

SANTA FE COUNTY

2604374

Resolution 2003 - 99

A RESOLUTION ADOPTING THE FINAL
2003-2004 (FY2004) BUDGET

WHEREAS, the official meeting of the Board of County Commissioners, held on May 27, 2003, for the review and approval of said budget, with recognition of sources and uses of funds of said budget, was duly advertised in compliance with the State Open Meetings Act and the Federal Statements of Assurances pertaining to the requirements for revenue funds, and the interim budget was duly approved by Resolution 2003-78 (Attachment A) at the regular BCC meeting of May 27, 2003; and

WHEREAS, the State of New Mexico, Department of Finance and Administration, Local Government Division granted interim approval of the proposed operating budget for the 2003-2004 year (Fiscal Year 2004) with final approval contingent upon submission of the budget with the required changes (Attachment B); and

WHEREAS, the required changes and submissions as outlined in the attached memorandum (Attachment C) have been incorporated into the FY2004 budget document (Attachment D).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Santa Fe County Commissioners hereby adopts the 2003-2004 (FY 2004) "Final Budget" and respectfully requests final approval from the Local Government Division of the Department of Finance and Administration.

APPROVED, ADOPTED AND PASSED this 29th day of July, 2003.

BOARD OF COUNTY COMMISSIONERS

Jack Sullivan
Jack Sullivan, Chairperson



1280.386
COUNTY OF SANTA FE
STATE OF NEW MEXICO
I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED
FOR RECORD ON THE 29 DAY OF JULY A.D.
20 03 AT 2:46 O'CLOCK P.M.
AND WAS DULY RECORDED IN BOOK 3604
PAGE 374-381 OF THE RECORDS OF
SANTA FE COUNTY

WITNESS MY HAND AND SEAL OF OFFICE
REBECCA BUSTAMANTE
COUNTY CLERK, SANTA FE COUNTY, N.M.

Marcella Anderson
DEPUTY

Approved as to Form:

Stephen Ross
Stephen Ross, County Attorney

Rebecca Bustamante
Rebecca Bustamante, County Clerk



SANTA FE COUNTY

2604375

Resolution 2003 - 78

2539417

**A RESOLUTON ADOPTING THE INTERIM
2003-2004 (FY 2004) BUDGET**

WHEREAS, the official meeting of the Board of County Commissioners held on May 27, 2003 for the study and review of said budget, with recognition of sources and uses of funds of said budget, was duly advertised in compliance with the State Open Meetings Act and the Federal Statements of Assurances pertaining to the requirements for revenue funds, and the budget was duly approved by this Resolution at the regular BCC meeting of May 27, 2003;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Santa Fe County Commissioners hereby adopts the 2003-2004 (FY 2004) "Interim Budget" and respectfully requests final approval from the Local Government Division of the Department of Finance and Administration.

APPROVED, ADOPTED AND PASSED this 27th day of May, 2003.

BOARD OF COUNTY COMMISSIONERS


Jack Sullivan, Chairperson

ATTEST:


Rebecca Bustamante, County Clerk

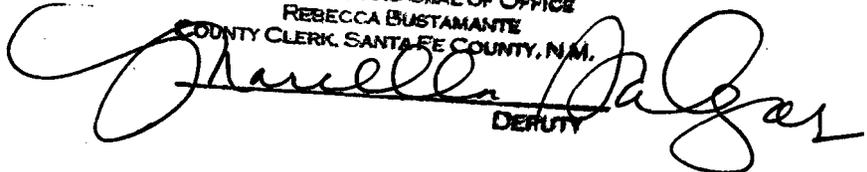
Approved as to Form

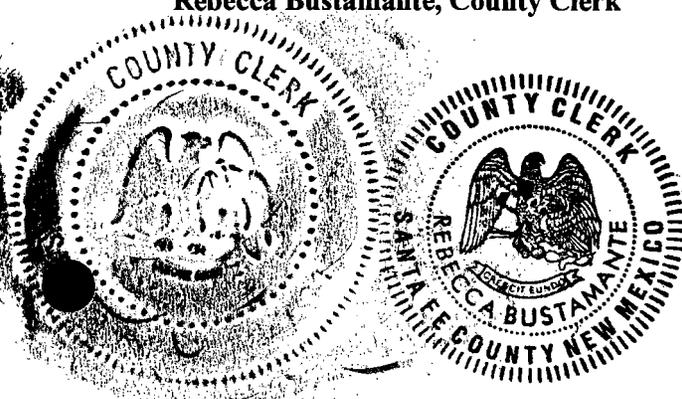

County Attorney

1268 362

COUNTY OF SANTA FE
STATE OF NEW MEXICO } ss
I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED
FOR RECORD ON THE 30 DAY OF MAY A.D.
2003 AT 8:32 O'CLOCK P.M.
AND WAS DULY RECORDED IN BOOK 2539
PAGE 417-419 OF THE RECORDS OF
SANTA FE COUNTY

WITNESS MY HAND AND SEAL OF OFFICE
REBECCA BUSTAMANTE
COUNTY CLERK, SANTA FE COUNTY, N.M.


DERUTY





BILL RICHARDSON
GOVERNOR

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
 Bataan Memorial Building, Suite 201 • Santa Fe, New Mexico 87501
 (505) 827-4950 • FAX No. (505) 827-4948
 www.nmlocalgov.net

JAMES C. JIMENEZ
SECRETARY

DAVID A. RUIZ
DIRECTOR

July 3, 2002

The Honorable Paul D. Duran
 Santa Fe County
 P.O. Box 276
 Santa Fe, NM 87504

2604376

Dear Chairman Duran:

In accordance with Section 6-6-2-(B) NMSA 1978, the Local Government Division grants interim approval of your proposed operating budget for the 2003-2004 fiscal year. Provisional approval is granted based upon our determination that sufficient resources will cover proposed budgeted expenditures.

Final approval of your budget is contingent upon submission of the following by July 31, 2003:

1. An insurance schedule, which reconciles with budgeted amounts;
2. Unaudited beginning cash balances as per year end financial report; and
3. The year-end financial report for the period ending June 30, 2003 completed in the Local Government Division required format;
4. A letter from the Local Government Division allowing the carry over of cash balance in The LEPF fund;
5. A letter allowing the carry over of funds in the EMS fund is required;
6. Administrative costs in the indigent fund may need to be reduced; they are currently over the allowable amount;

If you have questions, please call me at (505) 827-8060.

Sincerely,

Michael Romero
Financial Coordinator



Finance Department

MEMORANDUM

TO: Board of Santa Fe County Commissioners
FROM: Susan Lucero, Finance Director 
DATE: July 22, 2003
RE: Fiscal Year 2004 Final Budget Adjustments

2604377

On July 3, 2003 Santa Fe County received the attached letter from the NM Department of Finance and Administration (DFA), Local Government Division approving the Fiscal Year 2004 Interim Budget. Approval of the final budget document is contingent upon addressing the concerns detailed in the letter from DFA. As requested, the Santa Fe County Finance Department has addressed the issues as follows:

- 1) **Insurance Schedule:** An insurance schedule which reconciles with budgeted amounts will be submitted to the DFA in this section of the FY 2004 Final Budget document.
- 2) **Cash Balances:** The June 30, 2003 un-audited beginning cash balances as per the cash reconciliation recap will be submitted to the DFA in this section of the FY 2004 Final Budget document, contingent upon approval of the final budget by the Board of Commissioners.
- 3) **Year End Financial Report:** The year-end financial report for the period ending June 30, 2003, completed in the Local Government Division required format, with un-audited cash balances and other financial data will be submitted to the DFA with the FY 2004 Final Budget document ;
- 4) **Law Enforcement Protection Fund:** A letter from the Local Government Division allowing the carry-over of cash balance in the Law Enforcement Protection Fund (LEPF) will be submitted to the DFA in this section of the FY 2004 Final Budget document;
- 5) **EMS Fund:** A letter from the Local Government Division allowing the carry-over of cash in the EMS Fund will be submitted to the DFA in this section of the FY 2004 Final Budget document.
- 6) **Indigent Fund Administrative Costs:** Downward adjustments in administrative expenditure line items in the Indigent Fund have been made to meet the allowable amounts for such costs. These are expressed on page IV-16 in the Funds section of the FY 2004 Budget Document to be submitted to the DFA.

In addition to the DFA required adjustments to the Interim Budget the following changes have been made in the FY 2004 Final Budget from the Interim Budget submitted on May 31, 2003, for a net increase to the budget of \$335,897, are as follows:

- 1) **Transfers of Road Project monies to the General Fund from closed-out projects, \$399,975.** The start-up of these now completed projects was funded from the General Fund, and eventually reimbursed by the state, leaving excess cash balances in the projects. The projects are completed and the start-up funding is being returned to the General Fund for the purchase of road equipment funded through the capital package.
- 2) **Correction in Law Enforcement Protection Fund Budget, and Cash carry-over, \$1,176** Exact amount of grant received from the State in June. Cash carryover from FY 2003.
- 3) **Re-alignment of County Capital Outlay Fund revenue and expenses, \$0 net.** Creation of cost centers and distribution of budget in compliance with BCC Ordinance 2002-5 specifying regional vs. non-regional types of expenditures from this fund.
- 4) **County Capital Outlay Fund transfer to Dinkle Road Project (Road Projects Fund), \$60,513.** Establishment of use of County Capital Outlay monies to fund this project, as a road improvement.
- 5) **Funding of term positions through General Fund, originally budgeted in GOB 2001 Bond Proceeds Fund.** No net change to total budget from this action.
- 6) **Budget for GOB 1993 Series Bond Re-funding, (\$54,239).** This bond series was re-funded at a lower interest rate in June, 2003. The decrease in budget represents interest savings for Fiscal Year 2004.
- 7) **Inclusion of Juvenile Grant in FY 2004 Final Budget, \$6,993.** The grant was awarded in June 2003, and therefore not included in the Interim budget.
- 8) **Decrease in final calculation of Property Tax, compensated by increase in Payments in Lieu of Taxes, no net impact on revenue.**
The final calculation of property taxes from tax certification data reduced property taxes by \$96,177. A compensating increase in Payments in Lieu of Taxes will offset the decrease in property taxes
- 9) **Rebudgeting Indigent Fund expense to comply with administrative expense formula.** Transfer of \$7,000 from administrative expense to direct indigent health services; no net change in Indigent Fund budget.

Any further changes to the FY 2004 Final Budget in regard to changes in state appropriations, grants, and other revenue will be made through Board of County Commission resolutions.

ATTACHMENT D

PREPARED 07/22/03, 14:35:24
PROGRAM GM601L

FY 2004 REVENUE BUDGET BY FUND AS OF 07/22/03
FOR FISCAL YEAR 2004

ACCOUNT DESCRIPTION	FY 2004 ORIGINAL BUDGET	BAR'S	FY 2004 ADJUSTED BUDGET
* GENERAL FUND	37,711,623	2,225,827	39,937,450
* CORRECTIONS FUND	471,000	9,945	480,945
* PROPERTY VALUATION FUND	627,222	16,196	643,418
* ROAD FUND	2,404,137	500,206	2,904,343
* EMERGENCY MED SVCS FUND	117,203	42,135	159,338
* FARM & RANGE FUND	2,500	0	2,500
* FIRE PROTECTION FUND	786,239	690,628	1,476,867
* LAW ENF. PROTECTION FUND	71,376	21,218	92,594
* ENVIRONMENTAL GRT	665,000	0	665,000
* CAPITAL OUTLAY GRT	7,790,000	127,509	7,917,509
* LODGERS TAX FACILITY FUND	133,635	36,342	169,977
* LODGERS TAX ADVERTISING	188,199	34,896	223,095
* RECREATION FUND	1,200	4,000	5,200
* CLERK RECORDING FEES FUND	199,000	178,718	377,718
* INDIGENT FUND	4,555,252	226,219	4,781,471
* FIRE TAX 1/4% FUND	1,330,000	362,354	1,692,354
* Economic Development	0	3,386	3,386
* FEDERAL FORFEITURE FUND	0	144	144
* SECTION 8 VOUCHER FUND	1,773,952	4,000	1,777,952
* US DEPT HOUSING URBAN DEV	908,356	50,500	958,856
* DEVELOPER FEES FUND	0	27,318	27,318
* EMS-HEALTH CARE	7,579,601	309,263	7,888,864
* WILDLIFE/MOUNTAINS/TRAILS	21,947	17,450	39,397
* COMMUNITY DEV BLOCK GRNTS	0	2,419	2,419
* US ENVIRONMENTAL PROTECTN	0	6,427	6,427
* HOUSING CAPITAL IMPROV	886,573	246,205	1,132,778
* ROAD PROJECTS FUND	460,488	173,976	634,464
* STATE SPEC. APPROPRIATION	0	156,328	156,328
* EQUIPMENT LOAN PROCEEDS	0	143,323	143,323
* GOB SERIES 1997 PROCEEDS	0	10,152	10,152
* GOB SERIES 2001	2,545,000	406,083	2,951,083
* FACILITY BOND 97 PROCEEDS	850,000	37,051	887,051
* GOB SERIES-OPEN SPACE	0	4,335	4,335
* GEN OBLIG. BOND DEBT SVC	3,821,243	360	3,821,603
* ENVIR GRT BOND DEBT SVC	239,254	0	239,254
* EQUIPMENT LOAN DEBT SVC	377,719	0	377,719
* GRT REVENUE BOND DEBT SVC	422,300	0	422,300
* FIRE REV. BOND DEBT SVC	641,655	0	641,655
* REGIONAL PLANNING AUTHRTY	206,975	17,490	224,465
* ENTERPRISE - WATER FUND	1,111,062	247,488	1,358,550
* ENTERPRISE - HOUSING ADMN	1,222,967	105,619	1,328,586
* JAIL OPERATIONS FUND	12,773,841	1,743,583	14,517,424
	92,896,519	8,189,093	101,085,612

2604379

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* JAIL OPERATIONS FUND	12,773,841	1,743,584	14,517,425
	92,896,519	8,189,093	101,085,612

2604380

FISCAL YEAR 2004 FTE CHANGES

2604381

Department	FY2003				Comments	FY2004				
	Approved	Adjustments	Total	FY2003 vs. FY2002		Base	PCI	Total	FY2004 vs. FY2003	Comments
County Manager	15.00	0.00	15.00	0.00		15.00	2.00	17.00	2.00	1 Secretary I (New FTE) 1 Constituent Services Coord. (New FTE)
Legal	8.00	0.00	8.00	0.00		8.00	0.00	8.00	0.00	
Finance	21.50	0.00	21.50	1.00		21.50	0.00	21.50	0.00	
Land Use	28.00	1.00	29.00	1.00	1 Receptionist funded by salary savings	29.00	1.00	30.00	1.00	1 Water Inspector (New FTE)
Public Works	83.50	0.00	83.50	1.00		83.50	0.00	83.50	0.00	
Project & Facilities Management	54.00	-2.00	52.00	0.00	3 Term GPS Technicians - Funding expired 1 Term Special Projects Admin. Added	52.00	0.00	52.00	0.00	1 Open Space Coordinator (New FTE) 1 Web Developer (New FTE) 1 Term Special Projects Administrator Deleted - Funding Ended 1 Software Applications Specialist transferred to Assessor
Fire	42.00	2.00	44.00	4.00	1 Term Captain for Mobile Health Care Van 1 Emergency Management Coord. For Emergency Preparedness grant	44.00	0.00	44.00	0.00	
County Clerk	26.50	0.00	26.50	2.00		26.50	1.00	27.50	1.00	1 Term Voting Machine Tech. became permanent 15 Temp. Poll Workers (Equivalent to 1 FTE)
County Treasurer	9.50	0.00	9.50	0.00		9.50	0.00	9.50	0.00	
County Assessor	35.50	0.00	35.50	0.00		35.50	1.00	36.50	1.00	1 Software Applications Specialist transferred from PFMD
County Sheriff	100.00	0.00	100.00	-12.00		100.00	3.00	103.00	3.00	3 Deputy I (New FTEs)
County Probate	1.00	0.00	1.00	0.00		1.00	0.00	1.00	0.00	
Utilities	9.00	0.00	9.00	1.00		9.00	0.00	9.00	0.00	
Comm. Health	36.00	0.00	36.00	-1.00		36.00	-1.00	35.00	-1.00	1 DWI Screener for Magistrate Court will be now be on contract
County Surveyor	1.00	0.00	1.00	0.00		1.00	0.00	1.00	0.00	
Administrative Services	6.00	0.00	6.00	-1.00		6.00	0.00	6.00	0.00	
TOTALS	481.50	1.00	477.50	-4.00		477.50	7.00	484.50	7.00	