CITY OF SANTA FE, NEW MEXICO 1 2 **RESOLUTION NO. 2011-31** 3 INTRODUCED BY: 4 5 6 7 8 9 10 A RESOLUTION DIRECTING STAFF TO ESTABLISH A FORMALIZED PROCESS AND CRITERIA TO 11 SET MINIMUM LEVELS OF CASH RESERVES IN VARIOUS KEY FUNDS FOR 12 13 CONSIDERATION BY THE GOVERNING BODY. 14 WHEREAS, the City of Santa Fe annual budget includes projected revenues by fund; 15 projected expenditures by fund, department and line item; projected transfers between funds; 16 estimated beginning and ending cash balances; costs for personnel salaries and benefits by fund 17 and department; general obligation and revenue bonded debt service; and schedules of lease 18 19 purchase agreements and capital outlay; and WHEREAS, in order to maintain stabilized operations and programs, a minimum level 20 of cash reserves should be set for key funds in the event that there is an emergency, a decline in 21 22 revenue or unanticipated costs; and WHEREAS, the Governing Body desires to adopt a formalized process to set minimum 23

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE

24

25

levels of cash reserves in various key funds.

CITY OF SANTA FE that:

1

2

1. Staff is directed to establish a formalized process and criteria to set minimum levels of cash reserves in the following key funds for consideration by the governing body:

3	levels of cash reserves	in the following key funds for considerat
4	Fund	Title
5	1001	General Fund
6	2112	1% Lodgers Tax Advertising
7	2113	Special Uses Lodgers Tax (45%)
8	2115	Marketing Lodgers Tax (50%)
9	2116	Municipal GRT
10	2117	Economic Development
11	2120	Municipal GRT-Railyard/General
12	2121	Municipal GRT-GCCC/Parks
13	2122	Convention Center-Lodgers Tax
14	2251	Fire Property Tax/Safety
15	2252	Police Property Tax/Safety
16	2401	Storm Water Drainage
17	2505	Quality of Life
18	2513	Children & Youth Programs
19	2515	Human Service Providers
20	2705	Recreation Fund
21	2716	Southside Library
22	3102	1/2% GRT Income Fund
23	5100	Civic Convention Center
24	5105	Civic Center Art Space
25	5150	Parking Enterprise Fund
	1	

	5250	Solid Waste Management	
	5300	Water Division Operating Fund	
	5400	Transit Bus Operations	
	5421	SF Paratransit Operations	
	5450	Wastewater Management	
	5600	Municipal Recreation Complex	
	5700	Genoveva Chavez Community Center	
	5800	Airport Fund	
	6101	Risk/Safety Administration	
	6104	Insurance Claims Fund	
	6106	Benefits Administration	
	6107	Santa Fe Health Fund	
	6109	Workers' Comp Fund	
2.	The lis	t of key funds referenced above may be amended from time to time by the	
City Manager.			
3.	Staff is	directed to review the standards used by other cities.	
BE IT FURTHER RESOLVED that within 30 days of the adoption of this Resolution,			
staff shall present the recommended formalized process and criteria to the Governing Body.			
PASSED, APPROVED, and ADOPTED this 25 th day of May, 2011.			
		Daid Coss	
ATTEST:		DAVID COSS, MAYOR	
youanda	4.5	ligi)	
YOLANDA Y. VIGIL, OTY CLERK			
	City Manager. 3. BE IT staff shall prese PASSE ATTEST:	5300 5400 5421 5450 5600 5700 5800 6101 6104 6106 6107 6109 2. The lis City Manager. 3. Staff is BE IT FURTI staff shall present the re PASSED, APP	

1	APPROVED AS TO FORM:
2	(2)
3	TENOTE
4	GENO ZAMORA, CITY ATTORNEY
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

mdb/ca/jpmb/2011 res/Minimum Fund Balances