

SANTA FE COUNTY

RESOLUTION NO. 2013-__

Introduced by Commissioner Mayfield

RESOLUTION 2013-__

**A RESOLUTION ESTABLISHING SPECIFIC PROCEDURES FOR ADOPTING
RESOLUTIONS WITH ANY FISCAL IMPACT ON SANTA FE COUNTY OR WHICH
CREATE OR AMEND PROGRAMS, POLICIES OR COUNTY ORDINANCES**

WHEREAS, Santa Fe County wishes to institute relevant guidelines, quantifiable fiscal measures and uniform procedures to ensure public transparency and administrative objectivity in county government fiscal policies and procedures; and

WHEREAS, Santa Fe County recognizes the public and fiscal benefit of developing and establishing consistent and objective procedures for determining the fiscal impact of resolutions and ordinances, including those creating new programs or policies, amending existing programs or policies, or for one-time expenditures but not limited to real property acquisitions, construction or acquisition or improvements of County facilities;

WHEREAS, a standard and prescribed process and analysis for evaluating resolutions which have a fiscal impact, create or amend policy, or implicate real property acquisition and construction or acquisition or improvement of County facilities, should include placement of a draft resolution on an agenda of the Board of County Commissioners (the BCC) for review and discussion only, as well as assignment of the draft resolution by the county manager to the appropriate department(s) including the finance department, the affected department(s) and the legal department for a financial impact analysis and/or a policy impact summary which shall be completed within 72 hours of introduction of the draft resolution or ordinance; and

WHEREAS, fiscal impact report (FIR) analyses shall adhere to a standard file format and convention when completed and shall include a standard template to be used by all county staff completing FIR's including a section analyzing the fiscal impact of staff time and resources utilized to develop the FIR; and

WHEREAS, FIR templates shall be developed based on the New Mexico Legislative Finance Committee model and shall include administrative instructions for submitting FIR Analyses to the BCC and shall be completed within 72 hours of draft resolution and included in BCC packets when submitted to the BCC for consideration for final action.

NOW, THEREFORE, BE IT RESOLVED BY THE SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS THAT the following shall be Santa Fe County's uniform and standard procedure for introducing resolutions or ordinances which shall have a fiscal impact on Santa Fe County or which create or amend policies or programs, including but not limited to those approving real property acquisitions or construction or acquisition or improvement of County facilities:

1. A draft of each resolution or proposed ordinance shall be placed on the agenda for review and discussion at least one BCC meeting prior to being placed on a BCC agenda as an action item;
2. Each draft resolution or ordinance shall also be assigned by the county manager to the appropriate department(s) (including the legal department, the finance department and the affected department(s) for a financial impact report and analysis and an analysis of the impact of the new policy or program;
3. Staff will submit a report on the impact of the proposed new or amended policy or program as well as a fiscal impact report on the expected costs over the first four years following adoption of the resolution, online and as part of the packet material for the BCC meeting at which the resolution may be adopted;
4. If real property acquisitions are proposed by resolution, the resolution must address the intended purpose of the acquisition, and any limitations or requirements associated with the real property;
5. The procedures set forth above may be waived by the BCC if an emergency arises which impacts public health, safety and welfare and or support of local, state, tribal or federal entities which request support, cooperation or assistance from Santa Fe County;
6. The procedures set forth above shall not apply to budget adjustment resolutions submitted by the Finance Department for approval by the BCC.

PASSED, APPROVED, and ADOPTED THIS ____ DAY OF _____, 2013.

BOARD OF COUNTY COMMISSIONERS

Kathy Holian, Chair

Attest:

Geraldine Salazar, County Clerk

Approved as to form:

Stephen C. Ross, County Attorney