

SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET



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ORGANIZATION BUDGETS

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ELECTED OFFICES

SANTA FE COUNTY
 FISCAL YEAR 2008 BUDGET
ELECTED OFFICES



DEPARTMENTS	FUNDS				
	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL IMPROVEMENT FUNDS	DEBT SERVICE FUNDS	ENTERPRISE FUNDS
COUNTY CLERK	\$ 2,161,413	\$ 212,320			
COUNTY TREASURER	\$ 705,050				
COUNTY ASSESSOR	\$ 1,602,819	\$ 1,261,779			
COUNTY SHERIFF (SEE PUBLIC SAFETY)					
COUNTY PROBATE JUDGE	\$ 49,936				
COUNTY SURVEYOR	\$ 24,886				
TOTAL	\$ 4,544,104	\$ 1,474,099	\$ -	\$ -	\$ -
\$	6,018,203				

LONG TERM GOALS AND OBJECTIVES

COUNTY CLERK

1. Transfer microfilm of deed records to CDs from 1991 to 2003.
2. Scan old documents from 1954 to 1991; scan loose plats in basement; scan and index probates into system.
3. Finish scheduling scanned images of 70 marriage license books
4. Finish plat CD import from 200 books
5. Re-certify all Voting Machine Technicians in compliance with legislative mandates. (CERA certification for 3 staff)
6. Carry out federal requirement for Precinct Board recruitment and training
7. Upgrade security at Voting Machine Warehouse - install video security camera
8. Upgrade housing and storage for historically significant and irreplaceable records and documents in vault.

COUNTY TREASURER

1. Develop on-going investment policies and procedures that generate higher yields.
2. Reduce errors in regard to mis-crediting payments to the wrong taxpayer accounts, and eliminate duplicate payments.
3. Work jointly with the Assessor's Office to educate and inform the public to provide correct ownership and address information.
4. Reduce returned mail due to incorrect addresses and inadequate conversion of rural routes to E-911 addresses.

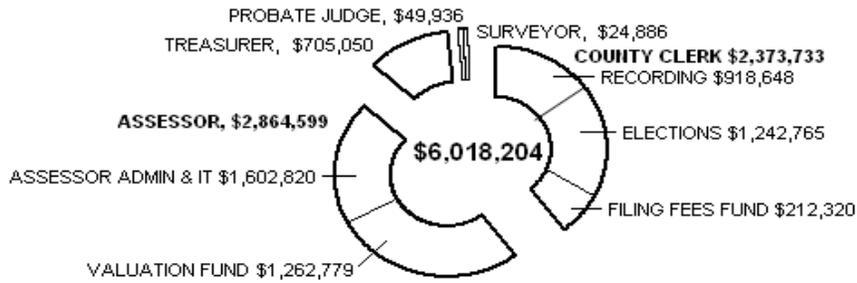
COUNTY ASSESSOR

1. Implement paperless assessment environment through a digital database.
2. Continue to improve the relationship and communication between County, City, State and Tribal governments.
3. Provide assessment information through County satellite offices in northern and southern areas of the County.

COUNTY PROBATE JUDGE

1. Maintain digital records of every probate case filed, and provide access to the public.

SANTA FE COUNTY
 FISCAL YEAR 2008 BUDGET
 ELECTED OFFICES



	BUDGET	STAFF
COUNTY CLERK		
REPORTING AND RECORDING	918,648	18.5
ELECTIONS	1,242,765	10.5
FILING FEES EQUIPMENT FUND	212,320	
SUBTOTAL	\$ 2,373,733	29.0
COUNTY TREASURER		
TREASURER	705,050	10.5
SUBTOTAL	\$ 705,050	10.5
COUNTY ASSESSOR		
ASSESSOR ADMINISTRATION	1,553,537	24.5
ASSESSOR IT	49,283	1.0
VALUATION FUND	1,261,779	12.0
SUBTOTAL	\$ 2,864,599	37.5
COUNTY SHERIFF (see Public Safety)		
COUNTY PROBATE JUDGE		
PROBATE JUDGE	49,936	1.0
SUBTOTAL	\$ 49,936	1.0
COUNTY SURVEYOR		
SURVEYOR	24,886	1.0
SUBTOTAL	\$ 24,886	1.0
TOTAL ELECTED OFFICIALS	\$ 6,018,204	79.0

**SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET
ORGANIZATION BUDGET OVERVIEW**

ELECTED OFFICES - COUNTY CLERK

FUND >	GENERAL	FILING FEES	GENERAL
DESCRIPTION	101-0901-416 RECORDING	218-0910-416 FILING FEES FUND	101-0902-417 ELECTIONS
POSITIONS			
COUNTY CLERK (ELECTED)	1	58,957	
CHIEF DEPUTY CLERK	1	49,093	
ADMINISTRATOR	1	50,569	
ADMINISTRATIVE ASSISTANT	1	35,137	
ACCOUNTANT I	1	35,922	
RECORDS MANAGER	0.5	23,417	
RECORDING CLERK	12	312,434	
CLERK II	1	22,259	
CHIEF DEPUTY BUREAU OF ELECTIONS			1
ELECTIONS ADMIN. SPEC. SENIOR			2
ELECTIONS ADMIN. SPECIALIST			2
VOTING SYSTEMS SUPERVISOR			1
ELECTION IT TECHNICIAN			1
VOTER REGISTRATION SPEC.			1
VOTER REGISTRATION CLERK			0.5
VOTER INFORMATION SPECIALIST			2
BUDGET			
SALARY AND WAGES			
FULL-TIME EMPLOYEES		585,788	430,983
OVERTIME		13,000	18,540
TOTAL SALARY AND WAGES		598,788	449,523
TOTAL POSITIONS (FTE)	18.5		11
EMPLOYEE BENEFITS		239,865	159,745
BENEFIT % OF SALARIES		40.1%	35.5%
TRAVEL		11,475	16,025
GAS & OIL		1,200	2,765
MAINTENANCE		650	7,650
CONTRACTUAL SERVICES		0	54,350
SUPPLIES		12,340	440,000
OTHER OPERATING COSTS		54,330	40,000
CAPITAL - CONSTRUCTION			
CAPITAL - OTHER		25,890	
TOTAL COST CENTER		918,648	212,320
			1,242,855

BUDGET NOTES

MAINTENANCE

CLERK FEES FUND; \$15,220 for maintenance contracts for 5 copiers; \$8,000 maintenance of four microfilm reader-printers, \$1,136 for maintenance of wide-format engineering copier, \$17,660 for maintenance of document system equipment, and \$7,845 for maintenance of nine office printers.

CONTRACTUAL SERVICES

CLERK FEES FUND; \$50,000 for contracted microfilming of documents, work records, and plats; \$4,350 for microfilmed copies of The New Mexican.

SUPPLIES

CLERK FEES FUND; \$37,230 for printer and microfilm reader-printers and wide format engineering printer supplies.

ELECTIONS; \$440,000 for ballots and other election materials; \$27,000 for ballot boxes required by paper ballot law.

OTHER OPERATING COSTS

RECORDING; \$33,500 for recorder services for BCC monthly and special meetings; \$8,320 for postage for marriage licenses, records, business licenses and express mail service.

CLERK FEES FUND; \$40,000 for lease contracts for existing copiers, microfilm readers and printers

ELECTIONS; \$120,000 for poll workers and presiding election judges

**SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET
ORGANIZATION OVERVIEW**

ELECTED OFFICES – COUNTY TREASURER

ORGANIZATION	SERVICES	FISCAL YEAR 2007 ACCOMPLISHMENTS	FISCAL YEAR 2008 OBJECTIVES
<p>COUNTY TREASURER (ELECTED OFFICE) 102 Grant Avenue Santa Fe, NM (505) 986-6245</p>	<p>Tax collection of real and personal property taxes in Santa Fe County. Preparation of statutory annual tax bill mailed to taxpayers by November 1, and issuance of delinquent notices. Make monthly distributions of property taxes to all Santa Fe County beneficiaries (school districts, Community College). Collect and deposit all funds and account for all monies received (utilities, refuse permits, recording fees, rental fees, building permits, business licenses, etc)</p> <p>Serve as the Chief Investment Officer for the County and invest surplus monies in safe and liquid high-yielding short-term investments not exceeding three to five years that include CDs in local banks and credit unions to promote economic development within Santa Fe County.</p>	<p>Maximize investment income to Santa Fe County by utilizing the investment policy to invest in safe, liquid and high yielding securities. Invest in the following areas:</p> <p>(1) State Treasurer LGIP. These investments are comprised of government agencies, commercial paper, money market funds and LGIP banks. \$50 million invested in FY 2007.</p> <p>(2) Short-term CD's that do not exceed 36 months and yield 75 to 150 basis points above the LGIP yield. \$30,000 invested in FY 2007.</p> <p>(3) Short and medium term Government securities that yield 75 to 150 basis points net of fees above the LGIP rate. \$30,000 invested in FY 2007.</p> <p>Send out semi-annual delinquent tax notices in February and August of each year to improve collection rates. Reduce the number of delinquent accounts and the outstanding tax receivable for 10 years. 12,000 notices sent out in Fiscal Year 2007.</p>	<p>(1) Invest \$70 million in LGIP in FY 2008.</p> <p>(2) Invest \$40 million in CD's in FY 2008.</p> <p>(3) Invest \$40 million in short and medium term Government securities in FY 2008</p> <p>Send 10,500 notices in Fiscal Year 2008.</p> <p>Present a resolution to the BCC for authorization to cancel delinquent taxes for accounts under \$10 (about 1,500 such accounts in FY 2006).</p> <p>Meet with postal officials, Assessor, and E-911/GIS units to reduce the return mail during each year's billing process, from 4,000 to 3,000.</p>

SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET
ORGANIZATION BUDGET OVERVIEW

ELECTED OFFICES - COUNTY TREASURER

FUND >	GENERAL			
	101-1001-418			
DESCRIPTION	TREASURER			
POSITIONS				
COUNTY TREASURER (ELECTED)	1	56,957		
CHIEF DEPUTY TREASURER	1	58,545		
ADMINISTRATIVE ASSISTANT	1	33,708		
ACCOUNTANT II	1	39,197		
GENERAL LEDGER ACCOUNTANT	0.5	2,412		
BROKERAGE ACCOUNT TECHNICIAN	1	32,448		
DELINQUENT TAX COORDINATOR	1	36,196		
RECEIPTS & REVENUE SPEC. SUPERVISOR	1	34,667		
RECEIPTS AND REVENUE SPECIALIST II	1	35,309		
TAX CLERK	1	35,239		
TAX ASSESSMENT SPECIALIST	1	31,355		
BUDGET				
SALARY AND WAGES				
FULL-TIME EMPLOYEES		396,034		
OVERTIME		0		
TOTAL SALARY AND WAGES		396,034		
TOTAL POSITIONS (FTE)	10.5			
EMPLOYEE BENEFITS		165,716		
BENEFIT % OF SALARIES		41.8%		
TRAVEL		8,670		
GAS & OIL		2,100		
MAINTENANCE		2,735		
CONTRACTUAL SERVICES		6,000		
SUPPLIES		6,385		
OTHER OPERATING COSTS		102,610		
CAPITAL - CONSTRUCTION		0		
CAPITAL - OTHER		14,800		
TOTAL COST CENTER		705,050		

BUDGET NOTES

OTHER OPERATING COSTS

TREASURER; \$54,000 for printing of 86,000 tax bills and delinquent tax notices; \$41,600 for mailing tax bills and receipts directly to owners rather than submitting digital data to mortgage and escrow companies.

CAPITAL - OTHER

TREASURER; \$10,000 for replacing existing cashier work stations with 4 point-of-sale system computers, monitors, cash drawers, barcode and credit card scanners.

**SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET
ORGANIZATION OVERVIEW**

ELECTED OFFICES – COUNTY ASSESSOR

COST CENTER	SERVICES	FISCAL YEAR 2007 ACCOMPLISHMENTS	FISCAL YEAR 2008 OBJECTIVES
<p>COUNTY ASSESSOR (ELECTED OFFICE) 102 Grant Avenue Santa Fe, NM (505) 986-6309</p> <p>COUNTY ASSESSOR IT</p> <p>PROPERTY VALUATION FUND (1% of total property tax collected in county)</p>	<p>This organization provides for discovering, mapping, listing and appraising of taxable property for ad valorem taxation purposes. This program seeks market value and equalization or uniform treatment of taxable property. If this function is to be carried out effectively, the Assessor must be able to estimate the market value of real estate which comprises the majority of taxable property. The assessor has a triple duty responsibility, to the taxing body, to the taxpayer, and himself. State statutes and regulations delineate the responsibilities and duties of the assessor.</p>	<p>Over 1,660 survey plats were processed containing over 3,150 new lots and improvements with an estimated value of \$901 million.</p> <p>The tax base was increased by \$2.4 billion.</p> <p>Re-designed note of value to conform to Property Tax Division standards and the personal property renditions to conform to business standards.</p> <p>Processed over 4,500 property transfer affidavits and deeds.</p> <p>Remodeled a more secure room for property appraisal records.</p> <p>Maintained a 97% sales ratio as required by law.</p> <p>Defended over 550 formal protests.</p> <p>Instituted a log system to monitor and process requests for information. These logs indicate that clerical staff responded to over 36 taxpayers a day in the office as well as an equal number of phone requests on average.</p>	<p>Purchase and Implement Computer Assisted Mass Appraisal (CAMA) program integrated with GIS and other offices of Santa Fe County.</p> <p>Develop and optimize computer systems such as the web site for use by the public to continue to assist and process inquires and new information.</p> <p>Use newspaper, radio and public service announcements to reach the general public with timely information, using the property tax calendar</p> <p>Utilize satellite offices at specific times during the property tax calendar to assist the public.</p>

**SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET
ORGANIZATION BUDGET OVERVIEW**

ELECTED OFFICES - COUNTY ASSESSOR

FUND >	GENERAL	GENERAL	VALUATION
DESCRIPTION	101-1101-413 ASSESSOR ADMINISTRATION	101-1102-413 ASSESSOR IT	203-1111-413 VALUATION FUND
POSITIONS			
COUNTY ASSESSOR	1	69,001	
CHIEF DEPUTY ASSESSOR	1	79,542	
GIS ANALYST	1	48,771	
ADMINISTRATOR	1	46,795	
QUALITY CONTROL SPECIALIST	1	41,600	
SENIOR TITLE EXAMINER	1	38,880	
MANUFACTURED HSG AUDITOR SR.	1	35,697	
ASSESSMENT CLERK	4	121,384	
ASSESSMENT SPEC. SUPERVISOR	1	30,870	
APPRAISER	3	101,971	
PERSONAL PROPERTY AUDITOR	1	31,599	
ASSESSMENT MANAGER	1	26,518	
FIELD AUDITOR	2	55,157	
AUTOMATED DRAFTING TECH I & II	4	147,658	
RECEPTIONIST	1	21,906	
ADMINISTRATIVE ASSISTANT	0.5	2,876	
SOFTWARE APPLICATIONS SPEC.		1 38,406	
CHIEF APPRAISER			2 101,358
APPRAISER SENIOR			4 178,667
APPRAISER			6 216,087
BUDGET			
SALARY AND WAGES			
FULL-TIME EMPLOYEES	947,054	38,406	501,495
OVERTIME	20,600		15,000
TOTAL SALARY AND WAGES	967,654	38,406	516,495
TOTAL POSITIONS (FTE)	24.5	1	12
EMPLOYEE BENEFITS	379,382	10,877	201,284
BENEFIT % OF SALARIES	39.2%	28.3%	39.0%
TRAVEL	14,000		4,000
GAS & OIL	14,000		
MAINTENANCE	16,500		4,000
CONTRACTUAL SERVICES	40,000		
SUPPLIES	17,500		7,000
OTHER OPERATING COSTS	91,500		6,000
CAPITAL - CONSTRUCTION			
CAPITAL - OTHER	13,000		523,000
TOTAL COST CENTER	1,553,536	49,283	1,261,779

BUDGET NOTES

MAINTENANCE

ASSESSOR; \$7,000 for service agreements for two copiers, scanner printers and engineering copier.
\$5,500 for improvements to front clerical area of Assessors office, remodel of entry for safety purposes.

CONTRACTUAL SERVICES

ASSESSOR; \$40,000 for three contract appraisers and two title examiners.

SUPPLIES

ASSESSOR; \$5,000 for uniform allowance, \$12,500 for office supplies

OTHER OPERATING COSTS

ASSESSOR; \$37,000 for postage to mail valuation and other notices, \$30,000 for printing of notice of valuation and personal property rendition forms.

CAPITAL

ASSESSOR; \$13,000 for lease of copiers and scanner equipment.
VALUATION FUND, \$23,000 for replacement appraiser vehicle, \$500,000 for CAMA system and implementation.

SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET
ORGANIZATION OVERVIEW

ELECTED OFFICES – COUNTY PROBATE JUDGE

COST CENTER	SERVICES	FISCAL YEAR 2007 ACCOMPLISHMENTS	FISCAL YEAR 2008 OBJECTIVES
PROBATE JUDGE (ELECTED OFFICE) 102 Grant Avenue (505) 986-1636	Handle informal probate cases and perform marriages	Handled 112 probate contacts Performed 200 weddings Entered 1,000 prior year Probate cases into a document imaging system	Handle 120 probate contacts. Perform 200 weddings Get files into digital format through the document imaging system. Enter 2,000 additional Probates into the system.

	FUND >	GENERAL
		101-1301-416 PROBATE JUDGE
POSITIONS		
PROBATE JUDGE	1	28,820
BUDGET		
SALARY AND WAGES		
FULL-TIME EMPLOYEES		28,820
OVERTIME		0
TOTAL SALARY AND WAGES		28,820
TOTAL POSITIONS (FTE)	1.0	
EMPLOYEE BENEFITS		17,366
BENEFIT % OF SALARIES		60.3%
TRAVEL		800
GAS & OIL		0
MAINTENANCE		0
CONTRACTUAL SERVICES		0
SUPPLIES		1,900
OTHER OPERATING COSTS		1,050
CAPITAL - CONSTRUCTION		0
CAPITAL - OTHER		0
TOTAL COST CENTER		49,936

SANTA FE COUNTY
FISCAL YEAR 2008 BUDGET
ORGANIZATION OVERVIEW

ELECTED OFFICES – COUNTY SURVEYOR

COST CENTER	SERVICES	FISCAL YEAR 2007 ACCOMPLISHMENTS	FISCAL YEAR 2008 OBJECTIVES
COUNTY SURVEYOR (ELECTED) 102 Grant Ave. Santa Fe, NM 87105 (505) 986-6313	Uphold and discharge the duties and oath of the Office of the County Surveyor. Provide the public and County of Santa Fe with all of the knowledge and assistance associated within the scope of being a professional surveyor	Worked with County departments to provide surveyor services.	Establish new procedures associated with the Office of County Surveyor and implement the same, and support the other departments and officials of Santa Fe County.

FUND >	GENERAL
DESCRIPTION	101-1701-416 PROBATE JUDGE
POSITIONS	
COUNTY SURVEYOR	1 19,442
BUDGET	
SALARY AND WAGES	
FULL-TIME EMPLOYEES	19,442
OVERTIME	0
TOTAL SALARY AND WAGES	19,442
TOTAL POSITIONS (FTE)	1.0
EMPLOYEE BENEFITS	5,444
BENEFIT % OF SALARIES	28.0%
TRAVEL	0
GAS & OIL	0
MAINTENANCE	0
CONTRACTUAL SERVICES	0
SUPPLIES	0
OTHER OPERATING COSTS	0
CAPITAL - CONSTRUCTION	0
CAPITAL - OTHER	0
TOTAL COST CENTER	24,886