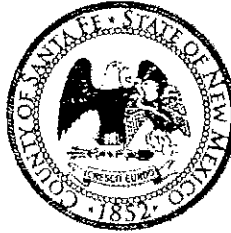


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

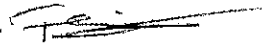
Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe Board of County Commissioners

From: Stephanie Schardin Clarke, Finance Director 

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

Date: February 9, 2018

Re: Resolution No. 2018 - _____, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) to Budget State Forestry Revenue to the County Fire Department / \$76,766 (Finance Division / Stephanie Schardin Clarke)

ISSUE:

Requesting BCC approval to budget State Forestry Revenue collected from fire deployments for the Fire Operations (244) Wildland Program and Various Fire Districts in the amount of \$76,766.

BACKGROUND:

The Santa Fe County Fire Department is requesting to budget \$76,766 in revenue collected for deployments to forest fires. This increase will be utilized to purchase operational and capital needs required to sustain the Wildland Program to include the replacement of equipment and vehicles. The various Fire Districts who have received reimbursement for Wildland Fire Responses will utilize the revenue to replace and maintain operational supplies.

SUMMARY:

Please approve this request for a budget increase of \$76,766 to the Fire Operations Fund (244) Wildland Program and various Fire Districts.



SANTA FE COUNTY

RESOLUTION 2018 -

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 February 27, 2018, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Operations Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2018 (July 1, 2017 - June 30, 2018)

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	0815	360	09-02	Disaster Relief / State Forest Fire Wildland	74,008	
244	0833	360	09-02	Disaster Relief / State Forest Fire Edgewood	1,768	
244	0837	360	09-02	Disaster Relief / State Forest Fire Stanley	630	
244	0841	360	09-02	Disaster Relief / State Forest Fire Madrid	360	
TOTAL (if SUBTOTAL, check here)					76,766	

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	0815	422	80-03	Capital / Equipment & Machinery	9,800	
244	0815	422	80-09	Capital / Vehicles	44,508	
244	0815	422	80-17	Capital / Medical & Dental Equipment	16,000	
244	0815	422	80-99	Capital / Inventory Exempt	3,700	
244	0833	422	60-07	Supplies / Operational Supplies	1,768	
244	0837	422	60-07	Supplies / Operational Supplies	630	
244	0841	422	60-07	Supplies / Operational Supplies	360	
TOTAL (if SUBTOTAL, check here)					76,766	

Requesting Department Approval: [Signature] Title: Chief Date: 2.9.18

Finance Department Approval: [Signature] Date: Entered by: Date:

County Manager Approval: Date: Updated by: Date:

SANTA FE COUNTY

RESOLUTION 2018 - _____

Page 2 of 4

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 Operations Fund (244) to budget State Forestry revenue collected for fire assignments in the amount of \$76,766 to be utilized to sustain the Wildland Program and Various Fire Districts.

a) Employee Actions

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

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

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-03	Wildland Equipment	9,800
80-09	Wildland Vehicle	44,508
80-17	Medical Equipment such as AED's and RAD 57's to be carried on Wildland apparatus	16,000
80-99	Wildland Radio's	3,700

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

SANTA FE COUNTY

Page 3 of 4

RESOLUTION 2018 - _____

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. NM State Forestry Reimbursements
 - 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 2018 - _____

Page 4 of 4

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

Approved, Adopted, and Passed This 27th Day of February, 2018.

Santa Fe Board of County Commissioners

Anna Hansen, Chair

ATTEST:

Geraldine Salazar, County Clerk

Collette Fire

Santa Fe County
R E P R I N T
*** CUSTOMER RECEIPT ***
Oper: CDMEDINA Type: CT Drawer: 1
Date: 1/09/18 40 Receipt no: 110679

Description	Quantity	Amount
244BT 244-0815 FOREST FIRE REIM	1.00	\$14258.47

G/L account number:
24408153600902

ACH 11/29/17

Tender detail	
WI WIRE RECEIVE	\$14258.47
Total tendered	\$14258.47
Total payment	\$14258.47

Trans date: 1/09/18 Time: 9:33:59

Hondito Fire

Santa Fe County
R E P R I N T
*** CUSTOMER RECEIPT ***
Oper: AMSENA Type: CT Drawer: 1
Date: 11/08/17 50 Receipt no: 14940

Description	Quantity	Amount
244BT 244-0815 FOREST FIRE REIM	1.00	\$3024.00

G/L account number:
24408153600902

ACH 10/3/17

Tender detail	
WI WIRE RECEIVE	\$3024.00
Total tendered	\$3024.00
Total payment	\$3024.00

Trans date: 11/07/17 Time: 16:32:48

Chetco Bar, Milli Fire & Rice Ridge Fire

Santa Fe County
R E P R I N T
*** CUSTOMER RECEIPT ***
Oper: ADRVIGIL Type: CT Drawer: 1
Date: 12/13/17 56 Receipt no: 96045

Description	Quantity	Amount
244BT 244-0815 FOREST FIRE REIM	1.00	\$39407.43

G/L account number:
24408153600902

ACH 12/07/2017

Tender detail	
WI WIRE RECEIVE	\$39407.43
Total tendered	\$39407.43
Total payment	\$39407.43

Trans date: 12/12/17 Time: 16:46:07

Cundiyo Fire

Santa Fe County
R E P R I N T
*** CUSTOMER RECEIPT ***
Oper: ADRVIGIL Type: CT Drawer: 1
Date: 12/13/17 57 Receipt no: 96049

Description	Quantity	Amount
244BT 244-0815 FOREST FIRE REIM	1.00	\$1147.32

G/L account number:
24408153600902

ACH 11/29/2017

Tender detail	
WI WIRE RECEIVE	\$1147.32
Total tendered	\$1147.32
Total payment	\$1147.32

Trans date: 12/12/17 Time: 16:47:02

SF Dispatch Support
Edi Marquez

Santa Fe County
*** CUSTOMER RECEIPT ***
Opus: AMBENA Type: CT Drawer: 1
Date: 1/05/18 31 Receipt no: 103902

Description	Quantity	Amount
2445T 244-0515 FOREST FIRE REIM	1.00	\$3668.00

S/L account number:
84408133600562

ACH 12/22/17

Tender detail	
NI WIRE RECEIVE	\$3668.00
Total tendered	\$3668.00
Total payment	\$3668.00

Trans date: 1/05/18 Time: 14:12:38

Hatchery Fire

Santa Fe County
R E P R I N T
*** CUSTOMER RECEIPT ***
Oper: CDMEDINA Type: CT Drawer: 1
Date: 1/22/18 70 Receipt no: 114822
Description Quantity Amount
244BT 244-0815 FOREST FIRE REIM
1.00 \$5013.72
G/L account number:
24408153600902
ACH 1/19/18
Tender detail
WI WIRE RECEIVE \$5013.72
Total tendered \$5013.72
Total payment \$5013.72
Trans date: 1/22/18 Time: 15:50:29

5,013.72

Hondito Fire

Santa Fe County
R E P R I N T
*** CUSTOMER RECEIPT ***
Oper: CDMEDINA Type: CT Drawer: 1
Date: 1/29/18 35 Receipt no: 115554
Description Quantity Amount
244BT 244-0815 FOREST FIRE REIM
1.00 \$7490.00
G/L account number:
24408153600902
ACH 1/23/18
Tender detail
WI WIRE RECEIVE \$7490.00
Total tendered \$7490.00
Total payment \$7490.00
Trans date: 1/29/18 Time: 14:07:51

7,490.00

Golden Fire

ACH Remittance Advice

State of New Mexico

Department of Finance & Administration

Santa Fe County

REPRINT

*** CUSTOMER RECEIPT ***

Oper: COMEDINA Type: CT Drawer: 1
 Date: 2/06/18 Receipt no: 116488

RECEIVABLE

Date	Payment Amount	Reference
Feb/02/2018	\$2,758.00	3000589625

Description Quantity Amount
 DB 244-0837 FOREST FIRE REIM 1.00 \$630.00

G/L account number:

24408373600902

KB

244-0833 FOREST FIRE REIM

1.00

\$1768.00

DFI ID:101100621

Bank Account: *****1153

NON-NEGOTIABLE

G/L account number:

24408333600902

SB

244-0841 FOREST FIRE REIM

1.00

\$360.00

G/L account number:

24408413600902

Payment Date: 02/02/2018

Reference: 3000589625

Voucher ID	Gross Amount	Discounts	Late Charges	Paid Amount
00143885	2,758.00	0.00	0.00	2,758.00

ACH 2/2/18

Tender detail

WI WIRE RECEIVE

\$2758.00

Total tendered

\$2758.00

Total payment

\$2758.00

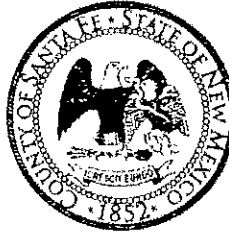
Trans date: 2/06/18 Time: 13:26:49

Supplier Number	Name	Bank Charge	Transfer Cost Cd		
0000054297	SANTA FE COUNTY	\$0.00			
Reference	Date	Total Gross Amt	Total Discounts	Total Late Charges	Total Paid Amt
3000589625	Feb/02/2018	\$2,758.00	\$0.00	\$0.00	\$2,758.00

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe Board of County Commissioners

From: Stephanie Schardin Clarke, Finance Director 

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

Date: February 9, 2018

Re: Resolution No. 2018 - _____, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) to Budget Insurance Recovery Revenue for the Fire Department / \$1,129 (Finance Division / Stephanie Schardin Clarke)

ISSUE:

Requesting BCC approval to budget \$1,129 of insurance recovery revenue received for the repair of the Turquoise Trail Fire District Station #1 wall that was damaged due to a motor vehicle crash.

BACKGROUND:

The Santa Fe County Fire Department is requesting BCC approval to budget insurance recovery revenue received from the NM County Insurance Authority to repair the wall at station #1 in the Turquoise Trail Fire District that was damaged due to a motor vehicle crash. If additional funding is needed to complete the repair, the Turquoise Trail Fire Fund (209) disbursement received for FY-18 will be utilized.

RECOMMENDATION

Please approve this request for a budget increase to the Fire Operations Fund (244) for the amount of \$1,129 to repair a damaged wall.



SANTA FE COUNTY

Page 1 of 4

RESOLUTION 2018 - _____

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 27, 2018, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Operations (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2018 (July 1, 2017 - June 30, 2018)

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	0801	360	02-00	Fire Operations/Insurance/Recovery	1,129	
					1,129	

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	0801	421	40-01	Maintenance / Buildings & Structures	1,129	
					1,129	

Requesting Department Approval: [Signature] Title: Fire Chief Date: 2-9-18

Finance Department Approval: _____ Date: _____ Entered by: _____ Date: _____

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

SANTA FE COUNTY

Page 2 of 4

RESOLUTION 2018 -

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 budget \$1,129 of insurance recovery revenue to rebuild a bench wall at the Turquoise Trail Fire Station #1 that was destroyed by a motor vehicle crash.

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

Page 3 of 4

RESOLUTION 2018 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Douna 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 grant award letter and proposed budget.
 - c) Is this request a result of Commission action? YES _____ NO X
(f 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. Turquoise Trail Fire Fund Disbursement / Cost Center 209 0839-422

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2018 - _____

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

Approved, Adopted, and Passed This 27th Day of February, 2018.

Santa Fe Board of County Commissioners

Anna Hansen, Chair

ATTEST:

Geraldine Salazar, County Clerk

Santa Fe County

*** CUSTOMER RECEIPT ***

Oper: ADVIGIL Type: CT Drawer: 1
Date: 1/29/18 10 Receipt no: 115553

Description	Quantity	Amount
244BW 244-0801 INSURANCE RECOV.		
	1.00	\$1129.65

G/L account number:
24408013600200

CK#26834 THE HARTFORD \$1129.65
244BW

Tender detail		
CK CHECK	1122826834	\$1129.65
Total tendered		\$1129.65
Total payment		\$1129.65

Trans date: 1/29/18 Time: 14:07:42



