

SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET



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ORGANIZATION BUDGETS

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ADMINISTRATIVE SERVICES

SANTA FE COUNTY
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ADMINISTRATIVE SERVICES



DEPARTMENTS	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL IMPROVEMENT FUNDS	DEBT SERVICE FUNDS	ENTERPRISE FUNDS
ADMINISTRATION	\$ 167,135				
FINANCE AND PURCHASING	\$ 1,607,936	\$370,250			
INFO. TECHNOLOGY, GIS, E911	\$ 2,113,756				
INFRASTRUCTURE SERVICES	\$ 983,123				
TOTAL	\$ 4,871,950	\$370,250	\$ -	\$ -	\$ -
	\$5,242,200				

LONG TERM GOALS AND OBJECTIVES

FINANCE AND PURCHASING

1. Produce Comprehensive Annual Financial Reports (CAFRs) in-house
2. Initiate long-term financial planning for Santa Fe County
3. Produce the Fiscal Year Budget and publish a hardcopy and WEB document.
4. Improve production and management of County capital budgets and financial reporting.
5. Complete monthly and annual transactions and close books in a timely manner.
6. Provide timely, acceptable and efficient procurement services.
7. Improve the contract procurement process and reporting.

INFORMATION TECHNOLOGY, GIS, E911 RURAL ADDRESSING

1. Complete the migration to an IP telephony phone system throughout the County.
2. Increase productivity and facilitate County processes with paperless applications and document management.
3. Provide a cost effective wireless WAN infrastructure for County network connectivity to fire substations and mobile units.
4. Provide service via the County web site, specifically on-line payment and application submission.
5. Provide web-based access to GIS datasets to departments and offices and to the constituents of Santa Fe County.

INFRASTRUCTURE SERVICES

1. Develop training guidelines for cleaning and inspection of buildings.
2. Establish unique cleaning criteria for each building and schedule accordingly.

**SANTA FE COUNTY
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ORGANIZATION OVERVIEW**

ADMINISTRATIVE SERVICES

ORGANIZATION	SERVICES	FISCAL YEAR 2007 ACCOMPLISHMENTS	FISCAL YEAR 2008 OBJECTIVES
<p>ASD ADMINISTRATION 102 Grant Avenue (505) 986-6200</p>	<p>The mission of ASD is to efficiently and effectively provide key administrative support services to all county departments, elected officials, and divisions to assist them in carrying out their functions of providing responsive public services to our citizens.</p>	<p>Establishment of the Administrative Services Department</p>	<p>Coordinate Administrative Services activities in response to the needs and communication with other County departments.</p>
<p>FINANCE 102 Grant Avenue (505) 986-6375</p>	<p>Provides support services to County Departments and Elected Officials in the fields of budget, accounting, fixed asset control and capital financing. Produce an annual County budget and financial report which meet legal requirements and undergo an annual external financial audit. Provide financial data and assist in the underwriting of debt instruments.</p>	<p>Production of the FY 2006 Financial Report and successful completion of annual audit.</p> <p>Production of the FY 2007 Budget and public document acknowledged in DFA Budget Awards program.</p>	<p>Produce the FY 2007 Financial Report and successfully complete the annual audit.</p> <p>Produce the FY 2008 Budget and public document and secure DFA Budget Awards recognition.</p> <p>Produce a quarterly report of County revenues, expense, and major fund cash status.</p> <p>Achieve timely processing of A/R and A/P submissions and issuance of vendor payments.</p>
<p>LODGERS TAX ADMINISTRATION 102 Grant Avenue (505) 992-6375</p>	<p>Sits with the Lodgers Tax Advisory Board to manage Lodger's Tax funds and participate in the process to disburse those funds to promote tourist activities within the County.</p>	<p>Disbursed FY 2007 Lodgers Tax proceeds for tourist promotion.</p>	<p>Continue to disburse and manage Lodgers Tax funds.</p>
<p>PURCHASING 102 Grant Avenue (505) 992-6758</p>	<p>Provides support services to County Departments and Elected Officials in the fields of procurement and contracts preparation.</p>	<p>Developed purchasing policy and procedures. Provided training to departmental personnel in the purchasing process.</p> <p>Reorganized in FY 2007 as an independent division of Administrative Services</p>	<p>Respond to procurement requests in a timely and efficient manner, adhering to legal constraints and County purchasing policy.</p> <p>Strengthen the contracting process and procedure so that actual contracting is compliant with law.</p>

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ORGANIZATION BUDGET OVERVIEW**

ADMINISTRATIVE SERVICES

FUND >	GENERAL	GENERAL	GENERAL	LODGERS TAX	
DESCRIPTION	101-1500-412 ASD ADMINISTRATION	101-1511-412 FINANCE	101-1512-412 PURCHASING	214-0310-433 215-0320-433 LODGERS TAX	TOTAL
POSITIONS					
ASD DIRECTOR	1 88,000				
ADMINISTRATIVE ASSISTANT	1 30,285				
FINANCE DIRECTOR		1 86,775			
ACCOUNTING OVERSIGHT MGR		1 66,200			
BUDGET ADMINISTRATOR		1 62,256			
ACCOUNTING SUPERVISOR		1 61,156			
ACCOUNTS PAYABLE SUPER.		1 44,476			
COST ACCOUNTANT		1 44,623			
ACCOUNTANT III		2 89,352			
ACCOUNTANT II		3 114,148			
GENERAL LEDGER ACCOUNTANT		1 37,830			
BUDGET ANALYST		1 37,995			
ACCOUNT TECHNICIAN III		2 70,138			
ACCOUNT TECHNICIAN II		1 31,826			
ADMINISTRATIVE ASSISTANT		1 29,744			
PAYROLL ASSISTANT		1 32,448			
PAYROLL CLERK		1 26,505			
CLERK I		0.5 6,003			
PROCUREMENT MANAGER			1 55,702		
PROCUREMENT SPECIALIST II			2 91,036		
PROCUREMENT SPECIALIST I			2 74,648		
BUDGET					
SALARY AND WAGES					
FULL-TIME EMPLOYEES	118,285	835,431	221,387		1,175,103
TEMPORARY EMPLOYEES		6,003			6,003
TOTAL SALARY AND WAGES	118,285	841,434	221,387		1,181,106
TOTAL POSITIONS (FTE)	2	19.5	4		25.5
EMPLOYEE BENEFITS	44,330	307,966	79,300		431,596
BENEFIT % OF SALARIES	37.5%	36.6%	35.8%		36.5%
TRAVEL	1,400	12,675	8,500		22,575
GAS & OIL	0	0	0		0
MAINTENANCE	0	2,200	2,500		4,700
CONTRACTUAL SERVICES	0	73,000	7,000	366,600	446,600
SUPPLIES	2,000	11,100	7,000	350	20,450
OTHER OPERATING COSTS	1,120	30,050	3,824	3,300	38,294
TOTAL COST CENTER	167,135	1,278,425	329,511	370,250	2,145,296

BUDGET NOTES

CONTRACTUAL SERVICES

FINANCE, \$50,000 for annual auditor's services, \$22,500 for bond arbitrage accounting services
LODGER'S TAX, \$366,500 for tourism advertising contract

OTHER OPERATING COSTS

FINANCE, \$8,000 for copier lease & service, \$8,500 for seminars, \$10,000 for printing and postage

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ORGANIZATION OVERVIEW**

ADMINISTRATIVE SERVICES

COST CENTER	SERVICES	FISCAL YEAR 2007 ACCOMPLISHMENTS	FISCAL YEAR 2008 OBJECTIVES
<p>INFORMATION TECHNOLOGY 205 Montezuma Street Santa Fe, NM 87504 (505) 490-2239</p>	<p>Provides hardware and software support services in a timely manner to employees of Santa Fe County. Provides network foundation services including Internet, printing, file server, mail and telecommunication services. Provide project management support to Departments/Offices implementing software applications.</p>	<p>Completed the migration to Active Directory and Exchange as the County's centralized collaboration software.</p> <p>The Cisco VOIP telephone system was integrated into Exchange to allow voice mail to be received in the user's Outlook mailbox, and forwarded to user's cell phones.</p> <p>Continuation of the migration of phone services to the VOIP telephone system</p> <p>A strategic plan for IT was completed to determine the needs of the County, and an IT Steering Committee formed.</p>	<p>Include the Administration Building (102 Grant St.), Public Works and Public Safety in the VOIP Telephone System.</p> <p>Install 90 new computers throughout the County.</p> <p>Build a County-wide wireless infrastructure for Public Safety mobile units.</p> <p>Retain current staff and extend their technical knowledge</p> <p>Implement electronic timekeeping</p>
<p>E-911 RURAL ADDRESSING 102 Grant Street Santa Fe, NM 87504 (505) 992-9860</p>	<p>Provides physical addresses to all residents in unincorporated areas of Santa Fe County and to Pueblos within Santa Fe County. Maintains the GPS road centerline file, the GOS structure layer and the GPS driveway file.</p>	<p>Finalize the first part of the Nambe Pueblo project, re-naming existing road names in TEWA (Native Pueblo Language)</p> <p>Clarified problems with the Airport Road area.</p> <p>Started coordination with the City and County Fire departments to establish new MIRA boundaries.</p>	<p>Populate unassigned AS/400 addresses on the Santa Fe County Land Parcel Management and the Rural Addressing database.</p> <p>Provide map locations and addresses to the Public Works Traffic Division. Verify with residents and Fire about signage.</p>
<p>GEOGRAPHIC INFORMATION SYSTEMS 102 Grant Street Santa Fe, NM 87504 (505) 992-9860</p>	<p>Provides geo-spatial data in digital or cartographic format in a timely manner as required to perform County functions.</p>	<p>Deployed an internet browsing tool, ARCIMF which provides access to data sets to employee and constituents.</p>	<p>Acquire and rectify aerial photography for 923 square miles at 6" resolution</p> <p>Upgrade the GIS server hardware.</p> <p>Begin the implementation of a database (RDBMS) for GIS; and creation of an address database, and develop the ability to do mobile mapping.</p>

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ORGANIZATION BUDGET OVERVIEW**

ADMINISTRATIVE SERVICES

FUND >	GENERAL	GENERAL	GENERAL	
DESCRIPTION	101-1502-412 INFORMATION TECHNOLOGY	101-1507-442 E-911 RURAL ADDR.	101-1513-415 GEOGRAPHIC INFO SYSTEM	TOTAL
POSITIONS				
IT DIVISION DIRECTOR	1	81,849		
NETWORK ADMINISTRATOR	1	66,560		
SYSTEMS ADMINISTRATOR	1	56,160		
TELECOMMUNICATIONS SPECIALIST	1	52,489		
WEB ADMINISTRATOR	1	49,275		
SYSTEMS ANALYST	1	49,275		
MICROCOMPUTER SPECIALIST	3	116,813		
MICROCOMPUTER TECHNICIAN	1	41,600		
GIS ANALYST/RURAL ADDR. SUPER.		1	89,352	
GIS TECHNICIAN		1	114,148	
GPS TECHNICIAN		2	37,830	
SECRETARY II		1	37,995	
GIS COORDINATOR			1	70,699
GIS ANALYST			1	68,837
GIS TECHNICIAN			2	82,634
BUDGET				
SALARY AND WAGES				
FULL-TIME EMPLOYEES	514,021	177,103	222,170	913,294
TEMPORARY EMPLOYEES				0
TOTAL SALARY AND WAGES	514,021	177,103	222,170	913,294
TOTAL POSITIONS (FTE)	10	5	4	15
EMPLOYEE BENEFITS	177,997	84,303	69,401	331,701
BENEFIT % OF SALARIES	34.6%	47.6%	31.2%	36.3%
TRAVEL	3,960	2,780	4,998	11,738
GAS & OIL	0	1,200	0	1,200
MAINTENANCE	53,500	2,400	13,847	69,747
CONTRACTUAL SERVICES	353,762	2,270	32,968	389,000
SUPPLIES	11,200	9,400	5,750	26,350
OTHER OPERATING COSTS	355,530	7,122	8,074	370,726
TOTAL COST CENTER	1,469,970	286,578	357,208	2,113,756

BUDGET NOTES

MAINTENANCE

IT - \$35,000 for network hardware maintenance, \$8,300 for AS/400 IBM maintenance, \$7,112 for HP and Sun server maintenance.

CONTRACTUAL SERVICES

IT - \$130,000 for Microsoft Enterprise license, \$67,841 for H.T.E. software support, \$38,000 for PDS, \$28,000 for NAC network maintenance, \$34,000 for network support, \$7,000 for Webguard. \$11,000 for Secretary of Stater T1 line.

GIS - \$32,968 for ESRI software support.

OTHER OPERATING COSTS

IT - \$336,480 for County landline telephone costs; should decrease with VOIP transition. \$18,450 for staff training.

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ADMINISTRATIVE SERVICES

COST CENTER	SERVICES	FISCAL YEAR 2007 ACCOMPLISHMENTS	FISCAL YEAR 2008 OBJECTIVES
<p>GENERAL SERVICES 2600 Galisteo Road Santa Fe, NM 87505 (505) 992-9860</p>	<p>Provide a safe, comfortable and professional environment for the customers and employees of Santa Fe County. Provide quality janitorial, custodial, and grounds-keeping services.</p>	<p>Moved department offices to various buildings within Santa Fe County</p> <p>Painted offices and buildings; stripped, sealed and waxed County building floors, cleaned and maintain County facilities and parks.</p>	<p>Utilize Countywide work order system and make it available to all custodian staff.</p> <p>Relocate various County staff and carry out remodeling of Finance and other organization facilities in an efficient and timely manner.</p> <p>Develop staff awareness of customer relations. Enhance turnover time and customer feedback.</p>
<p>MOTOR POOL 331 Sandoval Santa Fe, NM 87504 (505) 992-9860</p>	<p>Promote cost-savings by establishing a fleet that is available to all employees on a first-come, first-serve basis, while doing County business.</p>	<p>Creation of the County Motor Pool with 12 vehicles transferred from various departments</p> <p>Santa Fe County Motor Pool Policy adopted</p> <p>Tracking and maintenance program created for Motor Pool Vehicles</p>	<p>Reduce the number of vehicles purchased by individual departments</p> <p>Increase usage of Motor Pool vehicles from 2 times per week to 4 times per week</p> <p>Establish computer link with Fleet Services to track maintenance history of Motor Pool Vehicles</p>

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ADMINISTRATIVE SERVICES

FUND >	GENERAL	GENERAL		
DESCRIPTION	101-1513-415 GENERAL SERVICES	101-1515-412 MOTOR POOL		TOTAL
POSITIONS				
BUILDING SERVICES SECTION SUPER.	1			
MAINTENANCE SPECIALIST I	2			
LEAD CUSTODIAN	3			
CUSTODIAN	7			
BUDGET				
SALARY AND WAGES				
FULL-TIME EMPLOYEES	337,416			337,416
OVERTIME	1,500			1,500
TOTAL SALARY AND WAGES	338,916	0		338,916
TOTAL POSITIONS (FTE)	13			13
EMPLOYEE BENEFITS	157,830	0		157,830
BENEFIT % OF SALARIES	46.6%			46.6%
TRAVEL	0	0		0
GAS & OIL	9,000	6,000		15,000
MAINTENANCE	62,192	3,150		65,342
CONTRACTUAL SERVICES	0	1,200		1,200
SUPPLIES	12,260	3,475		15,735
OTHER OPERATING COSTS	387,850	1,250		389,100
TOTAL COST CENTER	968,048	15,075		983,123

BUDGET NOTES

MAINTENANCE

GENERAL SERVICES - \$47,000 for trash liners, cleaning supplies, paper towels, \$3,250 pest control

SUPPLIES

GENERAL SERVICES - \$7,280 for uniforms, \$2,080 for hand tools.

OTHER OPERATING COSTS

GENERAL SERVICES - \$264,000 electric utility costs for all County buildings, anticipates 10% rate increase

\$64,500 for gas and heating costs for all County Buildings,

\$24,500 for garbage costs; dumpster pickup increased from 3 to 5 days per week.

\$47,600 for water utility costs.