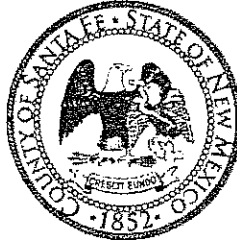


Henry P. Roybal  
Commissioner, District 1

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: Don Moya, Finance Director *DM*

Thru: David Sperling, Fire Chief *DS*  
Pablo Sedillo, Public Safety Director *9/13/17*  
Katherine Miller, County Manager

Date: September 12, 2017

Re: Resolution No. 2017 - \_\_\_\_\_, A Resolution Requesting a Budget Increase/Decrease to the Fire Fund (209) to Adjust the Budget Allotments to the Actual FY-2018 Disbursement Amount Awarded for an Increase of + \$212,179 / Decrease of -\$46,831 (Finance Division / Don Moya)

### ISSUE:

Requesting BCC approval to increase/decrease the Fire Fund (209) FY-2018 to adjust the budget to the actual disbursement amount awarded in FY-2018 for each fire district.

### BACKGROUND:

The Santa Fe County Fire Department bases the fire allotment budgets for the fire districts on the disbursement amounts awarded for the prior fiscal year during the budget preparation period 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 balance for the Fire Fund to reflect the actual awarded disbursement amount for FY-2018. The budget decrease for the Edgewood Fire District is due to an overstated budget during budget preparation and not to a decrease in the fire funding awarded to the district.

### SUMMARY:

Please approve this request for a budget increase of +\$212,179 and a decrease -\$46,831 to the individual fire district's Fire Fund (209) to adjust the budgets to the actual disbursement amount for FY-2018.



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 September 26, 2017, 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: 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
209	0831	371	07-00	State Grants / Fire Allotment	18,717	
209	0832	371	07-00	State Grants / Fire Allotment	12,945	
209	0833	371	07-00	State Grants / Fire Allotment		46,831
209	0834	371	07-00	State Grants / Fire Allotment	7,878	
TOTAL (if SUBTOTAL, check here X)					39,540	46,831

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	80-03	Capital Purchases / Equipment & Machinery	18,717	
209	0832	422	80-03	Capital Purchases / Equipment & Machinery	12,945	
209	0833	422	80-09	Capital Purchases / Vehicles		46,831
209	0834	422	80-03	Capital Purchases / Equipment & Machinery	7,878	
209	0835	422	80-03	Capital Purchases / Equipment & Machinery	7,878	
TOTAL (if SUBTOTAL, check here X)					47,418	46,831

Requesting Department Approval: [Signature] Title: Fire Chief Date: 9/13/17

Finance Department Approval: [Signature] Date: 9-13-17 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SANTA FE COUNTY

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

### 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	7,878	
209	0836	371	07-00	State Grants / Fire Allotment	12,077	
209	0837	371	07-00	State Grants / Fire Allotment	8,878	
209	0838	371	07-00	State Grants / Fire Allotment	6,067	
209	0839	371	07-00	State Grants / Fire Allotment	15,800	
209	0840	371	07-00	State Grants / Fire Allotment	7,502	
209	0841	371	07-00	State Grants / Fire Allotment	3,751	
209	0842	371	07-00	State Grants / Fire Allotment	95,494	
209	0843	371	07-00	State Grants / Fire Allotment	7,502	
209	0844	371	07-00	State Grants / Fire Allotment	3,751	
209	0846	371	07-00	State Grants / Fire Allotment	3,939	
<b>TOTAL (if SUBTOTAL, check here)</b>					<b>212,179</b>	

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	12,077	
209	0837	422	80-03	Capital Purchases / Equipment & Machinery	8,878	
209	0838	422	80-03	Capital Purchases / Equipment & Machinery	6,067	
209	0839	422	60-07	Supplies / Operational Supplies	5,800	
209	0839	422	80-03	Capital Purchases / Equipment & Machinery	10,000	
209	0840	422	80-03	Capital Purchases / Equipment & Machinery	7,502	
209	0841	422	80-03	Capital Purchases / Equipment & Machinery	3,751	
209	0842	422	80-09	Capital Purchases / Vehicles	95,494	
209	0843	422	80-03	Capital Purchases / Equipment & Machinery	7,502	
209	0844	422	80-03	Capital Purchases / Equipment & Machinery	3,751	
209	0846	422	80-03	Capital Purchases / Equipment & Machinery	3,939	
<b>TOTAL (if SUBTOTAL, check here)</b>					<b>212,179</b>	<b>46,831</b>

# 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.

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-2018 disbursement amount awarded for an increase of +\$212,179 and a decrease of -\$46,831.

**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	Fire Equipment for New Apparatus and Replacement SCBA's	110,885
80-09	Fire apparatus purchases	95,494

- 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  
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.  
Fire Fund Disbursement (attached)
  - 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.

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 26th Day of September, 2017.

Santa Fe Board of County Commissioners

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

ATTEST:

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





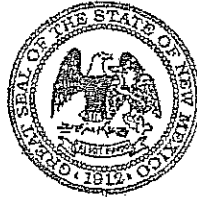
# NEW MEXICO PUBLIC REGULATION COMMISSION

## COMMISSIONERS

DISTRICT 1 CYNTHIA B. HALL, VICE CHAIR  
DISTRICT 2 PATRICK H. LYONS  
DISTRICT 3 VALERIE ESPINOZA  
DISTRICT 4 LYNDA LOVEJOY  
DISTRICT 5 SANDY JONES, CHAIR

## CHIEF OF STAFF

Ernest D. Archuleta, P.E.



P.O. Box 1269  
1120 Paseo de Peralta  
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION  
1-800-244-6702 (In-state only)  
(505) 476-0174  
Fax: (505) 476-0100

July 21, 2017

Board of County Commission  
Santa Fe County  
Finance Division/Accounts Receivable  
PO Box 276  
Santa Fe, NM 87504-0276

Ref: Fy' 2018 Fire Protection Fund Distribution

Dear Commissioners,

During the 2017 regular legislative session, House Bill 4 was enacted (Laws 2017, Chapter 1). Section 8 of House Bill 4 created requirements that the State Fire Marshal must follow in making a determination and certification of needs pursuant to Section 59A-53-3 NMSA 1978 and distributions pursuant to Sections 59A-53-4 and 59A-53-5.1, which pertain to the Fire Protection Fund (FPF). Specifically, the bill required the State Fire Marshal to coordinate with the Department of Finance and Administration (DFA), the New Mexico Finance Authority (NMFA), the Office of the State Treasurer (STO), the New Mexico Municipal League (NMML), and the New Mexico Association of Counties (NMAC) to:

- develop a schedule for making periodic allotments that takes into consideration documented financial hardship of county fire districts and municipalities as a result of transitioning from a one-time distribution to periodic allotments;
- ensure that any debt obligations of existing or previously existing fire departments or fire districts are met on a timely basis;
- ensure the ongoing operations of fire departments and fire districts by providing technical assistance to counties and municipalities on transitioning to an accrual accounting basis for the fire protection fund;
- submit the final determination and certification of needs and schedule for periodic allotments to the legislative finance committee by July 1, 2017; and
- by June 30, 2018, ensure that county fire districts and municipalities have fully transitioned to operating on an accrual accounting basis.

The House Bill 4 Task Force included the NMPRC State Fire Marshal's Division as well as representatives from DFA, NMFA, STO, NMML, and NMAC. The Task Force also consulted with staff of the Public Regulation Commission (PRC), the Office of the Superintendent of Insurance (OSI), the Association of Counties Fire Chiefs & Emergency Manager Affiliate and Municipal League New Mexico Fire Chiefs Association.

The total Distribution for Fy' 2018 in the amount of \$2,347,765.00 will be made in periodic allotments to your respective fire districts. The allotment distributions are anticipated to be made through quarterly disbursements as revenue is received. The periodic amounts and schedule is subject to fluctuation based on actual revenue received.

Such funds are to be expended at the direction of the Chief of each fire district 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.

The total amount allocated to each fire district covers the period from July 1, 2017, through June 30, 2018, and shall be expended only for the maintenance of each fire district, the purchase, construction, repair and operations of 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.

This Office is committed to work with your county fire districts throughout the entirety of Fiscal Year 2018 to ensure they have the technical assistance necessary to transition to operating on an accrual accounting basis.

If you have any questions or concerns, please contact me, at 505-470-1044 or [vernon.muller@state.nm.us](mailto:vernon.muller@state.nm.us)

Respectfully,



Vernon Muller  
Deputy Fire Marshal  
Fire Service Support Bureau

xc: Katherine Miller, County Manager, Santa Fe County  
David Sperling, Fire Chief, Santa Fe County  
File

**Santa Fe County  
Fiscal Year 2018  
Fire Protection Fund Distribution**

Department	First Periodic Allotment	Total Funding to Department	Total NMFA Amount
✓ Agua Fria	\$0.00	\$166,802.00	\$0.00
✓ Chimayo	\$0.00	\$120,933.00	\$0.00
✓ Edgewood	\$0.00	\$227,966.00	\$0.00
✓ El Dorado	\$0.00	\$287,742.00	\$0.00
✓ Galisteo	\$0.00	\$83,401.00	\$0.00
✓ Glorieta Pass	\$0.00	\$175,144.00	\$0.00
✓ Hondo	\$0.00	\$175,144.00	\$0.00
✓ La Cienega	\$0.00	\$166,802.00	\$0.00
✓ La Puebla	\$0.00	\$175,144.00	\$0.00
✓ Madrid	\$0.00	\$83,401.00	\$0.00
✓ Pojoaque	\$0.00	\$120,933.00	\$0.00
✓ Santa Fe Co. Admin.	\$0.00	\$87,572.00	\$0.00
✓ Stanley	\$0.00	\$197,384.00	\$0.00
✓ Tesuque	\$0.00	\$134,832.00	\$0.00
✓ Turquoise Trail	\$0.00	\$144,565.00	\$0.00
Santa Fe County Fire Protection Fund Distribution	\$0.00	\$2,347,765.00	\$0.00





