

Memorandum

To: Santa Fe Board of County Commissioners
From: Teresa C. Martinez, Finance Director *TCM*
Via: Katherine Miller, County Manager
Date: September 27, 2011
Re: *Financial report for the month ending 08/31/2011*

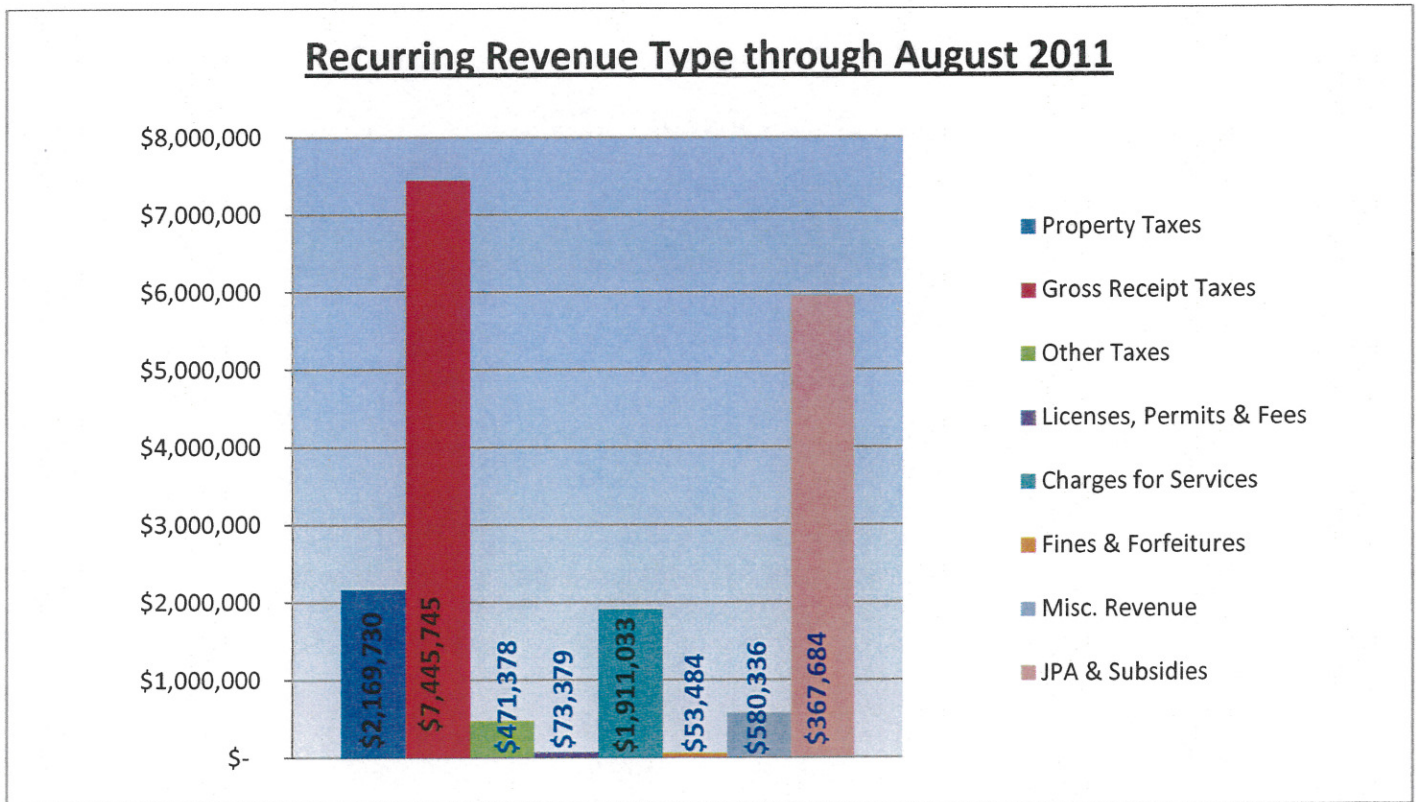
ISSUE:

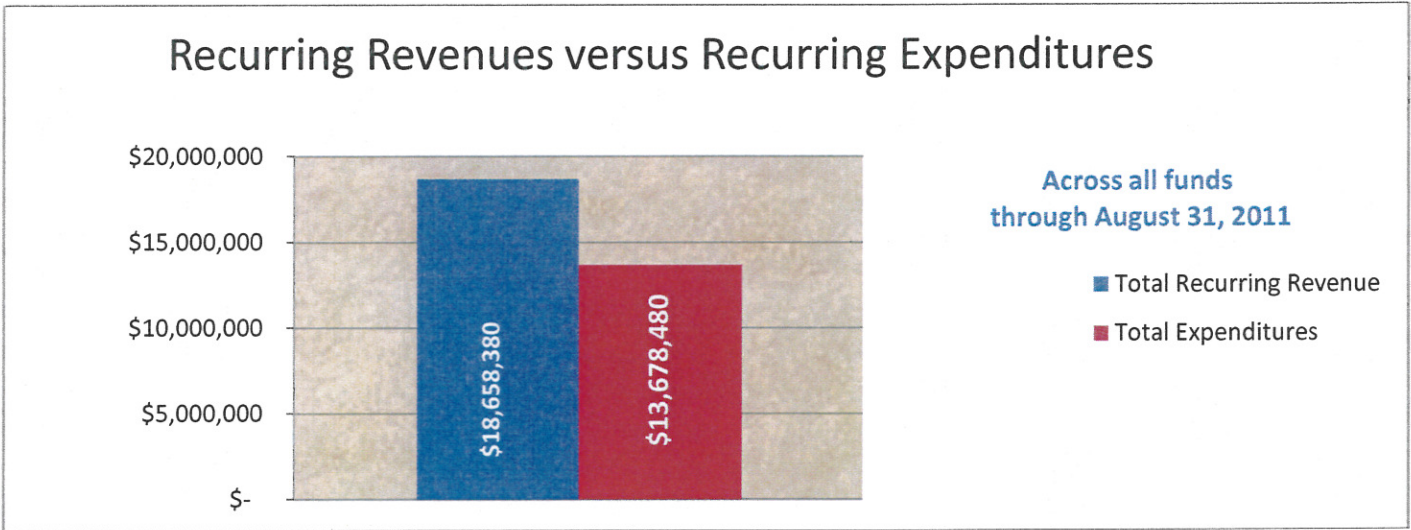
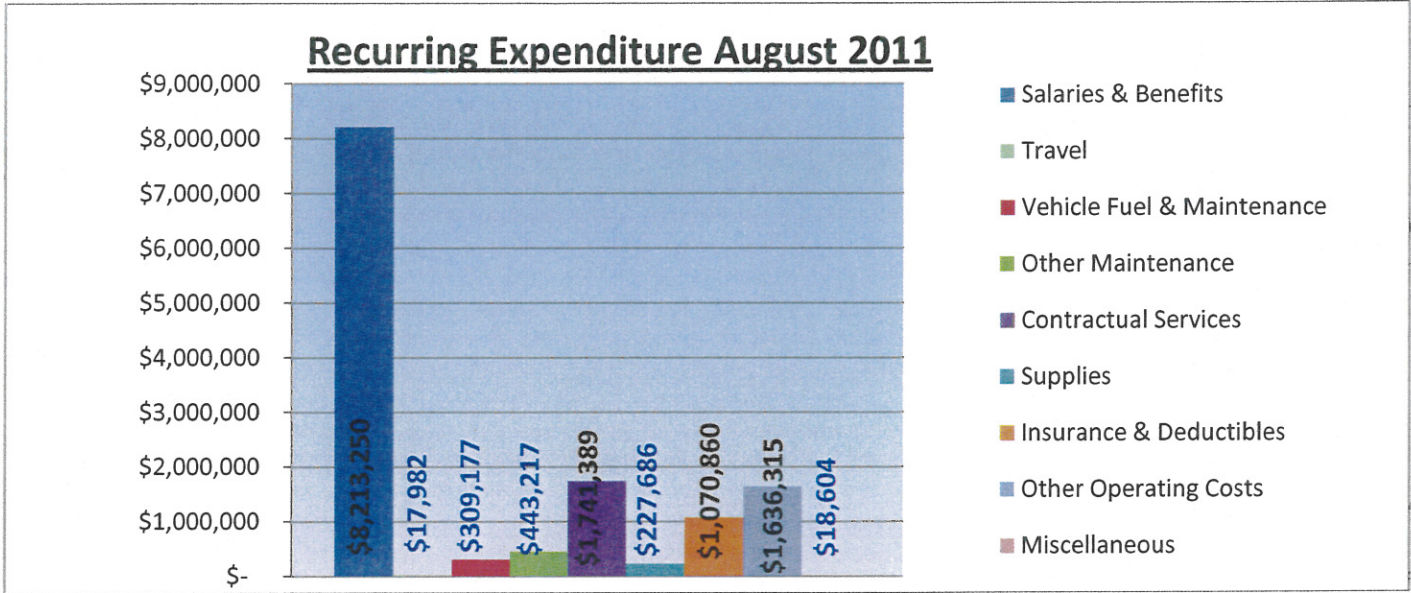
Enclosed is a report summarizing the financial activities of the County through the month ending August 31, 2011.

BACKGROUND:

This is a comparison of revenues and expenditures on a recurring versus non-recurring basis. The monthly report will still highlight major revenue sources. Below are several charts that identify 1) the recurring revenue sources, 2) the recurring expenditures and 3) a comparison of the two side by side.

RECURRING VERSUS NON-RECURRING



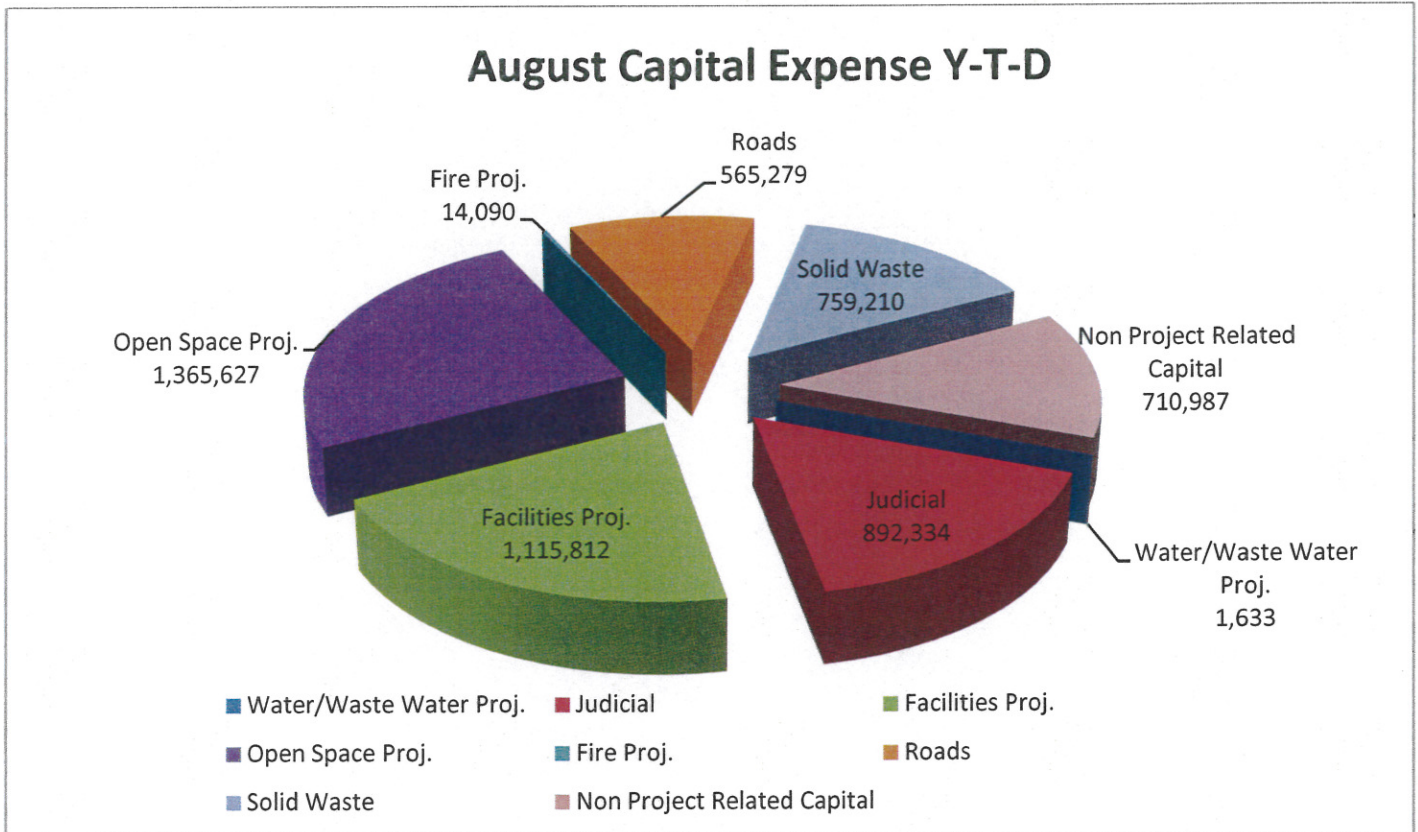


Through the month of August as noted in the above chart, the expenditures of \$13.7 million were supported by the revenues of \$18.7 million. Revenues exceeded expenditures by \$4.9 million. The surplus was mainly due to grant reimbursements drawn in the month of June and reimbursement received in August totaling \$5.9 million. The reimbursements received were for various road projects and economic development efforts.

Major expenditures such as salary/benefits, maintenance and utilities are consistent from month to month regardless of the revenue collections. In order to ensure that the budget is intact, finance staff reviews the monthly budget status expenditure reports to ensure that there are no areas of huge concern this early in the fiscal year. Additionally, the mid-year reviews serve as an additional tool to control such expenditures and ensure that sufficient budget authority is met to complete the fiscal year.

NON-RECURRING EXPENDITURES

The chart below focuses on the capital expenditures incurred through the month of August 2011. The chart is broken down by project category. Non-project related expenditures reflect purchases of equipment. Capital expenditures are non-recurring expenditures funded by non-recurring sources. Such sources include bond proceeds, special appropriations and grants.



Also included for your information are the charts reflecting major revenue sources and collections for July August, and September.

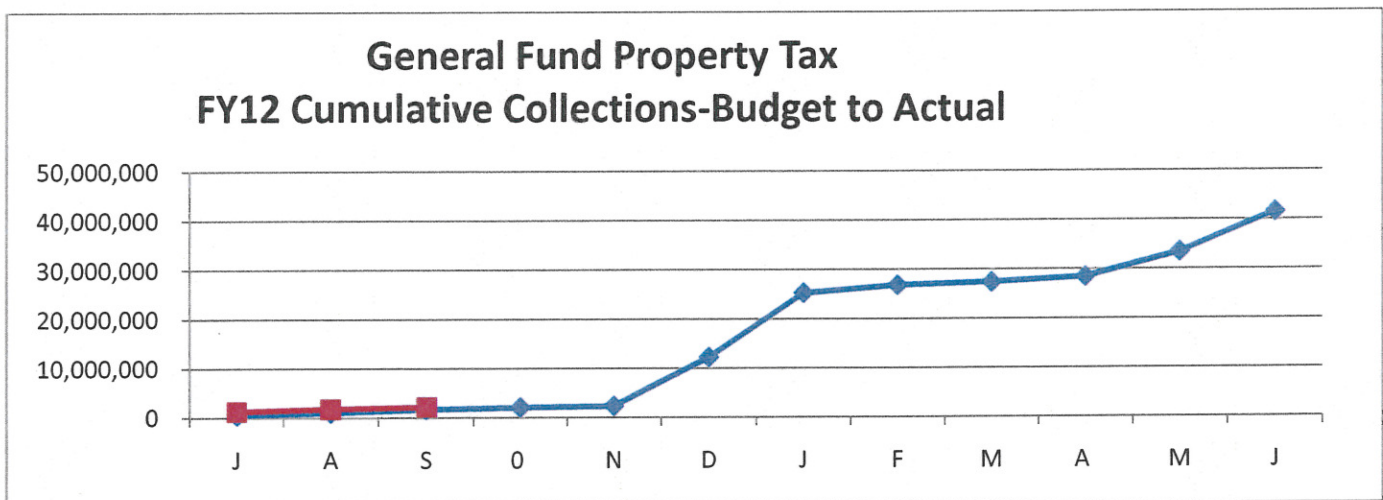
REVENUE:

Property tax is recorded monthly and compared to the actual monthly budget forecasts. Property taxes which constitute 76% of the General Fund revenue are estimated from calculations of existing and new valuations of residential and commercial property, the economic growth rate, as well as trends derived from the monthly receipt data.

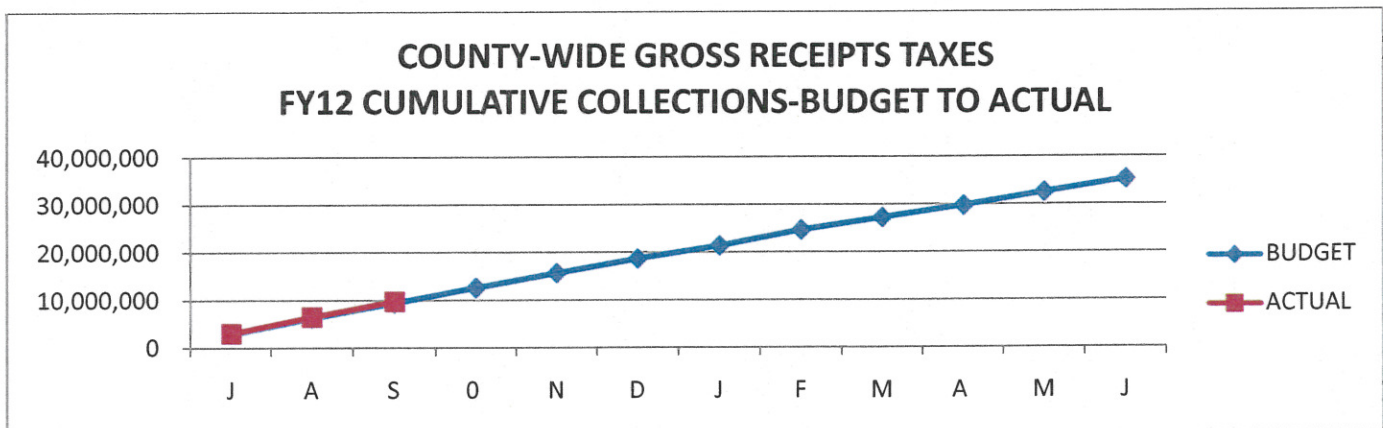
Property tax revenue budget estimates are conservative, as a budget shortfall in tax receipts would have a serious impact on various County operations. Although we are not sure why, we have noted that the actual

collections through September have materialized quite differently than the forecasted monthly budgets. Actual property tax collections of \$2.2 million through the end of September exceed the projected budget of \$1.7 by \$492,582. The property tax collections of \$412K for the month of September fell under the budgeted amount of \$654K by \$242K. However, the surplus collections in July are carrying the August and September shortfalls. The collections are \$9,200 less than the prior year's collections for the same time period.

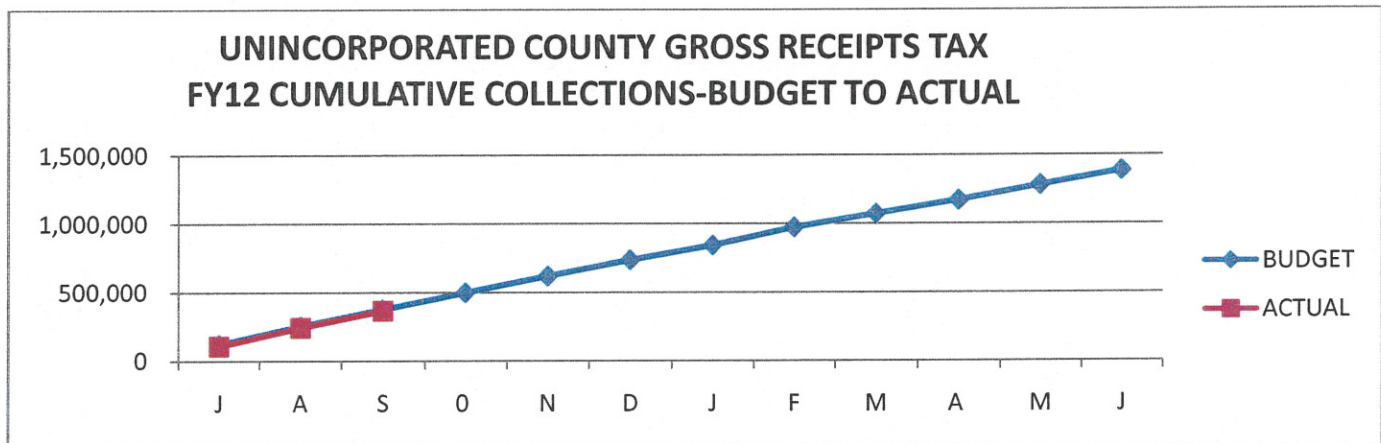
Again, it is important to note that some revenues are cyclical in nature and are collected later in the fiscal year. Property tax collections materialize at their highest levels in the December/January and May/June time periods. The FY 2012 budget has forecasted that a total of \$22.3 million and \$12.7 million will be collected respectively for the high collection periods. (The blue line noted on the chart further below indicates the budgeted amounts by month).



The gross receipts taxes are estimated from trend data and from economic analysis of the business activities in the areas of construction, wholesale, retail and service sectors. Cumulatively, both the county-wide and the unincorporated gross receipt taxes collected through July total \$3.2M, through August total \$3.6M and through September total \$3.3 million. Collections are \$212K greater than or 2% above the cumulative budgeted amount of \$9.9M. Total collections exceed the prior year by \$230K for the same time period.



Lastly, the unincorporated GRT collections fell under budget for July through September by \$9,420. In FY 2012, the unincorporated GRT's were forecasted with a 13% downturn and we are hopeful that the forecasted downturn is sufficient. There are still small amounts of money, mainly penalty and interest, relative to delinquent collections for the sunsetted Fire Excise Tax totaling \$5,055.



UPDATE ON FY 2012 BUDGET CUTS:

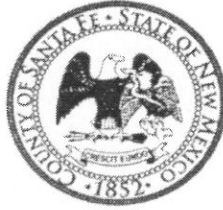
The budget cuts made by both management and the BCC have continued as of the last financial report to the Board. These cuts included the frozen positions, smart buying concept, restructured satellite offices, etc. The FY 2012 budget contemplated a fairly flat revenue (versus the reduced revenue in each of the past two years) based upon FY 2011 performance and other indicators that the local economy has leveled out. Some small cuts were made to the FY 2012 operational budgets of programs funded entirely or supported by the general fund or budgets that are reliant upon gross receipt taxes as the primary revenue source.

SUMMARY:

The County has been fortunate that fund/cash balances have built up during years of good revenue yield and have been used to help weather periods of financial stress. Using fund/cash balance to soften the landing is a natural treatment to consider. However, it was the primary goal in FY2012 to balance the budget with a reduced level of cash to support operations. The eventual goal is to eliminate the usage of cash to support operations in FY 2013. The County's use of cash has:

- Helped preserve organizational capacity to provide service.
- Assisted the county in the "wait out" of the economic recession; with the understanding that this treatment can only be used for a finite period of time.

The finance division will continue to monitor recurring revenues which support recurring expenditures. We will continue to evaluate economic trends and ensure that the budget established is sufficient to meet the program/service needs for FY2012. Lastly, we will continue to move forward with the implementation of performance based budgeting.



Memorandum

To: Santa Fe Board of County Commissioners

From: Robert Martinez, Transportation Manager

Thru: Katherine Miller, County Manager *gmm*

Date: September 27, 2011

Re: *A Resolution to increase the 2009 Series General Obligation Bond Fund (335) for Caja Del Rio in the Amount of \$31,730*

BACKGROUND & SUMMARY:

The Santa Fe County Public Works Department is requesting an increase to the 2009 Series General Obligation Bond Fund (335) of \$31,730 to help fund the Caja Del Rio Road improvement project. The Santa Fe County Public Works Department is currently undertaking major improvements to Caja Del Rio Road. The funding plan for this project includes proceeds from several different bonds issued for the purpose of improving the County's road system. During its FY2012 budget cycle, the proposed funding from all sources was requested. However, proceeds (budgeted cash) from the 2009 series GOB were tied up in a purchase order and could not be included in the final FY 2012 budget until the PO balance was no longer needed and could be liquidated.

RECOMMENDATION:

The Public Works Department requests the 2009 General Obligation Bond Fund (335) budget be increased by \$31,730 for the Caja Del Rio Road improvement project.

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 / Road Projects Fund Name: GOB series 2009 fund 335

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
335	0000	385	0400	Budgeted Cash	\$31,730.00	
TOTAL (if SUBTOTAL, check here)					\$31,730.00	

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
335	6166	453	8010	GOB 2009 series Caja Del Rio Road	\$31,730.00	
TOTAL (if SUBTOTAL, check here)					\$31,730.00	

Requesting Department Approval: *Robert Martinez* Title: Public Works Division Dir. Date: 9-12-11
 Finance Department Approval: *Terrence Martinez* Date: 9/16/11 Entered by: _____ Date: _____
 County Manager Approval: _____ Updated by: _____ Date: _____

SANTA FE COUNTY
RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Robert Martinez Dept/Div: Public Works Phone No.: 992-3010

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. Caja Del Rio was originally funded through the General Obligation Bond 2009 Series. We are currently requesting that \$31,730 be moved from the budgeted /cash balance into the Caja Del Rio because we are currently undergoing major improvements to this road. This was money that was tied up in a prior year purchase order that the balance was no longer needed.
- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X _____
- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X _____
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES _____ NO X _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES _____ NO X _____
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - 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.

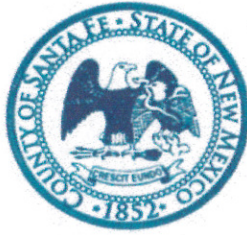
Approved, Adopted, and Passed This _____ Day of _____, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Chairperson

ATTEST:

Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: Katherine Miller, County Manager *jm*

Date: September 27, 2011

Re: *Requesting a budget increase/decrease to the various Fire Districts (209) Fire Fund (\$1,915,453)*

CAPTION:

The Santa Fe County Fire Department is requesting BCC approval for a budget increase/decrease to the various fire districts (209) Fire Protection Fund to adjust the budget for the current year allocation to the actual distribution amount and to carry forward the FY-2011 available cash balance for expenditure in FY-2012 for a total increase of \$1,915,453.

BACKGROUND:

The Santa Fe County Fire Department has received the approval from the State Fire Marshal's Office to carry forward the FY-2011 available cash balances from previous year's fire fund allocations for the fire districts to be expended in FY-2012. This budget resolution is to adjust the FY-2012 fire fund allocations to the actual distribution amount in addition to budgeting the prior year's available cash balances for the fire districts. The fire districts have prioritized their needs in accordance with the Fire Department's Five Year Plan so that this funding is expended in the appropriate categories. Many of the fire districts will be utilizing the funding to purchase fire apparatus, to make fire station upgrades and improvements and purchase or repair fire equipment.

SUMMARY:

Please approve the request for a budget increase/decrease to the various Fire Districts (209) Fire Protection Fund in the amount of \$1,915,453.

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 Fund (209)

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
209	0831	371	07-00	Fire Allotment		1,404
209	0831	385	02-00	Budgeted Cash / State Funds	67,985	
209	0832	371	07-00	Fire Allotment		5,004
209	0832	385	02-00	Budgeted Cash / State Funds	525,647	
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/>)					593,632	6,408

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
209	0831	422	40-01	Maintenance/Buildings & Structures	7,985	
209	0831	422	60-02	Supplies/Safety Equipment	25,000	
209	0831	422	80-99	Capital/Inventory Exempt	35,000	
209	0831	422	40-06	Maintenance/Equipment		1,404
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/>)					67,985	1,404

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

Finance Department Approval: *[Signature]* Date: 9/1/11 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
209	0833	371	07-00	Fire Allotment	8,906	
209	0833	385	02-00	Budgeted Cash / State Funds	72,643	
209	0834	371	07-00	Fire Allotment		3,178
209	0834	385	02-00	Budgeted Cash / State Funds	101,452	
209	0835	371	07-00	Fire Allotment		3,020
209	0835	385	02-00	Budgeted Cash / State Funds	185,807	
209	0836	371	07-00	Fire Allotment		2,171
209	0836	385	02-00	Budgeted Cash / State Funds	117,123	
209	0837	371	07-00	Fire Allotment		23,920
209	0837	385	02-00	Budgeted Cash / State Funds	83,071	
TOTAL (if SUBTOTAL, check here X)					1,186,554	14,777

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
209	0832	422	40-01	Maintenance/Buildings & Structures	10,000	
209	0832	422	60-02	Supplies/Safety Equipment	15,647	
209	0832	422	80-09	Capital/Vehicles	500,000	
209	0832	422	40-06	Maintenance/Equipment		5,004
209	0833	422	40-06	Maintenance/Equipment	12,640	
209	0833	422	80-09	Capital/Vehicles	68,909	
209	0834	422	40-01	Maintenance/Buildings & Structures	20,000	
209	0834	422	80-99	Capital Purchases/Inventory Exempt	81,452	
209	0834	422	40-06	Maintenance/Equipment		3,178
209	0835	422	80-09	Capital Purchases/Vehicles	185,807	
TOTAL (if SUBTOTAL, check here X)					962,440	9,586

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
209	0838	371	07-00	Fire Allotment		
209	0838	385	02-00	Budgeted Cash / State Funds	50,104	2,568
209	0839	371	07-00	Fire Allotment		
209	0839	385	02-00	Budgeted Cash / State Funds	34,773	2,568
209	0840	371	07-00	Fire Allotment		
209	0840	385	02-00	Budgeted Cash / State Funds	51,258	3,020
209	0841	371	07-00	Fire Allotment		
209	0841	385	02-00	Budgeted Cash / State Funds	165,364	1,589
209	0842	371	07-00	Fire Allotment		
209	0842	385	02-00	Budgeted Cash / State Funds	146,227	1,589
TOTAL (if SUBTOTAL, check here X)					1,634,280	26,111

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
209	0835	422	60-02	Supplies/Safety Equipment		
209	0836	422	80-09	Capital Purchases/Vehicles	117,123	3,020
209	0836	422	80-99	Capital Purchases/Inventory Exempt		
209	0837	422	80-09	Capital Purchases/Vehicles	106,991	2,171
209	0838	422	80-01	Capital Purchases/Buildings & Structures	50,104	
209	0838	422	60-03	Supplies/Uniform & Linen	34,773	2,568
209	0839	422	80-09	Capital Purchases/Vehicles		
209	0839	422	60-02	Supplies/Safety Equipment	51,258	2,568
209	0840	422	80-99	Capital Purchases/Inventory Exempt		
209	0840	422	60-02	Supplies/Safety Equipment	165,364	3,020
209	0841	422	80-09	Capital Purchases/Vehicles		
209	0841	422	60-08	Supplies/Field Supplies	146,227	1,589
209	0842	422	80-01	Capital Purchases/Buildings & Structures		
209	0842	422	60-02	Supplies/Safety Equipment		
TOTAL (if SUBTOTAL, check here X)					1,634,280	26,111

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
209	0843	371	07-00	Fire Allotment	45,987	
209	0843	385	02-00	Budgeted Cash / State Funds	11,292	
209	0844	371	07-00	Fire Allotment		1,510
209	0844	385	02-00	Budgeted Cash / State Funds	175,225	
209	0846	371	07-00	Fire Allotment		1,589
209	0846	385	02-00	Budgeted Cash / State Funds	77,879	
TOTAL (if SUBTOTAL, check here)					1,944,663	29,210

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
209	0843	422	80-09	Capital Purchases/Vehicles	57,279	
209	0844	422	80-01	Capital Purchases/Buildings & Structures	175,225	
209	0844	422	60-02	Supplies/Safety Equipment		1,510
209	0846	422	80-01	Capital Purchases/Buildings & Structures	60,879	
209	0846	422	80-17	Capital Purchases/Medical Equipment	17,000	
209	0846	422	60-09	Supplies/Educational Supplies		1,589
TOTAL (if SUBTOTAL, check here)					1,944,663	29,210

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 Fire Fund (209) distributions for expenditure in FY-12 and to adjust the budget for the current year allocation to the actual distribution amount for each fire district for a total amount of \$1,915,453. 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, 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-XX	Additions are being made to carry over funding for future expenditures as needed for buildings, structures, vehicles And Equipment.	1,853,382

- 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
If YES, cite statute and attach a copy.

• 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.

The State Fire Fund Allotment.

• c) Is this request 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.

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

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

DISTRICT 1 JASON MARKS
DISTRICT 2 PATRICK H. LYONS, CHAIRMAN
DISTRICT 3 JEROME D. BLOCK, VICE CHAIRMAN
DISTRICT 4 THERESA BECENTI-AGUILAR
DISTRICT 5 BEN L. HALL



P.O. Box 1269
1120 Paseo de Peralta
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
John Standefer, State Fire Marshal

Room 413
800-244-6702 (In-state only)
(505) 476-0066
Fax : (505) 476-0100

CHIEF OF STAFF

Johnny Montoya

August 17, 2011

Mr. David Sperling, Chief
Santa Fe County, Fire Department
#35 Camino Justicia
Santa Fe, New Mexico 87508



Reference: Santa Fe County Fire Department

Chief Sperling:

In response to your correspondence dated August 12, 2010, you are hereby authorized to carry and, earmark and accumulate Fire Protection Fund monies for FY 2011/2012 for the purchase of apparatus, equipment and station upgrades.

• Chimayo	\$67,985.00
• Eldorado	\$525,647.00
• Edgewood	\$72,643.00
• Hondo	\$101,452.00
• La Puebla	\$185,807.00
• Pojoaque	\$117,123.00
• Stanley	\$83,071
• Tesuque	\$50,104.00
• T Trail	\$34,773.00
• La Cienega	\$51,258.00
• Madrid	\$165,364.00
• Glorieta	\$146,227.00
• Agua Fria	\$11,292.00
• Galisteo	\$175,225.00
• SFC admin	\$79,468.00

Santa Fe County Fire Department Total \$1,867,439.00

If I may be of additional assistance in this matter, please feel free to contact me 505-476-0187 or 505-690-9312.

1 888 4 ASK PRC
www.nmprc.state.nm.us

PRC
Working for You!

Sincerely,

Randy J. Varela

Randy J. Varela
Fire Department Inspector
New Mexico State Fire Marshal's Office

XC: Steve Moya, Assistant Chief
Teresa Martinez, Finance Director
Donna Morris, Senior Accountant
Vernon Muller, Deputy State Fire Marshall
File

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

DISTRICT 1 JASON MARKS
 DISTRICT 2 PATRICK H. LYONS, CHAIRMAN
 DISTRICT 3 JEROME D. BLOCK, VICE CHAIRMAN
 DISTRICT 4 THERESA BECENTI-AGUILAR
 DISTRICT 5 BEN L. HALL



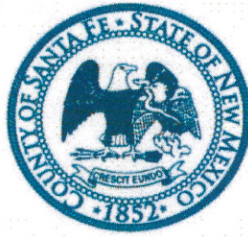
P.O. Box 1269
 1120 Paseo de Peralta
 Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
 John Standefer, State Fire Marshal
 Room 413
 800-244-6702 (In-state only)
 (505) 476-0066
 Fax : (505) 476-0100

CHIEF OF STAFF
 Johnny Montoya

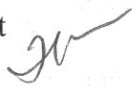
Calculate Distribution by County with NMFA FY 2012

DEPARTMENT	AD			Fire Fund Distribution	NMFA amount	TOTAL to Dept.
	CL	MS	SS bldgs			
<i>Santa Fe</i>						
Agua Fria	6	2	0	\$147,970	\$0	\$147,970
Chimayo	9	1	1	\$68,806	\$0	\$68,806
Edgewood	5	2	2	\$212,872	\$0	\$212,872
El Dorado	4	3	0	\$245,322	\$0	\$245,322
Galisteo	6	1	0	\$73,985	\$0	\$73,985
Glorieta Pass	5	1	0	\$77,879	\$0	\$77,879
Hondo	5	2	0	\$155,758	\$0	\$155,758
La Cienega	6	2	0	\$147,970	\$0	\$147,970
La Puebla	6	2	0	\$147,970	\$0	\$147,970
Madrid	5	1	0	\$77,879	\$0	\$77,879
Pojoaque	5	1	1	\$106,436	\$0	\$106,436
Santa Fe Co. Admin.	5	0	0	\$77,879	\$0	\$77,879
Stanley	6	1	2	\$125,903	\$0	\$125,903
Tesuque	6	1	2	\$125,903	\$0	\$125,903
Turquoise Trail	6	1	2	\$125,903	\$0	\$125,903
Total				\$1,918,435.00	\$0.00	\$1,918,435.00



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 Pojoaque District Revenue Fund (\$80,000)*

ISSUE:

The CSD Fire Department division is requesting an increase to the Fire Department Pojoaque District Revenue Fund (244) to budget a grant award in the amount of \$80,000.

BACKGROUND:

The Pojoaque Fire District has been awarded an EMS Fund Act Vehicle Purchase Grant in the amount of \$80,000 through the NM Department of Health – Emergency Medical Systems Bureau. This funding was awarded to purchase a Ford F-450 Chassis 4x4 ambulance for the Pojoaque fire district. The grant stipulates that the Fire Department must provide a twenty five percent match to the grant award which has been budgeted in the (222) Fire Tax Fund.

SUMMARY:

Please approve the attached budget resolution to increase the Fire Department Pojoaque District Revenue Fund (244) by \$80,000 to purchase a new ambulance.

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/Pojoaque Fire District Fund Name: Pojoaque 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	0836	371	05-00	State/DOH Grant	80,000	
TOTAL (if SUBTOTAL, check here X)					80,000	

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	80-09	Capital Purchases/Vehicles	80,000	
TOTAL (if SUBTOTAL, check here X)					80,000	

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 Pojoaque Fire District Revenue Fund (244) for a grant award from the State Department of Health - Emergency Medical Systems Bureau in the amount of \$80,000 to purchase an ambulance Ford F-450 Chassis 4x4.

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
80-09	Vehicle - Ambulance	80,000

- 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 Department of Health – Emergency Medical Systems Bureau Grant.
 - 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.

The grant requires a 25% match which is budgeted in the (222) Fire Tax Fund.

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