

# County Department/Offices Presentations

1. County Clerk
2. County Probate Judge
3. County Sheriff
4. County Treasurer
5. Finance Department
6. Human Resources Department
7. Information Technology
8. Legal Department

## FY 23 Lea County Budget Timeline

Date	Action Taken
January 13, 2022	Budget Development and Timeline Approval (LCBCC)
February 3, 2022	Outside Entities and Services RFP Discussion (LCBCC) Discussion of FY 23 Projected Revenues (LCBCC)
February 17, 2022	Release of Outside Entities and Services RFP
February 21 – March 2, 2022	Departmental Budget Discussions – County Staff
March 10, 2022	Discussion of FY 23 Projected Expenses (LCBCC)
March 11, 2022	Responses for Outside Entities Proposals Due
March 31, 2022	Departmental Budget Presentations (LCBCC)
April 14, 2022	Departmental Budget Presentations cont'd (LCBCC) Personnel Proposals (LCBCC)
April 28, 2022	Capital & Outside Agency Proposals (LCBCC)
May 12, 2022	Present Preliminary Budget for Discussion (LCBCC)
May 26, 2022	Present Preliminary Budget for Final Action (LCBCC)
May 31, 2022	Preliminary Budget Due to New Mexico DFA for Approval
July 28, 2022	Present Final Budget For Discussion and Approval (LCBCC)
July 31, 2022	Final Budget Due to New Mexico DFA for Approval



# Lea County Clerk



# Lea County Probate Judge



# Lea County Sheriff's Office

SHERIFF COREY HELTON

# FY 2023

Proposed budget with carryovers:                      \$3,502,907                      + 41.42%

Proposed budget without carryovers:                      \$2,833,984.40                      + 10.3%

- ▶ Carryovers from FY 2022 due to supply chain issues – 19%

Ammunition                      \$22,060.25

Vehicles                      \$646,862.35

\$668,922.60

# Operations

Operations budget increase: \$151,095 + 10.0%

- ▶ Carryover of \$22,060.25 (ammunition)

Increase without carryover: \$129,034.75 + 8.7%

- ▶ 85% of the increase is for gas and oil

# Capital

Capital budget increase:      \$845,962      + 82.0%

- ▶ Carryover of \$646,862.35

Increase without carryover:      \$199,099.65      + 19.3%

- ▶ 99% of the increase is for anticipation in vehicle prices

# LEPF

## Law Enforcement Protection Funds

### ► Change to New Mexico Law

- \$45,000 per agency regardless of the county classification (Increase of \$25,000)
- \$1,000 per certified officer (Increase from \$600)

LCISO will receive \$124,00 for training and equipment

# LEA COUNTY TREASURER

## SUSAN MARINOVICH

WE HAVE A STAFF OF 6 EMPLOYEES, CONSISTING OF TREASURER, CHIEF DEPUTY TREASURER, AND 4 ACCOUNT TECHS.

THE RESPONSIBILITY OF THE OFFICE IS THE DEPOSIT AND SAFEKEEPING OF ALL MONEYS RECEIVED IN THE COUNTY. CURRENTLY THIS IS APPROXIMATELY 235 MILLION DOLLARS. WE ALSO DISBURSE ALL REQUIRED FUNDS TO ALL ENTITIES AS DESIGNATED BY TAX LEVIES AND/OR BONDS.

WE RUN AN AVERAGE COLLECTION RATE OF 99.2% AND HAVE PROCESSED APROX. 55 MILLION OF THE 81 MILLION CHARGED OUT FOR 2021 TAXES.



Lajuan Hayes, Susan Marinovich,  
Angela Sanchez, Stefani Perez,  
Amanda Middleton, Crystal Tippy

2023 BUDGET	FY - 19 ACTUALS	FY - 20 ACTUAL	FY 21 ACTUAL	FY 22 ACTUAL	BASE	ADJUSTMENT	%	PROPOSED
					\$47,000.00			\$ 47,500.00
PRINTING & PUBLISHING	\$11,061.00	\$ 9,426.00	\$ 12,634.00	\$ 7,352.00	\$15,000.00	\$ 500.00		\$ 15,500.00
OFFICE SUPPLIES	\$10,969.00	\$ 12,442.00	\$ 9,811.00	\$ 5,748.00	\$10,000.00			\$ 10,000.00
TRAVEL/PER DIEM	\$ 2,544.00	\$ 1,083.00	\$ -	\$ -	\$ 4,500.00			\$ 4,500.00
MAINTENANCE	\$ 5,468.00	\$ 5,180.00	\$ 3,022.00	\$ 911.00	\$ 7,000.00			\$ 7,000.00
EDUCATION/REGISTRATION/DUES	\$ 2,240.00	\$ 2,450.00	\$ 125.00	\$ 450.00	\$ 4,500.00			\$ 4,500.00
CONTRACTUAL SERVICES-COURIER	\$ 6,685.00	\$ 7,320.00	\$ -		\$ -			
COMPUTERS AND PERIPHERALS	\$ 9,499.00	\$ 9,500.00	\$ 5,832.00	\$ 4,887.00	\$ 6,000.00			\$ 6,000.00
STAFF LABOR								
BANK SERVICE CHARGES								

Our electronic bill board notifications are still receiving positive returns.

We have processed 2,254,532.52 in credit card payments for the calendar year 2021.

We are continuing to be diligent with our office expenses.

The employees in our office have worked diligently and productively through all the situations that have risen up in the past two years. They are a wonderful group of ladies and are always willing to take the extra steps to see the office and Lea County are well taken care of and represented.

**AMAZING**

- ASTONISHING •INCREDIBLE
- ASTOUNDING •MARVELOUS
- AWESOME •STUPENDOUS
- FABULOUS •UNBELIEVABLE
- FANTASTIC •WONDERFUL



# Lea County Finance Department

# Lea County Human Resources Department

## **Who:**

The Human Resource Department currently has three employees:

1. Administrative Coordinator
2. Benefits Coordinator
3. Director
4. *HR Generalist* (proposed)

## **What:**

The main functions of the department are:

1. Benefits
2. Compensation
3. Recruitment
4. Hiring/Onboarding/Termination
5. Development/Training
6. Policy and Procedures
7. Legal/Compliance
8. Discipline
9. Administration

# Lea County Human Resources Department



## Public Sector Leadership

Chip Low  
Jim Kemp  
Robert Lathrop  
Monica Russell  
Ruben Quintana  
Kelly Livingston  
Edmundo Lara  
Craig Bova

## Leadership Academy

Kelly Livingston  
Lorenzo Velasquez  
Ruben Quintana

## Cybersecurity certificate

Lionel Fermin  
Gina Davis  
Mitch Tuckness

# Lea County Human Resources Department

## Operations Budget FY21/22

\$300,000

## Operations Budget FY22/23

\$300,000

## Increase/Decrease

\$0



# Lea County Information Technology Department

The Information Technology department consists of 6 individuals working to support the technical needs of all the County's operations.

IT is requesting \$24,000 be added to the "Education" budget to modernize the education of the IT staff.

IT is requesting \$50,000 be added to "Disaster Recovery" to add "Managed Threat Response" to our antivirus and firewall solutions.

IT is requesting an capital budget of \$200,000

IT is requesting \$200,000 for budget line "Server Upgrade" to replace aging servers and network storage devices.

IT is requesting \$100,000 for budget line "Equipment" for replacing aging switches and migrating to SDWAN.



# Lea County Legal Department



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, March 31, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Executive Coordinator [stout@leacounty.net](mailto:stout@leacounty.net) by: **Wednesday, March 16, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy:	<b>SUBMITTED BY</b> Name, Title, Dept: Michael Gallagher, County Manager; Chip Low, Finance Director	
<b>SUBJECT:</b> Discussion of Departmental Operations Budgets	<b>ATTACHMENT(S):</b>	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Discussion Item	
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b> 2022 - 2023	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.		
<b>SUMMARY:</b> Elected Officials and Department Directors will discuss plans for the Fiscal Year 2022 - 2023 budget year and review proposed operating budgets.		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked, how many:</small>		<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Discussion		<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:		<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)		<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>		<b>Approved by County Manager</b> to be Placed on Agenda 

**Item No.** 0403

**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: _____	Denied: _____	Other: <u>Discussion</u>
Resolution No. _____	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____