SANTA FE COUNTY

RESOLUTION 2016 - 28

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 23, 2016__, did request the following budget adjustment:

Department / Division: __CMO/Finance for Various Departments__________ Fund Name: General Fund (101), Road Fund (204), Lodger's Tax Facility Fund (214), Lodger's Tax Advertising Fund (215), Indigent Hospital (GRT) Fund (220), Fire Excise Tax Fund (222), Fire Operations Fund (244), Emergency Communications Operations Fund (245), LawEnforcement Operations Fund (246), Corrections Operational Fund (247), Capital Outlay GRT Fund (313), NMFA Debt Service Fund (414)

Budget Adjustment Type: ____Net Budget Increase______________________________ Fiscal Year: _2016 (July 1, 2015 - June 30, 2016)_

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	01-00	General Fund/Budgeted Cash	$327,210	
204	0611	390	01-01	Road Fund Transfer In from General Fund		$25,171
214	0000	385	02-00	Lodger's Tax Facility Fund/Budgeted Cash	$713,125	
214	0310	311	03-00	Lodger's Tax Facility Fund/Lodger's Tax		$85,000
				Subtotal Lodger's Tax Facility Fund	***$628,125***	
TOTAL (if SUBTOTAL, check here __X___)					$1,040,335	$110,171

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	1502	412	10-22	ASD/IT – Salaries & Wages/Classified Employees	$13,320	
101	1502	412	20-01	ASD/IT – Benefits/FICA Regualr	$826	
101	1502	412	20-02	ASD/IT – Benefits/ FICA-Medicare	$194	
101	1502	412	20-03	ASD/IT – Benefits/ Retirement	$2,736	
101	1502	412	20-06	ASD/IT – Benefits / Retiree Health Care	$266	
101	1502	412	80-15	Computer and Peripherals	$22,100	
TOTAL (if SUBTOTAL, check here _X____)					$39,442	$0

Requesting Department Approval: _Carole H. Jaramillo ____________________ **Title:**_ **Finance Division Director** ____________________ **Date:**__________

Finance Department Approval: Carole H. Jaramillo **Date:** 2/22/16 **Entered by:** ____________________ **Date:** __________

County Manager Approval: Katherine Miller **Date:** 2/23/16 **Updated by:** ____________________ **Date:** __________

SFC CLERK RECORDED 02/24/2016

SANTA FE COUNTY

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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
215	0000	385	02-00	Lodger's Tax Advertising Fund/Budgeted Cash	$121,875	
220	0000	385	02-00	Indigent Hospital (GRT) Fund/Budgeted Cash	$43,671	
222	0000	385	02-00	Fire Excise Tax/Budgeted Cash	$24,150	
244	0000	385	02-00	Fire Operating Fund/Budgeted Cash	$29,392	
245	2101	385	02-00	RECC Ops Fund/Budgeted Cash	$105,000	
TOTAL (if SUBTOTAL, check here _X___)					**$324,088**	**$0**

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	0601	441	10-22	PWD/Admin – Salaries & Wages/Classified Empl.	$18,200	
101	0601	441	20-01	PWD/Admin – Benefits/FICA Regular	$1,130	
101	0601	441	20-02	PWD/Admin – Benefits/FICA – Medicare	$264	
101	0601	441	20-03	PWD/Admin – Benefits/Retirement	$3,738	
101	0601	441	20-05	PWD/Admin – Benefits/ Healthcare	$2,000	
101	0601	441	20-06	PWD/Admin – Benefits/Retiree Health Care	$364	
101	1517	412	75-06	ASD/Risk Mgt. – General Liability Premium	73,442	
101	1517	412	75-16	ASD/Risk Mgt. – Gen. Liability Deductible	$50,000	
101	1517	412	75-04	ASD/Risk Mgt. – Property Insurance Premium	$4,609	
101	1517	412	75-05	ASD/Risk Mgt. – Prof. Liability Insurance	$4,069	
101	0000	490	0204	General Fund Transfer Out to Road Fund		$25,171
101	0000	490	0246	General Fund Transfer Out to Law Enf. Ops. Fund	$128,924	
101	0000	490	0247	General Fund Transfer Out to Corrections Ops.	$26,199	
				Subtotal General Fund	***$327,210***	
TOTAL (if SUBTOTAL, check here _X___)					**$312,939**	**$25,171**

SANTA FE COUNTY

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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
246	1201	390	01-01	Law Enf. Ops Fund Transfer In from General Fnd	$128,924	
247	0000	390	01-01	Corrections Ops Transfer In from General Fund	$26,199	
247	0000	385	02-00	Corrections Ops Fund/Budgeted Cash	$337,000	
				Subtotal Corrections Operations Fund	***$363,199***	
313	0000	385	02-00	Capital Outlay GRT/Budgeted Cash		$673,403
414	0000	390	03-13	Operating Transfer In	$76,597	
XTOTAL (if SUBTOTAL, check here X)					**$568,720**	**$673,403**
NET REVENUE INCREASE/(DECREASE)					**$1,149,569**	

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
204	0611	451	75-01	Road Maintenance/Brokerage & Policy Fees		$959
204	0611	451	75-03	Road Maintenance/Auto Insurance Premiums		$24,212
				Subtotal Road Fund		***$25,171***
214	0310	433	50-03	Lodger's Tax Fac. Fund/Contractual Services		$121,875
214	0759	481	80-01	Lodger's Tax Fac. Fund/Cap-Bldgs.& Structures	$750,000	
				Subtotal Lodger's Tax Facility Fund	***$628,125***	
215	0320	433	50-03	Lodger's Tax Adv. Fund/Contractual Services	$121,875	
220	0420	461	72-01	Healthcare Assistance/Sole Comm. Provider	$43,671	
222	0821	422	80-09	Fire Excise Tax /Cap-Vehicle/Heavy Equipment	$24,150	
244	0801	421	75-14	Fire Operating Fund/Property Ins. Deductible	$25,000	
244	0801	421	75-04	Fire Operating Fund/Property Ins. Premium	$4,392	
				Subtotal Fire OperatingFund	***$29,392***	
TOTAL (if SUBTOTAL, check here X)					**$969,088**	**$147,046**

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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
245	2101	428	80-03	RECC/Cap. - Equipment & Machinery	$30,000	
245	0303	428	80-03	RECC/Cap.- Equipment & Machinery	$75,000	
				Subtotal RECC Ops Fund	***$105,000***	
246	1201	424	75-05	Law Enf. Ops. Fund/Prof. Liability Ins.	$128,924	
247	1860	426	50-82	Corrections/ADF-Food Service	$35,000	
247	1860	426	70-06	Corrections/ADF-Garbage & Sewer	$11,000	
247	1860	426	70-07	Corrections/ADF-Water	$45,000	
247	1863	426	50-81	Corrections/Medical-Medical Services	$239,000	
247	1865	426	50-03	Corrections/EM – Contractual Services	$129,000	
247	1870	426	50-82	Corrections/YDP-Food Services	$17,000	
247	1870	426	75-05	Corrections/YDP – Prof. Liability Premiums	$26,199	
247	1863	426	10-22	Corrections/Medical-Classified Employees		$139,000
				Subtotal Corrections Ops Fund	***$363,199***	
313	0000	490	04-14	CO GRT/Transfers Out to Fund 414	$76,597	
313	0759	481	80-01	CO GRT/Cap. – Bldgs. & Structures		$750,000
				Subtotal CO GRT Fund		***$673,403***
TOTAL (if SUBTOTAL, check here X)					**$812,720**	**$889,000**

SANTA FE COUNTY

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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
414	1630	419	90-00	NMFA Debt Service/Principal Payment	$52,579	
414	1630	419	90-02	Debt Service/Interest Payment	$21,016	
414	1630	419	90-03	Debt Service/Fees	$3,002	
				Subtotal NMFA Debt Service Fund	***$76,597***	
TOTAL (if SUBTOTAL, check here __X__)					**$76,597**	**$0**
NET EXPENDITURE INCREASE/(DECREASE)					**$1,149,569**	

SFC CLERK RECORDED 02/24/2016

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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. During the last two weeks in January, 2016 the Finance Division with the County Manager's Office conducted mid-year budget reviews to discuss and assess any issues with the FY 2016 budgets that Departments and Elected Offices may be experiencing. Several issues were identified through this process and are addressed in this resolution. Among them are, several capital needs identified, adjustment of bugets erroneously entered at the beginning of the fiscal year, additional contractual services for food, EM equipment and agency medical personnel as needed for the operation of the correctional facilities, multi-line and liability insurance premiums and deductibles resulting from higher than budgeted increases, additional debt service, and for and salary and benefits needed to cover positions which were reclassified to improve efficiency.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
101-1502-412	Position reclassified to supervisor needed for public safety	Classified position w/ benefits	Public Safety IT Supervisor
101-0601-441	Position reclass from CMO to PWD	Classified position w/ benefits	Susutainability Mgr.
247-1863-426	Nursing vacancy savings needed to cover contract		

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
101-1502-412-80-15	ASD/IT - Two Cisco routers	$22,100
214-0310-433-50-03	Lodger's Tax Fac. Fund advertising contract allocation moved to Lodger's Tax Adv. Fund	($121,875)
214-0759-481-80-01	Lodger's Tax Facility Fund for County Fairgrounds Project	$750,000
215-0320-433-50-03	Lodger's Tax Fac. Fund advertising contract allocation moved to Lodger's Tax Advertising Fund	$121,875
245-2101-428-80-03	PSD/RECC - Mobile Command Center equipment	$30,000
245-0303-428-80-03	PSD/RECC - Radio equipment	$75,000
222-0821-422-80-09	PSD/Fire - Air delivery equipment for emergency vehicle	$24,150
247-1860-426-50-82	PSD/Corrections - Additional funds for inmate food services at ADF	$35,000
247-1863-426-50-81	PSD/Corrections – Contracted medical personnel	$239,000
247-1865-426-50-03	PSD/Corrections – Electronic Monitoring equipment contract – (BI contract)	$129,000
247-1870-426-50-82	PSD/Corrections - Additional funds for inmate food services at YDF	$17,000

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

SANTA FE COUNTY

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ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name:____Carole Jaramillo________________________Dept/Div:___CMO/Finance______________ Phone No.:__505-995-2780______________

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:
  Lodger's Tax (214), Budgeted Cash in Funds 101, 214, 215, 220, 222, 245, 247, 313, Operating Transfer In 204, 246, 247, 414.

  - 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 is 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.

SANTA FE COUNTY

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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 __23rd____ Day of _February_______, 2016.

Santa Fe Board of County Commissioners

Miguel M. Chavez

Miguel M. Chavez, Chairperson

ATTEST:

Geraldine Salazar

Geraldine Salazar, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 10

I Hereby Certify That This Instrument Was Filed for Record On The 24TH Day Of February, 2016 at 10:38:04 AM And Was Duly Recorded as Instrument # 1787142 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy Laura Hernandez County Clerk, Santa Fe, NM

SFC CLERK RECORDED 02/24/2016

Finally, an adjustment is being requested for purposes of making a payment for health insurance which is outstanding with the State's insurance administrator. This adjustment will not result in an increase to the budget but will utilize existing funds available from vacancy savings and other benefits savings. A $636,287.50 adjustment is required to address a reconciliation that was undertaken with the State's plan administrator. This reconciliation, which covered the period from January 2013 to December 2015, reflected that the State was invoicing the County based on a twenty-four (24) week cycle despite the County's practice of calculating insurance premium deductions on a twenty-six (26) week cycle. As a result of the reconciliation staff has implemented a twenty-four (24) week deduction cycle which should align the County's deductions with invoicing from the State to prevent this issue in the future.

FY 2016 Mid-Year Budget Resolution

FUND/DEPT/DIVISION	AMOUNT	DESCRIPTION
GENERAL FUND		
ASD/IT	$ 17,342	Salary and benefits for position reclassified to a higher range to address critical IT needs within Public Safety.
ASD/IT	$ 22,100	Two routers to assist with IT functionality in the event of a disaster
ASD/Risk Management	$ 132,120	Additional premium and deductible budget for general fund multi-line insurance.
PWD/Admin	$ 25,696	Salary and benefits for position reclassified from the County Manager's Office for PWD/Sustainability section.
Operating Transfers Out	$ 129,952	Net increase to transfers out for additional premium and deductible budgets for special revenue funds multi-line and law enforcement liability insurance.
TOTAL GENERAL FUND	**$ 327,210**	
ROAD FUND		
PWD/Roads	$ (25,171)	Reduction to insurance premium allocation for road fund multi-line insurance
TOTAL ROAD FUND	**$ (25,171)**	
LODGER'S TAX FACILITY FUND		
CMO/Lodger's Tax	$ (121,875)	Reallocation of 100% advertising contract to LT Advertising Fund
PWD/Fairgrounds Proj.	$ 750,000	County Fairgrounds Project allocated 2/15. Erroneously budgeted in CO GRT.
LODGER'S TAX FACILITY FUND	**$ 628,125**	
LODGER'S TAX ADVERTISING FUND		
CMO/Lodger's Tax	$ 121,875	Reallocation of 100% advertising contract to LT Advertising Fund
LODGER'S TAX ADVERTISING FUND	**$ 121,875**	
INDIGENT HOSPITAL FUND		
CSD/Healthcare Asst. Prog.	$ 43,671	Additional Safety Net Care Pool. Original estimate was low.
TOTAL INDIGENT HOSPITAL FUND	**$ 43,671**	
FIRE TAX 1/4% FUND		
PSD/Fire	$ 24,150	Breathable Air equipment for trucks.
TOTAL FIRE TAX 1/4% FUND	**$ 24,150**	
FIRE OPERATIONS FUND		
Fire/Administration	$ 29,392	Additional premium and deductible budget for Fire Dept. multi-line insurance.
TOTAL FIRE OPERATIONS FUND	**$ 29,392**	
EMERGENCY COMM OPERATIONS FUND		
RECC	$ 75,000	Radio equipment
RECC	$ 30,000	To equip the Mobile Command Trailer.
TOTAL EMERGENCY COMM OPERATI	**$ 105,000**	
LAW ENFORCEMENT OPERATIONS FUND		
Sheriff's Office	$ 128,924	Additional premium and deductible budget for Law Enforcement Liability insurance.
TOTAL LAW ENFORCEMENT OPS FUN	**$ 128,924**	
CORRECTIONS OPERATIONS FUND		
PSD/Corrections-ADF	$ 35,000	Increase to food service costs
PSD/Corrections-ADF	$ 11,000	Unanticipated increase to wastewater expense. Budget based on usage that was underestimated due to a broken meter.
PSD/Corrections-ADF	$ 45,000	Unanticipated increase to water expense. Budget based on usage that was underestimated due to a broken meter.
PSD/Corrections-Medical	$ 100,000	Net increase for contract medical personnel. Amount was erroneously reduced in original budget.
PSD/Corrections-EM	$ 129,000	Increase to electronic monitoring equipment cost due to increase in number of clients and type of equipment ordered by Courts.
PSD/Corrections-YDP	$ 17,000	Increase to food service costs
PSD/Corrections-YDP	$ 26,199	Additional premium and deductible budget for Law Enforcement Liability insurance.
TOTAL CORRECTIONS OPERATIONS F	**$ 363,199**	
CAPITAL OUTLAY GRT FUND		
Operating Transfers Out	$ 76,597	Transfer out to NMFA Debt Service Fund for debt related to BDD-Booster Station 2A Solar Array not in original budget.
PWD/Fairgrounds Proj.	$ (750,000)	Fairgrounds project allocation should have been budgeted in Lodger's Tax Facility Fund.
TOTAL CAPITAL OUTLAY GRT FUND	**$ (673,403)**	
NMFA DEBT SERVICE FUND		
PWD/Utilities-BDD (Debt)	$ 76,597	Debt service for debt related to BDD-Booser Station 2A Soalr Array not in original budget.
TOTAL NMFA DEBT SERVICE FUND	**$ 76,597**	
NET TOTAL BUDGET INCREASE	**$ 1,149,569**	

SFC CLERK RECORDED 02/24/2016

Recommendation

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