

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: March 26, 2019

TO: Santa Fe County Board of County Commissioners

FROM: Erika Thomas, Budget Administrator 

VIA: Katherine Miller, County Manager
Penny Ellis-Green, Growth Management Director 
Joseph R. Montoya, Executive Director/Housing Operations 

RE: Resolution no. 2019-____, A Resolution Requesting a Budget Increase to the Community Development Block Grant Fund (250) in the amount of \$ 6,857 for Re-roofing at the Santa Cruz Housing Site (*Finance Division/Erika D. Thomas*)

SUMMARY:

The Finance Division requests approval of this resolution to budget an increase to the Community Development Block Grant Fund (250) in the amount of \$ 6,857.

BACKGROUND:

Santa Fe County Housing Authority was awarded the Community Development Block Grant (CDBG) from the Office of Department of Finance Administration. The purpose of this grant agreement, is to provide re-roofing repairing at two of our Public Housing sites (Camino de Jacobo and Santa Cruz).

ACTION REQUESTED:

The Finance Division requests approval of this resolution to increase to the Community Development Block Grant Fund (250) in the amount of \$ 6,857.

SANTA FE COUNTY

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RESOLUTION 2019 - _____

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

Whereas, the Board of County Commissioners meeting in regular session on _____, did request the following budget adjustment:

Department / Division: GMD/Housing

Fund Name: Community Development Block Grant (250)

Budget Adjustment Type: Budget Increase

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
250	1922	372	01-00	Comm Dev Grant/Federal/CDBG	6,857	
TOTAL (if SUBTOTAL, check here _____)					\$6,857	

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
250	1922	471	80-01	Comm Dev Grant/Camino Jacobo/Bldg & Struc	6,857	
TOTAL (if SUBTOTAL, check here _____)					\$6,857	

Requesting Department Approval: Victoria Luear for PEG Title: Building and Development Services Manager Date: 3/20/19

Finance Department Approval: E. Thomas Date: 3/19/19

Entered by: _____ Date: _____

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

Log #1290

SANTA FE COUNTY

RESOLUTION 2019 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Adrianna Velsquez Dept/Div: GMD/Housing Phone No.: (505) 992-3066

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

Santa Fe County Housing Authority was awarded the Community Development Block Grant (DCBG) from the State Department of Finance & Administration. The purpose of this grant agreement is to provide re-roofing repairing at two of the Public Housing sites in Camino de Jacobo and Santa Cruz.

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
250-1922-471.80-01	Funding for CDBG Jacobo Site	\$6,857

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

SANTA FE COUNTY

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RESOLUTION 2019 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Adrianna Velasquez Dept/Div: GMD/Housing Phone No.: (505) 992-3066

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 an award letter and proposed budget.
 - c) Is this request a result of Commission action? YES X NO
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

Resolution 2018-24

SANTA FE COUNTY

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RESOLUTION 2019 - _____

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 _____ Day of _____, 2019.

Santa Fe Board of County Commissioners

Anna Hamilton, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

