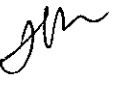


Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department 

Thru: Katherine Miller, County Manager

Date: August 9, 2011

Re: *Requesting BCC Approval to Budget A Wildland Grant Awarded by the NMAC.*

CAPTION:

The Santa Fe County Fire Department is requesting BCC approval to budget a grant award of \$67,833 for the Wildland Urban Interface Risk Reduction, Education, Prevention & Outreach Program and for the Hazardous Fuels Reduction Project.

BACKGROUND:

The Santa Fe County Fire Department has received a grant award from the New Mexico Association of Counties in the amount of \$67,833 for a Wildland Urban Interface Risk Reduction, Education, Prevention & Outreach Program that will fund the position of a temporary Firewise Coordinator for field and assessment work to include public information trainings and meetings and to conduct individual home assessments in the community. This is also for a Hazardous Fuels Reduction Project – Community of San Pedro Wildfire Risk Reduction Program which will fund two Wildland Urban Interface Specialist crew members to perform wildfire risk reduction treatments in the community of San Pedro in Santa Fe County. This grant has been awarded to the Santa Fe County Fire Department for two consecutive years and has been successfully utilized in the community.

SUMMARY:

Please approve the request to budget a New Mexico Association of Counties wildland grant in the amount of \$67,833 to be expended in FY 2012.

SANTA FE COUNTY
RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on August 9, 2011, did request the following budget adjustment:

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

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

BUDGETED REVENUES: (use continuation sheet, if necessary)

| FUND CODE XXX | DEPARTMENT/DIVISION XXXX | ACTIVITY BASIC/SUB XXX | ELEMENT/OBJECT XXXX | REVENUE NAME | INCREASE AMOUNT | DECREASE AMOUNT |
|---------------|--------------------------|------------------------|---------------------|-----------------------|-----------------|-----------------|
| 244 | 0809 | 371 | 90-00 | State Grants/Forestry | 47,848 | |
| 244 | 0809 | 371 | 90-00 | State Grants/Forestry | 19,985 | |
| | | | | | 67,833 | |

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

| FUND CODE XXX | DEPARTMENT/DIVISION XXXX | ACTIVITY BASIC/SUB XXX | ELEMENT/OBJECT XXXX | CATEGORY / LINE ITEM NAME | INCREASE AMOUNT | DECREASE AMOUNT |
|---------------|--------------------------|------------------------|---------------------|--|-----------------|-----------------|
| 244 | 0809 | 422 | 10-26 | Salary & Wages/Term Positions | 27,924 | |
| 244 | 0809 | 422 | 20-01 | Employee Benefits/FICA-Regular | 3,644 | |
| 244 | 0809 | 422 | 20-02 | Employee Benefits/FICA-Medicare | 852 | |
| 244 | 0809 | 422 | 20-03 | Employee Benefits/PERA | 17,252 | |
| 244 | 0809 | 422 | 20-05 | Employee Benefits/Group Ins. | 7,886 | |
| 244 | 0809 | 422 | 20-06 | Employee Benefits/Retiree HC | 1,223 | |
| 244 | 0809 | 422 | 40-06 | Maintenance/Equipment | 800 | |
| 244 | 0809 | 422 | 50-03 | Contractual Services/Professional Services | 5,000 | |
| 244 | 0809 | 422 | 60-08 | Supplies/Field | 2,000 | |
| 244 | 0809 | 422 | 60-09 | Supplies/Educational | 1,252 | |
| | | | | | 67,833 | |

Requesting Department Approval: [Signature] Interim Chief Date: 7/19/11

Finance Department Approval: [Signature] Date: 7/25/11

County Manager Approval: _____ Date: _____

Entered by: _____ Date: _____

Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

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

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

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Forestry Grant (244) to budget two new grant awards in the amounts of \$47,848 for the Santa Fe County Hazardous Fuels Removal and WUI (Wildland Urban Interface) Risk Reduction (Fuel Treatment) and \$19,985 for the Santa Fe County Hazardous Fuels Removal and WUI (Wildland Urban Interface) Risk Reduction Education/Outreach Project for a total accumulated grant award amount of \$67,833. These grants are funded through the New Mexico Association of Counties and will fund the fire department crew of Wildland Urban Interface Specialists.

| 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 |
|-----------|--|--------|
| 50-03 | Hazardous Fuels Chipping Contractor | 5,000 |
| | | |
| | | |

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

SANTA FE COUNTY
RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

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

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

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.); and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - 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. Copies of NMAC Grants Attached
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

244 Fire Administration Fund.

SANTA FE COUNTY
RESOLUTION 2011 - _____

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

Approved, Adopted, and Passed This 9th Day of August, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madame Chair

ATTEST:


Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: Katherine Miller, County Manager 

Date: August 9, 2011

Re: *Requesting BCC Approval to Budget NM State Forestry Revenue for Various Fire Reimbursements.*

CAPTION:

The Santa Fe County Fire Department is requesting BCC approval to budget NM State Forestry revenue for reimbursement of personnel and apparatus for the Rabbit Fire, Rio Chimayo Fire, Sevilleta Fire, and the Palm Fire for a total of \$15,526.50. (CSD/Fire)

BACKGROUND:

The Santa Fe County Fire Department Wildland Division and various Volunteer Fire Districts responded to the Rabbit Fire, Rio Chimayo Fire, Sevilleta Fire, and the Palm Fire. This revenue is to reimburse the Wildland Division and the Fire Districts for the utilization of apparatus and personnel who responded to these fires. The total reimbursement for these four fires is \$15,526.50.

SUMMARY:

Please approve the request to budget forestry revenue for Fire Administration and various Fire Districts in the amount of \$15,526.50 to be expended in FY 2012.

Res Forest Rev. 8.9.11

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on August 2, 2011, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Administration & Various Fire Districts Forestry Fund (244)

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

BUDGETED REVENUES: (use continuation sheet, if necessary)

| FUND CODE XXX | DEPARTMENT/ DIVISION XXXX | ACTIVITY BASIC/SUB XXX | ELEMENT/ OBJECT XXXX | REVENUE NAME | INCREASE AMOUNT | DECREASE AMOUNT |
|--|---------------------------|------------------------|----------------------|---|-----------------|-----------------|
| 244 | 0809 | 371 | 06-00 | Forestry Revenue/Fire Admin | 2,938 | |
| 244 | 0871 | 360 | 13-00 | Forestry Revenue/Volunteer Reimbursements | 2,317 | |
| 244 | 0843 | 371 | 06-00 | Forestry Revenue/Agua Fria | 703 | |
| 244 | 0832 | 371 | 06-00 | Forestry Revenue/Eldorado | 460 | |
| 244 | 0842 | 371 | 06-00 | Forestry Revenue/Glorieta | 2,896 | |
| 244 | 0834 | 371 | 06-00 | Forestry Revenue/Hondo | 553 | |
| TOTAL (if SUBTOTAL, check here X) | | | | | 9,867 | |

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

| FUND CODE XXX | DEPARTMENT/ DIVISION XXXX | ACTIVITY BASIC/SUB XXX | ELEMENT/ OBJECT XXXX | CATEGORY / LINE ITEM NAME | INCREASE AMOUNT | DECREASE AMOUNT |
|--|---------------------------|------------------------|----------------------|---------------------------------|-----------------|-----------------|
| 244 | 0809 | 421 | 10-26 | Salaries & Wages/Term Employees | 1,690 | |
| 244 | 0809 | 421 | 20-01 | Employee Benefits/FICA Regular | 182 | |
| 244 | 0809 | 421 | 20-02 | Employee Benefits/FICA Medicare | 43 | |
| 244 | 0809 | 421 | 20-03 | Employee Benefits/PERA | 862 | |
| TOTAL (if SUBTOTAL, check here X) | | | | | 2,777 | |

Requesting Department Approval: [Signature] Title: Interim Chief Date: 7/21/11
 Finance Department Approval: [Signature] Date: 7/27/11 Entered by: _____ Date: _____
 County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

| FUND CODE XXX | DEPARTMENT/ DIVISION XXXX | ACTIVITY BASIC/SUB XXX | ELEMENT/ OBJECT XXXX | REVENUE NAME | INCREASE AMOUNT | DECREASE AMOUNT |
|---|---------------------------|------------------------|----------------------|-----------------------------|-----------------|-----------------|
| 244 | 0840 | 371 | 06-00 | Forestry Revenue/La Cienega | 757 | |
| 244 | 0835 | 371 | 06-00 | Forestry Revenue/La Puebla | 1,384 | |
| 244 | 0837 | 371 | 06-00 | Forestry Revenue/Stanley | 3,342 | |
| 244 | 0838 | 371 | 06-00 | Forestry Revenue/Tesuque | 176 | |
| TOTAL (if SUBTOTAL, check here) | | | | | 15,526 | |

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 Ins | 100 | |
| 244 | 0809 | 422 | 20-06 | Employee Benefits/Ret. HC | 61 | |
| 244 | 0871 | 421 | 10-55 | Salary & Wages/Volunteer Reimbursements | 2,317 | |
| 244 | 0843 | 422 | 60-08 | Supplies/Field Supplies | 703 | |
| 244 | 0832 | 422 | 60-08 | Supplies/Field Supplies | 460 | |
| 244 | 0842 | 422 | 60-08 | Supplies/Field Supplies | 2,896 | |
| 244 | 0834 | 422 | 60-08 | Supplies/Field Supplies | 553 | |
| 244 | 0840 | 422 | 60-08 | Supplies/Field Supplies | 757 | |
| 244 | 0835 | 422 | 60-08 | Supplies/Field Supplies | 1,384 | |
| 244 | 0837 | 422 | 60-08 | Supplies/Field Supplies | 3,342 | |
| 244 | 0838 | 422 | 60-08 | Supplies/Field Supplies | 176 | |
| TOTAL (if SUBTOTAL, check here) | | | | | 15,526 | |

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

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

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

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Fire Administration and Various Fire Districts (244) Forestry Revenue Fund for a combined total of \$15,526 to reimburse fire admin and various fire districts for fire personnel and/or fire apparatus utilized on the following fires: Rabbit Fire, Rio Chimayo Fire, Sevilleta Fire, and the Palm Fire. The various fire districts will utilize the reimbursements to purchase or replace necessary field supplies, and reimburse personnel utilized on the fires, and Fire Administration will utilize the reimbursements to help fund the fire department crew of Wildland Urban Interface Specialists as well as supplies.

| Line Item | Position Type (permanent, term) | Position Title |
|-----------|---------------------------------|----------------|
| | | |
| | | |
| | | |
| | | |

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

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

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

SANTA FE COUNTY
RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

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

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

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - 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. State of NM -- Forestry Division
 - 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.

N/A

SANTA FE COUNTY
RESOLUTION 2011 - _____

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

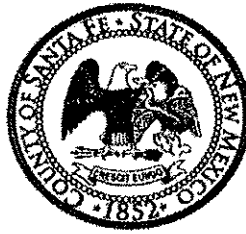
Approved, Adopted, and Passed This 9th Day of August, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madame Chair

ATTEST:

Valerie Espinoza, County Clerk



Memorandum

To: Santa Fe Board of County Commissioners

From: Donna Morris, Fire Department

Thru: Katherine Miller, County Manager *KMM*

Date: August 9, 2011

Re: *Requesting BCC Approval to Carry Forward the Available Cash Balance for the Public Safety Communications Project.*

CAPTION:

The Santa Fe County Fire Department is requesting BCC approval to carry forward the available cash balance in the amount of \$967,522 for the Public Safety Communications Project which was approved in the fire department's five year plan. (CSD/Fire)

BACKGROUND:

The Santa Fe County Fire Department is requesting to carry forward the available cash balance for the Public Safety Communications Project in the amount of \$967,522 to be budgeted in FY-2012 to continue the progress on this project that includes adding additional transmission sites as well as the FCC requirements to upgrade from analog to digital electronic signals and from the existing wide band to narrow band spectrums. This project was approved by the BCC in the 2010-2014 Santa Fe County five year plan.

SUMMARY:

Please approve the request to carry forward the Communications Project available cash in the amount of \$967,522 to be budgeted in FY 2012.

SANTA FE COUNTY

RESOLUTION 2011 - _____

Res. Comm. Proj. 2911

Page 1 of 4

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

Whereas, the Board of County Commissioners meeting in regular session on August 9, 2011, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Communications Project Fund (222)

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 |
|---------------------|---------------------------------|------------------------------|----------------------------|-----------------------------|--------------------|--------------------|
| 222 | 0000 | 385 | 02-00 | Cash/Communications Project | 967,522 | |
| | | | | | 967,522 | |

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 |
|---------------------|---------------------------------|------------------------------|----------------------------|---|--------------------|--------------------|
| 222 | 8002 | 422 | 50-03 | Contractual Services/Professional Services | 120,000 | |
| 222 | 8002 | 422 | 70-02 | Other Operating Costs/Rent of Land/Building | 3,200 | |
| 222 | 8002 | 422 | 80-01 | Capital Purchases/Buildings & Structures | 50,000 | |
| 222 | 8002 | 422 | 80-03 | Capital Purchases/Equipment & Machinery | 794,322 | |
| | | | | | 967,522 | |

Requesting Department Approval: *[Signature]* Interim Chief Date: 7/21/11

Finance Department Approval: *[Signature]* Date: 7/25/11

County Manager Approval: _____ Date: _____

Entered by: _____ Date: _____

Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

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

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

- 1) Please summarize the request and its purpose.

Requesting BCC approval to carry forward the available cash balance in the amount of \$967,522 for the Public Safety Communications Project which was approved in the fire departments five year plan. This cash will be used for the continued development and maintenance of additional transmission sites as well as the FCC requirements to upgrade from analog to digital electronic signals and from the existing wide band to narrow band spectrums.

| 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 |
|-----------|--|---------|
| 50-03 | Maintenance Contract with Advanced Communications | 120,000 |
| 80-01 | Fencing of Transmission sites | 50,000 |
| 80-03 | Purchase of Equipment to proceed with the Communications Project | 794,322 |
| | | |

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

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

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

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
 - 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 2011 - _____

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

Approved, Adopted, and Passed This 9th Day of August, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Madame Chair

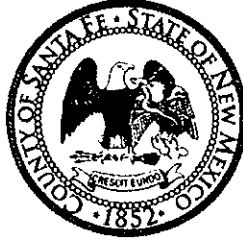
ATTEST:

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

To: Board of County Commissioners

Date: Tuesday, August 9th 2011

From: Robert Griego, Planning Manager Duncan Sill, Economic Development^{RG}
via: Jack Kolkmeier, Growth Management Director ^{JK}
cc: Carole Jaramillo, Teresa Martinez Finance Director

Re: Resolution 2011 – A resolution requesting an increase to the Regional Planning Authority Enterprise Fund (501) to budget available cash to contract for a study to determine the feasibility of establishing and operating a joint City and County electric utility / \$25,000. (Growth Management/RPA)

Background

The Regional Planning Authority authorized \$20,000 from RPA budget in January, 2011 to support a contract for a study to determine the feasibility of establishing and operating a joint City and County electric utility. The County entered into a Memorandum of Agreement with New Energy Economy for the study. On June 28th 2011, the Board approved Resolution 2011-91 to increase the budget by \$5,000 to reflect a contribution from the McCune Foundation to support the economic feasibility study mentioned above. This increased the total funding to NEE from the RPA to an aggregate amount of \$25,000 (\$20,000 from RPA funds and \$5,000 from McCune contribution). The County is in the process of amending the MOA with NEE to reflect the funding from McCune foundation. The funding from the RPA wasn't used in FY 2011 despite the fact that it was budgeted and thus this resolution represents rebudgeting of the funds and not budgeting ADDITIONAL funds.

Staff Recommendation

Approve Budget Adjustment Resolution requesting an increase to the Regional Planning Authority Enterprise Fund (501) to budget available cash to contract for a study to determine the feasibility of establishing and operating a joint City and County electric utility / \$25,000.

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on August 9, 2011, did request the following budget adjustment:

Department / Division: GMD/RPA Fund Name: RPA Enterprise 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 |
|--|--------------------------|------------------------|---------------------|--|-----------------|-----------------|
| 501 | 0000 | 385 | 0600 | RPA Budgeted Cash - Misc Revenue & Donations | \$5,000 | |
| 501 | 0000 | 385 | 0500 | RPA Budgeted Cash - Enterprise Funds | \$20,000 | |
| TOTAL (if SUBTOTAL, check here) | | | | | \$20,000 | |

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 |
|--|--------------------------|------------------------|---------------------|--|-----------------|-----------------|
| 501 | 0508 | 414 | 5090 | RPA - Miscellaneous Contractual Services | \$25,000 | |
| TOTAL (if SUBTOTAL, check here) | | | | | \$25,000 | |

Requesting Department Approval: J. Kochhausen Title: Director/GMD Date: 7.25.11
 Finance Department Approval: Wendy M. Arling Date: 7/25/11 Entered by: _____ Date: _____
 County Manager Approval: _____ Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Robert Griego Dept/Div: GMD/RPA Phone No.: 986-6215

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.

To budget available cash from the RPA fund which was budgeted but not spent in FY 2011, as well as cash from a contribution made by the McCune Foundation to the RPA. The purpose of the funding is to contract for a study to examine the feasibility of creating a municipal-county electric utility.

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 |
|-----------|--|----------|
| 5090 | To contract for a feasibility study to examine the possibility forming a municipal-county electric utility | \$25,000 |
| | | |
| | | |
| | | |

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Robert Griego Dept/Div: _____ GMD/RPA _____ Phone No.: 986-6215

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.

Enterprise Fund cash and cash from a McCune Foundation contribution to the RPA Enterprise Fund received in FY 2011.

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

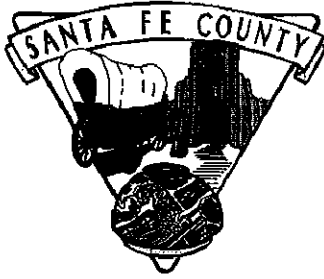
Approved, Adopted, and Passed This 9th Day of August, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Chairperson

ATTEST:

Valerie Espinoza, County Clerk



MEMORANDUM

DATE: *August 5, 2011*

TO: *BOARD OF COUNTY COMMISSIONERS*

FROM: *ROBERT MARTINEZ, PUBLIC WORKS* *RM*
TRANSPORTATION MGR.

VIA: *KATHERINE MILLER, COUNTY MANAGER*

SUBJECT: *RESOLUTION 2011 – A RESOLUTION REQUESTING INCREASE TO THE GENERAL FUND (101) TO BUDGET CASH CARRYOVER FROM MEMORANDUM OF AGREEMENTS BETWEEN SANTA FE COUNTY AND THE CITY OF SANTA AND SANTA FE PUBLIC SCHOOLS AS WELL AS AN AMENDMENT TO THE MOA WITH SANTA FE PUBLIC SCHOOLS FOR THE AGUA FRIA ROAD IMPROVEMENT PROJECT PHASE III / \$18,230.61 (PUBLIC WORKS DEPARTMENT)*

BACKGROUND:

The balance from MOAs Santa Fe County has with the City of Santa Fe and the Santa Fe Public Schools in the amount of \$12,286.64 was not carried over from FY11 to FY 12. Santa Fe Public Schools is requesting additional work on the Agua Fria Road Improvement Project Phase III that is over the MOA budget by \$5,943.97.

RECOMMENDATION:

The Santa Fe County Public Works Department requests authorization and approval to increase to the General Fund (101) to budget cash carryover from Memorandum of Agreements between Santa Fe County and The City of Santa Fe and Santa Fe Public Schools as well as an amendment to the MOA with Santa Fe Public Schools for the Agua Fria Road Improvement Project Phase III / \$18,230.61 (Public Works Department)

SANTA FE COUNTY

RESOLUTION 2011 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on August 9, 2011, did request the following budget adjustment:

Department / Division: Public Works / Roads Fund Name: General Fund (101)

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 | 0669 | 380 | 0101 | Memorandum of Agreement / City of Santa Fe | \$8,728.67 | |
| 101 | 0669 | 380 | 0111 | Memorandum of Agreement / Santa Fe Public Schools | \$9,501.94 | |
| TOTAL (if SUBTOTAL, check here) | | | | | \$18,230.61 | |

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 | 0669 | 481 | 8010 | Capital / Roadways | \$18,230.61 | |
| TOTAL (if SUBTOTAL, check here) | | | | | \$18,230.61 | |

Requesting Department Approval: Robert Martinez Title: Transportation Manager Date: 8/4/11

Finance Department Approval: [Signature] Date: 8/4/11 Entered by: _____ Date: _____

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

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

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

- 1) Please summarize the request and its purpose.
 Santa Fe County entered into Memorandum of Agreements with The City of Santa Fe and Santa Fe Public Schools on October 2010 as part of the Agua Fria road improvement project phase III for a total of \$75,000. Santa Fe Public Schools has approved an amendment to their MOA for an additional \$5,943,970 of improvement work. This request is to budget the available balance from fiscal year 2011 of \$12,286.64 from these MOAs as well as the amended amount with SFPS for a total budget increase of \$18,230.61.

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 |
|-----------|--|----------|
| 8010 | Agua Fria Road Improvement Project Phase III | \$18,230 |
| | | |
| | | |
| | | |

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

SANTA FE COUNTY

RESOLUTION 2011 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

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

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

- 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.
There are no other funding sources to match this request.

SANTA FE COUNTY
RESOLUTION 2011 - _____

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

Approved, Adopted, and Passed This 9th Day of August, 2011.

Santa Fe Board of County Commissioners

Virginia Vigil, Chairperson

ATTEST:

Valerie Espinoza, County Clerk

**MEMORANDUM OF AGREEMENT
FUNDING AGREEMENT BETWEEN
SANTA FE PUBLIC SCHOOL DISTRICT AND SANTA FE COUNTY**

THIS MEMORANDUM OF AGREEMENT entered into on this 18th day of October 2010, by and between Santa Fe County (hereinafter "County") and the Board of Education of the Santa Fe Public Schools (hereinafter "School Board").

RECITALS:

WHEREAS, the Santa Fe County Public Works Department is in development of a roadway and utility improvement project along Agua Fria Street, just east of the San Ysidro Crossing and ending to the west at the City/County Line; and

WHEREAS, the School Board desires to have the County install storm drain, sewer and water line connections for future use on the School Board's behalf as part of the County's improvement project. This will also include asphalt, signing & striping, curb & gutter and sidewalk.

WITNESSETH:

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. SCOPE.

A. The School Board and County desire to formalize the funding agreement for the construction work to:

1. install storm drain, sewer and water line extensions into the property of Agua Fria Elementary School;
2. to have approximately 45 linear feet of storm drain and sewer line extended into their site as well as 35 linear feet of water line;
3. to install sidewalk, curb & gutter, asphalt and signing and striping; and
4. to design and construct geometric auxiliary (drive) lanes benefiting Agua Fria Elementary School.

B. The County shall act as fiscal agent on this project and shall assure that the construction work is performed in accordance with the School Board's design standards and specifications.

C. The County shall provide to the School Board for its review and approval prior to the County's acceptance, the following:

1. a draft schematic showing the construction work to be funded by the District;
2. any bids for the construction;
3. any change in the scope of work, including location, design standards; and specifications;
4. any pay request/invoice from a contractor.

This right of review shall be concluded so as not to prevent the County from meeting the deadlines for its payment obligations under §13-1-158, NMSA (1978 as amended) or the completion of the project within any time lines imposed by federal funds applied to the project.

D. The County, as fiscal agent under this agreement, shall be responsible for making periodic payments to its Contractor and shall submit invoices to the School Board for its portion of the project every 30 days until paid in full.

2. COMPENSATION.

A. The School Board shall pay the County for material and labor costs, plus applicable gross receipts taxes, incurred to construct said improvements in an amount not to exceed thirty thousand dollars (\$30,000).

B. In the event the Construction Bids exceeds thirty thousand dollars (\$30,000), the School Board agrees to proceed with the geometric auxiliary lanes benefiting Agua Fria Elementary School first. Service Utilities are secondary and any cost above the \$30,000 shall be reviewed and approved by the School Board before exceeding compensation amount. The School Board reserves the right to either eliminate service utilities (in order to maintain compensation cost below the \$30,000) or pay the overage cost based on the awarded Unit Cost Contract. Overage determination shall be made by the School Board within 10 working days of Bid Opening.

C. The School Board shall submit reimbursement payments for its portion of the project to the County within 30 days of receipt of the invoices.

3. **TERM.** The term of this Agreement shall be from the date of last signature below and expire upon completion of construction.

4. **TERMINATION.** This Memorandum of Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least 30 days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

5. **SUFFICIENT APPROPRIATIONS.** If sufficient appropriations and authorization are not made by the legislature or otherwise available, this Agreement shall terminate immediately upon written notice from the affected party to other, provided that by such termination, neither party may nullify obligations already incurred prior to the date of termination.

6. **LIABILITY.** Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of the Agreement. Each party shall be liable for its actions or inactions in accordance with the Agreement, subject to the immunities and limitations of the New Mexico Tort Claims Act.

7. **AMENDMENT.** This Memorandum of Agreement shall not be altered, changed, or amended except by instrument in writing.

IN WITNESS WHEREOF, the parties have set their hands as of the dates written below.

SANTA FE COUNTY

By: _____
Katherine Miller
Santa Fe County Manager

Date: _____

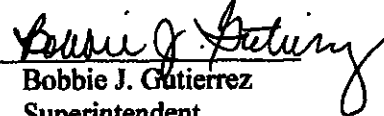
Attest: 
Valerie Espinoza
Santa Fe County Clerk

Date: 10/21/10

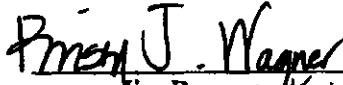
Approved as to form:

Stephen C. Ross
County Attorney

**BOARD OF EDUCATION
SANTA FE PUBLIC SCHOOLS**

By: 
Bobbie J. Gutierrez
Superintendent

Date: 10-18-2010


~~Jim Romero~~ Kristy Janda-Wagner
Chief Operations Officer

Date: 10.18.20

Approved as to form:

Charlotte Hetherington
Scheuer Yost & Patterson
Board Counsel

SANTA FE COUNTY

By: *Katherine Miller*
Katherine Miller
Santa Fe County Manager

Date: 10.15.10

Approved as to form:

Stephen C. Ross
Stephen C. Ross
County Attorney
John C. Martinez

**BOARD OF EDUCATION
SANTA FE PUBLIC SCHOOLS**

By: _____
Bobbie J. Gutierrez
Superintendent

Date: _____

Jim Romero
Chief Operations Officer

Date: _____

Approved as to form:

Charlotte Hetherington
Scheuer Yost & Patterson
Board Counsel

**AMENDMENT NO. 1
TO MEMORANDUM OF AGREEMENT
BETWEEN
SANTA FE COUNTY AND THE
SANTA FE PUBLIC SCHOOL DISTRICT**

THIS AMENDMENT is made and entered into as of this ___ day of _____, 2011, by and between **Santa Fe County**, a political subdivision of the State of New Mexico (hereinafter referred to as "the County") and the **Santa Fe Public School Board** (hereinafter referred to as "SFPS").

WHEREAS, on October 18, 2010 the County and SFPS entered into a Memorandum of Agreement to provide for the parties' agreement on certain construction work to benefit SFPS that is to be completed as part of the County's Agua Fria Phase III Project, a roadway and utility improvement project along Agua Fria Street in Santa Fe County;

WHEREAS, according to the Memorandum of Agreement, the SFPS indicated that its portion of the costs for roadway and utility improvements that benefit SFPS is not to exceed \$30,000;

WHEREAS, the Agreement states that any costs to SFPS for service utilities above \$30,000 shall be reviewed and approved by the School Board before exceeding such amount;

WHEREAS, during the construction the SFPS requested modification of the utility services for SFPS and completion of additional utility work as part of the SFPS's development of the new Agua Fria Elementary School;

WHEREAS, the additional work requires an increase to the SFPS's not-to-exceed amount of \$30,000 and modification of the Agreement to describe the additional utility work that will benefit SFPS;

WHEREAS, Article 7 of the Agreement allows the parties to amend the Agreement by an instrument in writing;

WHEREAS, the parties wish to amend the Memorandum of Agreement to supplement the Scope of Work and increase the compensation to be paid by SFPS to Santa Fe County for completion of additional utility services that benefit SFPS.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Article 1 SCOPE is amended by adding the following as paragraphs A.5:
 5. to complete modifications to the utility plan and additional utility services pertaining to future planning and the utility needs of the Agua Fria Elementary School on Agua Fria Street.
2. Article 2 COMPENSATION is amended by deleting reference to "thirty thousand dollars (\$30,000)," and replacing with "Thirty-Five Thousand Nine Hundred Forty-Three Dollars and Forty-Seven Cents (\$35,943.47), inclusive of gross receipts tax."

3. All other provisions of the Memorandum of Agreement not specifically amended as stated in this Amendment No. 1, remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No.1 as of the last date of signature below.

SANTA FE COUNTY

Katherine Miller, Manager
Santa Fe County

Date

APPROVED AS TO FORM:

Stephen C. Ross
Santa Fe County Attorney

Date

**BOARD OF EDUCATION
SANTA FE PUBLIC SCHOOLS**

Superintendent

Date

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Araya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

July 14, 2011

Ms. Marisa Ortiz Snyder, Construction Project Manager
Mr. Leo Prenevost, Construction Project Manager
Santa Fe Public Schools
General Services
2195 West Zia Road
Santa Fe, NM 87505

CC: Carlos Vigil, Santa Fe County Roads Project Manager
David Hibler, Project Representative, Bohannon Huston, Inc.
Denise Peralta, PE, Wilson & Company

RE: Agua Fria 3, Change Order #3 Approval request for SFPS PO #955470

Dear Marissa and Leo,

Please find attached for your review and approval, Change Order #3 revised by Bohannon Huston, Inc. for Santa Fe County for the Agua Fria Phase 3 project for the additional work requested below. We have reviewed the attached and concur with the breakdown of costs associated with additional work requested by SFPS. We have summarized these below for your convenience. If you and Kristy Janda Wagner are in agreement with these changes and costs, please provide authorization signatures in the areas provided below and on the highlighted area of the attached Change Order Spread sheet prepared by Bohannon Huston once your Board approves, and return to us as soon as possible so that this can be processed with the County Legal Department.


1. Additional fire hydrant at 179+62.18 per Wilson revisions Sheet 1 of 1 sealed 7/6/11: +\$780.00
The \$780.00 cost is the difference between a fire hydrant at unit price and a flush hydrant assembly unit price.
(Individual items shown on Line 1 of the Star Paving cost breakdown letter dated 7/8/11, and line 80X on Page 5 of 5 on the attached spread sheet)
2. Additional pressure connection for 8" water stub-out at 180+53.89 per Wilson revisions Sheet 1 of 1 sealed 7/6/11: +\$2,740.00
(Individual item shown on Line 6 of the Star Paving cost breakdown letter dated 7/8/11, and Line 77 on Page 5 of 5 on the attached spread sheet)
3. Additional 6" water stub-out, tee, cap, gate valve, and pressure connection at 182+15.89 per Wilson revisions Sheet 1 of 1 sealed 7/6/11: +\$4,559.00
(Individual items shown on Lines 3, 6 and 7 of the Star Paving cost breakdown letter dated 7/8/11, and Lines 66, 77 and 114X on Page 5 of 5 on the attached spread sheet)
4. Additional 18" HDPE Storm Drain line and cap per Gilbert Aldaz & Leo Prenevost email request dated 5/24/11, and per Wilson revisions Sheet 1 of 1 sealed 7/6/11: +\$517.67
(Individual items shown on Lines 9 and 10 of the Star Paving cost breakdown letter dated 7/8/11, and Lines 33 and 113X on Page 5 of 5 on the attached spread sheet)
5. An increase in the Material Testing Allowance of: +\$314.40
(Item shown on Line 60 on Page 2 of 5 on the attached spread sheet)

The new work requested by the SFPS for Items 1 through 5 above totals: \$ 8,911.07
Total Cost for this additional work not including NMGR T \$ 8,911.07
Total Cost for this additional work including NMGR T @ 6.625% \$ 9,501.43

The current MOA between Santa Fe County and Santa Fe Public Schools is \$30,000.00 which also includes applicable NMGR T.

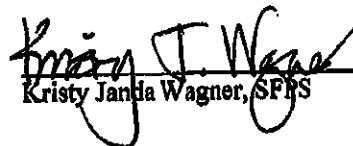
The current Contract with Star Paving for the original scope of work is \$24,799.10 not including NMGR T. The total cost of the original scope of work including NMGR T is \$26,442.04 which leaves a balance of \$3,557.96 remaining with the MOA. Therefore, we respectfully request the board approve an increase of the MOA of (\$9,501.43 minus \$3,557.96) \$5,943.97 including NMGR T to compensate the costs of the additional work requested as described above.

Reviewed by:



Marisa Ortiz Snyder, SFPS
Date 7.14.2011

Accepted by:



Kristy Janda Wagner, SFPS
Date 7.14.11

We look forward to working with you to the best of our technical ability for the successful completion of this project. Please call me at 992-3046 if you have any questions or concerns regarding this letter.

Respectfully,


Richard Silva
Infrastructure Manager
Santa Fe County Utilities Department