

ATTACHMENT H FY13 FTE EXPANSION REQUESTS

DEPT	PROJECT DESCRIPTION	JUSTIFICATION	Recurring
TREASURER	Request 1 FTE Investment Banking Officer	The County has incurred increased Treasury accounting/investment banking activity due to expansion of projects. Some of the projects that are expanding include the new Bernalillo County Local Government Investment Fund, monthly distribution to 25 Charter Schools and the reconciliation of these unfunded mandated projects.	\$ 62,015
PARKS	The Department is requesting 3 FTE custodian positions to be shared among seven facilities; Los Padillas Community Center, Los Vecinos Community Center, Mt View Community Center, Paradise Hills Community Center, Raymond G. Sanchez Community Center, and Westside Community Center.	It is problematic for recreational program staff and management to perform custodial maintenance rather than dedicating those hours to programming and supervising activities. Currently other staff is assuming these duties which can incur a liability.	\$ 70,263
ZONING	2 FTE Positions to improve customer service and 1 FTE Position for Permit Follow Up.	As recommended by the Zucker Report these positions are critical to the overall success of the One Stop Shop and Special Use Permit enforcement program and will be utilized to offset the increase in demand and activity. Projected increase in revenues due to the increase in building permits issued by the Department can fully support the funding of these full time positions.	\$ 196,651
PROBATE JUDGE	1 FTE Probate Clerk	This position will provide for more efficient interaction with the public, more timely processing of cases, and improved cash control requirements. The Court's caseload has increased more than 10% each year without an increase in staffing.	\$ 34,568
CLERKS	1 Term Position for Accounting Tech Senior	The growth of eGovernment services has placed additional requirements on the staff and the department is in need of administrative support due to the increased workload. Currently, using a temp to handle extra work caused by E-gov initiative.	\$ 38,809
COMMISSION	Pilot Program to hire 5 Term Positions one per BCC District for disabled or handicapped persons.	The BCC would like to implement a Pilot Program for training disabled persons in working in a government agency capacity. This would provide them training and work experience so that they can broaden their skill set.	\$ 100,000
COUNT 8 FTE - 6 Term		GRAND TOTAL FOR FTE REQUESTS	\$ 502,306



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 1: GENERAL INFORMATION

BCC Meeting Date:	Expansion								
Agenda Item Title:	FTE Position Request								
Department:	Treasurer's Office								
Form Prepared By (Name & Title):	Isabelle Purcella, Chief Deputy Treasurer for Patrick Padilla, Treasurer								
Form Reviewed By (Name & Title):	Priscilla L. Gutierrez, Financial Services Administrator IV								
BCC District:									
Total Staff Costs			-	-	62,015	62,015	62,015	\$	186,045

*Status of Position enter FT = Full-Time Equivalent, PT = Part-Time FTE, T = Term

TOTAL EXPENDITURES \$ 186,045

SECTION 5: NARRATIVE

EXISTING FUNDING, IN KIND, MATCHING FUNDS

FISCAL IMPLICATIONS

The fiscal implications are the continued availability of General Funds to support FTE costs. Additional fiscal impacts in the form of intangible savings include the accurate and timely distributions of monthly agency funds. When the monthly distributions are not distributed on a timely basis, the county would have to pay interest on late distributions. The interest payments would be paid using the general fund interest account, resulting in reduced revenues for the county. Late debt payments result in a 10% penalty for the County.

SIGNIFICANT ISSUES

The Mesa del Sol project alone is expected to include more than 12,000 parcels, which will require necessary FTE's in order to accommodate the projects. The training for the new project distributions will be included on an on going basis. The employee investment banking training will be necessary as well.

PERFORMANCE IMPLICATIONS

Over the past 7 years, the Treasury Department has consistently distributed all agency funds on a timely basis. We believe the County Treasurer's Office has been very diligent to accommodate all distributions to the agencies. In addition, the Treasurer's Office has worked very hard to maximize investment opportunities.

ADMINISTRATIVE IMPLICATIONS

Adequate funding will minimize the need to seek alternative funding solutions from other Treasury budget sections and/or categories. In addition, following year budgets will not be as impacted. For instance, the need to request carry-over funds to cover prior year expenditures.

OTHER SUBSTANTIVE ISSUES

Overall, as the county takes on new projects, it often has a high impact on the Treasurer's Office, since all the County's funds flow through the Treasurer's Office. There is more than 1 billion dollars that flow through the county bank accounts each year. Not to mention that the Treasurer's Office has had no audit findings in seven years. If the County misses or is late making their debt service payments that will have a direct effect on the County's AAA bond rating.

ALTERNATIVES

If budget is not provided to insure the monthly agency distributions are distributed accurately and in a timely manner, then the



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 1: GENERAL INFORMATION

BCC Meeting Date:	Expansion
Agenda Item Title:	FTE Position Request
Department:	Treasurer's Office
Form Prepared By (Name & Title):	Isabelle Purcella, Chief Deputy Treasurer for Patrick Padilla, Treasurer
Form Reviewed By (Name & Title):	Priscilla L. Gutierrez, Financial Services Administrator IV
BCC District:	
responsibilities will have to be outsourced at a greater cost, often time doubled, to the County.	



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 1: GENERAL INFORMATION

BCC Meeting Date:	Expansion
Agenda Item Title:	New custodial positions for Community Centers
Department:	Parks & Recreation
Form Prepared By (Name & Title):	Corina Cortez, Budget Officer/Ed Chismar, Department Director
Form Reviewed By (Name & Title):	Priscilla L. Gutierrez, Financial Services Administrator IV
BCC District:	All

SECTION 2: PROJECT OVERVIEW

The Department is requesting three (3) full-time regular custodian positions to be shared among seven facilities; Los Padillas Community Center, Los Vecinos Community Center, Mt View Community Center, Paradise Hills Community Center, Raymond G. Sanchez Community Center, and Westside Community Center. The Centers provide daily programs and services for youth, seniors, and various community groups. The custodial positions are critical to the safety and cleanliness of the facility.

SECTION 3: REVENUE IMPACT

Funding Source	Recur	Non-Recur	New*	Existing*	2011	2012	2013	2014	2015	TOTALS
N/A										\$ -
					-					\$ -
					-					\$ -
Total Revenues					-	-	-	-	-	\$ -

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

TOTAL REVENUES \$ -

SECTION 4: EXPENDITURE & STAFF IMPACT

Appropriation Description	Recur	Non-Recur	New*	Existing*	2011	2012	2013	2014	2015	TOTALS
					-					\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Expenditures					-	-	-	-	-	\$ -

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

Staff Position Title	Status*	New	Existing	2013	2014	2015	2016	2017	TOTALS
Custodian 1	FT	X		23,421	23,421	23,421	23,421	23,421	\$ 117,105
Custodian 1	FT	X		23,421	23,421	23,421	23,421	23,421	\$ 117,105
Custodian 1	FT	X		23,421	23,421	23,421	23,421	23,421	\$ 117,105
Total Staff Costs				70,263	70,263	70,263	70,263	70,263	\$ 351,315

*Status of Position enter FT = Full-Time Equivalent, PT = Part-Time FTE, T = Term

TOTAL EXPENDITURES \$ 351,315



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 5: NARRATIVE

EXISTING FUNDING, IN KIND, MATCHING FUNDS

N/A

FISCAL IMPLICATIONS

Each Community Center previously had a dedicated custodian, however, the positions (and funding) were realigned to Facility Maintenance. The Department is requesting a budget increase to fund these new positions.

SIGNIFICANT ISSUES

Facility Maintenance currently rotates staff to each facility on different days (limited hours) and one position is shared among multiple centers. Dedicated custodial positions are critical for daily maintenance and operations of each facility.

PERFORMANCE IMPLICATIONS

It is problematic for recreational program staff and management to perform custodial maintenance rather than dedicating those hours to programming and supervising activities.

ADMINISTRATIVE IMPLICATIONS

OTHER SUBSTANTIVE ISSUES

The custodial positions are critical to the daily maintenance, safety and cleanliness of the facility.

ALTERNATIVES

The existing staff would continue to absorb the custodial duties needed to maintain each facility. In addition, Facility Maintenance would continue to try to meet to the custodial needs of each facility.



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 1: GENERAL INFORMATION

BCC Meeting Date:	N/A
Agenda Item Title:	New Position Development Process Manager, Special Use Permit Inspector & Building Official
Department:	Zoning, Building, Planning & Environmental Health
Form Prepared By (Name & Title):	Nano K. Chavez, Interim Director
Form Reviewed By (Name & Title):	Priscilla L. Gutierrez, Financial Services Administrator IV
BCC District:	All

SECTION 2: PROJECT OVERVIEW

The purpose of this request is for an operational budget increase to support the new position. Due to the Zucker Report, the overall demand for efficient service has made this position critical to the success of the Zoning, Building, Planning & Environmental Health, One Stop Shop.

SECTION 3: REVENUE IMPACT

Funding Source	Recur	Non-Recur	New*	Existing*	2011	2012	2013	2014	2015	TOTALS
general fund	x						x			\$ 169,440
					-					\$ -
					-					\$ -
					-					\$ -
Total Revenues					-	-	-	-	-	\$ 169,440

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

TOTAL REVENUES \$ 169,440

SECTION 4: EXPENDITURE & STAFF IMPACT

Appropriation Description	Recur	Non-Recur	New*	Existing*	2011	2012	2013	2014	2015	TOTALS
					-					
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Expenditures					-	-	-	-	-	\$ -

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

Staff Position Title	Status*	New	Existing	2013	2014	2015	2016	2017	TOTALS
Development Process Manager	FT	x		73,318	73,348	73,348	73,348	73,348	\$ 366,710
Code Compliance Manager	FT	x		73,348	73,348	73,348	73,348	73,348	\$ 366,740
Special Use Permit Inspector	FT	x		49,985	49,985	49,985	49,985	49,985	\$ 249,925
				-	-	-	-	-	\$ -
Total Staff Costs				196,651	196,681	196,681	196,681	196,681	\$ 983,375

*Status of Position enter FT = Full-Time Equivalent, PT = Part-Time FTE, T = Term

TOTAL EXPENDITURES \$ 983,375



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 5: NARRATIVE

EXISTING FUNDING, IN KIND, MATCHING FUNDS

FISCAL IMPLICATIONS

The requested budget increase will not impact any current county funding sources since the Zoning, Building, Planning & Environmental Health has increased their projected revenues by \$196,681 annually. The increase of projected revenues will be due to the increase in building permits issued by the Department and can fully support the funding of these full time positions.

SIGNIFICANT ISSUES

These positions are critical to the overall success of the One Stop Shop and Special Use Permit enforcement program and these positions will be utilized to offset the increase in demand and activity. If the request for these positions is not approved it will have a negative impact on the sections ability to support its current overall county support operations. The programs would need to be significantly reduced due to a lack of adequate staffing.

PERFORMANCE IMPLICATIONS

The major goals are to sustain and improve the goals and mission of the Zoning, Building, Planning & Environmental Health program and to provide adequate customer service oriented support for the county.

ADMINISTRATIVE IMPLICATIONS

This staffing is requested to sustain the current and projected responsibilities of the department. It is believed the conversion of this position will result in significant improvement to the county support services through the institutional knowledge attained from a long term employee.

OTHER SUBSTANTIVE ISSUES

The Zucker Report evaluates the deficiency in customer service and how customer service could be improved. One recommendation is to create a position, Development Process Manager, who would mainly oversee the customer service of the front counter staff. The Zucker Report also recommends two additional positions for code enforcement.

ALTERNATIVES

New and continuing programs would be delayed due to the department workload. It may be necessary to look at outside sources to absorb the increased workload at a higher cost to the County.



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 1: GENERAL INFORMATION

BCC Meeting Date:	
Agenda Item Title:	
Department:	PROBATE COURT
Form Prepared By (Name & Title):	LORI FRANK, PROBATE COURT ADMINISTRATOR
Form Reviewed By (Name & Title):	
BCC District:	

SECTION 2: PROJECT OVERVIEW

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SECTION 3: REVENUE IMPACT

Funding Source	Recur	Non-Recur	New*	Existing*	2012	2013	2014	2015	2016	TOTALS
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Revenues					-	-	-	-	-	\$ -

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

TOTAL REVENUES \$ -

SECTION 4: EXPENDITURE & STAFF IMPACT

Appropriation Description	Recur	Non-Recur	New*	Existing*	2012	2013	2014	2015	2016	TOTALS
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Expenditures					-	-	-	-	-	\$ -

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

Staff Position Title	Status*	New	Existing	2011	2012	2013	2014	2015	TOTALS
PROBATE CLERK	FT	X		-	-	34,568	34,568	34,568	\$ 103,704
				-	-	-	-	-	\$ -
				-	-	-	-	-	\$ -
				-	-	-	-	-	\$ -
Total Staff Costs				-	-	34,568	34,568	34,568	\$ 103,704



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

*Status of Position enter FT = Full-Time Equivalent, PT = Part-Time FTE, T = Term

TOTAL EXPENDITURES \$ **103,704**

SECTION 5: NARRATIVE

EXISTING FUNDING, IN KIND, MATCHING FUNDS

Funds would come from General Fund

FISCAL IMPLICATIONS

SIGNIFICANT ISSUES

PERFORMANCE IMPLICATIONS

Additional staff member will assist probate court in serving the public, meeting increased demand for research, outreach and growing caseload

ADMINISTRATIVE IMPLICATIONS

The additional position will assist the court in complying with cash handling/reconciliation polices and procedures, FLSA requirements and other legal requirements.

OTHER SUBSTANTIVE ISSUES

ALTERNATIVES



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 1: GENERAL INFORMATION

BCC Meeting Date:	Expansion
Agenda Item Title:	Accounting Tech Senior - Term Position
Department:	Clerk Recording & Filing
Form Prepared By (Name & Title):	Michael Garcia, Deputy Clerk
Form Reviewed By (Name & Title):	Priscilla L. Gutierrez, Financial Services Administrator IV
BCC District:	

SECTION 2: PROJECT OVERVIEW

The growth of eGovernment services has placed additional accounting requirements to review, analyze, reconcile revenue accounts, post to the General Ledger and resolve electronic transactions, i.e., Global Basket, Link2Gov, Eagle Recorder (eRecordings) and SAP. This is a term position request subject to review annually. If the position proves to be effective staff will request conversion to full time permanent status in the next budget cycle.

SECTION 3: REVENUE IMPACT

Funding Source	Recur	Non-Recur	New*	Existing*	2012	2013	2014	2015	2016	TOTALS
New position, request funds from the General Fund 370102	x		x			38,809	38,809	-	-	\$ 77,618
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Revenues					-	38,809	38,809	-	-	

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

TOTAL REVENUES \$ -

SECTION 4: EXPENDITURE & STAFF IMPACT

Appropriation Description	Recur	Non-Recur	New*	Existing*	2012	2013	2014	2015	2016	TOTALS
Term Position			x		-		-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Expenditures					-	-	-	-	-	

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

Staff Position Title	Status*	New	Existing	2012	2013	2014	2015	2016	TOTALS
Accounting Tech Senior	T		x		38,809	38,809	-	-	\$ 77,618
				-	-	-	-	-	\$ -
				-	-	-	-	-	\$ -
				-	-	-	-	-	\$ -
Total Staff Costs				-	38,809	38,809	-	-	\$ 77,618

*Status of Position enter FT = Full-Time Equivalent, PT = Part-Time FTE, T = Term

TOTAL EXPENDITURES \$ 77,618



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 5: NARRATIVE

EXISTING FUNDING, IN KIND, MATCHING FUNDS

No funding currently exist this is a request for additional funding.

FISCAL IMPLICATIONS

Increase to Clerk's Recording & Filing 11001 - 370102 General Fund - Operating Budget

SIGNIFICANT ISSUES

The growth of eGovernment services has placed additional accounting requirements to review, analyze, reconcile revenue accounts, post to the General Ledger and resolve electronic transactions, i.e., Global Basket, Link2Gov, Eagle Recorder (eRecordings) and SAP. This is a term position request subject to review annually. If the position proves to be effective staff will request conversion to full time permanent status in the next budget cycle.

PERFORMANCE IMPLICATIONS

This position is essential to maintain accuracy due to the growth of eGov services

ADMINISTRATIVE IMPLICATIONS

Recording and Filing has not increased staffing the past ten years. This position will help the department keep pace with the growth in Bernalillo County.

OTHER SUBSTANTIVE ISSUES

ALTERNATIVES

Continue to utilize temp service. Retention will be an issue. Retraining temporary staff will be expensive and affect accuracy.



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

SECTION 1: GENERAL INFORMATION

BCC Meeting Date:	May 22, 2012
Agenda Item Title:	
Department:	
Form Prepared By (Name & Title):	Maria Salazar, Executive Assistant
Form Reviewed By (Name & Title):	Priscilla Gutierrez,
BCC District:	ALL

SECTION 2: PROJECT OVERVIEW

Create a pilot program to establish 5 term positions focusd on employment and job mentorship opportunities for individuals with disabilities.

SECTION 3: REVENUE IMPACT

Funding Source	Recur	Non-Recur	New*	Existing*	2012	2013	2014	2015	2016	TOTALS
non-recurring fund balance appropriation		X	X		-	100,000	-	-	-	\$ 100,000
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Revenues					-	100,000	-	-	-	\$ 100,000

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

TOTAL REVENUES \$ **100,000**

SECTION 4: EXPENDITURE & STAFF IMPACT

Appropriation Description	Recur	Non-Recur	New*	Existing*	2012	2013	2014	2015	2016	TOTALS
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
					-	-	-	-	-	\$ -
Total Expenditures					-	-	-	-	-	\$ -

*New = New Funding Request/Not Currently Budgeted OR
Existing = Funding Exists in the Budget

Staff Position Title	Status*	New	Existing	2012	2013	2014	2015	2016	TOTALS
5 Term Positions	T	X		-	100,000	-	-	-	\$ 100,000
				-	-	-	-	-	\$ -
				-	-	-	-	-	\$ -
				-	-	-	-	-	\$ -



DEPARTMENTAL FISCAL IMPACT ANALYSIS FORM

Total Staff Costs					-	100,000	-	-	-	\$	100,000
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*Status of Position enter FT = Full-Time Equivalent, PT = Part-Time FTE, T = Term

TOTAL EXPENDITURES \$ 100,000

SECTION 5: NARRATIVE

EXISTING FUNDING, IN KIND, MATCHING FUNDS

The BCC desires to establish a pilot program to establish 5 term positions focused on employment and job mentorship opportunities for individuals with disabilities.

FISCAL IMPLICATIONS

The \$100K budget request is identified as an expansion request, funded with non recurring fund balance, in the FY13 budget to be approved by the BCC on May 22, 2012.

SIGNIFICANT ISSUES

Possible accommodations may be required to comply with ADA requirements.

PERFORMANCE IMPLICATIONS

Approving this request will enable 5 persons (1 per BCC district) to participate in a program that will give them work experience and training to acquire gainful employment in the community.

ADMINISTRATIVE IMPLICATIONS

The County Manager's office and Community Services will work in conjunction with the Human Resource Department to develop a hiring process and to identify where these individuals will be best suited for their capabilities and goals.

OTHER SUBSTANTIVE ISSUES

N/A

ALTERNATIVES

The County could potentially partner with established non profit organizations to fund training for these individuals in varied capacities.