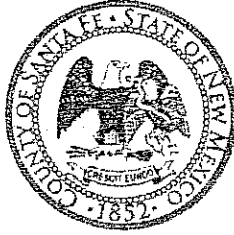


Henry P. Roybal
Commissioner, District 1

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 *JS*
Pablo Sedillo, Public Safety Director
Katherine Miller, County Manager

Date: August 28, 2018

Re: Resolution No. 2018 - _____, A Resolution Requesting a Budget Increase/Decrease to the Fire Fund (209) to Budget Actual FY2019 Amounts Awarded by the State Fire Marshal for an Increase of + \$62,688 / Decrease of - \$44,332 (Finance Division / Stephanie Schardin Clarke)

ISSUE:

Requesting BCC approval to adjust the Fire Fund (209) FY2019 budget to reflect the actual disbursement amount awarded by the State Fire Marshal from the Fire Protection Fund in FY2019 for each fire district.

BACKGROUND:

Each year the Santa Fe County Fire Department bases its fire district budget request on the disbursement amounts awarded for the prior fiscal year, since the actual authorized disbursement amounts are not received from the PRC/State Fire Marshal's Office until the month of July. This resolution will adjust the budget for the Fire Fund to reflect the actual awarded disbursement amount for FY2019. All fire districts, except Edgewood, will receive a higher budget as a result of this adjustment. The \$44,332 budget decrease for the Edgewood Fire District is due to an overstated budget during the budget preparation process and not to a decrease in the fire funding awarded to the district.

REQUESTED ACTION:

Approval is requested for a budget increase of +\$62,688 and a decrease -\$44,332 to the individual fire district's Fire Fund (209) to adjust the budgets to the actual disbursement amount for FY2019.

The August 1st Total to the County 1st quarter Fiscal Year 2019 Fire Protection Fund allotment/distribution to your county fire departments is enclosed in the amount of \$966,448.40

Please refer to the Table below for your complete FY 19 Fire Protection Fund allotment/distribution quarterly amounts including NMFA amounts, if any, for each department within your County or County Fire District.

Santa Fe County
FY 19
Fire Protection Fund Distribution

DEPARTMENT	Total Distribution	NMFA AMOUNT	Total to Department (After NMFA Paid)	First Allotment August FY 19 40% Distribution	Second Allotment November FY 19 20% Distribution	Third Allotment February FY 19 20% Distribution	Fourth Allotment May FY 19 20% Distribution
Agua Fria	\$170,950.00	\$0.00	\$170,950.00	\$68,380.00	\$34,190.00	\$34,190.00	\$34,190.00
Chimayo	\$123,940.00	\$0.00	\$123,940.00	\$49,576.00	\$24,788.00	\$24,788.00	\$24,788.00
Edgewood	\$233,634.00	\$0.00	\$233,634.00	\$93,453.60	\$46,726.80	\$46,726.80	\$46,726.80
El Dorado	\$294,897.00	\$0.00	\$294,897.00	\$117,958.80	\$58,979.40	\$58,979.40	\$58,979.40
Galisteo	\$85,475.00	\$0.00	\$85,475.00	\$34,190.00	\$17,095.00	\$17,095.00	\$17,095.00
Glorieta Pass	\$179,500.00	\$0.00	\$179,500.00	\$71,800.00	\$35,900.00	\$35,900.00	\$35,900.00
Hondo	\$179,500.00	\$0.00	\$179,500.00	\$71,800.00	\$35,900.00	\$35,900.00	\$35,900.00
La Cienega	\$170,950.00	\$0.00	\$170,950.00	\$68,380.00	\$34,190.00	\$34,190.00	\$34,190.00
La Puebla	\$179,500.00	\$0.00	\$179,500.00	\$71,800.00	\$35,900.00	\$35,900.00	\$35,900.00
Madrid	\$85,475.00	\$0.00	\$85,475.00	\$34,190.00	\$17,095.00	\$17,095.00	\$17,095.00
Pojoaque	\$123,940.00	\$0.00	\$123,940.00	\$49,576.00	\$24,788.00	\$24,788.00	\$24,788.00
Santa Fe Co. Admin.	\$89,750.00	\$0.00	\$89,750.00	\$35,900.00	\$17,950.00	\$17,950.00	\$17,950.00
Stanley	\$202,292.00	\$0.00	\$202,292.00	\$80,916.80	\$40,458.40	\$40,458.40	\$40,458.40
Tesuque	\$148,159.00	\$0.00	\$148,159.00	\$59,263.60	\$29,631.80	\$29,631.80	\$29,631.80
Turquoise Trail	\$148,159.00	\$0.00	\$148,159.00	\$59,263.60	\$29,631.80	\$29,631.80	\$29,631.80
Total to Santa Fe County	\$2,416,121.00	\$0.00	\$2,416,121.00	\$966,448.40	\$483,224.20	\$483,224.20	\$483,224.20

The amount allocated covers the period from July 1, 2018, through June 30, 2019, and shall be expended only for the maintenance of the fire department, the purchase, construction, repair and operation of its fire stations, fire apparatus and equipment, the payment of insurance premiums on fire stations, substations, fire apparatus and equipment, and insurance premiums for injuries or death of firefighters as otherwise provided by law. Such funds are to be expended at the direction of the Chief of each fire department in accordance with the provisions of the Public Purchases Act, the Fire Protection Fund Act, and the State Fire Marshal's Rules and Regulations to the Act.

SFC FIRE PROTECTION FUND FY-2019 DISTRIBUTION

FIRE DISTRICT	COST CENTER	FY-2019		FY-2019		BUDGET ADJUSTMENT
		ORIGINAL BUDGET	FIRE FUND DISTRIBUTION	FIRE FUND DISTRIBUTION	BUDGET ADJUSTMENT	
Chimayo District	209-0831-422	\$120,933	\$123,940	\$123,940	\$3,007	
Eldorado District	209-0832-422	\$287,742	\$294,897	\$294,897	\$7,155	
Edgewood District	209-0833-422	\$277,966	\$233,634	\$233,634	(\$44,332)	
Hondo District	209-0834-422	\$175,144	\$179,500	\$179,500	\$4,356	
La Puebla District	209-0835-422	\$175,144	\$179,500	\$179,500	\$4,356	
Pojoaque District	209-0836-422	\$120,933	\$123,940	\$123,940	\$3,007	
Stanley District	209-0837-422	\$197,384	\$202,292	\$202,292	\$4,908	
Tesuque District	209-0838-422	\$134,832	\$148,159	\$148,159	\$13,327	
Turquoise Trail District	209-0839-422	\$144,565	\$148,159	\$148,159	\$3,594	
La Cienega District	209-0840-422	\$166,802	\$170,950	\$170,950	\$4,148	
Madrid District	209-0841-422	\$83,401	\$85,475	\$85,475	\$2,074	
Glorieta District	209-0842-422	\$175,144	\$179,500	\$179,500	\$4,356	
Agua Fria	209-0843-422	\$166,802	\$170,950	\$170,950	\$4,148	
Gallisteo District	209-0844-422	\$83,401	\$85,475	\$85,475	\$2,074	
SFC Administration	209-0846-422	\$87,572	\$89,750	\$89,750	\$2,178	
		\$2,397,765	\$2,416,121	\$2,416,121	\$18,356	

**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 August 28, 2018, did request the following budget adjustment:

Department / Division: Fire Department/Various Fire Districts Fund Name: Fire Fund (209)

Budget Adjustment Type: Budget Increase/Decrease Fiscal Year: 2019 (July 1, 2018 - June 30, 2019)

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
209	0831	371	07-00	State Grants / Fire Allotment	3,007	
209	0832	371	07-00	State Grants / Fire Allotment	7,155	
209	0833	371	07-00	State Grants / Fire Allotment		44,332
209	0834	371	07-00	State Grants / Fire Allotment	4,356	
TOTAL (if SUBTOTAL, check here X)					14,518	44,332

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
209	0831	422	50-90	Services / Other Services	500	
209	0831	422	80-99	Capital Purchases / Inventory Exempt	2,507	
209	0832	422	80-03	Capital Purchases / Equipment & Machinery	7,155	
209	0833	422	80-09	Capital Purchases / Vehicles		44,332
209	0834	422	80-99	Capital Purchases / Inventory Exempt	4,356	
209	0835	422	80-03	Capital Purchases / Equipment & Machinery	4,356	
TOTAL (if SUBTOTAL, check here X)					18,874	44,332

Requesting Department Approval: [Signature] Title: Fire Chief Date: 8.8.18

Finance Department Approval: [Signature] Date: 8.15.18 Entered by: _____ Date: _____

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

Log # 0173

SANTA FE COUNTY

RESOLUTION 2018 - _____

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
209	0835	371	07-00	State Grants / Fire Allotment	4,356	
209	0836	371	07-00	State Grants / Fire Allotment	3,007	
209	0837	371	07-00	State Grants / Fire Allotment	4,908	
209	0838	371	07-00	State Grants / Fire Allotment	13,327	
209	0839	371	07-00	State Grants / Fire Allotment	3,594	
209	0840	371	07-00	State Grants / Fire Allotment	4,148	
209	0841	371	07-00	State Grants / Fire Allotment	2,074	
209	0842	371	07-00	State Grants / Fire Allotment	4,356	
209	0843	371	07-00	State Grants / Fire Allotment	4,148	
209	0844	371	07-00	State Grants / Fire Allotment	2,074	
209	0846	371	07-00	State Grants / Fire Allotment	2,178	
TOTAL (if SUBTOTAL, check here)					62,688	

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
209	0836	422	80-03	Capital Purchases / Equipment & Machinery	3,007	
209	0837	422	80-03	Capital Purchases / Equipment & Machinery	4,908	
209	0838	422	80-03	Capital Purchases / Equipment & Machinery	13,327	
209	0839	422	80-03	Capital Purchases / Equipment & Machinery	3,594	
209	0840	422	80-03	Capital Purchases / Equipment & Machinery	4,148	
209	0841	422	80-99	Capital Purchases / Inventory Exempt	2,074	
209	0842	422	80-03	Capital Purchases / Equipment & Machinery	4,356	
209	0843	422	80-03	Capital Purchases / Equipment & Machinery	4,148	
209	0844	422	80-99	Capital Purchases / Inventory Exempt	2,074	
209	0846	422	35-03	Vehicle Expenses / Vehicle Maintenance	2,178	
TOTAL (if SUBTOTAL, check here)					62,688	44,332

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.

This request is for a budget increase/decrease to the Fire Fund (209) for the fire districts to adjust the budget allotments to the actual FY-2019 disbursement amount awarded for an increase of +\$62,688 and a decrease of -\$44,332.

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
50-90	Services / Towing of Apparatus	500
80-03	Fire Equipment for New Apparatus and Replacement SCBA's	48,999
80-09	Overstated Budget for Edgewood Fire District	(44,332)
80-99	Fire Equipment for New Apparatus	11,011

- 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
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - 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.

Fire Fund Disbursement (attached)

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 28th Day of August, 2018.

Santa Fe Board of County Commissioners

Anna Hansen, Chair

ATTEST:

Geraldine Salazar, County Clerk



