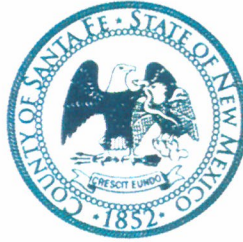


III. C. 1

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4


Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: June 27, 2017

TO: Board of County Commissioners

FROM: Don Moya, Finance Director 

VIA: Katherine Miller, County Manager

RE: **Resolution 2017- A Resolution to Commit Santa Fe County Fund Balance**
(Finance / Don Moya)

ISSUE:

The County Manager's Office and Finance Division are seeking approval of a resolution to commit fund balance for the purpose of setting aside funds for the reserves identified in the Santa Fe County Fund Balance, Reserve and Budget Contingencies Policy

BACKGROUND:

At its June 9, 2015 meeting the Board of County Commissioners passed Resolution 2015-84 adopting the Santa Fe County Fund Balance, Reserve and Budget Contingencies Policy. This policy provides a process for committing unrestricted fund balance to set aside funds for specific purposes. The Policy states: "Funds shall be set aside as a Committed Fund Balance by passage of a resolution or ordinance."

Further, the policy establishes minimum reserves that the County shall maintain in the General Fund, Special Revenue Funds which support on-going operations, and Enterprise Funds. Within the General Fund, minimum reserve requirements specifically include creation of a contingency reserve equal to 10% of the general fund budget, a disaster recovery reserve equal to 10%-15% of the unassigned fund balance from the prior year Comprehensive Annual Finance Report (CAFR), an uninsured loss reserve equal to 5% - 10% of the unassigned fund balance from the prior year CAFR, and a major infrastructure repair and replacement reserve equal to 10% - 15% of the unassigned fund balance from the prior year CAFR.

Further, in any special revenue fund or enterprise fund (excluding utilities) that supports staff and/or ongoing operations a minimum reserve requirement of 10% of the budget for that fund (excluding grants or funds supported by non-recurring sources) is required. Finally, the Utilities Enterprise Fund has a minimum reserve requirement of 50% of the operating budget.

For those reserve requirements that identify a percentage range of the unassigned fund balance from the prior year CAFR, the recommended amount to be committed was determined based upon budget decisions made by the BCC in the final FY 2018 budget as presented.

ACTION REQUESTED:

The County Manager's Office and Finance Division are requesting that the Board of County Commissioners pass this resolution to commit fund balance for the purpose of setting aside funds for the reserves identified in the Santa Fe County Fund Balance, Reserve and Budget Contingencies Policy.

THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY

Resolution No. 2017 - _____

A RESOLUTION COMMITTING SANTA FE COUNTY FUND BALANCE

WHEREAS, on June 9, 2015, the Board of County Commissioners (Board) of Santa Fe County (County) passed Resolution 2015-84, which adopted the Santa Fe County Fund Balance, Reserve, and Budget Contingencies Policy (Policy); and

WHEREAS, all capitalized terms used herein have the meaning given to them in the Policy; and

WHEREAS, the Policy established minimum Reserve requirements for various funds and purposes; and

WHEREAS, Section IV(F) of the Policy gives the Board the authority to set aside funds as Committed Fund Balance by passage of a resolution; and

WHEREAS, the Policy states that the Board must pass all Committed Fund Balance resolutions by June 30th of the applicable fiscal year; and

WHEREAS, County Finance Division staff has calculated the amount of funds that must be committed as Reserves for each fund and purpose to comply with the Policy, which amounts are set forth in Exhibit A by fund and/or purpose; and

WHEREAS, the Board desires to implement the Policy and set aside funds as Committed Fund Balance through adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby commits the amounts set forth in Exhibit A for the specific purposes identified in Exhibit A.

PASSED, APPROVED, AND ADOPTED this 27th day of June, 2017.

**BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF SANTA FE**

Henry P. Roybal, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:

80 
Gregory S. Shaffer, County Attorney

FINANCE DIVISION APPROVAL:

Don Moya, Finance Division Director

COMMITTED FUND BALANCE RESOLUTION
SCHEDULE OF FUND BALANCE COMMITMENTS
22-Jun-17

Exhibit A

		AMOUNT
FUND BALANCE TO COMMIT - GENERAL FUND		TO COMMIT
Contingency Reserve	10% FY 18 Operating Budget	8,755,103
Disaster Recovery	12% of FY16 Unrestricted Fund Balance	7,017,624
Uninsured Losses	10% of FY16 Unrestricted Fund Balance	5,848,020
Major Infrastructure Repair/Replacement	13% of FY16 Unrestricted Fund Balance	7,602,426
TOTAL FUND BALANCE TO COMMIT - GENERAL FUND		29,223,172
FUND BALANCE TO COMMIT - SPECIAL REVENUE FUNDS		
Corrections Fees	10% FY 18 Operating Budget	31,215
Property Valuation Fund	10% FY 18 Operating Budget	140,665
Road Maintenance Fund	10% FY 18 Operating Budget	544,408
Environmental GRT	10% FY 18 Operating Budget	66,200
Lodger's Tax Facility Fund	10% FY 18 Operating Budget	13,521
Lodger's Tax Advertising Fund	10% FY 18 Operating Budget	21,900
Clerk's Filing Fees	10% FY 18 Operating Budget	19,064
Correctional GRT	10% FY 18 Operating Budget	530,000
Indigent Hospital Fund	10% FY 18 Operating Budget	161,472
Fire Excise Tax	10% FY 18 Operating Budget	149,617
Indigent Services Fund	10% FY 18 Operating Budget	308,939
Economic Development Fund	10% FY 18 Operating Budget	152,106
Emergency Medical Services Fund	10% FY 18 Operating Budget	90,764
Fire Operations Fund	10% FY 18 Operating Budget	1,557,841
RECC Operations Fund	10% FY 18 Operating Budget	385,233
Law Enforcement Operating Fund	10% FY 18 Operating Budget	1,526,013
Corrections Operating Fund	10% FY 18 Operating Budget	2,593,540
TOTAL FUND BALANCE TO COMMIT - SPECIAL REVENUE FUNDS		8,292,498
FUND BALANCE TO COMMIT - ENTERPRISE FUNDS		
Water Enterprise Fund	50% FY17 Operating Budget	2,805,892
TOTAL FUND BALANCE TO COMMIT - ENTERPRISE FUNDS		2,805,892