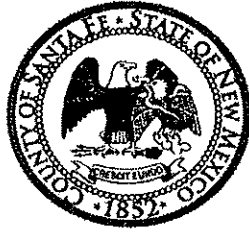


Daniel Mayfield  
Commissioner, District 1

Virginia Vigil  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## MEMORANDUM

**DATE:** July 26, 2011

**TO:** Board of County Commissioners

**Cc:** Katherine Miller, County Manager

**FROM:** Teresa Martinez, Finance Director *TJM*

**SUBJECT:** Request Approval of Resolution to Transfer Investment Income for the General Obligation Bond 2001 Series Fund (353)

---

### **BACKGROUND:**

The General Obligation Bond Series 2001 in the amount of \$8.5 million is for public safety and public works purposes. The bond document for the GOB Series 2001 requires investment earnings accumulated in the Bond Proceeds Fund (353) to be transferred annually at the end of the fiscal year to the Debt Service Fund (401) and used to pay debt service.

### **RECOMMENDATION:**

The Finance Division requests approval of a resolution to transfer \$1,146.97 of investment income earnings realized on bond proceeds during fiscal year 2011 from the GOB Series 2001 Fund (353) to the GOB Debt Service Fund (401) to pay debt service.

# SANTA FE COUNTY

## RESOLUTION 2011 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on July 26, 2011, did request the following budget adjustment:

Department / Division: County Manager / Finance Fund Name: GOB 2001 Series Fund and GO Bond Debt Service Fund

Budget Adjustment Type: Budget Transfer Between Funds Fiscal Year: 2011 (July 1, 2010 - June 30, 2011)

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
401	0000	390	0353	Operating Transfer In / Bond Proceeds	1,146.97	
353	0000	360	0301	Investment Income	1,146.97	1,146.97
401	1610	311	0501	Property Tax / Current		
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>2,293.94</b>	<b>1,146.97</b>

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
353	0000	490	0401	Operating Transfer Out	1,146.97	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>1,146.97</b>	

Requesting Department Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department Approval: *Ann M. Carter* Date: 7/18/11 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2011 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Teresa Martinez Dept/Div: ASD / 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.  
 Request is to transfer \$1,146,97 of investment income earnings realized on bond proceeds during fiscal year 2011 from the General Obligation Bond (Series 2001) Fund to the GO Debt Service Fund (401) as required by bond indenture to be used to pay debt service.

**a) Employee Actions**

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

**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

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense   X

SANTA FE COUNTY

RESOLUTION 2011 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Teresa Martinez Dept/Div: ASD / 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 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.).  
This request is not the result of Commission action; however, bonds were issued with Commission approval.
  - d) Please identify other funding sources used to match this request.  
There are no other funding sources used to match this request.

**SANTA FE COUNTY**  
**RESOLUTION 2011 - \_\_\_\_\_**

**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 26<sup>th</sup> Day of July, 2011.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Virginia Vigil, Chairperson

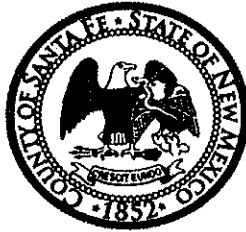
**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk

Daniel Mayfield  
*Commissioner, District 1*

Virginia Vigil  
*Commissioner, District 2*

Robert A. Anaya  
*Commissioner, District 3*



Kathy Holian  
*Commissioner, District 4*

Liz Stefanics  
*Commissioner, District 5*

Katherine Miller  
*County Manager*

## MEMORANDUM

**DATE:** July 26, 2011

**TO:** Board of County Commissioners

**Cc:** Katherine Miller, County Manager

**FROM:** Teresa Martinez, Finance Director

**SUBJECT:** Request Approval of Resolution to Transfer Investment Income for the 2008 GRT Revenue Bond Fund (333)

---

### **BACKGROUND:**

The Gross Receipts Tax Revenue Bond Series 2008 in the amount of \$30 million is for construction and improvements to the County Courthouse and other public facilities in the County. The bond document for the GRT Revenue Bond Series 2008 requires investment earnings accumulated in the Bond Proceeds Fund (333) to be transferred annually at the end of the fiscal year to the Debt Service Fund (406) and used to pay debt service.

### **RECOMMENDATION:**

The Finance Division requests approval of a resolution to transfer \$199,649.73 of investment income earnings realized on bond proceeds during fiscal year 2011 from the 2008 GRT Revenue Bond Fund (333) to the GRT Debt Service Fund (406) to pay debt service.

**SANTA FE COUNTY**

**RESOLUTION 2011 - \_\_\_\_\_**

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

Whereas, the Board of County Commissioners meeting in regular session on July 26, 2011, did request the following budget adjustment:

Department / Division: County Manager / Finance Fund Name: 2008 GRT Revenue Bond and GRT Revenue Bond Debt Service

Budget Adjustment Type: Budget Transfer Between Funds Fiscal Year: 2011 (July 1, 2010 - June 30, 2011)

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
406	1696	390	0101	Operating Transfer In / From General Fund	199,649.73	199,649.73
406	1696	390	0333	Operating Transfer In / From Bond Proceeds	199,649.73	
333	0796	360	0301	Investment Income	199,649.73	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>399,299.46</b>	<b>199,649.73</b>

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
333	0796	490	0406	Operating Transfer Out	199,649.73	
101	0000	490	0406	Operating Transfer Out	199,649.73	
101	0796	481	8001	Capital / Buildings & Structures	199,649.73	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>399,299.46</b>	<b>199,649.73</b>

Requesting Department Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department Approval: Suzanne M. Arter Date: 7/18/11 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2011 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Teresa Martinez Dept/Div: ASD / 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.  
Request is to transfer \$199,649.73 of investment income earnings realized on bond proceeds during fiscal year 2011 from the 2008 GRT Revenue Bond Fund (333) to the GRT Revenue Bond Debt Service Fund (406) as required by bond indenture to be used to pay debt service.

**a) Employee Actions**

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

**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

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense X \_\_\_\_\_



**SANTA FE COUNTY**  
**RESOLUTION 2011 - \_\_\_\_\_**

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:**

Name: Teresa Martinez Dept/Div: ASD / 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 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.).  
This request is not the result of Commission action; however, bonds were issued with Commission approval.
  - d) Please identify other funding sources used to match this request.  
There are no other funding sources to match this request.

**SANTA FE COUNTY**  
**RESOLUTION 2011 - \_\_\_\_\_**

**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 26th Day of July, 2011.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Virginia Vigil, Chairperson

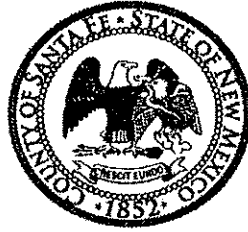
**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk

Daniel Mayfield  
Commissioner, District 1

Virginia Vigil  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## MEMORANDUM

**DATE:** July 26, 2011

**TO:** Board of County Commissioners

**Cc:** Katherine Miller, County Manager

**FROM:** Teresa Martinez, Finance Director *TM*

**SUBJECT:** Request Approval of Resolution for a Budget Transfer from the General Fund (101) to the Economic Development Fund (224)

---

### BACKGROUND:

Santa Fe County envisioned the tax rebate program for the film industry by the state legislature as an opportunity to encourage the film industry to locate in the County and signed an agreement for a film studio to be constructed in a new business park owned by the County. However, the construction has been delayed and expenditures related to the studios and business park were needed.

This resolution proposes to transfer \$32,242.81 from the General Fund (101) Contingency budget to the Economic Development Fund (224) to cover the expenditures needed for the Santa Fe Media District. These expenditures consist of survey markers and related work for telecommunications conduit installation, and construction administration support.

### RECOMMENDATION:

The Finance Division requests approval of a budget resolution for an operating transfer from the General Fund (101) to the Economic Development Fund (224) in the amount of \$32,242.81 for expenditures related to the Santa Fe Media District.

# SANTA FE COUNTY

## RESOLUTION 2011 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on July 26, 2011, did request the following budget adjustment:

Department / Division: Growth Management / Santa Fe Business Park Fund Name: General Fund (101) and Economic Development Fund (224)

Budget Adjustment Type: Budget Transfer Between Funds Fiscal Year: 2011 (July 1, 2010 - June 30, 2011)

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
224	0000	390	0101	Operating Transfer In	32,242.81	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>32,242.81</b>	

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
224	0525	436	8097	Capital / Non-Santa Fe County Asset	32,242.81	
101	0308	412	7090	Other Operating Costs / Misc.		32,242.81
101	0000	490	0224	Operating Transfer Out	32,242.81	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>64,485.62</b>	<b>32,242.81</b>

Requesting Department Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department Approval: Wren CM [Signature] Date: 7/26/11 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY**  
**RESOLUTION 2011 - \_\_\_\_\_**

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Teresa Martinez Dept/Div: 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.  
Request is to transfer \$32,242.81 from the General Fund (101) / Contingency budget to the Economic Development Fund (224) for expenditures relating to the Santa Fe Media District as follows:
  - Survey markers and related work for existing telecommunications utility easement located on County road (Santa Fe Studios Road)
  - Telecommunications conduit installation on County Road (Santa Fe Studios Road)
  - Construction administration support for County LEDA project – Santa Fe Studios phase 1A development

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

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

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

SANTA FE COUNTY

RESOLUTION 2011 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Teresa Martinez Dept/Div: 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 NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES NO 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 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**  
**RESOLUTION 2011 - \_\_\_\_\_**

**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 26th Day of July, 2011.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Virginia Vigil, Chairperson

**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk