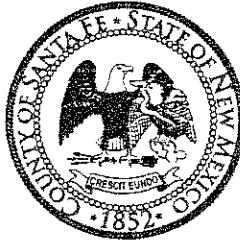


Henry P. Roybal
Commissioner, District 1

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

To: Santa Fe County Board of County Commissioners

From: Don Moya, Finance Division Director

Through: Katherine Miller, County Manager

Date: February 17, 2017

Re: **Resolution No. 2017 – _____, A Resolution Requesting a Budget Increase to the General Fund (101), Indigent Services Fund (223), Alcohol Programs Fund (241), Fire Operations Fund (244), and Road Projects Fund (311) As a Result of Needs Brought Forward at the FY2017 Mid-Year Budget Hearings / \$363,962. (Finance/Don Moya)**

Issue

The Finance Division is seeking approval to adjust various funds' budgets (as listed above). Adjustments to these budgets are being requested as a result of needs brought forward by departments at the fiscal year 2017 mid-year budget hearings.

Background

Between January 20 and January 27, 2017 the Finance Division and County Manager's Office conducted mid-year budget hearings. Staff met individually with all Elected Offices and Department/Divisions to discuss the status of each budget and any needs or changes that were required. As a result of these hearings a number of adjustments are being requested to address those needs.

Additionally, a few adjustments are being requested to correctly budget items that were previously budgeted incorrectly or inadvertently not budgeted in the original budget.

A summary of the budget adjustments that are being requested can be found on the following spreadsheet:

FY 2017 MID-YEAR BUDGET RESOLUTION

FUND/DEPT/DIVISION		AMOUNT	DESCRIPTION
GENERAL FUND			
	PWD/Building Space Needs	\$ 9,600	Rent Increase - Pojoaque Satellite office
	PWD/Building Space Needs	\$ 32,100	Insufficient amount budgeted for water
	CSD/Pojoaque Satellite Off.	\$ 2,200	Water for Pojoaque Satellite Office not included in FY2017 budget.
	Operating Transfer Out	\$ 7,500	Correct error in Final Budget. Only budgeted \$7,500 transfer from General Fund to Teen Court when it should have been \$15,000
	PWD/Open Space	\$ 5,000	Insufficient amount budgeted for water (Romero Park)
	GMD/Planning	\$ 1,055	Increase for new Community Planner
	GMD/Building & Develop.	\$ 1,211	Increase for Building & Development Manager
	GMD/GIS	\$ 1,779	Increase for GIS Supervisor
	CMO/Admin.	\$ 3,604	Correct hourly for Administrative Assistant
	CMO/Commission	\$ 8,999	Increase for (3) new Commissioners
	County Treasurer	\$ 6,396	Increase for County Treasurer (new term)
	County Treasurer	\$ 1,489	Increase for Deputy Treasurer
	County Clerk	\$ 6,396	Increase for County Clerk (new term)
TOTAL GENERAL FUND		\$ 87,329	
INDIGENT SERVICES FUND			
	CSD/Indigent Services	\$ 8,821	Salary adjustment for Indigent Services Program Manager
TOTAL INDIGENT SERVICES FUND		\$ 8,821	
ALCOHOL PROGRAMS FUND			
	CSD/Teen Court	\$ 7,500	Correct error in Final Budget. Only budgeted additional \$7,500 when it should have been \$15,000
TOTAL ALCOHOL PROGRAMS FUND		\$ 7,500	
FIRE OPERATIONS FUND			
	PS/Fire	\$ 91,278	Increase ambulance revenues for Fire Training Shift Captain
TOTAL FIRE OPERATIONS FUND		\$ 91,278	
ROAD PROJECTS FUND			
	PWD/Roads	\$ 75,000	Rental of equipment
	PWD/Set-Aside	\$ 94,034	Contingency for additional rental of equipment
TOTAL ROAD PROJECTS FUND		\$ 169,034	
TOTAL BUDGET INCREASE		\$ 363,962	

Recommendation

The Finance Division recommends approval of the above FY2017 Mid-Year budget adjustments.

SANTA I COUNTY

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RESOLUTION 2017 -

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on February 28, 2017, did request the following budget adjustment:

Department / Division: CMO/Finance for Various Departments

Fund Name: General Fund (101), Indigent Services Fund (223), Alcohol Programs Fund (241), Fire Operations Fund (244), and Road Projects Fund (311)

Budget Adjustment Type: Budget Increase Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0000	385	0100	General Fund/Budgeted Cash	7,500	
101	0000	311	0501	General Fund/Property Taxes-Current	79,829	
223	0000	385	0000	Indigent Services Fund/Budgeted Cash	8,821	
241	0409	390	0101	Alcohol Prog. Fund Transfer In/From Gen. Fund	7,500	
244	0811	341	1700	Fire Operations Fund/Ambulance Charges	91,278	
311	0000	385	0200	Road Projects Fund/Budgeted Cash	169,034	
TOTAL (if SUBTOTAL, check here)					363,962	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY/ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0730	412	7002	PW/Bldg Space Needs - Rent of Land/Buildings	9,600	
101	0730	412	7007	PW/Bldg Space Needs - Water	32,100	
101	7001	412	7007	CSD/Police Satellite Office - Water	2,200	
101	0726	434	7007	PW/Open Space - Water	5,000	
TOTAL (if SUBTOTAL, check here)					48,900	

Requesting Department Approval: [Signature] Date: 2/17/17

Finance Department Approval: [Signature] Entered by: Finances Director Date: 2/17/17

County Manager Approval: [Signature] Updated by: [Signature] Date: 2/17/17

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BUDGET ADJUSTMENT CONTINUATION SHEET

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0502	414	1022	GM/Planning – Classified Employees	810	
101	0502	414	2001	GM/Planning – FICA/Regular	50	
101	0502	414	2002	GM/Planning – FICA/Medicare	12	
101	0502	414	2003	GM/Planning – Retirement Contributions	166	
101	0502	414	2006	GM/Planning – Retiree Healthcare	16	
101	0514	412	1022	GM/GIS – Classified Employees	1,366	
101	0514	412	2001	GM/GIS – FICA/Regular	85	
101	0514	412	2002	GM/GIS – FICA/Medicare	20	
101	0514	412	2003	GM/GIS – Retirement Contributions	281	
101	0514	412	2006	GM/GIS – Retiree Healthcare	27	
101	0516	414	1022	GM/Bldg & Development – Classified Employees	930	
101	0516	414	2001	GM/Bldg & Development – FICA/Regular	58	
101	0516	414	2002	GM/Bldg & Development – FICA/Medicare	13	
101	0516	414	2003	GM/Bldg & Development – Retirement Contrib.	191	
101	0516	414	2006	GM/Bldg & Development – Retiree Healthcare	19	
TOTAL (if SUBTOTAL, check here X)					4,044	

SANTA CLAY COUNTY

RESOLUTION 2017 - _____

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BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0102	411	1001	CMO/Commission - Elected Officials	6,912	
101	0102	411	2001	CMO/Commission - FICA/Regular	429	
101	0102	411	2002	CMO/Commission - FICA/Medicare	100	
101	0102	411	2003	CMO/Commission - Retirement Contributions	1,420	
101	0102	411	2006	CMO/Commission - Retiree Healthcare	138	
101	1001	418	1001	County Treasurer - Elected Officials	4,913	
101	1001	418	1021	County Treasurer - Exempt Employees	1,144	
101	1001	418	2001	County Treasurer - FICA/Regular	376	
101	1001	418	2002	County Treasurer - FICA/Medicare	88	
101	1001	418	2003	County Treasurer - Retirement Contributions	1,244	
101	0901	418	2006	County Treasurer - Retiree Healthcare	121	
101	0901	416	1001	County Clerk - Elected Officials	4,913	
101	0901	416	2001	County Clerk - FICA/Regular	305	
101	0901	416	2002	County Clerk - FICA/Medicare	71	
101	0901	416	2003	County Clerk - Retirement Contributions	1,009	
101	0901	416	2006	County Clerk - Retiree Healthcare	98	
TOTAL (if SUBTOTAL, check here X)					23,281	

SANTA FE COUNTY

RESOLUTION 2017 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0101	412	1022	CMO/Admin. - Classified Employees	2,768	
101	0101	412	2001	CMO/Admin. - FICA/Regular	172	
101	0101	412	2002	CMO/Admin. - FICA/Medicare	40	
101	0101	412	2003	CMO/Admin. - Retirement Contributions	569	
101	0101	412	2006	CMO/Admin. - Retiree Healthcare	55	
101	0000	490	0241	Gen. Fund Transfer Out to Alcohol Programs Fund	7,500	
				Subtotal General Fund	87,329	
311	0611	453	7001	PW/Road Maint. - Rent of Equipment	75,000	
311	0303	453	7090	PW/Set-Aside - Misc. Costs	94,034	
				Subtotal Road Projects Fund	169,034	
223	0420	461	1026	CSD/Indigent - Term Employees	6,775	
223	0420	461	2001	CSD/Indigent - FICA/Regular	420	
223	0420	461	2002	CSD/Indigent - FICA/Medicare	98	
223	0420	461	2003	CSD/Indigent - Retirement Contributions	1,392	
223	0420	461	2006	CSD/Indigent - Retiree Healthcare	136	
				Subtotal Indigent Services Fund	8,821	
TOTAL (if SUBTOTAL, check here X)					188,959	

SANTA BARBARA COUNTY

RESOLUTION 2017 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY/LINE/ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
241	0409	464	5003	CSD/Teen Court - Contractual/Professional	7,500	
244	0801	421	1022	Fire/Admin. - Classified Employees	54,880	
244	0801	421	2001	Fire/Admin. - FICA/Regular	3,403	
244	0801	421	2002	Fire/Admin. - FICA/Medicare	796	
244	0801	421	2003	Fire/Admin. - Retirement Contributions	19,169	
244	0801	421	2005	Fire/Admin. - Healthcare	11,658	
244	0801	421	2006	Fire/Admin. - Retiree Healthcare	1,372	
				<i>Subtotal Fire Operations Fund</i>	<i>91,278</i>	
TOTAL (if SUBTOTAL, check here)					363,962	

SANTA FE COUNTY

RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Don Moya Dept/Div: CMO/Finance Phone No.: 986-6375

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

The purpose of this resolution is to adjust various funds' budgets based upon needs as discussed during mid-year budget reviews with Elected Officials and Departments countywide. Additionally, a few adjustments are needed to correctly budget items that were previously budgeted incorrectly or inadvertently not budgeted in the original budget. These changes include: rent increase for Pojoaque Satellite office, additional funding for water for various county facilities, increase to the operating transfer from the General Fund to Teen Court, salary adjustments for various employees, additional funding for rental of equipment for Road maintenance, and additional ambulance revenues received to fund a Fire Training Shift Captain.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
101-0101-412	Incorrect hourly budgeted	Permanent	Administrative Assistant
101-0102-411	New salary for newly elected Commissioners (3)	Elected Officials	County Commissioners
101-0502-414	Salary adjustment	Permanent	Community Planner
101-0516-414	Salary adjustment	Permanent	Bldg. & Development Manager
101-0514-412	Increase to hourly	Permanent	GIS Supervisor
101-1001-418	New salary for County Treasurer (new term)	Elected Official	County Treasurer
101-1001-418	Salary adjustment	Exempt	Deputy County Treasurer
101-0901-416	New salary for County Clerk (new term)	Elected Official	County Clerk
223-0420-461	Salary adjustment	Term	Program Manager

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
241-0409-464-5003	Additional funding for contractual/professional services for Teen Court	\$7,500

- 2) Is the budget action for RECURRING expense ☒ or for NON-RECURRING (one-time only) expense _____

SANTA COUNTY

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RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Don Moya Dept/Div: CMO/Finance Phone No.: 986-6375

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES _____ NO X
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.
There are no other funding sources to match this request.

SANTA FE COUNTY

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RESOLUTION 2017 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of February, 2017.

Santa Fe Board of County Commissioners

Henry P. Roybal, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

