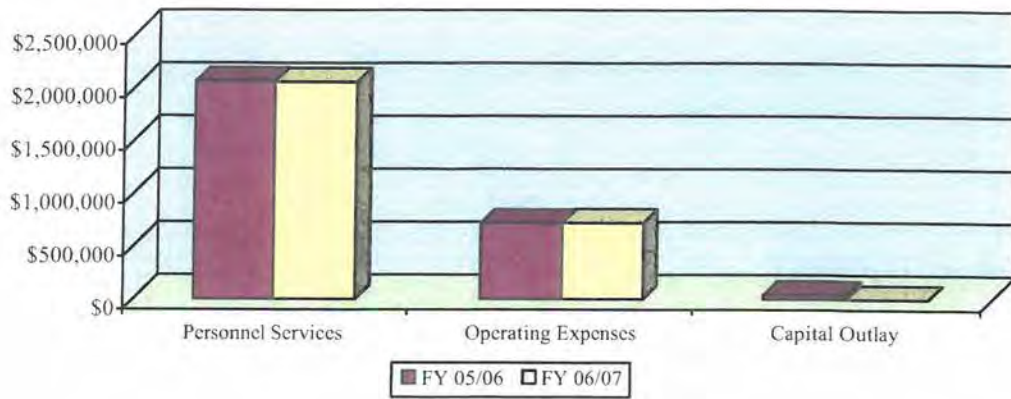
- Improve preventive maintenance in order to decrease equipment failures and down time.
- Continue to ensure and maintain compliance with federally-mandated Americans with Disabilities Act (ADA) standards for city facilities, and work with the Mayor's committee on concerns for people with disabilities.
- Replace the windows at City Hall.
- Stabilize the old power plant at the Water Division.
- Continue to develop and expand the fleet alternative fuels program.

Budget Commentary:

The FY 2006/07 General Fund operating budget of \$2,772,504 for Property Control provides funding for 46 staff members, fleet and general liability insurance coverage (\$62,400), 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 \$274,434, and cleaning and other operating supplies, vehicle fuel and parts, and uniforms for division activities totaling \$122,274.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Property Control Division Director	1 – CLFT	1 – CLFT
Property Control Operations Manager	1 – CLFT	1 – CLFT
ADA Coordinator	1 – TCF	1 – TCF
Administrative Assistant	1 – CLFT	1 – CLFT
Auto Mechanic	3 – CLFT	3 – CLFT
Clerk Typist	1 – CLFT	1 – CLFT
Custodian	20 – CLFT	20 – CLFT
Custodian Lead Worker	1 – CLFT	1 – CLFT
Custodian Supervisor	1 – CLFT	1 – CLFT
Database Specialist	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	8 – CLFT	9 – CLFT
Mechanic Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	45	46

## EXPENDITURE CLASSIFICATION



	FY 05/06 <u>REVISED</u>	FY 06/07 <u>APPROPRIATION</u>
Personnel Services	\$ 2,057,154	\$ 2,050,622
Operating Expenses	719,904	721,882
Capital Outlay	<u>44,336</u>	<u>0</u>
TOTAL:	\$ 2,821,394	\$ 2,772,504



Risk Management provides 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.

2005/06 Operational Highlights:

- Expanded the role of the third party administrator to provide the city with a dedicated adjuster to investigate workers' compensation claims while reducing the overall contract cost.
- Established procedures requiring directors and supervisors to be present to discuss causes of accidents in their respective areas and to ensure corrective action will be taken to avoid further recurrences.
- Implemented a written safety plan for city operations which combined the safety and risk management functions and brought the city into compliance with state Occupational Health and Safety Administration (OSHA) requirements.
- Received a positive report from the Federal Transit Administration Substance Abuse Management Program audit team on the division's handling of the drug/alcohol testing program for the Transit Division.

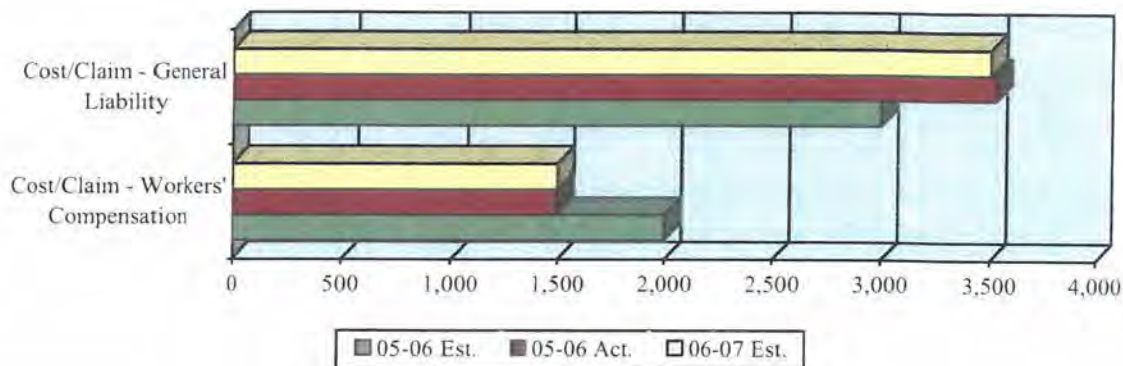
2006/07 Goals and Objectives:

- Enhance the safety and risk program to continue to provide a safe working environment for city employees and the public.
- Continue to perform audits of division contractors to assure high levels of performance in reducing on-the-job injuries and controlling claims costs.
- Establish a process to allow directors and supervisors to access loss trend data in their operational areas.
- Incorporate work and supervision safety concepts into each city employee's performance evaluation.
- Develop a loss control function within Risk Management to identify areas in which the city sees high-cost losses in claims, vehicles, equipment and property.
- Revise, rewrite and/or update the city's Safety Manual, vehicle use policy, and building evacuation plans.

### Budget Commentary:

The FY 2006/07 Risk Management operating budget of \$8,263,618 is supported by the Risk/Safety Administration Fund (6101), the Insurance Claims Fund (6104) and the Workers' Compensation Fund (6109). The operating budget includes funding for seven staff members and associated benefits. The majority of the FY 2006/07 appropriations for Risk Management are for various types of insurance coverage, budgeted at \$5,788,415 (70% 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>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Number of claims – general liability	200	232	250
2. Cost per claim – general liability	\$3,000	\$3,526	\$3,500
3. Number of claims – workers' compensation	200	228	200
4. Cost per claim – workers' compensation	\$2,000	\$1,492	\$1,500
5. Drug/alcohol tests conducted	200	296	300
6. Number of employees given OSHA-mandated training	620	415	450



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
Risk Management Division Director	1 – CLFT	1 – CLFT
Claims Administrator	1 – CLFT	1 – CLFT
Contract Administrator	1 – CLFT	1 – CLFT
Human Resources Assistant	1 – CLFT	1 – CLFT
Safety Manager	1 – CLFT	1 – CLFT
Safety Specialist	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	7	7

### 2006/07 Goals and Objectives:

- Continue to manage and protect the area's existing sources of water supply by preventing water rights impairment; protecting groundwater and surface water quality; limiting groundwater withdrawals to long-term sustainable aquifer yield; managing the Santa Fe River watershed to protect its water yield; acquiring and developing additional water supply sources and management strategies to meet projected water demand through 2050; and determining the best re-uses of treated wastewater effluent.
- Operate and maintain the division's equipment, infrastructure and facilities to provide reliable and efficient operations, expected longevity of capital assets, compliance with Federal and State water quality requirements, and public satisfaction regarding water taste, odor and appearance.
- 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.
- 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.
- 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.
- Assess needs for a comprehensive distribution system flushing program (to clear deposits from lines) and design a flushing program that addresses system needs while minimizing water requirements for flushing.
- Complete an assessment and begin design and construction of upgrades to the Santa Fe Canyon Water Treatment Plant necessary for compliance with increasingly stringent Federal water quality requirements.
- 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.
- Participate in initiatives to plan and implement regional water supply solutions while ensuring equitable distribution of costs and benefits.

### Budget Commentary:

For FY 2006/07, the Water Utility Fund appropriation of \$29,563,833 includes funding for the Water Services Division Director and 87 staff members; contract operations and maintenance costs; and debt service payments totaling \$7,088,436. Other major items include 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); one-time transfers totaling \$4,450,000 to Water capital projects, including the automated meter reading system project; \$2,195,727 for electricity and other utilities needed to operate the water production, treatment and distribution system; \$765,800 for treatment chemicals and other supplies; equipment replacements and purchases in the amount of \$466,461, including replacement computers, software, and system equipment; and \$2,117,376 to provide the Water Division's share of support for the Utilities Administration Fund (5200) and Utility Customer



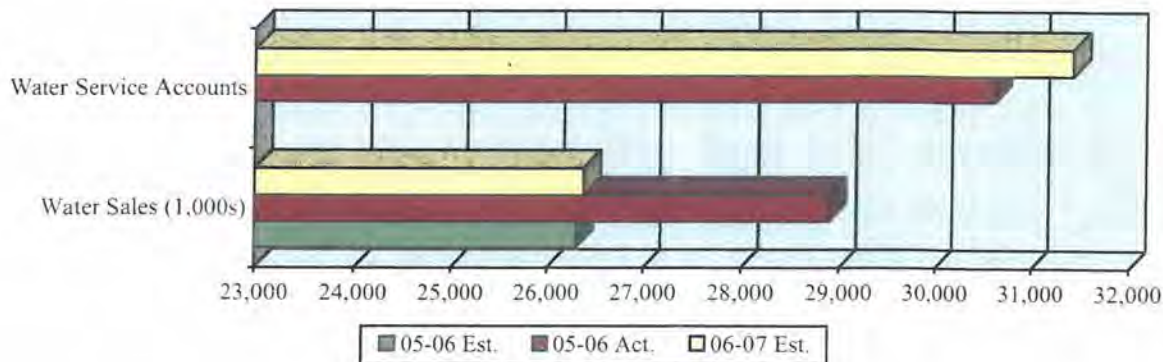
Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities. The budget also includes \$1,922,849 for various contracted services.

The Water Division budget is also supported by an appropriation of \$13,368,000 in the ¼% Water GRT Fund (5330), which accounts for the proceeds of a ¼% gross receipts tax increment to pay for water system improvements. For FY 2006/07, appropriations in this fund will be transferred to various Water capital projects funds in the following amounts: \$4,268,000 to the Water Construction Projects Fund (5313); \$250,000 to the Water Rights Acquisition Fund (5316); \$850,000 to the Large Meter Replacement Fund (5354); \$4 million to the Water Treatment Plant Projects Fund (5357); and an additional \$4 million to the Water Supply Projects Fund (5358).

For FY 2006/07, several positions were reclassified or added to the Water Services Division as part of a reorganization of positions, classifications and duties. Additions include an Assistant City Attorney and Paralegal in the City Attorney's Office that are completely funded by the Water Division due to their focus on water rights issues.

<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Total gallons sold (billions)	N/A*	3.37	3.35
2. Water sales revenue (thousands)	26,303	28,897	26,383
3. Number of water service accounts	N/A*	30,614	31,428

\*New program measure—no estimate made for FY 2005/06



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</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	4 – CLFT	0 – CLFT
Assistant City Attorney	0 – EX	1 – EX

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.

2005/06 Operational Highlights:

- Conducted 119 inspections and samples to ensure compliance with City Code Section 22 and EPA requirements for the extra strength and IP programs.
- Performed 83 evaluation reports and issued 165 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.

2006/07 Goals and Objectives:

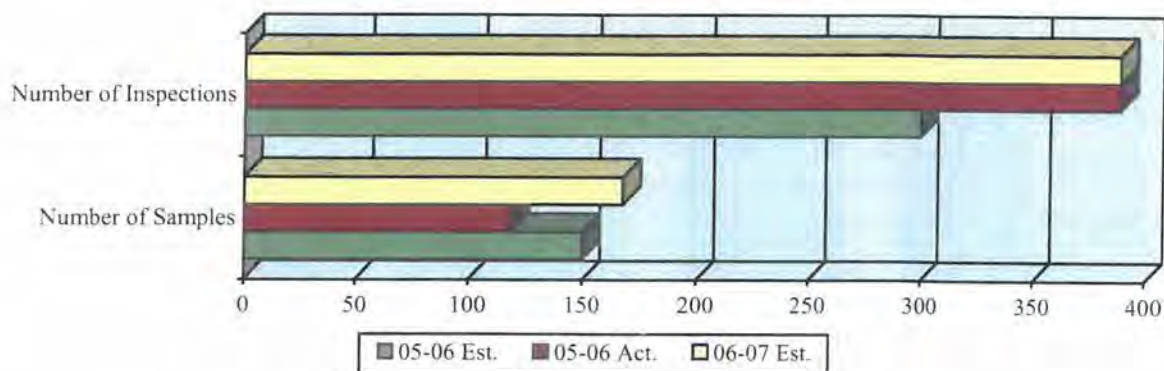
- Begin another "in-house" sewer line rehabilitation/replacement project starting in 2006.
- Provide sewer line data from field crews to facilitate system mapping and improvements to sewer lines and manholes.
- Provide review and permitting services on all plans for connection to or extension of the 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.
- 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.



### Budget Commentary:

The Wastewater Operations Enterprise Fund (5450) allocation of \$8,529,362 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 \$470,250 for electricity and other utilities used in the wastewater delivery and treatment systems; \$383,782 for various operational supplies including treatment chemicals, safety supplies and fuel; and \$532,009 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 \$874,248 to the Wastewater Sewer Line Improvement Fund (5472) is also included in the 2006/07 budget to support that project.

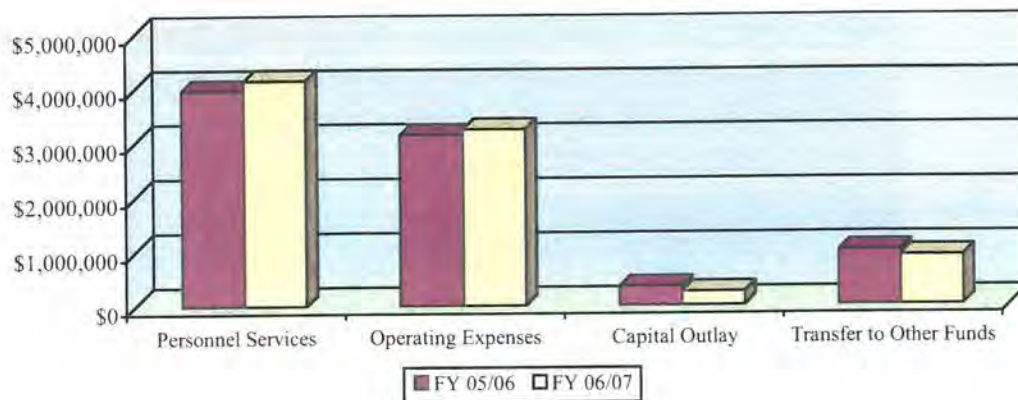
<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Total gallons treated (millions)	2,000	1,970	2,000
2. Number of food establishments/industrial users inspected	300	389	389
3. Number of food establishments/industrial users sampled	150	119	168
4. Sewer lines cleaned/maintained (linear feet)	650,000	370,000	400,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
WWM Division Director	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer	1 – 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	3 – CLFT	3 – CLFT
WWM Equipment Specialist Trainee	1 – CLFT	0 – CLFT
WWM Field Operator I	4 – CLFT	4 – CLFT
WWM Field Operator II	9 – CLFT	9 – CLFT
WWM Field Operator Apprentice	7 – CLFT	6 – 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	1 – CLFT
WWM Plant Operator II	1 – CLFT	1 – CLFT
WWM Plant Operator III	8 – CLFT	1 – CLFT
WWM Plant Operator IV	1 – CLFT	8 – CLFT
WWM Plant Operator Trainee	1 – TFT	1 – TFT
WWM Plant Superintendent	1 – CLFT	1 – CLFT
WWM Section Supervisor	3 – CLFT	4 – CLFT
WWM Shift Supervisor	4 – CLFT	4 – CLFT
TOTAL:	63	63

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 3,975,393	\$ 4,154,646
Operating Expenses	3,147,201	3,246,178
Capital Outlay	352,598	254,290
Transfer to Other Funds	1,009,354	907,581
TOTAL:	\$ 8,484,546	\$ 8,562,695

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.

2005/06 Operational Highlights:

- Continued the expansion of the automated residential refuse collection program, serving approximately 7,400 residential households on 10 routes and achieving approximately 63% of the program's completion goal of 15,000 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.
- Completed a solid waste transfer station lease agreement with the Santa Fe Solid Waste Management Agency (SWMA), which began operation of the facility on January 1, 2006 and will initiate construction on a much-needed regional materials recovery facility in spring 2007.
- Continued a replacement program for worn-out refuse collection equipment.

2006/07 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.

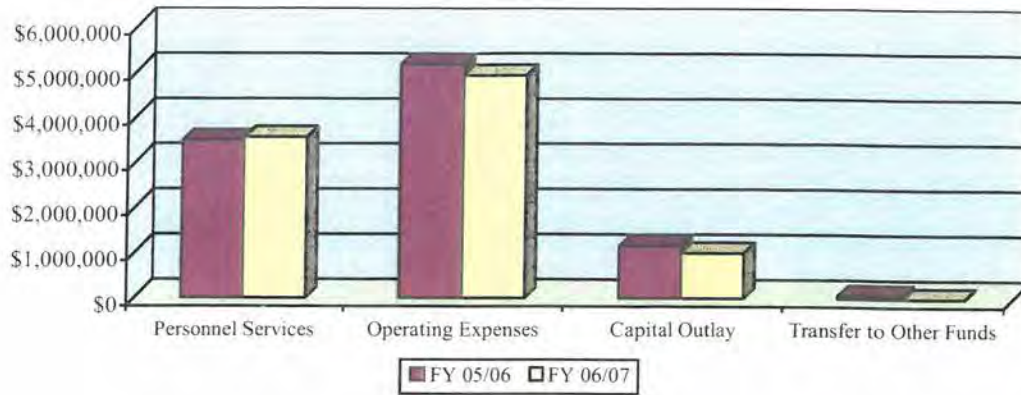
Budget Commentary:

Solid Waste Management is supported by the Refuse and Sanitation Enterprise Fund (5250), which provides \$9,501,629 in FY 2006/07 to support 69 positions, operations and maintenance costs, and new/replacement equipment. The division's largest single expense is for landfill tipping fees, which are estimated at \$1.89 million for FY 2006/07. Other major expenditures include vehicles and various equipment purchases totaling \$1,686,790; fuel and other operating supplies in the amount of \$542,783; and \$565,693 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.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Solid Waste Management Division Director	1 – EX	1 – EX
Accounting Supervisor	1 – CLFT	1 – CLFT
Account Technician	2 – CLFT	1 – CLFT
Assessment Technician	2 – CLFT	2 – CLFT
Community Relations Advertising Administrator	1 – CLFT	1 – CLFT
Environmental Compliance Officer	1 – CLFT	1 – CLFT
Equipment Operator	27 – CLFT	30 – CLFT
Heavy Equipment Mechanic	2 – CLFT	2 – CLFT
Laborer	3 – TFT	3 – TFT
Maintenance Worker	11 – CLFT	10 – CLFT
Maintenance Worker Senior	2 – CLFT	0 – CLFT
Operations Manager	1 – CLFT	1 – CLFT
Secretary	0 – CLFT	1 – CLFT
SWM Maintenance Worker	6 – TFT	0 – TFT
SWM Maintenance Worker	0 – TCF	6 – TCF
SWM Special Projects Administrator	1 – CLFT	1 – CLFT
SWM Supervisor	4 – CLFT	4 – CLFT
SWM Transport Operator	2 – CLFT	2 – CLFT
Welder	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	69	69



## EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u>		<u>FY 06/07</u>	
	<u>REVISED</u>		<u>APPROPRIATION</u>	
Personnel Services	\$	3,490,484	\$	3,562,537
Operating Expenses		5,181,096		4,932,692
Capital Outlay		1,163,616		1,006,400
Transfer to Other Funds		75,654		0
TOTAL:	\$	9,910,850	\$	9,501,629



# PUBLIC WORKS

## 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: \$ 2,813,188</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.

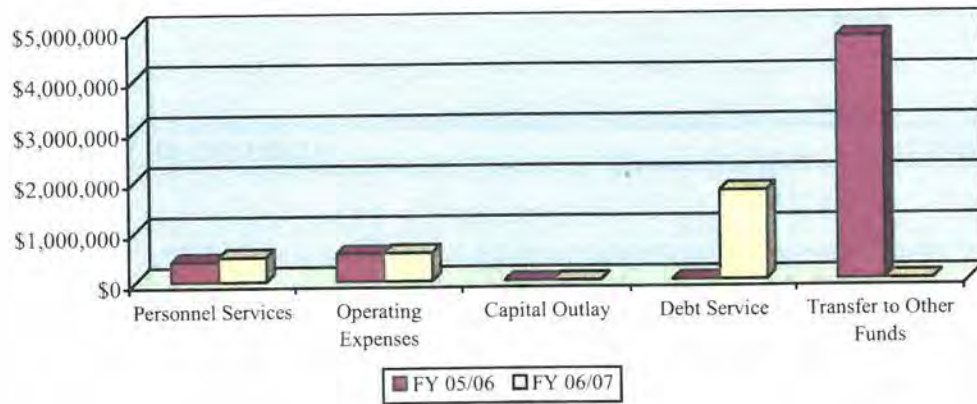
In FY 2006/07, the Parks Division of the Parks & Recreation Department was reorganized as the Parks, Trails & Watershed Division under the supervision of the Public Works Director. The Parks & Recreation Department was eliminated as part of this city-wide reorganization.

The Administration operating budget of \$2,813,188 is supported by a General Fund appropriation of \$565,813, which includes salaries and benefits for the Director and four staff members, as well as the majority of the department's insurance coverage (\$321,919). The Public Works Administration budget also includes an appropriation of \$469,064 from the Storm Water Drainage Fund (2401), which funds the salaries and benefits of three staff members and associated operational expenses. Other significant items in the Storm Water Drainage Fund include landfill tipping fees (\$80,000) and contracted surveying and mapping services (\$70,000).

The Public Works Director also supervises the Railyard Development project, for which appropriations are provided for FY 2006/07 in the Railyard Development Fund (5850), budgeted at \$1,778,311. Debt service on Railyard project loans comprises the majority of this fund's budget, totaling \$1,763,187 in FY 2006/07. The large transfer in FY 2005/06 (\$4,610,821) reflected a reallocation to the Railyard Development Infrastructure CIP Fund (5851), consistent with project schedules.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Public Works Department Director	1 – EX	1 – EX
Community Relations/Advertising Administrator	1 – TCF	1 – TCF
Engineer Supervisor	1 – CLFT	1 – CLFT
Information Coordinator	1 – CLFT	1 – CLFT
Office Manager	1 – EX	1 – EX
Planner Technician	0 – TGF	1 – TGF
Project Specialist	1 – CLFT	1 – CLFT
Public Works Project Administrator	<u>1</u> – CLFT	<u>1</u> – CLFT
 TOTAL:	 7	 8

## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 401,351	\$ 488,694
Operating Expenses	551,217	561,307
Capital Outlay	4,700	0
Debt Service	0	1,763,187
Transfer to Other Funds	<u>4,795,037</u>	<u>0</u>
 TOTAL:	 \$ 5,752,305	 \$ 2,813,188

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## Streets & Drainage Maintenance

Appropriation: \$ 2,438,116

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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.

Street sweeping and grading services were recently moved from the General Fund and are now funded and reported in the Gas Tax Operations Fund (3326) under the Capital Improvements Program (CIP), as required by the state to separate this revenue and its use.

Major functions associated with Streets & Drainage Maintenance include:

<u>Administration</u> - 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	\$ 446,243
<u>Sanding and Snow Removal</u> - To keep all major arterials, minor arterials, and collectors sanded and swept clean of snowfalls and ice accumulation	37,574
<u>Construction</u> - To perform all concrete construction involving streets, curbs and gutters, sidewalks and drainage structures for which the city is responsible	381,222
<u>Pavement Maintenance</u> - To make temporary and permanent repairs to all pavement distresses including potholes, cracking, rutting and shoring on all city streets	1,218,835
<u>Drainage Maintenance</u> - To inspect, clean and maintain the storm water system of the city, including associated channels, structures and the construction of the above	<u>354,242</u>
	\$ 2,438,116

### 2005/06 Operational Highlights:

- Maintained or replaced approximately 550 miles 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.

#### 2006/07 Goals and Objectives:

- Conduct evaluations of street conditions and resurface streets determined to be in poor or less than satisfactory condition; and to improve street defects, rideability and overall 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 2006/07 operating budget of \$2,438,116 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 funding support from the General Fund in the amount of \$1,219,281. The remaining budget of \$1,218,835 is appropriated from the Paved Street Rehabilitation Fund (3326) to provide support to the pavement resurfacing function. For FY 2006/07, this fund also includes capital outlay appropriations of \$289,250 to replace a storm water catch basin cleaner truck, a water tanker truck and a backhoe.

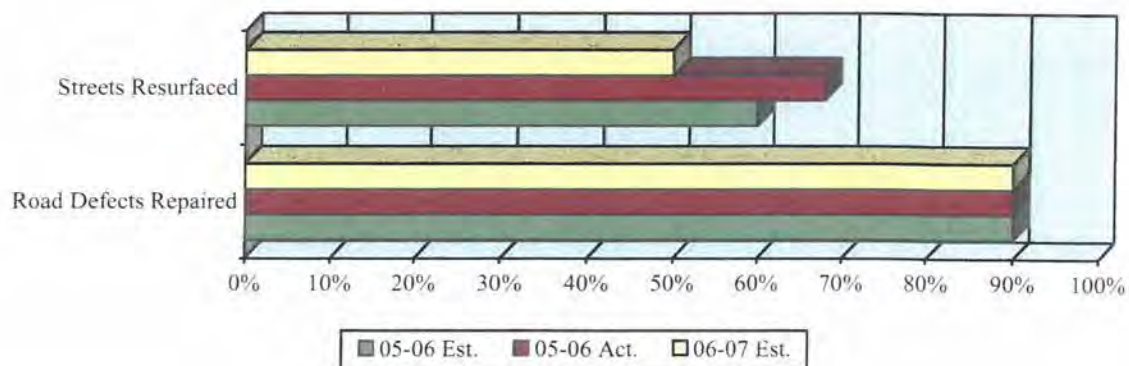
In FY 2006/07 the Fleet Maintenance Section was transferred from the former Streets, Drainage & Fleet Management Division to the Property Control Division, which was itself moved from the Public Works Department to the Administrative Services Department as part of a major city-wide reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Streets/Drainage/Fleet Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	2 – CLFT	2 – CLFT
Equipment Manager	1 – CLFT	1 – CLFT
Equipment Service Worker	1 – CLFT	1 – CLFT

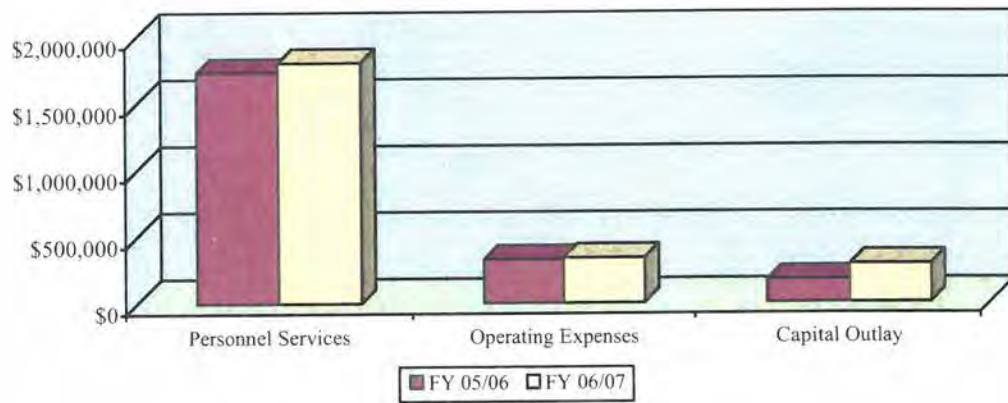


Heavy Equipment Mechanic	1 – CLFT	1 – CLFT
Inspection Technician	2 – CLFT	2 – CLFT
Streets & Drainage Supervisor	1 – CLFT	1 – CLFT
Street Supervisor	4 – CLFT	4 – CLFT
Streets Equipment Operator	12 – CLFT	12 – CLFT
Streets Maintenance Worker	5 – CLFT	5 – CLFT
Streets Maintenance Worker Senior	5 – CLFT	5 – CLFT
Streets Maintenance Worker Trainee	<u>3</u> – TFT	<u>3</u> – TFT
TOTAL:	38	38

Standard Program Measurements:	05/06 <u>EST.</u>	05/06 <u>ACTUAL</u>	06/07 <u>EST.</u>
1. Percentage of total street miles determined to be in poor or unsatisfactory condition resurfaced	60%	68%	50%
2. Percentage of identified road defects repaired	90%	90%	90%



## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 1,736,596	\$ 1,808,333
Operating Expenses	330,750	340,533
Capital Outlay	<u>172,713</u>	<u>289,250</u>
<b>TOTAL:</b>	<b>\$ 2,240,059</b>	<b>\$ 2,438,116</b>

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.

2005/06 Operational Highlights:

- Purchased hardware and software for a new fixed-route information system.
- Initiated project design phase for the Transit facility upgrade and expansion.
- Prepared for operations at the new transportation call center in 2007 by completing the purchase/installation of new dispatching software for the paratransit service.
- Participated in the state's first regional transit authority, the North Central New Mexico Rapid Transit District (NCRTD).

2006/07 Goals and Objectives:

- Complete project design phase of the transit facility upgrade and expansion.
- Begin the transition to fully in-house service for the Santa Fe Ride program.
- Complete site selection and preliminary design for the new downtown transit center.
- Participate in Phase II commuter rail project planning, covering the route from Albuquerque to Santa Fe.
- Complete preliminary design for a new Santa Fe Place transit center.
- Participate in the development of NCRTD transportation services.

Budget Commentary:

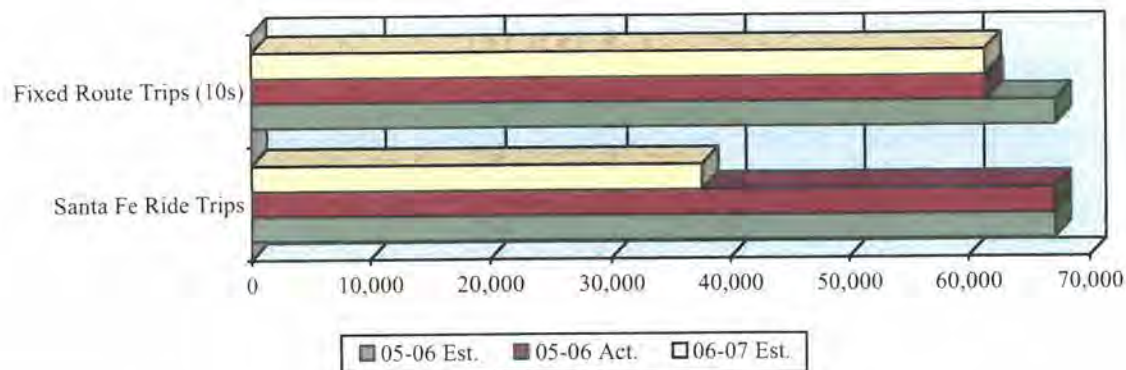
For FY 2006/07, funding for Transit Operations is primarily supported by the Transit Enterprise Fund (5400) in the amount of \$5,547,655. This provides funding for 95 staff members, and operational and administrative costs including the division's insurance coverage (\$224,310). Other major items include appropriations of \$235,000 in maintenance costs for the transit fleet, \$290,250 to fuel the division's environment-friendly compressed natural gas (CNG) bus fleet, and \$83,800 for a transit system development study.

The Transit Division also administers the Ridefinders Program (2304), which provides funding support in the amount of \$89,614 from a state grant and City/County matching funds. The Section 9 Grant Fund (2327) also supports division activities, providing a total appropriation of \$1,114,812 from the federal (U.S. Dept. of Transportation) grant, City/County matching funds and gross receipts tax revenues to subsidize the Santa Fe Ride Program.

Federal grants also provide funding support to replace aging buses for the Transit Division via an appropriation of \$556,875 in the Transit Bus Federal Grants Fund (5416). The Welfare-to-Work program (5409) grant of \$407,135 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; this grant assists low-income program participants in finding transportation to their jobs.

Revenues to support Transit Operations are received through farebox collections - \$512,459; federal, state and other grants - \$1,490,351; gross receipts and lodgers taxes - \$4,872,734; and miscellaneous revenues and interest - \$180,000.

<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Transit bus ridership (fixed route)	671,580	615,768	614,197
2. On-time performance (fixed route)	86.90%	85.33%	90.00%
3. Santa Fe Ride program trips	67,104	67,097	37,632
4. Ridefinders van pool matches	45	35	27
5. CNG (gallon equivalents) sold – fast fuel station	6,869	6,872	3,075

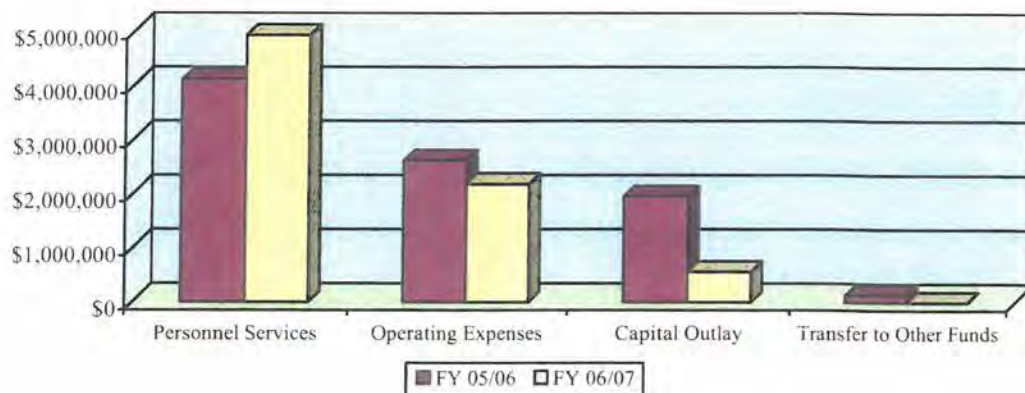


<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
Transit Division Director	1 – EX	1 – EX
Administrative Secretary	2 – TCF	2 – TCF
Administrative Supervisor	1 – TCF	1 – TCF
Assistant Transit Director	1 – TCF	0 – TCF
Call Center Supervisor	0 – TCF	2 – TCF
Contracts Administrator	1 – TCF	1 – TCF
Custodian	1 – TCF	1 – TCF
Customer Service Representative	0 – TCF	1 – TCF
Customer Service Representative	0 – TGF	1 – TGF



Director of Operations	0 – 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	0 – TCF	8 – TCF
Planner Supervisor	1 – TCF	1 – TCF
Project Specialist	1 – TCF	1 – TCF
Sign Technician Senior	1 – TCF	1 – TCF
Transit Operations Line Supervisor	4 – TCF	4 – TCF
Transit Operations Manager	2 – TCF	2 – TCF
Transit Operator	46 – TCF	50 – TCF
Transit Operator	0 – TFT	6 – TFT
Transit Operator	6 – TPT	0 – TPT
Transit Specialist	1 – TCF	1 – TCF
TOTAL:	84	100

#### EXPENDITURE CLASSIFICATION



	FY 05/06 <u>REVISED</u>	FY 06/07 <u>APPROPRIATION</u>
Personnel Services	\$ 4,114,031	\$ 4,932,603
Operating Expenses	2,616,135	2,181,255
Capital Outlay	1,955,204	558,496
Transfer to Other Funds	<u>128,612</u>	<u>0</u>
TOTAL:	\$ 8,813,982	\$ 7,672,354



Engineering 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 several sections. The Community Facilities Section implements capital improvement projects that upgrade, expand, or construct new buildings, parks, and other facilities. This section meets the increasing demands for capital improvements created by outdated facilities, growth and changing building codes. The Roadway and Drainage Section carries out upgrades to city streets and roadways, usually due to the need for increased safety and/or capacity. Types of work performed include new alignments, lane widening, storm drains, signal systems, and bicycle/pedestrian trails. The Traffic Design Section ensures a safe and efficient traffic system for residents and visitors by providing traffic engineering design, expertise and development review for the city's public street system. Traffic Design also oversees the Traffic Calming Program and the city's street lighting system. The Traffic Operations Section operates and maintains traffic signals, school zone flashers, traffic signs, and pavement markings (including cross walks, curb painting and lane lines), ensuring a safe and efficient traffic system for all users, and also provides oversight for the School Crossing Guard Program. 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.

#### 2005/06 Operational Highlights:

- Began construction on the Civic Convention Center, the Farmers' Market, and numerous pocket park projects.
- Completed construction on a variety of projects, including: the 5<sup>th</sup> St./Siringo Rd. signal project and the Siringo Rd./Llano St. signal project.
- Achieved substantial progress toward completion of construction on the Southside Library, the Santa Fe Youth Consortium, the Closson St. Pedestrian Bridge rehabilitation, and Fire Station #8 projects.
- Completed design for the Civic Convention Center; the Farmers' Market; the Railyard Infrastructure project; the Rodeo Rd. safety project; the Cerrillos/St. Michaels intersection safety project; the Police/Fire Training Campus; and the Cerrillos Rd. reconstruction project phase II.
- Contracted for an impervious surface analysis and storm sewer infrastructure survey in order to meet storm water requirements for the National Pollutant Discharge Elimination System (NPDES).
- Implemented traffic calming projects for various neighborhoods to reduce speeds and traffic in residential areas.

#### 2006/07 Goals and Objectives:

- Finish construction on a number of pending projects, including: the Southside Library; Fire Station #8; the Rodeo Rd./Richards Ave. Intersection project; the Camino Alire Bridge replacement project; the Downtown

Urban Trail project; safety improvements to Rodeo Road; the Arroyo Chamiso emergency crossing for Fire Station #7; and tennis court rehabilitation projects at Alto and Salvador Perez Parks.

- Complete design and initiate construction on the Old Pecos Trail segment 2 reconstruction project, the Rail Trail segment 3 project, and numerous other streets and parks projects.
- Complete the environmental documentation and design for the Siler Rd. Extension Project.
- Continue the design and planning process for the construction of pocket parks.
- Achieve substantial completion of design and easement acquisition for planned bike trails projects.
- Implement further citywide traffic calming projects to reduce vehicle speeds and traffic in residential areas.

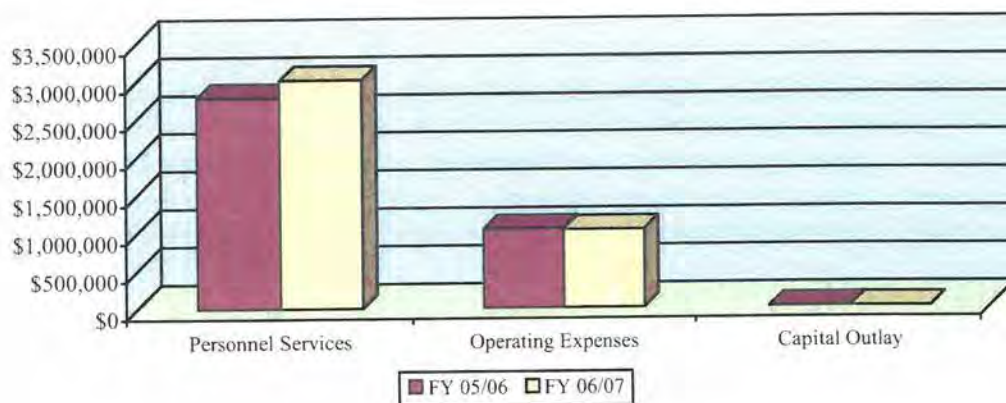
#### Budget Commentary:

The FY 2006/07 operating budget for the Engineering Division is funded from a General Fund appropriation of \$2,392,271, with an additional appropriation from the 1/2% Gross Receipts Tax Operating Fund (3102) in the amount of \$1,656,903. The budget supports 72 staff members and associated operational and administrative expenses. The largest budgeted item is an appropriation of \$725,154 for electric utility costs incurred by traffic signals and street lights. Other budgeted items include space rental at the Federal Building (\$89,095), the division's insurance coverage (\$39,432), and contracted engineering, appraisal and other professional services costs relating to various city projects (\$28,500).

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Engineering Division Director	1 – TCF	1 – TCF
Administrative Assistant	2 – TCF	2 – TCF
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – TCF	1 – TCF
CIP Designer	0 – TCF	1 – TCF
CIP Intern	1 – TCF	0 – TCF
Community Facilities Section Manager	1 – TCF	1 – TCF
Construction Supervisor	1 – TCF	1 – TCF
Engineer Assistant	1 – TCF	1 – TCF
Engineer Supervisor	1 – TCF	1 – TCF
Engineer Supervisor	3 – CLFT	3 – CLFT
Engineer	2 – TCF	1 – TCF
Grant Writer	0 – TCF	1 – TCF
Paint Technician	2 – CLFT	2 – CLFT
Paint Technician Senior	3 – CLFT	3 – CLFT
Paint/Sign Supervisor	1 – CLFT	1 – CLFT
Planner Supervisor	1 – TCF	1 – TCF
Planner Technician	1 – TGF	0 – TGF
Project Administrator	2 – TCF	0 – TCF
Project Manager	4 – TCF	4 – TCF
Public Works Projects Administrator	0 – TCF	1 – TCF

Safety/School Cross-Guard	34 – TPT	34 – TPT
School Cross-Guard Supervisor	2 – TPT	2 – TPT
Sign Technician	1 – CLFT	0 – CLFT
Sign Technician Senior	2 – CLFT	3 – CLFT
Signal Shop Lead Worker	1 – CLFT	1 – CLFT
Signal Technician	1 – CLFT	1 – CLFT
Signal Technician Senior	2 – CLFT	2 – CLFT
Traffic Technician	1 – CLFT	1 – CLFT
Traffic Technician Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	74	72

### EXPENDITURE CLASSIFICATION



	FY 05/06 <u>REVISED</u>	FY 06/07 <u>APPROPRIATION</u>
Personnel Services	\$ 2,789,471	\$ 3,017,899
Operating Expenses	1,041,391	1,030,075
Capital Outlay	<u>3,704</u>	<u>1,200</u>
TOTAL:	\$ 3,834,566	\$ 4,049,174

The Airport Division oversees the operation and maintenance of the Santa Fe Municipal Airport. The mission of the Airport 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 2006 the Airport handled 76,415 aircraft operations and 19,779 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.

2005/06 Operational Highlights:

- Completed the reconstruction and surface sealing of airport runway 2-20, the airport parking ramp west of the terminal, and taxiways A, C, F, and G.
- Initiated the Part 150 Airport Noise Study.
- Obtained grant funding for the design, build and purchase of an airport rescue and fire fighting vehicle.
- Attained CFR 14, Part 139, FAA Class III Certification.
- Completed design work for the Runway 15/33 reconstruction project.

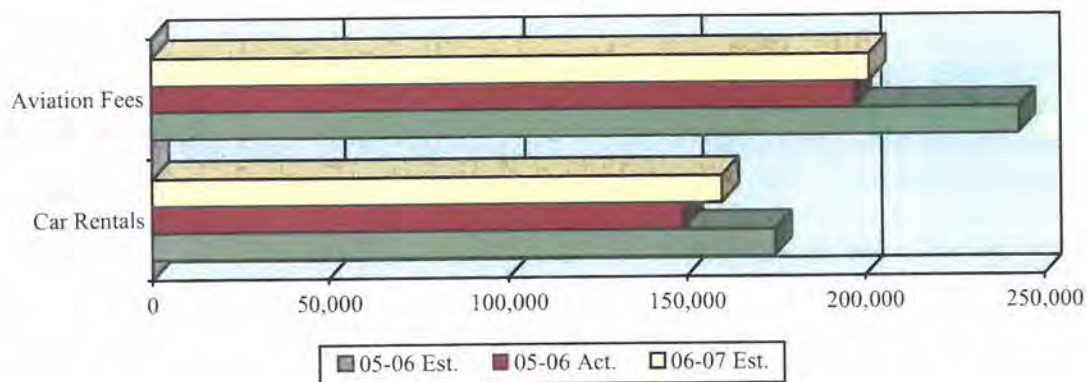
2006/07 Goals and Objectives:

- Successfully complete the Part 150 Airport Noise Study.
- Negotiate the purchase a 15-acre safety area for Runway 33.
- Secure a new air carrier for commercial service into and out of Santa Fe.
- Complete the reconstruction of Runway 15/33 within the project budget of \$4.5 million.
- Design and build a new taxi lane to serve the Airport lease lots.
- Attain CFR 14, Part 139, FAA Class I Certification.
- Initiate project to replace the Airport Terminal Building roof.

Budget Commentary:

The FY 2006/07 Airport Division operating budget of \$944,502 is supported by the Airport Enterprise Fund (5800). Funding includes the salaries and benefits of 6 employees and Airport operations and maintenance expenses. Personnel costs represent the majority (73.9%) of the Airport Division budget for FY 2006/07. Other major items in the budget include contracted security and appraisal services (\$68,125), services of other city departments (\$58,698), and the division's insurance coverage (\$40,733).

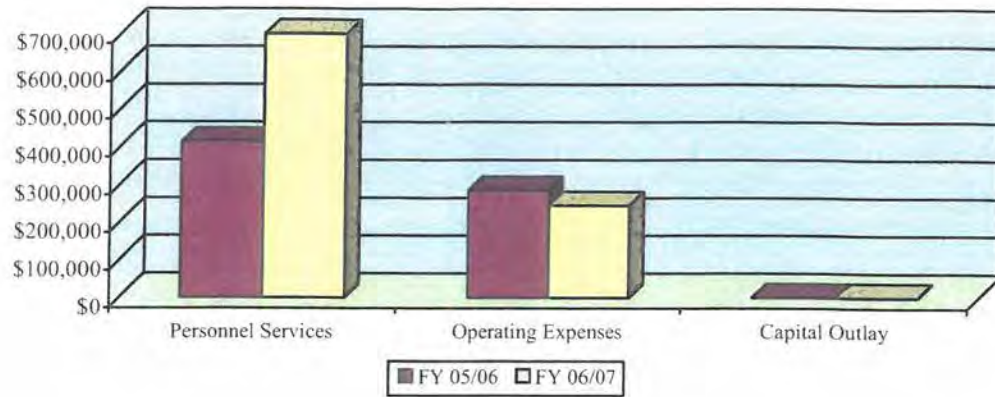
<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Aviation fees	\$243,000	\$197,303	\$201,300
2. Terminal/facility rental fees	\$158,000	\$171,492	\$165,450
3. Car rental receipts	\$175,000	\$149,072	\$160,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
Airport Manager	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Airport Maintenance Worker	3 – CLFT	3 – CLFT
Custodian	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	6	6



## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 413,450	\$ 698,448
Operating Expenses	284,865	244,554
Capital Outlay	<u>1,500</u>	<u>1,500</u>
<b>TOTAL:</b>	<b>\$ 699,815</b>	<b>\$ 944,502</b>

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.

#### 2005/06 Operational Highlights:

- Completed a condition appraisal of the Sandoval parking garage and instituted an ongoing preventive maintenance and repair program as recommended by the appraisal to ensure the continued service life of the facility.
- Increased collection violations while implementing improved administrative policies such as NM Motor Vehicle Division (MVD) tag match-ups and a requirement that all outstanding citations be paid prior to permit renewal.
- Established new residential permit zones on west San Francisco Street and a commercial/residential zone in the McKenzie Street area.
- Reconfigured on-street signage for disabled parking in order to comply with recommendations of the Mayor's Committee for the Disabled.
- Implemented a parking rate increase as recommended by Walker Parking Consultants to keep pace with rising operations and maintenance expenses.
- Smoothed the higher demand for parking resulting from the Civic Center project and archaeological dig by creating a program to keep the public informed about parking alternatives.

#### 2006/07 Goals and Objectives:

- Design and implement a peripheral parking/shuttle operation to serve the downtown core district, following a feasibility study.
- Continue to review the parking rate/fee structure as it relates to overall transportation demand management and the financial solvency of the Parking Enterprise Fund.
- Coordinate with the city's Railyard Project staff to address existing and future parking needs in the development area.
- Develop and facilitate the City Council adoption of a Boot and Tow Ordinance in order to achieve a higher compliance rate for outstanding parking violations.

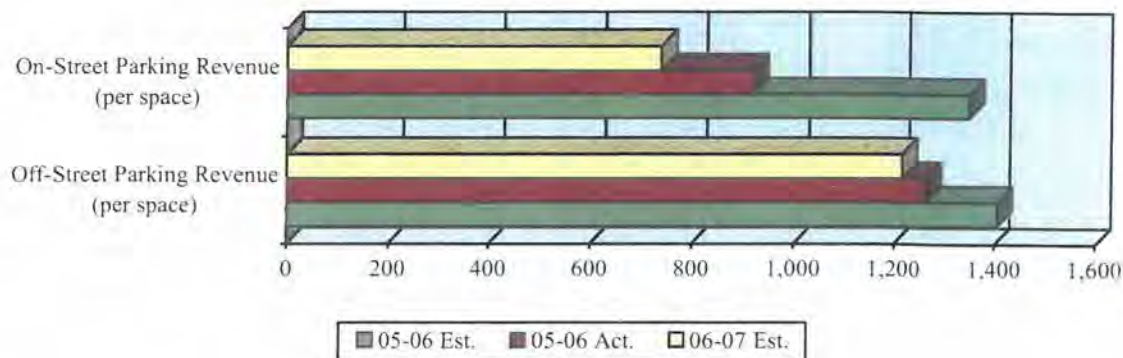
- Continue to review the Residential Parking Permit Program and develop improvement strategies as warranted by planned downtown development.
- Prepare an interim parking plan to address disruptions resulting from construction on the Civic Center parking garage and the Archdiocese development.

#### Budget Commentary:

The FY 2006/07 Parking Division operating budget of \$4,919,148 is supported by the Parking Enterprise Fund (5150). Funding includes the salaries and benefits of 54 employees, parking operations and the parking enforcement program, and equipment necessary for provision and improvement of parking services.

Salaries and benefits comprise the largest expense category (\$2,524,671 or 51.3%) within the Parking Division budget. Debt service on the NM Finance Authority loan for the Railyard Parking Facility takes the next largest share (\$434,009 or 8.8%). Other major items include parking lot security (\$331,373); 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, the Archdiocese of Santa Fe, and St. Francis School (\$301,664); and insurance coverage for division operations (\$129,752).

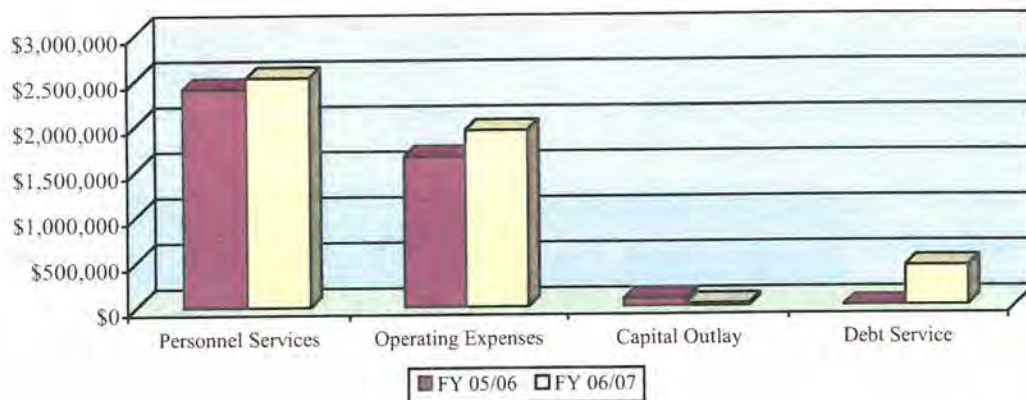
<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Parking cashkey revenue	\$98,000	\$108,968	\$96,942
2. On-street parking revenue (avg. per space)	\$1,349	\$920	\$739
3. Off-street parking revenue (avg. per space)	\$1,406	\$1,265	\$1,216



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
Parking Division Director	1 - EX	1 - EX
Accountant Technician	2 - CLFT	2 - CLFT
Administrative Assistant	2 - CLFT	1 - CLFT
Contracts Analyst	1 - CLFT	1 - CLFT
Database Specialist	1 - CLFT	2 - CLFT
Enterprise Fund Accountant	1 - 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	0 – CLFT	1 – CLFT
Parking Enforcement Officer	3 – CLFT	4 – CLFT
Parking Enforcement Officer Senior	2 – CLFT	1 – CLFT
Parking Field Collector	1 – CLFT	1 – 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	3 – CLFT	2 – CLFT
Parking Technician	3 – CLFT	3 – CLFT
Parking Technician Senior	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	55	54

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 2,404,911	\$ 2,524,671
Operating Expenses	1,652,743	1,937,468
Capital Outlay	83,250	23,000
Debt Service	<u>0</u>	<u>434,009</u>
TOTAL:	\$ 4,140,904	\$ 4,919,148



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**Parks, Trails & Watershed Division**

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**Appropriation: \$ 7,777,809**

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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:

<u>Administration</u> - To supervise and administer the functions and activities of the division, including operations and maintenance of parks facilities, trails and open space; 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	\$ 663,789
<u>Parks Operations</u> - 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	4,049,266
<u>Graffiti Unit</u> - 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	203,090
<u>Special Events</u> - To provide staff support and administration for various community special events including the Mayor's Holiday Food Drive and events on the Plaza	236,200
<u>Municipal Recreation Complex</u> - 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	<u>2,625,464</u>
	\$ 7,777,809



#### 2005/06 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 Native Ecosystem Program for management of Gunnison prairie dogs in order to alleviate dangerous burrows and accommodate the concerns of citizens regarding their humane treatment.
- Monitored pine bark beetle activity using pheromone traps to enhance government and public awareness regarding beetle infestations.
- Implemented a green waste chipping program to provide organic mulch for use in the city's parks.
- Instituted 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.

#### 2006/07 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 2006/07 Parks, Trails & Watershed Division General Fund operating budget of \$5,011,735 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 expenditure is for utilities (water and electricity) used in irrigation of parks landscaping, for which \$1,055,000 is budgeted for FY 2006/07. Insurance coverage for the division also represents a sizeable portion of the budget, totaling \$200,613 for FY 2006/07.

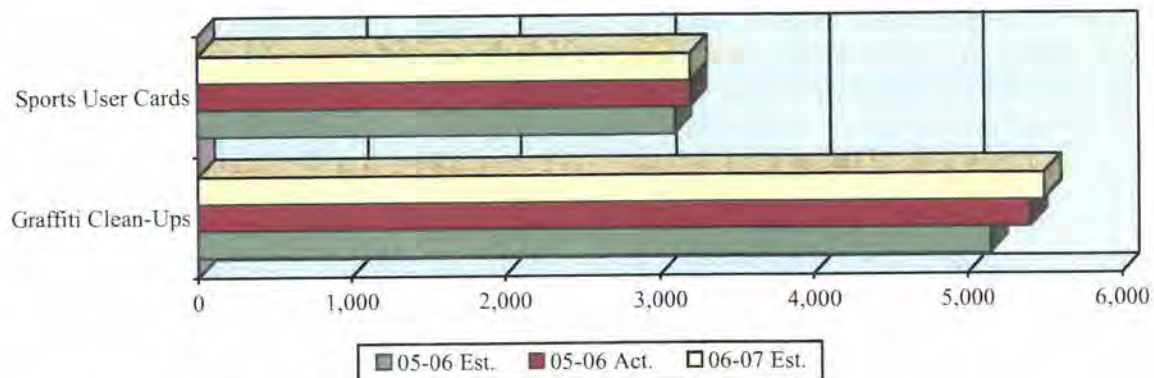
The Quality of Life Fund (2505) provides funding support for 20 employees, operating and capital costs associated with maintaining several parks and replacing playground/sports equipment. For FY 2006/07, a total of \$240,484 was appropriated for this purpose.

The FY 2006/07 operating budget for the Municipal Recreation Complex is supported by a dedicated enterprise fund (5600) budget of \$2,510,590 and a General Fund appropriation of \$99,874. These allocations comprise the primary funding source for the division, including support for 17 employees and operating and equipment costs associated with the management and maintenance of the Marty Sanchez Links de Santa Fe golf course and sports complex. The remainder of the MRC budget is provided by the MRC Fore Kids Golf Tournament Fund (5603) appropriation of \$15,000 to support the annual tournament. For FY 2006/07, MRC operations are funded by fees charged for use of the facility and by a subsidy of \$902,430 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 fiscal year.

For the FY 2006/07 budget, the former Parks & Recreation Department was dissolved and its divisions transferred to the Community Services and Public Works Departments. The Parks Division and the Municipal Recreation Complex Division were combined in the Public Works Department and re-named the Parks, Trails & Watershed Division. Appropriations for community/special events were also moved to this new division.

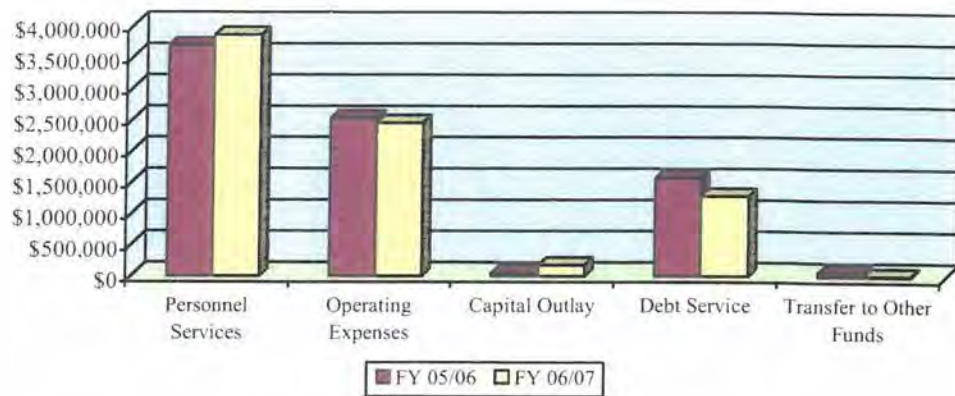
<u>Standard Program Measurements:</u>	<u>05/06 EST.</u>	<u>05/06 ACTUAL</u>	<u>06/07 EST.</u>
1. Gunnison Prairie Dogs relocated	300	700	737
2. Graffiti clean-up sites	5,150	5,410	5,500
3. Number of youth soccer participants	1,050	1,094	1,060
4. Number of sports complex user cards	3,100	3,200	3,200
5. Number of junior golf participants	150	155	160
6. Number of FORE Kids Golf Tournament participants	3,500	2,773	3,050



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Parks/Trails/Watershed Division Director	1 – CLFT	1 – CLFT
Account Technician	1 – CLFT	1 – CLFT
Administrative Manager	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Clerk Typist	1 – TFT	2 – TFT
Clerk Typist	1 – TPT	0 – TPT
Engineer	0 – CLFT	1 – CLFT
Equipment Manager	1 – CLFT	1 – CLFT
Golf Course Mechanic	1 – CLFT	1 – CLFT
Golf Course Superintendent	1 – CLFT	1 – CLFT
IPM Manager	0 – 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	0 – CLFT	1 – 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	8 – TPT	8 – TPT
Parks Maintenance Worker Senior	14 – CLFT	14 – CLFT
Parks Maintenance Worker Senior	2 – TPT	2 – TPT
Parks/Open Space/Trails Enforcement Specialist	0 – CLFT	1 – CLFT
Parks Superintendent	1 – CLFT	1 – CLFT
Parks Supervisor	10 – CLFT	9 – CLFT
Recreation Coordinator	1 – TPT	1 – TPT
Santa Fe Beautiful Coordinator	1 – CLFT	1 – CLFT
Santa Fe Beautiful Maintenance Worker	<u>9</u> – TPT	<u>9</u> – TPT
TOTAL:	112	115

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 3,690,871	\$ 3,858,911
Operating Expenses	2,526,912	2,450,211
Capital Outlay	47,625	175,564
Debt Service	1,569,028	1,283,123
Transfer to Other Funds	<u>60,000</u>	<u>10,000</u>
TOTAL:	\$ 7,894,436	\$ 7,777,809



POLICE



## 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.

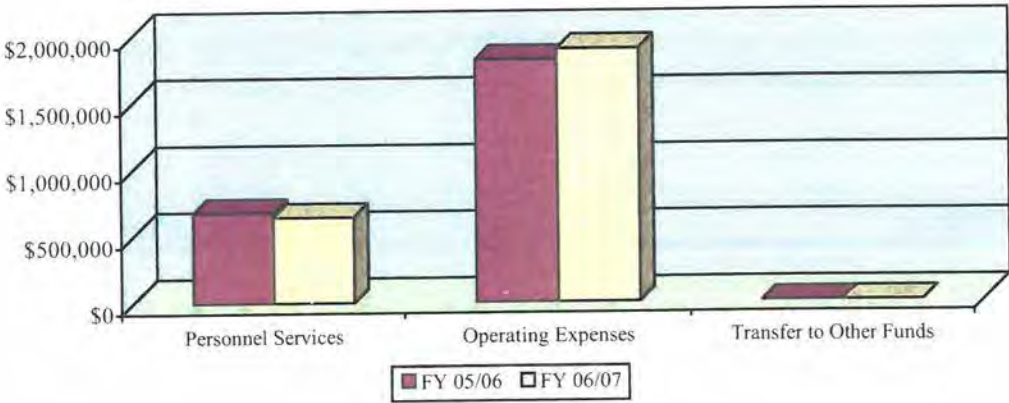
<b>Administration</b>	<b>Appropriation: \$ 2,543,194</b>
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Under the direction of the Police Chief, the Santa Fe Police Department (SFPD) strives to open the lines of communication between staff, supervisors, police officers and the general public. The administrative objective is to develop and implement strong management direction in areas associated with training, budget, communication, research and planning.

The FY 2006/07 operating budget for Police Administration is funded by the General Fund 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 2006/07 budget include the department's insurance coverage totaling \$1,036,270, and an appropriation of \$625,000 for contractual services relating to the confinement of city prisoners.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Police Chief	1 – EX	1 – EX
Deputy Police Chief	1 – EX	1 – EX
Accounting Supervisor	1 – CLFT	1 – CLFT
Administrative Secretary	2 – CLFT	2 – CLFT
Administrative Secretary - Confidential	2 – CLFT	2 – 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 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 680,725	\$ 643,247
Operating Expenses	1,820,081	1,899,947
Transfer to Other Funds	<u>988</u>	<u>0</u>
 TOTAL:	 \$ 2,501,794	 \$ 2,543,194

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 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.

#### 2005/06 Operational Highlights:

- Established a Computer Forensics Lab, one of very few in New Mexico, with fully operational status expected by spring 2007.
- Received a Lenco armored vehicle valued at \$200,000 as part of a Homeland Security grant.
- Purchased 16 radios for Operation Citizen Savior, which enables communication between Police personnel and SWAT teams across the state.
- Investigated a robbery spree in the downtown area in late winter and early spring of 2006, resulting in the arrests of four individuals.
- Handled 20,619 criminal cases, 1,334 DWI-related arrests and 5,350 traffic crashes.
- Investigated eight homicides, all resulting in clearance by arrests.

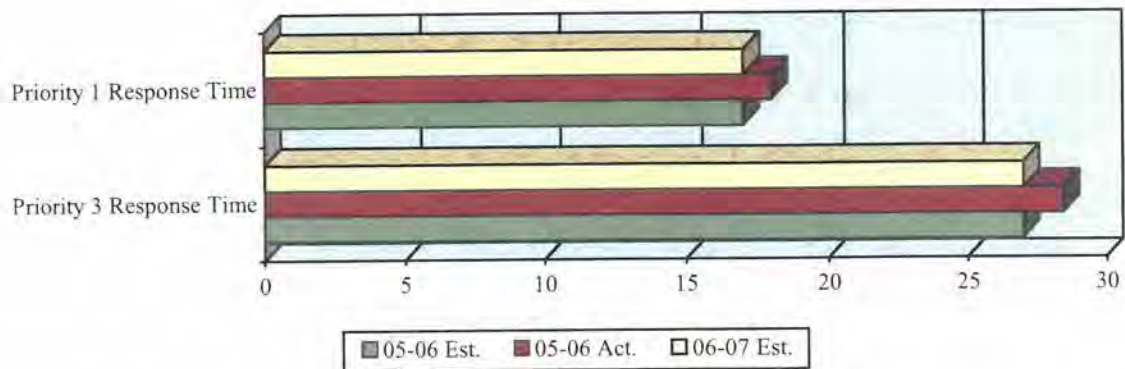
#### 2006/07 Goals and Objectives:

- Continue to maintain and improve public safety through active crime prevention efforts, with a focus on violent and property crimes.
- Identify and implement means to reduce response time for service calls, particularly high-priority emergency calls, while increasing patrol availability.
- Pursue funding to obtain advanced technological equipment and software to assist in the successful investigation and prosecution of those crimes showing little or no visible decreasing trends.
- Continue efforts to recruit new officers throughout the southwest region and beyond with the goal of reducing department staffing shortages.
- 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:

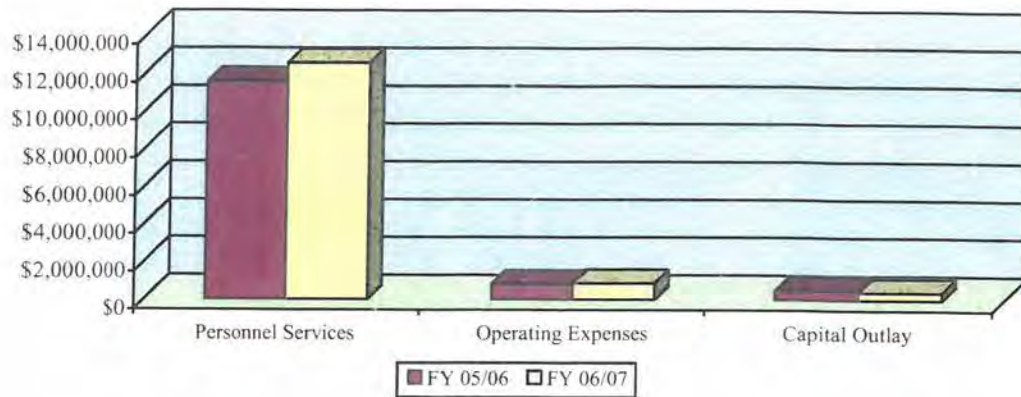
The Operations Division is supported by the General Fund in the amount of \$11,887,177, with an additional appropriation of \$1,890,891 from the Municipal Gross Receipts Tax/Police Fund (2210). The FY 2006/07 budget provides funding support for 119 staff members, as well as various operating expenses relating to the needs and responsibilities of the patrol team. The budget also includes vehicle and equipment replacements to meet operational needs. Salaries and benefits expenses comprise the majority (89.7%) of the division's budget for FY 2006/07.

<u>Standard Program Measurements:</u>	<u>05/06 EST.</u>	<u>05/06 ACTUAL</u>	<u>06/07 EST.</u>
1. Average response time for priority one emergency calls – call start to arrival on scene	17:00	17:59	17:00
2. Average response time for priority three calls – call start to arrival on scene	27:00	28:25	27:00
3. Percent change in number of DWI arrests	+10.0%	-16.4%	+10.0%



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Police Captain	1 – CLFT	1 – CLFT
Police Cadet	7 – CLFT	13 – CLFT
Police Lieutenant	8 – CLFT	7 – CLFT
Police Officer I	6 – CLFT	7 – CLFT
Police Officer II	13 – CLFT	6 – CLFT
Police Officer III	44 – CLFT	41 – CLFT
Police Officer IV	23 – CLFT	26 – CLFT
Police Sergeant	17 – CLFT	13 – CLFT
Public Safety Aide	4 – CLFT	4 – CLFT
Public Safety Aide II	1 – CLFT	1 – CLFT
<b>TOTAL:</b>	<b>124</b>	<b>119</b>

## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 11,527,881	\$ 12,510,587
Operating Expenses	833,896	857,264
Capital Outlay	<u>487,635</u>	<u>410,217</u>
<b>TOTAL:</b>	<b>\$ 12,849,412</b>	<b>\$ 13,778,068</b>



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## Support Services Division

Appropriation: \$ 4,241,798

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Support Services 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 this division include:

<u>Support Services Administration</u> - To provide logistical support to the division	\$ 153,924
<u>Records</u> - Responsible for the complete and accurate transcription of reports	583,432
<u>Planning/Training</u> - To develop, implement and administer structured crime prevention and community information programs	294,421
<u>Technical Services</u> - To provide assistance in fleet and evidence procedures with the Police Department	230,749
<u>Animal Services</u> - To assure safe and responsible control of pets and other animals in public places	612,566
<u>Dispatch</u> - To provide the City of Santa Fe's share of costs for the Regional Emergency Communications Center	2,239,821
<u>Professional Standards/Internal Affairs</u> - 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	<u>126,885</u>
	\$ 4,241,798

### 2005/06 Operational Highlights:

- Generated approximately \$33,595 from alarm permit fees and false alarm penalties.
- Obtained \$30,000 in Federal grant funding for the purchase of mobile data terminals for police vehicles.

- Initiated and developed design plans for a new vehicle impound yard, a supplemental command post trailer, and for renovations to the Police Administration Building.
- Successfully renovated the Alameda police substation.

#### 2006/07 Goals and Objectives:

- Begin construction of the new Police impound yard.
- Transition all in-car video systems from video tape to digital format.
- Actively pursue grant funding for a joint Police/Fire training facility and for the Police Administration Building renovation project.
- Continue efforts to install mobile data terminals in all police vehicles.
- Enhance the Police Department's recruitment efforts in order to attain and maintain optimum staffing levels.
- Work in conjunction with Federal agencies in the destruction of narcotics evidence.

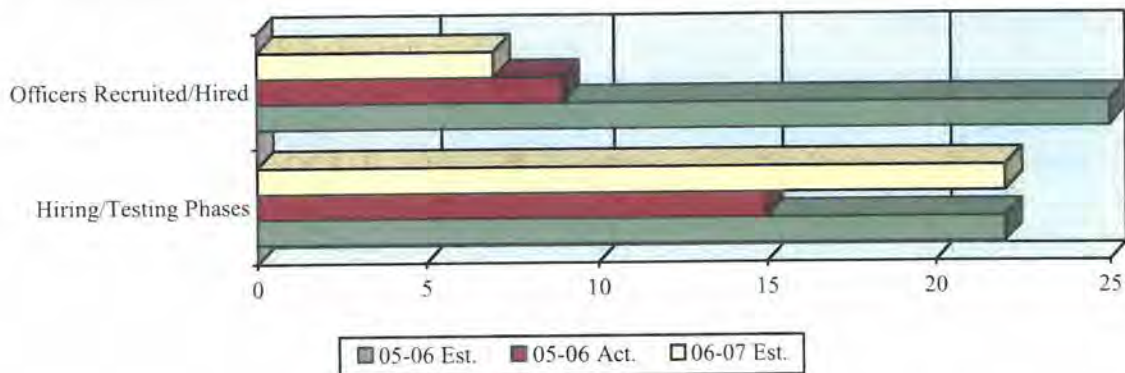
#### Budget Commentary:

The FY 2006/07 operating budget for the Support Services Division is supported by the General Fund in the amount of \$4,241,798. The budget includes funding for 72 positions and various other operating expenses relating to the administrative functions of the Police Department. The General Fund appropriation also provides for the City's share of operations and maintenance costs incurred by the joint City/County Regional Emergency Communications Center (RECC). The FY 2006/07 appropriation of \$2,239,821 for this purpose comprises the largest single non-personnel expense in the division's budget, amounting to 52.8% of the total. Salaries and benefits constitute the majority of the remainder (41.5% of the total budget).

Another major item in the FY 2006/07 operating budget for the Support Services Division is an appropriation of \$131,200 for services provided to the Animal Services section, including contracted housing of stray animals at the Santa Fe Humane Society Animal Shelter (\$130,200) and veterinary services for impounded animals (\$1,000). Supplies for division operations (\$82,881) constitute the majority of the remaining division appropriations for FY 2006/07.

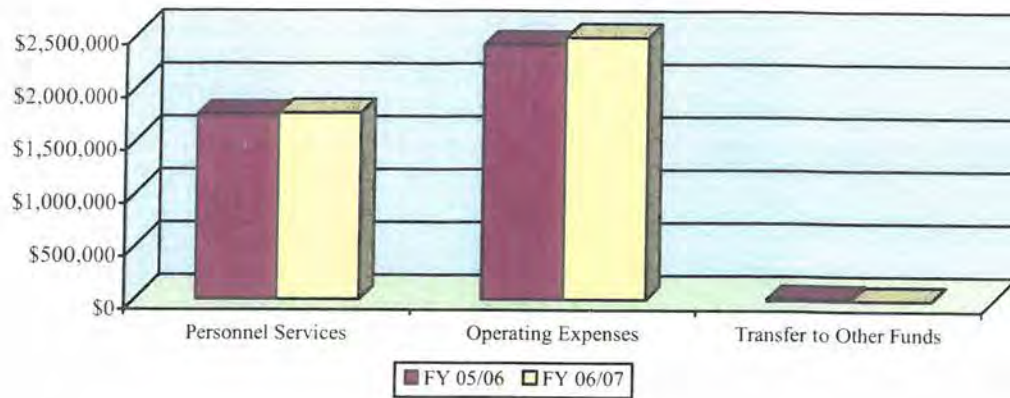
Several new positions were added to the Support Services Division for FY 2006/07. In addition, 27 positions were transferred from the Operations Division; as this latter move was organizational in nature, no net overall changes in the number or funding of positions occurred.

<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Police officers recruited and hired	25	9	7
2. Number of hiring and testing phases for new recruits	22	15	22
3. Number of man-hours of in-service, advanced, and recertification training provided	16,000	17,131	14,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
Deputy Police Chief	1 – EX	1 – EX
Administrative Secretary	2 – CLFT	2 – CLFT
Animal Control Officer I	2 – CLFT	3 – CLFT
Animal Control Officer II	4 – CLFT	3 – CLFT
Animal Control Supervisor	1 – CLFT	1 – CLFT
Assistant Records Supervisor	1 – CLFT	1 – CLFT
Clerk Typist - Confidential	2 – CLFT	2 – CLFT
Crime Scene Technician II	3 – CLFT	3 – CLFT
Criminal Information Analyst	1 – CLFT	1 – CLFT
Domestic Violence/Sexual Assault Prgm. Coordinator	0 – CLFT	1 – CLFT
Fleet/Property Manager	1 – CLFT	1 – CLFT
Paralegal	1 – CLFT	1 – CLFT
Police Captain	2 – CLFT	2 – CLFT
Police Detective I	5 – CLFT	5 – CLFT
Police Detective II	18 – CLFT	18 – CLFT
Police Lieutenant	1 – CLFT	2 – CLFT
Police Officer III	2 – CLFT	2 – CLFT
Police Officer IV	2 – CLFT	3 – CLFT
Police Sergeant	2 – CLFT	6 – CLFT
Property Control Specialist	1 – CLFT	1 – CLFT
Records Supervisor	1 – CLFT	1 – CLFT
Recruiting Officer	1 – CLFT	1 – CLFT
Secretary - Confidential	10 – CLFT	10 – CLFT
Term Agency & Training Coordinator	1 – CLFT	1 – CLFT
<b>TOTAL:</b>	<b>65</b>	<b>72</b>

## EXPENDITURE CLASSIFICATION



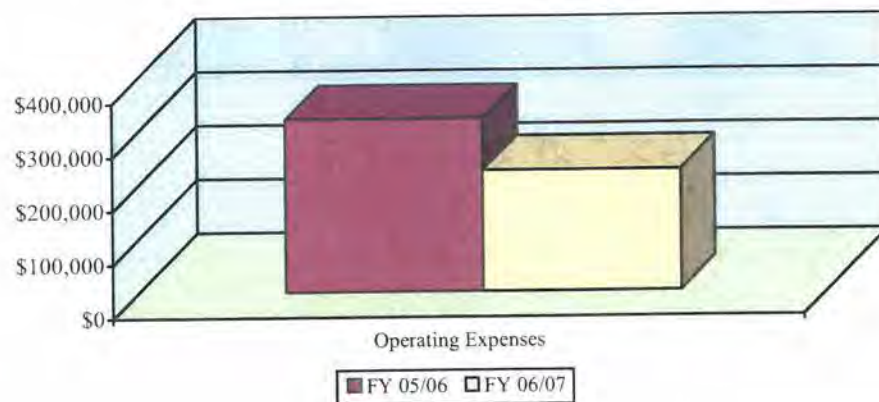
	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 1,747,215	\$ 1,762,296
Operating Expenses	2,408,934	2,479,502
Transfer to Other Funds	14,595	0
<b>TOTAL:</b>	<b>\$ 4,170,744</b>	<b>\$ 4,241,798</b>

## Corrections Fee

Appropriation: \$ 225,000

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 05/06 REVISED	FY 06/07 APPROPRIATION
Operating Expenses	321,000	225,000
TOTAL:	\$ 321,000	\$ 225,000

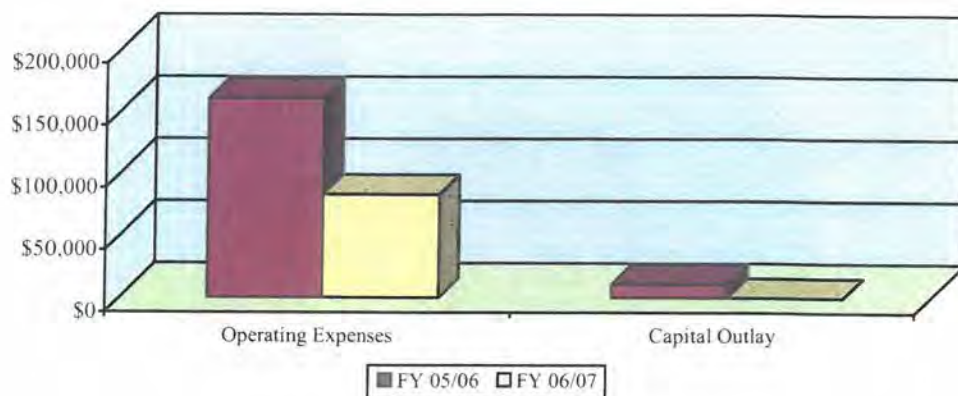


## DWI School

Appropriation: \$ 83,100

This 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 05/06 REVISED	FY 06/07 APPROPRIATION
Operating Expenses	\$ 160,247	\$ 83,100
Capital Outlay	<u>11,050</u>	<u>0</u>
TOTAL:	\$ 171,297	\$ 83,100

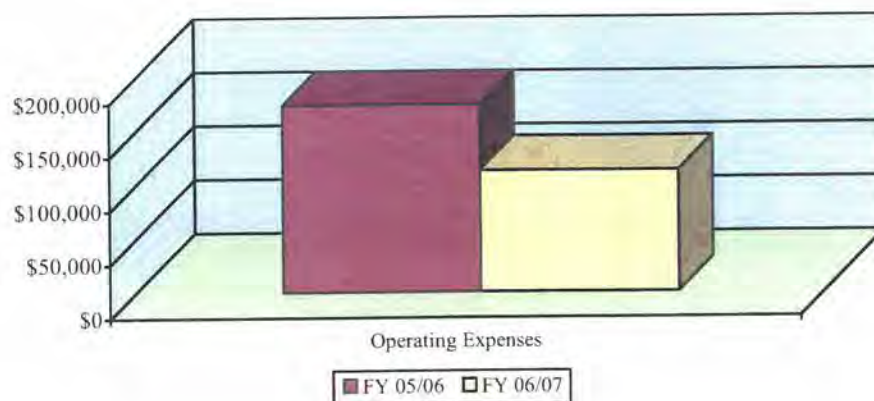
## Law Enforcement Protection

Appropriation: \$ 112,800

This is a grant 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 2006/07, the Police Department will be utilizing \$85,800 for advanced training opportunities and associated travel expenses; \$20,000 for various field supplies; and \$7,000 for various equipment needs.

### EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Operating Expenses	174,200	112,800
TOTAL:	\$ 174,200	\$ 112,800

# PLANNING & LAND USE

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, 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.

2005/06 Operational Highlights:

- Continued the staff training and certification program for the International Building Codes.
- Contracted temporary staff to assist in zoning plan and commercial plan reviews, and temporarily assigned an electrical inspector to assist in electrical plan review, until sufficient staff can be hired in these areas.
- Completed 35,000 inspections and investigated 9,000 complaints.
- Issued 301 commercial permits and 1,362 residential permits.

2006/07 Goals and Objectives:

- Establish a streamlined and efficient permit and inspection process that is sensitive to public and local concerns while in compliance with all applicable regulations.
- Enhance service delivery and communication with applicants, agencies and organizations through new technology and software upgrades.
- Improve scheduling by updating current software to maximize accuracy and consistency
- 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 division operations. Salaries and benefits for division staff comprise the majority (92.4%) of budgeted expenditures for FY 2006/07. The capital outlay appropriation of \$44,923 in FY 2006/07 is for the purchase of in-vehicle computer systems for inspections staff.

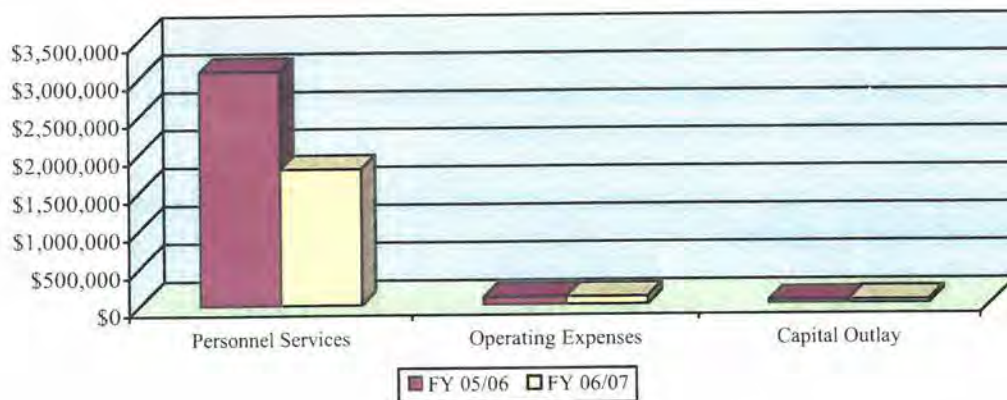
Beginning in FY 2006/07, the Building Inspection & Enforcement Division and the Permit & Development Review Division were merged into the Code Administration Division as part of a city-wide reorganization. Several positions and associated funding were realigned as part of the reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Code Administration Division Director	1 – CLFT	1 – CLFT



Administrative Assistant	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	2 – CLFT	3 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
Clerk Typist	1 – TCF	1 – TCF
Construction Inspector	6 – CLFT	6 – CLFT
Construction Inspector Supervisor	3 – CLFT	3 – CLFT
Ordinance Enforcement Specialist	2 – CLFT	3 – CLFT
Ordinance Enforcement Specialist Supervisor	1 – CLFT	0 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Site Inspector	2 – CLFT	1 – CLFT
Zoning Inspections Supervisor	1 – CLFT	1 – CLFT
Zoning Manager	<u>1</u> – CLFT	<u>0</u> – CLFT
TOTAL:	28	27

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 3,090,016	\$ 1,796,959
Operating Expenses	100,248	103,291
Capital Outlay	<u>44,274</u>	<u>44,923</u>
TOTAL:	\$ 3,234,538	\$ 1,945,173



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.

#### 2005/06 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.

#### 2006/07 Goals and Objectives:

- Implement policy components of the Neighborhood Bill of Rights resolution.
- Work with the Development Review Task Force to streamline the development review and construction permitting processes.
- Coordinate with the Short-Term Rentals Task Force to resolve issues related to policy and enforcement.
- 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.

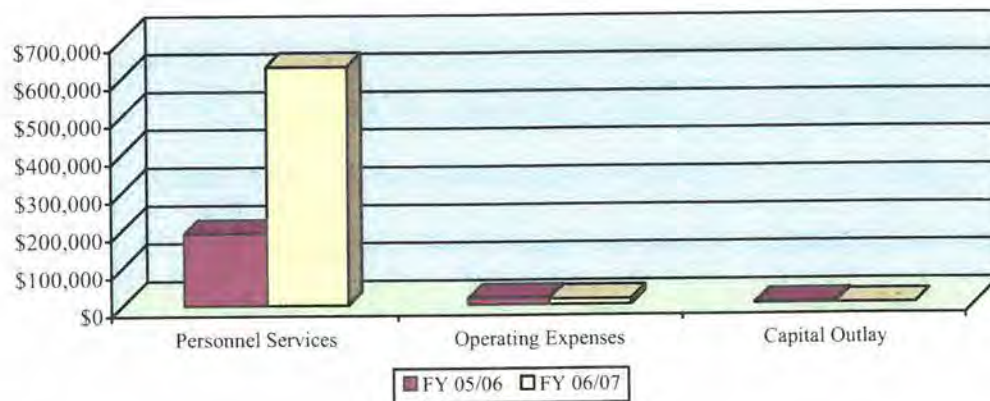
#### Budget Commentary:

The FY 2006/07 General Fund operating budget for Current Planning is \$645,166, which includes funding for eight staff members and associated costs relating to planning activities. Salaries and benefits for division staff comprise the majority (97.7%) of budgeted expenditures for FY 2006/07.

Beginning in FY 2006/07, the former Planning Division was split into the Current Planning and Long-Range Planning Divisions as part of a city-wide reorganization. Several positions and associated funding were realigned as part of this reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 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</u> – CLFT	<u>1</u> – CLFT
TOTAL:	8	8

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 190,696	\$ 630,324
Operating Expenses	17,841	14,842
Capital Outlay	<u>3,000</u>	<u>0</u>
TOTAL:	\$ 211,537	\$ 645,166

The purpose of the Long-Range Planning Division is to advise the Mayor and City Council, City Manager, city departments and appointed committees on long-range planning and development issues; to prepare public policies relating to land use, growth, urban design, historic and cultural resources, economic transportation, and social services; and to facilitate public participation in the elaboration 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.

2005/06 Operational Highlights:

- Completed the Downtown Master Plan Process.
- Prepared the proposed city-initiated annexation and presented it to the City Planning Policy Committee, the Planning Commission, and the Regional Planning Authority.
- Produced the tenth annual "Santa Fe Trends" publication.

2006/07 Goals and Objectives:

- Complete four series of amendments to the Historic Districts ordinance.
- Adopt the Southwest Santa Fe Community Area Master Plan.
- Adopt the Downtown Vision Plan.

Budget Commentary:

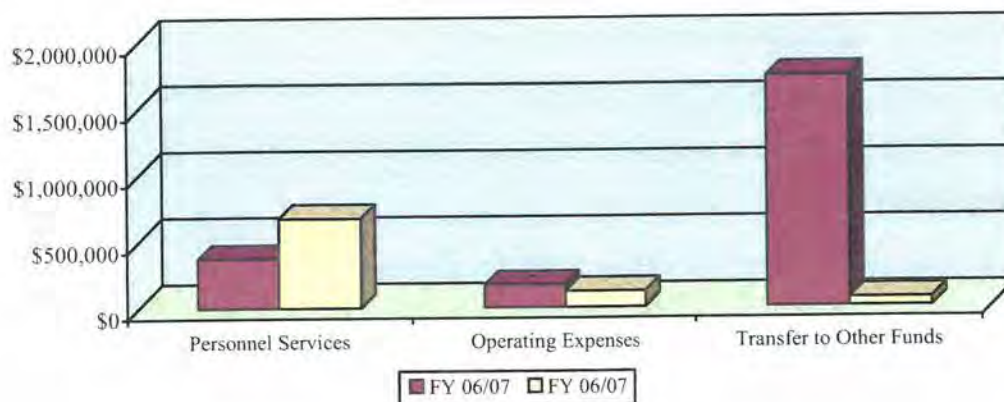
The FY 2006/07 operating budget for the Long-Range Planning Division is \$859,907, which includes funding for nine staff members and associated costs relating to division activities. The largest single funding source for the division's budget is the General Fund, which provides approximately 52.6% of the division's funding for FY 2006/07 (in the amount of \$452,721).

Grant funding also provides a large share (approximately 30%) of the Long-Range Planning Division's resources for FY 2006/07. This category includes appropriations of \$200,016 from the Section 112 Fund (2324), \$48,470 from the Section 5303 Fund (2325), and \$8,700 from the Section 9 Planning Fund (2326). The division also oversees the Development Impact Fee Fund appropriation of \$54,000 for FY 2006/07. Budgeted appropriations of \$16,000 in the Archaeological Fund (2706) and \$80,000 in the Regional Planning Authority Fund (2709) comprise the remainder of the Long-Range Planning Division's resources for FY 2006/07.

Beginning in FY 2006/07, the former Planning Division was split into the Current Planning and Long-Range Planning Divisions as part of a city-wide reorganization. Several positions and associated funding were realigned as part of this reorganization.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Long-Range Planning Division Director	1 – CLFT	1 – CLFT
Planner	1 – CLFT	1 – CLFT
Planner Senior	1 – CLFT	1 – CLFT
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	1 – TGF	2 – TGF
Planner Supervisor	2 – CLFT	2 – CLFT
Planner Technician Senior	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	8	9

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 376,110	\$ 676,000
Operating Expenses	171,641	121,207
Transfer to Other Funds	<u>1,740,709</u>	<u>62,700</u>
TOTAL:	\$ 2,288,460	\$ 859,907



## Neighborhood Services

Appropriation: \$ 84,546

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 staffs and 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 2006/07, the Neighborhood Services Division budget consists entirely of salary and benefits expenses for the Neighborhood Planner position.

### EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 0	\$ 84,546
TOTAL:	\$ 0	\$ 84,546



FIRE

## 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.

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### Administration

Appropriation: \$ 651,425

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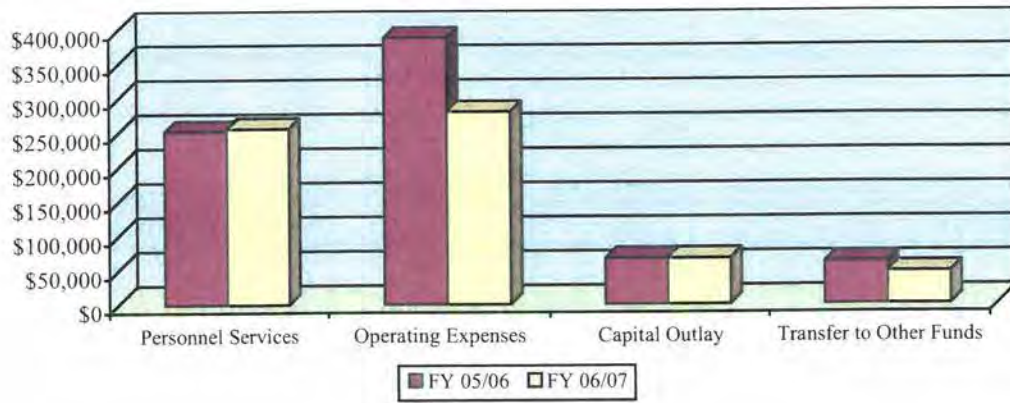
The Fire Chief is responsible for the overall management of Fire Department operations. The administrative function includes leadership and supervision of both short-range and long-range planning related to fire prevention, structural and wild land fire suppression, training, emergency medical services, 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 the city moves toward FAA Class 1 airport 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 2006/07 operating budget is supported by a General Fund appropriation of \$570,525, 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 (\$200,061) and the city's share of the Emergency Preparedness Coordinator's expenses (\$35,166). For FY 2006/07, an appropriation of \$80,900 from the Capital Equipment Reserve Fund (2118) is provided to allow for acquisition of high-priority equipment.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 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



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 252,806	\$ 256,677
Operating Expenses	388,631	280,748
Capital Outlay	67,000	67,000
Transfer to Other Funds	<u>61,504</u>	<u>47,000</u>
 TOTAL:	 \$ 769,941	 \$ 651,425

The Field Services 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.

2005/06 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 10,454 emergency calls in all.
- Instituted 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.
- 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.
- Completed 2,429 fire prevention inspections, reviewed 639 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.

2006/07 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.
- Improve service by exploring new technology available to the fire and EMS services, including scheduling software to modernize shift staffing procedures; updating of existing systems to reflect Airport emergency response; and completion of the evacuation dynamics project and resulting changes to evacuation plans.

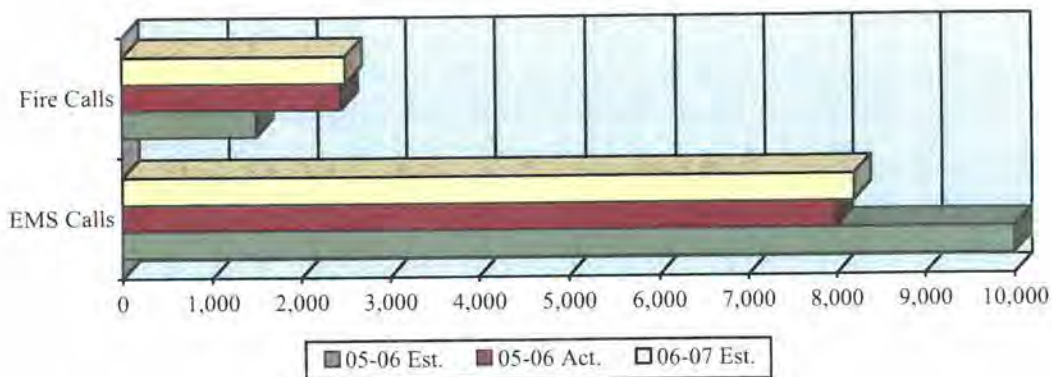


- Continue to work with the US Forestry service to reduce the danger of wildfire in the municipal watershed, and complete work necessary to finalize forestry grant contracts and produce a Community Wildfire Protection Plan.

#### Budget Commentary:

The FY 2006/07 General Fund operating budget of \$10,400,221 for the Field Services Division supports 118 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 (93.7%) of the total budget for the Field Services Division. The division's FY 2006/07 budget also reflects an \$88,739 appropriation in the Fire Hazard Reduction Grants Fund (2232), which provides additional support for division personnel costs.

<u>Standard Program Measurements:</u>	<u>05/06 EST.</u>	<u>05/06 ACTUAL</u>	<u>06/07 EST.</u>
1. Number of fire service calls	1,500	2,455	2,500
2. Number of EMS calls	10,000	7,999	8,200
3. Average fire/EMS call response time (min:sec)	06:50	06:28	06:20
4. Structure fire incidents	50	43	50
5. Number of fire inspections	2,200	2,429	2,450
6. Number of plans reviewed	800	639	650

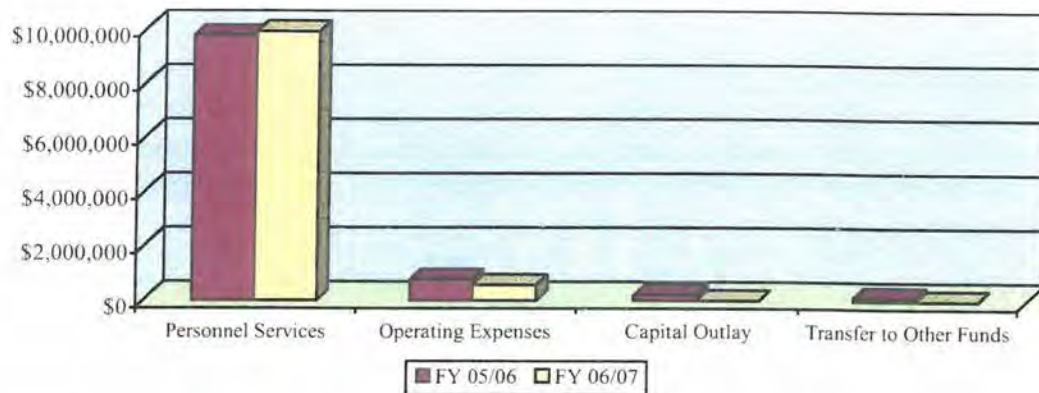


<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Assistant Fire Chief	1 – CLFT	1 – CLFT
Battalion Chief	3 – CLFT	3 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Assistant Wildland Urban Interface Specialist	1 – TGF	1 – TGF
Fire Captain	15 – CLFT	15 – CLFT
Fire Engineer	15 – CLFT	15 – CLFT
Firefighter I	16 – CLFT	0 – CLFT
Firefighter II	0 – CLFT	16 – CLFT



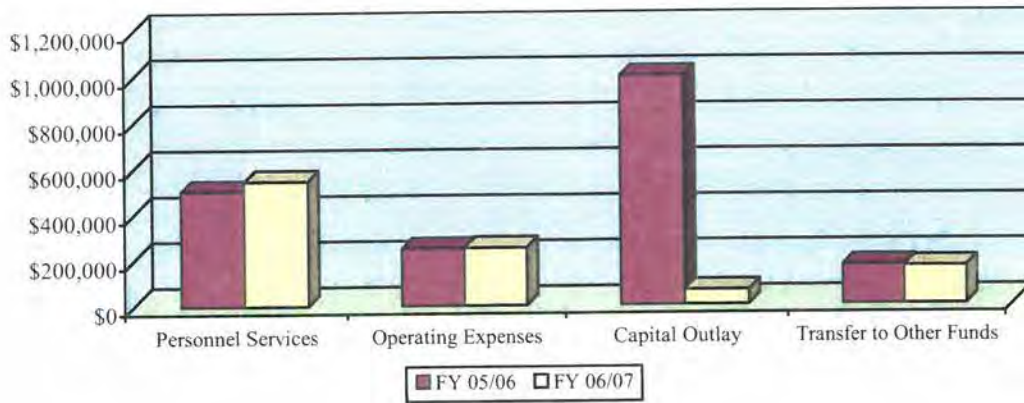
Firefighter III	19 – CLFT	18 – CLFT
Firefighter/Paramedic	18 – CLFT	18 – CLFT
Fire Inspector II	4 – CLFT	4 – CLFT
Fire Marshal	1 – CLFT	1 – CLFT
Medical Officer	1 – CLFT	1 – CLFT
Parks Maintenance Worker	4 – TGF	4 – TGF
Rescue Technician	7 – CLFT	8 – CLFT
Shift Captain	6 – CLFT	6 – CLFT
Shift Engineer	5 – CLFT	5 – CLFT
Wildland Urban Interface Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	118	118

#### EXPENDITURE CLASSIFICATION



	FY 05/06 <u>REVISED</u>	FY 06/07 <u>APPROPRIATION</u>
Personnel Services	\$ 9,767,666	\$ 9,919,339
Operating Expenses	784,394	569,621
Capital Outlay	198,104	0
Transfer to Other Funds	<u>121,337</u>	<u>0</u>
TOTAL:	\$ 10,871,501	\$ 10,488,960

## EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 504,187	\$ 547,312
Operating Expenses	251,172	252,793
Capital Outlay	1,002,073	63,750
Transfer to Other Funds	<u>170,947</u>	<u>164,722</u>
 TOTAL:	 \$ 1,928,379	 \$ 1,028,577

# COMMUNITY SERVICES

## 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.

Administration	Appropriation: \$ 2,820,163
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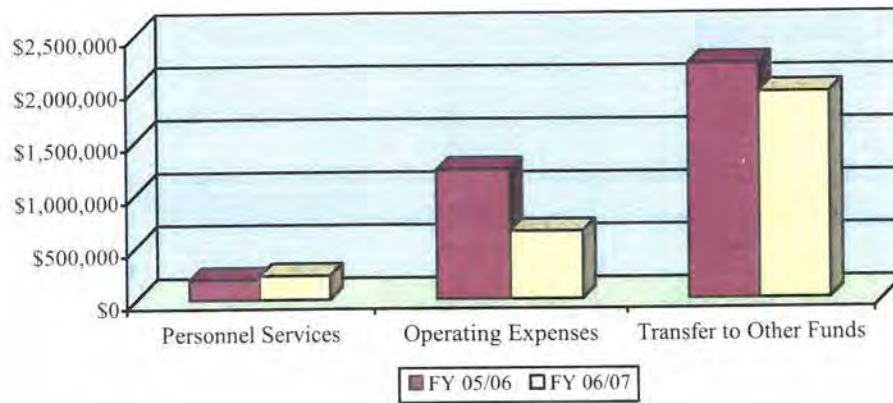
The administrative level establishes routine and effective assessment of program needs in Santa Fe; develops programs to meet those needs; evaluates existing programs to ensure their effectiveness; and recommends changes as appropriate. The Department Director also works in conjunction with the division 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 3.75 staff members (partial funding for an Administrative Assistant position shared with the Youth & Family Division); 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), \$1,155,495 to the Children and Youth Activities Fund (2513), and \$770,330 to the Human Service Providers Fund (2515) are also included in the FY 2006/07 budget; these transfers provide General Fund support for program activities.

Some positions and funding were transferred to the Administration Division from the former Parks & Recreation Department as part of a city-wide reorganization beginning in FY 2006/07.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Community Services Department Director	1 – EX	1 – EX
Administrative Assistant	0.75 – CLFT	0.75 – CLFT
Marketing & Special Events Administrator	1 – CLFT	1 – CLFT
Office Manager	1 – EX	1 – EX
Special Events Administrator	<u>1</u> – CLFT	<u>1</u> – CLFT
 TOTAL:	 4.75	 4.75

## EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 193,638	\$ 229,277
Operating Expenses	1,223,033	640,061
Transfer to Other Funds	<u>2,219,546</u>	<u>1,950,825</u>
 TOTAL:	 \$ 3,636,217	 \$ 2,820,163



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## Senior Services

Appropriation: \$ 4,948,118

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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> - To evaluate and monitor management policies and procedures for all senior service programs	\$ 2,043,530
<u>Senior Companion</u> - (state grant) To provide services to the frail and elderly that are living independently	141,488
<u>Title III B</u> - (federal grant) To provide supportive services to persons 60 and over including transportation, home management and in-home care	738,123
<u>Title III C-1</u> - (federal grant) To provide congregate meals to persons 60 and over	286,170
<u>Title III C-2</u> - (federal grant) To provide home-delivered meals to persons 60 and over	376,383
<u>Title III E</u> - (federal grant) To provide respite (Alzheimer's) relief and family caregiver support services	345,542
<u>Nutrition Donations</u> - Volunteer donations received from senior citizen meal participants to supplement Title III C-1 and C-2 programs	147,180
<u>Foster Grandparent {FGP}</u> - (federal and state grants) To encourage senior citizens to work with children with special needs on a one-to-one basis in a classroom setting	238,372
<u>Retired Senior Volunteer {RSVP}</u> - (federal and state grants) To assist senior citizens in utilizing their skills and abilities to serve the community	109,101

<u>Santa Fe County Grant</u> - For meals, recreation and transportation services to county residents	348,736
<u>Transportation Project Income</u> - To supplement transportation services with donations generated from transportation participants	28,765
<u>Cash in Lieu of Commodities</u> - (federal grant) To purchase USDA foods for the Senior Citizens Nutrition Program	60,000
<u>Senior Employment Program</u> - To provide employment opportunities for seniors	23,950
<u>Quality of Life</u> - To provide funding for recreational needs, health education and activities for senior citizens in the community	<u>60,778</u>
	\$ 4,948,118

#### 2005/06 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 77,661 congregate meals and delivering 164,883 in-home meals to elderly citizens within the service area.
- Completed construction on the new Eldorado Senior Center.

#### 2006/07 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 81,458 congregate meals and 175,010 in-home nutritional meals to the elderly living within the division's service area.

- Provide over 51,000 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.

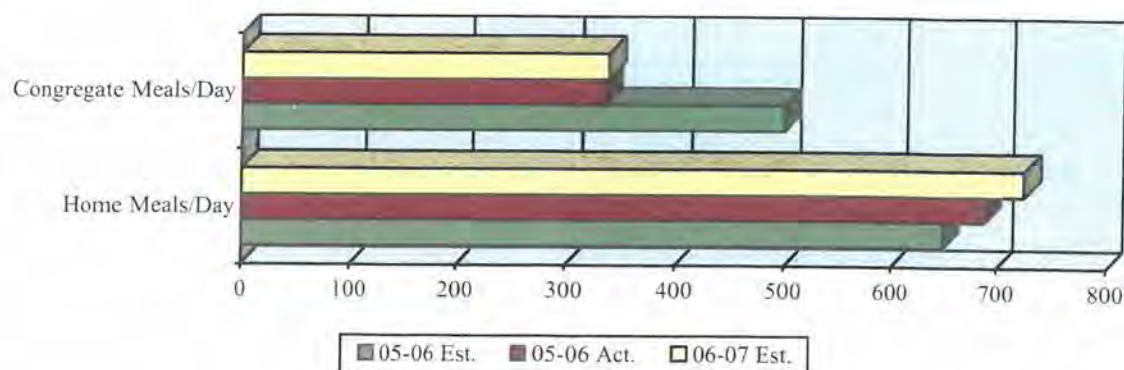
#### Budget Commentary:

The General Fund operating budget for the Senior Services Division is \$2,043,530, which includes funding for salaries and benefits for 17.87 positions (partial funding for a program coordinator shared with grants), administrative expenses to operate the senior programs, and transfers totaling \$1,097,794 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 2006/07, a total of \$60,778 was appropriated for staff costs, costs relating to the Senior Olympics events, and various supplies and equipment for instructional classes.

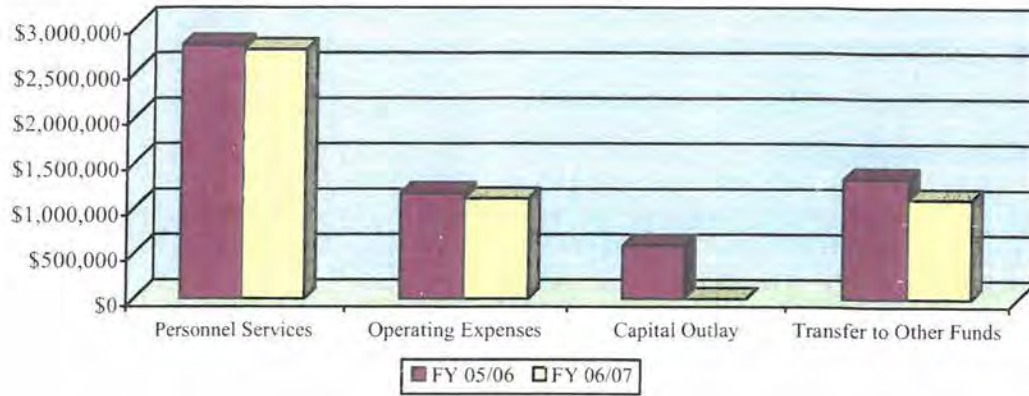
The combined operating budget for Senior Services programs funded by federal, state and county sources is \$2,843,810. These combined appropriations provide funding support for 70.13 positions (including the balance of funding for the program coordinator above), for a total of 88 Senior Services positions. Grants also fund the largest share of operational and service delivery costs for the division.

<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Number of congregate meals served per day at seven meal sites	500	336	339
2. Number of home-delivered meals on a daily basis (five routes)	650	689	725
3. Number of rides provided	45,000	49,607	51,095
4. Number of seniors' homes cleaned and maintained	202	157	160



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Senior Services Division Director	1 – CLFT	1 – CLFT
Senior Services Assistant Director	1 – TGF	1 – TGF
Senior Services Deputy Director	1 – CLFT	0 – CLFT
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	13 – TPT	11 – TPT
Clerk Typist	1 – TGF	0 – TGF
Cook	6 – TGF	6 – TGF
Cook	4 – TGP	4 – 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
Laborer	0 – TPT	2 – TPT
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	4 – TGF	4 – TGF
Respite Care Provider	1 – TCF	1 – TCF
Respite Care Provider	1 – TFT	1 – TFT
Respite Care Provider	1 – TPT	1 – TPT
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 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:	90	88

## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 2,795,147	\$ 2,745,414
Operating Expenses	1,165,227	1,104,250
Capital Outlay	584,605	660
Transfer to Other Funds	1,323,231	1,097,794
TOTAL:	\$ 5,868,210	\$ 4,948,118



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.

2005/06 Operational Highlights:

- Provided library media and information to the public through a variety of formats and delivery methods, reaching approximately 61% of the local population and circulating 445,344 items including books, CDs, DVDs and videotapes among the 83,486 Santa Fe County residents with library cards.
- Operated 251 library programs for children to encourage reading and improve reading skills, including Spanish and bilingual programs.
- Developed and implemented the Books and Babies infant and caregiver program.
- Partnered with the Recreation Division to offer the Summer Reading Program to 584 children at 8 recreation sites.
- Recorded 871,695 visitors to the city's libraries, for which staff provided free computer/internet services to 125,278 patrons, answered 203,105 reference questions from library users, and logged over 4,500 hours of volunteer service to the libraries.
- 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.
- Secured over \$825,000 in grants, contributions and State bond funding to supplement city funds for programs, books and equipment.
- Completed planning for the Southside Library branch and held a successful groundbreaking, drawing over 400 attendees.

2006/07 Goals and Objectives:

- Secure over \$250,000 in grant funding to support the new Southside Library while joining with Friends of the Library in their campaign to raise \$1 million for the library, and open the facility to the public in spring 2007.
- 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.
- Continue the Books and Babies program at the La Farge Library and expand the program to the Southside Library.
- Begin grant-funded teen outreach services at the Southside Library.

- Promote and publicize the library, and offer information and assistance to the public on using the library and its resources.
- 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.

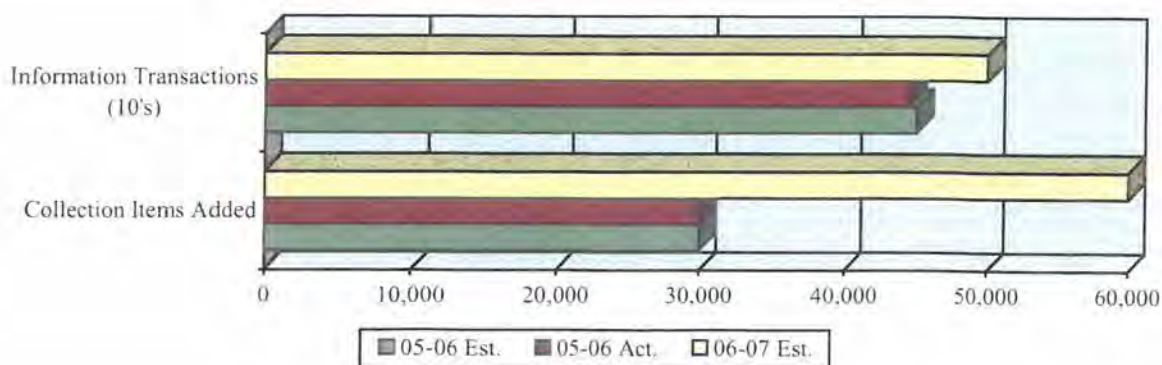
#### Budget Commentary:

The FY 2006/07 operating budget for Library programs is \$3,937,124, and provides funding for 61 positions. Also included are operating costs associated with maintaining library programs and utility costs for operation of the library facilities. The largest appropriations in the overall budget are for the acquisition of books and periodicals, wherein \$284,060 was appropriated to provide library books and periodicals at the library facilities. The General Fund appropriation of \$2,863,959 provides the majority (72.7%) of the Library Division's resources for FY 2006/07.

The Quality of Life Fund (2505) also provides funding support for the city's library program needs. For FY 2006/07, the City Council appropriated a total of \$35,455 for operating costs and program materials. Construction, initial media acquisition and operations costs for the new Southside Library are included in the Southside Library Fund (2716) appropriation of \$590,355 for FY 2006/07, which is in turn funded by transfers of \$447,355 from the ½% GRT Income Fund (3102) and \$143,000 from the General Fund (1001).

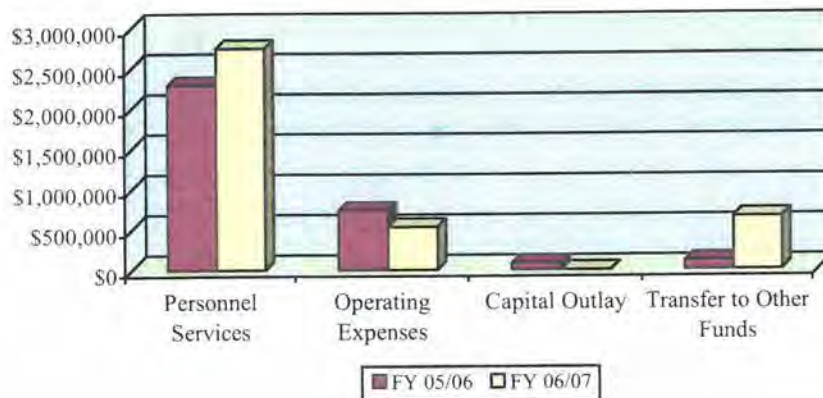
Several positions and associated appropriations for administrative/materials costs were added to the Library budget in FY 2005/06 and FY 2006/07 to provide staffing and media for the new Southside Library branch, which opened in March 2007.

<u>Standard Program Measurements:</u>	<u>05/06 EST.</u>	<u>05/06 ACTUAL</u>	<u>06/07 EST.</u>
1. Number of information transactions (public assistance)	450,000	445,344	500,000
2. Number of collection items added through purchases/gifts	30,000	30,000	60,000
3. Number of programs offered	200	257	300



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Library Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Librarian	8 – CLFT	9 – CLFT
Librarian	4 – CLPT	5 – CLPT
Librarian	2 – TPT	2 – TPT
Librarian Assistant	8 – CLFT	8 – CLFT
Library Section Manager	5 – CLFT	5 – CLFT
Library Services Director	3 – CLFT	3 – CLFT
Library Supervisor	2 – CLFT	2 – CLFT
Library Technician	10 – CLFT	10 – CLFT
Library Technician	<u>14</u> – CLPT	<u>15</u> – CLPT
TOTAL:	58	61

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 2,297,347	\$ 2,747,329
Operating Expenses	739,107	533,440
Capital Outlay	86,438	0
Transfer to Other Funds	<u>111,106</u>	<u>656,355</u>
TOTAL:	\$ 3,233,998	\$ 3,937,124

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.

2005/06 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.

2006/07 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 2006/07 budget for the Youth & Family Division is supported by a General Fund appropriation of \$661,042, which includes funding for 11.25 staff members (partial funding for an Administrative Assistant position shared with the Administration Division), 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 2006/07, the City Council has allocated \$1,174,821 for the Children & Youth Fund (2513). The operating budget will support the salary and benefits of a Youth Planner (Senior), contractual agreements with

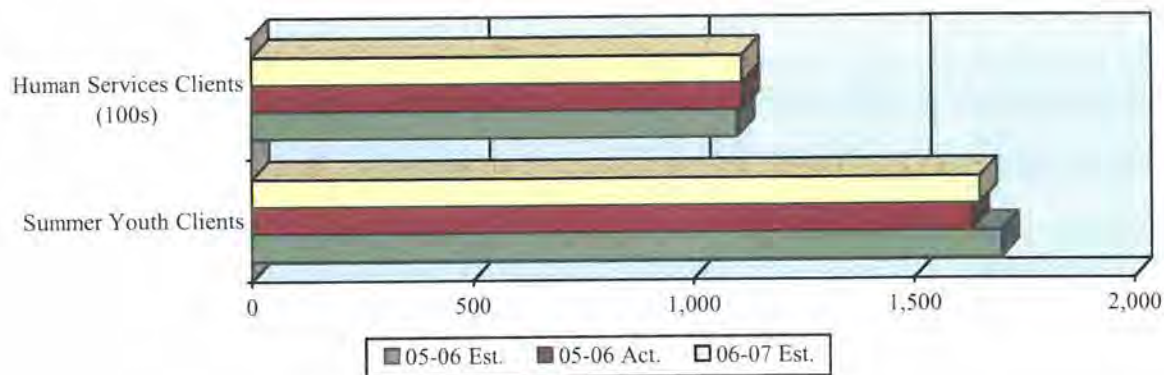


organizations for children and youth programs, and operating expenses to administer the program from state-shared gross receipt taxes in an amount equal to 3% of the tax revenues. In addition, the Juvenile Justice Fund (2516) provides \$149,001 from a state grant for programs to address juvenile justice issues facing the community. Summer Youth Program activities are supported by the Recreation Fund (2705) budget of \$601,270, which includes funding for 123 employees and various youth summer program activities.

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 \$763,000 for FY 2006/07, which is transferred from the General Fund.

For FY 2006/07, the former Community Development Division of the Community Services Department was reorganized and split among the Youth & Family Division and the Economic Development Department (Enterprise & Workforce Development/Arts & Culture Divisions).

<u>Standard Program Measurements:</u>	<u>05/06 EST.</u>	<u>05/06 ACTUAL</u>	<u>06/07 EST.</u>
1. Number of service interactions with human services clients	110,000	111,136	111,000
2. Number enrolled in after school/summer youth recreation programs	1,700	1,632	1,650

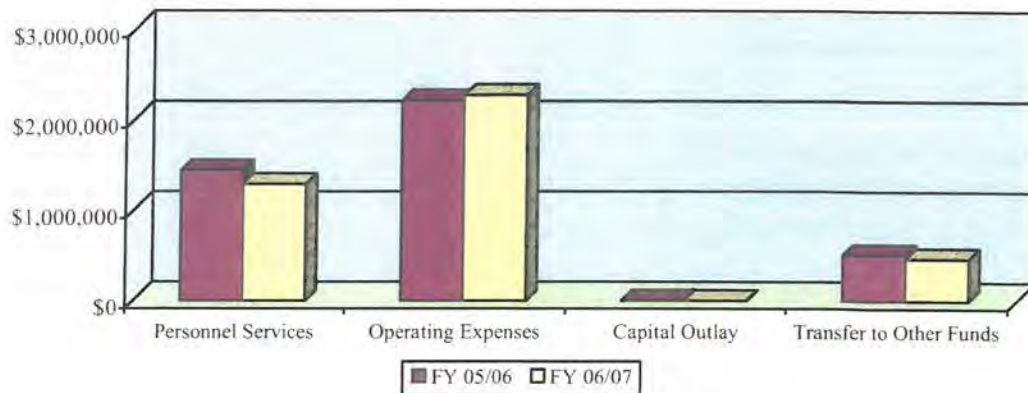


<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Administrative Assistant	0.25 – CLFT	0.25 – CLFT
Lead Transit Operator	1 – TFT	1 – TFT
Planner Senior	1 – TCF	1 – TCF
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	2 – CLFT	2 – CLFT
Recreation Section Manager	1 – CLFT	0 – CLFT
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>7</u> – CLFT	<u>8</u> – CLFT
TOTAL:	135.25	135.25

#### EXPENDITURE CLASSIFICATION



	<u>FY 05/06 REVISED</u>	<u>FY 06/07 APPROPRIATION</u>
Personnel Services	\$ 1,444,205	\$ 1,289,140
Operating Expenses	2,217,266	2,275,073
Capital Outlay	4,125	0
Transfer to Other Funds	<u>509,968</u>	<u>466,003</u>
TOTAL:	\$ 4,175,564	\$ 4,030,216

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**Recreation**

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**Appropriation: \$ 2,270,292**

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:

<u>Administration</u> - Directs the provision of recreation services to the general public through the offering of varied programs throughout the year	\$ 463,333
<u>Fort Marcy/Mager's Field Complex</u> - Provides recreation programs in the complex's gymnasium, weight room, swimming pool and racquetball facilities	838,034
<u>Swimming Pools</u> - Provides for both recreational and educational programs in aquatics	643,633
<u>Sports Programs</u> - Administers the various independent leagues of basketball, volleyball, mushball, soccer, etc.	259,942
<u>Special Recreation Leagues</u> - Provides city sponsored activities such as: Men's and Women's Basketball Leagues, Co-ed Volleyball and Co-ed Mushball	<u>65,350</u>
	\$ 2,270,292

2005/06 Operational Highlights:

- Achieved improved revenue generation performance over the previous fiscal year in several areas, including a 5% increase in fitness instruction attendance at the Fort Marcy Complex, and a 13% increase in user fee revenues at the Salvador Perez Pool.
- Provided recreational sports opportunities for approximately 2,300 adults, and educated over 200 children in the basic fundamentals of youth sports.
- Offered free swim instruction to approximately 1,140 elementary students from the public school system.

- Hosted the 12<sup>th</sup> Annual Halloween Event in conjunction with Santa Fe Public Schools.

#### 2006/07 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.
- Continue to provide adults with coaching techniques by conducting coaching clinics.
- Continue to actively promote and advertise division programs and services via the schools, advertising and other local agencies.
- Maintain and enhance recreation services to the community, filling citizens' fitness, social and entertainment needs.
- Increase participation in recreation activities while maintaining self-sufficiency in division programs.
- Continue to promote and administer sports and league events while minimizing public safety concerns.
- Increase community usage of pool facilities through lessons and swim programs.

#### Budget Commentary:

The approved FY 2006/07 General Fund operating budget for Recreation is \$2,194,392, which includes funding for 60 employees; operating expenses for maintaining recreational programs; utility costs for the recreational facilities; and the division's insurance coverage (\$213,530), which represents the largest single non-personnel item in the FY 2006/07 budget.

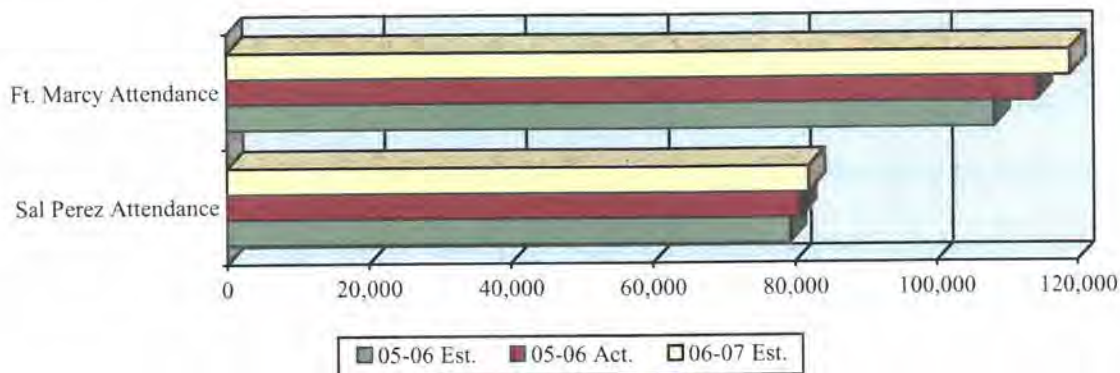
The Youth Sports Events activities are supported by the Recreation Fund (2705) budget of \$10,000. This includes funding for youth instructional clinics and support for the various leagues such as the Little League and Young American Football League (YAFL).

The Special Recreation Leagues Fund (7103) is supported by league fees charged to participating teams. The operating budget of \$65,350 provides for contracted referees, operating expenses and equipment to support the various leagues.

The Recreation Division also receives funding support from the Quality of Life Fund (2505). The FY 2006/07 appropriation of \$550 provides for replacement of equipment at the Salvador Perez swimming pool.

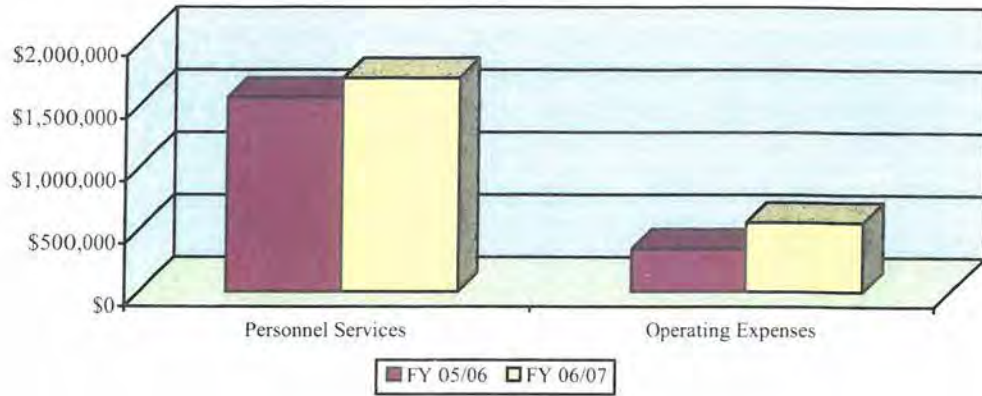
For the FY 2006/07 budget, the former Parks & Recreation Department was dissolved and its divisions transferred to the Community Services and Public Works Departments. As part of this reorganization, the Recreation Division was moved to the Community Services Department.

<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Fort Marcy facility attendance	108,205	114,243	119,000
2. Fort Marcy facility revenue	\$214,753	\$231,105	\$235,000
3. Salvador Perez facility attendance	79,268	80,756	81,956
4. Salvador Perez facility revenue	\$114,684	\$127,042	\$129,000
5. Number of winter/summer sports league participants	2,300	1,461	2,300
6. Number of special events/clinics participants	4,300	7,073	8,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
Recreation Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	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	5 – CLFT	6 – CLFT
Recreation Supervisor	2 – CLPT	1 – CLPT
Secretary	1 – CLFT	1 – CLFT
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



	FY 05/06 <u>REVISED</u>		FY 06/07 <u>APPROPRIATION</u>	
Personnel Services	\$	1,557,585	\$	1,711,940
Operating Expenses		<u>345,107</u>		<u>558,352</u>
<b>TOTAL:</b>	<b>\$</b>	<b>1,902,692</b>	<b>\$</b>	<b>2,270,292</b>



The Genoveva Chavez Community Center (GCCC) provides active and passive 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.

#### 2005/06 Operational Highlights:

- Received \$60,000 via a state legislative appropriation for the purchase of 12 cardio fitness units.
- 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 concession operation, offering a variety of healthy and affordable foods and improved concession service.
- Enhanced the security contract to address the high level of center visitors, special events, and concerns over theft and larceny.

#### 2006/07 Goals and Objectives:

- Secure grants and other funding sources, including corporate partnerships, in order to enable replacement of GCCC equipment.
- Attain full staffing levels and provide customer service training to staff to optimize customer service.
- 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.
- Develop a wide variety of activities for all ages and abilities using existing resources.
- Increase operations at the Sports Center Café from 45 to 70 hours per week.
- Provide consistent, professional leadership in all sections of the GCCC.

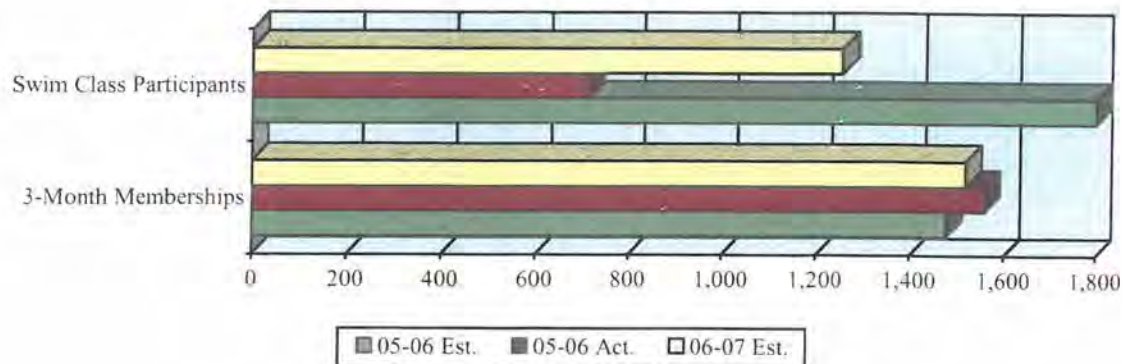
### Budget Commentary:

The FY 2006/07 operating budget for the Genoveva Chavez Community Center is supported by an appropriation of \$4,048,416 from the GCCC Operations Fund (5700), which provides funding for 95 employees and operating and equipment costs associated with the management and maintenance of the complex. Equipment needs for the division are also supported by an allocation of \$121,250 from the GCCC Equipment Reserve Fund (5702), which is funded by the transfer of excess year-end fund balances from the GCCC Operations Fund. In addition, an allocation of \$10,000 was budgeted in the Quality of Life Fund (2505) for FY 2006/07 to support the Skating for Kids Program at the GCCC.

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.

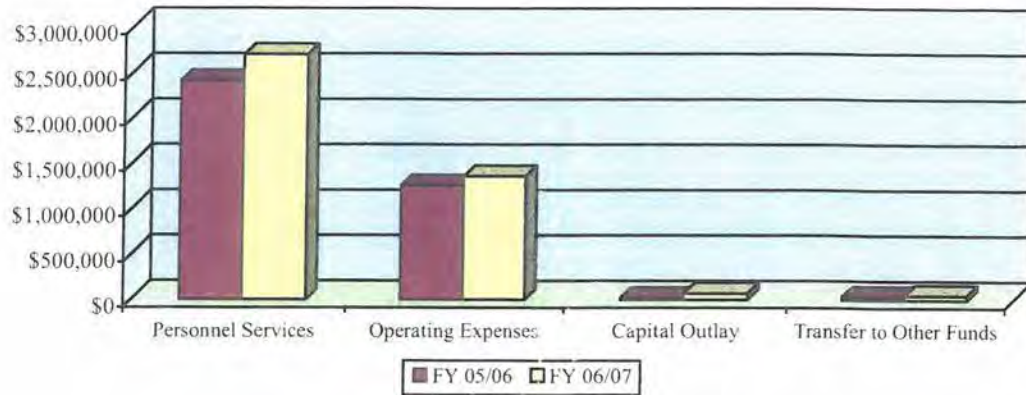
For the FY 2006/07 budget, the former Parks & Recreation Department was dissolved and its divisions transferred to the Community Services and Public Works Departments. As part of this reorganization, the GCCC Division was moved to the Community Services Department.

<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Number of youth in learn-to-swim classes	1,800	713	1,256
2. After School Youth Camp revenue	\$18,000	\$38,514	\$45,000
3. GCCC Memberships:			
3-month	1,477	1,558	1,517
6-month	259	243	251
12-month	628	595	611



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Community Center 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	2 – CLFT
Babysitter	1 – TFT	1 – TFT
Babysitter	1 – TPT	1 – TPT
Building Supervisor	3 – CLFT	3 – CLFT
Center Manager	1 – 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 Aide	4 – TFT	4 – TFT
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	1 – TPT	1 – TPT
Summer Youth Program Assistant	4 – TFT	4 – TFT
Summer Youth Program Supervisor	1 – TFT	1 – 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:	95	95

## EXPENDITURE CLASSIFICATION



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 2,410,457	\$ 2,699,538
Operating Expenses	1,258,439	1,361,118
Capital Outlay	18,230	71,250
Transfer to Other Funds	33,510	47,760
TOTAL:	\$ 3,720,636	\$ 4,179,666



OFFICE OF AFFORDABLE  
HOUSING



## OFFICE OF AFFORDABLE HOUSING

The mission of the Office of Affordable Housing is to create and support housing opportunities that maintain and enhance economic, social and cultural diversity in the City of Santa Fe. To that end, the department works in partnership with city staff and non-profit and private sector developers to address community housing needs. The Office of Affordable Housing was established by City Ordinance in August 2005 and initially staffed as a city department in January 2006.

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### Office of Affordable Housing

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Appropriation: \$ 2,006,734

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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 department 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.

#### 2005/06 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.
- Executed ten proposals that may result in as many as 85 new affordable housings and 200 affordable rental units as part of the Santa Fe Homes Program.
- 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.
- Issued a request for proposals (RFP) for homeownership counseling, income verification and landlord-tenant services.
- Successfully administered the HOP and CDBG Programs.

### 2006/07 Goals and Objectives:

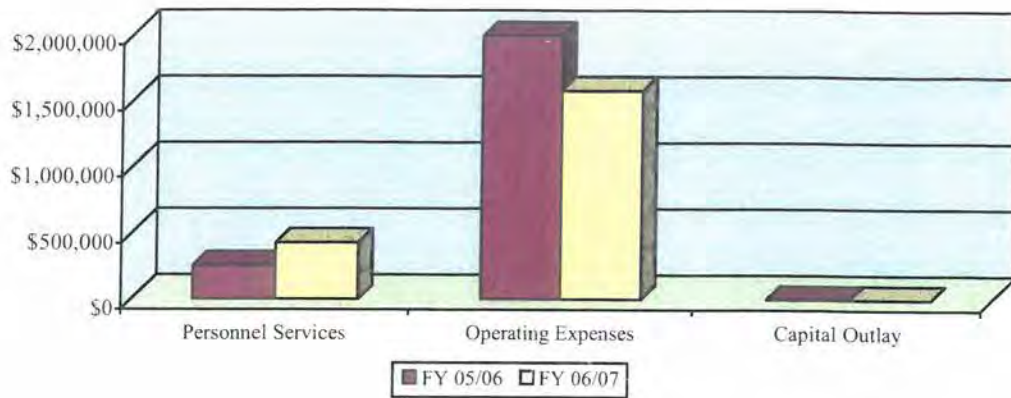
- Fully implement the Santa Fe Homes Program, including program refinements and establishment of procedures to ensure program compliance among developers and buyers.
- Complete a Santa Fe Housing Needs Assessment that will, at a minimum, provide: quantifiable information on specific gaps in housing opportunities, 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 2006/07 operating budget for Affordable Housing is supported by a General Fund appropriation of \$909,956, with additional appropriations of \$592,514 from the CDBG Program Fund (2506) and \$504,264 from the Shelter Plus Care Program Fund (2509) to support affordable housing activities. The budget provides funding for salaries and benefits for 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 \$1,556,264 appropriated for grants and services in FY 2006/07. Salaries and benefits comprise most of the remainder of the OAH budget, with \$427,975 appropriated for this purpose for FY 2006/07. Office supplies, advertising costs, insurance coverage and funding for the purchase of a computer for staff are also included in the FY 2006/07 budget.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 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



	FY 05/06 REVISED	FY 06/07 APPROPRIATION
Personnel Services	\$ 256,614	\$ 427,975
Operating Expenses	1,990,994	1,577,759
Capital Outlay	<u>2,095</u>	<u>1,000</u>
 TOTAL:	 \$ 2,249,703	 \$ 2,006,734