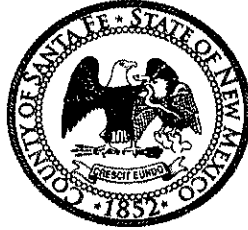


Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Teresa Martinez, Finance Director *JM*

Through: Katherine Miller

Date: September 27, 2011

RE: ***A Resolution to Increase the DWI Fund Budget and Operating Transfer Out to the Law Enforcement Operations Fund and to adjust budgets within the DWI Fund. (\$16,055)***

ISSUE

The Finance Division, on behalf of the DWI Fund and Law Enforcement Operations Fund, is requesting an increase to the DWI Fund budget and operating transfer out to the Law Enforcement Operations Fund and to adjust budgets within the DWI Fund.

BACKGROUND

Santa Fe County has received a DWI Local Prevention Grant from the Department of Finance and Administration for FY 2012. An adjustment to the FY 2012 budget is needed to recognize the actual grant amount received and to adjust program budgets within the DWI Fund that reflect incorrect revenue sources.

This resolution will also increase the operating transfer from the DWI fund to the Law Enforcement Operating Fund. A portion of the DWI Local Prevention grant amount not previously recognized in the budget is intended to help fund DWI enforcement officers and thus an operating transfer is necessary.

RECOMMENDATION

The Finance Division recommends that the DWI Fund be increased to reflect the actual grant received from DFA and to adjust program budgets within the fund to correct funding sources. The Finance Division also recommends the approval of an increase to the Operating Transfer Out from the DWI Fund to the Law Enforcement Operations Fund from additional grant funds being recognized.

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: ASD/Finance for CSD/DWI & Sheriff's Office

Fund Name: DWI Fund & Sheriff's Operating Fund

Budget Adjustment Type: Increase Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
241	0404	371	0400	State Grants- DWI Prevention	\$4,801	
241	0406	385	0800	Budgeted Cash / Fees	\$7,959	\$705
241	0409	350	0500	Fees / Teen Court		
246	1201	390	0241	Operating Transfer In	\$4,000	
TOTAL (if SUBTOTAL, check here)					\$16,760	\$705

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
241	0404	490	0246	Operating Transfer Out	\$4,000	
241	0404	464	2005	DWI-Local / Health Care	\$8,307	\$252
241	0472	464	2005	Teen Court-Special Approp /Health Care		
246	1201	424	1025	Sheriff's Office/Overtime	\$4,000	
TOTAL (if SUBTOTAL, check here)					\$16,307	\$252

Requesting Department Approval: Carole Jaramillo Title: Budget Administrator Date: 9/27/11

Finance Department Approval: *Anna C. Martinez* Date: 9/16/11 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Carole Jaramillo Dept/Div. ASD/Finance Phone No.: 986-6321

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

This Resolution will adjust the budgets of cost centers within the DWI Fund and will increase the fund to adjust grant revenue to reflect the actual amount that has been received. The budgeted cash represents fees earned in previously fiscal years but not spent and the cash must be carried forward to budget in this fiscal year for the DWI – Screening program. This resolution will also increase the Sheriff’s law enforcement fund to account for an increase in the transfers from the DWI fund to the Sheriff’s Office which was shorted in the FY 2012 Final budget.

- 1) Please summarize the request and its purpose.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense _____ (see below explanation)

Grant budgets such as the DWI budget are technically non-recurring because they are not multi-year grants, however, the grants are allotted each year by the State thus we tend to view them as recurring.

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Carole Jaramillo Dept/Div. ASD/Finance Phone No.: 986-6321

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO x
If YES, cite statute and attach a copy.

This impacts the DWI – Local Prevention Grant, Budgeted Cash and Fees

- b) Does this include state or federal funds? YES x NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
- c) Is this request is a result of Commission action? YES _____ NO x
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.

SANTA FE COUNTY

RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of September, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Chairperson

ATTEST:

Valerie Espinoza, County Clerk



REGION III DRUG ENFORCEMENT TASK FORCE

Law Enforcement Working Together to Serve Santa Fe, Los Alamos, Rio Arriba and Taos Counties in New Mexico

P. O. Box 23118
Santa Fe, NM 87502
(505) 471-1715 or (800) 662-6660

BOARD OF DIRECTORS


Captain Jose Martinez
Chairman
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John; Vice-Chairman
Santa Fe City Police
Department

Sheriff Robert Garcia
Secretary-Treasurer
Santa Fe County
Sheriff's Department

DATE: September 06, 2011

TO: The Board of County Commissioners
Santa Fe County, Santa Fe New Mexico

FROM: Ralph W. Lopez, Region III
Program Manager 

VIA: Robert Garcia, Sheriff
Santa Fe County Sheriff's Department

RE: HIDTA Grant Award for current fiscal year 2010; Grant Number
G10SN001A

As Program Manager for the Region III Drug Task Force, I am requesting approval of a Resolution through the Board of County Commissioners; to budget \$21,489.84 into Cost-Center 246-1208. These monies will be an extension from the previous fiscal year. HIDTA has specified that Region III has until the end of the current calendar year to expend these monies that will be used for overtime and confidential funds.

Your consideration given this request will be greatly appreciated.

RWL

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

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

Department / Division: County Sheriff / Region III

Fund Name: Law Enforcement Operations Fund (246)

Budget Adjustment Type: Budget Increase Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1208	372	0600	Federal Grants / Drug Enforcement	20,000.00	
246	1208	372	0600	Federal Grants / Drug Enforcement	1,489.84	
TOTAL (if SUBTOTAL, check here)					\$21,489.84	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1208	425	70-42	Sheriff's Expense	11,489.84	
246	1208	425	50-90	Other Contractual Services	10,000.00	
TOTAL (if SUBTOTAL, check here)					\$21,489.84	

Requesting Department Approval: _____ Title: Under Sheriff Date: 9-7-11

Finance Department Approval: Wendy Martinez Date: 9/19/11 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Ralph Lopez Dept/Div: Sheriff / Region III Phone No.: 473-7021

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose. *HIDTA Federal Grant #G10SN0011A was increased by \$20,000.00 Award Period: July 1, 2011 – December 31, 2011. This was a base line increase bringing the total award to \$281,116.75. Monies to be used specifically for overtime and Confidential funds. A reverted Amount of \$1,489.84 from previous fiscal year (HIDTA Federal Grant #G10SN0011A) was also approved as an extension for the current fiscal year.*

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Ralph Lopez Dept/Div: Sheriff / Region III Phone No.: 473-7021

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
*HIDTA Federal Grant #G10SN0011A Amount: \$20,000.00
Award Period: July 1, 2011 – December 30, 2011*
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

SANTA FE COUNTY

RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This _____ Day of _____, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Chairperson

ATTEST:

Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Teresa Martinez, Finance Director *jm*

Thru: Katherine Miller, County Manager

Date: September 27, 2011

Re: *Requesting a budget increase to the Sheriff's Operating Fund (\$1,672)*

ISSUE:

The Finance Division is requesting approval of a General Fund (101) transfer out from the General Fund capital set-aside to the Sheriff's Operating Fund (246) to budget for the purchase of additional cameras for the evidence room as part of an enhanced building security system at the Public Safety Complex, Sheriff's Office located at 35 Camino Justicia.

BACKGROUND:

As a result of a recent audit of the Sheriff's Office evidence room, a recommendation was made to improve security around the evidence room specifically, and the Sheriff's Office in general, to better document the movement of personnel into and out of restricted areas as well as document the date and time various restricted areas are accessed.

During FY2011, \$19,737 was transferred to the Sheriff's Office capital budget to purchase and install an enhanced building security system. This request is to purchase 4-5 additional cameras to face into the evidence room doorway along with a recording system.

RECOMMENDATION:

Please approve the attached budget resolution to transfer \$1,672 out from the General Fund capital set-aside to the Sheriff's Operating Fund. The transfer will increase the Sheriff's Operating Fund (246) by \$1,672.

**SANTA FE COUNTY
RESOLUTION 2011 - _____**

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: CMO/Finance Division & Sheriff's Office Fund Name: General Fund (101) & Sheriff's Operating Fund (246)

Budget Adjustment Type: Increase Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	0000	390	0101	Sheriff's Operating Fund/Transfers In	\$1,672	
TOTAL (if SUBTOTAL, check here)					\$1,672	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0000	490	0246	General Fund/Transfers Out	\$1,672	
101	0303	412	8003	General Fund Capital Set Aside		\$1,672
246	1201	424	8099	Sheriff's Operating Fund/Inventory Exempt	\$1,672	
TOTAL (if SUBTOTAL, check here)					\$3,344	\$1,672

Requesting Department Approval: _____ Title: _____ Date: _____
 Finance Department Approval: *Arpan Chatterjee* Date: 9/16/11 Entered by: _____ Date: _____
 County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Teresa Martinez Dept/Div: CMO/Finance Phone No.: 505-986-6375

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (if applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

This Budget Resolution is to increase the General Fund transfers out to the Sheriff's Office from the General Fund capital set-aside to purchase 4-5 additional cameras that are being installed in the evidence room, along with a recording system which will upgrade the original system that was recently installed.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8099	Enhanced building security system/equipment w/electronic locks, cameras, recorder, etc.	\$1,672

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Teresa Martinez Dept/Div: CMO/Finance Phone No.: 505-986-6375

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? YES If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following: Sheriffs Operating Fund(transfers in).
 - a) If this is a state special appropriation, YES _____ NO x
 - b) Does this include state or federal funds? YES _____ NO x
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES _____ NO x
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.
There are no other funding sources to match this request.

SANTA FE COUNTY

RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of September, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Chairperson

ATTEST:

Valerie Espinoza, County Clerk



Memorandum

Date: September 27, 2011

To: Santa Fe County Board of County Commissioners
Daniel Mayfield, District 1 Kathy Holian, District 4
Virginia Vigil, District 2 Liz Stefanics, District 5
Robert A. Anaya, District 3

From: Agnes Lopez, Projects Specialist, Projects & Facilities Division, Public Works Department *AL*

Via: Mark Hogan, Projects & Facilities Division Director

Re: *A Resolution to increase the State Special Appropriations Fund (318) to budget cash carryover for the Agua Fria Community Center*

BACKGROUND:

Santa Fe County received state and federal appropriations for the construction for the Agua Fria Community Center and parking lot in fiscal year 2006. The project was estimated to cost more than the amount budgeted through state and federal grants therefore the County authorized a transfer from the Capital Outlay GRT Fund (213) to complete the project. The Community Center, renamed the Nancy Rodriguez Community Center, was completed in 2008. There have been additional site improvements including landscaping and improvements to the entrance of the property. The remaining balance of \$27,236 will be used for blinds for the facility and improvements to the parking lot.

ACTION REQUESTED:

The Projects & Facilities Division requests approval of the Budget Resolution Increase to the Special Appropriations Fund (318) in the amount of \$27,236 for facility and parking lot improvements for the Nancy Rodriguez Community Center.

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: Public Works/ Projects Division Fund Name: State Special Appropriations Fund (318)
 Budget Adjustment Type: Budget Increase Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0749	371	9000	State / Other	\$27,236.00	
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0749	481	8001	Capital Purchases/Buildings & Structures	\$27,236.00	
TOTAL (if SUBTOTAL, check here)						

Requesting Department Approval: _____ Title: Programs & Facilities Dir. Date: 9-19-11
 Finance Department Approval: [Signature] Date: 9/19/11 Entered by: _____ Date: _____
 County Manager Approval: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Agnes Lopez Dept/Div: Public Works/Projects Division Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
 In August of 2005, the Board of County Commission authorized a budget increase \$200,000 to the Agua Fria Community Center to construct and make improvements to the Agua Fria Community Center and site. Staff has used \$172,764 of the funds to complete the construction of the Nancy Rodriguez Community Center, landscaping, and improvements to the parking lot. This request is to bring the balance of \$27,236 forward to the 2012 Fiscal Year to make further improvement to the facility including blinds and parking lot improvements at the site.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
3001	Capital Purchases / Buildings & Structures	

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

SANTA FE COUNTY
RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Agnes Lopez Dept/Div: Public Works/Projects Division Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

Staff is requesting the balance from the Agua Fria Community Center fund (318) be carried forward to the 2012 Fiscal Year for expenditures and improvements to the Nancy Rodriguez Community Center and site improvements in the Village of Agua Fria.

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES NO
If YES, cite statute and attach a copy.

The funds were budgeted through Resolution 2005-139 in August 2005 for construction and improvements to the Nancy Rodriguez Community Center in the Village of Agua Fria. (Attached)

- b) Does this include state or federal funds? YES NO
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
- c) Is this request is a result of Commission action? YES NO
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request. NA

SANTA FE COUNTY
RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This _____ Day of _____, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Chairperson

ATTEST:

Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: Katherine Miller, County Manager *g*

Date: September 27, 2011

Re: *Requesting a budget increase to various Fire Districts Revenue Fund (\$82,631)*

CAPTION:

The Santa Fe County Fire Department is requesting BCC approval for a budget increase to carry over prior years available cash balances for various fire districts forestry revenue in the amount of \$82,631.

BACKGROUND:

The Santa Fe County Fire Department fire districts receive reimbursement funding from State Forestry for personnel and equipment that has been utilized on Wildland Fires. The funding that is budgeted in the fire districts revenue fund (244) is utilized to repair or replace wildland and fire apparatus equipment that has been utilized on a wildland fire. This budget resolution is to carry forward the FY-2011 available cash balances for the fire districts to be expended in FY-2012.

SUMMARY:

Please approve the request to budget the prior year available cash balance in the amount of \$82,631 to be expended in FY-2012..

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: Fire Department/Various Fire Districts

Fund Name: Fire District Revenue Fund (244)

Budget Adjustment Type: Budget Increase

Fiscal Year: 2012 (July 1, 2010 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	385	02-00	Budgeted Cash/State Funds	96	
244	0832	385	02-00	Budgeted Cash / State Funds	632	
244	0834	385	02-00	Budgeted Cash/State Funds	48,890	
244	0835	385	02-00	Budgeted Cash / State Funds	660	
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/>)					50,278	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	422	60-08	Supplies/Field Supplies	96	
244	0832	422	60-08	Supplies/Field Supplies	632	
244	0834	422	60-08	Supplies/Field Supplies	48,890	
244	0835	422	60-08	Supplies/Field Supplies	660	
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/>)					50,278	

Requesting Department Approval: [Signature] Title: Interim Chief Date: 9-2-11

Finance Department Approval: [Signature] Date: 9/2/11

County Manager Approval: _____ Date: _____

Entered by: _____ Date: _____

Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 -

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0836	385	02-00	Budgeted Cash/State Funds	51	
244	0837	385	02-00	Budgeted Cash / State Funds	3,501	
244	0838	385	02-00	Budgeted Cash/State Funds	466	
244	0839	385	02-00	Budgeted Cash / State Funds	5,691	
244	0840	385	02-00	Budgeted Cash/State Funds	27	
244	0842	385	02-00	Budgeted Cash / State Funds	936	
244	0843	385	02-00	Budgeted Cash/State Funds	10,527	
244	0844	385	02-00	Budgeted Cash / State Funds	11,154	
TOTAL (if SUBTOTAL, check here)					82,631	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0836	422	60-08	Supplies/Field Supplies	51	
244	0837	422	60-08	Supplies/Field Supplies	3,501	
244	0838	422	60-08	Supplies/Field Supplies	466	
244	0839	422	60-08	Supplies/Field Supplies	5,691	
244	0840	422	60-08	Supplies/Field Supplies	27	
244	0842	422	60-08	Supplies/Field Supplies	936	
244	0843	422	60-08	Supplies/Field Supplies	10,527	
244	0844	422	60-08	Supplies/Field Supplies	11,154	
TOTAL (if SUBTOTAL, check here)					82,631	

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (if applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

This request is to budget FY-11 available cash balances from the Fire Districts Revenue Fund (244) for expenditure in FY-12. Each fire district was requested to prioritize their needs to budget funds in appropriate expenditure categories.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

NM State Forestry Reimbursements.

- c) Is this request a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.

Not Applicable.

SANTA FE COUNTY
RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of September, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madam Chair


ATTEST:

Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Senior Accountant 

Thru: Katherine Miller, County Manager

Date: September 27, 2011

Re: *Requesting a budget decrease to the Fire Department Forestry Fund (\$53,155)*

ISSUE:

The CSD Fire Department division is requesting a decrease to the Fire Department Forestry Fund (244) to reflect the actual FY-2011 end of year available cash balance.

BACKGROUND:

The FY-2012 Forest Restoration Grant budget was based on the annualized expenditure and cash balance available at the time of the budget preparation in Feb/March to ensure that there would be a sufficient budget to cover salaries and benefits as well as operational expenditures at the start of the fiscal year. The expenditures in FY-2011 continued through June resulting in an overstated FY-2012 budget. This budget resolution will reconcile the original FY-2012 budget balance to reflect the actual available cash balance as of June 30, 2011 and will not impact staffing levels.

SUMMARY:

Please approve the attached budget resolution to decrease the Fire Department Forestry Fund (244) by \$53,155 to reflect the actual available cash balance at the end of FY-2011.

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: Fire Department/Forest Restoration Grants Fund Name: Forest Restoration Grant Fund (244)

Budget Adjustment Type: Budget Decrease Fiscal Year: 2012 (July 1, 2010 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	372	00-00	Budgeted Cash/Federal Grant		53,155
TOTAL (if SUBTOTAL, check here)						53,155

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	422	10-26	Salary & Wages/Term Employees		73,263
244	0809	422	20-01	Benefits/FICA Regular		269
244	0809	422	20-02	Benefits/FICA Medicare		57
244	0809	422	20-03	Benefits/Retirement Contributions		16,194
TOTAL (if SUBTOTAL, check here X)						89,783

Requesting Department Approval: *[Signature]* Title: Interim Chief Date: 9-2-11

Finance Department Approval: *[Signature]* Date: 9/4/11

County Manager Approval: _____ Date: _____

Entered by: _____ Date: _____

Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	422	20-05	Benefits/Health Care		252
244	0809	422	20-06	Benefits/Retirement Health Care		1,245
244	0809	422	20-07	Benefits/Unemployment Insurance	6,130	
244	0809	422	20-08	Benefits/Workers Comp (Assessment)	1,298	
244	0809	422	30-01	Travel/IS Mileage & Fares	150	
244	0809	422	35-03	Vehicle Expenses/Vehicle Maintenance	125	
244	0809	422	40-06	Maintenance/Equipment	1,404	
244	0809	422	50-03	Contractual Services/Professional Services	6,046	
244	0809	422	50-90	Contractual Services/Other Contractual Services		2,700
244	0809	422	50-92	Contractual Services/Pass Through Funds	22,054	
244	0809	422	60-02	Supplies/Safety Equipment	10,976	
244	0809	422	60-03	Supplies/Uniform Linen Purchase		2,611
244	0809	422	60-05	Supplies/Non-Capital Med & Lab		30
244	0809	422	60-08	Supplies/Field Supplies		6,339
244	0809	422	60-09	Supplies/Educational Supplies	675	
244	0809	422	60-12	Supplies/Rehab/Prgm/Facility Food	322	
244	0809	422	60-90	Supplies/Other Supplies		96
244	0809	422	70-33	Other Operating Cost/Seminars & Workshops	720	
244	0809	422	80-15	Capital Purchases/Computers & Peripherals	1,933	
244	0809	422	80-95	Capital Purchases/Inv.Exempt Computer		2,149
244	0809	422	80-99	Capital Purchases/Inventory Exempt	217	
TOTAL (if SUBTOTAL, check here)					52,050	105,205

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

This request is to decrease the FY-2012 budget to reflect the actual FY-2011 available cash balances from the Forest Restoration Grant Fund (244). The FY-2012 Forest Restoration Grant budget was based on the annualized expenditure and cash balance available at the time of the budget preparation to ensure that there would be a sufficient budget to cover salaries and benefits as well as operational expenditures at the start of the fiscal year. This request is to reconcile the fund budget to reflect the actual FY-11 end of year available cash balance.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

US Forest Service Grant 10-DG-11031000-0303, performance period ends June 30, 2013.
 - c) Is this request a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

Not Applicable.

SANTA FE COUNTY

RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

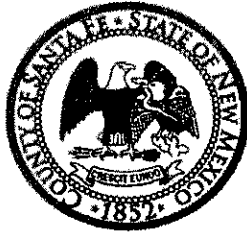
Approved, Adopted, and Passed This 27th Day of September, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madam Chair

ATTEST:

Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Senior Accountant

Thru: Katherine Miller, County Manager *DM*

Date: September 27, 2011

Re: *Requesting a budget increase to the Fire Department Forestry Fund and various Fire District Revenue Funds (\$75,643)*

ISSUE:

The CSD Fire Department division is requesting an increase to the Fire Department Forestry Fund (244) and various Fire District Revenue Funds (244) to budget the revenue collected for fire department personnel and apparatus that was utilized for the Las Vegas Fire, Paseo Cø de Baca Fire, Osha Fire, Pequeno Fire, Ojo de La Vaca Fire and the Russell Fire in the amount of \$75,643.

BACKGROUND:

The Fire Department has a Joint Powers Agreement in place with the Energy, Minerals and Natural Resource Department, Forestry Division for wildland fire protection and suppression (contract number 10-521-2300-00320). The Santa Fe County Fire Department has received reimbursement in the amount of \$75,643 which is the designated rate for our personnel and apparatus utilized at the Las Vegas, Paseo Ce de Baca, Osha, Pequeno, Ojo de La Vaca and the Russell Fires. When reimbursement money is collected for deployment to a wildland fire utilizing the NM Resource Mobilization Plan (JPA) the money is budgeted into the fire department forestry cost center under salaries and benefits to help fund the fire department crew of Wildland Urban Interface Specialists and reimburse the fire districts for personnel and equipment.

SUMMARY:

Please approve the attached budget resolution to increase the Fire Department Forestry Fund (244) and various Fire District Revenue Funds (244) by \$75,643.

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: Fire Department/Various Fire Districts Fund Name: Fire District Revenue/Forestry Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2012 (July 1, 2010 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	360	09-02	Revenue/State Forestry	57,524	
244	0870	360	09-02	Revenue/State Forestry	9,060	
244	0834	360	09-02	Revenue/State Forestry	1,993	
244	0840	360	09-02	Revenue/State Forestry	1,277	
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/>)					69,854	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	421	10-26	Salaries & Wages/Term Employees	30,045	
244	0809	421	20-01	Employee Benefits/FICA Regular	3,566	
244	0809	421	20-02	Employee Benefits/FICA Medicare	834	
244	0809	421	20-03	Employee Benefits/PERA	16,883	
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/>)					51,328	

Requesting Department Approval: _____ Title: Interim Chief Date: 9-2-11

Finance Department Approval: _____ Date: 9/16/11 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0839	360	09-02	Revenue/State Forestry	536	
244	0843	360	09-02	Revenue/State Forestry	591	
244	0842	360	09-02	Revenue/State Forestry	1,372	
244	0841	360	09-02	Revenue/State Forestry	375	
244	0844	360	09-02	Revenue/State Forestry	495	
244	0835	360	09-02	Revenue/State Forestry	277	
244	0838	360	09-02	Revenue/State Forestry	575	
244	0837	360	09-02	Revenue/State Forestry	384	
244	0832	360	09-02	Revenue/State Forestry	609	
244	0833	360	09-02	Revenue/State Forestry	575	
TOTAL (if SUBTOTAL, check here)					75,643	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	421	20-05	Employee Benefits/Group Insurance	5,000	
244	0809	421	20-06	Employee Benefits/Ret. HC	1,196	
244	0870	421	10-55	Salary & Wages/Volunteer Reimbursements	9,060	
244	0834	422	60-08	Supplies/Field Supplies	1,993	
244	0840	422	60-08	Supplies/Field Supplies	1,277	
244	0839	422	60-08	Supplies/Field Supplies	536	
244	0843	422	60-08	Supplies/Field Supplies	591	
244	0842	422	60-08	Supplies/Field Supplies	1,372	
244	0841	422	60-08	Supplies/Field Supplies	375	
244	0844	422	60-08	Supplies/Field Supplies	495	
244	0835	422	60-08	Supplies/Field Supplies	277	
244	0838	422	60-08	Supplies/Field Supplies	575	
244	0837	422	60-08	Supplies/Field Supplies	384	
244	0832	422	60-08	Supplies/Field Supplies	609	
244	0833	422	60-08	Supplies/Field Supplies	575	
TOTAL (if SUBTOTAL, check here)					75,643	

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Forest Restoration and Various Fire Districts (244) Forestry Revenue Fund for a combined total of \$75,643 to reimburse the Wildland hand crew and various fire districts for fire personnel and/or fire apparatus utilized on the following fires: Las Vegas, Paseo Ce de Baca, Osha, Pequeno, Ojo de La Vaca and the Russell Fire. The various fire districts will utilize the reimbursements to purchase or replace necessary field supplies and reimburse personnel utilized on the fires, and Wildland will utilize the reimbursements to help fund the fire department staff of Wildland Urban Interface Specialists as well as supplies.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

NM State Forestry Reimbursements.
 - c) Is this request a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

Not Applicable.

SANTA FE COUNTY

RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

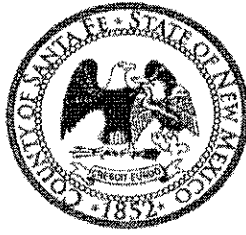
Approved, Adopted, and Passed This 27th Day of September, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madam Chair

ATTEST:


Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Senior Accountant

Thru: Katherine Miller, County Manager 

Date: September 27, 2011

Re: *Requesting a budget increase to the HAZMAT Grant Fund (\$5,798)*

ISSUE:

The CSD Fire Department division is requesting an increase to the Fire Department HAZMAT Fund (244) to budget the prior year's available cash balance in the amount of \$5,798.

BACKGROUND:

The fire department is requesting to carry over the available cash balance from FY-2011 to be expended in FY-2012 on registration fees for HAZMAT training in accordance with the WIPP JPA expenditure specifications which state that this funding shall be utilized to enhance the County's response capability as it pertains to the transportation of hazardous materials. This funding may be utilized for both training and equipment.

SUMMARY:

Please approve the attached budget resolution to increase the Fire Department HAZMAT Fund (244) by \$5,798.

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: Fire Department/Administration Fund Name: Hazmat Grant (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0806	385	03-00	Budgeted Cash/Hazmat Grant	5,798	
TOTAL (if SUBTOTAL, check here)					5,798	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0806	422	70-33	Other Operating Cost/Seminars & Workshops	5,798	
TOTAL (if SUBTOTAL, check here)					5,798	

Requesting Department Approval: *[Signature]* Title: Interim Chief Date: 9-2-11

Finance Department Approval: *[Signature]* Date: 9/19/11 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Hazmat Grant (244) to budget the FY-2011 available cash balance of \$5,798 for expenditure in FY-12 in accordance with the WTPP JPA expenditure specifications.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Reference WIPP Isolation Pilot Project Joint Powers of Agreement. (Copy attached).

- c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).

- d) Please identify other funding sources used to match this request.

N/A

SANTA FE COUNTY

RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

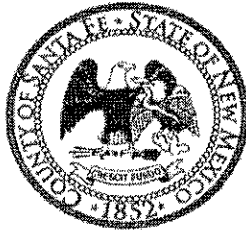
Approved, Adopted, and Passed This 27th Day of September, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madam Chair

ATTEST:

Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Senior Accountant

Thru: Katherine Miller, County Manager

Date: September 27, 2011

Re: *Requesting a budget increase to the Fire Department FEMA Grant Fund (\$98,998)*

ISSUE:

The CSD Fire Department division is requesting an increase to the Fire Department FEMA Grant Fund (244) to reflect the actual FY-2011 end of year available cash balance.

BACKGROUND:

The FY-2012 FEMA Grant budget was based on the annualized expenditure and cash balance available at the time of the budget preparation in Feb/March to ensure that there would be a sufficient budget to cover salaries and benefits as well as operational expenditures at the start of the fiscal year. The expenditures in FY-2011 continued through June resulting in an understated FY-2012 budget. This budget resolution will reconcile the original FY-2012 budget balance to reflect the actual available cash balance as of June 30, 2011 for this fund.

SUMMARY:

Please approve the attached budget resolution to increase the Fire Department FEMA Grant Fund (244) by \$98,998 to reflect the actual available cash balance at the end of FY-2011.

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on September 27, 2011, did request the following budget adjustment:

Department / Division: Fire Department/FEMA Grant Fund Name: FEMA Grant Fund (244)

Budget Adjustment Type: Budget Increase/Decrease Fiscal Year: 2012 (July 1, 2010 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0814	372	00-00	Budgeted Cash/Federal Grant	98,998	
TOTAL (if SUBTOTAL, check here)					98,998	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY /LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0814	422	10-25	Salary & Wages/Overtime	1,440	
244	0814	422	10-26	Salary & Wages/Term Employees	33,065	
244	0814	422	20-01	Benefits/FICA Regular	2,062	
244	0814	422	20-02	Benefits/FICA Medicare	595	
TOTAL (if SUBTOTAL, check here X)					37,162	

Requesting Department Approval: *[Signature]* Title: Interim Chief Date: 9/27/11

Finance Department Approval: *[Signature]* Date: 9/27/11

County Manager Approval: _____ Date: _____

Entered by: _____ Date: _____
Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0814	422	20-03	Benefits/Retirement Contributions	12,010	
244	0814	422	20-05	Benefits/Health Care	9,629	
244	0814	422	20-06	Benefits/Retirement Health Care	770	
244	0814	422	30-02	Travel/OS Mileage & Fares	1,000	
244	0814	422	30-04	Travel/OS Meals & Lodging	1,000	
244	0814	422	50-03	Contractual Services/Professional Services		50,000
244	0814	422	60-09	Supplies/Educational Supplies	29,927	
244	0814	422	70-33	Other Operating Costs/Seminars & Workshops	6,000	
244	0814	422	70-37	Other Operating Costs/Printing/Publishing/Ads	50,000	
244	0814	422	80-99	Capital Purchases/Inventory Exempt	1,500	
TOTAL (if SUBTOTAL, check here)					148,998	50,000

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

This request is to budget FY-11 available cash balances from the FEMA Grant Fund (244) for expenditure in FY-12. The FY-2012 FEMA Grant budget was based on the annualized expenditure and cash balance available at the time of the budget preparation to ensure that there would be a sufficient budget to cover salaries and benefits as well as operational expenditures at the start of the fiscal year. This request is to reconcile the fund budget to reflect the actual FY-11 end of year available cash balance and to adjust the distribution of the category funds.

a) Employee Actions

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

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-99	Inventory Exempt – Items used for Training and Campaigning	1,500

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

FEMA Grant EMW-2009-FF-00453, performance period ends December 3, 2014.

Not Applicable.

SANTA FE COUNTY
RESOLUTION 2011 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of September, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madam Chair

ATTEST:

Valerie Espinoza, County Clerk