

# Santa Fe County Fiscal Year 2014 Budget

FY 2014 – Budget Message and Executive Summary



## BUDGET APPROVALS

### SANTA FE COUNTY

#### Resolution 2013 - 55

#### A RESOLUTION ADOPTING THE INTERIM 2013-2014 (FY 2014) BUDGET

WHEREAS, the Santa Fe County Board of County Commissioners (BCC), the governing body in and for the County of Santa Fe, State of New Mexico, held an official meeting on May 28, 2013 for the study and review of a 2013-2014 (FY 2014) budget, with recognition of sources and uses of funds of said budget; and

WHEREAS, the meeting on May 28, 2013, was duly advertised in compliance with the State Open Meetings Act and the Federal Statements of Assurances pertaining to the requirements for revenue funds, and the budget was duly approved at the regular BCC meeting of May 28, 2013;

NOW, THEREFORE, BE IT RESOLVED, that the BCC hereby adopts the 2013-2014 (FY 2014) "Interim Budget" and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

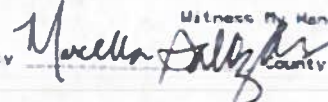
APPROVED, ADOPTED AND PASSED this 28<sup>th</sup> day of May 2013.

BOARD OF COUNTY COMMISSIONERS

  
Kathy Hollan, Chairperson

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) as BCC RESOLUTIONS  
PAGES: 1

I Hereby Certify That This Instrument Was Filed for Record On The 28<sup>th</sup> Day Of May, 2013 at 04:51:52 PM And Was Duly Recorded as Instrument # 1707219 Of The Records Of Santa Fe County

Deputy  Witness By Hand And Seal Of Office  
Geraldine Salazar  
County Clerk, Santa Fe, NM

ATTEST:

  
Geraldine Salazar, County Clerk

APPROVED AS TO FORM:

  
Stephen C. Ross, County Attorney



SFC CLERK RECORDED 05/29/2013

# Santa Fe County Fiscal Year 2014 Budget

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## BUDGET APPROVALS

### SANTA FE COUNTY

#### Resolution 2013 - 56

#### A RESOLUTION ADOPTING THE FINAL 2013-2014 (FY2014) BUDGET

WHEREAS, the Santa Fe County Board of County Commissioners (BOC), the governing body in and for the County of Santa Fe, State of New Mexico, held an official meeting on May 28, 2013, for the study and review of a 2013-2014 (FY 2014) budget, with recognition of sources and uses of funds of said budget;

WHEREAS, the meeting on May 28, 2013, was duly advertised in compliance with the State Open Meetings Act and the Federal Statement of Assurances pertaining to the requirements for revenue funds, and the budget was duly approved at the meeting; and

WHEREAS, the State of New Mexico, Department of Finance and Administration, Local Government Division granted interim approval of the proposed operating budget for the 2013-2014 year (FY 2014) with documentation and technical adjustments as required.

NOW, THEREFORE, BE IT RESOLVED, that the BOC hereby adopts the 2013-2014 (FY 2014) "Final Budget" and respectfully requests final approval from the Local Government Division of the Department of Finance and Administration.

APPROVED, ADOPTED AND PASSED this 11<sup>th</sup> day of June 2013.

BOARD OF COUNTY COMMISSIONERS

Kathy Holan  
Kathy Holan, Chairperson

ATTEST:

Geraldine Salazar 6/11/13  
Geraldine Salazar, County Clerk

APPROVED AS TO FORM:

Stephen C. Ross  
Stephen C. Ross, County Attorney

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss BCC RESOLUTIONS  
PAGES: 1  
I Heroby Certify That This Instrument Was Filed for  
Record On The 12TH Day Of June, 2013 at 09:44:24 AM  
and Was Duly Recorded as Instrument # 1700987  
Of The Records Of Santa Fe County

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



SFC CLERK RECORDED 06/12/2013

# Santa Fe County Fiscal Year 2014 Budget



FY 2014 – Budget Message and Executive Summary

## BUDGET APPROVALS

### Santa Fe County FY 2014 Final Budget Submission to DFA – Cover Letter

Daniel "Danny" Mayfield  
Commissioner, District 1

Miguel Chavez  
Commissioner, District 2

Robert Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

July 31, 2013

Isaac Montoya  
Department of Finance and Administration  
Bataan Memorial Building  
Santa Fe, NM 87501

Dear Mr. Montoya:

Attached please find the Santa Fe County FY 2014 Final Budget submission for your review and approval. This budget was approved by the Santa Fe County Board of County Commissioners via Resolution 2013-56 on June 11, 2013.

Per DFA requirements, below is the requested information as noted in the "Checklist of Budget Documents" for Counties and the Fiscal Year 2013-2014 Budget Preparation & Submission Guidelines #BFB-13-01 from Ryan Gleason. Note that changes in the information below from the FY 2014 Interim Budget are highlighted in red.

- The contract for audit of the financial statements for the Fiscal Year ending June 30, 2013 has been procured and approved by the Office of the State Auditor. The amount of this contract to conduct the above audit is \$98,868 plus applicable gross receipts. Adequate funding has been appropriated for this cost across operating funds.
- The total number of FTEs in the Final Budget is 1008.11.
- The grand total of salaries/wages budgeted is \$46,594,879. Please note that the amount in the FY 2014 Interim Budget cover letter reported for salaries/wages was incorrect. The reported amount was \$40,707,454 and the correct amount was \$45,102,807.
- The grand total of employee benefits budgeted is \$20,448,331. Please note that the amount in the FY 2014 Interim Budget cover letter reported for employee benefits was incorrect. The reported amount was \$20,137,500 and the correct amount was \$19,216,330.
- The average rate of salary increase is 1.463% which considers pay increases per eligible employees as a percentage of total funded positions. Eligible employees are non-probationary employees on July 1, 2013.

Santa Fe County budgeted the use of \$55,266,597 in cash. Of that amount, \$19,457,180 is budgeted cash from bond proceeds for capital projects, \$8,897,236 is cash from capital outlay gross receipts tax dedicated to capital projects, \$5,832,809 is for renewal or replacement of assets such as vehicles, computers, etc. and \$3,224,605 in cash for transfers for asset renewal and replacement. In addition, \$8,740,351 is attributable to other one-time expenses such as professional contracts and large maintenance projects. The balance of the budgeted cash, \$9,114,416 is for general operating expenses across all funds. Santa Fe County historically experiences an operating budget variance of at least 5% to 10% and continues to build, rather than deplete, its fund balances despite budgeting the use of cash each year. As such, we are comfortable budgeting some use of cash for operating expenses. The amount above represents approximately 5% of Santa Fe County's recurring expenses.

The FY 2013 fourth quarter financial report (unaudited) is also attached. The report was formally approved by the Board of County Commissioners at its meeting this morning. The Resolution number is 2013-68. A signed and recorded copy of the resolution will be available later this week.

102 Grant Avenue

P.O. Box 276

Santa Fe, New Mexico 87504-1985

www.santafecounty.org

# Santa Fe County Fiscal Year 2014 Budget



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## BUDGET APPROVALS

### Santa Fe County FY 2014 Final Budget Submission to DFA – Cover Letter

The FY 2014 Final Budget request has been submitted on the required forms via e-mail.

Please feel free to contact me regarding this information or if you require additional information. I can be reached at 505-986-6321. Thank you very much.

Respectfully submitted,

A handwritten signature in blue ink that reads "Carole H. Jaramillo".

Carole H. Jaramillo  
Budget Administrator

Attachments: Resolution 2013-56 Approving the FY 2014 Final Budget  
Resolution 2013-68 Approving the FY 2013 4<sup>th</sup> Quarter Financial Report  
Checklist of Budget Documents  
FY 2014 Final Budget Package  
FY 2014 Final Supplemental Budget Schedules  
FY 2013 4<sup>th</sup> Quarter Financial Report  
FY 2013 Internal Financial Statements (*unaudited*)  
Reconciliation of 4<sup>th</sup> Quarter ending cash balance to FY 2014 Final Budget cash recap.

# Santa Fe County Fiscal Year 2014 Budget



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## BUDGET APPROVALS

### Approval of Final FY 2014 Budget by Department of Finance & Administration

**SUSANA MARTINEZ**  
GOVERNOR

**THOMAS E. CLIFFORD, PH.D.**  
CABINET SECRETARY



**RYAN GLEASON**  
DIRECTOR

**SAM OJINAGA**  
DEPUTY DIRECTOR

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION  
Bataan Memorial Building • Suite 201 • Santa Fe, NM 87501  
PHONE (505) 827-8051 • FAX (505) 827-4948

August 15, 2013

The Honorable Kathy Holian, Chair  
Board of County Commissioners  
Santa Fe County  
PO Box 276  
Santa Fe, NM 87501

Dear Chair Holian:

The final budget of your local government entity for Fiscal Year 2013-14, as approved by your governing body, has been examined and reviewed. We find it has been developed in accordance with applicable statutes and budgeting guidelines. Sufficient resources appear to be available to cover budgeted expenditures.

In accordance with Section 6-6-2-(E) NMSA 1978, the Local Government Division (Division) certifies the final FY 2013-14 budget. *The Budget Certification Rule, 2.2.3 NMAC*, requires that the FY 2012 audit should have been already submitted to the Office of the State Auditor. The information obtained by the Division from the Office of the State Auditor's website indicates that you are in compliance with this requirement.]

Budgets approved by the Division are required to be made a part of the minutes of your governing body according to Section 6-6-5 NMSA 1978. In addition, Section 6-6-6 NMSA 1978 provides that the approved budget is binding on local officials and governing authorities. Any official or governing authority approving claims or paying warrants in excess of the approved budget or available funds will be liable for such claims and warrants allowed.

Furthermore, state statute requires all revenue sources be expended only for public purposes, and when applicable, in accordance with the Procurement Code, Chapter 13, Article 1, NMSA 1978. Use of public revenue is also governed by Article 9, Section 14 of the Constitution of the State of New Mexico, commonly referred to as the Anti-Donation Clause.

Finally, please be advised that approval by the Division is required by Section 6-6-2 (G) (H) NMSA 1978, of all transfers between funds and all budget increases.

If you have any questions, please call me at (505) 827-4333.

Sincerely,

Isaac J. Montoya  
Budget and Finance Analyst