

SANTA FE COUNTY

SPECIAL MEETING

BOARD OF COUNTY COMMISSIONERS

May 8, 2012

This study session on the interim budget of the Santa Fe Board of County Commissioners was called to order at approximately 10:10 a.m. by Chair Liz Stefanics, in the Santa Fe County Commission Chambers, Santa Fe, New Mexico.

Members Present:

Commissioner Liz Stefanics, Chair
Commissioner Kathy Holian, Vice Chair
Commissioner Robert Anaya
Commissioner Danny Mayfield
Commissioner Virginia Vigil

Members Excused:

[None]

III. Approval of the Agenda

- A. Amendments**
- B. Tabled or Withdrawn Items**

Upon motion by Commissioner Mayfield and second by Commissioner Holian the agenda was unanimously [4-0] approved. [Commissioner Anaya was not present for this action.]

IV. Matters of Public Concern

- A. Public Comment on Budget-Related Issues**

Jennifer Hackett from Agua Fria Village stated she had been working with Commissioner Vigil and Sheriff Garcia on issues of public safety. She urged additional manpower for the Sheriff's Office be considered.

Cedar Grove resident Chuck Agers expressed his concern about criminal activity in his area and echoed the sentiments of the previous speaker.

Corporal James Yeager, union president for the Sheriff's Office stated there is a good relationship between the union and the Sheriff. He spoke for the need for more manpower and the importance of retention of personnel. He noted there have been 6,800 calls since the first of the year that have been handled by approximately 83 deputies who have to cover 2,000 square miles. He said there is "a desperate need for more officers."

Corporal Diego Lucero agreed, stating he is continually asked about staffing during neighborhood watch meetings. "Any help we can get from you guys would be greatly appreciated."

V. Review, Discussion and Possible Action on Budget-Related Items [Exhibit 1: Power Point Presentation]

Commissioner Stefanics pointed out that only the operations budget will be under discussion in today's session, not the capital budget. County Manager Katherine Miller stated a presentation on the capital budget would be made at the May 26th meeting. That segment is not due with the interim operations budget but will have to be ready for the June 30th deadline.

Finance Director Teresa Martinez emphasized that the format will differ from years past in that they are moving towards a performance-based budget. She thanked everyone involved, giving particular credit to the Sheriff's Office and Craig O'Hare.

Ms. Martinez reviewed the budget calendar, noting the interim version is due on June 1st and the final budget is to be approved at the June 26th BCC meeting. This leaves room for an additional study session.

The steps of the transition to a performance-based budget were outlined. Ms. Martinez said this is phase 1. Approximately 50 hours of budget hearings were held. Principles governing the transition are:

- Relevance to the priorities of the government and the community
- Alignment with priorities and desired results
- Decisions and processes are driven by timely, accurate and meaningful data
- Transformation of the organization, management and policy-making process

Referring to the example on page 5, Ms. Martinez showed the pro forma used by the departments, with emphasis on the seven key areas of focus: infrastructure, going green, community enhancement, growth management, savings and efficiency, employee development, and transparency. The form includes citizen priorities (ranked) and BCC priorities (unranked). Each department's forms were provided for the Commission's review. [Exhibit 2] She added the presentation will be available on the website.

Turning to page 6, Ms. Martinez showed a bar chart comparing the FY 2012 budget with the estimated actual revenues, broken down by revenue sources – property tax, gross receipts tax, other taxes, revenue from other governments, care of prisoners, bond proceeds,

fund transfers and others. Ms. Miller reminded the Commissioners that there was a \$5 million contingency that was not tapped into.

A similar bar chart (page 7) covering budgeted versus actual expenses was reviewed, broken down by salaries and expenses, travel and vehicle expense, contractual services, maintenance and supplies, operating costs, debt service, capital purchases, and transfers out. Ms. Miller clarified that capital purchases are categorized by the type of acquisition rather than a dollar amount.

Page 8 covers the question, "How to fund it all?" Ms. Martinez said the overall plan was to start with the base budget of FY 2012, plus adjustments, and including new money that is recurring and therefore "safe to budget." This amounts to approximately \$2 million. Ms. Martinez listed the adjusted base budget requests by operating fund, most of which are higher. She also listed recommendations for how that increased budget would be spent, the suggestions totaling \$2.5 million.

A discussion ensued on the various divisions of the gross receipts increments.

Additionally, there are a number of requested new initiatives shown with their key area of focus. The total of requests for recurring expenses totals \$3,644,306 and one-time requests total \$1,347,097. Regarding the unfreezing of FTEs and new FTE requests, Ms. Miller indicated not all of the frozen positions are being requested for refilling, having been consolidated.

Ms. Martinez pointed out there is obviously not enough money to fund everything so decisions will eventually have to be made.

Ms. Martinez went over the FTE requests in detail, specifying which would be tied to the new judicial complex. The Sheriff is requesting five new deputies for the courthouse and there was a discussion of whether these positions could be contracted out more cost-effectively.

Sheriff Robert Garcia said his department is required by state statute to provide armed, specially trained deputies. He strongly felt the judges would be disinclined to accept contract workers.

Commissioner Stefanics said she met recently with Judge Vigil about the "nebulous" date for opening the facility due to the Governor's refusal to fund the \$1 million needed for furnishing the building.

Commissioner Anaya said he is strongly in favor of providing additional deputies for patrols, per constituent requests and placed that as a priority above courthouse duty. He voiced his concerns about using County funds to furnish the courthouse.

Sheriff Garcia stated he recognized the County could not afford all the deputies he needed, no matter how understaffed he was.

Commissioner Mayfield asked if completion of annexation would free up officers. Sheriff Garcia said that area requires about 12 deputies 24/7, although the City is looking to man it with 30 people. He believes the City has the manpower to take care of that area.

Commissioner Stefanics said they will be holding a joint meeting with the City Council to discuss annexation issues. Ms. Miller indicated June 14th has been tentatively scheduled for the joint meeting. She added the current annexation agreement allows for a three-year transition period but it doesn't specify how the responsibility is transferred and that will be subject to negotiation.

Commissioner Mayfield spoke of a \$4 million infrastructure bill coming due to the City. Ms. Miller said they plan to set aside GRT funds to deal with those issues.

Commissioner Anaya supported additional officers apart from the 12 freed up by annexation. He said the RECC issue remains outstanding.

Commissioner Vigil pointed out that annexation always requires separate agreements and negotiations on things such as capital trade-offs.

Returning to the question of furnishing the courthouse, Commissioner Mayfield asked if the Representative Egolf had asked the AG to render an opinion on the Governor's responsibility. Ms. Miller spoke of the problems inherent in the County contributing funding to the furnishings because it would mingle fixed assets. She said by precedent and state statute it is up to the state to furnish courthouses. She said the situation was unusual in that the appropriation was in her original recommendations and then she vetoed it.

Community Services Director Joseph Gutierrez spoke to the question of courthouse planning. He stated additional FTEs were not factored in when they were working out the capital costs.

Ms. Martinez returned to page 14 and the jail's request for 37 additional FTEs in line with the increased population. She was hopeful that increased care of prisoner revenue would cover personnel costs.

Commissioner Mayfield asked if term employees could be used to see if the anticipated revenue materialized. Ms. Martinez said a huge investment is made in training the employees. Ms. Miller said this is the area of highest turnover and vacancy rate.

Commissioner Anaya suggested having another, longer budget study session. In response to his questions about the detention center Ms. Miller said the jail population used to average 380 and it is now running over 500. Staffing has to be increased to cover that. Commissioner Anaya suggested funding for additional patrol officers should be the priority.

Ms. Miller recognized that the initial intent of the detention center was that it would not need general fund input and that has never happened and probably never will. She added

unfreezing positions at the jail and funding new ones would cut down on overtime.

Another component competing for the \$2 million include unfreezing FTEs for road maintenance, property control and open space and this comes to \$381,000. Firefighters, corrections officers and an accountant would bring that amount up to \$1.2 million.

Ms. Martinez said page 16 sums up all the demands which total over \$7.5 million.

Commissioner Mayfield asked if there were any departments within the County that are self-sustaining. Ms. Martinez said the Housing Department falls into that category. Ms. Miller said Utilities is set up as an enterprise fund but is still receiving general fund transfers, which gives rise to audit findings.

Commissioner Mayfield asked why the Legal Department was still using contract attorneys. County Attorney Steve Ross indicated there were a number of complex cases necessitated the need for experts.

Ms. Martinez highlighted the steps to be taken to arrive at the FY 2013 interim budget (page 17). She reminded the Commission that the capital requests – the asset renewal and replacement schedules – have not been discussed and can be found in Exhibit 3. Estimates need to be calculated for multi-year ongoing projects. She spoke of the need for an evaluation committee, a scoring tool to establish priorities.

Commissioner Stefanics asked about the possible Inspector General position. Ms. Martinez said there may be some money in the audit contract.

Commissioner Stefanics asked if there were any other topics that needed discussion.

Commissioner Mayfield asked if any cash could be realized from the old courthouse, either by selling it, leasing it, or using it in lieu of other spaces the County is currently leasing. Ms. Miller said that discussion will take place along with capital requests because renovations to the old courthouse would be required. Operational savings or revenue is a few years off. She reviewed the properties the County is currently leasing and the plans for those spaces.

Commissioner Vigil said she didn't notice anything for operation of the Rufina senior center. Ms. Martinez said that was included in "expanded senior services" on page 12.

Ron Pacheco, director of senior services, understood that the funding was to cover expanded services, necessary staffing and food for the expansion. Although there is a reference to State Road he believed it was for a large area. He said they are looking to outfit the Rufina facility by the middle of the fiscal year. They have drafted a lease agreement and plan to move forward by the end of the month.

Commissioner Holian asked if there was more detail available for the requests on page 12. Ms. Martinez said not in this packet but that information has been gathered.

Referring to page 16, Commissioner Anaya asked if those requests originated from the Commission or staff. He also asked that the spreadsheets delineate origination and which are recurring expenses, along with recommendations. Ms. Martinez said there will be more detail at the next session; this is a work in progress.

Commissioner Anaya was in favor of retaining "Expand senior services – SR 14" on the list and spoke of the need for parity among all the districts and Mr. Pacheco said they are moving forward on all fronts.

Mr. Pacheco noted seniors often go to senior centers not nearest their home. There is a huge need for home-delivered meals and that is independent of the location of the center. Commissioner Anaya stressed the importance of transportation for seniors. Mr. Pacheco said they are working on replacing their fleet with that in mind.

Commissioner Mayfield broached the subject of contingency budgets for the individual Commissioners. Ms. Miller said they have tried to address contingencies programmatically by subject matter rather than districts. She added otherwise criticisms can arise. Commissioner Mayfield said he was worried about emergency situations. Ms. Miller reviewed the procedures of what occurs during an emergency, which can be handled by the appropriate department or the through a capital request.

Ms. Martinez said the contingency budget for FY 2013 is the same as last year's - \$750,000. As an example of an emergency, Ms. Miller gave the unexpected amount required for property tax relief that came before the Commission.

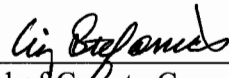
Commissioner Anaya said he supported individual Commissioner funds and Commissioner Vigil said she did not, calling it a public relations nightmare.

The Commission reviewed options for an additional study session and decided upon May 15th from 9:00 to 1:00 or earlier if all subjects are adequately covered. It will be noticed for possible action. Commissioner Anaya said he could not make it but would provide a list of his concerns to be reflected in the record.

VI. Adjournment

Having completed the agenda and with no further business to come before this body, Chairwoman Stefanics declared this meeting adjourned at 12:40 p.m.

Approved by:



Board of County Commissioners
Liz Stefanics, Chairwoman

ATTEST TO:


VALERIE ESPINOZA
SANTA FE COUNTY CLERK



Respectfully submitted:

Karen Farrell, Wordswork
453 Cerrillos Road
Santa Fe, NM 87501

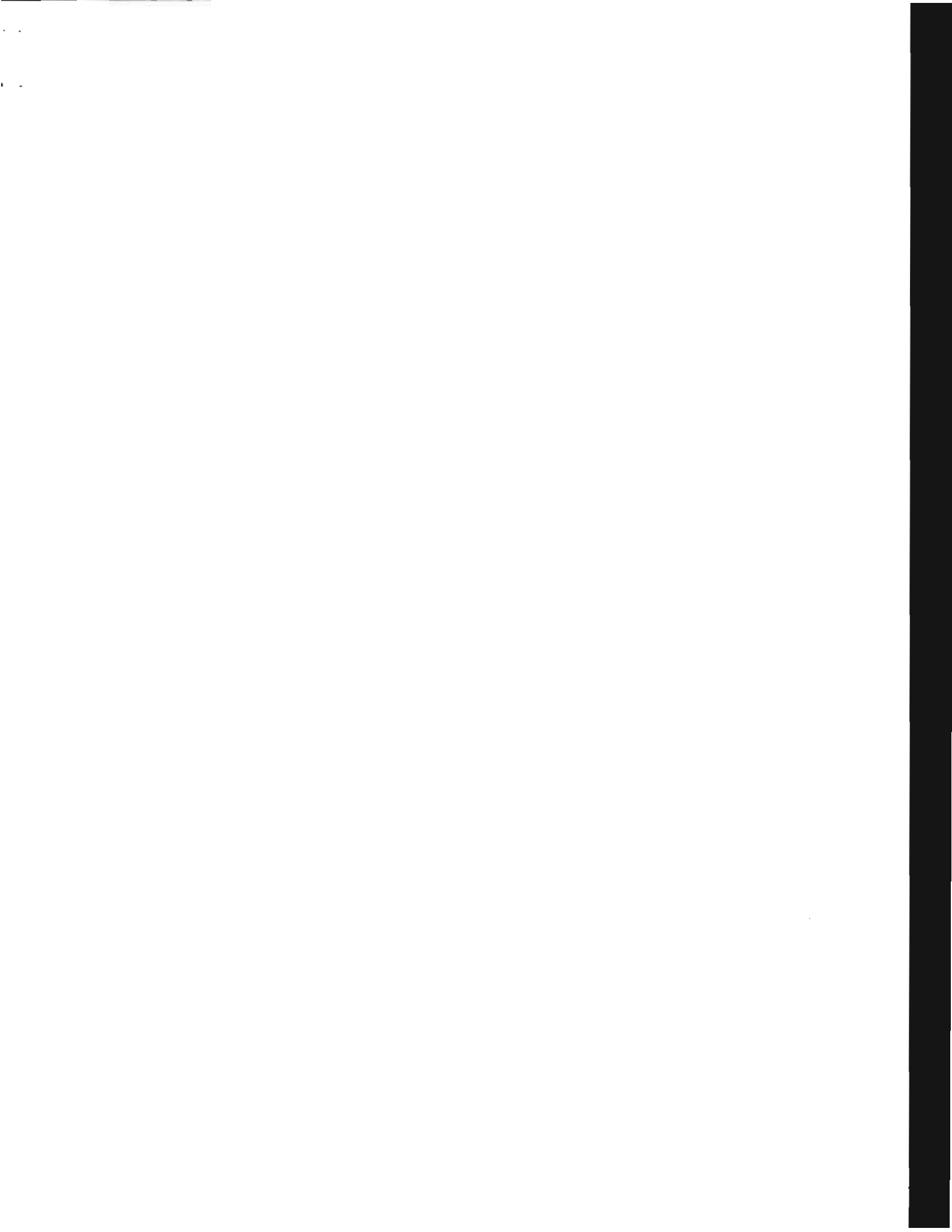
SFC CLERK RECORDED 06/20/2012



Santa Fe County Board of County Commissioners Fiscal Year 2013 Budget Study Session



May 8, 2012



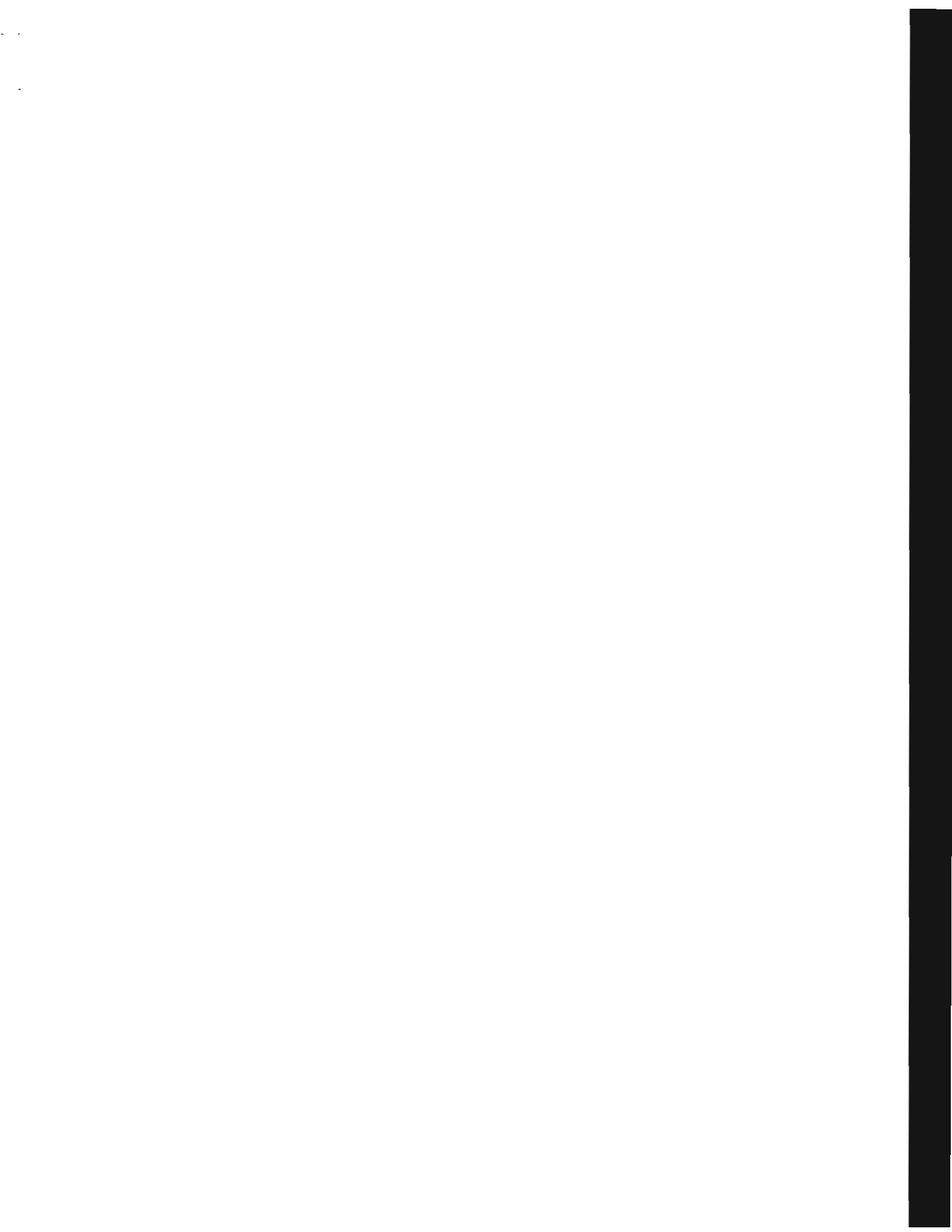
Budget Calendar

Statutorily an interim budget must be submitted to the Department of Finance and Administration (DFA) by June 1st. Therefore we will be requesting approval of the *FY 2013 Interim Budget* on May 29th.

In order to begin processing financial transactions beginning July 1st, the final budget is "rolled" into the financial system and is submitted to DFA per statute for their approval. We will be requesting approval of the *FY 2013 Final Budget* on June 26th.

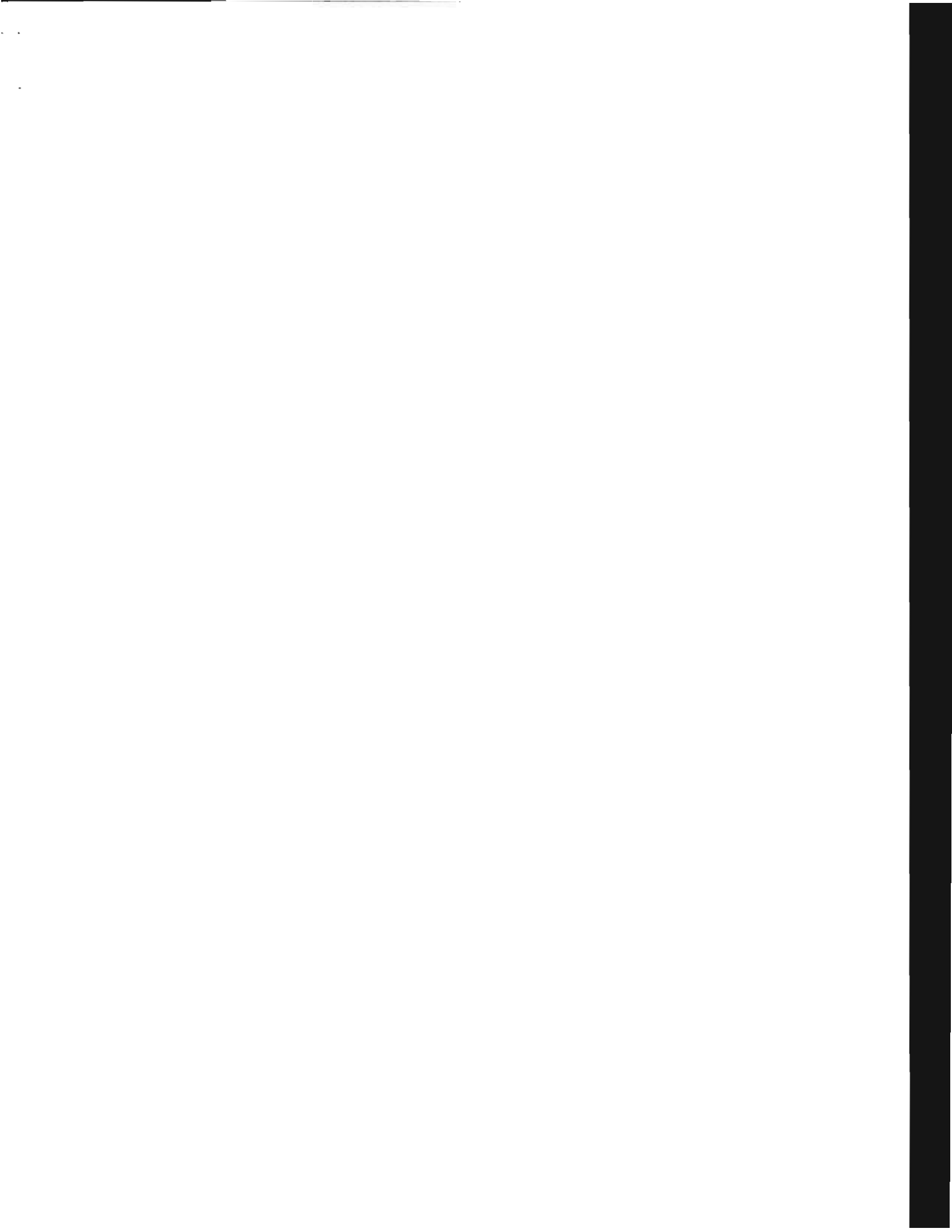
SUN	MON	TUES	WED	THUR	FRI	SAT
Feb 19		BUDGET MEETINGS	BUDGET MEETINGS	BUDGET MEETINGS	BUDGET MEETINGS	
26				Mar 1		
5	12	19	26			
13	20	27			BUDGET MEETINGS	
18	25				10	
25						
Apr 1						
8	BUDGET MEETINGS		BUDGET MEETINGS	BUDGET MEETINGS	GENCO HOLIDAY	
15	BUDGET MEETINGS	BUDGET MEETINGS	BUDGET MEETINGS	BUDGET MEETINGS	BUDGET MEETINGS	
22						
29						
6		7 BCC Budget Study Session	8	9	10 CAPITAL PROJECT BUDGETS DUE	11
13	14 Optional BCC Study Session	15	16 PACKET MATERIAL DUE	17	18	19
20	21 Optional BCC Study Session	22	23	24	25	26
27	28 MEMORIAL DAY	BCC APPROVE INTERIM BUDGET	29	30	31 June 1 SUBMIT INTERIM BUDGET TO DFA	2
3	4	5	6	7	8	9
10	11	12	13 PACKET MATERIAL DUE	14	15	16
17	18	19	20	21	22	23
24	25 BCC APPROVE FINAL BUDGET	26	27	28	29	30

COLOR KEY: BCC Meetings BUDGET INFO WEEKEND BCC PACKET DUE



Performance Based Budget Transition

- The Board of County Commissioners passed Resolution 2011-24 which requires County departments transition to a results accountable performance based budget. This transition was optional for Elected Offices.
- The County Manager, Finance staff and other members of management attended training(s) on this methodology of budgeting and management.
- The County Manager and Finance staff developed a transition plan and the process for submitting budget requests.
- The FY 2013 Budget Kick-Off provided guidance to Departments regarding this transition.
- Finance staff conducted six (6) intensive training sessions to department and division directors and staff who are involved in the budget process.
- All Departments, the County Manager's Office and one Elected Office (the Sheriff's Office) submitted budget requests based on functional outcomes.
- The County Manager and Finance staff with the assistance of Craig O'Hare from Public Works conducted approximately 50 hours of Budget Hearings where desired functional outcomes, performance measures and data tracking were discussed in depth with each Department and one Elected Office.
- Tracking and quarterly reporting of performance will be employed to maintain results accountability throughout FY 2013 and beyond.
- Additional transitional steps will be taken during FY 2013 to implement the next phase in FY 2014.



Performance Based Budget Transition

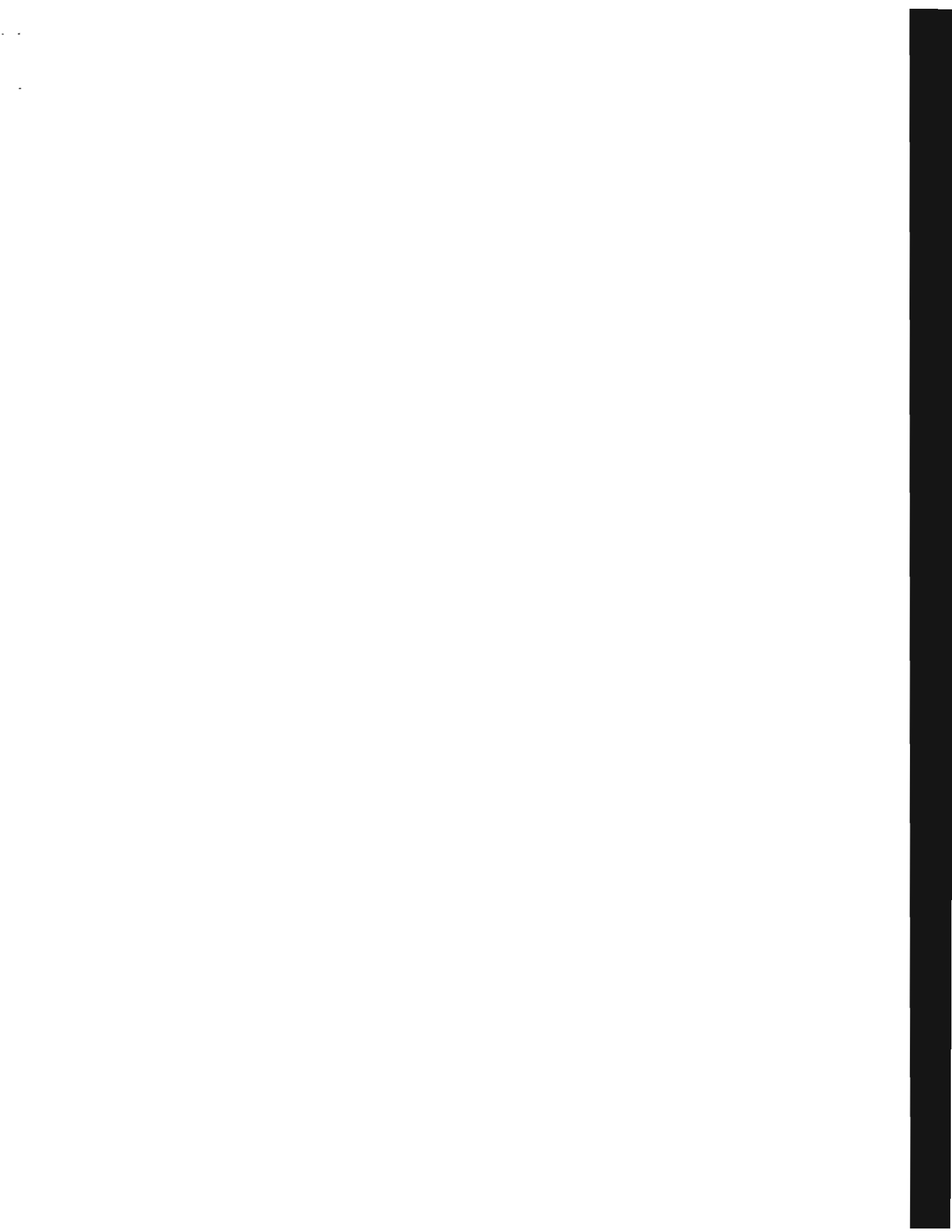
Departmental budget submissions included extensive information on each of its functions and how it relates to the County's key areas of focus.

Data tracking is a key component to understanding the results of departmental performance.

Performance management will drive future budget decisions and funding priorities to provide citizens with an efficient and responsive government.








Principles:

1. Relevance to the priorities of the government and the community.
2. Alignment with priorities and desired results.
3. Decisions and processes are driven by timely, accurate and meaningful data.
4. Transforms the organization, management and the policy-making process.








Performance Based Budget Transition

Performance Based Budgeting

2010 BCC Seven Key Areas of Focus	2010 Survey - Citizen Priorities	#	2012 BCC Priorities
Infrastructure 	Road & Streets	1	Land Dev. Code
Going Green 	Improve Education	2	Employee Devlpmt.
Community Enhancement 	Sheriff's Protection	3	Open Space Maint.
Growth Management 	Public Safety (incl fire Sheriff's & RECC)	4	Energy Efficiency/ Alternative Energy
Savings & Efficiency 	Fire Protection	5	Economic Dev.
Employee Development 	Lower Taxes	6	Roads
Transparency 	Water conservation/ renewable energy	7	Water System
	Youth/Seniors/Library	8	Curbside Trash Pickup
	Economic Dev.	9	Public Safety - eqmt and personnel
	Parks/Rec/Open Sp.	10	Senior svcs/youth pgm/ library svcs.
	Mobile Health Van	11	Employee Trng/better health insurance
	SW Transfer Stations	12	Solid Waste Fees Asset Management

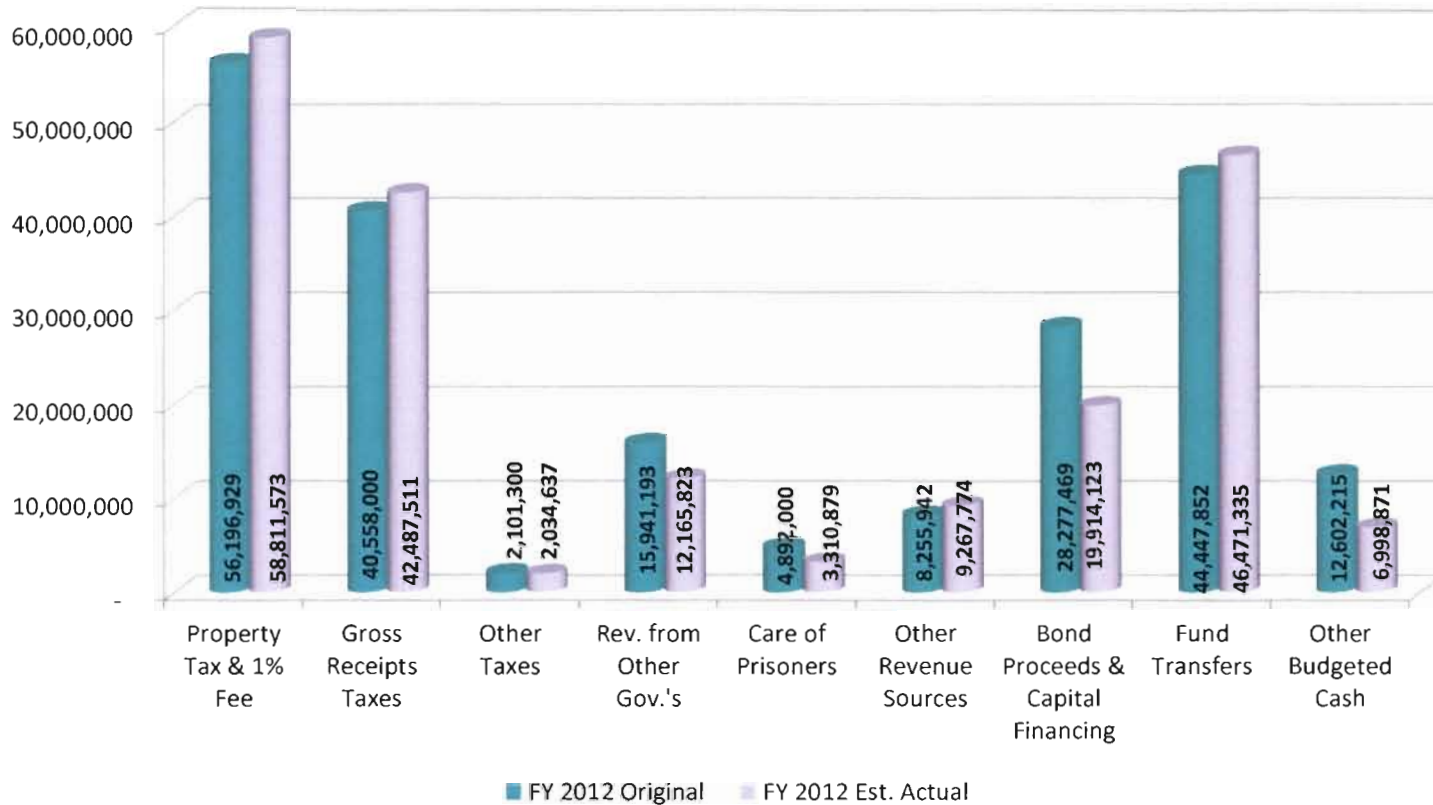
SANTA FE COUNTY
 FY 2013 BUDGET STUDY SESSION
 FUNCTION OVERVIEW BY DEPARTMENT
 TIED TO KEY AREAS OF FOCUS, CITIZEN
 AND BCC PRIORITIES

Department	Citizen Priorities	BCC Priorities	Impact						
			X Direct Impact	X Indirect Impact					
Growth Management									
Functions:									
GM Administration									
Department Management- provides direction and management to the Planning, Building and Development, Code Enforcement and GIS Divisions.	Roads and streets, fire and sheriff protection, public safety, water conservation and renewable energy, economic development, and parks/rec/open space.	Land Dev. Code, economic development, public safety, water system and energy efficiency/alternative energy.	X	X	X	X	X	X	X
Budget/Finance - maintain a balanced budget and accountability for the GM Department.	Roads and streets, fire and sheriff protection, public safety, water conservation and renewable energy, economic development, and parks/rec/open space.	Land Dev. Code, economic development, public safety, water system and energy efficiency/alternative energy.	X	X	X	X	X	X	X



FY 2012 Budget vs. Estimated Actual Revenue

FY 2012 Budget vs. Est. Actual Revenue



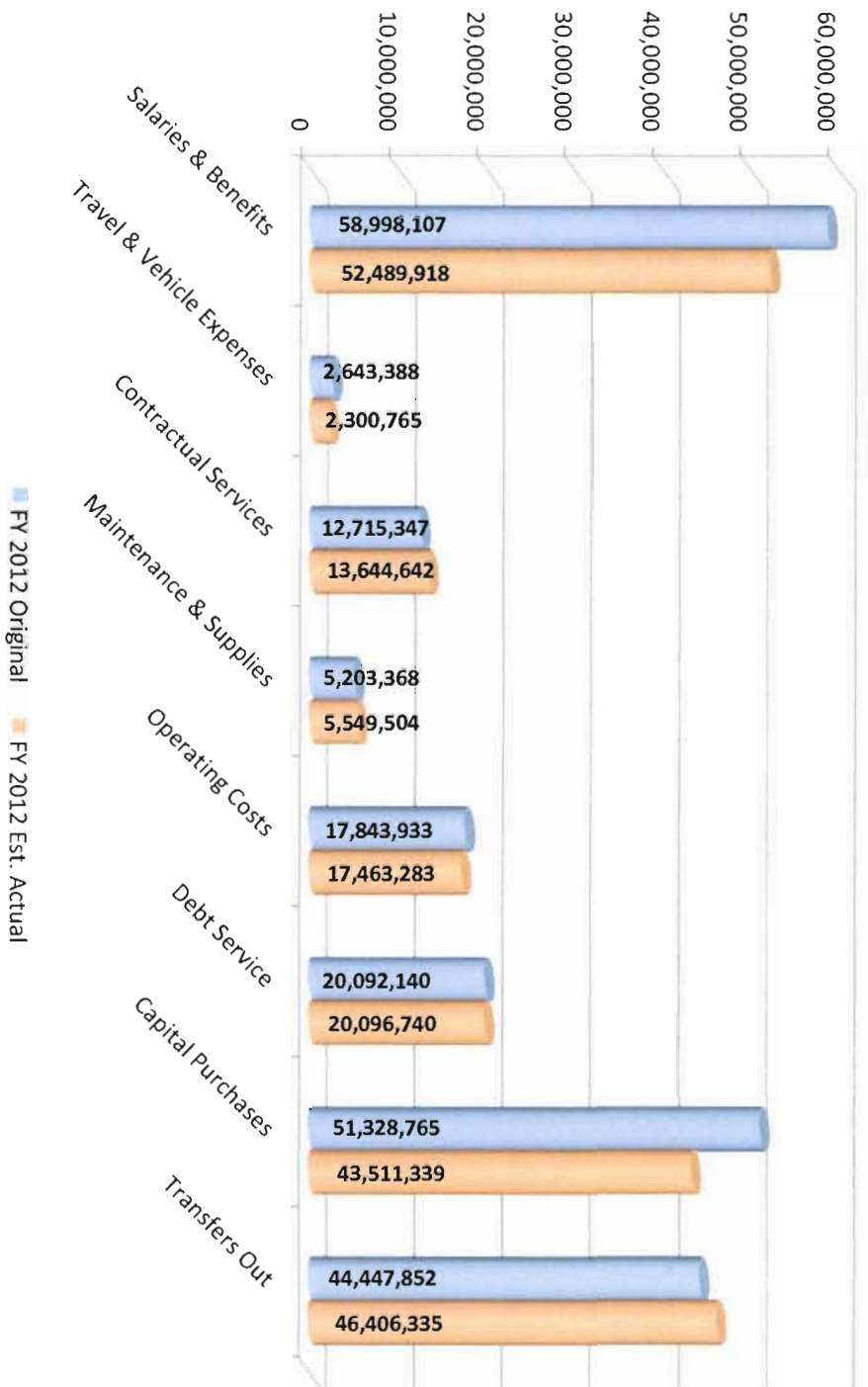
FY 2012 Original \$213,272,900

FY 2012 Estimated Actual \$201,462,526



FY 2012 Budget vs. Est. Actual Expense

FY 2012 Budget vs. Est. Actual Expense



FY 2012 Original \$213,272,900

FY 2012 Estimated Actual \$201,462,526





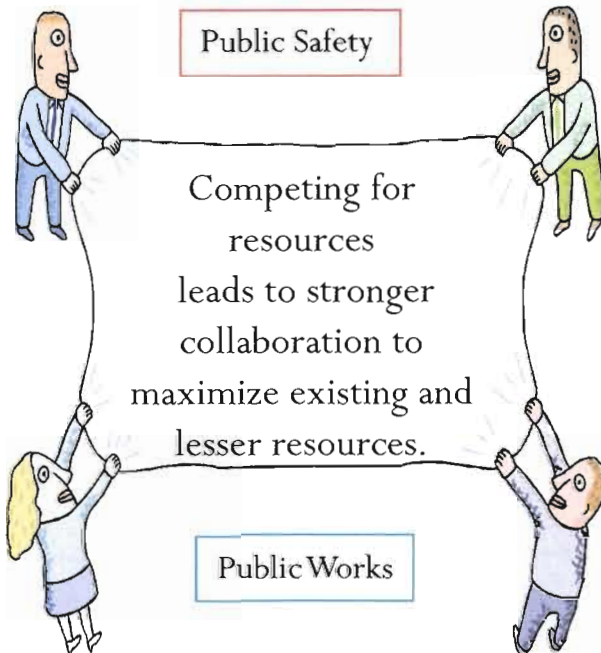
How To Fund It All



Internal Services

Elected Officials

Public Safety



Competing for resources leads to stronger collaboration to maximize existing and lesser resources.

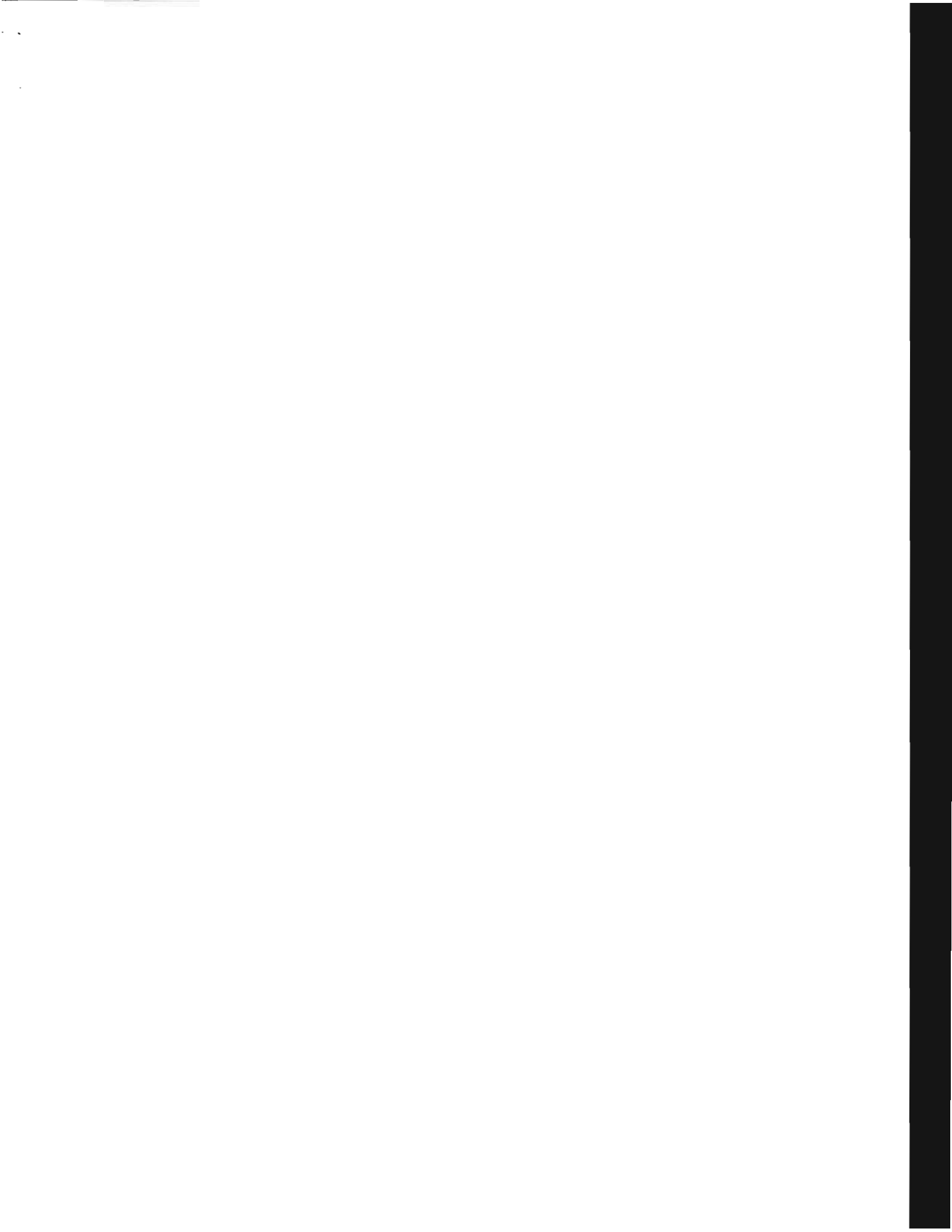
Public Works

Health/Community Services

New Initiatives

FY 2013:

- Base budget = FY12 original budget plus adjustments, e.g. insurance deductibles, low-income property tax rebate.
- New money, due to increased revenue projections will be used to fund new initiatives, new operating and capital requests, frozen positions and new FTE's.



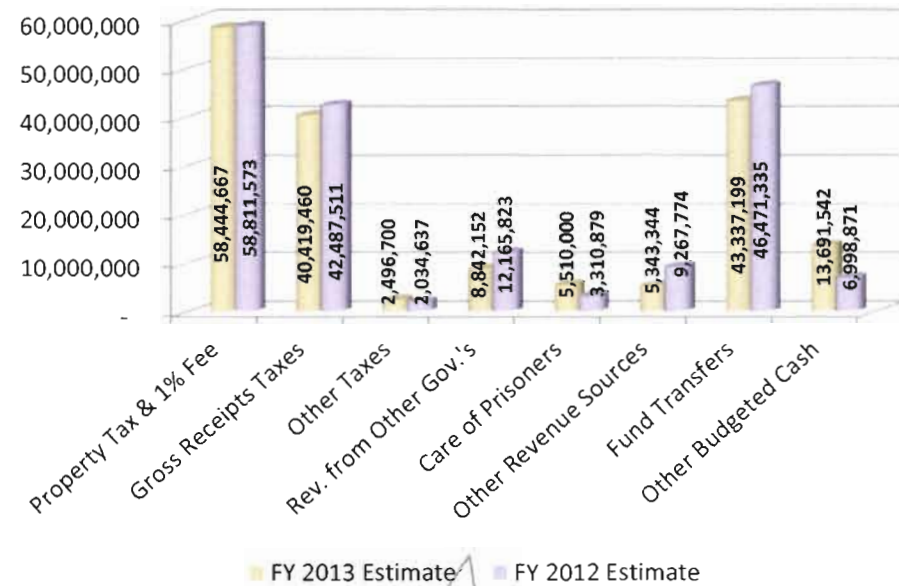
FY 2013 Revenue Estimates

In FY 2013 General Fund revenue is expected to increase by approximately \$2.0 million over the 2012 *budgeted* revenue. This is considered “new money” available for recurring or non-recurring expenditures. This money can be used for any legal County purpose, and thus can be used to support any County operation.

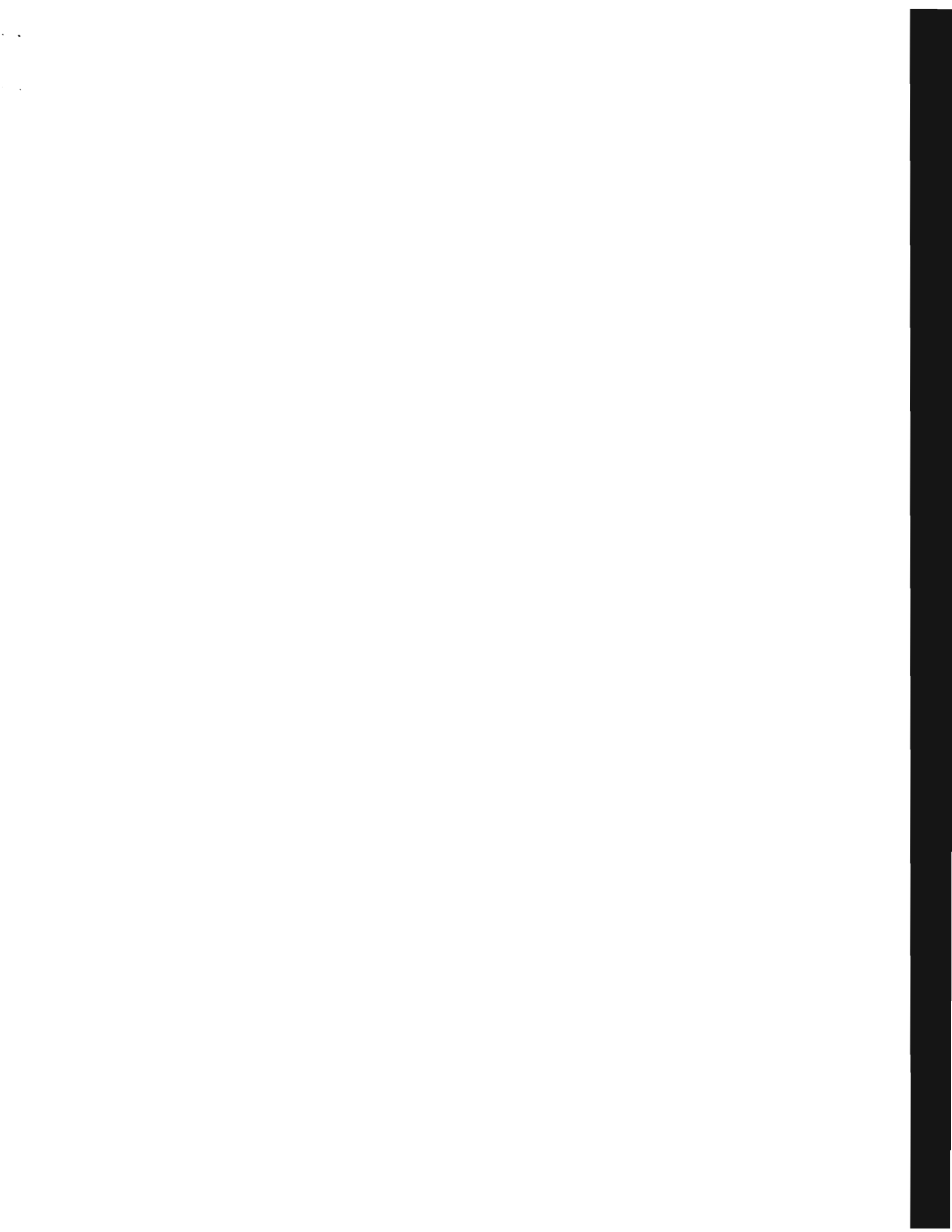
Since “new money” is considered recurring in nature it can safely be budgeted for recurring expenses such as FTEs or expanded services, leaving cash to pay for one-time expenditures or capital.

This is analogous to personal finances where we want our monthly expenses to be \leq our paycheck. In this analogy new money would be akin to a pay raise. We may safely take on a new car loan/payment with a pay raise. We could NOT safely do so with a one-time bonus.

**FY 2013 Revenue Estimate
w/ Comparisons to and FY 2012 Revenue Estimates
(excluding capital purchases & projects)**



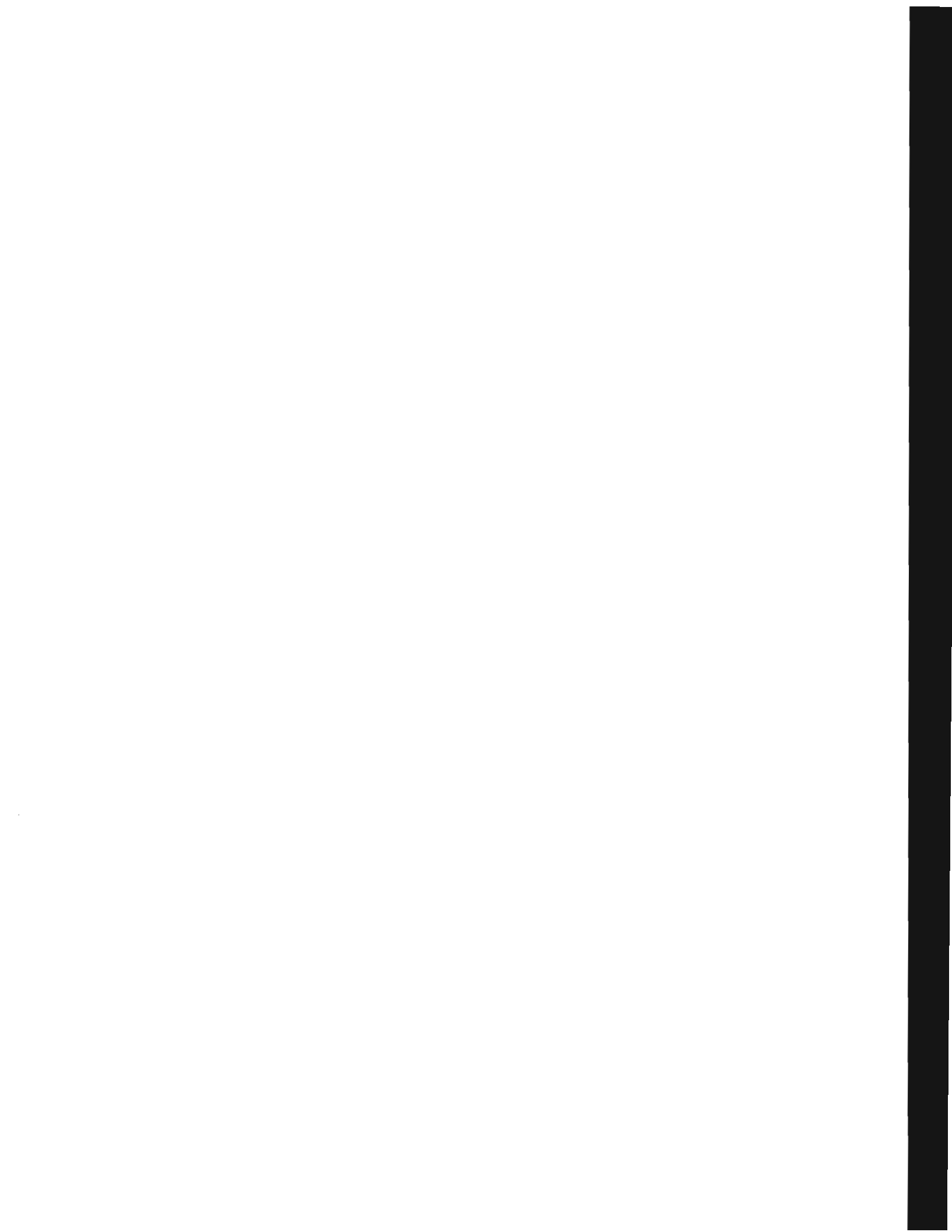
**FY 2013 Estimate
\$178,085,064
(excludes capital
funding)**



Fiscal Year 2013 Adjusted Base Budget Requests

(does not include Capital Projects or Capital Package Requests or Transfers)

<u>Major Operating Funds</u>	<u>FY 2013 Request</u>	<u>FY 2012 Original</u>	<u>Difference Higher/(Lower)</u>
General Fund	\$37,085,151	\$36,091,586	\$ 993,565
Property Valuation Fund	\$ 1,672,514	\$ 1,694,145	(\$ 21,631)
Road Fund	\$ 3,587,578	\$ 3,307,866	\$ 279,712
Indigent Hospital Fund (GRT)	\$ 4,275,000	\$ 4,275,000	\$ 0
Indigent Services Fund	\$ 2,165,993	\$ 2,165,993	\$ 0
Mountain, Wildlife & Trails	\$ 0	\$ 67,820	(\$ 67,820)
EMS Health Services	\$ 564,945	\$ 454,951	NET of Differences \$344,144
EMS Hospital Fund (GRT)	\$ 4,275,000	\$ 4,275,000	
Fire Operations Fund	\$ 9,547,373	\$ 9,578,768	
RECC Operations Fund	\$ 3,487,243	\$ 3,221,698	
Corrections Operations	<u>\$18,905,853</u>	<u>\$17,766,990</u>	<u>\$ 1,138,863</u>
SUBTOTAL	\$85,566,650	\$82,899,817	\$ 2,666,833
Other Funds	\$28,436,732	\$28,337,618	\$ 99,114
Debt Service	\$19,839,097	\$20,092,136	(\$ 253,039)
TOTAL	\$133,842,479	\$131,329,571	\$2,512,908



Recurring Adjustments to Base (Departmental Needs)

Postage & Mailing	\$ 14,298
BCC Recording & Reporting	\$ 25,000
Maintenance Contracts for new RECC Equipment	\$ 47,485
Software License Fees	\$ 105,861
Inmate Food Services	\$ 115,000
Other Contractual Changes	\$ 103,918
Increased Utilities Costs	\$ 132,697
Other Misc. Changes	\$ 138,554
Low Income Property Tax Credit (\$508K)	\$ 155,745
Solid Waste Tipping Fees	\$ 156,400
Electronic Monitoring devices	\$ 178,920
Insurance Deductible Set-Aside	\$ 200,000
Salary & Benefits	\$ 207,659
Section 8 Other Landlord Payments	\$ 284,000
Fuel & Maintenance Costs	\$ 317,371
Workers' Compensation Claims	\$ 330,000
Total	\$2,512,908

Requested "New" Initiatives

COMMUNITY ENHANCEMENT (INC. PUBLIC SAFETY)		INFRASTRUCTURE	
EMPLOYEE DEVELOPMENT		SAVINGS & EFFICIENCY	
GOING GREEN		TRANSPARENCY	
GROWTH MANAGEMENT			

"NEW" RECURRING REQUESTS	FY 2013 REQUEST	PRIORITIES		KEY AREA OF FOCUS
		BCC	CITIZEN	
RESTRUCTURE EMPLOYEE HEALTH INS.	\$ 1,100,000	X		
1 % COUNTYWIDE SALARY INCREASE	\$ 527,347	X		
ADDITIONAL ROAD CREW***	\$ 498,434	X	X	
ROAD MAINTENANCE	\$ 343,000	X	X	
ADD'L FUNDING FOR OS MAINTENANCE	\$ 250,000	X	X	
EMPLOYEE DEVELOPMENT	\$ 205,848	X		
INMATE MEDICAL SERVICES	\$ 175,566			
EXPAND SENIOR SERVICES - SR14	\$ 145,000	X	X	
ADD'L FUNDING FOR LIBRARIES	\$ 100,000	X	X	
GREEN WASTE DISPOSAL	\$ 65,000	X	X	
CLEAN ENERGY PROGRAMS	\$ 56,100	X	X	
ADD'L FUNDING FOR YOUTH PROGRAMS	\$ 50,000	X	X	
OPEN SPACE MAINTENANCE	\$ 35,790	X	X	
ROAD STRIPING COMPLIANCE	\$ 30,000	X	X	
EXPAND SENIOR SERVICES ACTIVITIES*	\$ 20,000	X	X	
REGIONAL COALITION OF LANL COMM.	\$ 10,000	X		
ADD'L EM DRUG TESTING	\$ 25,000			
ADD'L HEALTH VAN PROGRAMMING**	\$ 7,221		X	
TOTAL "NEW" RECURRING REQUESTS	\$ 3,644,306	\$3,436,519	\$1,600,545	

* NOT INCLUDING STAFF
 ** ADDITIONAL STAFF REQUEST APPEARS ON THE FOLLOWING SLIDES
 *** IF FUNDED, THIS REQUEST WILL REDUCE THE FROZEN FTE REQUEST

"NEW" ONE-TIME REQUESTS	FY 2013 REQUEST	PRIORITIES		KEY AREA OF FOCUS
		BCC	CITIZEN	
ECONOMIC DEVELOPMENT INITIATIVES	\$ 500,000	X	X	
ENERGY EFFICIENCY INITIATIVES	\$ 500,000	X	X	
CONTRACT ATTORNEYS	\$ 153,420	X		
EMS DATA REPORTING SOFTWARE	\$ 129,677		X	
CITIZEN SURVEY	\$ 20,000	X	X	
RODEO DE SANTA FE	\$ 19,000	X	X	
HPPC PLAN	\$ 15,000		X	
GROWTH PROJECTIONS	\$ 10,000	X	X	
TOTAL NEW REQUESTS	\$ 1,347,097	\$1,049,000	\$1,193,677	

In addition to funding for these priorities, additional FTE's and the unfreezing of FTE's is being requested as described in the following slides.

FY 2013 – Requests for New Staff

All new staff requests are listed in order of priority

Public Works (GF) & Utilities (Ent.)

POSITION	SALARY	BENEFITS	TOTAL
Security Guard (Jud. Complex)*	27,040	10,816	37,856
HVAC Technician	37,440	14,976	52,416
Utility Worker (1)	24,960	9,984	34,944
Custodian (1)	21,403	8,561	29,964
Utility Worker (1)	24,360	9,984	34,344
Custodians (2)	42,806	17,122	59,928
TOTAL COST OF NEW FTEs	178,009	71,443	249,452

*The security guard is a request to transition a current temporary position to a permanent classified FTE.

Community Services (Special Rev.)

POSITION	SALARY	BENEFITS	TOTAL
Nurse (Weekends - Van) .4 FTE	24,960	9,984	34,944
Driver (Weekends - Van) .4 FTE	15,334	6,134	21,468
Indigent Claims Investigator	31,741	12,696	44,437
TOTAL COST OF NEW FTEs	72,035	28,814	100,849

The nurse/driver .4 FTE requests go together in order to provide more mobile health care van service on weekends.

Housing Services (Ent.)

POSITION	SALARY	BENEFITS	TOTAL
Housing Clerical Specialist*	14,976	5,990	20,966
TOTAL COST OF NEW FTEs	14,976	5,990	20,966

*The clerical specialist is a request to transition a current temporary position to a permanent classified FTE.

Growth Management (GF)

POSITION	SALARY	BENEFITS	TOTAL
Code Enforcement Officer	34,320	13,728	48,048
TOTAL COST OF NEW FTEs	34,320	13,728	48,048

FY 2013 – Requests for New Staff (cont'd)

Sheriff's Office (GF)

POSITION	SALARY	BENEFITS	TOTAL
Animal Control Officer	26,582	10,633	37,215
Deputy Sheriffs(9)			
New Jud. Complex (5)	163,590	65,435	229,025
Patrol (4)	130,872	52,348	183,220
TOTAL COST OF NEW FTEs	321,044	128,416	449,460

The requests for an animal control officer and the additional deputies are equal in priority ranking.

Public Safety Fire (EC&EMS GRT)

POSITION	SALARY	BENEFITS	TOTAL
Firefighter Cadet	23,751	11,876	35,627
Emergency Vehicle Technician	33,348	13,339	46,687
Clerical Specialist	26,879	10,752	37,631
TOTAL COST OF NEW FTEs	83,978	35,967	119,945

Public Safety Corrections (Care of Prisoner Rev.)

POSITION	SALARY	BENEFITS	TOTAL
Detention Officers			
Transport/Vehicle Patrol (22.5 FTEs)	736,875	294,750	1,031,625
Recreation/Master Control (3 FTEs)	98,250	47,883	146,133
Sergeant			
Transport (2 FTEs)	94,862	37,946	132,808
Lieutenant (1.5 FTEs)	51,612	20,645	72,257
Subtotal ADF	981,599	401,224	1,382,823
Shift Supervisor (2 FTEs)	79,806	31,922	111,728
Asst Shift Supervisor (1 FTEs)	35,267	14,107	49,374
LSWI (6 FTEs)	165,306	66,126	231,432
Subtotal YDP	280,379	112,155	392,534
TOTAL COST OF NEW FTEs	37	1,261,978	513,379

It is important to note that there are no "new" revenue growth projections for the gross receipt taxes in FY2013. Any new FTE requests for programs/services currently supported by GRTs would require a general fund subsidy (support). The Care of Prisoner revenue is estimated to grow \$1 to \$2 million above base, which could support the new FTE requests. Our base budget previously accounted for new revenue but the corresponding change to expense (staffing patterns) was never submitted. Those changes were anticipated but never submitted or included in FY 2012.

FY 2013 – Requests for Relief of Frozen FTEs

Dpt/Div	FTEs	Cost	Fund
Public Works			
Road Maintenance *			
Equipment Operator	1 \$	39,276	Road Maintenance Fund
Heavy Equipment Operator	2 \$	91,097	Road Maintenance Fund
Road Maintenance Worker	2 \$	71,165	Road Maintenance Fund
Subtotal	5 \$	201,538	Road Maint -Subsidized by the GF
Property Control			
Maintenance Technician Sr. (Request to reclass to HVAC Foreman) (2)	1 \$	76,902	General Fund
Open Space			
Maintenance Technician (1)	1 \$	50,029	Change in funding source to GF
Resource Specialist (3)	1 \$	52,623	Change in funding source to GF
Subtotal	2 \$	102,652	
Total Public Works	8 \$	381,092	

* The approval of the new recurring expense for an entire road crew would reduce the number of frozen FTEs request.

The remaining FTEs are listed by division, but the number in parentheses indicates the priority order.

If funded, the total cost would require general fund assistance and the impact to the General Fund totals \$1,248,516.

Dpt/Div	FTEs	Cost	Fund
Public Safety			
Fire*			
Firefighter cadets	3 \$	99,756	EC&EMS Tax
Corrections			
Detention Officers	11 \$	449,089	Corrections subsidized by GF
Corporal's	2 \$	106,870	Corrections subsidized by GF
Maintenance Technici	1 \$	38,318	Corrections subsidized by GF
Subtotal ADF	14 \$	594,277	
Shift Supervisor	1 \$	50,873	Corrections subsidized by GF
Assistant Shift Superv	1 \$	56,551	Corrections subsidized by GF
Subtotal YDP	2 \$	107,424	
Total Public Safety	19 \$	701,701	
County Manager's Office			
Finance			
Accountant Senior	1 \$	65,967	General Fund
Total County Manager'	1 \$	65,967	

* Fire proposes to phase in 3 cadets each year for the next 3 years (total of 9) to return to the initial project 48 status.

Fund	Cost By Fund
General	\$245,521
Road Maint.	\$201,538
Fire Operations	\$ 99,756
Corrections	\$701,701
Grand Total Request	28 FTEs \$1,248,516

New Money
\$2.0 M

Summary of Demands for "New Money"

New Money
\$2.0 M

"New Requests"

Operational /Recurring (Slide 12 for detail)		\$3,644,306
Economic Development Initiatives		\$ 500,000
Energy Efficiency Initiatives		\$ 500,000
Contract Attorneys		\$ 153,420
EMS Date Reporting Software		\$ 129,677
Citizen Survey		\$ 20,000
Rodeo de Santa Fe		\$ 19,000
HPPC Plan		\$ 15,000
Growth Projections		\$ 10,000
TOTAL		\$4,991,403

Frozen FTEs

Public Works (Slide 15 for detail)	8	\$ 381,092
Public Safety	19	\$ 801,457
CMO-Finance	<u>1</u>	<u>\$ 65,967</u>
TOTAL	28	\$1,248,516

* Includes infrastructure/equipment costs

New FTEs Requested

Public Works	6	\$ 223,916*
Community Svc.	1.8	\$ 105,849*
Sheriff's Office	10	\$ 449,460
Growth Mgmt	1	\$ 80,568*
Housing Services	1	\$ 20,966
Public Safety	<u>37</u>	<u>\$1,775,357</u>
TOTAL	56.8	\$2,656,116

Total Recurring New Money \$2,000,000**LESS:**

Operational Needs	\$3,644,306
New FTEs	\$2,656,116
Frozen FTEs	<u>\$1,248,516</u>
Subtotal	\$7,548,938

Surplus/Deficit (\$5,548,938)

BCC Initiatives	\$1,347,097
One Time Cash Funding	\$1,347,097¹⁶

Steps to the FY 2013 Interim Budget

- ✓ Obtain BCC Feedback on the information presented today.
- ✓ Additional analysis to be requested or performed:
 - ✓ Analysis of requests for staffing for the new Courthouse.
 - ✓ Analysis of Corrections staffing requests versus anticipated additional revenue.
- ✓ Analyze Asset Renewal and Replacement Schedule requests to bring forth a recommendation.
- ✓ Calculate estimates for budget carry forward of ongoing multi-year grants and capital projects.

Next Phase of Transition

Quarterly review of performance measures and progress throughout FY 2013.

For Future Consideration:

The Evaluation Committee will

- Rank budget proposals
- Make priority funding recommendations



Staff will develop a scoring tool which will be used to score submissions. The FY2013 submissions will be used as a “dry run” for this scoring tool. Once scored the scores will be reviewed with Departments to provide feedback to be used as a basis to improve the FY 2014 submissions. The FY 2014 submissions will be scored, ranked and funded based upon these improved submissions.

SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS
BUDGET STUDY SESSION

May 8, 2012

Liz Stefanics, Chair – District 5
Kathy Holian, Vice Chair – District 4
Robert Anaya – District 3
Danny Mayfield – District 1
Virginia Vigil – District 2

SFC CLERK RECORDED 05/20/2012



COUNTY OF SANTA FE) BCC MINUTES
STATE OF NEW MEXICO) ss PAGES: 26

I Hereby Certify That This Instrument Was Filed for
Record On The 20TH Day Of June, 2012 at 09:22:30 AM
And Was Duly Recorded as Instrument # 1672783
Of The Records Of Santa Fe County

Deputy Marcella Calzavara Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM