SANTA FE COUNTY  
RESOLUTION 2022-021  

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

Whereas, the Board of County Commissioners meeting in regular session on April 12, 2022, did request the following budget adjustment:

Department / Division: Public Safety / Fire

Budget Adjustment Type (drop down): Other  
Fiscal Year: 2022 (July 1, 2021 - June 30, 2022)

**BUDGETED REVENUES:** (use continuation sheet, if necessary)

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>DEPARTMENT / DIVISION XXXX</th>
<th>ACTIVITY BASIC/SUB XXX</th>
<th>ELEMENT / OBJECT XXXX</th>
<th>LINE DESCRIPTION</th>
<th>INCREASE AMOUNT</th>
<th>DECREASE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>244</td>
<td>0837</td>
<td>385</td>
<td>02-00</td>
<td>Budgeted Cash / State Grants</td>
<td>$</td>
<td>7,362</td>
</tr>
</tbody>
</table>

Total: $7,362

**BUDGETED EXPENDITURES:** (use continuation sheet, if necessary)

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>DEPARTMENT / DIVISION XXXX</th>
<th>ACTIVITY BASIC/SUB XXX</th>
<th>ELEMENT / OBJECT XXXX</th>
<th>LINE DESCRIPTION</th>
<th>INCREASE AMOUNT</th>
<th>DECREASE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>244</td>
<td>0837</td>
<td>482</td>
<td>80-01</td>
<td>Capital Purchases / Buildings &amp; Structures</td>
<td>$</td>
<td>7,362</td>
</tr>
</tbody>
</table>

Total: $7,362

Requesting Department Approval: Jackie Lindsey  
Title: Fire Chief  
Date: 3/17/2022  
Log #: 1247  
Capital/Grants Approval: Samuel L. Montoya  
Date: 3/30/2022  
Budget Administrator:  
Finance Dept Approval:  
Date: 3/30/2022  
Entered by:  
Date:  
County Mgr Approval: Katherine H.  
Date: 4/7/2022  
Updated by:  
Date:  

Sec. Clerk Recorded 8/4/13/2022
Please summarize the request and its purpose in the area below.
The Stanley Fire District was awarded $23,488.75 under the FY21 New Mexico Fire Protection Grant Council Award program to replace the roof on Stanley Station #2 located at 11 Kinsell Ave., Stanley, NM. The roof project was completed in June 2021 leaving a balance of grant funding in the amount of $7,362.70. The New Mexico State Fire Marshal’s office has given their approval to carryforward the remaining funding into the FY22 budget to be utilized on replacing the gutters on Stanley Station #2 in conjunction with the original roof project.

<table>
<thead>
<tr>
<th>Recurring</th>
<th>Non-Recurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this Budget Action for a Recurring or Non-Recurring Expense (one-time)</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this request impact a revenue source?</td>
<td>X</td>
</tr>
</tbody>
</table>

A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy

<table>
<thead>
<tr>
<th>X</th>
</tr>
</thead>
</table>

B. Does this include state or federal funds? 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 Fire Protection Grant Council Award Letter is Attached and Approval to Carry Forward Remaining Funds to be Expended in FY22.**

| X |

C. Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.)

| X |

D. Is a match required? If Yes, please identify funding source in the line below.

| X |

**PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPARTMENT</th>
<th>ACTIVITY</th>
<th>ELEMENT</th>
<th>CATEGORY / LINE ITEM</th>
<th>AMOUNT</th>
<th>BUDGETED (Drop Down)</th>
</tr>
</thead>
</table>

SEC CLERK RECORDED 04/13/2022
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 12th Day of April, 2022.

Santa Fe Board of County Commissioners

Anna T. Hamilton, Chairperson

ATTEST:

Katharine E. Clark, County Clerk

COUNTY OF SANTA FE  ) ss
STATE OF NEW MEXICO  )

I Hereby Certify That This Instrument Was Filed for Record On the 13TH Day Of April, 2022 at 08:23:37 AM
And Was Duly Recorded as Instrument # 1985772
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy County Clerk, Santa Fe, NM

County Clerk Recorded 04/13/2022
Good morning,

Based on our visit to the station and speaking with Chief Black it was best to use the remaining funds to replace the gutters on the building for Stanley Station #2 since those were not replaced when the roof was redone. Please proceed with the budgeting as this is approved by our office to expend the remaining funds from the grant as it is still tied into the roof project with new gutters.

Respectfully,

Derrick Rodriguez
Captain
NFIRS Program Manager
Fire Service Support Bureau
State Fire Marshal’s Division
Department of Homeland Security & Emergency Management
13 Bataan Blvd
PO Box 27111
Santa Fe, NM 87502
Cell: (505) 467-9425
E-Mail: derrick.rodriguez@state.nm.us

Servicing: Los Alamos, Santa Fe, Bernalillo, Valencia, Sierra, Dona Ana, & Luna Counties.
Good Morning Gentlemen,

There is $7,362.70 that was unspent from the FY-21 Stanley District Fire Protection Grant Council award which was $23,488.75 for a new roof at Stanley Station #2. In our past conversation you had indicated that we could carry this balance forwarding into FY-22 to be used for gutters, etc., at Stanley Station #2. If I could please get authorization from you to do this we can move forward with budgeting this remaining funding for expenditure. Please let me know if you have questions or need any additional information.

Have a good day!

Donna Morris
Santa Fe County Fire Department
Accountant Senior
Phone: 505-992-3082
Fax: 505-992-3073
November 6, 2020

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

Ref: FY 21 New Mexico Fire Protection Grant Council Award Notice

Dear Finance Division/Accounts Receivable,

Congratulations! Your grant applications, on behalf of the Santa Fe County District Fire Departments, have been reviewed and an award has been granted; for the purchase of the approved award item(s), listed by department on the attached table.

Over 131 grant applications were submitted, and over $16 million in needs were considered; while $6.2 million were available for distribution. The Santa Fe County District Fire Departments, listed on the attached table have met the minimum requirements and are clearly addressing critical need affecting the ISO fire protection classifications, in the listed departments.

Prior to encumbering any funds, the specifications submitted for the equipment needs identified in the 2021 Grant application, must be approved by this office no later than October 31, 2020. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

The FY 21 Grant Award funds in the amount of $23,488.75, for the purchase of the approved project request; are scheduled to be distributed via ACH during the week of November 9, 2020. Notification of ACH distribution will be sent via email, prior to the ACH release by the Department of Finance and Administration (DFA).

The deadline to encumber the money by contract with the vendor is May 15, 2021. If the bid amount exceeds the awarded amount plus the required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment, may be purchased for less than the grant amount plus the required matching amount, the remaining money shall be returned to the grant fund. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council’s written permission to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

If further information is needed, please contact Deputy Fire Marshal Randy Varela, Fire Service Support Bureau (505) 709-8150.

Sincerely,

John Kondratick
Interim State Fire Marshal
xc: Chief
Board of County Commissioners

Sincerely,

Robert Larrañaga
Grant Council Chair

ORIGINAL INVOICE