Memorandum

To: Santa Fe Board of County Commissioners

From: Stephanie Schardin Clarke, Finance Director

Thru: David Sperling, Fire Chief DWS
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 - ____

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

EB **Finance Department Approval:** ________ **Date:** ____ **Entered by:** ________ **Date:** ____

County Manager Approval: ________ **Date:** ____ **Updated by:** ________ **Date:** ____

SANTA FE COUNTY

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 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, Reclass, Overtime)	Position Type (permanent, term)	Position Title

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

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-03	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

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 - _____

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

Hondito 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

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

Chetes BAR, Milli Fire & Ricerlidge Fire

Cundiyo 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

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 ***
Oper: AMBENA   Type: CT   Drawer: 1
Date: 1/05/18 31   Receipt no: 103983

Description   Quantity   Amount
24487   244-0515 FOREST FIRE REIM
                  1.00 $3668.00
G/L account number:
24400153600502

ACH 12/22/17

Tender detail
WI 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

Santa Fe County
REPRINT
*** CUSTOMER RECEIPT ***
Oper: CDMEDINA Type: CT Drawer: 1
Date: 2/06/18 31 Receipt no: 116488

Description	Quantity	Amount
DB	244-0837 FOREST FIRE REIM	
	1.00	$630.00 Stanley
G/L account number: 24408373600902		
KB	244-0833 FOREST FIRE REIM-	
	1.00	$1768.00 Edgewood
G/L account number: 24408333600902		
SB	244-0841 FOREST FIRE REIM-	
	1.00	$360.00 Madrid
G/L account number: 24408413600902		

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

ACH Remittance Advice

tate of New Mexico

artment of Finance & Administration

:EIVABLE

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

DFI ID:101100621 Bank Account: ******1153

NON-NEGOTIABLE

Payment Date: 02/02/2018 Reference: 3000589625

Voucher ID	Gross Amount	Discounts	Late Charges	Paid Amount
)0143885	2,758.00	0.00	0.00	2,758.00

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

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

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: ____ **Title:** Fire Chief **Date:** 2-9-18

Finance Department Approval: ____ **Date:** ____ **Entered by:** ____ **Date:** ____

County Manager Approval: ____ **Date:** ____ **Updated by:** ____ **Date:** ____

SANTA FE COUNTY

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 #1that 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

RESOLUTION 2018 - ____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

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  - 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 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. Turquoise Trail Fire Fund Disbursement / Cost Center 209-0839-422

SANTA FE COUNTY

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: ADRVIGIL 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
2448W

Tender detail

CK CHECK	1122826834	$1129.65
Total tendered		$1129.65
Total payment		$1129.65

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