

## **Memorandum**

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

**From:** Ron Pacheco  
Teresa Casados  
SF County Senior Services Program

**Date:** February 16, 2012

**Subject:** A resolution authorizing the County Manager to approve and sign the proposed Four Year Area Plan proposal and any subsequent award and contract in order to provide the needed comprehensive services to seniors living in the Santa Fe County service area as authorized by the New Mexico Non-Metro Area Agency

---

### **Issue:**

The Health and Human Services Division of the Community Services Department (the "County") seeks approval from the Santa Fe Board of County Commissioners ("BCC") to grant authority to the County Manager to sign a Four Year Area Plan proposal, in the form of a Response to a Request for Proposal, for submittal to the New Mexico Non-Metro Area Agency on Aging ("NMAAA") for necessary funding for senior center services. In addition, the resolution would also authorized the County Manager to sign any subsequent grant award and contract for such services that are proposed by the County in the Four Year Area Plan submittal.

### **Background:**

Title III of the Older Americans Act of 1965, Public Law 89-73 (the "Act") provides grants to state agencies for the purpose of developing, providing and implementing certain types of coordinated services to older individuals. Previously, the County provided congregate meals, home delivered meals and transportation services for older individuals in the El Dorado area. This fiscal year such services were expanded to include five other senior centers within the County's service area. The services that the County desires to provide to older individuals at all six County senior centers include congregate meals, home delivered meals, transportation, activities programming and information and referral services for seniors living in the County. All submissions to the NMAAA by an entity that desires to provide these types of senior services and obtain grant money to do so, are required to submit their proposed plan to the designated agency for the intended services. In New Mexico the designated agency that receives federal and state funds for senior services pursuant to the Act is the New Mexico Non-Metro Area Agency on Aging, a division of the North Central New Mexico Economic Development Agency.

Every four years the NMAAA is required to prepare a non-metro Four Year Area Plan to determine what entity or entities will be awarded funds to operate senior programs and services

within the NMAAA's jurisdictional boundaries for the next four years. As a part of this process, an award will be made for state and federal operational dollars for fiscal year 2013 that would include the programs and services proposed by the County. As such, a resolution by the BCC authorizing the County Manager to sign the County's proposed Four Year Area Plan in the form of a Response to a Request for a Proposal (RFP) to the NMAAA is needed in order to be able to receive federal and state funding for the services in question.

County staff is in the process of completing the Four Year Plan/RFP. However, a resolution is required to be submitted along with the other required documents. The desired resolution will not only authorize the County Manager to sign the Four Year Plan/RFP but will permit the County Manager to enter into a contract with the NMAAA if a grant award is provided to the County.

**Staff Recommendation:**

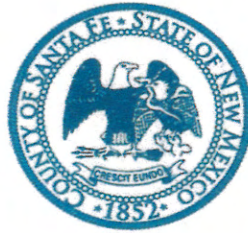
Staff recommends approval of this resolution authorizing the County Manager to sign the Four Year Area Plan/RFP and enter into a contract for the approved Four Year Plan (2012-2016).

---

Daniel 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 Board of County Commissioners

**From** : Ron Pacheco  
Health & Human Services Division  
Senior Services Program

**Via** : Joseph Gutierrez  
SF County Community Services Department

**Date** : February 16, 2012

**Subject** : **Summary of the RFP for Contracted Services from the Area Agency on Aging and Information on the Four-Year Planning Process.**

---

The Santa Fe County Division of Senior Services is in the process of completing and submitting a Request for Proposal (RFP) and Four Year Plan to the Area Agency on Aging allowing us to continue as a beneficiary of funding from the State and Federal Government authorized under the terms of the Older Americans Act of 1965. With this operational grant funding the county can continue to provide transportation, home delivered meals and congregate meals service at six county senior centers that have been administered by the county since July 1, 2011. The RFP is for a grant award related to services that will be provided in fiscal year 2013. The Four Year Plan will allow us to continue requesting state and federal grant funding through the RFP process on an annual basis for the next four years. In the Four Year Plan we will propose expanded services for In-home Support Services like Home Makers and Senior Companions Program. We will also look at the possibility of expanding services to under-served areas of the county or the possibility of an additional senior center in another location in our service area. These are not current programs, but looking down the road; staff will address these important ways of reaching additional at-risk seniors living in the county who may be in need of receiving services that this program provides.

**Highlights of the RFP prepared for next year include the following items:**

- The County Senior Program will provide **31,000 Congregate Meals** at each of six senior centers in fiscal year 2013.
- The County Senior Program will provide **28,000 Home-Delivered Meals** throughout the greater county service area from six senior centers in fiscal year 2013.
- The County Senior Program will provide **8,000 Transportation Rides**, including doctor's office visits, prescription pick-ups, and errands, in fiscal year 2013.
- **Activities Programs**, including a variety of classes and trips to museums and other destinations, will continue at each of six senior centers in fiscal year 2013.
- Access to **Health Screenings, Information, and Referral** services will continue for the county-wide program in fiscal year 2013.

In addition to the above mentioned services staff is committed to continue working with the grant providers to comply with the monthly summary reports, quarterly updates of services provided, and annual responses to RFPs for contracted services and funding requests. These documents and reports reflect the daily services provided and meet requirements for reporting that are required by our Services Purchased Contract with the Area Agency on Aging.

As mentioned these are program highlights planned for next year. We are required to submit a request for funding on an annual basis. The Resolution and memo that accompanies this summary are required items in the process of requesting a contract for operational funding for this program from the Area Agency on Aging.

Thanks you for consideration of this request as it benefits the older at risk population living independently in Santa Fe County.

**SANTA FE COUNTY**  
**Resolution No. 2012-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE COUNTY MANAGER TO SIGN THE FOUR  
YEAR AREA PLAN PROPOSAL AND ENTER INTO A CONTRACT FOR THE  
APPROVED FOUR YEAR AREA PLAN (2012-2016) FOR SENIOR SERVICES  
IN SANTA FE COUNTY**

**WHEREAS**, Title III of the Older Americans Act of 1965, Public Law 89-73 (the "Act") provides provisions to grant federal dollars to state agencies for the purpose of developing and providing certain types of coordinated services to older individuals;

**WHEREAS**, pursuant to the Act the designated agency in New Mexico that receives federal and state funds for senior services is the New Mexico Non-Metro Area Agency on Aging (NMAAA);

**WHEREAS**, the NMAAA administers and distributes the funds to entities that provide the senior services after proposals for services are submitted, reviewed and approved by them;

**WHEREAS**, Santa Fe County's ( the "County") Health and Human Services Division operates the Senior Services Program (the "Program") at six senior centers throughout the County;

**WHEREAS**, the Program is providing congregate meals at the six County senior centers, hot home delivered meals, transportation and other coordinated services to qualified senior residents throughout the County;

**WHEREAS**, the County has determined that there is a need to continue to provide these services for its senior citizens;

**WHEREAS**, the County is required to submit a Four Year Area Plan Proposal to the NMAAA if it desires to receive continued state and federal funding for the senior services provided by the County; and

**WHEREAS**, County staff is in the process of completing the Four Year Area Plan Proposal and requests that the County Manager be delegated the authority to sign the Four Year Area Plan Proposal for senior services and to enter into a contract with the NMAAA if a grant award is provided to the County.

**NOW THEREFORE, BE IT RESOLVED**, that the Santa Fe County Manager is authorized to sign the Four Year Area Plan Proposal (2012-2016) that shall be submitted to the NMAAA and is authorized to enter into a contract with the NMAAA for any grant or award for senior services.

**PASSED, APPROVED, AND ADOPTED THIS 28<sup>th</sup> day of February, 2012**

**BOARD OF COUNTY COMMISSIONERS**

---

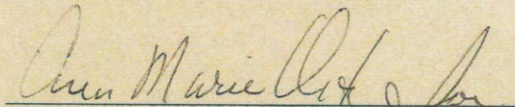
Elizabeth Stefanics, Chair

**ATTEST:**

---

Valerie Espinoza, County Clerk

**APPROVED AS TO FORM:**



---

Stephen C. Ross, County Attorney

Robert A. Garcia  
Sheriff  
986-2455  
ragarcia@santafecounty.org

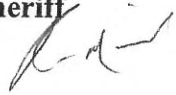


Ron E. Madrid  
Undersheriff  
986-2455  
rmadrid@santafecounty.org

35 Camino Justicia – Santa Fe, New Mexico 87508

## MEMORANDUM

**To:** Board of County Commissioners

**Fr:** Ron Madrid / Undersheriff 

**Date:** January 31, 2012

**Re:** Selective Traffic Enforcement (S.T.E.P.) PA# 12-RF-01-091

---

Dear Board of Commissioners –

It is requested that approval be granted to budget \$2,824.00 for the S.T.E.P grant, awarded to the Santa Fe County Sheriff's Office by NMDOT, Traffic Safety Bureau-Programs Division. The purpose of this program is to provide New Mexico law enforcement agencies with the funding to be used for traffic-safety related enforcement overtime and or training aimed at reducing traffic-related injuries and fatalities.

The agreement becomes effective Oct 1, 2011 and will terminate September 30, 2012. The funding is to be used strictly to conduct high visibility patrols while enforcing traffic laws such as speeding, passing in school zones, construction zones and failing to stop for pedestrians and any violations of traffic laws indentified in the New Mexico Criminal and Traffic Law Manual.

Your consideration on this matter is greatly appreciated. Thank you.

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 February 28, 2012, did request the following budget adjustment:

Department / Division: Sheriff's Office/S.T.E.P Fund Name: Law Enforcement 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
246	1221	371	09.00	State NMDOT/Traffic-Safety Bureau - Programs Division-Selective Traffic Enforcement (S.T.E.P.) PA# 12-RF-01-091	2824.00	
TOTAL (if SUBTOTAL, check here)					2824.00	

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
246	1221	424	10.25	Salary & Wages / Overtime	2783.64	
246	1221	424	20.02	Employee Benefits / FICA Medicare	40.36	
TOTAL (if SUBTOTAL, check here)					2824.00	

Requesting Department Approval: [Signature] Title: Under Sheriff Date: 2/28/12

Finance Department Approval: [Signature] Date: 2/28/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: [Signature] Date: 2-28-12 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_



# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Robert Garcia/Sheriff Dept/Div: Sheriff's Office/S.T.E.P Phone No.: (505) 986-2455

**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 for increase is to budget funds for overtime/personal services awarded to the Sheriff's Office per PA#12-RF-01-091/Selective Traffic Enforcement Program. Funding from this program will pay for the overtime needed to conduct traffic safety activities aimed at reducing traffic related injuries and fatalities.**

**a) Employee Actions**

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
10.25	<b>Overtime</b>	<b>Full-time/permanent</b>	<b>Deputy/Patrol</b>

**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: Robert Garcia/Sheriff Dept/Div: Sheriff's Office/S.T.E.P. Phone No.: (505) 986-2455

**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 NO X
  - b) Does this include state or federal funds? YES X NO 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.

Title: SELECTIVE TRAFFIC ENFORCEMENT PROJECT (S.T.E.P.)  
 Project # 12-RF-01-091  
 Award Amt \$2824.00  
 Award Period: October 1, 2011 to September 30, 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. 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 28<sup>th</sup> Day of February, 2012.

**Santa Fe Board of County Commissioners**

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

**ATTEST:**

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

Robert A. Garcia  
Sheriff  
986-2455  
ragarcia@santafecounty.org




Ron E. Madrid  
Undersheriff  
986-2455  
rmadrid@santafecounty.org

35 Camino Justicia – Santa Fe, New Mexico 87508

## MEMORANDUM

**To:** Board of County Commissioners

**Fr:** Ron Madrid / Undersheriff 

**Date:** January 31, 2012

**Re:** CLICK IT or TICKET – PA# 12-OP-CIOT-091

---

Dear Board of Commissioners –

It is requested that approval be granted to budget \$5037.00/Click it or Ticket grant, awarded to the Santa Fe County Sheriff's Office by NMDOT/Programs Division-Traffic Safety Bureau. The purpose of this program is to provide the funding to New Mexico law enforcement agencies for enforcement of occupant protection laws and ordinances aimed at increasing seatbelt and proper child restraint usage.

Funding under this agreement will be used for a two-week time period. Starting May 21, 2012 and ending June 3, 2012, in which the agency must utilize the funding strictly for occupant protection enforcement activities.

Your consideration on this matter is greatly appreciated. Thank you.

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 February 28, 2012, did request the following budget adjustment:

Department / Division: Sheriff's Office / Click or Ticket Fund Name: Law Enforcement 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
246	1223	371	09.04	State Road Funds/NMDOT-Traffic Safety Bureau-Programs Division Click it or Ticket PA# 12-OP-CIOT-091	5037.00	
TOTAL (if SUBTOTAL, check here )					5037.00	

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
246	1223	424	10.25	Salary & Wages / Overtime Employee Benefits / FICA Medicare	4965.01	
246	1223	424	20.01		71.99	
TOTAL (if SUBTOTAL, check here )					5037.00	

Requesting Department Approval: \_\_\_\_\_ Title: James Swift Date: 2-1-12

Finance Department Approval: Walter Marking Date: 2/1/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: Katherine Mc... Date: 2-20-12 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

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

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

**DEPARTMENT CONTACT:**

Name: Robert Garcia/Sheriff Dept/Div: Sheriff's Office/Click it or Ticket Phone No.: (505) 986-2455

**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 for increase is to budget funds for overtime/personal services awarded to the Sheriff's Office on PA#12-OP-CIOT-091/CLICK IT or TICKET grant. The funding from this grant will assist the SF County Sheriff's Office with the overtime needed to conduct law enforcement activities aimed at enforcing occupant protection laws and ordinances.**

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
<b>10.25</b>	<b>Overtime</b>	<b>Full-time/Permanent</b>	<b>Deputy/Patrol</b>

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: Robert Garcia/Sheriff Dept/Div: Sheriff's Office/Click it or Ticket Phone No.: (505) 986-2455

**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 X NO 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.

**TITLE:** CLICK IT or TICKET  
**PROJECT#:** 12-OP-CIOT-091  
**AWARD AMT:** \$5037.00  
**AWARD PERIOD** MAY 21, 2012 – JUNE 3, 2012

- 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.  
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 28th Day of February, 2012.

**Santa Fe Board of County Commissioners**

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

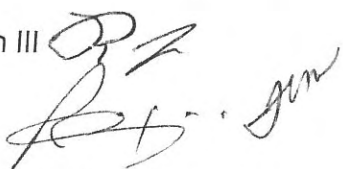
Captain Juan Martinez  
Chairman  
NM State Police Division

Deputy Chief William  
Johnson  
Vice-Chairman  
City of Santa Fe Police  
Department

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

DATE: January 25, 2012

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: Equitable Sharing; Cost-Center 225 -1205

As Program Manager for the Region III Drug Task Force, I am requesting approval through the Board of County Commissioners; to budget the amount of \$11,303.44 into our Federal equitable Sharing Account, Cost-Center 225-1205 for the current fiscal year. These funds are received through the Equitable Sharing Program as the result of joint investigations with DEA or FBI where assets are seized. The local agencies involved in case investigations are awarded 80% of the forfeited amount.

Your consideration given this request will be greatly appreciated.

# 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 February 28, 2012 did request the following budget adjustment:

Department / Division: Sheriff's Department / Region III Fund Name: Equitable Sharing Account, Federal Forfeitures

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
225	1205	350	0300	Grants/Fines & Forfeitures	11,303.44	
TOTAL (if SUBTOTAL, check here)					11,303.44	

#### 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
225	1205	425	40-02	Maintenance Contracts	303.44	
225	1205	425	50-90	Other Contractual Services	6,000.00	
225	1205	425	70-42	Sheriff's Expense	5,000.00	
TOTAL (if SUBTOTAL, check here)					11,303.44	

Requesting Department Approval: [Signature] Title: Sheriff Date: 1-25-12

Finance Department Approval: [Signature] Date: 2/16/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: [Signature] Date: 2.20.12 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Ralph Lopez, Program Manager Dept/Div: Sheriff / Region III Phone No.: 505-473-7021

**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. This is a request to increase the budget for Fund 225-Cost Center 1205 in the amount of \$11,303.44 which are funds Awarded to Region III through the Equitable Sharing Program by Federal Law Enforcement Agencies; DEA and FBI. These funds are the result of joint operations where Assets are seized and the Forfeiture is processed through the US Attorney's Office.

a) Employee Actions NONE

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
50-90	Increase overtime for other law enforcement agencies when conducting Region III operations	6,000.00

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

SANTA FE COUNTY

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

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Ralph Lopez, Program Manager Dept/Div: Sheriff's Dept. / Region III Phone No.: 505-473-7021

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 XX  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES XX 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. This request is to increase the budget in the Equitable Sharing Program from Federal Law Enforcement Agencies; DEA and FBI, as a result of joint investigations.
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO XX  
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 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 28<sup>th</sup> Day of February, 2012.

**Santa Fe Board of County Commissioners**

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

**ATTEST:**

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



## Memorandum

**To** : Santa Fe Board of County Commissioners  
**From** : Teresa Martinez, Finance Director *glm*  
**Thru** : Katherine Miller, County Manager  
**Date** : February 3, 2012  
**Re** : Requesting a budget increase to the Senior Congregate Meals Program Budget (\$1,781)

### **ISSUE:**

The Health and Human Services Division is requesting approval of an increase to the Senior Services Congregate Meal Program to budget for facility food.

### **BACKGROUND:**

This funding was awarded by the Non-Metro New Mexico Area on Aging in September and is a result of Senior Congregate for Santa Fe County exceeding its goals for Fiscal Year 2011. The availability of these funds are the direct result of other programs not meeting their units of service as indicated in their contractual agreements and are one-time only.

### **RECOMMENDATION:**

Please approve the attached budget resolution resulting in an increase in the amount of \$1,781.00 to the Senior Congregate Meal Program for FY-2012.

# 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 \_\_\_\_\_, did request the following budget adjustment:

Department / Division: Community Services/Senior Program

Fund Name: Senior Services Congregate Meals

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
101	0490	371	70-00	Charges for Services: NM Area Agency on Aging	1,781	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>1,781</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
101	0490	461	60-12	Supplies: Rehab/Prgm/Facility Food	1,781	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>1,781</b>	

Requesting Department Approval: Stephen Shepherd

Title: Division Director Date: 01/12/12

Finance Department Approval: John P. Adams

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: Katherine Allen

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:**

Name: Vidella T. Montova

Dept/Div: CSD/Senior Program

Phone No 992-9853

**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 increases the Senior Services Congregate Meals Budget by \$1,781.00, which was awarded by the Non-Metro New Mexico Area Agency on Aging on September 2011 for exceeding program goals. We are increasing the food line item with these 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

- 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: Vidella T. Montoya

Dept/Div: CSD/Senior Program

Phone No 992-9853

**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 an award letter and proposed budget.

This was awarded by the Non-Metro New Mexico Area Agency on Aging in September for exceeding program goals for Fiscal Year 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.

No funds are required to match this request. State funding.

**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 28th Day of February, 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:** *January 30, 2012*

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

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

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

**ITEM AND ISSUE:** *BCC Meeting February 28, 2012*

A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO CARRY FORWARD THE BALANCE FOR A GRANT AWARDED THROUGH THE NEW MEXICO DEPARTMENT OF FINANCE & ADMINISTRATION FOR COUNTY-OWNED HEAD START FACILITIES IN SANTA FE COUNTY. /9,002.08 (PUBLIC WORKS)

---

**BACKGROUND AND SUMMARY:**

In 2010 the County received a re-issued grant agreement, 08-L-G-4467, in the amount of \$40,564.26 "to plan, design, construct, renovate, equip, and furnish county-owned head start facilities in Santa Fe County." The County owns a facility in Chimayo that is leased to Presbyterian Medical Services to run a Head Start program for children in the northern area of the County. The funds will be used to make improvements for energy efficiency and to address facility needs.

**ACTION REQUESTED:**

Staff is requesting that the remaining unbudgeted balance of the grant be budgeted to make improvements to the county-owned head start facility located in Chimayo within Santa Fe County in the amount of \$9,002.08.

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 February 28, 2012, did request the following budget adjustment:

Department / Division: Public Works/Projects, Facilities, and Open Space 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	0787	371	9000	State Grants	\$9,002.08	
TOTAL (if SUBTOTAL, check here )					\$9,002.08	

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	0787	481	8001	Capital Purchases/Buildings & Structures	\$9,002.08	
TOTAL (if SUBTOTAL, check here )					\$9,002.08	

Requesting Department Approval: \_\_\_\_\_ Title: Director, Public Works Date: 2/7/12  
 Finance Department Approval: [Signature] Date: 2/8/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: [Signature] Date: 2.20.12 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Lopez Dept/Div: Public Works/Projects, Facilities and Open Space 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 2010 the County received a re-issued grant agreement, 08-L-G-4467, in the amount of \$40,564.26 "to plan, design, construct, renovate, equip, and furnish a county-owned head start facilities in Santa Fe County. Staff is requesting that the remaining unbudgeted funds be budgeted to do improvements to the county-owned head start facility located in Chimayo within Santa Fe in the amount of \$9,002.08.

**a) Employee Actions**

Line Item	Action (Add/Delete Position, Reclasp, 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 to make energy efficiency improvements and to address other facility needs at the Chimayo Head Start.	\$9,002.08

- 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:**

**DEPARTMENT CONTACT:** Name: Agnes Lopez Dept/Div: Public Works/Projects, Facilities and Open Space 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. State Funds \_\_\_\_\_

Laws of 2008, Chapter 92, Section 59, Paragraph 424, Forty thousand Five hundred Sixty four and 26/100 Dollars (\$40,564.26) to plan, design, construct, renovate, equip, and furnish county-owned head start facilities 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 # 08-L-G-4467

Expiration: June 30, 2012

Grant Amount: \$9,002.08

- 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 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 28th Day of February, 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**

**DATE:** *January 30, 2012*

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

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

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

**ITEM AND ISSUE:** *BCC Meeting February 28, 2012*

A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO CARRY FORWARD THE BALANCE FOR A GRANT AWARDED THROUGH THE NEW MEXICO DEPARTMENT OF FINANCE & ADMINISTRATION TO PURCHASE VEHICLES, EQUIPMENT, AND INFORMATION TECHNOLOGY FOR THE SANTA FE COUNTY ASSESSORS OFFICE. /1,385 (PUBLIC WORKS)

---

**BACKGROUND AND SUMMARY:**

Santa Fe County received Grant 08-L-G-4471 "to purchase vehicles, equipment, and information technology, including related equipment, furniture and infrastructure and installation for Santa Fe County" in the amount of \$24,000. The Santa Fe County Assessor's Office used the majority of the grant to purchase a pickup and computer for the office. The Assessor's office would like to use the remaining balance for office equipment.

**ACTION REQUESTED:**

Staff is requesting that the remaining funds be budgeted to purchase office equipment for the Assessor's Office in the amount of \$1,385.



# 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 February 28, 2012, did request the following budget adjustment:

Department / Division: Public Works/Projects, Facilities, & Open Space

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	7103	371	9000	State/Other	\$1,385	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$1,385</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
318	7103	481	8001	Capital Purchases/Buildings & Structures	\$1,385	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$1,385</b>	

Requesting Department Approval: \_\_\_\_\_

Title: Director, Public Works

Date: 2/2/12

Finance Department Approval: \_\_\_\_\_

Date: 2/1/12

Entered by: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_

Date: 2.20.12

Updated by: \_\_\_\_\_

Date: \_\_\_\_\_

# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: PW/Projects&Facilities & Open Space 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 received Grant 08-L-G-4471 to purchase vehicles, equipment, and information technology, including related equipment, furniture and infrastructure and installation for Santa Fe County. The Assessor's Office requested that two 2009 encumbrances be liquidated and re-budgeted to purchase notebooks and other equipment for the office.

**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	The Assessor's Office would like to purchase notebooks and other office related equipment with the balance.	\$1,385

- 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:

DEPARTMENT CONTACT: Name: Agnes Leyba-Cruz Dept/Div: PW/Projects&Facilities & Open Space 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 2008, Chapter 92, Section 59, Paragraph 428, One Thousand Three Hundred Eighty-Five Dollars (\$1,385) to purchase vehicles, equipment, and information technology, including related equipment, furniture and installation for 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: 08-L-G-4471  
Award Date: January 20, 2010  
Grant Amount: \$1,385.00

- 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.

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 28<sup>th</sup> Day of February, 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**

**DATE:** *January 30, 2012*

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

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

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

**ITEM AND ISSUE:** *BCC Meeting February 28, 2012*

A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO CARRY FORWARD THE BALANCE FOR A GRANT AWARDED THROUGH THE NEW MEXICO DEPARTMENT OF FINANCE & ADMINISTRATION FOR THE FOR THE NAMBE SENIOR & COMMUNITY CENTER. /2,776.98 (PUBLIC WORKS)

---

**BACKGROUND AND SUMMARY:**

In 2011, Santa Fe County received Grant Agreement #2011-1200R in the amount of \$301,920.06 "to purchase land for, plan, design, construct, equip, and furnish the Nambe Senior and Community Center and grounds."

**ACTION REQUESTED:**

In October of 2011, Santa Fe County contracted with Longhorn Construction Services for the renovation of the Nambe Senior & Community Center. The majority of the grant was used for the design and renovation of the building. Staff is requesting that the remaining unbudgeted funds and funds from liquidated encumbrances be budgeted to pay for site improvements for the project in the amount of \$2,776.98.

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 February 28, 2012, did request the following budget adjustment:

Department / Division: Public Works/Projects, Facilities, and Open Space 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	0776	371	9000	State Grants	\$2,776.98	
TOTAL (if SUBTOTAL, check here )					\$2,776.98	

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	0776	481	8001	Capital Purchases/Buildings & Structures	\$2,776.98	
TOTAL (if SUBTOTAL, check here )					\$2,776.98	

Requesting Department Approval: \_\_\_\_\_ Title: Director, Public Works Date: 2/2/12  
 Finance Department Approval: [Signature] Date: 2/2/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: [Signature] Date: 2-20-12 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY**

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Lopez Dept/Div: Public Works/Projects, Facilities and Open Space 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 2011 the County received grant agreement 2011-1200R in the amount of \$301,920.06 "to purchase land for, plan, design, construct, equip, and furnish the Nambé Senior and Community Center and grounds." The majority of the grant has been encumbered for the construction of the building. Staff is requesting that the remaining unbudgeted funds and funds from liquidated encumbrances be budgeted to complete the project in the amount of \$2,776.98

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 completion of the construction of the Nambé Senior/Community Center	\$2,776.98

- 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:

DEPARTMENT CONTACT: Name: Agnes Lopez Dept/Div: Public Works/Projects, Facilities and Open Space 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.):

Laws of 2011, Chapter 183 Section 100, State Agency on Aging (28-4-1 to 28-4-9 NMSA 1978; successor agency) Aging and Long-Term Services Department (9-23-1 to 9-23-12 NMSA 1978) and the Older Americans Act, as amended 1965, may enter into grants and contracts as appropriated by law.

- 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. State Funds \_\_\_\_\_

Laws of 2011 Chapter 183, Section 100, three hundred one thousand nine hundred twenty dollars (\$301,920.06), reauthorized balance to the Nambe Senior and Community Center to purchase land for, plan, design, construct, equip, and furnish the Nambe Senior and Community Center and grounds 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.
- 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.

Nambe Senior and Community Center  
Grant # 2011-1200R  
Expiration: June 30, 2013  
Grant Amount: \$301,920.06



**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 28<sup>th</sup> Day of February, 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**

**DATE:** *January 30, 2012*

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

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

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

**ITEM AND ISSUE:** *BCC Meeting February 28, 2012*

A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO CARRY FORWARD THE BALANCE FOR A GRANT AWARDED THROUGH THE NEW MEXICO DEPARTMENT OF FINANCE & ADMINISTRATION FOR THE FOR THE AGUA FRIA PARK. /872.23 (PUBLIC WORKS)

---

**BACKGROUND AND SUMMARY:**

Santa Fe County received Grant # 08-L-G-4462 to plan, design, construct, equip, and improve the community park in Agua Fria in Santa Fe County. Staff used the majority of the funding to construct a dog park. Staff would like to use the unexpended balance of the grant to purchase benches for the dog park located at the Agua Fria Park renamed as the Romero Community Park.

**ACTION REQUESTED:**

Staff is requesting that the unexpended balance, \$872.32, from Grant 08-L-G-4462 be budgeted to purchase benches for the Agua Fria Park (Romero Community 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 February 23, 2012, did request the following budget adjustment:

Department / Division: Public Works/Projects, Facilities, & Open Space 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	0732	371	9000	State/Other	\$872.23	
<b>TOTAL (if SUBTOTAL, check here)</b>					\$872.23	

**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	0732	481	8001	Capital Purchases/Buildings & Structures	\$872.23	
<b>TOTAL (if SUBTOTAL, check here)</b>					\$872.23	

Requesting Department Approval: \_\_\_\_\_ Title: Projects, Public Works Date: 2/7/12  
 Finance Department Approval: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Date: 2.20.12 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: PW/Projects&Facilities & Open Space 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 received Grant 08-L-G-4462 to make improvements to the Agua Fria Park. The Projects staff would like to budget the unexpended funds of \$872.32 to purchase benches for the dog park at the Romero Community Park (formerly known as the Agua Fria 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
8001	Park benches for the dog park at the Romero Community Park	\$872.32

- 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:**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: PW/Projects&Facilities & Open Space 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 2008, Chapter 92, Section 59, Paragraph 419, Two Thousand Four Hundred Seventy-Five and 36/100 Dollars (\$2,475.36) to plan, design, construct, equip and improve the community park in Agua Fria 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: 08-L-G-4462  
Award Date: February 26, 2010  
Grant Amount: \$2,475.36

- 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 28<sup>th</sup> Day of February, 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**

**DATE:** *February 1, 2012*

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

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

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

**ITEM AND ISSUE:** *BCC Meeting February 28, 2012*

RESOLUTION 2012 - A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO BUDGET AVAILABLE CASH FOR IMPROVEMENTS TO THE EDGEWOOD SENIOR CENTER. /\$30,000 (PUBLIC WORKS)

---

**BACKGROUND AND SUMMARY:**

In 2008, the County received funding for an addition to the Edgewood Senior Center to provide additional dining space for the seniors. The fire suppression system was delayed because the local utility was not able to provide adequate water pressure for the system. The Public Works Department would like to proceed with the installation of the fire suppression system with the remaining project funding.

**ACTION REQUESTED:**

Staff is requesting that the remaining project funding be budgeted to pay for the fire suppression system at the Edgewood Senior Center in the amount of \$30,000.

# 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 February 28, 2012, did request the following budget adjustment:

Department / Division: Public Works/Projects, Facilities, & Open Space

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	0737	385	0200	Budgeted Cash / State Funds	\$30,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					\$30,000	

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	0737	481	8001	Capital Purchases/Buildings & Structures	\$30,000	
<b>TOTAL (if SUBTOTAL, check here )</b>					\$30,000	

Requesting Department Approval: \_\_\_\_\_

Title: Director, Public Works Date: 2/7/12

Finance Department Approval: [Signature] Date: 2/16/12

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: [Signature] Date: 2.20.12 Updated by: \_\_\_\_\_

Date: \_\_\_\_\_



# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: Public Works/Projects, Facilities & Open Space 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 2008, the County received grant funding and a transfer from general fund to renovate the Edgewood Senior Center to include a larger dining area for the center. The addition was completed with the exception of the water suppression system due to the local water utility not having the capacity at the time to support a suppression system for the facility. The Public Works / Projects, Facilities & Open Space staff would like to budget the balance for the project to complete the water suppression system.

**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	Install a water suppression system for the Edgewood Senior/Community Center.	\$50,000

- 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:**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: Public Works/Projects, Facilities & Open Space 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:

These funds were originally budgeted from general fund and placed in a special fund category (318) to supplement state grants for the Center.

- a) If this is a state special appropriation, YES X NO \_\_\_\_\_  
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 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 28<sup>th</sup> Day of February, 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**

**DATE:** *January 30, 2012*

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

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

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

**ITEM AND ISSUE:** *BCC Meeting February 28, 2012*

RESOLUTION 2012 - A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO BUDGET AVAILABLE CASH FOR IMPROVEMENTS TO THE PHILLIP C. WATTS II MEMORIAL PARK IN GALISTEO, NM. /\$1,140.00 (PUBLIC WORKS)

---

**BACKGROUND AND SUMMARY:**

In 2010, the County received state and county funding to make improvements to the Phillip C. Watts, II Memorial Park in Galisteo, NM. The park was completed with a balance of \$1140.00 remaining in the project budget. In January of 2012, the community asked for the County's assistance and possible cost sharing to make improvements to the park including providing electrical outlets and solar lighting for the park.

**ACTION REQUESTED:**

Staff is requesting that the remaining project funding be budgeted to pay for the improvements to the Phillip C. Watts, II Memorial Park in the amount of \$1,140.

# 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 February 28, 2012, did request the following budget adjustment:

Department / Division: Public Works/Projects, Facilities, & Open Space

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	7101	385	0200	Budgeted Cash / State Funds	\$1,140.00	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$1,140.00</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
318	7101	481	8001	Capital Purchases/Buildings & Structures	\$1,140.00	
<b>TOTAL (if SUBTOTAL, check here )</b>					<b>\$1,140.00</b>	

Requesting Department Approval: \_\_\_\_\_ Title: Director, Public Works Date: 2/7/12

Finance Department Approval: [Signature] Date: 2/6/12 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: [Signature] Date: 2.20.12 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: Public Works/Projects, Facilities & Open Space 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.  
The Projects & Facilities received grants and a general fund transfer to develop and equip a park for the Galisteo Community officially named the Phillip C. Watts II Memorial Park. The park was completed in 2011 with a remaining balance of \$1,140.00. Staff would like to budget the remaining funds to bring electrical power and solar lights to 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
8001	Funds will be used to bring electrical power and solar lights to the park.	\$1,140.00

- 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:**

**DEPARTMENT CONTACT:** Name: Agnes Leyba-Cruz Dept/Div: Public Works/Projects, Facilities & Open Space 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:

These funds were originally budgeted from general fund and placed in a special fund category (318) to supplement state grants for the improvements to the park.

- a) If this is a state special appropriation, YES X NO \_\_\_\_\_  
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 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 28th Day of February, 2012.**

**Santa Fe Board of County Commissioners**

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

**ATTEST:**

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



# Memorandum

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

**From:** Teresa C. Martinez, Finance Director

**Via:** Katherine Miller, County Manager

**Date:** February 28, 2012

**Re:** *Financial report for the month ending 01/31/2012*

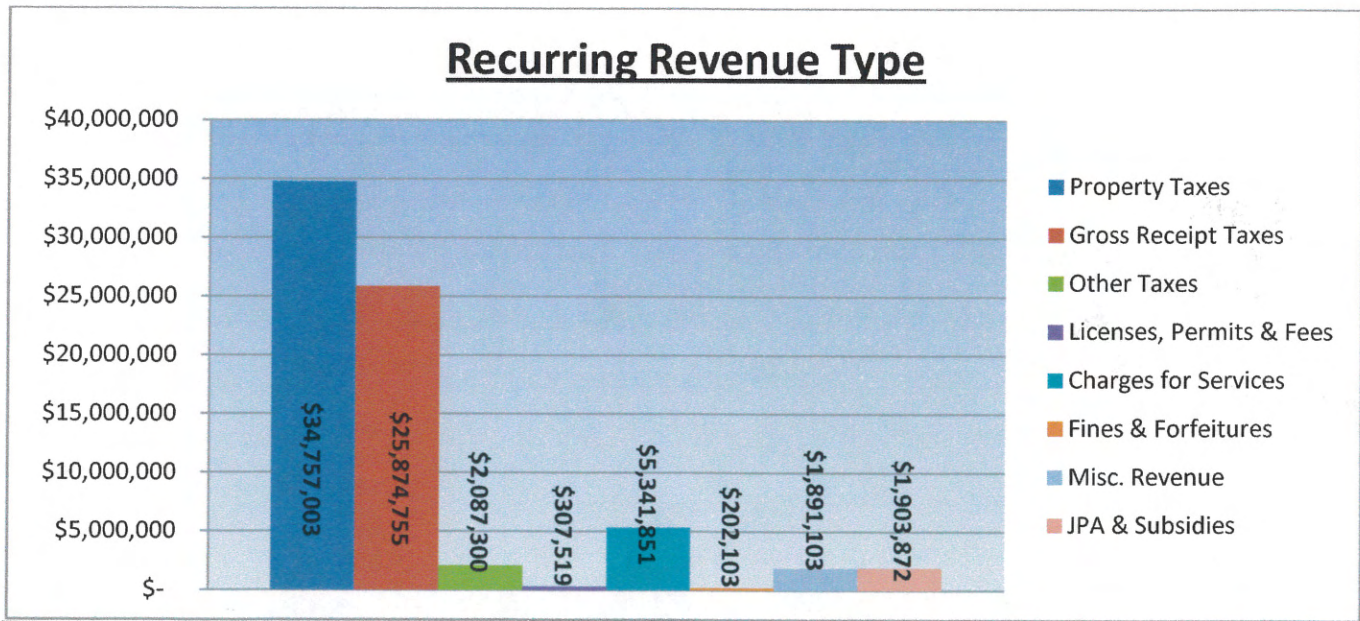
## ISSUE:

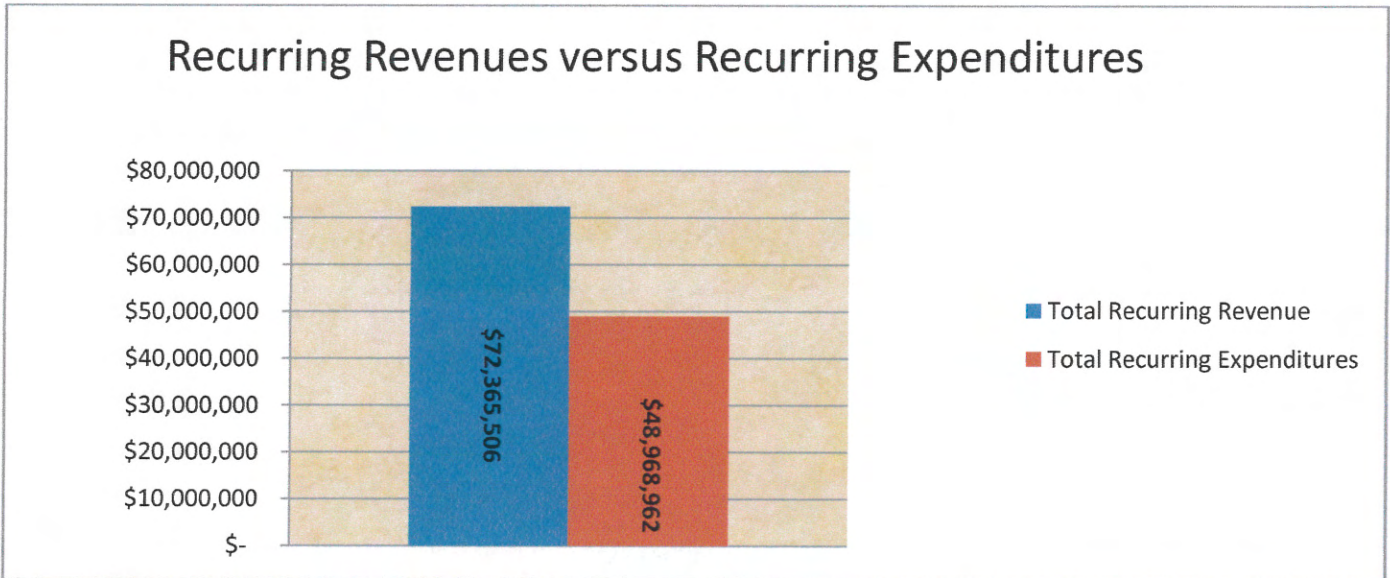
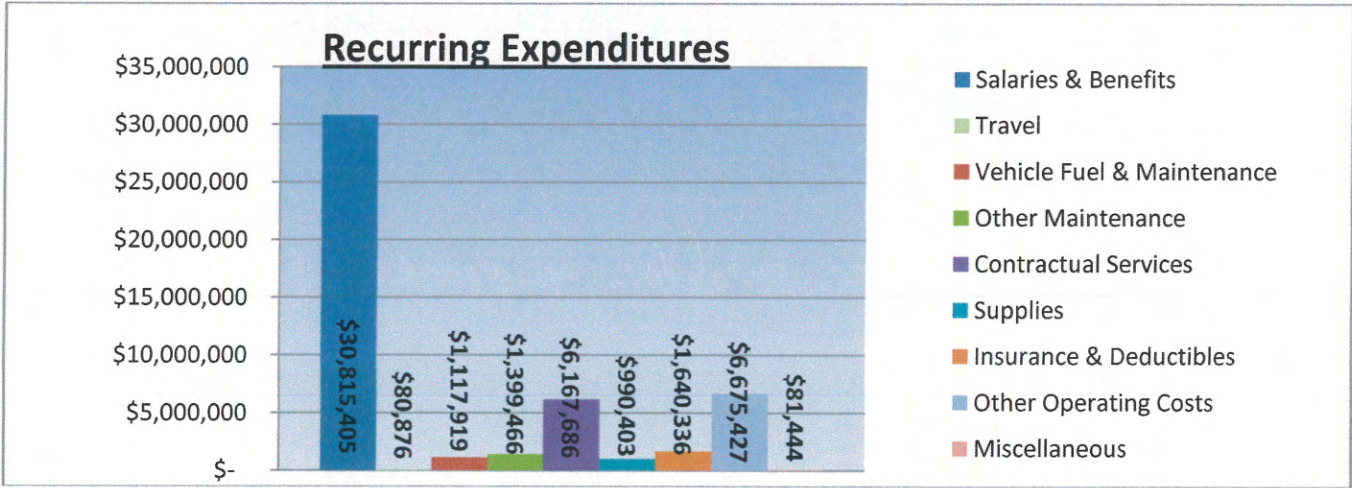
Enclosed is a report summarizing the financial activities of the County through the month ending January 31, 2012.

## 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 January as noted in the charts above, the expenditures of \$48.9 million were supported by the revenues of \$72.3 million. Revenue sources collected were sufficient to cover the expenditures, and reflect an excess of \$23.4 million in revenues.

Although we present the net difference in recurring expenditures to recurring revenues, revenues as a whole are experiencing a positive variance as noted below:

- Current year property tax collections (as opposed to cumulative collections) are \$1.8 million over the budgeted amount. When compared to the prior year, the collections are up \$878,462 or 3% for the same time period.
- Gross receipt tax collections are \$727,632 over the budgeted amount. When compared to the prior year, the collections are up \$634,956 or 2.8% for the same time period. It is important to note that the County received, for the second year in a row, \$512,000 from the state equalization guarantee. An amount of \$270,000 was received in the prior year. This amount represents an annual distribution made to counties by the Taxation and Revenue Department, and it provides additional funds to counties with per capita gross receipts below the statewide average. The amount distributed is based on what a 1/8% gross receipts tax would generate statewide compared to the amount actually generated by the County.

Lastly, the expenditures across all categories are maintaining at the forecasted budget levels. 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. We communicate with the respective departments for areas of concern and ask for a needs analysis to determine if the annual budget will be sufficient or if there will be a need at mid-year to adjust the budget. This analysis is also used in preparation of the next annual budget. There are some areas of expenditures that are exceeding the budgeted forecast and will be adjusted in the mid-year budget resolution also presented for BCC approval.

**NON-RECURRING EXPENDITURES**

Capital expenditures are non-recurring expenditures funded by non-recurring sources. Such sources include bond proceeds, special appropriations and grants. The capital expenditures incurred through the month of January 2011 total \$31.2 million.

The major capital expenditures incurred during this reporting period are reflected below by project:

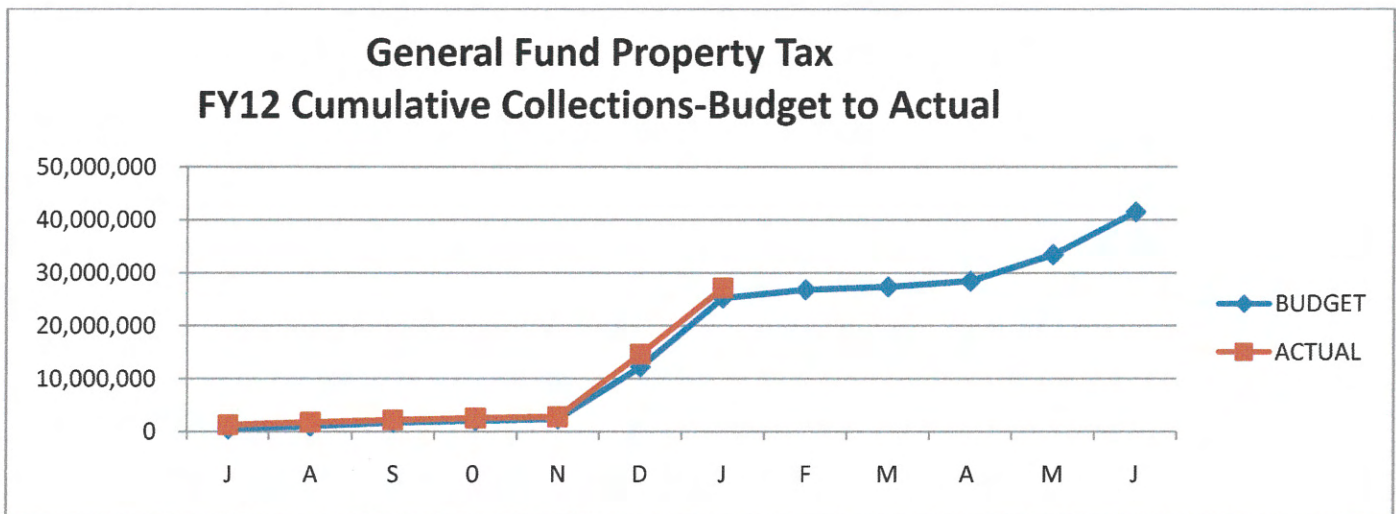
Pojoaque Fire Station	\$ 630,660	Rio En Medio Senior Ctr	\$ 81,253
Fire Communications Proj.	\$ 90,983	County Road 98	\$ 997,494
Rancho Viejo Substation	\$1,803,968	SF River Trail	\$ 829,022
Esperanza Shelter	\$ 199,732	Rail Trail	\$ 366,677
Judicial Court Complex	\$9,994,390	Burro Lane Park	\$ 158,895
Buckman Direct Diversion	\$2,226,775	Caja del Rio	\$ 271,589
San Marcos Transfer Station	\$ 990,362	Sheriff's Fleet Replacement	\$ 236,282
Agua Fria Phase III	\$ 960,436	Corrections ADF Upgrades	\$ 340,130
Verano Road	\$ 150,714	Sheriff's Vehicle Replacement	\$ 263,407
Pojoaque Community Ctr	\$ 90,575	Valle Vista WW Lift Station	\$ 939,250

Also included for your information are the charts reflecting major revenue sources and collections for July through January.

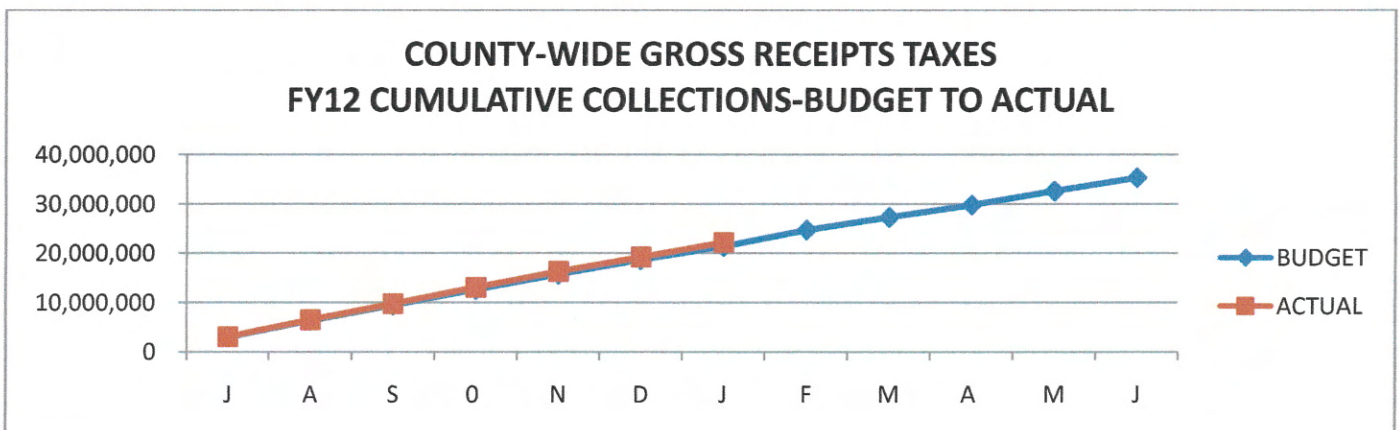
REVENUE:

Property tax is recorded monthly and compared to the actual monthly budget forecasts. Property tax revenue budget estimates are conservative, as a budget shortfall in tax receipts would have a serious impact on various County operations.

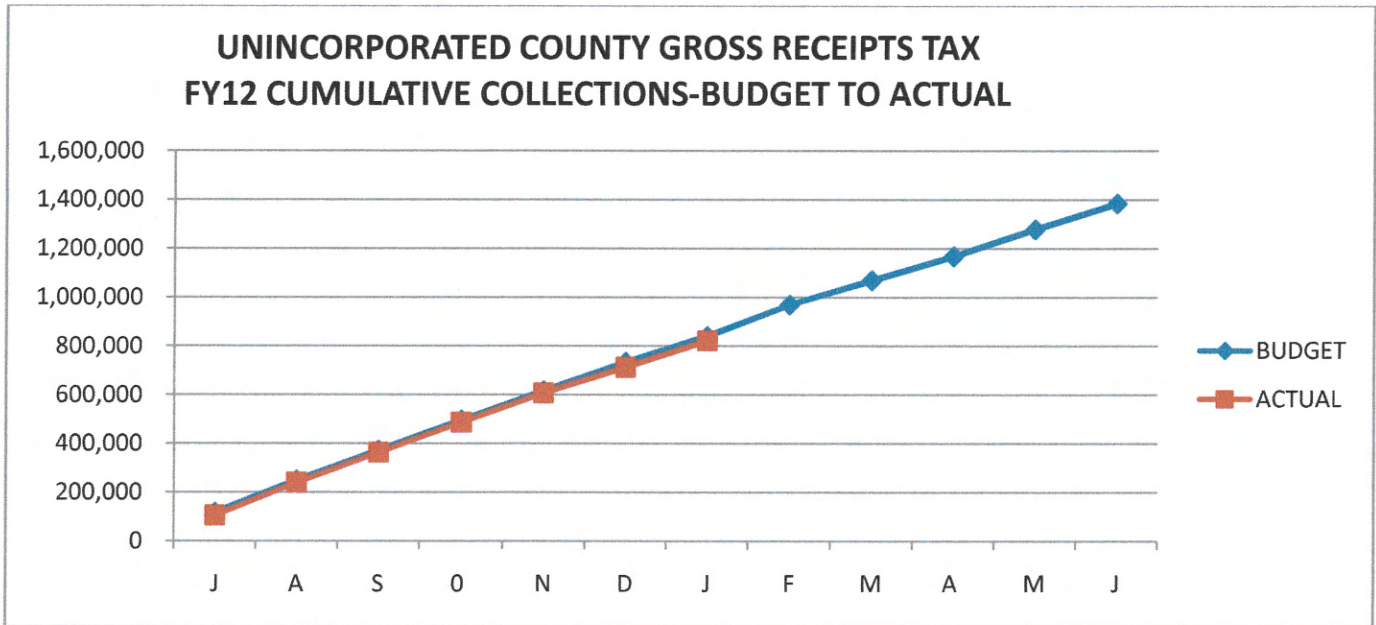
Actual current year property tax collections of \$27.1 million through the end of January exceed the budget of \$25.2 million by \$1.8 million. The collections are \$65,522 more than the prior year's collections for the same time period. The chart below includes collections through January, which reflect that collections are \$1,876,705 better than the established budget.



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 January total \$23.0 million and are \$727,632 greater than or 3% above the cumulative budgeted amount of \$22.2 million. Total collections exceed the prior year by \$634,956 or 2.8% for the same time period. The GRT amounts reflected in the charts below do not include the collection for the Regional Transit GRT. That GRT is budgeted at \$2.3 million and has collected \$2.36 million, which is slightly over budget by \$27,151.



Lastly, the unincorporated GRT collections fell under budget for July through December by \$20,535. 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 \$4,602.



**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. Some budgets have fallen short and will be adjusted by the mid-year budget resolution (also presented to the BCC for approval and with more detail and corresponding justification).

**SUMMARY:**

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 for FY2013 with the beginning of the budget kick-off meeting for staff on February 21<sup>st</sup>, with individual and more detailed trainings on the 22<sup>nd</sup> through the 24<sup>th</sup>.