

**SANTA FE COUNTY
RESOLUTION 2023- 03**

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

Whereas, the Board of County Commissioners meeting in regular session on January 10, 2023, did request the following budget adjustment:

Department / Division Public Safety/Fire/RECC/Corrections Fiscal Year: 2023 (July 1, 2022 - June 30, 2023)
 Budget Adjustment Type (drop down): Other

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
247	0000	385	00-00	Corrections/Budget Cash	225,000	
Total					\$ 225,000	\$

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
247	1860	426	70-07	Corrections/Adult/Water	225,000	
Total					\$ 225,000	\$

Requesting Department Approval: Derek J. Williams Title: Warden Date: 12/13/2022 Log # 488
 Capital/Grants Approval: Samuel L. Montoya Date: 12/27/2022
 Finance Dept Approval: Tom J. Hen Date: 12/22/2022
 County Mgr Approval: Samuel L. Montoya Date: 12/22/2022
 Budget Administrator: Tom J. Hen Date: _____
 Entered by: _____ Date: _____
 Updated by: _____ Date: _____

SFC CLERK RECORDED

**SANTA FE COUNTY
RESOLUTION 2023- 003**

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT

(If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)

1	<p>Please summarize the request and its purpose in the area below.</p> <p>Corrections Operations Fund (Fund 247), increase \$225,000.00</p> <ul style="list-style-type: none"> • This request was approved at the November 15, 2022 BCC meeting, however the amount originally requested was incorrect. The additional funds needed should have been \$250,000.00, the amount requested and approved was \$25,000.00. o The Utilities Division discovered a billing issue due to an ordinance in which the government water rates are supposed to increase every year, but the rates hadn't been updated since 2012. Budget was allotted for the revised prior billed amounts; however, the new rates were not considered when calculating the budget for the Detention Center's current year's usage. The estimated increase is \$250,000.00. 		
	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	Recurring	Non-Recurring
2			X

3	<p>Does this request impact a revenue source?</p>	Yes	No
		X	

A.	Is this a State Special Appropriation? If Yes, cite Statute and attach a copy		X
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B.	Does this include state or federal funds? 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.		X
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C.	Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.)		X
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D.	Is a match required? If Yes, please identify funding source in the line below.		X
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PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED (Drop Down)

SANTA FE COUNTY
RESOLUTION 2023-003

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 10th Day of January, 2023.

Santa Fe Board of County Commissioners

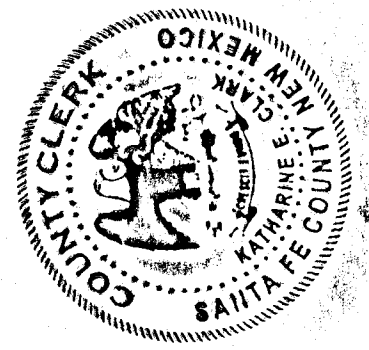
Anna T. Hamilton
Anna T. Hamilton, Chairperson

ATTEST:
Katharine E. Clark
Katharine E. Clark, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 7

I Herby Certify That This Instrument Was Filed for Record On The 11TH Day Of January, 2023 at 08:17:24 AM And Was Duly Recorded as Instrument # 2004635 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy *Dorothy Romero* County Clerk, Santa Fe, NM



SFC CLERK RECORDED 01/11/2023

Anne M. Garcia

From: Sean T. DiPalma
Sent: Friday, September 16, 2022 4:47 PM
To: Maricela C. Martinez
Subject: RE: SFC Water Accounts

Mari,

It appears that nothing changed with Sewer – the cost for the last two months has been consistent with the past, even with their update to the billing structure. Below is a snapshot of our Sewer costs since FY20:

Year	July	August	September	October	November	December	January	February	M
FY-20	6,809.35	6,739.61	6,052.39	5,625.25	6,565.46	5,216.56	4,885.23	5,814.59	4,
FY-21	4,511.97	4,141.82	4,553.72	5,576.26	4,545.62	5,426.49	3,881.95	4,769.64	6,
FY-22	5,297.20	6,272.36	7,673.33	5,462.33	6,583.32	4,651.88	4,419.52	3,865.66	4,
FY-23	3,871.15	4,402.11							

My Sewer budget is already \$75,000 so I should be more than good there. Let's put the full adjustment in the 1860-7007 Water line.

Thanks,

-Sean

From: Maricela C. Martinez
Sent: Friday, September 16, 2022 2:07 PM
To: Sean T. DiPalma
Subject: RE: SFC Water Accounts

Hi Sean,

I just talked to Ira from Public Works he indicated that the billing issues arose because our auditors found that according to an ordinance the County has the government rates are supposed to increase every year. The rates hadn't been updated since 2012.

Amanda Portillo is out today so I spoke with Melissa in budget to get guidance. She spoke with Yvonne and it is agreed the money will come from budgeted cash. Yvonne wants us to increase it by \$250,000. Can you please let me know how much of the \$250,000 should go into water (line item 7007) and how much for sewer (line item 7006)? Or do you prefer we put it all into water since sewer is significantly lower in cost?

Maricela "Mari" Martinez
Operations Manager
Public Safety
505-986-2415

SFC CLERK RECORDED 01/11/2023



From: Sean T. DiPalma
Sent: Friday, September 16, 2022 1:40 PM
To: Maricela C. Martinez <mcmartinez@santafecountynm.gov>
Subject: RE: SFC Water Accounts

I don't know any details about what happened at Utilities; only what Yvonne informed us in April (that they discovered some billing adjustments.)

-Sean

From: Maricela C. Martinez
Sent: Friday, September 16, 2022 1:27 PM
To: Sean T. DiPalma <SDiPalma@santafecountynm.gov>
Subject: RE: SFC Water Accounts

Thank you Sean.

I will work on this after I ask Yvonne to see where she wants to take the money from.

Do you more specifics about this error on Utilities? Was it due to the implementation of the Cubic Software, we hired a contractor for consultation and project management for the implementation of the software.

Maricela "Mari" Martinez
Operations Manager
Public Safety
505-986-2415



From: Sean T. DiPalma
Sent: Friday, September 16, 2022 12:06 PM
To: Maricela C. Martinez <mcmartinez@santafecountynm.gov>
Subject: FW: SFC Water Accounts

Mari,

Since you mentioned you were working on a BAR, attached are the ADF water bills I just got for August usage. Though the budget was adjusted to \$900,000, it's still not sufficient to cover the entire year (I'll only have \$64,000 left after paying these bills.) Using this month as a base and disregarding the annual fire hydrant fee, I reckon our new monthly water bill will be about \$22,000-\$24,000 per month if our inmate population stays low and their behavior remains good (they break fire sprinkler heads sometimes.)

Rounding up to \$25K/month, I likely have enough budget to cover September and October usage but will need probably \$175,000 to get us thru June. Can this amount be added to this BAR you're working on? I feel the funding should come from Cash rather than from our other operations since the main cause of this issue was a billing problem at Utilities, but Yvonne might have a different idea.

Sean DiPalma | Accountant Senior

Santa Fe County Corrections | 28 Camino Justicia | Santa Fe, NM 87508
Phone (505) 428-3893 | Fax (505) 428-3889 | sdipalma@santafecountynm.gov

From: Yvonne S. Herrera

Sent: Thursday, June 16, 2022 6:49 PM

To: Sean T. DiPalma <SDiPalma@santafecountynm.gov>; Trevor J. Carson <tjcarson@santafecountynm.gov>; Donna Morris <dmorris@santafecountynm.gov>

Cc: Melissa L. Martinez <mlmartinez@santafecountynm.gov>; Amanda R. Portillo <arportillo@santafecountynm.gov>; John Dupuis <jdupuis@santafecountynm.gov>; Ira G. Roybal <igroybal@santafecountynm.gov>

Subject: RE: SFC Water Accounts

Hello everyone.

Utilities discovered an issue with their billing rates. We've included additional funding to pay for this adjustment in next year's budget. For now, pay the amount owed for the billing month's service only.

When you process the first billing for FY 2023, then pay the balance owed. If you have any questions, let me know.

Thank you.

YVONNE HERRERA

Finance Division Director
Manager's Office
(505) 995-2781



SANTA FE COUNTY

SFC CLERK RECORDED 01/11/2023

From: Sean T. DiPalma

Sent: Tuesday, June 14, 2022 2:39 PM

To: Yvonne S. Herrera <ysherrera@santafecountynm.gov>

Cc: Melissa L. Martinez <mlmartinez@santafecountynm.gov>; Amanda R. Portillo <arportillo@santafecountynm.gov>; Trevor J. Carson <tjcarson@santafecountynm.gov>; Donna Morris <dmorris@santafecountynm.gov>

Subject: RE: SFC Water Accounts

Hello Yvonne,

I just received the attached water/sewer bills for ADF. My existing encumbrances (U22174/Sewer and U22175/Water) and budget are vastly insufficient to cover the "billing adjustment" amounts added on May's bill.

I have just enough funds encumbered to cover the New Charges amounts on all these bills. I will not be able to pay the expected water bill for June. Shall I submit to A/P for the current usage costs only and leave the previous balance to be handled separately at a later time? Or how should I proceed with these?

Sean DiPalma | Accountant Senior

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Santa Fe County Corrections | 28 Camino Justicia | Santa Fe, NM 87508
Phone (505) 428-3893 | Fax (505) 428-3889 | sdipalma@santafecountynm.gov

From: Yvonne S. Herrera

Sent: Saturday, April 16, 2022 9:07 PM

To: Tila Rendon-Varela <TRendon@santafecountynm.gov>; Sean T. DiPalma <SDiPalma@santafecountynm.gov>; Donna Morris <dmorris@santafecountynm.gov>

Cc: Melissa L. Martinez <mlmartinez@santafecountynm.gov>; Amanda R. Portillo <arportillo@santafecountynm.gov>

Subject: SFC Water Accounts

Hello everyone,

We have to increase the water utility budgets for next year due to billing adjustments the Utility's department discovered recently. The additional amounts owed are significant. If necessary, we will provide additional support to make the payment. Can you confirm these accounts belong to you and the expenditure account used for the payments:

Book 11 Account 1160 Rancho Viejo Fire Station
Book 11 Account 10758 SFCO Adult Detention Center
Book 11 Account 10756 SFCO Adult Detention Center
Book 11 Account 10757 SFCO Adult Detention Center

Thank you.

YVONNE HERRERA

Finance Division Director

Manager's Office

(505) 995-2781



SANTA FE COUNTY