



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Agenda - Final County Council - Special Session

*David Izraelevitz, Council Chair; Susan O'Leary, Council  
Vice-Chair, Christine Chandler, James Chrobocinski, Antonio  
Maggiore, Rick Reiss, and Pete Sheehey, Councilors*

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Tuesday, April 25, 2017

6:00 PM

Council Chambers - 1000 Central Avenue  
TELEvised

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### Budget Hearings - Continued

1. OPENING/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT - Council will reserve up to the first 30 minutes of each session for public comment on any portion of the proposed budget. Once all comments have been provided, or after this time has expired, budget presentations and discussions will continue.
4. PUBLIC HEARING(S)
  - A. Introduction, Overview, Budget Summary, and Long Term Financial Projection.
    - 1) [9143-17](#) FY2018 Budget Hearings.

**Presenters:** Harry Burgess, County Manager and Steven Lynne, Deputy County Manager

**Attachments:** [A - Summary of Changes from Proposed to Adopted](#)  
[B - FY2018 Proposed Budget](#)  
[C - Department and Elected Officials Presentation Slides](#)  
[D - FY2018 Budget Options](#)  
[E - FY2018 Pension Admin Costs](#)  
[F - FY2018 Long Range Financial Projection](#)  
[G - FY2018 Equipment Replacement List](#)  
[H - Recurring Grants Schedule](#)
- B. Budget Presentations (Tentative Schedule; items may shift depending on flow of review and discussions.)

**Monday, April 17, 2017**

***Municipal Court***

***County Sheriff***

***Community Development Department***

***Community Services Department***

**Tuesday, April 18, 2017**

***Administrative Services***

***Public Works Department***

***Department of Public Utilities***

**Monday, April 24, 2017**

***County Assessor***

***County Clerk***

***Probate Court***

***County Council***

***Fire Department***

**Tuesday, April 25, 2017**

***Police Department***

***County Attorney***

***County Manager***

***Non Departmental***

**C. Council Questions and Discussion of Proposed Budget, Budget Options,  
and Parking Lot Items.**

**5. POSSIBLE BUDGET ADOPTION****6. ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at 663-1750 if a summary or other type of accessible format is needed.



# County of Los Alamos

## Staff Report

April 25, 2017

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)

**Index (Council Goals):**

**Presenters:** Harry Burgess, County Manager and Steven Lynne, Deputy County Manager

**Legislative File:** 9143-17

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### **Title**

FY2018 Budget Hearings.

### **Recommended Action**

### **Tentative Approval**

As the Council proceeds through each department, they may choose to indicate initial acceptance of each department when that presentation and discussion is complete. Such initial acceptance is subject to further changes during the budget hearings and during final budget adoption.

I move that Council tentatively approve the budget for the \_\_\_\_\_ Department as presented (or as amended with the following changes: \_\_\_\_\_)

### **Budget Adoption**

Council could adopt the budget on April 18, 24, or 25, 2017.

I move that Council adopt the FY2018 budget in the amount of \$200,352,740 (or amended amount of \$\_\_\_\_\_) as described in Attachment A, Summary of Changes from Proposed to Adopted Budget.

I further move that Council approve the following items related to the adoption of the FY2018 budget:

1. Summary of Pension Fund Administrative Costs in Attachment E;
2. FY2018 Long Range Financial Projection in Attachment F;
3. FY2018 Equipment Replacement List in Attachment G;
4. FY2018 Recurring Grants in Attachment H; and
5. FY2018 Financial Policies as updated Attachment D;

I further move that Council approve continuing appropriations in the FY2018 budget for the following items from the FY2017 budget:

- a) all valid encumbrances outstanding at June 30, 2017;

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- b) all unexpended and unencumbered previously approved project budgets at June 30, 2017;
  - c) all unexpended and unencumbered previously approved pavement preservation budgets at June 30, 2017;
  - d) the unexpended and unencumbered previously approved budget for Fire Mitigation; and
  - e) all unexpended and encumbered grant budgets at June 30, 2017 that are permitted to be carried forward by their governing grant agreements.

### **County Manager's Recommendation**

The County Manager recommends that Council adopt the FY2018 budget.

### **Body**

#### **BUDGET HEARINGS (and potential budget adoption)**

The FY 2018 Budget Hearings are scheduled for Monday, April 17, 2017, Tuesday, April 18, 2017, Monday, April 24, 2017, and Tuesday, April 25, 2017, beginning at 6 p.m each evening. The proposed budget has been distributed separately, and reference copies are available online at the County's website, at the libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

Each evening will stop at 10 p.m. or earlier. Council will try to cover each department on the day scheduled. After each department presentation and discussion, Council will tentatively approve the department budget. Parking lot items should be held to a minimum and will be resolved on April 25th.

**Public Hearings:** Council will reserve up to the first 30 minutes of each session for public comment on any portion of the proposed budget. Once all comments have been provided, or after this time has expired, budget presentations and discussions will continue.

**Budget Adoption:** The Council may consider final changes and adoption of the budget on April 18, 24 or 25, 2017, depending upon timing of discussions.

While the schedule below indicates that certain portions of the budget will be presented and discussed on specific dates, these are subject to shift earlier or later based upon the actual timing of the discussions.

#### **PRELIMINARY SCHEDULE (tentative schedule; items may shift depending on flow of review and discussions)**

##### **Monday, April 17, 2017**

Public Comment

Introduction, Overview, Budget Summary and Long Term Financial Projection

Budget Presentations:

Municipal Court

County Sheriff

Community Development

Community Services

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**Tuesday, April 18, 2017**

Public Comment

Budget Presentations:

Administrative Services

Public Works

Utilities

**Monday, April 24, 2017**

Public Comment

Budget Presentations:

County Assessor

County Clerk

Probate Court

County Council

Fire

**Tuesday, April 25, 2017**

Public Comment

Budget Presentations:

Police

County Attorney

County Manager

Non-Departmental

Council Questions and Discussion of Proposed Budget

Parking Lot - Outstanding / Unresolved Items and Budget Options

Consideration of Adoption of FY2018 Proposed Budget

**Introduction, Overview, Budget Summary and Long Range Financial Projection**

The County Manager will present an introduction and overview. The overview will address the high-level goals of the proposed budget. Highlights from the Budget Summary section of the proposed budget (pages 26-54) will be presented by Steven Lynne, Deputy County Manager.

**General County Operating Budgets**

Department Directors will provide an overview of individual departmental highlights.

**Elected Officials - County Assessor, County Clerk, Probate Judge, Municipal Court, County Sheriff**

These elected officials will provide an overview of their departments.

**Joint Utilities Fund Budget**

The Utilities Manager will present the Utilities Department Budget.

**Parking Lot - Outstanding / Unresolved Items and Budget Options**

Any changes made or direction received during the budget hearings will be incorporated into the proposed budget. Attachment A, Summary of changes from proposed to adopted will be updated as Council makes changes.

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## **BUDGET ADOPTION**

Budget adoption occurs after County Council has reviewed and considered the FY2018 Proposed Budget and Budget Options at the budget hearings. The attachments described below are being presented here for final consideration and adoption.

### **Summary of Pension Fund Administrative Costs**

Although the expenses of the Pension Plan are passed on to the plan participants, the County Council, as the Plan Sponsor, has routinely established and approved an administrative budget for the Pension Fund to provide system controls over these payments. Because this is a trust fund, the administrative costs are not a formal part of the County's budget. See Attachment E.

### **FY2018 Long Range Financial Projection**

The attached Long Range Financial Projection (Attachment F) is presented here. The County's financial policies require Council approval of the projection which indicates Council's long-range financial policy direction.

### **FY2018 Equipment Replacement List**

Approval of this list (Attachment G) at this point in time will eliminate the need for additional formal Council action for routine replacement of vehicles at a later date.

### **Recurring Grants**

Each year departments are required to notify Council of their intent to apply for recurring grants. Attachment H is a list of the recurring grants and estimated amounts for FY2018. This will eliminate the need for additional formal Council action at a later date unless actual received amounts are different than originally budgeted. If that is the case, these routine adjustments will be lumped together and brought before Council during mid-year budget revisions.

### **Continuing Appropriations**

In addition to adoption of the budget, carryover of certain current year budget items are presented at this time because of their routine nature. There are six basic categories for these appropriations, five of which are proposed for consideration at this time:

- a. Encumbrances - commitments to purchase, but for which delivery of goods or services has not yet been made and associated payments will cross fiscal years.
- b. Unexpended and unencumbered project budgets - project budgets that Council has previously, specifically approved such as CIP or other projects.
- c. Unexpended and unencumbered pavement preservation budgets that Council has previously, approved for pavement preservation.
- d. Unexpended and unencumbered previously approved budget for Fire Mitigation;
- e. Unexpended and unencumbered grant budgets for programs that extend over fiscal years.
- f. (To be considered with the closing of the FY2017 financial records in August / September

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as specific items are identified.) Other unexpended and unencumbered project budgets or capital purchases, evaluated individually, that satisfy the following criteria:

- The project, type of project, or item was included in the original FY2017 budget; or
- It must have been identified during the FY2018 budget development process as a capital item more appropriately spent from the FY2017 budget (for example, certain hardware replacements).

### **Alternatives**

Council may amend the proposed budget. The State requires that the governing body adopt its budget each year with requests due by June 1. State statute does not allow for an extension to this deadline.

### **Fiscal and Staff Impact/Planned Item**

See the FY2018 Proposed Budget and accompanying Budget Options

### **Attachments**

A - FY2018 Summary of changes from proposed to adopted

B - FY2018 Proposed Budget - The complete FY2018 proposed budget was distributed separately. Reference copies are available on line at the County's web site, at the libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

C - Department and Elected Officials Presentation Slides

D - Budget Options for FY2018

E - FY2018 Pension Administrative Costs

F - FY2018 Long Range Financial Projection

G - FY2018 Equipment Replacement List

H - FY2018 Recurring Grants List

**Los Alamos County**  
**FY 2018 Summary of Changes from Proposed to Adopted Budget**

Attachment A

Fund Type	Fund	Department	Proposed	Changes	Salary Plan Adjustment	Final amount to be considered for Adoption	Change Explanation
GOVERNMENTAL							
General Fund							
		County Council	\$ 398,546			398,546	
		Municipal Court	544,275			544,275	
		County Manager	3,402,793			3,402,793	
		County Assessor	393,837			393,837	
		County Attorney	703,539			703,539	
		County Clerk	574,053			574,053	
		Probate Court	5,906			5,906	
		County Sheriff	15,510			15,510	
		Administrative Services	7,582,681			7,582,681	
		Community Services	10,447,712			10,447,712	
		Fire	5,207,149			5,207,149	
		Police	8,560,047			8,560,047	
		Community Development	1,819,685			1,819,685	
		Public Works	11,579,841			11,579,841	
General Fund Subtotal			51,235,574	-	-	51,235,574	
GOVERNMENTAL							
Special Revenue							
	State Shared Revenues	Public Works	-		-	0	
	Lodger's Tax	Community Development	225,918		-	225,918	
	State Grants	Fire, Police, Community Services	619,400		-	619,400	
	Health Care Assistance	Community Services	2,134,767		-	2,134,767	
	Economic Development	County Manager	2,924,500		-	2,924,500	
	Other Special Revenue	Municipal Court, Community Services, Clerk, Assessor	258,528		-	258,528	
	Emergency Declarations	Non Departmental	0		-	0	
Special Revenue Funds Subtotal			6,163,113	-	-	6,163,113	

**Los Alamos County**  
**FY 2018 Summary of Changes from Proposed to Adopted Budget**

Attachment A

Fund Type	Fund	Department	Proposed	Changes	Salary Plan Adjustment	Final amount to be considered for Adoption	Change Explanation
<b>GOVERNMENTAL</b>							
	Debt Service	Non Departmental	6,268,597			6,268,597	
<b>GOVERNMENTAL</b>							
	Capital Improvement Projects	Public Works, Community Development	14,450,000		-	14,450,000	
	Capital Projects Permanent	Non Departmental	0		-	0	
<b>PROPRIETARY</b>							
<b>Enterprise Funds</b>							
	Joint Utilities System	Utilities	71,462,741			71,462,741	
	Environmental Services	Public Works	5,233,588			5,233,588	
	Transit	Public Works	4,567,427			4,567,427	
	Fire (Cooperative Agreement)	Fire	24,642,125			24,642,125	
	Airport	Public Works	1,144,425		-	1,144,425	
<b>Other Enterprise Funds Subtotal</b>			35,587,565	-	-	35,587,565	
<b>PROPRIETARY</b>							
<b>Internal Services Funds</b>							
	Equipment	Public Works	4,763,170		-	4,763,170	
	Risk Management	County Manager	10,421,980		-	10,421,980	
<b>Internal Services Funds Subtotal</b>			15,185,150	-	-	15,185,150	
<b>County-Wide Total Expenditures</b>			<b>\$ 200,352,740</b>	-	-	<b>\$ 200,352,740</b>	

## Attachment B

FY-2018 Proposed Budget – The complete FY2018 proposed budget was distributed separately. Reference copies are available online at the County's website, at both public libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

URL for proposed budget:

[http://www.losalamosnm.us/government/departments/administrative\\_services/finance\\_budget/reports\\_and\\_budgets/](http://www.losalamosnm.us/government/departments/administrative_services/finance_budget/reports_and_budgets/)

URL link for proposed budget:

[http://www.losalamosnm.us/government/departments/administrative\\_services/finance\\_budget/reports\\_and\\_budgets/](http://www.losalamosnm.us/government/departments/administrative_services/finance_budget/reports_and_budgets/)

# Municipal Court

## Significant Accomplishments

1. Teen Court collaborated with the Los Alamos Police Department (LAPD) and Children, Youth and Family Juvenile Probation and Parole Office (JPPO) to initiate the Direct Referral Program for Juveniles to Teen Court. The ability to provide teens an early diversion program for non-violent misdemeanor offenders allows for quick intervention and completion of sanctions more efficiently.
2. Los Alamos Teen Court began an intensive case management program for repeat offenders and Teen Court participants with serious issues.
3. The Los Alamos Municipal Probation Program has the ability to do drug and alcohol assessments via video chat with Bernalillo. The program is utilized for defendants of the Los Alamos Municipal, Magistrate and District Courts. The addition of Video assessments to the probation programs allows for these to be done independently and timely by utilizing resources in our neighboring community that would otherwise not be an option.

# Municipal Court

## Significant Accomplishments

4. Los Alamos Municipal Court has most recently started the transition to bench automation and electronic case files. The Judge has the ability to see MVD driving record, case history and citations all electronically. This has reduced wait times for defendants and streamlined the process for preparing the docket for each day.
5. We have obtained all citation data entry and distribution of citations. This has allowed us to significantly reduce delivery time to appropriate jurisdiction.
6. Los Alamos Municipal Court has worked closely with Code Enforcement to establish court process that result in high compliance and resolution of original code violations.

# Municipal Court

## Budget Highlights

- The goals and budget for FY18 will continue to offer the community optimal customer service with fair, efficient and impartial resolution of all matters.
- The increase to Contractual Services is due to the \$20,000 for court security being transferred from the Police Department (overtime) to Muni Court (contracted).
- The increase in labor is based on turnover in the Court Administrator position and the adding of overtime to the budget for the Probation Officer.
- The Court will continue to support the community with Probation Office programs.
- Staff will begin the implementation of a paperless court process and enhance Court security.

# Municipal Court

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Fund:</b>					
General Fund	\$ 411,231	441,769	497,284	544,275	9%
Bench Warrant Sub-Fund	8,984	18,716	19,740	20,557	4%
	<u>\$ 420,215</u>	<u>460,485</u>	<u>517,024</u>	<u>564,832</u>	9%
<b>Expenditures by Type:</b>					
Salaries	224,202	230,587	246,515	271,991	10%
Benefits	104,814	110,963	135,097	137,055	1%
Contractual services	55,554	66,169	94,968	114,870	21%
Other services	15,933	15,852	17,500	17,500	0%
Materials / supplies	11,987	30,229	15,727	15,727	0%
Interfund charges	6,744	5,356	6,217	6,689	8%
Debt / Fiscal Charges	981	1,329	1,000	1,000	0%
	<u>\$ 420,215</u>	<u>460,485</u>	<u>517,024</u>	<u>564,832</u>	9%
<b>FTE Summary:</b>					
Regular (full & part time)	4.75	4.75	4.75	<u>4.75</u>	0%

# Municipal Court

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	14		\$15,000	1/4 Time FTE Increase	New Mexico Supreme Court rules "E. Docketing. Any criminal contempt preceding commenced under this rule shall be docketed as a separate criminal matter with a new case number" Approx 30% will be new contempt case files. This will increase the requirement creating new individual cases. Change 3/4 FTE clerk to full-time	R	General Fund
C	21		\$30,000	1/2 FTE New Position	Increased requirements for record keeping of probation program and activities. Increase in long term probation monitoring. Implementation of full court probation records automation. Adding new 1/2 FTE	R	General Fund
C	22		\$11,000	Life Skills	To develop and implement an adult probation life skills program consisting of a weekly class that would address decision making, addiction issues, obtaining services that would reduce recidivism rates.	R	General Fund
D	28		\$17,500	Probation Officer LDWI Funding	To provide consistent funding stream and allow LDWI board to manage the grant. Assist with the \$60,000 cut in state funding.	R	General Fund

# Los Alamos County Sheriff



## Significant Accomplishments & Budget Highlights

- The decrease in the budget over FY2017 is due to Council transferring responsibilities and budget to the Police Department during FY2017.
- The budget for the Sheriff Office was cut from \$85,411 to \$15,510. A budget revision for FY2017 may be necessary and will be presented to Council for consideration on May 2, 2017.
- \$65,336 was transferred to the Police Department and the remaining \$4,575 was transferred to the General Fund.
- This decrease significantly impacted the Sheriff's Office in its ability to provide quality services to the community.
- Staff was terminated, duties were transferred and the Sheriff's Office was brought to a point of not being recognized at all by Los Alamos County Officials as an existing elected Office of the County.

# Los Alamos County Sheriff



## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2017 Revised Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017 Revised
<b>Expenditures by Type:</b>						
Salaries	\$47,198	37,177	49,121	6,889	6,889	0%
Benefits	21,077	9,717	21,545	571	581	2%
Contractual services	1,104	43	620	120	120	0%
Other services	9,608	8,573	8,000	4,925	4,925	0%
Materials / supplies	1,261	6,656	5,580	2,450	2,450	0%
Interfund charges	432	453	545	545	545	0%
	<u>\$80,680</u>	<u>62,619</u>	<u>85,411</u>	<u>15,500</u>	<u>15,510</u>	0%
<b>FTE Summary:</b>						
Regular (full & part time)	1.75	1.75	1.75	1.00	1.00	
Casual, Student, & Temp.	0.19	0.19	0.23	0.00	0.00	
	<u>1.94</u>	<u>1.94</u>	<u>1.98</u>	<u>1.00</u>	<u>1.00</u>	

# Los Alamos County Sheriff



## Solutions

- After the November vote, the people of this county chose to retain and have an elected Sheriff's Office and demanded that Los Alamos County Council recognize and support the elected Office of Sheriff.
- I believe that it is the duty of this council to listen to the voice of the people and provide the necessary resources to have a functioning Sheriff's Office in Los Alamos County.

These are the basic items that will give me the ability to move forward and provide the professional services required of the Sheriff' Office.

- The budget options for a total of \$348,118 are to support the reallocation and expansion of duties of the Sheriff's Office to include:
  - Full-time Undersheriff
  - Full-time Office Specialist
  - Three part-time/reserve deputies
  - Training
  - A ¾ ton truck and passenger vehicle
  - Communication equipment

# Los Alamos County Sheriff



## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
D	30		\$58,911	Office Specialist	Add full-time Office Specialist	R	General Fund
D	31		\$130,000	Undersheriff	1 full-time Undersheriff - second in command	R	General Fund
D	32		\$29,565	Deputies	3 part-time deputies for new duties of the Sheriff's Office (e.g. court security, transport and civil process, monitoring and checks on sex offenders)	R	General Fund
D	33		\$10,000	Handheld Communications	Handheld communications (5)	O-T	General Fund
D	34		\$46,000	Passenger Vehicle	Equipped with cage for transport, Communications, Lights	O-T	General Fund
D	35		\$65,000	3/4 ton Truck	Sheriff's transportation, radio, toolbox, gooseneck hitch for horse transport to scenes	O-T	General Fund
D	36		\$3,642	Training LEA	LEA Training for Undersheriff and Deputies	R	General Fund
D	37		\$5,000	Training General	General Training for Office Specialist, Undersheriff and Deputies	R	General Fund

# Community Development Department

## Significant Accomplishments

1. Planning Division produced a new Comprehensive Plan for Los Alamos County, the first complete comprehensive plan in nearly 30 years.
2. Housing Rehabilitation Program: 11 Projects were funded under this program which is administered by the LA Housing Partnership for a total of nearly \$200,000. Application period for next year's program begins in April 2017.
3. Homebuyer Assistance Program: Council approved the enabling ordinance for this program in February 2017. An RFP for the administration of this program will be issued in Spring 2017 and it is expected to assist approximately 10 homebuyers.
4. Clean and Lien Strategy: CDD staff have developed a 'clean & lien' strategy which will allow the County to clean up properties that have chronic or pervasive code violations and the property owners are nonresponsive to notice of violations. A draft RFP for mitigation services is being developed and is expected to be issued in time to start the program during the Summer of 2017.

# Community Development Department

## Significant Accomplishments

- 5. Implemented approx. 20 new building permitting process improvements
- 6. Reconfigured front permit counter to increase visibility for customers and staff for more responsive service.
- 5. Implemented and expanded departmental community outreach strategy including monthly Contractors Meetings, Commercial Property Meetings, and Do It Yourself (DIY) Homeowner Meetings.
- 6. Unhitched trailer ordinance and enforcement

# Community Development Department

## Budget Highlights

1. Overall budget is 2% below FY2017. This is due to the FY2017 base budget including a number of one-time Budget Options approved during last year's budget hearings (\$30,000 for Energov and \$30,000 for building technical resources and website, \$150,000 for homebuyer program).
2. Clean and Lien funded at \$10,000 for FY2018 to start the program.
3. New proposed full-time position, included in proposed budget, will provide direct support to the Community Development Director on special projects, programming, policies and procedures development as Council has highlighted this department's operations in its strategic goals.

# Community Development Department

## Budget Highlights

4. Funding to enable the Building Division to simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants.
  - Citizen Self Service
  - On-line permitting resources for homeowners and contractors
5. Funding to enable the Housing Division to promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate; and to support development of affordable workforce housing.
  - Homebuyer Program
  - 2<sup>nd</sup> round of Rehab Program
  - Affordable housing fund proposal
6. Funding to support updates to the Development Code as prescribed in the Comprehensive Plan and contained in the Planning and Zoning Workplan.

# Community Development Department

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
Administration	\$ 459,618	595,687	587,838	671,652	14%
Housing	189,629	149,261	381,623	237,265	(38%)
Building Safety	328,201	330,099	474,380	500,444	5%
Planning	211,870	452,036	415,498	410,324	(1%)
	<u>\$ 1,189,318</u>	<u>1,527,083</u>	<u>1,859,339</u>	<u>1,819,685</u>	(2%)
<b>Expenditures by Fund:</b>					
General	\$ 1,189,318	\$ 1,527,083	\$ 1,859,339	\$ 1,819,685	(2%)
	<u>\$ 1,189,318</u>	<u>1,527,083</u>	<u>1,859,339</u>	<u>1,819,685</u>	(2%)
<b>FTE Summary:</b>					
Regular (full & part time)	13.00	15.00	15.00	16.00	7%
<b>FTEs by Division:</b>					
Administration	4.00	5.00	5.00	6.00	20%
Housing	2.00	1.00	1.00	1.00	0%
Building Safety	4.00	5.00	5.00	5.00	0%
Planning	3.00	4.00	4.00	4.00	0%
	<u>13.00</u>	<u>15.00</u>	<u>15.00</u>	<u>16.00</u>	7%

# Community Development Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	2	Admin	\$21,700	Energov Training and Plan Review Hardware/Software	Digital Plan Management (Blue Beam Licenses), training (\$9,000) and large scale monitors to view the digital plans (\$3,000). Energov Annual Training of \$9,700.	O-T	General Fund

# Community Services



# Community Services Department

## Significant Accomplishments

1. Completion of the White Rock Pottery Replica Project
2. Support for the Recreation Bond Projects
3. The opening of the new White Rock Branch Library
4. The Nature Center launched the *Passport to the Pajarito Plateau* with outstanding results as thousands of people took to the trails to get their stamps
5. Installation of the “Solar Tree” at the Municipal Building
6. Los Alamos County and the Historical Society were the recipient of Edgar Lee Hewett Award by the Historical Society of New Mexico

# Community Services Department

## Significant Accomplishments

7. Renovated infields of Overlook Park and North Mesa Ballfields
8. ScienceFest received the Arts and Humanities Award by the New Mexico Recreation and Parks Association
9. Safety Town received the Youth Program of the Year Award by the New Mexico Recreation and Parks Association
10. Established “Family Tees” on the front nine at the golf course
11. Completed Tent Rock Trail with Youth Conservation Corps crews

# Community Services Department

## Significant Accomplishments

12. The Senior Center's transportation program has seen a significant increase in their services and is averaging over 1,000 rides per month
13. The opening of the White Rock Senior Center has been well received and attendance has increased 50% and growing
14. The DWI Planning Council has completed their strategic planning process, initiated new Buzz Bus services with Atomic City Transit, and collaborated with LAPD to do prevention awareness programs

# Community Services Department

## Budget Highlights

### **Community Services Department**

The FY2018 budget represents a bottom line 2% increase in the General Fund over the FY2017 approved budget. Some challenges we faced with reaching this target was absorbing the \$182k increase in utilities (primarily non-potable water rate increase).

We made some difficult reductions in key areas but do not anticipate any noticeable service impacts to affect the public. We hope to become more efficient and not only continue to offer our current services but add exciting new programming and marketing to each division.

# Community Services Department

## Budget Highlights

### **Community Services Administration Division**

1. Development of department-wide strategic plan that will provide a foundation for tactical planning at the divisional level to best focus their resources and efforts.
2. Centralizing marketing, budgeting, and programming efforts. This will allow us to leverage our resources and drive participation across all divisions.
3. Develop a department-based approach to collect, analyze and report key performance indicators in a consistent manner for all our programs.

# Community Services Department

## Budget Highlights

### Library Division

1. Offer 450 youth and adult programs and serve a total of 22,000 citizens
2. Managing the high demand for e-content which has increased 20% in the last year
3. Developing collaborative programs with outside stakeholders to include:
  - LAPS - Battle of the Books
  - Historical Society - Ranch School history
  - Bandelier – American Astronomical Society project
  - LARSO – senior technology integration programming

# Community Services Department

## Budget Highlights

### **Parks Division**

1. Decrease of 0.66 FTE and \$52,781 parks maintenance projects to cover increased water costs
2. Installation of the first phase of the wayfinding signage in the county parks system
3. Overlook playground replacement and storm water management
4. Graduation Canyon restoration for water control and riparian habitat
5. Expanded downtown streetscape flower basket program of Central Avenue and connector streets

# Community Services Department

## Budget Highlights

### Recreation, Golf, Ice Rink and Aquatics Divisions

1. Decrease of 1.48 FTE in golf operations to cover increased water costs
2. Naturalizing Holes 3 and 13 at the golf course to minimize water consumption and enhance playability by bringing the natural elements into the playing area
3. Assist with the development and implementation of the *100 Days of Summer* program
4. Develop a Preventative Maintenance Plan in cooperation with the Facilities team to more efficiently and effectively manage our costs and maintain the Aquatic Center
5. Planning and design for Recreation Bond Projects

# Community Services Department

## Budget Highlights

### **Social Services Division**

1. Continue to offer HCAP and Case Coordination services for our residents
2. Engage with many local stakeholders through management of the groups like the Community Health Council
3. Offer outstanding senior services throughout the county and grow fitness programming at the new White Rock Senior Center
4. Increase DWI prevention and awareness in the county through:
  - Outreach initiatives at public events such as summer concerts
  - Expanded Buzz Bus services
  - Collaboration with LAPD, LAPS, and local organizations

# Community Services Department

## Budget Highlights

### Cultural Services Division

1. The Nature Center is launching the *Passport to the Pajarito Plateau* part 2 with new trails since the first passport was so successful
2. The newly renovated and expanded History Museum is preparing for increased attendance this year
3. The Manhattan Project National Park opening and the 100<sup>th</sup> Anniversary of the Ranch School will attract tourists to all our Cultural Services amenities

# Community Services Department

## Budget Summary

	FY2015 Actual	FY2016 Actuals	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
Administration	\$ 378,338	380,508	395,653	427,467	8%
Library	2,202,815	2,328,518	2,273,697	2,289,452	1%
Parks	1,966,035	2,085,464	2,214,244	2,275,291	3%
Cemetery	61,807	34,745	35,000	35,000	0%
Recreation	2,969,189	2,940,593	3,128,692	3,221,213	3%
Social Services	3,533,921	3,476,504	3,901,653	3,976,834	2%
Cultural Services	288,908	422,872	488,750	489,422	0%
	<u>\$ 11,401,013</u>	<u>11,669,204</u>	<u>12,437,689</u>	<u>12,714,679</u>	2%
<b>Expenditures by Fund:</b>					
General	\$ 9,377,309	9,566,298	10,228,570	10,447,712	2%
Health Care Assistance	1,945,223	1,850,041	2,068,919	2,134,767	3%
State Grants-DWI Fund	72,382	105,048	77,000	69,000	(10%)
Capital Improvement Fund	0	142,939	57,000	57,000	0%
Aquatic Center Gift Sub-Fund	3,016	3,528	3,000	3,000	0%
Library Gift Sub-Fund	3,083	1,350	3,200	3,200	0%
	<u>\$ 11,401,013</u>	<u>11,669,204</u>	<u>12,437,689</u>	<u>12,714,679</u>	2%
<b>FTE Summary:</b>					
Regular (full & part time)	75.00	74.00	77.00	77.00	0%
Casual, Student, & Temp.	23.70	20.49	18.04	14.90	(17%)
	<u>98.70</u>	<u>94.49</u>	<u>95.04</u>	<u>91.90</u>	(3%)

# Community Services Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	3	Parks	\$20,000	Columbarium	Funding for design, purchase, shipping, installation and landscaping of 100 unit columbarium at Guaje Pines Cemetery.	O-T	General Fund
A	4	Parks	\$65,000	Parks Maintenance Projects	Additional funding will fund parks maintenance projects that we have deferred. Projects would include 1) Trails & Canyons restoration from the washouts to include signage, trail restoration and vegetation removal/planting for \$21,000 and 2) Overlook Park Restroom/Concession Stand interior remodel and cleanup, exterior lighting to meet code and painting for \$14,000. Additional funding will fund parks maintenance projects that we have deferred. Projects would include 1) FEMAville/North Mesa Soccer Fields turf renovation, parking lot improvements and restroom maintenance for \$20,000 and 2) North Mesa Soccer Complex - bleacher shading and construction for \$10,000.	R	General Fund

# Community Services Department

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	8	Parks	\$52,000	RV Hookups at Main Gate Park	During reconstruction of the Main Gate Park parking lot, hookups would also be installed to support RV parking (seven spots). This supports the Strategic Goals of Economic Vitality, build the local tourism economy and Operation Excellence and maintain quality essential services and supporting infrastructure. There is a related request under Public Works for the pavement work. Performing these two enhancements at the same time would create efficiencies in the two budgets.	O-T	General Fund
B	9	DWI Program	\$13,500	Summer Concert Buzz Bus services	Additional funding will pay for Buzz Bus shuttles & dial-a-ride services on Friday nights for the Summer Concerts. This increases the General Fund transfer to DWI and will be income to TRANSIT to cover overtime costs incurred for providing the Buzz Bus.	R	General Fund Transfer to DWI Fund

# Community Services Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	10	DWI Program	\$11,000	Summer Fest Buzz Bus services	Additional funding will provide a Buzz Bus shuttle & dial-a-ride services to go from Sullivan Field to White Rock for summer events at Pajarito. This increases the General Fund transfer to DWI and will be income to TRANSIT to cover overtime costs incurred for providing the Buzz Bus.	R	General Fund Transfer to DWI Fund
B	11	Social Services	\$15,600	Staffing help at the WRSC	Additional funding would allow Senior Center to hire a 20 hour/week Assistant Director at the White Rock Senior Center to help with the increased demand in operations.	R	General Fund
B	12	Open Space	\$10,000	Trail Project signage materials	Additional funding will help purchase materials and supplies for Open Spaces trail projects.	O-T	General Fund
B	13	Library	\$20,000	Library Collections	Additional funding will purchase collections that we have deferred, to include: books, eBooks & audio visual resources.	R	General Fund

# Community Services Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
C	18	Golf Course	\$20,000	Golf Temps and Casual (2.25 FTE)	The budget for temp and casual labor at the Golf Course was reduced in the proposed budget to meet the budget guidance.	R	General Fund
C	19	Cultural Services	\$14,820	15 Additional staff hours per week	Additional funding for classes, spring field trips, and summer programming at the Nature Center. Contract ends June 30, 2017. Currently in negotiations. This is one of the items proposed in the response to RFP.	R	General Fund

# Community Services Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
C	20	DWI Program	\$7,500	DWI promotional & marketing expenses	Additional funding will provide: tents, sandwich boards, banners and other promotional equipment to use at the many community events throughout the year to promote the Buzz Bus and DWI prevention program.	R	General Fund Transfer to DWI Fund
D	27	Cultural Services	\$17,664	Extension Associate promotion	Additional funding for NMSU Cooperative Extension. This would fund a promotion moving the Associate to an Agent. This promotion will allow additional services to be provided to the community: Certified Food Protection Instructor and Examiner, Chronic Disease Self Management Classes and Diabetes Prevention Programs.	R	General Fund

# Administrative Services Department

## Significant Accomplishments

### Finance

1. Received the Certificate of Achievement for Excellence in Financial Reporting for the FY2015 Comprehensive Annual Financial Report. This is the 25<sup>th</sup> consecutive year the County has received this award.
2. Received the Distinguished Budget Presentation Award for the FY2016 Budget. This is the 24<sup>th</sup> consecutive year the County has received this award.
3. Received an unmodified opinion on the annual financial and compliance audit, with no audit comments.
4. Successfully rolled out the P-Card Program County-wide, issuing over 200 P-Cards to County employees.
5. Began the process of in-depth work to implement the PRISM project.

# Administrative Services Department

## Significant Accomplishments

### Procurement

- 6. Successfully managed a 17% increase in Utilities purchases.
- 7. Installed outdoor racking structures for large inventory items.

### Information Management

- 8. Updated GIS which allows for real time positioning GEO-Data for consumption by customers and applications.
- 9. Migration from SQL 2008 to visualizaiton-based SQL 2012.
- 10. Completion of RecTrack and Energov software projects.
- 11. Phase one of Centralized Procurement complete.

# Administrative Services Department

## Significant Accomplishments

- 12. Completion of White Rock Council meeting, streaming from Fire Station
- 13. Implementation of VSphere/Virtualization environment completed.
- 14. Implementation of new Storage system (SAN).
- 15. Implementation/migration from on premise Exchange 2007 to Cloud-based Office365.
- 16. Management of RediNet node installations for community and economic infrastructure.

# Administrative Services Department

## Budget Highlights

1. Next-generation Network Backup System is the Information Management's project in the CIP Fund.
2. The 6 limited term positions previously approved by Council relate to the PRISM software implementation project. These positions will not extend beyond the completion of this project, which is expected to be September 2018.
3. The Finance Division will continue to provide excellent centralized accounting, budget and procurement services to our internal and external customers.

# Administrative Services Department

## Budget Highlights

4. IM will continue to fulfill its role of supporting all County Information Technology and records management.
5. Finance and IM will continue to provide support to implementation of PRISM
6. Procurement will continue to assure effective contracting and the timely acquisition of goods, services and construction through competitive bidding and other sourcing mechanisms.

# Administrative Services Department

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
Finance	\$ 2,347,650	2,349,082	2,691,330	2,736,863	2%
Information Management	4,226,989	4,886,830	4,757,787	4,845,818	2%
CIP-IT Projects	697,322	1,092,411	289,080	295,000	2%
	<u>\$ 7,271,961</u>	<u>8,328,323</u>	<u>7,738,197</u>	<u>7,877,681</u>	2%
<b>Expenditures by Fund:</b>					
General	\$ 6,574,639	7,235,912	7,449,117	7,582,681	2%
Capital Improvements Projects	697,322	1,092,411	289,080	295,000	2%
	<u>\$ 7,271,961</u>	<u>8,328,323</u>	<u>7,738,197</u>	<u>7,877,681</u>	2%
<b>FTE Summary:</b>					
Regular (full & part time)	49.25	47.50	45.50	45.50	0%
Casual, Student, & Temp.	0.51	0.51	0.51	0.51	0%
Limited Term				6.00	
	<u>49.76</u>	<u>48.01</u>	<u>46.01</u>	<u>52.01</u>	13%
<b>FTEs By Program:</b>					
Finance	23.75	24.00	23.50	23.50	0%
Information Management	26.01	24.01	22.51	22.51	0%
PRISM - Limited Term				6.00	
	<u>49.76</u>	<u>48.01</u>	<u>46.01</u>	<u>52.01</u>	13%

# Administrative Services Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	7	IM	\$25,000	Equipment	The Equipment line in the IM budget covers replacements for servers, desktop (including virtual terminals) and mobile computers, peripherals, external storage, network cables, and computer parts. The FY 18 proposed budget has a reduction of (\$93,000) or -48%. This addition of \$25,000 would mitigate the potential negative impacts of this reduction which could result in less timely equipment replacement, lower	R	General Fund

# PUBLIC WORKS DEPARTMENT

## Significant Accomplishments



# Administration

## Engineering and Project Management

- Negotiated with DOE and NMDOT on the SEP projects and were able to secure a commitment to fund SR-4 and Truck Route intersection improvements.
- Completed Projects: Central Avenue Phase 2, Western Area Phase 4, Knecht Street, and Canyon Rim Trail Phase 2.
- Completed the Fuller Lodge/ Historical Museum and the White Rock Municipal Complex renovations.
- Completed a series of meetings with Council, public outreach and developed scope and cost estimates for the 2017 Los Alamos Bond Projects.

# Fleet/Equipment Program

- Saved \$294,878 in repairs, parts and fuel with the New Flyer bus replacements that will free up funds to restore more transit service back to the County.
- Installed County Brand on the County's Fleet.
- Implemented Fall Protection system at Fleet and the Eco Station to improve safety.

# Traffic and Streets

- Constructed a cul-de-sac on Range Road to enable Transit to serve Ponderosa Estates.
- Replaced several handicap ramps throughout the community.
- Crack filled Quemazon and Ski Hill Roads to help preserve pavement.
- Installed traffic calming measures at 33<sup>rd</sup> and Villa by the Aspen School.
- Completed the FEMA Guaje Canyon Mitigation that will serve to protect the County's water collection system.
- Designed the Landfill Scar Repair Project.
- Replaced a traffic signal knock-down at 38<sup>th</sup> and Diamond, and continue to retrofit street lights with LED fixtures.

# Transit

- Added service in coordination with DWI Program.
- Renewed Bandelier contract to provide shuttle service for the next five years.
- Purchased Automatic Voice Annunciator Equipment.
- Helped initiate a “Yield to Bus” bill at the New Mexico Legislature through the New Mexico Transit Association.

# Environmental Services

- Conducted two waste audits and helped develop organic yard trimming collection program.
- Supported the Green Team water wise demonstration garden at the White Rock Visitor Center.
- Purchased bear resistant dumpsters with grant funding.
- Designed and permitted permanent methane gas extraction system.

# Airport

- Completed the hanger pad construction performed by DOE.
- Completed runway pavement preservation program.
- Repaved segmented circle.
- Painted compass Rose.

# Facilities

- Secured yard at PCS.
- Installed access controls at Judicial Complex and restrooms at Ashley Pond.
- Installed LAPD Dispatch lighting.
- Renovated and brought up to code the Red Cross Building to have a safe office environment for the NPS employees.
- Completed major maintenance projects at the Ice Rink.
- Installed LED lighting at Eco Station for improved safety.
- Renovated Entrance Park restroom.

# Custodial

- Cleaned 500,000 square feet of County facilities
- Supported 2,520 events.

# Public Works Department

## Budget Highlights

**General Fund** divisions in Public Works include:

\*Administration

\*Custodial Maintenance

\*Facilities

\*Engineering & Project Management

\*Traffic & Streets

- Planning and design for Los Alamos Bond Projects
- North Mesa 2 – Cumbres del Sol
- Urban Multi-use Trail development (possible grant)
- Betty Ehart Senior Center assessment
- Fire Station 3 improvements
- Custodial Department includes 2 new positions to replace contracted custodial services at Pajarito Cliffs.

# Public Works Department

## Budget Highlights

### ENVIRONMENTAL SERVICES FUND

- Methane Gas extraction project at the Eco Station
- \$3 per month per household increase in trash collection fees
- 3% increase in commercial rates
- Purchase of a new side loader truck and roll carts for organic yard trimmings in preparation of implementing the new program.

# Public Works Department

## Budget Highlights

### AIRPORT FUND

- Replace security fence at the airport
- Design snow removal equipment building
- Replace automated weather observation system
- Hangar acquisition for hangers located in runway safety area.

# Public Works Department

## Budget Highlights

### TRANSIT FUND

- Two new positions in Transit will allow for expanded service on Route 2T (White Rock) and mid-day paratransit service
- \$200,000 decrease in transfer from the General Fund.

# Public Works Department

## Budget Highlights

### EQUIPMENT FUND

- Equipment (Fleet) includes the purchase of 2 new buses (80% paid through Transit Fund grants)
- A new truck for pickup of organic yard waste (paid for through Environmental Services Fund).

# Public Works Department

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
Administration	\$ 218,849	\$ 292,400	\$ 411,466	\$ 423,652	3%
Engineering & Project Management	1,269,043	1,299,109	1,414,516	1,468,291	4%
Fleet/Equipment	4,390,474	4,376,410	4,817,114	4,763,170	(1%)
Traffic & Streets	4,122,853	4,649,784	4,114,517	4,164,085	1%
Transit	4,838,799	4,420,436	4,237,393	4,567,427	8%
Environmental Services	3,753,928	3,898,547	4,042,559	5,233,588	29%
Airport	1,127,140	613,869	1,184,786	1,144,425	(3%)
Facilities Maintenance	2,357,625	2,583,412	2,508,902	2,718,965	8%
Custodial Maintenance	1,068,920	1,142,830	1,140,583	1,169,990	3%
Major Facilities Maint Proj	2,380,541	1,407,366	1,762,802	1,634,858	(7%)
Capital Projects	17,059,456	7,715,645	4,647,080	14,098,000	203%
	<u>\$42,587,628</u>	<u>32,399,808</u>	<u>30,281,718</u>	<u>41,386,451</u>	37%
<b>Expenditures by Fund:</b>					
General	\$ 11,417,831	11,374,901	11,352,786	11,579,841	2%
Equipment	4,390,474	4,376,410	4,817,114	4,763,170	(1%)
Transit	4,838,799	4,420,436	4,237,393	4,567,427	8%
Environmental Services	3,753,928	3,898,547	4,042,559	5,233,588	29%
Airport	1,127,140	613,869	1,184,786	1,144,425	(3%)
Capital Projects	17,059,456	7,715,645	4,647,080	14,098,000	203%
	<u>\$42,587,628</u>	<u>32,399,808</u>	<u>30,281,718</u>	<u>41,386,451</u>	37%
<b>FTE Summary:</b>					
Regular (full & part time)	130.25	128.00	129.00	132.00	2%
Limited term	4.83	4.83	4.83	4.55	(6%)
	<u>135.08</u>	<u>132.83</u>	<u>133.83</u>	<u>136.55</u>	2%

# Public Works Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	6	Traffic & Streets	\$101,000	Main Gate Park Pavement Improvements	The Pavement Condition Index (PCI) of the Main Gate Park is currently "very poor" and this item is to reconstruct the parking lot. This entrance to the community a gateway to the community and a photo opportunity spot. This supports the Strategic Goals of Economic Vitality, build the local tourism economy and Operation Excellence and maintain quality essential services and supporting infrastructure. There is a related request under Community Services for the RV hookups. Performing these two enhancements at the same time would create efficiencies in the two budgets.	O-T	General Fund
B	17	Traffic & Streets	\$118,000	Pavement Preservation	The Pavement Preservation line item was reduced to meet budget guidance. The Pavement Condition Index will continue to decline if slurry/crack sealing service is not provided. Each \$10,000 of funding will slurry seal 1/3 of a lane mile. This supports the Strategic Goal of Quality Governance - Operational Excellence, maintain quality essential services and supporting infrastructure.	R	General Fund

# Public Works Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
C	26	Fleet	\$85,000	Used Truck and Belly Dump Trailer Fifth Wheel	Operational Excellence to maintain quality essential services and supporting infrastructure. Used truck and trailer for in-house (Traffic & Streets and Environmental Services) use for CDL road skills test and re-certification for employees. Will reduce the cost of travel and testing fees by approximately \$5,000 per year and the truck could be used to transport compost materials to compost facility that is currently paid to a contractor at \$ 275.00 a load or \$10,000 per year.	O-T	Transfers to Fleet

# Department of Public Utilities

## Significant Accomplishments

1. SAIDI reached an all-time low of 19 minutes, 45 seconds. The goal is to stay under one hour. DPU received an award for reliability from UAMPS.
2. The SCADA system was programmed to run the entire Non-Potable Water Production system on auto.
3. More than 1000 water meters and 250 gas meters were changed out in preparation for smart metering.
4. GWS and Utilities Engineering staffs collaborated with Public Works to resolve a long-standing sewer maintenance problem related to the sewer system on Central Ave. A new sewer main and manholes were constructed in the area, which is near Subway and 15th Street.

# Department of Public Utilities

## Significant Accomplishments

5. Utilities Board adopted comprehensive financial policies which include target cash reserve levels and has adopted planning guidelines intended to achieve target levels within reasonable timeframes in accordance with prudent utility practices.
6. The Board of Public Utilities adopted the majority of recommendations made by the Future Energy Resource Committee to assist DPU in reaching a 2040 goal to be carbon neutral.
7. The smart house that was built as part of the joint smart grid demonstration project with Japan's New Energy and Industrial Technology Development Organization (NEDO), which would up in FY2015, was converted for commercial use and transferred to the County in FY2016. It is currently being rented by a commercial entity in town.

# Department of Public Utilities

## Budget Highlights

1. Utilities Fund budget is less than one-half of one percent higher than the FY2017 budget.
2. Rate changes included in the budget be presented to the Board of Public Utilities and County Council for consideration.
  - 10% reduction for Gas (fixed commodity rate)
  - 8% increase in sewer
  - 8% increase in wholesale and retail water rates
  - Non-potable water rate change from \$1.15 to \$2.50 per thousand gallons (primarily impacts County Parks and Golf Course)

# Department of Public Utilities

## Budget Highlights

3. Electric Production budget includes \$450k for LAC's share of the COLA preparation for the Carbon Fee Power Project.
4. Gas Distribution includes the new NMMEAA deal guarantees a discount of \$0.274 per MMBTU. Natural gas market prices remain low, and gas purchases are budgeted at \$3.0014/MMBTU (before the NMMEAA discount). A 10% rate reduction in the fixed portion of the commodity rate charged to gas utility customers was implemented in FY2017 in an effort to spend down some gas utility cash reserves. The FY2108 budget includes an additional 10% reduction.

# Department of Public Utilities

## Budget Highlights

5. Like last year, the capital plan for Water Production includes non-potable projects that are funded through a partial grant/loan from the Water Trust Board (WTB). These projects will only occur if the WTB funding is realized.
6. The capital plan also includes the ski hill pipeline construction, which is funded through transfers from the general County and the ski hill operator.
7. The Wastewater utility is facing some financial challenges and does not have the cash balance required to fund the planned White Rock treatment plant construction that was previously scheduled for FY2018. An 8% rate increase is budgeted for FY2018 in an effort to build sufficient cash reserves to support debt service on the design and construction of a new plant in 2021. The O&M budget for Wastewater is significantly reduced from the preliminary budget presented last year, due primarily to reduced debt service related to rescheduling the construction of the White Rock plant.

# Department of Public Utilities

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Adopted Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
Electric Production	\$ 45,825,289	41,075,705	38,384,238	40,600,226	6%
Electric Distribution	5,869,309	5,717,113	8,459,151	7,250,012	(14%)
Gas	4,976,199	3,657,979	5,304,078	5,200,867	(2%)
Water Production	4,220,877	5,104,188	11,583,615	11,200,314	(3%)
Water Distribution	2,118,292	2,499,939	2,163,320	2,388,746	10%
Wastewater	4,967,022	4,940,824	5,501,226	4,822,576	(12%)
	<u>\$67,976,988</u>	<u>62,995,748</u>	<u>71,395,628</u>	<u>71,462,741</u>	0%
<b>Expenditures by Type:</b>					
Salaries	\$ 6,404,374	5,187,906	6,677,675	6,925,364	4%
Benefits	2,339,266	3,365,361	2,557,396	2,652,404	4%
Contractual services	34,073,649	35,786,032	36,332,581	38,501,502	6%
Other services	1,400,020	1,580,667	1,759,366	1,796,371	2%
Materials / supplies	1,144,896	1,205,406	1,590,080	1,673,105	5%
Interfund charges	3,346,313	3,728,446	3,663,750	3,743,102	2%
Capital outlay	5,437,834	7,014,686	13,611,049	10,988,140	(19%)
Advances to other funds	800,000	0	0	0	N/A
Fiscal charges	13,030,636	5,127,245	5,203,731	5,182,753	0%
	<u>\$67,976,988</u>	<u>62,995,748</u>	<u>71,395,628</u>	<u>71,462,741</u>	0%
<b>FTE Summary:</b>					
Regular (full & part time)	92.00	92.00	93.00	94.47	2%
Casual, Student, & Temp.	4.55	6.32	5.34	3.83	(28%)
	<u>96.55</u>	<u>98.32</u>	<u>98.34</u>	<u>98.30</u>	0%

# County Assessor

## Significant Accomplishments

1. Met or exceeded the national standards for the sales ratio studies.
2. Physically inspected 1,806 parcels as part of our 5 year inspection plan.
3. Accounted for \$656,820 of real property omitted net taxable and \$544,040 of Business Personal Property.
4. Inspected 631 building permit improvements totaling \$1,672,150 of new value.
5. Recorded 1,177 ownership changes resulting from property transfers.
6. Updated and maintained assessor's website information and forms.
7. Updated the LAC Assessor's Website Parcel Viewer to improve functionality and ease to application.
8. Expanded public outreach through presentations to organizations, radio interviews, and advertising.

# County Assessor

## Budget Highlights

1. The FY18 Proposed Budget will assure the functions and the responsibilities of the County Assessor are met in accordance with the Property Tax Code.
2. The increase in the Property Valuation Fund is primarily from two sources:
  - For staff training hours which previously were accounted for in the General Fund.
  - And also includes the incentive pay previously approved by Council for FY2018.
  - Partial funding for new Orth photography for GIS utilized my multiple Departments/Divisions.
3. The IDC increase is due to a new vehicle and an increase in general insurance costs for the Assessor's office.

# County Assessor

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Fund:</b>					
General Fund	\$ 394,186	385,723	385,723	393,837	2%
Property Valuation Fund	120,847	123,392	167,970	203,221	21%
	<u>\$ 515,033</u>	<u>509,115</u>	<u>553,693</u>	<u>597,058</u>	8%
<b>Expenditures by Type:</b>					
Salaries	\$ 318,720	326,543	333,721	364,823	9%
Benefits	122,631	124,763	129,735	140,857	9%
Contractual services	11,571	1,275	10,000	10,000	0%
Other services	43,617	39,790	47,750	47,750	0%
Materials / supplies	9,539	9,827	25,100	25,100	0%
Interfund charges	8,955	6,917	7,387	8,528	15%
	<u>\$ 515,033</u>	<u>509,115</u>	<u>553,693</u>	<u>597,058</u>	8%
<b>FTE Summary:</b>					
Regular (full & part time)	7.00	7.00	7.00	7.00	0%

# County Clerk

## Significant Accomplishments

1. The County Clerk was changed to full-time as of July 2016.
2. Community outreach efforts were increased through advertising, attending public events and reaching out to schools and youth groups.
3. 5,806 ballots for the January 2016 All-Mail Special Election and 6,458 ballots for the January 2017 All-Mail Special Election were processed.
4. 45% voter turnout for the June 2016 primary election  
(28% turnout in June 2014, 31% turnout in June 2012)
5. 77% voter turnout for the Nov 2016 general election. This was highest turnout in the state.

# County Clerk

## Significant Accomplishments

6. An instructional video was created for third party voter registration agents and was disseminated statewide.
7. Recordings have increased from 3,033 in FY2016 to 3,866 projected for FY2017.
8. Marriage licenses issued have increased from 82 in FY2016 to 104 projected in FY2017.
9. In FY2016 there were 2 elections held. In FY2017 there were 4 elections held.
10. Currently, there are 13,465 registered voters in Los Alamos County.

# County Clerk

## Budget Highlights

- The FY2018 budget includes the first full year of salary for the newly elected full-time County Clerk, along with a slightly higher level of benefit participation. The FY2017 budget included only six months of the full time Clerk.
- In FY2018, the County Clerk's Office will continue the many services offered to the public for recording and filing, data management and record retrieval, council support, issuing of marriage licenses, support service to the probate court and preparation and administration of the primary election in June 2018.
- In addition, the County Clerk's Office will work to add over 150,000 documents, converted from 16mm microfiche to digital format, to the records database, making it easier for customers to access and review records.
- The newly elected County Clerk plans to expand outreach programs, educating the public in all of the major focus areas of the office.
- The County Clerk plans to invest in staff development and strategic planning within the Clerk's Office.

# County Clerk

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY 2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Fund:</b>					
General Fund	\$ 411,899	439,701	527,018	574,053	9%
Recording Equip. Fund	21,003	18,698	28,550	28,550	0%
	<u>\$ 432,902</u>	<u>458,399</u>	<u>555,568</u>	<u>602,603</u>	8%
<b>Expenditures by Type:</b>					
Salaries	\$ 259,122	260,005	348,940	356,254	2%
Benefits	87,643	89,337	89,054	128,868	45%
Contractual services	20,311	42,146	34,400	34,400	0%
Other services	35,179	24,879	32,650	32,650	0%
Materials / supplies	24,161	36,064	28,900	28,900	0%
Interfund charges	6,119	5,367	4,124	4,031	(2%)
Capital outlay	0	0	16,700	16,700	0%
Fiscal charges	367	601	800	800	0%
	<u>\$ 432,902</u>	<u>458,399</u>	<u>555,568</u>	<u>602,603</u>	8%
<b>FTE Summary:</b>					
Regular (full & part time)	5.50	5.50	5.00	5.00	0%
Casual, Student, & Temp.	1.06	1.44	2.16	2.16 *	0%
	<u>6.56</u>	<u>6.94</u>	<u>7.16</u>	<u>7.16</u>	0%

\*Casual, Student, & Temp. FTE's are poll workers and a student clerk

# Probate Court

## Significant Accomplishments

1. Probate Court handled following:  
FY2016 - 19 probate cases  
FY2017 – 22 docketed probate cases to date
2. Attended 2017 New Mexico Probate Court Conference
3. Additional time spent on:
  - Taking phone calls and responding to email requests for the process to be explained, making appointments, etc.
  - Looking up old cases for family members with questions about a will.
  - Answering questions about whether a will may be probated in Los Alamos County.
  - Providing documents so a family may request medical records of a deceased relative at LAMC or other hospital, transfer vehicle titles of a deceased relative at the DMV, access a bank account, safe deposit box, et cetera.
  - Transferring cases to the District Court if a dispute or other issue arises.
  - Responding to Demands for Notice.
  - Responding to banks, life Insurance companies, law firms, to confirm probates have been filed in a particular name.
  - Performing weddings

# Probate Court

## Budget Highlights

The Probate Judge is responsible for

1. examining all applications for probate of estate
2. appointing personal representatives
3. examining wills and documents filed in the case
4. signing orders for appointment of personal representatives
5. signing certificates closing estates
6. supplying sample forms and copies of applicable law to the public
7. answering questions regarding probate procedures
8. performing weddings

# Probate Court

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Type:</b>					
Salaries	\$ 4,052	4,035	4,031	4,031	0%
Benefits	875	681	810	810	0%
Other services	381	186	900	900	0%
Materials / supplies	200	83	144	165	15%
	<u>\$ 5,508</u>	<u>4,985</u>	<u>5,885</u>	<u>5,906</u>	0%
<b>FTE Summary:</b>					
Regular (full & part time)	1.00	1.00	1.00	<u>1.00</u>	0%

# County Council

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Type:</b>					
Salaries	\$ 73,088	77,344	75,538	79,902	6%
Benefits	14,127	15,018	15,059	15,925	6%
Contractual services	118,487	92,218	136,000	136,000	0%
Other services	121,750	123,556	146,000	147,000	1%
Materials / supplies	14,813	15,442	14,000	18,000	29%
Interfund charges	1,692	1,401	1,602	1,719	7%
	<u>\$ 343,957</u>	<u>324,979</u>	<u>388,199</u>	<u>398,546</u>	3%
<b>FTE Summary:</b>					
Regular (full & part time)	7.00	7.00	7.00	<u>7.00</u>	0%

# Fire Department

## Significant Accomplishments

1. Addition of 3 new fire engines, a new light rescue, a new heavy rescue, and 2 County owned wildland trucks available for response to neighboring communities.
2. Remodel of several areas of Fire Station 1 were completed in 2016. Beginning update of Fire Station 4 HVAC update (project projected start in June 2017).
3. Continuous improvement to EMS delivery through collaboration with other jurisdictions nationwide. Overall Patient Satisfaction for EMS Services – 93.28%.
4. LAFD provided risk reduction messages to 8,852 adults and 17,852 children throughout Los Alamos and Northern New Mexico.

# Fire Department

## Significant Accomplishments

6. 541 fire and life safety inspections were performed in calendar year 2015, while 915 were performed in 2016 and 186 to date in calendar year 2017.
7. Recruit academy in progress (14 cadets). Will finish by end of fiscal year 2017.

# Fire Department

## Budget Highlights

1. The Budget is developed to meet the terms of our Cooperative Agreement with DOE/NNSA. Maintain a minimum of 37 on duty shift strength 24/7.
2. 10 year agreement (October 1, 2013 – September 30, 2023).
3. Budget amounts within the Cooperative Agreement are tied to Federal fiscal year (October – September).
4. LAC budget is developed by applying a .25 multiplier to the current federal fiscal year and a .75 multiplier to the proceeding federal fiscal year.

# Fire Department

## Budget Highlights

5. Shared costs between DOE/NNSA and LAC range from 80% DOE/NNSA – 20% LAC in year one of agreement and gradually advances to 74% DOE/NNSA – 26% LAC in year 10 of the agreement.
6. For this LAC budget 25% of the budget is at 78%/22% share and 75% is at 77%/23% share.
7. LAC retains all revenue from emergency medical transports (approximately \$400,000).
8. DOE/NNSA pays all costs related to fire stations 1 & 5, provides and maintains all emergency response apparatus with the exception of 5 LAC owned non-response vehicles (2 wildland engines (eligible for RMP reimbursement), 3 light duty passenger trucks used for code enforcement and public education).

# Fire Department

## Budget Highlights

9. Deliver “nuclear grade” emergency services as required by our Cooperative Agreement with DOE/NNSA. CFAI accreditation provides pathway to meet DOE/NNSA Cooperative Agreement deliverables.
10. Facilitate works towards completion of Strategic Goals identified in 2014-2019 Community Driven Strategic Plan.
11. Specific updates and enhancements to emergency radio system, wildfire mitigation efforts, equipment and training for emergency medical, hazardous materials, and technical rescue responses.

# Fire Department

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Fund:</b>					
Fire - Cooperative Agmt (CA)	\$ 21,802,922	22,302,033	24,035,985	24,642,125	3%
Fire (General Fund)	3,910,167	4,267,587	4,829,176	5,207,149	8%
Fire Marshal (State Grants)	573,003	134,463	500,000	500,000	0%
EMS (State Grants)	12,153	9,462	11,200	11,200	0%
	<u>\$ 26,298,245</u>	<u>26,713,545</u>	<u>29,376,361</u>	<u>30,360,474</u>	3%
<b>Expenditures by Type:</b>					
Salaries	\$ 11,294,357	11,367,690	12,407,043	12,726,083	3%
Benefits	5,219,861	5,256,928	5,583,169	5,726,737	3%
Contractual services	475,230	534,980	787,296	861,803	9%
Other services	356,713	370,804	603,846	483,575	(20%)
Materials / supplies	1,161,422	962,326	979,739	1,283,828	31%
Interfund charges	7,618,935	8,168,159	8,787,023	9,278,448	6%
Capital outlay	171,727	52,658	228,245	0	(100%)
	<u>\$ 26,298,245</u>	<u>26,713,545</u>	<u>29,376,361</u>	<u>30,360,474</u>	3%
<b>FTE Summary:</b>					
Regular (full & part time)	150.00	150.00	150.00	<u>150.00</u>	0%

# Police Department

## Significant Accomplishments

1. A total of 157 Part 1 Crimes were reported to the department representing a 12.8% decline from 2015.
2. Violent crimes fell 22.7%, dropping for the fifth consecutive year.
3. Officers investigated 181 accidents, down 15.5% from 215 in 2015.
4. The Detective Section sustained an outstanding clearance rate of 79% of assigned cases.
5. Preparation for accreditation.
6. Police conducted Safety Town classes which provide opportunities for students entering kindergarten to learn about safety in their school, community and neighborhoods.
7. Emergency Management conducted county-wide training and exercise to prepare County employees for possible emergency events.

# Police Department

## Budget Highlights

1. Provide quality, proactive law enforcement services to our community.
2. Promote an atmosphere of safety and security for residents and visitors.
3. Complete National Accreditation On-Site Inspection.
4. Provide employees proper equipment and training.
5. Enhance technological platforms.
6. Maximize taxpayer dollars through community partnership and collaboration.

# Police Department

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
Animal Control	\$ 228,873	271,987	337,030	390,822	16%
Detention	1,330,403	1,432,051	1,546,514	1,643,056	6%
Consolidated Dispatch	996,375	996,656	1,278,969	1,270,486	(1%)
Operations	3,737,110	4,736,725	4,152,969	4,285,159	3%
Records / Administration	1,226,568	1,147,165	1,022,713	1,009,724	(1%)
	<u>\$ 7,519,329</u>	<u>8,584,584</u>	<u>8,338,195</u>	<u>8,599,247</u>	3%
<b>Expenditures by Fund:</b>					
General	\$ 7,500,091	8,524,841	8,298,995	8,560,047	3%
State Grants	19,238	59,743	39,200	39,200	0%
	<u>\$ 7,519,329</u>	<u>8,584,584</u>	<u>8,338,195</u>	<u>8,599,247</u>	3%
<b>Expenditures by Type:</b>					
Salaries	\$ 4,445,174	4,513,580	4,904,594	5,069,814	3%
Benefits	1,822,426	1,930,186	2,186,195	2,411,933	10%
Contractual services	251,106	338,373	169,962	146,440	(14%)
Other services	247,026	198,601	159,347	158,882	0%
Materials / supplies	289,792	585,496	412,930	255,770	(38%)
Interfund charges-Other	432,881	491,889	465,767	517,208	11%
Capital outlay	30,924	525,940	39,200	39,200	0%
Fiscal charges	0	519	200	0	(100%)
	<u>\$ 7,519,329</u>	<u>8,584,584</u>	<u>8,338,195</u>	<u>8,599,247</u>	3%
<b>FTE Summary:</b>					
Regular (full & part time)	76.00	75.00	73.00	<u>74.00</u>	1%

# Police Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	5	OPS	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-servicable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access.	O-T	General Fund
B	15	ADMIN	\$21,000	Victim's Advocate	Expands services provided under the victim's advocacy program that are outside of the grant funding (e.g. working with juveniles). Converts 1/2 time contractor to a new 3/4 FTE in a limited term status due to a portion of the funding coming from two grants. Assumes approximately \$25k of grant funding.	R	General Fund
B	16	OPS	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-servicable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access.	O-T	General Fund
C	23	ADMIN	\$60,000	Camera System	Updates County camera infrastructure, allows PD access and monitoring of key locations from Dispatch.	O-T	General Fund

# Police Department

## Budget Options

CMO Rank	Item #	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
C	24	OPS	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-servicable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access.	O-T	General Fund
C	25	OPS	\$80,000	Police Officer	Provides additional resources to Community Liaison Unit responsible for School Safety and Community based programming efforts.	R	General Fund
D	29	OPS	\$200,000	Bomb Truck Bldg.	A building to house the Bomb Truck, which ideally is temperature and access controlled.	O-T	General Fund

# County Attorney

## Budget Highlights

- Budget supports delivering the highest quality legal services in an efficient and economical manner.
- Due to turnover in the County Attorney's Office, salaries were below the prior fiscal year and benefits were higher. Overall, the budget is at 2% of FY2017 adopted budget.

# County Attorney

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Type:</b>					
Salaries	\$ 473,987	441,835	459,851	446,674	(3%)
Benefits	159,487	147,298	143,807	165,132	15%
Contractual services	49,147	44,926	52,903	58,549	11%
Other services	5,602	8,711	11,800	11,800	0%
Materials / supplies	12,518	10,590	15,636	15,636	0%
Interfund charges	5,337	3,692	5,748	5,748	0%
	<u>\$ 706,078</u>	<u>657,052</u>	<u>689,745</u>	<u>703,539</u>	2%
<b>FTE Summary:</b>					
Regular (full & part time)	5.00	5.00	5.00	<u>5.00</u>	0%

# County Manager's Office

## Significant Accomplishments

The County Manager's Office oversees a wide variety of issues, and includes offices specifically devoted to **Community and Public Relations**, Countywide **Human Resources** management (including Risk services), supporting the **Manhattan Project** National Historical Park, **Economic Development**, and management of the **PRISM** project's implementation.

- Request for Proposal (RFP) for Wayfinding Plan conducted. Consultant selected and initial visit including tour and steering and stakeholder meetings held.
- New County website launched March 2017 – updated format, new capabilities, mobile responsive.
- Significant outreach efforts for the Recreation Bond project, from initial public meetings to current education campaign.
- Brand Action Plan developed and approved by Council.
- Bi-annual design update to Los Alamos Visitor Guide completed with incorporation of new brand and “Gateway to 3 National Parks” focus.
- Advertised RFP for sale of County Parcels A-12/A-13.

# County Manager's Office

## Significant Accomplishments

- Public Information and Outreach for County departments including the home renewal program material development, forms and outreach of the launch.
- Decrease in County employee turnover from 6% in FY2015 to 4.5% in FY2016, current projections are for a sustained 4.5% for FY2017.
- 2017 Health Insurance increase: 3.3%
- Utilized State Capital Outlay to engineer waterline for Camp May Road (facilitated by Utility Department).
- Hired 95 employees as of the end of March (out of 1779 applications), including specific recruitment efforts with respect to County Attorney and CSD Director.
- Revised (11) Personnel Rules and one definition for various items that needed to be amended. This includes working with four unions, Personnel Board, SMT, and Council.
- Our Experience Modifier for Worker's Comp has decreased from .73 to .69 with the New Mexico Insurance Fund – this is the lowest of any fund member.

# County Manager's Office

## Budget Highlights

- General Fund proposed expenditure budget at 2% of FY2017 adopted budget – CMO down 5% overall.
- Removed vacant Deputy County Manager position.
- Tourism Strategic Plan delivered by consultant and approved by Council.
- Final wayfinding plan and sign standards manual delivered by consultant and approved by Council.
- Oversee the development of A-13/12 and A-19 for residential housing units.
- Assist with the build out of 20<sup>th</sup> Street extension utilities and roadway including the development and sale of six commercial lots.
- Publish RFP for the sale and development of additional DOE land transfer parcels: A-8 and A-9.
- Progress Through Partnering (PTP) – continue focus in three areas: North Central Regional Transit District (NCRTD), the Regional Economic Development Initiative (REDI) and the Regional Coalition of LANL Communities.

# County Manager's Office

## Budget Highlights

- Lead regional marketing efforts with the NM Tourism Department resulting in significant regional and national tourism exposure.
- Promote ScienceFest 2018, increasing event attendance by 5% – celebrate anniversaries.
- In-house support/public education for brand with employees and community.
- Continue to support, advertise for, and publicize County events and issues of public importance.
- Rebid of Health Insurance Provider.
- Oversight of Major Projects will include PRISM, CIP, and Implementation of new Comprehensive Plan

# County Manager's Office

## Budget Summary

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
County Manager	\$ 1,161,417	1,278,564	1,011,697	856,006	(15%)
Progress Through Partnering	683,746	586,500	665,000	585,000	(12%)
Economic Development	737,287	1,570,861	4,285,315	3,212,327	(25%)
Lodgers' Tax	194,008	197,768	278,219	225,918	(19%)
Comm & Public Relations	307,025	348,200	379,443	383,914	1%
Human Resources	1,105,560	1,297,664	1,308,877	1,290,046	(1%)
Risk Management	9,630,514	9,361,075	9,982,297	10,421,980	4%
	<u>\$ 13,819,557</u>	<u>14,640,632</u>	<u>17,910,848</u>	<u>16,975,191</u>	(5%)
<b>Expenditures by Fund:</b>					
General	\$ 3,496,658	3,618,996	3,609,832	3,402,793	(6%)
Lodgers' Tax	194,008	197,768	278,219	225,918	(19%)
Economic Development	498,377	1,462,793	4,040,500	2,924,500	(28%)
Risk Management	9,630,514	9,361,075	9,982,297	10,421,980	4%
	<u>\$ 13,819,557</u>	<u>14,640,632</u>	<u>17,910,848</u>	<u>16,975,191</u>	(5%)
<b>FTE Summary:</b>					
Regular (full & part time)	21.00	23.00	23.00	22.00	(4%)
<b>FTEs By Program:</b>					
County Manager	5.00	6.00	6.00	5.00	(17%)
Economic Development	2.00	2.00	2.00	2.00	0%
Comm & Public Relations	2.00	3.00	3.00	3.00	0%
Human Resources	10.00	10.00	10.00	10.00	0%
Risk Management	2.00	2.00	2.00	2.00	0%
	<u>21.00</u>	<u>23.00</u>	<u>23.00</u>	<u>22.00</u>	(4%)

# County Manager's Office

## Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	1	ALL	All County	\$218,634	1% Salary Plan Adjustment	Maintain salary plan in conformance with market adjustments. Cost of labor has risen 1.02% for FY2017. This budget option assumes a 1% adjustment to the salary plan. General Fund portion is \$218,634. Non-General Fund is \$154,540. For a total of \$373,174	R	General Fund
A	1			\$154,540				Non General Fund

# Non-Departmental Budget Summary

## Other Funds Budget

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2018 Proposed Budget	% Variance FY2018 vs FY2017
<b>Expenditures by Program:</b>					
Other non-specific program	\$ 6,283,079	6,830,393	6,264,647	6,268,597	0%
	<u>\$ 6,283,079</u>	<u>6,830,393</u>	<u>6,264,647</u>	<u>6,268,597</u>	0%
<b>Expenditures by Fund:</b>					
Emergency Declarations Fund	\$ 12,683	561,284	0	0	N/A
Debt Service	6,270,396	6,269,109	6,264,647	6,268,597	0%
	<u>\$ 6,283,079</u>	<u>6,830,393</u>	<u>6,264,647</u>	<u>6,268,597</u>	0%

# CIP Fund Statement (pg 68-69)

## CAPITAL IMPROVEMENT PROJECTS FUND BUDGET SUMMARY

	FY2015 Actual	FY2016 Actual	FY2017 Adopted Budget	FY2017 Projected Actual	FY2018 Proposed Budget	FY2019 Projected Budget
Beginning fund balance:	\$ 32,868,217	23,195,414	10,024,194	27,984,496	10,822,894	22,074,444
Total beginning fund balance	32,868,217	23,195,414	10,024,194	27,984,496	10,822,894	22,074,444
Revenues:						
Intergovernmental - Federal Grants	0	113,879	0	805,433	0	0
Intergovernmental - State Grants	266,010	205,733	0	482,945	179,300	255,000
Bond Proceeds	0	0	0	0	20,000,000	0
Land Sale Proceeds	450,815	0	150,000	0	2,493,750	2,090,000
Revenues	716,825	319,612	150,000	1,288,378	22,673,050	2,345,000
Transfers from other funds						
General Fund	4,055,095	11,571,482	4,713,160	4,729,180	1,192,700	3,969,080
State Shared Revenue	802,433	580,000	580,000	580,000	580,000	580,000
Enterprise Funds	0	1,800,000	0	0	0	0
Economic Development	2,000,000	0	0	90,800	0	0
Capital Project Permanent	1,198,437	1,233,495	1,230,000	1,230,000	1,256,000	1,247,000
Transfers from other funds	8,055,965	14,984,977	6,523,160	6,629,980	3,028,700	5,796,080
Total sources of funds	\$ 41,841,007	38,500,003	16,697,354	35,002,824	36,524,444	30,215,524
Expenditures:						
Capital Improvements	\$ 11,187,851	3,352,709	200,000	6,079,424	0	0
Road Projects	5,871,805	4,382,936	3,947,080	11,139,024	1,950,000	1,947,080
Parks Small Capital	0	142,939	57,000	685,493	57,000	59,000
Information Technology Projects	697,322	1,092,411	289,080	5,326,189	295,000	298,000
Schools Projects (unallocated)	0	0	500,000	500,000	0	500,000
Bond Issuance Costs	0	0	0	0	350,000	0
Recreation Projects						
Multi-Generational Pool	0	0	0	0	868,000	7,816,000
Golf Course Improvements	0	0	0	0	4,524,000	0
Softball Field Improvements	0	0	0	0	1,043,000	0
Pinon Park Splash Pad	0	0	0	0	720,000	0
Rec Center and Ice Rink A-16	0	0	0	0	1,843,000	18,567,000
Economic Development Projects						
20th Street	0	0	0	1,300,000	0	0
A-13 (former LASO site)	0	0	0	0	800,000	0
Deacon Street	0	0	0	0	0	2,000,000
A-16 Infrastructure (utilities)	0	0	0	0	2,000,000	0
DIP Road	0	0	0	0	0	0
Expenditures	17,756,778	8,950,095	4,993,160	25,030,130	14,450,000	29,207,080
Transfers to other funds	688,815	1,564,542	150,000	50,000	0	0
Ending fund balance:	23,195,414	27,984,496	11,554,194	10,822,894	22,074,444	1,008,444
Total uses of funds	\$ 41,841,007	38,500,003	16,697,354	35,002,824	36,524,444	30,215,524
Operating Surplus / (Shortfall)	(9,672,803)	4,789,052	1,530,000	(17,161,772)	11,251,750	(21,066,000)
FTE Summary:						
Regular (full & part time)	0.00	1.00	1.00	7.00	7.00	1.00

FY2020 Projected Budget	FY2021 Projected Budget	FY2022 Projected Budget	\$ Variance FY2018 vs FY2017	% Variance FY2017 vs FY2016
1,008,444	3,166,944	4,425,944	798,500	8%
1,008,444	3,166,944	4,425,944	798,500	8%
0	0	0	0	N/A
200,000	200,000	200,000	179,300	N/A
0	0	0	20,000,000	N/A
902,500	0	0	2,343,750	156%
1,102,500	200,000	200,000	22,523,050	15015%
3,853,000	4,288,000	3,923,000	(3,520,480)	(75%)
580,000	580,000	580,000	0	0%
0	0	0	0	N/A
0	0	0	0	N/A
1,256,000	1,259,000	1,279,000	26,000	2%
5,489,000	6,125,000	5,782,000	(3,494,480)	(54%)
7,599,944	9,491,944	10,407,944	19,827,000	110%
0	0	0	(200,000)	(100%)
2,565,000	4,187,000	4,313,000	(1,997,080)	(51%)
61,000	63,000	65,000	0	0%
307,000	318,000	325,000	5,920	2%
0	500,000	0	(500,000)	(100%)
0	0	0	350,000	N/A
0	0	0	868,000	N/A
0	0	0	4,524,000	N/A
0	0	0	1,043,000	N/A
0	0	0	720,000	N/A
0	0	0	1,843,000	N/A
0	0	0	0	N/A
0	0	0	800,000	N/A
0	0	0	0	N/A
0	0	0	2,000,000	N/A
1,500,000	0	0	0	N/A
4,433,000	5,068,000	4,703,000	9,458,840	169%
0	0	0	(150,000)	(100%)
3,166,944	4,425,944	5,764,944	10,520,230	91%
7,599,944	9,491,944	10,407,944	19,827,000	110%
2,158,500	1,259,000	1,279,000		
1.00	1.00	1.00	6.00	600%

# Capital Improvements

GOVERNMENTAL FUNDS	Economic Development Fund		
	CIP Fund Fund Stmt pg 68	General Fund Fund Stmt pg 54	Fund Stmt pg 62
<b><u>Ongoing Infrastructure Capital &amp; Maintenance</u></b>			
Road Reconstruction Projects (see page 242)	\$ 1,950,000		
Major Facilities Maintenance (see page 243)		1,634,858	
Parks Small Capital (see page 244)	57,000		
Parks Major Maintenance Projects (see page 244)		35,000	
Information Technology Capital (see page 245)	295,000		
<b><u>Capital Improvement Projects</u></b>			
Bond Issuance Costs	350,000		
<b><u>Recreation Projects</u></b>			
Multi-Generational Pool	868,000		
Golf Course Improvements	4,524,000		
Softball Field Improvements	1,043,000		
Pinon Park Splash Pad	720,000		
Recreation Center & Ice Rink A-16	1,843,000		
<b><u>Economic Development Projects</u></b>			
A-13 (former LASO site)	800,000		
A-16 Infrastructure (utilities)	2,000,000		
Middle Mile Fiber Project			2,000,000
Ski Hill Fire Protection Water System Improvements			2,000,000
<b>TOTAL</b>	<b>\$ 14,450,000</b>	<b>\$ 1,669,858</b>	<b>\$ 4,000,000</b>

# Capital Improvements

ENTERPRISE FUNDS	Airport Fund	Environmental Services Fund	Joint Utilities System Fund
	Fund Stmt pg 81	Fund Stmt pg 78	Fund Stmt pg 72
<u><b>Airport</b></u>			
Replace Security Fence	\$ 440,000		
Design Snow Removal Equipment Building	80,000		
Replace Automated Weather Observation System	200,000		
Hangar Acquisition	60,000		
<b>TOTAL</b>	<b>\$ 780,000</b>		
<u><b>Environmental Services</b></u>			
Methane Gas Extraction Project		1,000,000	
<b>TOTAL</b>		<b>\$ 1,000,000</b>	
<u><b>Department of Public Utilities</b></u> (see page 305)			
Electric Production			675,000
Electric Distribution			2,233,371
Gas Distribution			700,000
Water Distribution			0
Water Production			7,296,000
Wastewater Treatment and Sewer Collection			50,000
<b>TOTAL</b>			<b>\$ 10,954,371</b>

**FY2018 Budget Options**

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	1	ALL	All County	\$218,634	1% Salary Plan Adjustment	Maintain salary plan in conformance with market adjustments. Cost of labor has risen 1.02% for FY2017. This budget option assumes a 1% adjustment to the salary plan. General Fund portion is \$218,634. Non-General Fund is \$154,540. For a total of \$373,174	R	General Fund
A	1			\$154,540				Non General Fund
A	2	Community Development	Admin	\$21,700	Energov Training and Plan Review Hardware/Software	Digital Plan Management (Blue Beam Licenses), training (\$9,000) and large scale monitors to view the digital plans (\$3,000). Energov Annual Training of \$9,700.	O-T	General Fund
A	3	Community Services	Parks	\$20,000	Columbarium	Funding for design, purchase, shipping, installation and landscaping of 100 unit columbarium at Guaje Pines Cemetery.	O-T	General Fund
A	4	Community Services	Parks	\$65,000	Parks Maintenance Projects	Additional funding will fund parks maintenance projects that we have deferred. Projects would include 1) Trails & Canyons restoration from the washouts to include signage, trail restoration and vegetation removal/planting for \$21,000 and 2) Overlook Park Restroom/Concession Stand interior remodel and cleanup, exterior lighting to meet code and painting for \$14,000. Additional funding will fund parks maintenance projects that we have deferred. Projects would include 1) FEMAville/North Mesa Soccer Fields turf renovation, parking lot improvements and restroom maintenance for \$20,000 and 2) North Mesa Soccer Complex - bleacher shading and construction for \$10,000.	R	General Fund
A	5	Police	OPS	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-servicable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access	O-T	General Fund
A	6	Public Works	Traffic & Streets	\$101,000	Main Gate Park Pavement Improvements	The Pavement Condition Index (PCI) of the Main Gate Park is currently "very poor" and this item is to reconstruct the parking lot. This entrance to the community a gateway to the community and a photo opportunity spot. This supports the Strategic Goals of Economic Vitality, build the local tourism economy and Operation Excellence and maintain quality essential services and supporting infrastructure. There is a related request under Community Services for the RV hookups. Performing these two enhancements at the same time would create efficiencies in the two budgets.	O-T	General Fund
B	7	ASD	IM	\$25,000	Equipment	The Equipment line in the IM budget covers replacements for servers, desktop (including virtual terminals) and mobile computers, peripherals, external storage, network cables, and computer parts. The FY 18 proposed budget has a reduction of (\$93,000) or -48%. This addition of \$25,000 would mitigate the potential negative impacts of this reduction which could result in less timely equipment replacement, lower quality, or less reliable equipment.	R	General Fund
B	8	Community Services	Parks	\$52,000	RV Hookups at Main Gate Park	During reconstruction of the Main Gate Park parking lot, hookups would also be installed to support RV parking (seven spots). This supports the Strategic Goals of Economic Vitality, build the local tourism economy and Operation Excellence and maintain quality essential services and supporting infrastructure. There is a related request under Public Works for the pavement work. Performing these two enhancements at the same time would create efficiencies in the two budgets.	O-T	General Fund

## FY2018 Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	9	Community Services	DWI Program	\$13,500	Summer Concert Buzz Bus services	Additional funding will pay for Buzz Bus shuttles & dial-a-ride services on Friday nights for the Summer Concerts. This increases the General Fund transfer to DWI and will be income to TRANSIT to cover overtime costs incurred for providing the Buzz Bus.	R	General Fund Transfer to DWI Fund
B	10	Community Services	DWI Program	\$11,000	Summer Fest Buzz Bus services	Additional funding will provide a Buzz Bus shuttle & dial-a-ride services to go from Sullivan Field to White Rock for summer events at Pajarito. This increases the General Fund transfer to DWI and will be income to TRANSIT to cover overtime costs incurred for providing the Buzz Bus.	R	General Fund Transfer to DWI Fund
B	11	Community Services	Social Services	\$15,600	Staffing help at the WRSC	Additional funding would allow Senior Center to hire a 20 hour/week Assistant Director at the White Rock Senior Center to help with the increased demand in operations.	R	General Fund
B	12	Community Services	Open Space	\$10,000	Trail Project signage materials	Additional funding will help purchase materials and supplies for Open Spaces trail projects.	O-T	General Fund
B	13	Community Services	Library	\$20,000	Library Collections	Additional funding will purchase collections that we have deferred, to include: books, eBooks & audio visual resources.	R	General Fund
B	14	Muni Court		\$15,000	1/4 Time FTE Increase	New Mexico Supreme Court rules "E. Docketing. Any criminal contempt proceeding commenced under this rule shall be docketed as a separate criminal matter with a new case number" Approx 30% will be new contempt case files. This will increase the requirement creating new individual cases. Change 3/4 FTE clerk to full-time	R	General Fund
B	15	Police	ADMIN	\$21,000	Victim's Advocate	Expands services provided under the victim's advocacy program that are outside of the grant funding (e.g. working with juveniles). Converts 1/2 time contractor to a new 3/4 FTE in a limited term status due to a portion of the funding coming from two grants. Assumes approximately \$25k of grant funding.	R	General Fund
B	16	Police	OPS	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-servicable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access.	O-T	General Fund
B	17	Public Works	Traffic & Streets	\$118,000	Pavement Preservation	The Pavement Preservation line item was reduced to meet budget guidance. The Pavement Condition Index will continue to decline if slurry/crack sealing service is not provided. Each \$10,000 of funding will slurry seal 1/3 of a lane mile. This supports the Strategic Goal of Quality Governance - Operational Excellence, maintain quality essential services and supporting infrastructure.	R	General Fund
C	18	Community Services	Golf Course	\$20,000	Golf Temps and Casual (2.25 FTE)	The budget for temp and casual labor at the Golf Course was reduced in the proposed budget to meet the budget guidance.	R	General Fund
C	19	Community Services	Cultural Services	\$14,820	15 Additional staff hours per week	Additional funding for classes, spring field trips, and summer programming at the Nature Center. Contract ends June 30, 2017. Currently in negotiations. This is one of the items proposed in the response to RFP.	R	General Fund
C	20	Community Services	DWI Program	\$7,500	DWI promotional & marketing expenses	Additional funding will provide: tents, sandwich boards, banners and other promotional equipment to use at the many community events throughout the year to promote the Buzz Bus and DWI prevention program.	R	General Fund Transfer to DWI Fund
C	21	Muni Court		\$30,000	1/2 FTE New Position	Increased requirements for record keeping of probation program and activities. Increase in long term probation monitoring. Implementation of full court probation records automation. Adding new 1/2 FTE	R	General Fund

### FY2018 Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
C	22	Muni Court		\$11,000	Life Skills	To develop and implement an adult probation life skills program consisting of a weekly class that would address decision making, addiction issues, obtaining services that would reduce recidivism rates.	R	General Fund
C	23	Police	ADMIN	\$60,000	Camera System	Updates County camera infrastructure, allows PD access and monitoring of key locations from Dispatch. Connectivity	O-T	General Fund
C	24	Police	OPS	\$45,000	Mobile Computers	Updating mobile computing reducing inventory of non-servicable computers, aligning with Fire Department mobile devices, and allowing field based report writing and database access.	O-T	General Fund
C	25	Police	OPS	\$80,000	Police Officer	Provides additional resources to Community Liaison Unit responsible for School Safety and Community based programming efforts.	R	General Fund
C	26	Public Works	Fleet	\$85,000	Used Truck and Belly Dump Trailer Fifth Wheel	Operational Excellence to maintain quality essential services and supporting infrastructure. Used truck and trailer for in-house (Traffic & Streets and Environmental Services) use for CDL road skills test and re-certification for employees. Will reduce the cost of travel and testing fees by approximately \$5,000 per year and the truck could be used to transport compost materials to compost facility that is currently paid to a contractor at \$ 275.00 a load or \$10,000 per year.	O-T	Transfers to Fleet
D	27	Community Services	Cultural Services	\$17,664	Extension Associate promotion	Additional funding for NMSU Cooperative Extension. This would fund a promotion moving the Associate to an Agent. This promotion will allow additional services to be provided to the community: Certified Food Protection Instructor and Examiner, Chronic Disease Self Management Classes and Diabetes Prevention Programs.	R	General Fund
D	28	Muni Court		\$17,500	Probation Officer LDWI Funding	To provide consistent funding stream and allow LDWI board to manage the grant. Assist with the \$60,000 cut in state funding.	R	General Fund
D	29	Police	OPS	\$200,000	Bomb Truck Bldg.	A building to house the Bomb Truck, which ideally is temperature and access controlled.	O-T	General Fund
D	30	Sheriff		\$58,911	Office Specialist	Add full-time Office Specialist	R	General Fund
D	31	Sheriff		\$130,000	Undersheriff	1 full-time Undersheriff - second in command	R	General Fund
D	32	Sheriff		\$29,565	Deputies	3 part-time deputies for new duties of the Sheriff's Office (e.g. court security, transport and civil process, monitoring and checks on sex offenders)	R	General Fund
D	33	Sheriff		\$10,000	Handheld Communications	Handheld communications (5)	O-T	General Fund
D	34	Sheriff		\$46,000	Passenger Vehicle	Equipped with cage for transport, Commuications, Lights	O-T	General Fund
D	35	Sheriff		\$65,000	3/4 ton Truck	Sheriff's transportation, radio, toolbox, gooseneck hitch for horse transport to scenes	O-T	General Fund
D	36	Sheriff		\$3,642	Training LEA	LEA Training for Undersheriff and Deputies	R	General Fund
D	37	Sheriff		\$5,000	Training General	General Training for Office Specialist, Undersheriff and Deputies	R	General Fund

## FY2018 Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
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### SUMMARY

Rank	General Fund	Non- General Fund	TOTAL
A	\$ 471,334	\$ 154,540	\$ 625,874
B	\$ 346,100	\$ -	\$ 346,100
C	\$ 289,570	\$ 63,750	\$ 353,320
D	\$ 583,282	\$ -	\$ 583,282
<b>TOTAL</b>	<b>\$ 1,690,286</b>	<b>\$ 218,290</b>	<b>\$ 1,908,576</b>

## PENSION FUND BUDGET SUMMARY

	FY2015 Actuals	FY2016 Actuals	FY 2017 Adopted Budget	FY 2017 Projected Actuals	FY 2018 Proposed Budget	Variance FY 2018 vs FY 2017
<b>Over (under funding carryover)</b>	\$ 136,628	119,308	86,837	97,816	76,816	(12%)
<b>Revenues:</b>						
Participant Fees and Interest	38,707	38,581	45,000	45,000	45,000	N/A
<b>Expenditures:</b>						
Administrative (trustee) Fees	41,660	47,645	55,000	55,000	55,000	0%
Legal Fees	8,510	6,571	5,000	5,000	5,000	0%
Audit Fees	5,857	5,857	6,000	6,000	6,000	0%
<b>Expenditures</b>	56,027	60,073	66,000	66,000	66,000	0%
<b>Over (under) funding of pension costs</b>	\$ 119,308	97,816	65,837	76,816	55,816	(15%)

*The **Pension Fund** accounts for participant fees paid by employees and the costs for administrative, legal and audit fees of the pension. Budgets are generally not presented for Pension Trust Funds under current accounting practice. The FY2018 proposed budget for administrative costs are being presented here for Council approval.*

*It will not be a formal part of the final budget that is adopted.*

# LONG RANGE FINANCIAL PROJECTION

This Long Range Financial Projection (LRFP) is prepared in accordance with Financial Policies Section IX, Long Range Financial Projection. The purpose is to provide a longer-term context for the biennial budget, to clarify and illustrate Council's long-range financial policy direction, and to integrate the estimated long-term operating impacts from capital projects into the operating budget projections.

The focus of the LRFP is on the general governmental operations of the County. The Joint Utilities and other proprietary funds are excluded from this analysis.

## **Baseline Scenario**

The key assumptions built into the baseline LRFP are the following:

### Revenue Assumptions:

1. Charges for services, franchise taxes and interfund/interdepartmental charges are estimated using a simple forecast based upon past history and the new increase. The primary assumptions for each of these lines was that the specific mix of revenues would remain stable over time and that there were no significant plans or other revenue interrelationships that would require a more refined projection model. The projection does include \$600,000 of new charges for services, beginning in FY2020 associated with the anticipated opening of the multigenerational pool and the new recreation center. Corresponding new operating expenses are also included (see note below).
2. Grants – The detail for FY2017 was reviewed and those items that were one time in nature or declining were reduced in future years. The base estimate for expected recurring revenues is \$806,179 in FY2018. In subsequent years this amount is inflated annually at a rate of 3%.
3. Land Sales – The County has future plans that would involve sale of County land parcels. Land sales revenue totaling approximately \$5.5 million is included in the CIP Fund over FYs 2018 – 2020. There parcels include 20th St., A-13&12, A-8 and A-9., A-19 (affordable housing), A-3/A-7, A-8 (residential), and A-8 (affordable housing). Any land sales will be subject to future development plans and subject to Council approval.
4. GRT revenue – The two primary sources of input for GRT revenue projections are the federal budget projections and input from LANL regarding projected spending. While the first input drives the other, it is the spending that actually generates GRT.

LANL is currently operating under a congressional continuing resolution, six months into its fiscal year, which restricts their spending levels to match the previous fiscal year's approved budget. Largely due to this fact, GRT revenues for the General Fund are estimated to be approximately \$4 million below what was budgeted in FY2017 and approximately \$2 million below our original forecasts for FY2018.

The GRT revenues are estimated to change as follows (in \$millions):

# LONG RANGE FINANCIAL PROJECTION

(in \$millions)												
Actual	Actual	Projected										
2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
45	41	44	46	47	46	47	48	48	49	50	50	51
%Change	-8.0%	7.9%	3.3%	2.3%	-1.9%	1.7%	1.7%	1.0%	1.7%	1.7%	1.7%	1.7%

There has been a significant amount of volatility in GRT and therefore the County is taking a conservative approach to budgeting this revenue source into the future. GRT revenues are projected to increase by 7.9% over projected revenues for 2017, which assumes that the delay in LANL spending has mostly been reversed. For FY2019 and beyond, there is a 2% annual growth factor assumed for GRT revenue growth. In addition, there is a total of \$4.3 million of one-time new GRT related to projected County CIP and new property development over FYs 2019 to 2023. Beginning in FY2018, there is an annual compounding decrease of \$140,000 also included in the projection associated with the phase out of hold harmless GRT payments from the State.

5. The average annual valuation increases are estimated to be 3%. In addition, there is \$374,000 in new property tax revenue associated with projected new property development that phases in over FYs 2020 through 2024.
6. If not specifically addressed, revenues are projected to follow either historical trends or historical averages.

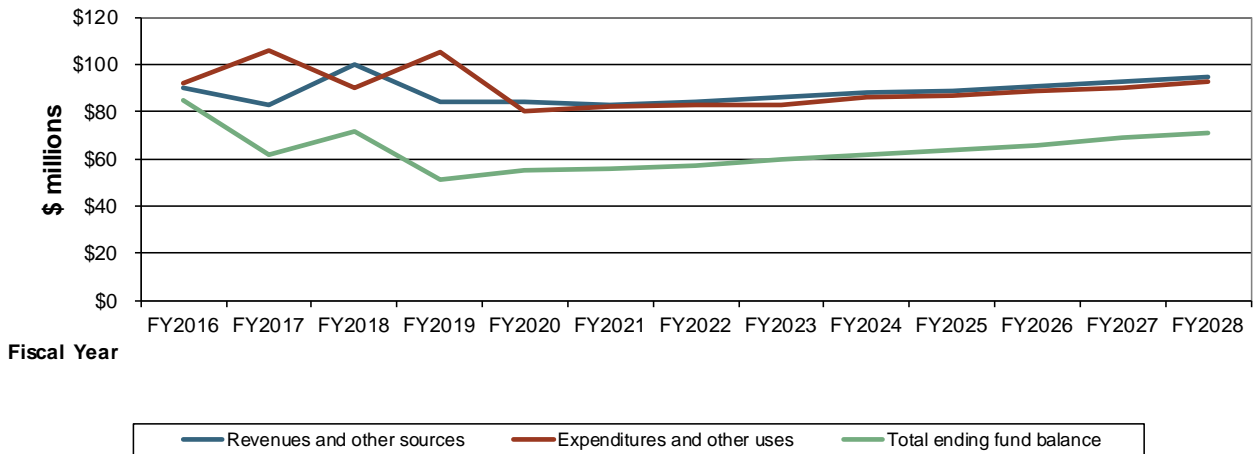
## Operating Expenditure Assumptions:

1. In FY2018 and beyond, General Fund Expenditures are estimated to inflate annually at an average of 2%.
2. Expenditures in other special revenue funds inflate at varying rate of 1% to 3% annually.
3. In FY2020 and beyond, \$425,000 annually is estimated for Economic Development operational expenses to be paid from the General Fund as the Economic Development fund will be out of fund balance and has no identified revenue stream. An additional \$50,000 is also programmed into the Lodgers' Tax Fund in FY2020 for similar programs.
4. In FY2020, \$1.6 million in new operating expenses has been added to the General Fund for CIP project operating costs. This is offset by a planned decrease in debt service expense for the GRT revenue bonds in the General Fund of \$1.7 million and by the new charges for services noted earlier.

# LONG RANGE FINANCIAL PROJECTION

The following table and graph illustrate the projected outcomes.

Governmental Activities Summary (in \$ millions)													
	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>
Total beginning fund balance	87	85	62	72	51	55	56	57	60	62	64	66	69
Revenues and other sources	90	83	100	84	84	83	84	86	88	89	91	93	95
Expenditures and other uses	(92)	(106)	(90)	(105)	(80)	(82)	(83)	(83)	(86)	(87)	(89)	(90)	(93)
Total ending fund balance	85	62	72	51	55	56	57	60	62	64	66	69	71



It should be noted that the projected fund balance growth is primarily due to projected growth in the CIP and CIP Permanent Funds.

## Financial Risks and Mitigation Strategies

The most significant risk inherent in this LRFP is that projected GRT tax revenue from LANL decreases substantially (either the tax status of the contractor changes and/or the nature and size of LANL operations changes, and/or State tax law changes unfavorably).

The Council has endorsed a regional strategy to pursue State legislative changes that could help alleviate the risk associated with the tax status of the LANL contractor changing. In addition, a basic tenet of the County's ongoing budget development processes is to find efficiencies where possible, realign personnel with changing operations, and eliminate vacant positions when possible, thereby reducing recurring operating costs.

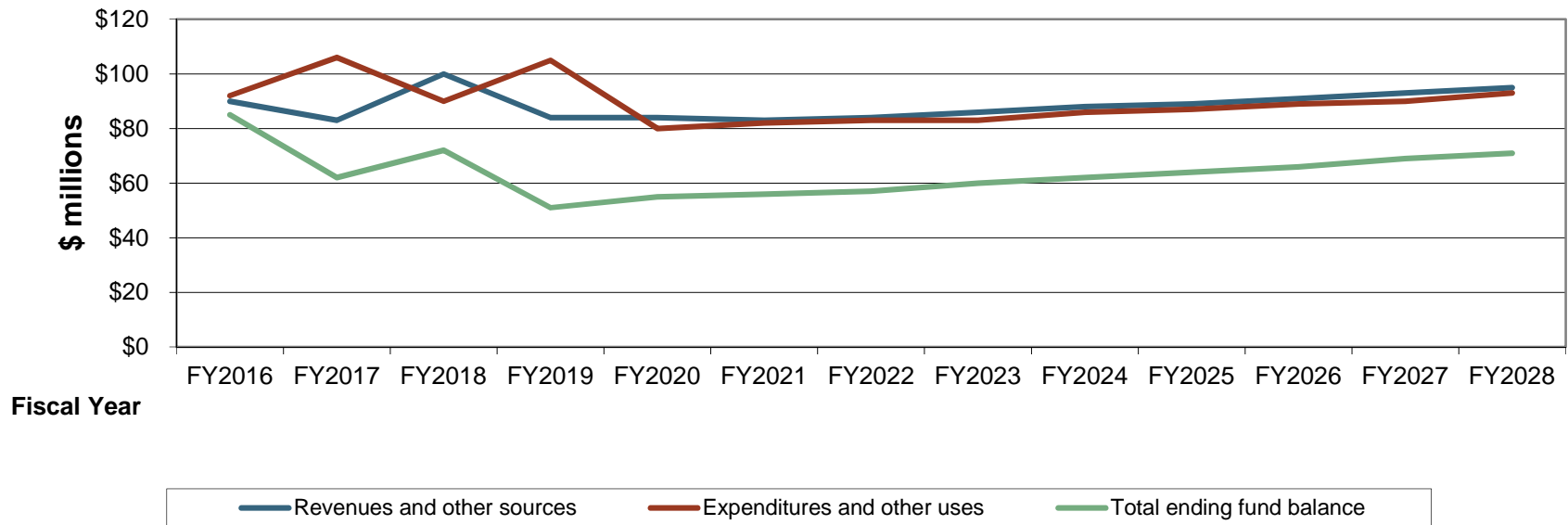
## SUMMARY

The purpose of the LRFP is to illustrate the potential long-term impacts of operating and capital plans from a comprehensive perspective. The Capital Improvement Program, implemented as a whole and based upon the stated assumptions, is projected to generate positive economic benefit and to improve the quality of life for the community, although there are risks that will need to be managed carefully. It also projects that some additional capacity for other projects will be available over the long-term.

# LONG RANGE FINANCIAL PROJECTION

## Governmental Activities Summary (in \$ millions)

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>
Total beginning fund balance	87	85	62	72	51	55	56	57	60	62	64	66	69
Revenues and other sources	90	83	100	84	84	83	84	86	88	89	91	93	95
Expenditures and other uses	(92)	(106)	(90)	(105)	(80)	(82)	(83)	(83)	(86)	(87)	(89)	(90)	(93)
Total ending fund balance	85	62	72	51	55	56	57	60	62	64	66	69	71



**GENERAL FUND LONG RANGE PROJECTION BUDGET SUMMARY**

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
	Projected	Proposed	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
<b>Total beginning fund balance \$</b>	19,810,212	18,500,731	20,891,604	21,053,965	22,214,206	21,578,047	21,502,638	21,533,229	21,371,250	21,290,636	21,298,828
<b>Revenues:</b>											
Gross Receipts Taxes	37,261,000	40,208,000	41,515,000	42,475,000	41,659,000	42,357,000	43,064,000	43,487,000	44,225,000	44,976,000	45,748,000
Property Taxes	6,992,560	7,046,531	7,258,000	7,570,000	7,957,000	8,236,000	8,523,000	8,819,000	9,084,000	9,357,000	9,638,000
Interdepartmental charges	6,893,926	6,819,874	7,024,000	7,235,000	7,452,000	7,676,000	7,906,000	8,143,000	8,387,000	8,639,000	8,898,000
User Charges	2,122,353	2,281,520	2,350,000	3,021,000	3,112,000	3,205,000	3,301,000	3,400,000	3,502,000	3,607,000	3,715,000
Investment income	1,300,000	1,338,000	1,045,000	1,053,000	1,111,000	1,079,000	1,075,000	1,077,000	1,069,000	1,065,000	1,065,000
Grants	1,925,337	806,179	830,000	855,000	881,000	907,000	934,000	962,000	991,000	1,021,000	1,052,000
Other	1,429,500	1,366,500	1,407,000	1,449,000	1,492,000	1,537,000	1,583,000	1,630,000	1,679,000	1,729,000	1,781,000
<b>Revenues:</b>	57,924,676	59,866,604	61,429,000	63,658,000	63,664,000	64,997,000	66,386,000	67,518,000	68,937,000	70,394,000	71,897,000
<b>Transfers from other funds</b>	2,546,156	2,613,140	2,644,000	2,703,000	2,688,000	2,736,000	2,785,000	2,822,000	2,874,000	2,926,000	2,979,000
<b>Expenditures:</b>											
County Council \$	367,000	398,546	407,000	415,000	423,000	431,000	440,000	449,000	458,000	467,000	476,000
Municipal Court	505,000	544,275	555,000	566,000	577,000	589,000	601,000	613,000	625,000	638,000	651,000
County Manager	3,702,000	3,402,793	3,471,000	4,015,000	4,095,000	4,177,000	4,261,000	4,346,000	4,433,000	4,522,000	4,612,000
County Assessor	365,000	393,837	402,000	410,000	418,000	426,000	435,000	444,000	453,000	462,000	471,000
County Attorney	652,000	703,539	718,000	732,000	747,000	762,000	777,000	793,000	809,000	825,000	842,000
County Clerk	498,000	574,053	586,000	598,000	610,000	622,000	634,000	647,000	660,000	673,000	686,000
Probate Court	6,000	5,906	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
County Sheriff	15,000	15,510	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
Community Development	1,775,000	1,819,685	1,856,000	1,893,000	1,931,000	1,970,000	2,009,000	2,049,000	2,090,000	2,132,000	2,175,000
Administrative Services	7,084,000	7,582,681	7,734,000	7,889,000	8,047,000	8,208,000	8,372,000	8,539,000	8,710,000	8,884,000	9,062,000
Community Services	9,965,000	10,447,712	10,657,000	12,470,000	12,719,000	12,973,000	13,232,000	13,497,000	13,767,000	14,042,000	14,323,000
Fire	4,954,000	5,207,149	5,311,000	5,417,000	5,525,000	5,636,000	5,749,000	5,864,000	5,981,000	6,101,000	6,223,000
Police	8,575,000	8,560,047	8,731,000	8,906,000	9,084,000	9,266,000	9,451,000	9,640,000	9,833,000	10,030,000	10,231,000
Public Works	10,566,000	11,579,841	11,811,000	12,047,000	12,288,000	12,534,000	12,785,000	13,041,000	13,302,000	13,568,000	13,839,000
<b>Expenditures</b>	49,029,000	51,235,574	52,261,000	55,380,000	56,486,000	57,616,000	58,768,000	59,944,000	61,143,000	62,366,000	63,613,000
<b>Transfers to other funds</b>	12,751,313	8,853,297	11,649,639	9,820,759	10,502,159	10,192,409	10,372,409	10,557,979	10,748,614	10,945,808	11,150,055
<b>Ending fund balance:</b>											
Nonspendable	1,567,303	1,607,303	1,702,555	1,718,113	1,733,826	1,749,696	1,765,725	1,781,914	1,798,265	1,814,779	1,831,459
Restricted for Cash Requirements	4,538,151	4,584,553	4,669,663	4,928,540	5,020,338	5,114,128	5,209,744	5,307,352	5,406,869	5,508,378	5,611,879
Other Restricted/Assigned	1,984,000	2,152,000	2,367,697	2,379,294	2,391,907	2,404,536	2,418,181	2,432,843	2,447,521	2,463,216	2,479,928
Unassigned	10,411,277	12,547,748	12,314,050	13,188,259	12,431,976	12,234,278	12,139,579	11,849,141	11,637,981	11,512,455	11,488,507
<b>Total ending fund balance \$</b>	18,500,731	20,891,604	21,053,965	22,214,206	21,578,047	21,502,638	21,533,229	21,371,250	21,290,636	21,298,828	21,411,773
<b>Operating Surplus / (Shortfall)</b>	(1,309,481)	2,390,873	162,361	1,160,241	(636,159)	(75,409)	30,591	(161,979)	(80,614)	8,192	112,945
Unassigned target - 20% of Rev.	11,584,935	11,973,321	12,285,800	12,731,600	12,732,800	12,999,400	13,277,200	13,503,600	13,787,400	14,078,800	14,379,400
\$ over (under) target	(1,173,658)	574,427	28,250	456,659	(300,824)	(765,122)	(1,137,621)	(1,654,459)	(2,149,419)	(2,566,345)	(2,890,893)
Unassigned as a % of Revenue	18%	21%	20%	21%	20%	19%	18%	18%	17%	16%	16%

## FY 2018 Equipment Replacement

### General Fund Divisions

Unit#	Division	Year of Unit	DESCRIPTION	Estimated Replacement cost
1089	Police Department	2008	Chevrolet Express Van	\$49,000
1098	Police Department	2009	Ford Expedition	\$49,000
1099	Police Department	2009	Ford Expedition	\$49,000
1030	Parks Maintenance	2004	Ford Ranger Economy 4WD Ext Cab	\$28,000
3139	Parks Maintenance	2010	Hustler Super z 28hp mower reel type riding	\$15,000
3096	Parks Maintenance	2008	john Deere 370 mower Reel Type Riding	\$15,000
3048	Golf Course	2006	John Deere Industrial Tractor	\$40,000
1092	Facilities Maintenance	2008	Truck with Utility body 1 ton 4x4	\$41,000
2108	Fire Marshall	2002	Truck 4wd Crew cab	\$40,000
1020	Fleet Motor Pool	2005	Mini Van	\$30,000
969	Streets	2002	Bucket Truck	\$200,000
3034	Streets	2005	Street Sweeper	\$280,000
			<b>Equipment Fund Subtotal</b>	<b>\$787,000</b>

### Enterprise Funds

Unit#	Division	Year of Unit	DESCRIPTION	Estimated Replacement Cost
1088	Utilities Electrical Production	2008	Truck 1/2 ton 4WD Ext Cab	\$32,000
1110	Utilities Water Production	2009	Truck 3/4 ton Utility body 4WD Ext Cab	\$41,000
1077	Utilities Electrical Distribution	2007	Truck with Digger Derrick DC47	\$354,000
1133	PW Environmental Services	2011	Refuse Truck Side Loader	\$300,000
new	PW Environmental Services	new	Side Loaded Truck for Organic Yard Waste	\$300,000
			<b>Equipment Fund Subtotal</b>	<b>\$1,027,000</b>

### Transit Fund

Because these buses are grant funded, the grant funded portion resides in the Transit Budget. The replacement cost of these buses is split between the Transit Fund and the Equipment Fund.						
Unit#	Division	Year of Unit	Description	Full Cost	Transit Fund	Estimated Replacement Cost
4111	PW Transit	2008	Ford Transit Bus	\$380,000	\$304,000	\$76,000
4114	PW Transit	2009	Chevy Arboc	\$140,000	\$112,000	\$28,000
			<b>Equipment Fund Subtotal</b>			<b>\$104,000</b>
			<b>Equipment Fund Grand Total</b>			<b>\$1,918,000</b>

**Schedule of Recurring Grants  
Estimates for FY 2018**

<b>Dept/Div</b>	<b>Funding Source</b>	<b>Grant Description</b>	<b>Amount</b>
<b>Fire</b>			
	NMPRC	Fire Protection Fund	\$ 500,000
	NMDOH	Emergency Medical Services Fund	11,200
<b>Community Services</b>			
	NMCYFD	Juvenile Justice Advisory Board	228,179
	NMDFA	Local DWI Distribution	69,000
<b>Police</b>			
	NMDFA	Law Enforcement Protection Fund	39,200
	NMDHSE	Emergency Management Planning Grant	108,000
<b>Transit</b>			
	NMDOT	Transit 5311	2,125,618
	USDOI	Bandelier Service	174,976
<b>Public Works</b>			
	NMDOT	School Bus Route Program	87,000
	NMDOT	County Arterial Program	28,000
	NMDOT	Cooperative Program	64,300
<b>Airport</b>			
	USFAA		609,000
	NMDOT		10,000
<b>Total</b>			<b>\$ 4,054,473</b>

*Approval of this schedule of recurring routine grants authorizes the department to apply for the grant. If the actual award is different from the amount included in the budget, a budget revision will be presented to Council for consideration during the fiscal year.*