

# 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

COUNCIL MEMBERS:

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

FINANCE COMMITTEE:

- Karen Heldmeyer, Chairperson
- Chris Calvert, Councilor
- Carmichael A. Dominguez, Councilor
- Rebecca Wurzburger, Councilor
- Matthew Ortiz, Councilor

MUNICIPAL COURT JUDGE: Ann Yalman

CITY MANAGER: Galen M. Buller

# CITY OF SANTA FE, NEW MEXICO

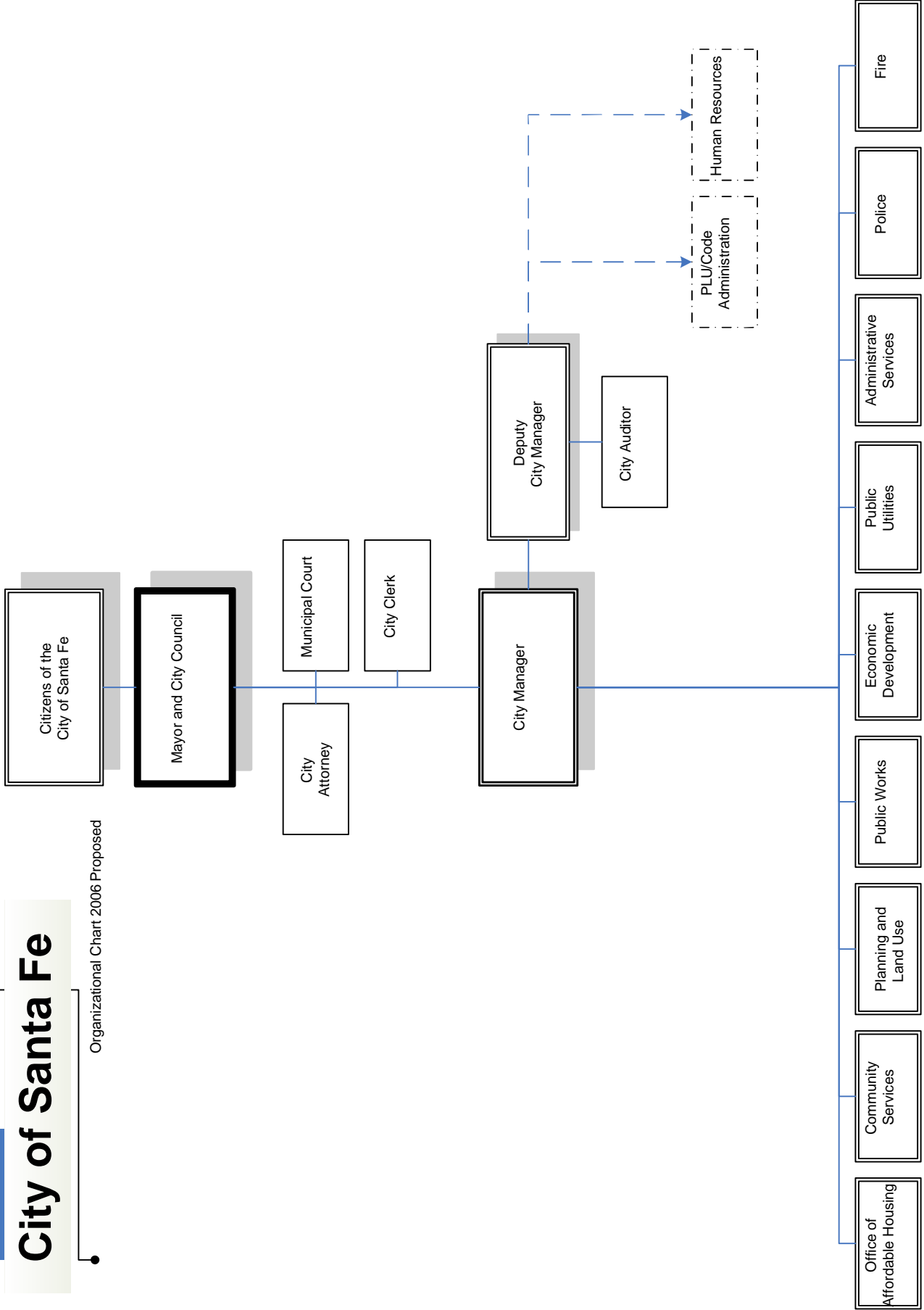
## ADMINISTRATIVE STAFF 2007

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

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**

A handwritten signature in cursive script, likely belonging to the President of the GFOA.

President

A handwritten signature in cursive script, likely belonging to the Executive Director of the GFOA.

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:

---

## FINANCE DEPARTMENT

Kathryn L. Raveling, Finance Director

## BUDGET OFFICE

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

## GRAPHICS SECTION

Valerie Chelonis, Graphic Artist

---

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

# 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

**CITY OF SANTA FE  
FY 2006/2007 BUDGET  
TABLE OF CONTENTS**

	<b>PAGE</b>
<b>INTRODUCTION</b>	
City Manager’s Budget Message .....	i
 <b>I. BUDGET HIGHLIGHTS AND OVERVIEW</b>	
Annual Budget Development Process .....	1
Duties and Responsibilities .....	6
Budget Cycle Schedule .....	8
Basis of Accounting and Presentation .....	9
Fund Type Descriptions .....	11
Statement of Revenues and Expenditures (All Funds).....	14
Operating Budget Summary .....	16
Municipal Budget Schedule .....	21
Changes in Employment .....	24
Number of Authorized Positions .....	26
 <b>II. REVENUE ESTIMATES</b>	
Total Revenue Estimates Summary .....	33
Total Revenue Summary by Source .....	34
Revenue Summary by Fund Type .....	35
General Operating Fund Revenue Estimates.....	39
Available Sources of Revenue - General Operating Fund .....	43
 <b>III. BONDED DEBT</b>	
Description of Bonded Debt and Loans .....	55
Schedule of Bonded Debt and Loans .....	59
 <b>IV. CAPITAL IMPROVEMENTS PROGRAM</b>	
CIP Overview .....	61
Schedule of CIP Projects - Revenue Sources .....	64
Schedule of CIP Projects by Program .....	65

**CITY OF SANTA FE  
FY 2006/2007 BUDGET  
TABLE OF CONTENTS**

	<b>PAGE</b>
V. DEPARTMENTAL BUDGETS	
Departmental Budget Index .....	69
General Government .....	71
Administrative Services .....	87
Public Utilities.....	103
Public Works.....	117
Police Department.....	141
Planning and Land Use .....	153
Fire Department.....	165
Community Services .....	173
Office of Affordable Housing .....	195
Economic Development .....	199
VI. SCHEDULES AND SUMMARIES	
Budget Resolution.....	211
Program by Fund Summary .....	212
Operating Fund Expenditure by Sub-Program Summary .....	214
Department Expenditure Summary .....	218
Personnel Summary - Ten-Year History .....	221
Community Profile.....	222
Glossary of Terms .....	232
Abbreviations .....	237
Fund Descriptions .....	241
Index.....	263
<i>GRAPHS PRESENTED IN THIS DOCUMENT:</i>	
<i>Total Estimated Resources .....</i>	<i>18</i>
<i>Total Appropriations .....</i>	<i>19</i>
<i>Municipal Budget by Fund Type.....</i>	<i>20</i>
<i>Changes in Employment .....</i>	<i>25</i>
<i>Revenue Estimates by Fund Type .....</i>	<i>33</i>
<i>General Fund Revenue Sources.....</i>	<i>42</i>
<i>General Fund Revenue Sources - Detail .....</i>	<i>43-53</i>
<i>CIP by Program.....</i>	<i>68</i>
<i>Total Appropriations by Program .....</i>	<i>213</i>
<i>Operating Budget by Department.....</i>	<i>220</i>