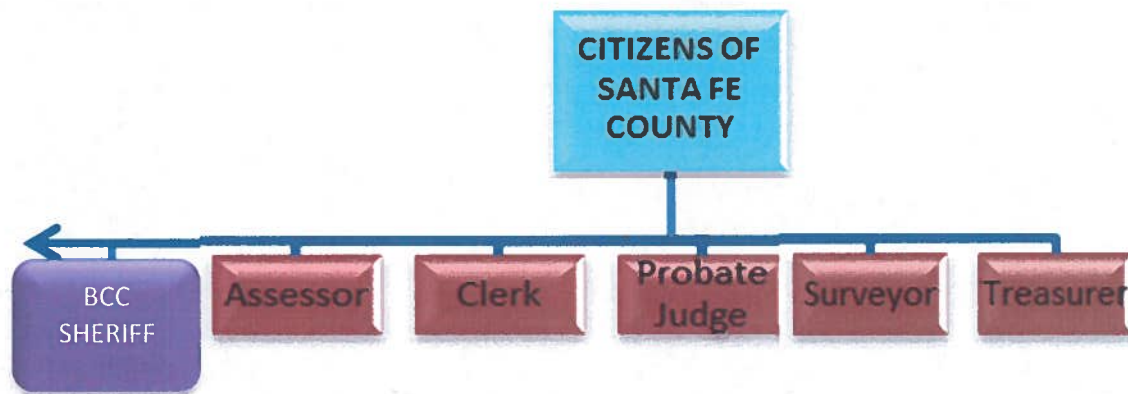




ORGANIZATION BUDGETS

**Elected Offices excludes BCC (County Management)
 and Sheriff's Office (Public Safety)**

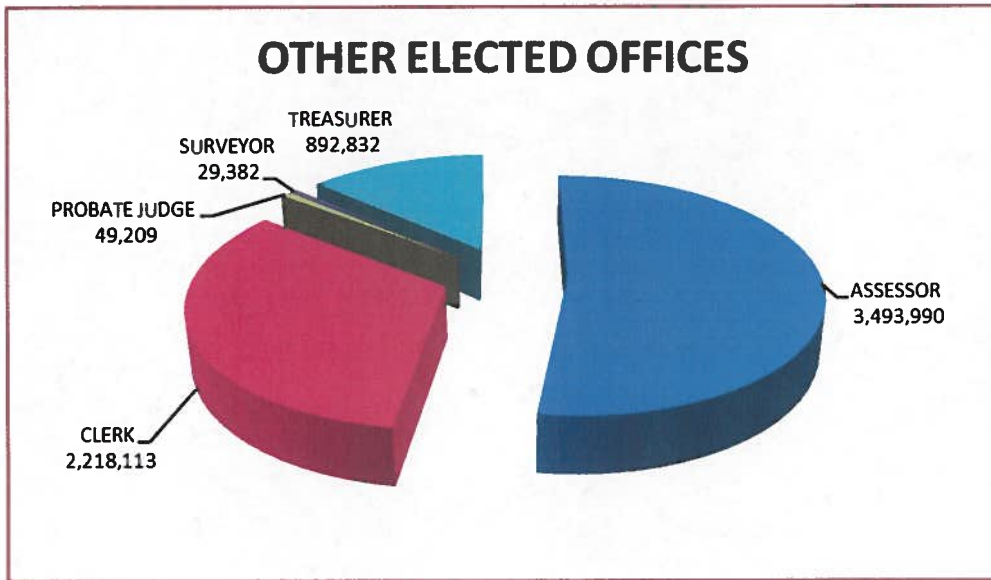
OTHER ELECTED OFFICES	GENERAL FUND	SPECIAL REVENUES	CAPITAL IMPROVE.	DEBT SERVICE	ENTERPRISE FUNDS	FY 2012 TOTAL
ASSESSOR	1,799,845	1,694,145				3,493,990
CLERK	1,988,113	230,000				2,218,113
PROBATE JUDGE	49,209					49,209
SURVEYOR	29,382					29,382
TREASURER	892,832					892,832
TOTAL	4,759,381	1,924,145	-	-	-	6,683,526





ORGANIZATION BUDGETS

**Elected Offices excludes BCC (County Management)
 and Sheriff's Office (Public Safety)**



OTHER ELECTED OFFICES (EXCL. BCC & SHERIFF)	FY 2012 BUDGET	FUNDED POSITIONS	FROZEN POSITIONS
ASSESSOR'S OFFICE			
ASSESSOR'S ADMIN	1,799,845	28.0	12.0
PROPERTY VALUATION FUND	1,694,145	12.0	2.0
SUBTOTAL	3,493,990	40.0	14.0
CLERK			
RECORDING & REPORTING	1,000,250	17.5	1.0
BUREAU OF ELECTIONS	987,863	11.5	3.5
RECORDING FEES FUND	230,000		
SUBTOTAL	2,218,113	29.0	4.5
PROBATE JUDGE			
PROBATE JUDGE	49,209	1.0	
SUBTOTAL	49,209	1.0	0.0
SURVEYOR			
SURVEYOR	29,382	1.0	
SUBTOTAL	29,382	1.0	0.0
TREASURER			
TREASURER	892,832	12.5	
SUBTOTAL	892,832	12.5	0.0
TOTAL OTHER ELECTED OFFICES	6,683,526	83.5	18.5

SANTA FE COUNTY
FISCAL YEAR 2012 BUDGET



ORGANIZATION BUDGETS

**Elected Offices excludes BCC (County Management)
 and Sheriff's Office (Public Safety)**

Assessor's Office
 102 Grant Avenue
 Santa Fe, NM 87501
 (505)986-6300

The goal of the Assessor's Office is to distribute the property tax burden, as approved by taxing authorities, correctly and equitably to all taxable property based on its value. The Assessor's Office is responsible for the valuation of property throughout the County for purposes of property taxation. The Assessor's Office accepts reports from property owners, lists and identifies property locations and collects, analyzes and interprets market and cost trends. The Assessor's Office values property in conformance with professional standards of the International Association of Assessing Officers and the laws of the State of New Mexico, and reports on property values to the property owners through the Notice of Value which is distributed annually in April.

Elected Offices - County Assessor's Office							
FY 2011 Accomplishments	County-wide Area(s) of Focus						
<ul style="list-style-type: none"> Produced and mailed more than 80,000 Notices of Valuation (NOV). Updated ALL residential and commercial property valuations in the Computer Assisted Mass Appraisal (CAMA) system. Defended 105 protests with 32 District Court Cases with a 88% success rate. Assessed and relayed information to the Treasurer's Office for billing of dilenquencies which, if paid, will result in more than \$1.0 million in additional property taxes. 	X		X				
			X				
	X		X				
Short-Term Objectives, Measures, Timeframe	County-wide Area(s) of Focus						
<ul style="list-style-type: none"> Provide public service announcements using newspaper, radio, speaking engagements and satellite offices to reach the general public to educate property owners of their legal responsibilities. Measure: number of announcements made, number of property owners reached. Timeframe: FY 2012. Assist property owners through optimization of the Assessor's website and computer stations available to the public. Measure: number of "hits" on the website, number of property owners utilizing the computers at the Assessors Office. Timeframe: FY 2012. 			X				
			X				



ORGANIZATION BUDGETS

Long-Term Goals, Measures, Timeframe	County-wide Area(s) of Focus						
	\$	Recycle	Energy	Environment	Infrastructure	Quality of Life	Public Safety
<ul style="list-style-type: none"> To identify all taxable properties and update data in the CAMA system to ensure that the tax burden is fair and equitably shared by all property owners. Measure: number of omitted properties added to the tax rolls as compared to prior years. Timeframe 4 years. 			X				
<ul style="list-style-type: none"> Develop a state of the art Assessor's Office through use of the CAMA system with knowledgeable, professional, motivated and properly compensated staff. Measure: phases of completion. Timeframe: 4 years. 	X		X				X
<ul style="list-style-type: none"> To adjust the office setting to meet International Association of Assessing Officers (IAAO) standards to ensure the highest level of organization possible to promote professionalism and motivation to the staff and recognition by the public. Measure: phases completed, number of complaints from the public. Timeframe: 4 years. 	X		X				X
<ul style="list-style-type: none"> Attain the Certificate of Excellence in Assessment Administration awarded by the IAAO. Measure: IAAO feedback, award received. Timeframe: 2 years. 			X				



Clerk's Office
 102 Grant Avenue
 Santa Fe, NM 87501
 (505)986-6280

The Clerk's Office strives to be the most productive elections and recording office with the best customer service and the best solutions for conducting elections, recording documents and accessing public records. The Recording Division is responsible for maintaining a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording. It does so in a manner as to ensure that any member of the public can readily access the information to conduct their personal and business activities with the assurance that their transactions were executed in accordance with the law and, where appropriate, their privacy has been protected. The Bureau of Elections Division is responsible for providing accurate voter registration files and election canvasses, while conducting elections to ensure that each voter has an opportunity to participate equally in a non-partisan, respectful and professional environment.

SANTA FE COUNTY
FISCAL YEAR 2012 BUDGET



ORGANIZATION BUDGETS

Elected Offices – County Clerk's Office																																																		
FY 2011 Accomplishments	County-wide Area(s) of Focus																																																	
<ul style="list-style-type: none"> ○ Implemented a copier auditor system to allow for accurate customer billing. ○ Utilized the in-place document imaging system, under New Mexico State Records Archives guidelines to improve efficiency and customer service. ○ Developed, sought and received approval for a recording fee increase to defray the operating costs of the recording and reporting office. ○ Scanned, digitized and indexed more than 133 microfiche books. ○ Processed 2,882 new voter registrations and 3,466 voter registration changes for existing voters. ○ Created precinct 87 at the Nambe Pueblo and had the highest Native American voter turnout in New Mexico. ○ Created a poll worker training manual to ensure knowledgeable and professional poll workers. 	<table border="1"> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td>X</td> <td></td> </tr> </table>	X		X					X		X					X		X					X		X							X							X			X								
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Short-Term Objectives, Measures, Timeframe	County-wide Area(s) of Focus																																																	
<ul style="list-style-type: none"> ○ Continue to efficiently and accurately record deeds, mortgages, deeds of trust, judgements, etc. Measure: customer satisfaction. Timeframe: FY 2012. ○ Continue to improve the recently implemented e-mail recording system to benefit customers through lower costs and speedier recording of documents. Measure: customer satisfaction, number of customers utilizing e-mail recording service. Timeframe: FY 2012. ○ Continue implementation of a paperless office system by scanning/digitizing documents that exceed the New Mexico State Records Archives retention guidelines thus making research and access more efficient. Measure: number of documents digitized. Timeframe: FY2012. ○ Improve fire and environmental controls to protect documents. Measure: number of documents secured from fire and environmental damage. Timeframe: FY 2012. ○ Provide additional hours of certified training for election and voting system staff, prepare accurate ballots, and increase training and recruitment of qualified poll works to increase voter confidence. Measure: voter feedback, number of employees trained, number of pollworkers trained. Timeframe: FY 2012. ○ Accurately and efficiently accept and review candidate filings and certify candidates for ballot access within 10 days. Measure: number of filings certified within 10 days. Timeframe: FY 2012. ○ Implement information exchange with the Secretary of State's Office. Measure: amount of information exchanged, type of information exchanged. Timeframe: FY 2012. 	<table border="1"> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			X					X		X					X		X					X		X							X			X		X		X							X				
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SANTA FE COUNTY
FISCAL YEAR 2012 BUDGET



ORGANIZATION BUDGETS

Elected Offices – County Clerk’s Office							
Long-Term Goals, Measures, Timeframe	County-wide Area(s) of Focus						
	\$	♻️	⚙️	🗣️	⚙️	🔄	🏔️
	<ul style="list-style-type: none"> Complete all outstanding scanning, digitizing and indexing projects. Measure: phases complete. Timeframe: 2 years. Recertify voting machine technicians and obtain certification through the Election Center for a minimum of three staff members. Measure: number of staff members certified, number of staff members recertified. Timeframe: 2 years. Recruit and train Precinct Boards. Measure: number of members recruited, number of members trained. Timeframe: 2 years. 	X		X			
			X			X	
			X			X	

Probate Judge
 142 West Palace Avenue, 1st Floor
 Santa Fe, NM 87501
 (505)992-1636

The Probate Judge is responsible for adjudicating probate cases. The nature of this type of case dictates that the process is conducted in a professional and sensitive manner. The Probate Judge is also authorized to perform marriages.

Elected Offices - Probate Judge							
FY 2011 Accomplishments	County-wide Area(s) of Focus						
	\$	♻️	⚙️	🗣️	⚙️	🔄	🏔️
	<ul style="list-style-type: none"> Processed probate cases. 			X			
Short-Term Objectives, Measures, Timeframe	County-wide Area(s) of Focus						
	\$	♻️	⚙️	🗣️	⚙️	🔄	🏔️
	<ul style="list-style-type: none"> Educate the public with regard to probate issues. Measure: number of educational materials distributed. Timeframe: FY 2012. Improve computerization of probate cases. Measure: number of cases computerized. Timeframe: FY 2012. Enter prior year probate cases into the document imaging system. Measure: number of prior year cases imaged. Timeframe: FY 2012. 			X			
	X		X				
	X		X				
Long-Term Goals, Measures, Timeframe	County-wide Area(s) of Focus						
	\$	♻️	⚙️	🗣️	⚙️	🔄	🏔️
	<ul style="list-style-type: none"> Enter all probate cases and related files into digital format for efficient and easier access by the public and staff. Measure: percentage of completion. Timeframe: 2 years. 	X		X			

SANTA FE COUNTY
FISCAL YEAR 2012 BUDGET



ORGANIZATION BUDGETS

**Elected Offices excludes BCC (County Management)
and Sheriff's Office (Public Safety)**

Surveyor

102 Grant Avenue
Santa Fe, NM 87501
(505)795-5184

The Surveyor provides expertise to the public as well as county leadership and staff relating to land surveying issues, questions, or clarifications they may encounter. The Surveyor also assists the general public with locating recorded and un-recorded property surveys, performs historical research, answers general survey questions, and interprets and understands legal descriptions. Santa Fe County is the only county in New Mexico that still retains an elected office of County Surveyor.

In the 2011 Legislative Session New Mexico's State Legislature voted to abolish the elected office of County Surveyor. Santa Fe County has the only elected surveyor, thus was the only county impacted by this law. The County Surveyor's term expires at the end of 2012.



Treasurer

102 Gant Avenue
Santa Fe, NM 87501
(505)986-6450

The Treasurer is the property tax collector and investment officer for Santa Fe County. The Treasurer's Office distributes approximately 60,000 tax bills annually. In addition, the Treasurer's Office distributes 24,000 informational tax bills annually to notify taxpayers who escrow their property taxes. The Treasurer's Office also serves as the "County's Banker" and is responsible for collecting and depositing monies from property tax collections and from all operations of County departments. As the investment officer for the County the Treasurer invests the County's cash reserves as permitted by the County's Investment Policy.

Taxes collected by the Treasurer are distributed to the statutory beneficiaries of the County which include Santa Fe Public Schools, Pojoaque Public Schools, Espanola Public Schools, Moriarty Public Schools, Santa Fe Community College, Edgewood Soil and Water District, and the Eldorado Water and Sanitation District. Approximately 40% of all taxes collected go to the above mentioned beneficiaries and the County receives about 40% of the taxes collected. The Treasurer also collects and distributes taxes for the County's Debt Service, the State's Debt Service, the Rancho Viejo Special District, and the Children's Trust. These beneficiaries receive the balance of the taxes collected or approximately 20%.



ORGANIZATION BUDGETS

Elected Offices – County Treasurer’s Office							
FY 2011 Accomplishments	County-wide Area(s) of Focus						
	\$	♻️	⚙️	💬	⚙️	👤	📈
<ul style="list-style-type: none"> Implemented an installment payment plan for paying property taxes which has enabled 700 taxpayers a different method of paying their taxes. 	X		X				
<ul style="list-style-type: none"> Implemented an aggressive effort to collect delinquent property taxes. This effort yielded additional collections of more than \$4.0M in total, about 1/3 of which went to Santa Fe County. 	X		X				
<ul style="list-style-type: none"> Implemented a bar code scanning system to reduce errors in manually posting payments to tax payers’ accounts. 	X		X				
<ul style="list-style-type: none"> Successfully transitioned the processing of business licenses to the Treasurer’s Office with the processing of approximately 4,000 business licenses. 			X				
<ul style="list-style-type: none"> Developed and implemented a policy and practice of sending out delinquent tax notices on a semi-annual basis. 	X		X				
Short-Term Objectives, Measures, Timeframe	County-wide Area(s) of Focus						
	\$	♻️	⚙️	💬	⚙️	👤	📈
<ul style="list-style-type: none"> Reduce the number of delinquent tax accounts through aggressive collection efforts. Measure: number of accounts collected, dollar value of delinquent taxes collected. Timeframe: FY 2012. 	X		X				
<ul style="list-style-type: none"> Provide training opportunities to the Treasurer’s Office staff to improve customer service skills and for general career development. Measure: number of staff trained, number of complaints. Timeframe: FY 2012. 			X			X	
<ul style="list-style-type: none"> Develop an efficient and effective way to release liens with the NM Motor Vehicle Division on mobile homes once the owners have brought current all taxes owed. Measure: length of time needed to release lien. Timeframe: FY 2012. 	X		X				
Long-Term Goals, Measures, Timeframe	County-wide Area(s) of Focus						
	\$	♻️	⚙️	💬	⚙️	👤	📈
<ul style="list-style-type: none"> Develop on-going investment policies and procedures to generate higher yields thus increasing investment income countywide. Measure: amount of investment income generated. Timeframe: 2 years. 	X		X				
<ul style="list-style-type: none"> Work with mortgage companies to develop a process for correctly posting tax payments. Measure: error rate of incorrectly posted payments. Timeframe: 2 years. 	X		X				
<ul style="list-style-type: none"> In collaboration with the Assessor’s Office provide education to the public regarding an individuals responsibility to report correct information for tax purposes. Timeframe: 2 years. 	X		X				

SANTA FE COUNTY
FISCAL YEAR 2012 BUDGET



ORGANIZATION BUDGETS

**Elected Offices excludes BCC (County Management)
 and Sheriff's Office (Public Safety)
 Budgets by Cost Center**

FUND TYPE	GENERAL			SPECIAL REV.			ALL FUND TYPES		
COUNTY ASSESSOR'S OFFICE	101-1101-413 ADMINISTRATION			203-1111-413 PROPERTY VALUATION			TOTAL COUNTY ASSESSOR'S OFFICE		
POSITIONS	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)
COUNTY ASSESSOR	1		69,001				1		69,001
CHIEF DEPUTY ASSESSOR	1		80,000				1		80,000
DEPARTMENT ADMINISTRATOR	1		45,760				1		45,760
TITLE EXAMINER	1		36,117				1		36,117
ADMINISTRATIVE ASSISTANT		0.5	-					0.5	-
ASSESSMENT SPECIALIST	3		78,194		2	49,920	3	2	128,114
APPRAISER SENIOR	2		93,617	5		213,935	7		307,552
APPRAISER	3	1	129,674	5		166,008	8	1	295,682
FIELD AUDITOR	4		106,938	2		52,400	6		159,338
MANUFACTURED HSG AUDITOR	1		49,363				1		49,363
ASSESSOR SYS. PROGRAMMER	1		72,000				1		72,000
AUTOMATED DRAFTING TECH.	3		109,510				3		109,510
ASSESSMENT SPEC. LEAD	1		32,321				1		32,321
ASSESSMENT SUPERVISOR	1		48,720				1		48,720
GIS ANALYST	1		52,308				1		52,308
QUALITY CONTROL SPECIALIST	1	1	85,692				1	1	85,692
CHIEF APPRAISER	3		165,202				3		165,202
TOTAL POSITIONS	28.0	2.5	1,254,417	12.0	2.0	482,263	40.0	4.5	1,736,680
BUDGET									
SALARY & WAGES			1,254,417			482,263			1,736,680
UNAPPLIED SALARY			48,327			19,492			67,819
TOTAL SALARY & WAGES			1,302,744			501,755			1,804,499
EMPLOYEE BENEFITS			497,101			209,992			707,093
TRAVEL						20,000			20,000
VEHICLE EXPENSES						28,836			28,836
MAINTENANCE						5,300			5,300
CONTRACTUAL SERVICES						697,250			697,250
SUPPLIES						24,498			24,498
OTHER OPERATING EXPENSES						160,514			160,514
SUBSIDIES & PASS-THROUGH									-
INSURANCE EXPENSES									-
CAPITAL EXPENSES						46,000			46,000
COST CENTER TOTAL			1,799,845			1,694,145			3,493,990

SANTA FE COUNTY
FISCAL YEAR 2012 BUDGET



ORGANIZATION BUDGETS

**Elected Offices excludes BCC (County Management)
 and Sheriff's Office (Public Safety)
 Budgets by Cost Center**

FUND TYPE	GENERAL			GENERAL			SPECIAL REV.			ALL FUND TYPES		
COUNTY CLERK'S OFFICE	101-0901-416 RECORDING & REPORTING			101-0902-417 BUREAU OF ELECTIONS			218-0910-416 RECORDING FEES FUND			TOTAL COUNTY CLERK'S OFFICE		
POSITIONS	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)
COUNTY CLERK	1		65,501							1		65,501
CHIEF DEPUTY CLERK	1		44,133							1		44,133
ADMINISTRATIVE ASSISTANT	2		74,564							2		74,564
ACCOUNTING TECH. SENIOR	1		38,980							1		38,980
DEPARTMENT ADMINISTRATOR	1		59,859							1		59,859
RECORDING CLERK	10	1	314,146							10	1	314,146
ELECTION RECORDS MANAGER	0.5		21,352							0.5		21,352
CLERICAL SPECIALIST	1		27,862							1		27,862
CHIEF DEPUTY BUR. OF ELEC.				1		69,557				1		69,557
ELECTIONS ADMIN. SPECIALIST				4		134,165				4		134,165
VOTING SYS. LEAD WORKER				1		40,993				1		40,993
VOTER REGISTRATION CLERK				1.5		34,944				1.5		34,944
ELECTION TECH. ADMIN.				1		50,496				1		50,496
VOTER INFORMATION SPEC.				3		89,838				3		89,838
ELECTION CLERK					3.51	56,734					3.5	56,734
TOTAL POSITIONS	17.5	1.0	646,397	11.5	3.51	476,727	0.0	0.0	-	29.0	4.5	1,123,124
BUDGET												
SALARY & WAGES			646,397			476,727			-			1,123,124
UNAPPLIED SALARY			38,701			25,540			-			64,241
TOTAL SALARY & WAGES			685,098			502,267						1187365
EMPLOYEE BENEFITS			266,681			194,295						460976
TRAVEL						15,828			18,000			33828
VEHICLE EXPENSES						7,331						7331
MAINTENANCE			99			3,773			45,000			48872
CONTRACTUAL SERVICES						14,965			55,000			69965
SUPPLIES			9,306			141,665			47,000			197971
OTHER OPERATING EXPENSES			39,066			107,739			40,000			186805
SUBSIDIES & PASS-THROUGH												0
INSURANCE EXPENSES												0
CAPITAL EXPENSES									25,000			25000
COST CENTER TOTAL			1,000,250			987,863			230,000			2,218,113

SANTA FE COUNTY
FISCAL YEAR 2012 BUDGET



ORGANIZATION BUDGETS

**Elected Offices excludes BCC (County Management)
 and Sheriff's Office (Public Safety)
 Budgets by Cost Center**

FUND TYPE	GENERAL			GENERAL			GENERAL			ALL FUND TYPES		
PROBATE JUDGE, COUNTY SURVEYOR AND COUNTY TREASURER	101-1301-416 PROBATE JUDGE			101-1701-414 SURVEYOR			101-1001-418 TREASURER			TOTAL ELECTED OFFICES (EXCL. BCC AND SHERIFF)		
POSITIONS	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)	FILLED	NOT FILLED	TOTAL BUDGET FOR POSITION(S)
PROBATE JUDGE	1		28,820									
SURVEYOR				1		22,358						
COUNTY TREASURER							1		65,501			
CHIEF DEPUTY TREASURER							1		63,524			
ADMINISTRATIVE ASSISTANT							1		41,600			
TAX CASHIER II							2		70,406			
ACCOUNTANT							1		48,214			
DELINQUENT TAX SPECIALIST							1		40,787			
TAX CASHIER I							1		28,600			
TAX CLERK							1		29,120			
TAX ASSESSMENT SPECIALIST							2		64,919			
GENERAL LEDGER ACCT.							0.5		-			
BROKERAGE ACCT. TECH. SUP.							1		46,800			
TOTAL POSITIONS	1.0	0.0	28,820	1.0	0.0	22,358	12.0	0.5	499,471	83.0	9.5	3,410,453
BUDGET												
SALARY & WAGES			28,820			22,358			499,471			3,410,453
UNAPPLIED SALARY			-			-			22,069			154,129
TOTAL SALARY & WAGES			28,820			22,358			521,540			3564582
EMPLOYEE BENEFITS			19,765			6,380			218,345			1412559
TRAVEL									4,312			58140
VEHICLE EXPENSES									2,441			38608
MAINTENANCE									4,469			58641
CONTRACTUAL SERVICES									7,252			774467
SUPPLIES			624			644			13,916			237653
OTHER OPERATING EXPENSES									120,557			467876
SUBSIDIES & PASS-THROUGH												0
INSURANCE EXPENSES												0
CAPITAL EXPENSES												71000
COST CENTER TOTAL			49,209			29,382			892,832			6,683,526