

SANTA FE COUNTY

RESOLUTION 2024-026

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

Whereas, the Board of County Commissioners meeting in regular session on February 27, 2024 did request the following budget adjustment:

Department / Division: Public Safety / Corrections  
Budget Adjustment Type (drop down): Other  
Fiscal Year: 2024 (July 1, 2023 - June 30, 2024)

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
318	1860	371	2600	State Spec Approp / Corrections/ Adult/ Grants / DFA	\$ 75,000	
<b>Total</b>					\$ 75,000	\$ -

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
318	1860	426	5003	Corrections / Adult / Prof. Services	\$ 1,000	
318	1860	426	6002	Corrections / Adult / Safety Supplies	500	
318	1860	426	6007	Corrections / Adult / Operational Supplies	15,500	
318	1860	426	6009	Corrections / Adult / Educational Supplies	30,000	
318	1860	426	6010	Corrections / Adult / Recreational Supplies	3,000	
318	1860	426	8095	Corrections / Adult / Inv. Exempt Computer	25,000	
<b>Total</b>					\$ 75,000	\$ -

Requesting Department Approval: Derek Williams

Title: Warden

Date: 2/6/2024

Log # 37

Capital/Grants Approval:

Date: 2/15/2024

Budget Administrator: [Signature]

Date: 2/14/24

Finance Dept Approval: [Signature]

Date: 2/16/2024

Entered by: [Signature] Date: \_\_\_\_\_

County Mgr Approval: [Signature]

Date: 2/06/2024

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

**SANTA FE COUNTY  
RESOLUTION 2024- 026**

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT**

(If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)

<b>1</b>	Please summarize the request and its purpose in the area below. The Santa Fe County Corrections Department received Grant 23-ZH9303 from the State of New Mexico, Department of Finance and Administration (DFA) for a life skills education program for incarcerated individuals and their families. This grant needs to be budgeted.	Recurring	Non-Recurring
<b>2</b>	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	X	X

<b>3</b>	Does this request impact a revenue source?	Yes	No
		X	

<b>A.</b>	Is this a State Special Appropriation? If Yes, cite Statute and attach a copy	X	
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<b>B.</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. <b>23-ZH9303</b>	X	
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<b>C.</b>	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
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<b>D.</b>	Is a match required? If Yes, please identify funding source in the line below.		X
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PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

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

RESOLUTION 2024- 026

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the New Mexico Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27<sup>th</sup> Day of February, 2024.

Santa Fe Board of County Commissioners

Hank Hughes  
Hank Hughes, Chairperson

ATTEST:

Katharine E. Clark  
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 1ST Day Of March, 2024 at 12:35:34 PM And Was Duly Recorded as Instrument # 2029206 Of The Records Of Santa Fe County

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

REIMBURSING AGENCY: Department of Finance and Administration  
Business Unit: 341

APPROPRIATION RECIPIENT: SANTA FE COUNTY  
APPROPRIATION NUMBER: 23-ZH9303  
APPROPRIATION AMOUNT: \$75,000.00  
REVERSION DATE: June 30, 2024

**APPROPRIATION LANGUAGE**

SEVENTY-FIVE THOUSAND (\$75,000.00) for a life skills education program for incarcerated individuals or juvenile offenders and their families. Funds unexpended by June 30, 2024, 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 15, 2024. 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.

\_\_\_\_\_  
Appropriation Recipient Representative

\_\_\_\_\_  
Date

9/29/23

\_\_\_\_\_  
Appropriation Recipient CFO

\_\_\_\_\_  
Date

9/28/2023

**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 23-ZH9303 in the amount of \$75,000.00.

\_\_\_\_\_  
Wesley Billingsley  
Director, Local Government Division

\_\_\_\_\_  
Date

11/27/2023

Approved as to form  
Santa Fe County Attorney  
\_\_\_\_\_  
Date: 9/26/2023

\_\_\_\_\_  
SFC Finance 9/28/2023

SFC CLERK RECORDED 03/01/2024