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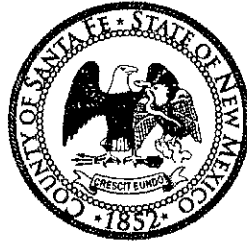
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**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**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:** Santa Fe County Board of County Commissioners

**From:** Teresa Casados,  
Santa Fe County Senior Services

**Date:** November 27, 2012

**Re:** Appoint Linda M. Trujillo to the Nancy Rodriguez Community Center Board

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**Issue:** Currently the Nancy Rodriguez Community Center Board has three members. Linda M. Trujillo has expressed an interest in being appointed to the Nancy Rodriguez Community Center Board by the Santa Fe Board of County Commissioners (BCC). The volunteers appointed to the Board will be charged with oversight of the Nancy Rodriguez Community Center in accordance with Resolution 2008-89. The terms will expire as follows on December 31, 2015.

**Background:** Santa Fe County Senior Services Program staff has hand posted flyers, advertised in the newspaper, and talked with local residents to recruit interested individuals to serve as community center committee members. The prospective member has submitted all required forms.

**Staff Recommendation:** Staff recommends that the BCC appoint Linda M. Trujillo to represent the Nancy Rodriguez Community Center Board.

Linda M. Trujillo, Esq  
1157 Vuelta de las Acequias  
Santa Fe, NM 87507

Santa Fe County Health and Human Services Department  
Attn: Lula Wilson  
P.O. Box 276  
Santa Fe, NM 87504-0276

September 28, 2012

RE: Nancy Rodriguez Community Center Advisory Committee

To Whom It May Concern:

I am submitting this letter and my attached resume to the Santa Fe County Health and Human Services Department to express my interest in serving on the Nancy Rodriguez Community Center Advisory Committee.

The Center serves as an important resource in my community and I would like to be part of the committee that oversees the use of the building. As you will see from my resume, I have experience working with the community and significant experience managing both a business and state agency.

As a business owner, not only was I responsible for providing a quality service, I also learned to market the business and manage the finances. My experience working for the state has included supervising employees, ensuring quality customer service and as CFO I am responsible for the financial management of the State Records Center and Archives.

I believe these skills will be beneficial as a member of the Nancy Rodriguez Community Center and I ask your consideration for appointment to this important community task.

Sincerely,

  
Linda Trujillo

Enclosure: (1)

Mailing Address:  
1157 Vuelta de las Acequias  
Santa Fe, New Mexico 87507

Email: [getinvlovednm@yahoo.com](mailto:getinvlovednm@yahoo.com)

Linda M. Trujillo, Esq.

**PROFESSIONAL  
EXPERIENCE**

**Deputy State Records Administrator/Chief Financial Officer  
Commission of Public Records/State Records Center and Archives**

November 2011 - Current

Responsibilities include: developing and implementing administrative policies; interpreting laws and regulations applicable for implementing administrative activities; overseeing all facility-related issues; and administering the agency's legislative program. This position also manages and directs the work of the Administrative Services Division by providing administrative and professional leadership to the Division to ensure all audit, budget, fiscal and personnel functions are carried out in accordance with agency, state and federal requirements.

**Assistant County Attorney  
Santa Fe County**

January 2011 - November 2011

Responsible for reviewing and negotiating contracts, settlement agreements and property management documents. Developed Affordable Housing Ordinance for Roof Repair and Renovations and managed process for review and approval by New Mexico Mortgage Finance Authority and the Santa Fe County Board of Commissioners. Represented the County Development Review Committee, which is responsible for hearing all land use requests for permits, building variances, zoning and business permitting and making recommendations to the Board of County Commissioners, including preparation for and follow-up of meeting actions. Represented HR department on personnel matters including union contract agreements. Drafted personnel policy for County Human Resource Handbook.

**Director Boards and Commissions Division  
NM Regulation and Licensing Department**

May 2009 - December 2010

Responsible for the administration of the Boards and Commissions Division of the Regulation and Licensing Department (RLD). Duties included fiscal oversight and budget preparation for 30 licensing boards. Developed, drafted and analyzed critical legislation and policy. Facilitated stakeholder communication during rule promulgation to ensure boards and commission members appropriately balanced the rights of individuals and businesses. Implemented standard performance measures for all staff, which included quality customer service, fiscal responsibility and effective time management. Implemented cost saving bulk supply purchases and division wide licensing documents to reduce waste. Provided staff liaison support for the State Model Administrative Procedures Act Task Force. The committee reviewed the model act, drafted language for legislation to make rule promulgation consistent across agencies and promote open communication and enhanced public participation.

**Assistant General Counsel  
NM Regulation and Licensing Department**

August 2008 - May 2009

Supported the General Counsel in providing legal analysis to all divisions within RLD. Duties included litigation, personnel and administrative matters, contract review, inspection of Public Records, bill analysis, legislative testimony, created legal documents, drafted statutes and rules and developed RLD policies.

**Deputy Director Boards and Commissions  
NM Regulation and Licensing Department**

August 2006 - August 2008

Responsible for administrative functions of the Boards and Commissions Division, including

management of 80+ full-time employees, fiscal oversight and budget preparation for 30 boards and commissions, ensuring efficient use of resources and quality customer service. Legal responsibility included rule drafting and filing at State Records and Archives, oversight of investigation of licensee complaints and enforcement of final disciplinary action, and ensuring effective professional licensing processes as statutorily authorized. Served as prosecution for administrative hearings. Responsible for compliance with Open Meetings Act, Uniform Licensing Act and each board's respective authorizing act and adopted rules.

**Director of Outreach and Business Development**

**ACCION New Mexico**

September 2003 -August 2006

Responsible for licensing and regulatory compliance under the Small Loan Act, federal lending laws and national credit reporting regulations. Developed and maintained partnerships with local communities and the media to promote entrepreneurship and small business economic development. Facilitated opening of Hobbs, NM branch office and creation of the Empowering Northern New Mexico Business Spirit Initiative. Developed personnel manual to incorporate legal employment principles, case law, federal and state statutes and regulations.

**Customer Service Account Management**

**Internal Revenue Service, Seattle, WA**

November 2002 -September 2003

Performed administrative and technical account management for individual taxpayers primarily through telephone contact. Each contact required the use of strong interpersonal skills and sound judgment in order to obtain sensitive, personal and financial information and then develop solutions compatible with a wide range of regulatory requirements and procedures. Voted most valuable team member and received multiple letters of appreciation from taxpayers.

**AmeriCorps Coordinator, Instructional Assist. & Head Start Teacher**

**Kent School District, Kent, WA**

March 1995 -November 2002

Authored and administered multiple state and federal grants which included compliance with state and federal laws, budget planning, collection and summarization of statistical and anecdotal performance measures for federal reporting and district outcome based evaluations. Developed a Welfare-to-Work program that partnered AmeriCorps, Kent School District, Green River Community College and the Department of Health to employ, train and financially support single parents who were committed to developing a career in education. The program successfully trained and employed three individuals in the first year of operation. Organized multiple district conferences and volunteer appreciation events.

**EDUCATION**

**Seattle University School of Law -Seattle, WA - Juris Doctor - Employment and Labor Law**

**The Evergreen State College -Tacoma, WA - Bachelor of Arts, Public Administration, Campus Editorial Board**

**Green River Community College -Auburn, WA - Associate of Arts Early Childhood Education, High Honors**

**SMALL BUSINESS OWNER**

**Rainbow Valley Childcare and Preschool: Owned and operated a state licensed family child care business for 9 years (1985-1994).**

**ASSOCIATIONS AND PUBLIC SERVICE**

- Admitted to the New Mexico Bar Association 2006
- Member of the American Bar Association since 2006
- Elected member of the Santa Fe Public School Board 2011-2015





## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Donna Morris, Fire Department

**Thru:** David Sperling, Fire Chief *DS*  
Pablo Sedillo, Public Safety Director *PS*  
Katherine Miller, County Manager *KM*

**Date:** November 27, 2012

**Re:** *Requesting BCC Approval to Budget \$30,000 of Impact Fees for the La Cienega Volunteer Fire Department. (\$30,000)*

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### CAPTION:

The Santa Fe County Fire Department is requesting BCC approval to budget \$30,000 of Impact Fees for the La Cienega Volunteer Fire District to be utilized on Planning and Design costs to renovate the La Cienega Station 2. (Public Safety/Fire)

### BACKGROUND:

The Santa Fe County Fire Department would like to utilize \$30,000 of impact fees to be used for the cost of Planning and Design to renovate the La Cienega Station 2. The La Cienega Station 2 is attached to the La Cienega Community Center and the use of impact fees will benefit the La Cienega Fire District and the Community of La Cienega.

### SUMMARY:

Please approve the request to budget \$30,000 of impact fees to be utilized for Planning and Design costs to renovate the La Cienega Station 2.

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on November 27, 2012, did request the following budget adjustment:

Department / Division: Fire Department/Administration Fund Name: La Cienega Impact Fees (216)

Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

#### 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
216	0840	341	16-02	Revenue/Impact Fees	30,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>30,000</b>	

#### 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
216	0840	422	80-02	Capital Purchases/Building Capitalized Cont. Serv.	30,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>30,000</b>	

Requesting Department Approval: [Signature] Title: Chief Date: 11-6-12  
 Finance Department Approval: [Signature] Date: 11/11/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY**  
**RESOLUTION 2012 - \_\_\_\_\_**

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 997-3082

**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 La Cienega Impact Fee Fund (216) to budget the FY-2013 available impact fee revenue of \$30,000 to be utilized for planning and design costs to renovate the La Cienega Fire Station 2. The use of impact fees for funding of this project will benefit the La Cienega Fire District and the Community of La Cienega.

- e 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
80-02	Planning and Design for the La Cienega Fire Station 2 Renovation Project	30,000

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

SANTA FE COUNTY

RESOLUTION 2012 - \_\_\_\_\_

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 \_\_\_\_\_ 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.

N/A

**SANTA FE COUNTY**  
**RESOLUTION 2012 - \_\_\_\_\_**

**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 November, 2012.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Liz Stefanics, Madam Chair

**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk



## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Donna Morris, Fire Department

**Thru:** David Sperling, Fire Chief *DWS*  
Pablo Sedillo, Public Safety Director *[Signature]*  
Katherine Miller, County Manager *KM* *[Signature]*

**Date:** November 27, 2012

**Re:** *Requesting BCC Approval for a Budget Increase to the Fire Department Forestry Fund and Various Fire Districts Revenue Funds (\$11,775.75).*

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### CAPTION:

The Santa Fe County Fire Department is requesting BCC approval for a budget increase in the amount of \$11,775.75 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 following fires: Arroyo Alamo and the Waldo Fire. (Public Safety/Fire)

### BACKGROUND:

The Santa Fe County Fire Department has a Joint Powers Agreement in place with the Energy, Minerals and Natural Resources 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 \$11,775.75 which is the designated rate for our personnel and apparatus utilized at the Arroyo Alamo and the Waldo 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 request to increase the Fire Department Forestry Fund (244) and various Fire District Revenue Funds (244) budgets by \$11,775.75.

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on November 27, 2012, 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: 2013 (July 1, 2012 - June 30, 2013)

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	6,893	
244	0841	360	09-02	Revenue/State Forestry	128	
244	0831	360	09-02	Revenue/State Forestry	339	
244	0838	360	09-02	Revenue/State Forestry	231	
<b>TOTAL (if SUBTOTAL, check here X )</b>					<b>7,591</b>	

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	Salaries & Wages/Term Employees	3,400	
244	0809	422	20-01	Employee Benefits/FICA Regular	427	
244	0809	422	20-02	Employee Benefits/FICA Medicare	100	
244	0809	422	20-03	Employee Benefits/PERA	2,023	
<b>TOTAL (if SUBTOTAL, check here X )</b>					<b>5,950</b>	

Requesting Department Approval: [Signature] Title: Chief Date: 11.6.12

Finance Department Approval: [Signature] Date: 11/6/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_



# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

### 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	0843	360	09-02	Revenue/State Forestry	176	
244	0836	360	09-02	Revenue/State Forestry	210	
244	0835	360	09-02	Revenue/State Forestry	1,445	
244	0872	360	09-02	Revenue/State Forestry	2,353	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>11,775</b>	

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	Employee Benefits/Group Insurance	800	
244	0809	422	20-06	Employee Benefits/Ret. HC	143	
244	0841	422	60-08	Supplies/Field Supplies	128	
244	0831	422	60-08	Supplies/Field Supplies	339	
244	0838	422	60-08	Supplies/Field Supplies	231	
244	0843	422	60-08	Supplies/Field Supplies	176	
244	0836	422	60-08	Supplies/Field Supplies	210	
244	0835	422	60-08	Supplies/Field Supplies	1,445	
244	0872	421	10-55	Salary & Wages/Volunteer Reimbursements	2,353	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>11,775</b>	

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**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 \$11,775 to reimburse the Wildland hand crew and various fire districts for fire personnel and/or fire apparatus utilized on the Arroyo Alamo and Waldo Fires. 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, 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 2012 - \_\_\_\_\_

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 2012 - \_\_\_\_\_**

**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 November, 2012.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Liz Stefanics, Madam Chair

**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk



## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Donna Morris, Fire Department

**Thru:** David Sperling, Fire Chief *DS*  
Pablo Sedillo, Public Safety Director *PS*  
Katherine Miller, County Manager *KM*

**Date:** November 27, 2012

**Re:** *Requesting BCC Approval to Budget a Youth Conservation Corps Commission Grant for the Fire Department. (\$147,584)*

---

### CAPTION:

The Santa Fe County Fire Department is requesting BCC approval to budget a Youth Conservation Corps Commission Grant from the NM State Energy, Minerals and Natural Resources Department in the amount of \$147,584. (Public Safety/Fire)

### BACKGROUND:

The Santa Fe County Fire Department received a grant award in the amount of \$147,584 for a Youth Conservation Corps Commission Grant (YCC) to be utilized to employ up to ten youth ages 18-25 and to provide training in natural resources such as forest management, fire ecology, and watershed health for a period of six months. Project work will consist of hazard fuel reduction projects located in Santa Fe County aimed at reducing risk of wildland fire and improving forest health. These projects are tied directly to the Santa Fe County Community Wildfire Protection Plan (CWPP) which was adopted in 2008. This crew will also be available to fight wildland fires.

### SUMMARY:

Please approve the request to budget a YCC Grant awarded through State of NM ENMRD Department in the amount of \$147,584 to be expended in FY 2013 through FY 2014.

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on November 27, 2012, did request the following budget adjustment:

Department / Division: Fire Department Fund Name: YCC Grant Fund (244)  
 Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

#### 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	0874	371	19-00	YCC Grant/State	147,584	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>147,584</b>	

#### 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	0874	422	10-24	Salaries & Wages/Temp Employees	107,040	
244	0874	422	20-01	Employee Benefits/FICA Regular	1,801	
244	0874	422	20-02	Employee Benefits/FICA Medicare	6,387	
244	0874	422	20-07	Employee Benefits/Unemployment Insurance	5,352	
244	0874	422	20-08	Employee Benefits/Workers Comp	9,633	
244	0874	422	40-06	Maintenance/Equipment	1,200	
244	0874	422	60-02	Supplies/Safety Supplies	12,091	
244	0874	422	60-08	Supplies/Field Supplies	3,580	
244	0874	422	80-99	Capital Purchases/Inventory Exempt	500	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>147,584</b>	

Requesting Department Approval: \_\_\_\_\_ Title: Chief Date: 11-6-12

Finance Department Approval: [Signature] Date: 11/14/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**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 YCC Grant Fund (244) to budget a grant award in the amount of \$147,584 to be utilized to employ local youth ages 18-25 and provide training in natural resources such as forest management, fire ecology, and watershed health for a period of six months. The grant match of \$50,250 will be an "in Kind" match utilizing the Wildland Captain's salary and benefits, in house training, and fire department vehicles and equipment.

**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	Chain Saw	500

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

SANTA FE COUNTY

RESOLUTION 2012 - \_\_\_\_\_

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 Energy, Minerals and Natural Resources Department - Youth Conservation Corps (YCC) 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 match requirement will be met by an "in kind" match to include equipment, vehicles and equipment currently utilized by the SFCFD Wildland division as well as the salary and benefits of the Wildland Captain's position which is all funded by the 244-0801-421 Fire Administration budget.



**SANTA FE COUNTY**  
**RESOLUTION 2012 - \_\_\_\_\_**

**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 November, 2012.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Liz Stefanics, Madam Chair

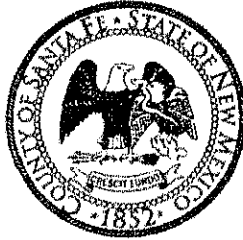
**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk

**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

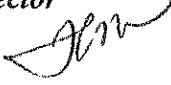
**Katherine Miller**  
County Manager

## **MEMORANDUM**

**DATE:** *October 29, 2012*

**TO:** *Board of County Commissioners*

**FROM:** *Adam Leigland, Public Works Department Director*

**VIA:** *Katherine Miller, County Manager* 

**ITEM AND ISSUE:** *BCC Meeting November 27, 2012*

RESOLUTION 2012 - A RESOLUTION REQUESTING AN INCREASE TO THE GOB  
SERIES 2009 FUND (335) TO BUDGET BOND PROCEEDS FOR THE JACONA  
TRANSFER STATION. /\$50,000. (PUBLIC WORKS)

### **BACKGROUND AND SUMMARY:**

In the November 2008 General Election the voters authorized the sale of bonds up to \$1,500,000 to acquire, construct, design, equip, rehabilitate, and improve waste transfer stations within Santa Fe County. The Public Works staff has used the bond proceeds to construct the Stanley Transfer Station and the San Marcos Transfer Station. Staff would like to use the remaining balance to design the Jacona Transfer Station as required by the agreement between Santa Fe County and the Pojoaque Pueblo.

### **ACTION REQUESTED:**

Staff is requesting that bond proceeds in fund 335 be budgeted for the design of the Jacona Transfer Station in the amount of \$50,000.

**SANTA FE COUNTY**

**RESOLUTION 2012 - \_\_\_\_\_**

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

Whereas, the Board of County Commissioners meeting in regular session on November 27, 2012, did request the following budget adjustment:

Department / Division: Public Works/Project Development Unit Fund Name: GOB 2009 (335)

Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

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	\$50,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					\$50,000	

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
335	6190	481	8002	Capital Purchases/Bldg Capitalized Cont Svc	\$50,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					\$50,000	

Requesting Department Approval: Robert Parks Title: Transportation & Solid Waste Dir Date: 11-2-12

Finance Department Approval: Wanda Martinez Date: 11/14/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Unit 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.  
Request is to budget cash into GOB Series 2009 Fund (335) from bond proceeds that have been allocated for transfer stations from the 2008 Bond Election. Santa Fe County and the Pojoaque Pueblo executed an Agreement that required the County to produce a design for a transfer station in the Jacona area. The funds will be used to hire an architect to complete the plans.

**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
8002	Design for the Jacona Transfer Station.	\$50,000

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

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

**DEPARTMENT CONTACT:**

Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Unif 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.):**

- 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  Fund 335  
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.
  - 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 2012 - \_\_\_\_\_**

**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 November, 2012.

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Liz Stefanics, Chairperson

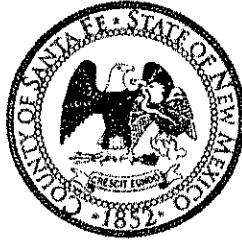
**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk

**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**Virgina 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**

**DATE:** *October 26, 2012*

**TO:** *Board of County Commissioners*

**FROM:** *Adam Leigland, Public Works Department Director*

**VIA:** *Katherine Miller, County Manager*

**ITEM AND ISSUE:** *BCC Meeting November 27, 2012*

RESOLUTION 2012 - A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO BUDGET A GRANT AWARDED FOR IMPROVEMENTS TO ROMERO PARK IN SANTA FE COUNTY. /\$75,000 (PUBLIC WORKS)

---

### **BACKGROUND AND SUMMARY:**

Santa Fe County was awarded Grant 12-L-G-1475 through the Department of Finance and Administration in the 2012 Legislative Session to plan, design, construct, purchase and equip improvements to Romero Park in the Village of Agua Fria in Santa Fe County. The Public Works Department plans to use the funds to conduct a needs assessment, prepare a master plan and prepare construction drawings for an initial phase of construction at the park. The construction phases will be identified through the needs assessment and master planning process.

### **ACTION REQUESTED:**

Staff is requesting that Grant 12-L-G-1475 be budgeted in the amount of \$75,000 for the planning and design of improvements to Romero Park.

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on November 27, 2012, did request the following budget adjustment:

Department / Division: Public Works/Project Development Unit

Fund Name: State Special Appropriations Fund (318)

Budget Adjustment Type: Budget Increase

Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

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	0732	371	9000	Grants/State/Other	\$75,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$75,000</b>	

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
333	0732	481	8011	Capital Purchases/Buildings & Structures	\$75,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$75,000</b>	

Requesting Department Approval: Robert M. [Signature] Title: Transportation / Solid Waste Dept Date: 11-2-12

Finance Department Approval: [Signature] Date: 11/14/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_



# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Unit 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.  
Santa Fe County was awarded Grant 12-L-G-1475 through the Department of Finance and Administration in the 2012 Legislative Session to plan, design, construct, purchase and equip improvements to the Romero Park in the Village of Agua Fria in Santa Fe County. Public Works staff will use the funds for the design of the park.

**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
8011	Funds will be used to design improvements to Romero Park in the Agua Fria Village.	\$75,000

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

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:**

Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Unit 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.):**

- 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.

“Laws of 2012, Chapter 64, Section 16, Paragraph 113, seventy-five thousand dollars (\$75,000) to plan, design, construct, purchase and equip improvements to Romero Park near County Road 62 in Santa Fe County.”

- 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.

Grant Number: 12-L-G-1475  
Grant Name: Romero Park  
Grant Amount: \$75,000  
Award Date: October 15, 2012

- 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 2012 - \_\_\_\_\_**

**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 27<sup>th</sup> Day of November, 2012.

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Liz Stefanics, Chairperson

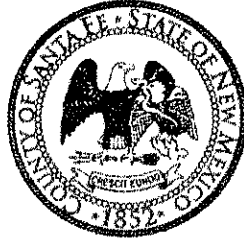
**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk

**Daniel "Danny" Mayfield**  
Commissioner, District 1

**Virgina 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**

**DATE:** *October 26, 2012*

**TO:** *Board of County Commissioners*

**FROM:** *Adam Leigland, Public Works Department Director*

**VIA:** *Katherine Miller, County Manager* *JML*

**ITEM AND ISSUE:** *BCC Meeting November 27, 2012*

RESOLUTION 2012 - A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO BUDGET A GRANT AWARDED FOR IMPROVEMENTS TO COUNTY CORRECTIONS FACILITIES IN SANTA FE COUNTY. /\$110,000 (PUBLIC WORKS)

---

**BACKGROUND AND SUMMARY:**

Santa Fe County was awarded Grant 12-L-G-1472 through the Department of Finance and Administration in the 2012 Legislative Session to plan, design, construct, equip, purchase and install improvements to county corrections facilities in Santa Fe County. The Public Works Department plans to use the funds to upgrade the security door control at the Youth Development Facility. The application for this appropriation described that *"These funds will be used as partial funding to design, engineer, purchase, install or rehabilitate the facility Control Panel, Slider Security Doors and intercom system and related IT at the Santa Fe County Youth Detention Facility."*

**ACTION REQUESTED:**

Staff is requesting that Grant 12-L-G-1472 be budgeted in the amount of \$110,000 to upgrade the security door controls at the Youth Development Program.

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on November 27, 2012, did request the following budget adjustment:

Department / Division: Public Works/Project Development Unit Fund Name: State Special Appropriations Fund (318)

Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

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	7114	371	9000	Grants/State/Other	\$110,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					\$110,000	

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
318	7114	481	8001	Capital Purchases/Buildings & Structures	\$110,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					\$110,000	

Requesting Department Approval: Robert Marks Title: Transportation & Sol. Dir. Date: 11-2-12

Finance Department Approval: [Signature] Date: 11/2/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Unit 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.  
 Santa Fe County was awarded Grant 12-L-G-1472 through the Department of Finance and Administration in the 2012 Legislative Session to plan, design, construct, equip, purchase and install improvements to county corrections facilities in Santa Fe County. Public Works staff will use the funds for the security doors at the Youth Development Program.

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
8001	Funds will be used for the security doors at the Youth Development Facility.	\$110,000

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

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

**DEPARTMENT CONTACT:**

Name: Agnes Leyba-Cruz Dept/Div: Public Works/Project Development Unit 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.):**

- 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 X NO \_\_\_\_\_  
If YES, cite statute and attach a copy.

“Laws of 2012, Chapter 64, Section 16, Paragraph 115, seventy-five thousand dollars (\$75,000) to plan, design, construct, purchase and equip improvements to Romero Park near County Road 62 in Santa Fe County.”

- 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.

Grant Number: 12-L-G-1472  
Grant Name: Corrections Facilities  
Grant Amount: \$110,000  
Award Date: October 15, 2012

- 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.

NA

**SANTA FE COUNTY**

**RESOLUTION 2012 - \_\_\_\_\_**

**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 27<sup>th</sup> Day of November, 2012.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Liz Stefanics, Chairperson

**ATTEST:**

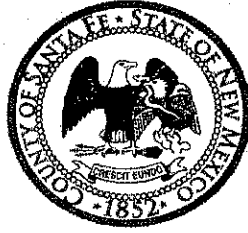
\_\_\_\_\_  
Valerie Espinoza, County Clerk



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: Adam Leigland, Public Works Department Director

Through: Katherine Miller *jer*

Date: November 27, 2012

RE: ***A resolution requesting a budget increase to the Water Enterprise Fund (505) to budget cash to rent needed equipment resulting from pump failures at the Quill Wastewater Treatment Plant/ \$97,500.***

---

## BACKGROUND AND SUMMARY

Currently, SFCU operates the Quill Wastewater Treatment Plant at the State Penitentiary under a lease agreement with the State of New Mexico GSD, and under a NMED discharge permit DP-234.

The two pumps that discharge treated effluent from the effluent storage pond to the permitted irrigation field have both failed and we are unable to continue pumping operations at this time. The pump failure occurred while our planned pump replacement project has been in the hands of the engineer's assigned to evaluate and recommend necessary upgrades. In order for SFCU to remain in permit compliance, irrigation rental equipment necessary to effectively manage the treated effluent is absolutely essential. SFCU anticipates that up to four months of equipment rental at a cost of \$32,500 per month will be needed.

A budget adjustment in the amount of \$97,500 to conservatively fund three months of equipment rental from the Utilities cash balance is being requested at this time. The need for additional funding for this purpose will be evaluated at the end of the three month period. This memo will serve as justification for the attached budget adjustment.

## ACTION REQUESTED

The Utilities Division is requesting a BAR approval to transfer funds from the above-mentioned cost center to cover this expenditure.

If you have any questions, or need further information, please let us know.

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on November 27, 2012, did request the following budget adjustment:

Department / Division: PUBLIC WORKS/UTILITIES Fund Name: ENTERPRISE/WATER FUND

Budget Adjustment Type: BUDGET INCREASE Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

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
505	0000	385	0500	Budgeted Cash	\$97,500	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$97,500</b>	

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
505	1420	445	7001	Other Operating Costs / Rent of Equipment	\$97,500	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$97,500</b>	

Requesting Department Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department Approval: *Joselyn Mary* Date: *4/19/12* Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: MILLIE VALDIVIA Dept./Div: PWD/UTILITIES Phone No.: 992-9874

**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 increase the line item costs related to the rental of equipment to pump water to the field at the Quill Plant, which was not included in the Fiscal Year 2013 Budget Request.**

**a) Employee Actions**

Line Item	Action (Add/Delete Position, Re-class, 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 X or for NON-RECURRING (one-time only) expense \_\_\_\_\_
- This budget action is an annual recurring expense which will be reflected in future fiscal year's budget requests.**

# SANTA FE COUNTY

## RESOLUTION 2012 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:**

Name: MILLIE VALDIVIA Dept/Div: PWD/UTILITIES Phone No.: 992-9874

**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 NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES NO 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 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 funding source to match this request will come from the Utilities Enterprise Fund Cash Balance.**

**SANTA FE COUNTY**  
**RESOLUTION 2012 - \_\_\_\_\_**

**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 November, 2012.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Liz Stefamics, Chairperson

**ATTEST:**

\_\_\_\_\_  
Valerie Espinoza, County Clerk