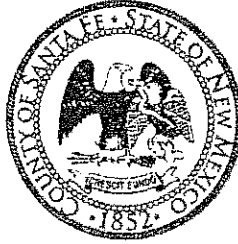


Henry P. Roybal  
Commissioner, District 1

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:** Tony Flores, Interim Finance Director

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

**Date:** October 4, 2017

**Re:** Resolution No. 2017 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) Wildland Program to Budget State Forestry Revenue to the County Fire Department / \$11,306 (Finance Division / Tony Flores)

### ISSUE:

Requesting BCC approval to budget State Forestry Revenue collected from fire deployments for the Fire Operations (244) Wildland Program and the Stanley Fire District for a combined total of \$11,306.

### BACKGROUND:

The Santa Fe County Fire Department is requesting to budget \$11,306 in revenue collected for deployments to forest fires. This increase will be utilized to cover salary and wage expenses such as overtime and hazard pay that is incurred because of fire deployments, and will also be used to supplement the Wildland Program budget to provide funding for travel expenses incurred by the Wildland Hand Crew while on deployments. The Stanley Fire District has collected State Forestry revenue for personnel and equipment that responded to the Rock Fire and will utilize this revenue to replenish operational supplies.

### SUMMARY:

Please approve this request for a budget increase of \$11,306 to the Fire Operations Fund (244) Wildland Program and the Stanley Fire District.



# SANTA FE COUNTY

## RESOLUTION 2017 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on October 31, 2017, 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	385	02-00	Budgeted Cash / State Funds	10,652	
244	0837	385	02-00	Budgeted Cash / State Funds	654	
TOTAL (if SUBTOTAL, check here )					11,306	

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	10-25	Salary & Wages / Overtime	5,220	
244	0815	422	20-01	Employee Benefits / FICA Regular	350	
244	0815	422	20-02	Employee Benefits / FICA Medicare	82	
244	0815	422	30-04	Travel / Out of State Travel	5,000	
244	0837	422	60-07	Supplies / Operational Supplies	654	
TOTAL (if SUBTOTAL, check here )					11,306	

Requesting Department Approval:  Title: Chief Date: 10-4-17

Finance Department Approval: \_\_\_\_\_ Date: 10-10-17 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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

*ee*

# SANTA FE COUNTY

## RESOLUTION 2017 - \_\_\_\_\_

*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 \$11,306 to be utilized to sustain the Wildland Program as well as reimburse the Stanley Fire District for equipment and personnel that responded to the Rock Fire.

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 2017 - \_\_\_\_\_

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 2017 - \_\_\_\_\_

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 31st Day of October, 2017.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Henry P. Roybal, Chair

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk



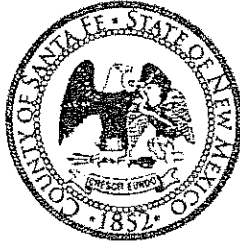




Henry P. Roybal  
Commissioner, District 1

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:** Tony Flores, Interim Finance Director 

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

**Date:** October 4, 2017

**Re:** Resolution No. 2017 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) to Budget a Monetary Donation to the County Fire Department / \$100 (Finance Division / Tony Flores)

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### ISSUE:

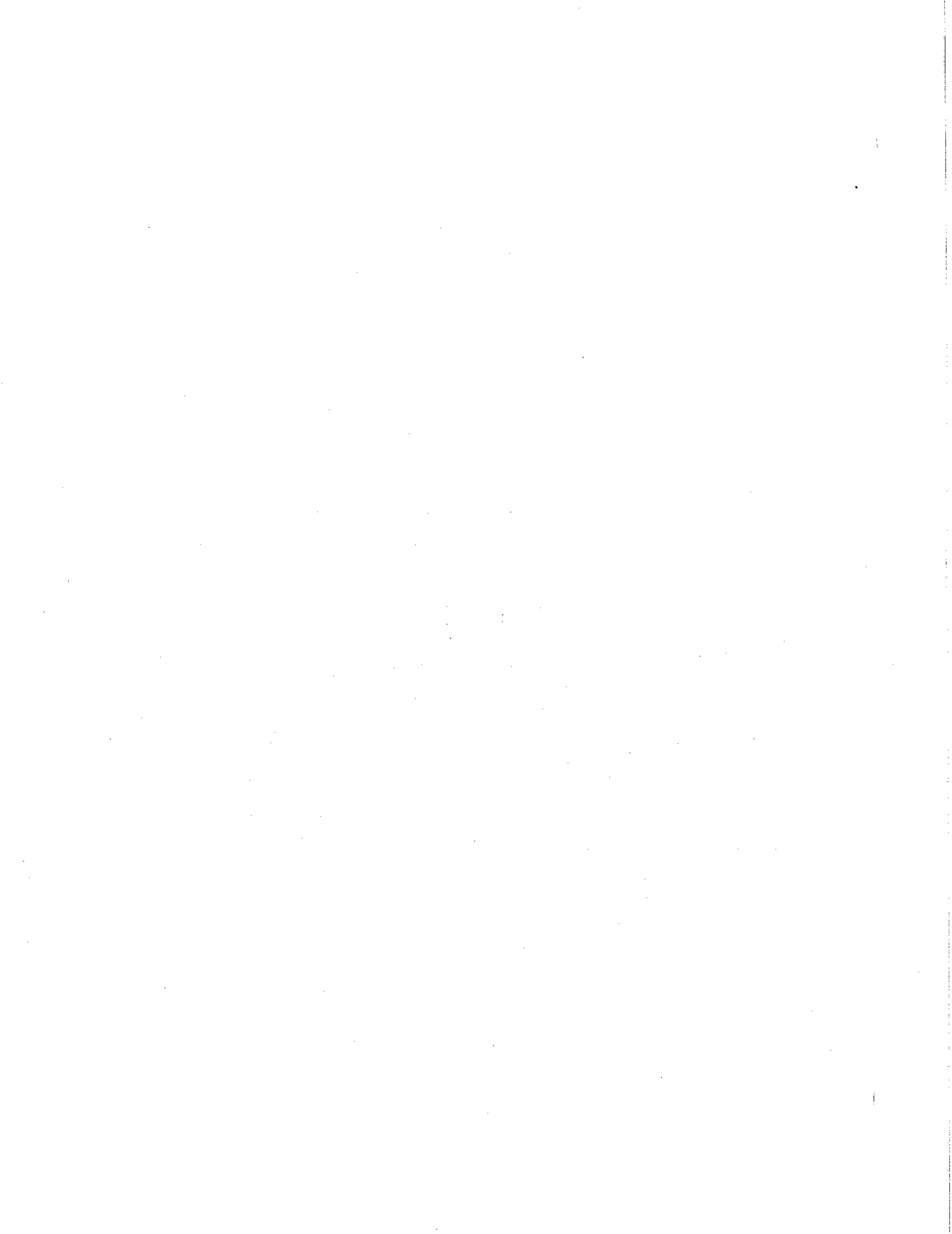
Requesting BCC approval to budget a monetary donation to the Santa Fe County Fire Department in the amount of \$100 to be expended in FY-2018.

### BACKGROUND:

The Santa Fe County Fire Department received a monetary donation in the amount of \$100 from Marianne Bachleder. This donation will be utilized to purchase rehabilitation supplies such as water, Gatorade and snacks that our fire department field staff will be able to utilize for rehabilitation purposes on extended Fire and EMS responses.

### SUMMARY:

Please approve this request for a budget increase of \$100 to the Fire Operations Fund (244).



SANTA FE COUNTY

RESOLUTION 2017 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on October 31, 2017, 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	0000	385	02-00	Revenue/Miscellaneous Donation	100	
TOTAL (if SUBTOTAL, check here )					100	

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	60-12	Supplies/Food Provisions	100	
TOTAL (if SUBTOTAL, check here )					100	

Requesting Department Approval:  Title: Chief Date: 10.4.17

Finance Department Approval:  Date: 10.10.17 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SANTA FE COUNTY

## RESOLUTION 2017 - \_\_\_\_\_

**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) for a \$100.00 monetary donation made by Marianne Bachleder to the Santa Fe County Fire Department to be utilized for the purchases of rehabilitation supplies used at extended fire and EMS scenes by the SFC Fire Department field staff and volunteers.

**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

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

SANTA FE COUNTY

RESOLUTION 2017 - \_\_\_\_\_

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 2017 - \_\_\_\_\_

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 31st Day of October, 2017.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Henry P. Roybal, Chair

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk



