

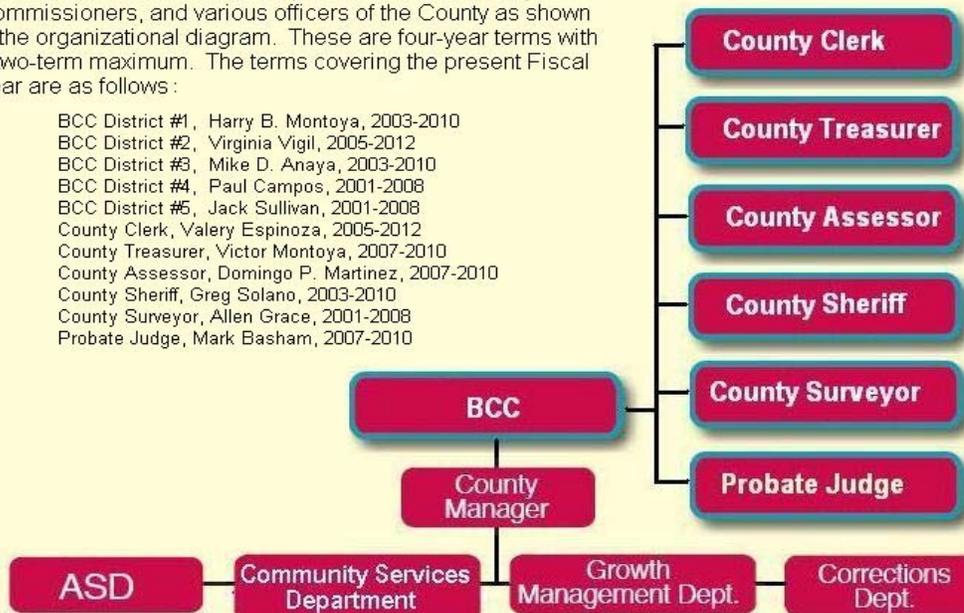
SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
ELECTED OFFICES



DEPARTMENTS	FUNDS				
	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL IMPROVEMENT FUNDS	DEBT SERVICE FUNDS	ENTERPRISE FUNDS
COUNTY CLERK	\$ 2,300,379	\$ 213,600			
COUNTY TREASURER	\$ 720,318				
COUNTY ASSESSOR	\$ 1,656,713	\$ 1,163,425			
COUNTY SHERIFF (SEE PUBLIC SAFETY)					
COUNTY PROBATE JUDGE	\$ 50,959				
COUNTY SURVEYOR	\$ 36,003				
TOTAL	\$ 4,764,372	\$ 1,377,025	\$ -	\$ -	\$ -
\$	6,141,397				

Elected Officials consist of a 5-person Board of County Commissioners, and various officers of the County as shown in the organizational diagram. These are four-year terms with a two-term maximum. The terms covering the present Fiscal Year are as follows:

- BCC District #1, Harry B. Montoya, 2003-2010
- BCC District #2, Virginia Vigil, 2005-2012
- BCC District #3, Mike D. Anaya, 2003-2010
- BCC District #4, Paul Campos, 2001-2008
- BCC District #5, Jack Sullivan, 2001-2008
- County Clerk, Valery Espinoza, 2005-2012
- County Treasurer, Victor Montoya, 2007-2010
- County Assessor, Domingo P. Martinez, 2007-2010
- County Sheriff, Greg Solano, 2003-2010
- County Surveyor, Allen Grace, 2001-2008
- Probate Judge, Mark Basham, 2007-2010



SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
ELECTED OFFICES



Accomplishments:

COUNTY CLERK

- Recording - Increased revenues by implementing a copier auditron system that allows accurate billing to customers.
- Recording - Utilized a document imaging system under NMSRA guidelines to improve efficiency and customer service.
- Elections - 100% compliance with HAVA requirements.
- Elections - ES&S Voter System in place and Santa Fe County is on line.
- Elections - Voter Outreach Program utilizing printed materials and advertising.

ASSESSOR

- Assessed 2223 new lots valued at \$1.35 billion. Processed over 4,000 deeds and transfer affidavits for ownership changes and address changes.
- Completed a major renovation of the front part of the office to address public and employee safety, and constructed a conference room.
- Digitized over 87,000 property record cards and inventoried, corrected and entered over 87,000 sets of attributes into a computer program to be downloaded into the new CAMA system.

TREASURER

- Invested County funds in short-term CDs that do not exceed 48 months, and yield 75 to 150 basis points above the State Treasurer's Investment Pool.
- Worked with Assessor and Rural Addressing to correct 3,700 taxpayer addresses to obtain an updated tax roll from the Assessor to reduce return mail.
- Sent out 8,000 semi-annual delinquent tax notices to taxpayer to improve collection rates.
- Received revenue directly and from County departments and deposited all funds within 24 hours of receipt.

SHERIFF (see Public Safety)

LONG TERM GOALS AND OBJECTIVES

COUNTY CLERK

1. Continue scanning projects to transfer microfilm of records to CDs.
2. Finish Plat CD import by downloading to system.
3. Upgrade housing and storage for historically significant and irreplaceable records and documents located in the vault.
4. Work on space requirements and utilization future growth of the Clerk's Office.

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.

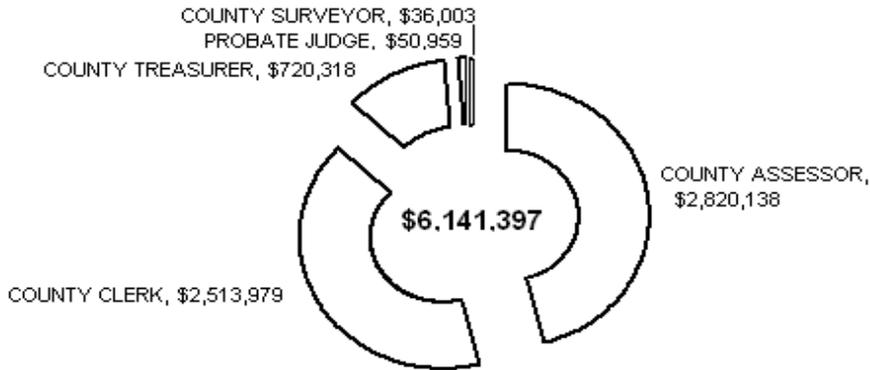
COUNTY ASSESSOR

1. Generate the 2009 Notices of Value using the Manitron (Computer Assisted Mass Appraisal = CAMA) system without any major problems.
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 2009 BUDGET
 ELECTED OFFICES



	BUDGET	STAFF
COUNTY CLERK		
REPORTING AND RECORDING	967,328	18.5
ELECTIONS	1,333,051	15.0
FILING FEES EQUIPMENT FUND	213,600	
SUBTOTAL	\$ 2,513,979	33.5
COUNTY TREASURER		
TREASURER	720,318	10.5
SUBTOTAL	\$ 720,318	10.5
COUNTY ASSESSOR		
ASSESSOR ADMINISTRATION	1,604,763	24.5
ASSESSOR IT	51,950	1.0
VALUATION FUND	1,163,425	12.0
SUBTOTAL	\$ 2,820,138	37.5
COUNTY SHERIFF (see Public Safety)		
COUNTY PROBATE JUDGE		
PROBATE JUDGE	50,959	1.0
SUBTOTAL	\$ 50,959	1.0
COUNTY SURVEYOR		
SURVEYOR	36,003	1.0
SUBTOTAL	\$ 36,003	1.0
TOTAL ELECTED OFFICIALS	\$ 6,141,397	83.5

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
ORGANIZATION OVERVIEW

ELECTED OFFICES - COUNTY CLERK

ORGANIZATION	SERVICES	FISCAL YEAR 2008 ACCOMPLISHMENTS	FISCAL YEAR 2009 OBJECTIVES
<p>COUNTY CLERK (ELECTED OFFICE)</p> <p>RECORDING 102 Grant Avenue Santa Fe, NM (505) 986-6280</p> <p>RECORDING FEES FUND (FUND 218)</p>	<p>Files and records legal documents for the public and maintains accessibility to the public, records of plats, probates and marriage licenses.</p> <p>Fees other than for marriage licenses and election filing fees are restricted for expenditures for equipment associated with duplicating, microfilming, and recording of document. (NMSA 1978)</p>	<p>Increased revenues by implementing a copier auditron system which allows accurate billing to customers.</p> <p>Utilized a document imaging system under the NMSRA guidelines which will promote a paper-free office and improve efficiency.</p> <p>Processed 59,000 documents.</p> <p>Issued 1,400 marriage licenses.</p> <p>Renewed 1,733 business licenses; about 8% of these for new businesses.</p> <p>Assisted 13,000 clients per year with searches.</p>	<p>Continue to efficiently and accurately record mortgages, deeds, liens, and plats, and issue marriage licenses. Also assist public in searches for plats, deeds, mortgages and liens.</p> <p>Implement a 'non-paper' office system.</p> <p>Implement fire and environmental controls to protect documents.</p> <p>Process 69,000 documents; with an average client waiting period of no more than 5 minutes.</p> <p>Renew business licenses annually, the entire renewal processes completed within 90 days. New issues processed within 72 hours of receipt.</p> <p>Assist clients with searches, with an average client waiting period of no more than 5 minutes prior to staff contact.</p>
<p>COUNTY CLERK (ELECTED OFFICE)</p> <p>ELECTIONS</p> <p>102 Grant Avenue Santa Fe, NM (505) 986-6280</p>	<p>Conduct accurate, efficient, and timely voter registration and elections that meet Federal and State law in regard to voter rights.</p>	<p>Now in 100% compliance on the HAVA Act Requirements.</p> <p>ES&S Voter System has been updated and on line.</p> <p>All voting machine technicians have received training and certification.</p> <p>Voter Outreach Program, utilizing printed materials and advertising through various media is in place.</p>	<p>Meet Federal Voting Rights, Section 203 requirements. Recruit, train bilingual (Spanish / Tewa) election workers.</p> <p>Maintain and update Counter Register for BCC. Enter new registrants within statutory deadlines, create and mail voter identification cards containing voter districts and polling places.</p> <p>Increase voter confidence by providing additional training for election and voting system staff. Increase recruitment and training of poll workers.</p> <p>Review and certify declarations of candidacy or nominating positions within 10 days of submission.</p>

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
ORGANIZATION BUDGET OVERVIEW

ELECTED OFFICES - COUNTY CLERK

FUND >	GENERAL		FILING FEES	GENERAL	
	101-0901-416		218-0910-416	101-0902-417	
DESCRIPTION	RECORDING		FILING FEES FUND	ELECTIONS	
POSITIONS	filled	vac		filled	vac
COUNTY CLERK (ELECTED)	1				
CHIEF DEPUTY CLERK	1				
DEPARTMENT ADMINISTRATOR	1				
ADMINISTRATIVE ASSISTANT	1				
ACCOUNTING TECH SENIOR	1				
RECORDS MANAGER	0.5				
RECORDING CLERK	10	2			
CLERICAL SPECIALIST	1				
CHIEF DEPUTY BUREAU OF ELECTIONS				1	
ELECTIONS ADMIN. SPEC. SENIOR				1	
ELECTIONS ADMIN. SPECIALIST				3	
ELECTION TECH ADMINISTRATOR				1	
VOTING SYSTEMS LEAD WORKER				1	
VOTER REGISTRATION CLERK				0.5	1
VOTER INFORMATION SPECIALIST				2	1
23 ELECTION CLERKS (FULL TIME EQUIVALENT)				3.5	
BUDGET					
SALARY AND WAGES					
FULL-TIME EMPLOYEES		545,147			353,604
TEMPORARY EMPLOYEES		59,280			56,734
OVERTIME		13,000			18,540
UNAPPLIED SALARY		14,586			59,008
TOTAL SALARY AND WAGES		632,013	0		487,886
TOTAL POSITIONS (FTE)	16.5	2.0		13.0	2
EMPLOYEE BENEFITS		251,764	0		194,638
BENEFIT % OF SALARIES		39.8%			39.9%
TRAVEL		11,561			11,312
GAS & OIL		2,500			5,000
MAINTENANCE		600	45,000		5,740
CONTRACTUAL SERVICES		0	54,500		14,500
ELECTION SUPPLIES (BALLOTS, ETC)					405,000
SUPPLIES		12,350	47,000		44,100
JUDGES / POLL CLERKS					105,000
OTHER OPERATING COSTS		56,540	40,600		59,875
CAPITAL - CONSTRUCTION					
CAPITAL - OTHER			26,500		
TOTAL COST CENTER		967,328	213,600		1,333,051

salaries are actuals as of 7/1/2008

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
ORGANIZATION OVERVIEW

ELECTED OFFICES – COUNTY TREASURER

ORGANIZATION	SERVICES	FISCAL YEAR 2008 ACCOMPLISHMENTS	FISCAL YEAR 2009 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: (1) State Treasurer LGIP. These investments are comprised of government agencies, commercial paper, money market funds and LGIP banks \$66 million invested in FY 2008 .</p> <p>(2) Short-term CD's that do not exceed 36 months and yield 75 to 150 basis points above the LGIP yield. (3) Short and medium term Government securities that yield 75 to 150 basis points net of fees above the LGIP rate. \$28 million invested in Fiscal Year 2008.</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. 8,000 notices sent out in Fiscal Year 2009.</p>	<p>(1) Invest \$70 million in LGIP in FY 2009.</p> <p>(2) Invest \$30 million in CD's in FY 2009.</p> <p>Send 8,000 notices in Fiscal Year 2009.</p> <p>Present a resolution to the BCC for authorization to cancel delinquent taxes for accounts under \$10 (about 600 such accounts in FY 2008).</p>

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
 ORGANIZATION BUDGET OVERVIEW

ELECTED OFFICES - COUNTY TREASURER

FUND >	GENERAL				
	101-1001-418				
DESCRIPTION	TREASURER				
POSITIONS	filled	vac			
COUNTY TREASURER (ELECTED)	1		56,957		
CHIEF DEPUTY TREASURER	1		61,674		
ADMINISTRATIVE ASSISTANT	1		41,515		
TAX CASHIER I & II	2		61,360		
ACCOUNTANT	1		46,810		
GENERAL LEDGER ACCOUNTANT		0.5	0		
BROKERAGE ACCOUNT TECHNICIAN	1		42,319		
DELINQUENT TAX SPECIALIST	1		39,218		
TAX CLERK	1		28,538		
TAX ASSESSMENT SPECIALIST	1		27,560		
BUDGET					
SALARY AND WAGES					
FULL-TIME EMPLOYEES			405,951		
OVERTIME			0		
UNAPPLIED SALARY			5,392		
TOTAL SALARY AND WAGES			411,343		
TOTAL POSITIONS (FTE)	10	0.5			
EMPLOYEE BENEFITS			174,843		
BENEFIT % OF SALARIES			42.5%		
TRAVEL			9,429		
GAS & OIL			3,250		
MAINTENANCE			2,845		
CONTRACTUAL SERVICES			2,000		
SUPPLIES			10,057		
PRINTING AND MAILING TAX NOTICES			93,264		
OTHER OPERATING COSTS			8,487		
CAPITAL - CONSTRUCTION			0		
CAPITAL - OTHER			4,800		
TOTAL COST CENTER			720,318		

salaries are actuals as of 7/1/2008

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
ORGANIZATION OVERVIEW

ELECTED OFFICES – COUNTY ASSESSOR

COST CENTER	SERVICES	FISCAL YEAR 2008 ACCOMPLISHMENTS	FISCAL YEAR 2009 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>Survey plats were processed containing over 2,223 new lots and improvements with an estimated value of \$1.3 billion.</p> <p>Defended over 867 formal and informal protests, and 42 protests filed in Santa Fe District Courts.</p> <p>Processed over 4,000 property transfer affidavits and deeds.</p> <p>Completed a major renovation of the front part of the office to address public and employee safety while also constructing a conference room.</p> <p>Inventoried, corrected and entered 87,000 sets of attributes into a program to be downloaded into the new CAMA system.</p>	<p>Generate the 2009 Notices of Value using the Computer Assisted Mass Appraisal (CAMA) system. Acquire the necessary budget and personnel to eliminate the backlog and list new properties.</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 2009 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	filled	vac		filled	vac		filled	vac	
COUNTY ASSESSOR	1		69,001						
CHIEF DEPUTY ASSESSOR	1		84,268						
DEPARTMENT ADMINISTRATOR	1		57,036						
QUALITY CONTROL SPECIALIST	1		41,101						
TITLE EXAMINER	1		49,575						
MANUFACTURED HSG AUDITOR SR.		1	0						
GIS ANALYST	1		59,158						
APPRAISER	4	1	121,202						
FIELD AUDITOR	2		53,448						
PERSONAL PROPERTY AUDITOR	1		39,210						
ASSESSMENT SUPERVISOR	1		45,264						
ASSESSMENT SPECIALIST LEAD	1		29,883						
ASSESSMENT SPECIALIST	3		77,304						
AUTOMATED DRAFTING TECH SENIOR	1		44,076						
AUTOMATED DRAFTING TECH I & II	3		101,249						
ADMINISTRATIVE ASSISTANT		0.5	0						
IT SUPPORT SPECIALIST				1		38,406			
CHIEF APPRAISER							2		105,578
APPRAISER SENIOR							4		192,845
APPRAISER							5	1	171,201
BUDGET									
SALARY AND WAGES									
FULL-TIME EMPLOYEES			871,775			40,452			469,624
OVERTIME			20,600						15,000
UNAPPLIED SALARY			101,852			29			58,858
TOTAL SALARY AND WAGES			994,227			40,481			543,482
TOTAL POSITIONS (FTE)	22	2.5		1			11	1	
EMPLOYEE BENEFITS			391,361			11,469			223,173
BENEFIT % OF SALARIES			39.4%			28.3%			41.1%
TRAVEL			14,560						4,160
GAS & OIL			20,000						
MAINTENANCE			12,275						4,160
CONTRACTUAL SERVICES			40,000						
SUPPLIES			22,200						7,200
OTHER OPERATING COSTS			95,240						6,250
CAPITAL - CAMA SYSTEM									375,000
CAPITAL - OTHER			14,900						
TOTAL COST CENTER			1,604,763			51,950			1,163,425

salaries are actuals as of 7/1/2008

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
 ORGANIZATION BUDGET OVERVIEW

ELECTED OFFICES - COUNTY PROBATE JUDGE

FUND >	GENERAL		
DESCRIPTION	101-1301-416 PROBATE JUDGE		
POSITIONS	filled	vac	
PROBATE JUDGE	1		28,820
BUDGET			
SALARY AND WAGES			
FULL-TIME EMPLOYEES	28,820		
OVERTIME	0		
UNAPPLIED SALARY	0		
TOTAL SALARY AND WAGES	28,820		
TOTAL POSITIONS (FTE)	1.0		
EMPLOYEE BENEFITS	18,232		
BENEFIT % OF SALARIES	63.3%		
TRAVEL	812		
GAS & OIL	0		
MAINTENANCE	0		
CONTRACTUAL SERVICES	0		
SUPPLIES	1,995		
OTHER OPERATING COSTS	1,100		
CAPITAL - CONSTRUCTION	0		
CAPITAL - OTHER	0		
TOTAL COST CENTER	50,959		

salaries are actuals as of 7/1/2008

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
 ORGANIZATION OVERVIEW

ELECTED OFFICES – COUNTY PROBATE JUDGE

COST CENTER	SERVICES	FISCAL YEAR 2008 ACCOMPLISHMENTS	FISCAL YEAR 2009 OBJECTIVES
PROBATE JUDGE (ELECTED OFFICE) 102 Grant Avenue (505) 986-1636	Handle informal probate cases and perform marriages.	Handled 100 probate contacts. Performed 200 weddings. Entered 1,000 prior year Probate cases into a document imaging system.	Handle 100 probate contacts. Perform 200 weddings. Get files into digital format through the document imaging system. Enter 2,000 additional Probates into the system.

	101-1301-416
	PROBATE
DESCRIPTION	JUDGE
POSITION	
PROBATE JUDGE (1)	\$ 28,820
BUDGET	
SALARY AND WAGES	
FULL TIME EMPLOYEES	\$ 28,820
OVERTIME	\$ -
TOTAL SALARY AND WAGES	\$ 28,820
TOTAL POSITIONS (FTE)	1.0
EMPLOYEE BENEFITS	\$ 18,232
BENEFITS % OF SALARIES	63.3%
TRAVEL	\$ 812
SUPPLIES	\$ 1,995
OTHER OPERATING COSTS	\$ 1,100
TOTAL PROBATE JUDGE	\$ 50,959

SANTA FE COUNTY
FISCAL YEAR 2009 BUDGET
ORGANIZATION OVERVIEW

ELECTED OFFICES – COUNTY SURVEYOR

COST CENTER	SERVICES	FISCAL YEAR 2008 ACCOMPLISHMENTS	FISCAL YEAR 2009 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 the County Surveyor and implement the same, and support the other departments and officials of Santa Fe County.

	101-1701-416
	COUNTY
DESCRIPTION	SURVEYOR
POSITION	
COUNTY SURVEYOR (1)	\$ 28,820
BUDGET	
SALARY AND WAGES	
FULL TIME EMPLOYEES	\$ 19,442
OVERTIME	\$ -
TOTAL SALARY AND WAGES	\$ 19,442
TOTAL POSITIONS (FTE)	1.0
EMPLOYEE BENEFITS	\$ 5,461
BENEFITS % OF SALARIES	28.1%
TRAVEL	\$ 1,900
SUPPLIES	\$ 1,500
OTHER OPERATING COSTS	\$ 7,700
TOTAL PROBATE JUDGE	\$ 36,003

