

SANTA FE COUNTY  
RESOLUTION 2023- 047

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

Whereas, the Board of County Commissioners meeting in regular session on May 30, 2023, did request the following budget adjustment:

Department / Division CSD / HCAP Fiscal Year: 2023 (July 1, 2022 - June 30, 2023)  
Budget Adjustment Type (drop down): Budget Increase

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
223	0420	371	26-00	State Grants / DFA	60,000	
<b>Total</b>					\$ 60,000	\$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
223	0420	461	50-03	Contractual/Professional	60,000	
<b>Total</b>					\$ 60,000	\$ -

Requesting Department Approval: Jennifer Romero Title: Health Care Assistance Administrative Program Manager Date: 5/3/2023 Log # 678

Capital/Grants Approval: Samuel L Montoya Date: 5/8/2023 Budget Administrator: Tom Steen Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Dept Approval: Tom Steen Date: 5/8/2023

County Mgr Approval: [Signature] Date: 5/20/2023 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY**  
**RESOLUTION 2023-047**

**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 in the area below.  
On March 1, 2023 the DFA requested CSD accept a \$60,000 Junior Bill appropriation for food supports in Santa Fe to be expended by June 30, 2023. Funding is made on a reimbursement basis and funds unexpended by June 30th, 2023, will be reverted to the State of New Mexico's general fund. On May 3, 2023 the County received the fully executed appropriation from DFA, allowing CSD to move forward with procuring a contract with The Food Depot.

	Recurring	Non-Recurring
Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	X	X

2

	Yes	No
Does this request impact a revenue source?	X	

3

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

	X	
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. 22-ZG9316	X	

		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

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

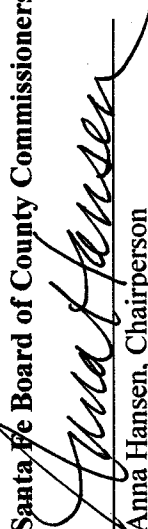
PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED ( Drop Down)
						N/A

**SANTA FE COUNTY  
RESOLUTION 2023- 047**

**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 30<sup>th</sup> Day of May, 2023.**


Santa Fe Board of County Commissioners  
  
Anna Hansen, Chairperson

**ATTEST:**

  
Katharine E. Clark, County Clerk

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
BCC RESOLUTIONS  
PAGES: 4

I Hereby Certify That This Instrument Was Filed for Record On The 6TH Day Of June, 2023 at 08:11:33 AM And Was Duly Recorded as Instrument # 2013261 Of The Records Of Santa Fe County

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



**SFC CLERK RECORDED 06/06/2023**

REIMBURSING AGENCY: Department of Finance and Administration

Business Unit: 341

APPROPRIATION RECIPIENT:

**Santa Fe County**

<u>APPROPRIATION NUMBER:</u>	<u>APPROPRIATION AMOUNT:</u>	<u>REVERSION DATE:</u>
<b>22-ZG9316</b>	<b>\$ 60,000</b>	<b>June 30, 2023</b>

APPROPRIATION LANGUAGE

**Sixty thousand dollars (\$60,000) to support food bank programs in Santa Fe. Funds unexpended by June 30<sup>th</sup>, 2023, will be reverted to the State of New Mexico’s general fund.**

APPROPRIATION REIMBURSEMENT

The appropriation funds will be disbursed through a reimbursement process. The Appropriation Recipient will submit to the Reimbursing Agency the Exhibit A: Request for Payment form along with supporting document(s) that evidence the expenses to be reimbursed. The Reimbursing Agency will review these documents to ensure all expenses to be reimbursed reflect the intent and purpose of the appropriation language. All expenditures for which the Appropriation Recipient requests reimbursement must occur prior to the reversion date. The latest date the Appropriation Recipient may submit a Request for Payment is July 14<sup>th</sup>, 2023. With the submission of the final Exhibit A: Request for Payment, the Appropriation Recipient must include a completed Exhibit B: Final Report form in order to receive the final reimbursement.

CERTIFICATION

I hereby certify that **Santa Fe County**

1. Will only use the appropriation funds to carry out and/or perform activities described in appropriation language.
2. Will comply with State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the project.
3. Ensures that the appropriation funds only benefit entities in accordance with applicable law, including, but not limited to Article IX, Section 14 of the Constitution of the State of New Mexico, "Anti-Donation Clause."
4. Will follow the procedure described in "Appropriation Reimbursement" for reimbursement of appropriated funds.

 Gregory S. Shaffer, SFC County Manager 3/27/2023

Appropriation Recipient Representative


Date Approved as to form by Roberta D. Joe, Assistant County Attorney for J.Y., Santa Fe County Attorney 03/23/23

  
Appropriation Recipient CFO

3/24/2023  
 Date

APPROVAL

In accordance with the authority conferred on the Department of Finance & Administration by the statute appropriating these funds, I hereby approve this certification for appropriation number **22-ZG9316 in the amount of \$60,000.**

DocuSigned by:  
  
 0004C24BB85B4E0...  
Wesley Billingsley  
 Acting Director, Local Government Division

5/3/2023  
 Date

SFC CLERK RECORDED 06/06/2023