

**SANTA FE COUNTY
RESOLUTION 2024- 049**

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 9, 2024, did request the following budget adjustment:

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

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT DIVISION XXX	ACTIVITY BASKINB XXX	ELEMENT OBJECT XXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
209	0831	371	07-00	Chimayo / State / Fire Allotment	\$ 1,235	
209	0832	371	07-00	El Dorado / State / Fire Allotment	2,940	
209	0833	371	07-00	Edgewood / State / Fire Allotment	2,328	
209	0834	371	07-00	Hondo / State / Fire Allotment	1,788	
209	0835	371	07-00	La Puebla / State / Fire Allotment	1,788	
209	0836	371	07-00	Pojoaque / State / Fire Allotment	1,235	
Subtotal from First Page					\$ 11,314	\$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT DIVISION XXX	ACTIVITY BASKINB XXX	ELEMENT OBJECT XXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
209	0831	422	60-07	Chimayo / Operational Supplies	\$ 1,235	
209	0832	422	60-05	El Dorado / Non-Capital Med and Lab	500	
209	0832	422	60-07	El Dorado / Operational Supplies	2,440	
209	0833	422	40-01	Edgewood / Maintenance Building / Structure	2,328	
209	0834	422	40-02	Hondo / Maintenance Equipment	1,788	
209	0835	422	35-03	La Puebla / Maintenance Vehicles	1,788	
209	0836	422	40-02	Pojoaque / Maintenance Equipment	1,235	
Subtotal from First Page					\$ 11,314	\$ -

Requesting Department Approval: Maricela Martinez Title: ASD Dir Date: 3/21/2024 Log # 61
 Capital/Grants Approval: [Signature] Date: 4/1/2024 Budget Administrator: [Signature] Date: 4/1/24
 Finance Dept Approval: [Signature] Date: 3/27/2024 Entered by: _____ Date: _____
 County Mgr Approval: [Signature] Date: 4/26/24 Updated by: _____ Date: _____

SFC CLERK RECORDED 04/16/2024

**SANTA FE COUNTY
RESOLUTION 2024- 0491
BUDGET ADJUSTMENT REQUEST FORM**

Fiscal Year 2024 (July 1, 2023 Through June 30, 2024)

CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE	DEPARTMENT DIVISION	ACTIVITY BASIC	RELATIVE OBJECT	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
209	0837	371	07-00	Stanley / State / Fire Allotment	\$ 2,016	
209	0838	371	07-00	Tesuque / State / Fire Allotment	1,476	
209	0839	371	07-00	Turquoise Trail / State / Fire Allotment	1,476	
209	0840	371	07-00	La Cienega / State / Fire Allotment	1,704	
209	0841	371	07-00	Madrid / State / Fire Allotment	852	
209	0842	371	07-00	Glorieta / State / Fire Allotment	1,788	
209	0843	371	07-00	Agua Fria / State / Fire Allotment	1,704	
209	0844	371	07-00	Galisteo / State / Fire Allotment	852	
Subtotal from Second Page					\$ 11,868	\$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE	DEPARTMENT DIVISION	ACTIVITY BASIC	RELATIVE OBJECT	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
209	0837	422	40-03	Stanley / Maintenance Infrastructure	\$ 1,511	
209	0837	422	50-15	Stanley / Software License / Maintenance	505	
209	0838	422	70-07	Tesuque / Water	1,476	
209	0839	422	40-02	Turquoise Trail / Maintenance Equipment	1,476	
209	0840	422	80-99	La Cienega / Inventory Exempt	1,704	
209	0841	422	35-01	Madrid / Vehicle Fuel	752	
209	0841	422	70-03	Madrid / Telephone / Internet / Cable	100	
209	0842	422	30-03	Glorieta / In-State Travel	1,235	
209	0842	422	50-15	Glorieta / Software License / Maintenance	553	
209	0843	422	70-06	Agua Fria / Garbage & Sewer	1,704	
209	0844	422	30-03	Galisteo / In-State Travel	852	
Subtotal from second Page					\$ 11,868	\$ -

SFC CLERK RECORDED 04/16/2024

SANTA FE COUNTY
RESOLUTION 2024- 049

BUDGET ADJUSTMENT REQUEST FORM

Fiscal Year 2024 (July 1, 2023 Through June 30, 2024)

CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENTY OBJECT XXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
209	0846	371	07-00	Fire Admin / State / Fire Allotment	\$ 894	
Subtotal from Third Page					\$ 894	\$
Total of All Pages					\$ 24,076	\$

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENTY OBJECT XXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
209	0846	422	35-01	Fire Admin / Vehicle Fuel	\$ 894	
Subtotal from Third Page					\$ 894	\$
Total of All Pages					\$ 24,076	\$

**SANTA FE COUNTY
RESOLUTION 2024-**

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT

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

1	<p>Please summarize the request and its purpose in the area below.</p> <p>Each fiscal year Santa Fe County receives funds from the Fire Protection Fund, 10.25.10 NMAC from the New Mexico Department of Homeland Security and Emergency Management, State Fire Marshal's Division. The actual authorized disbursement amounts are not received from the State Fire Marshal's Office until July each year. For Fiscal Year 2024 (FY2024) budget preparation, the Santa Fe County Fire Department used the prior fiscal year's disbursement as the basis for budgeting revenue for each district. Fire was notified on January 3, 2024, of an increase to the allotment for the second disbursement for FY 2024. This resolution will adjust the budget for the Fire Protection Fund (209) to reflect the second awarded disbursement amount for FY2024 by district. All fire districts, including Fire Admin, have received an increase to their Fire Protection Funds for FY2024.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Recurring</td> <td style="width: 50%; text-align: center;">Non-Recurring</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">X</td> </tr> </table>	Recurring	Non-Recurring		X													
Recurring	Non-Recurring																		
	X																		
2	<p>Is this Budget Action for a Recurring or Non Recurring Expense(one-time)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;"> </td> </tr> </table>	Yes	No	X														
Yes	No																		
X																			
3	<p>Does this request impact a revenue source?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">X</td> </tr> </table>	Yes	No		X													
Yes	No																		
	X																		
<p>A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> </td> <td style="width: 50%; text-align: center;">X</td> </tr> </table>		X																
	X																		
<p>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. <u>The 2nd Fiscal Year 2024 Fire Protection Fund Distribution Letter</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> </td> <td style="width: 50%; text-align: center;">X</td> </tr> </table>		X																
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<p>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.)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> </td> <td style="width: 50%; text-align: center;">X</td> </tr> </table>		X																
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<p>D. Is a match required? If Yes, please identify finding source in the line below.</p> <p style="text-align: center;">PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> </td> <td style="width: 50%; text-align: center;"> </td> </tr> </table>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">FUND</th> <th style="width: 15%;">DEPARTMENT</th> <th style="width: 15%;">ACTIVITY</th> <th style="width: 15%;">ELEMENT</th> <th style="width: 15%;">CATEGORY</th> <th style="width: 15%;">LINE ITEM</th> <th style="width: 10%;">AMOUNT</th> <th style="width: 10%;">BUDGETED DISBURSEMENT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY	LINE ITEM	AMOUNT	BUDGETED DISBURSEMENT									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> </td> <td style="width: 50%; text-align: center;"> </td> </tr> </table>		
FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY	LINE ITEM	AMOUNT	BUDGETED DISBURSEMENT												

SANTA FE COUNTY
RESOLUTION 2024- 049

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 15th Day of April, 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) BCC RESOLUTIONS
STATE OF NEW MEXICO) PAGES: 11
I Hereby Certify That This Instrument Was Filed for
Record On The 15TH Day Of April, 2024 at 03:27:06 PM
And Was Duly Recorded as Instrument # 2032011
Of The Records Of Santa Fe County

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



SFC CLERK RECORDED 04/16/2024

Invoice No: 132024 FY24 2nd Distribution



Michelle Lujan Grisham
Governor

Major General Miguel Aguli
Cabinet Secretary

Ali Rye
Deputy Cabinet Secretary

Randy Varela
State Fire Marshal

**DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT**

Wednesday, January 3, 2024

Santa Fe
#35 Camino Justicia
Santa Fe, NM 87508

Remit To: Santa Fe
Finance Division/Accounts Receivable
PO Box 276
Santa Fe, NM 87504

Ref: 2nd Fiscal Year 2024 (FY 24) Fire Protection Fund Distribution for Santa Fe County.

The Department of Homeland Security will be distributing the Fire Protection Fund on a bi-annual basis for Fiscal Year 24.

NMFA payments, for outstanding department loans, are paid in full during the first funding allocation.

The bi-annual distribution dates for the Fire Protection Fund Fiscal year 2024 will be as follows:

- **1st bi-annual allocation/distribution** - On August 15th a 50% distribution of the total amount will be allocated to the municipality or district.
- **2nd bi-annual allocation/distribution** - On February 15th a 50% distribution of the total amount will be allocated to the municipality or district.

The Bi-Annual Allocation/Distribution is based on the revenue received into the state of New Mexico for the FY 24 Fire Protection Fund.

Fiscal Year 2024 2nd bi-annual Fire Protection Fund allotment/distribution to your fire departments is enclosed in the amount of \$1,515,903.00.

SFC CLERK RECORDED 04/16/2024

Please refer to the Table below for your complete FY24 Fire Protection Fund **Second Allotment** amounts.

Santa Fe County

FY 24

Second Bi-Annual Allotment

Fire Protection Fund Distribution

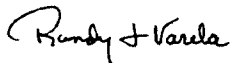
Department	Total Distribution	NMFA Amount	Total to Dept	Paid First Allotment August FY24 50% of Original Total to Department	Second Allotment February FY24 50% of Adjusted Total to Department: Increase \$24,076.00
Agua Fria	\$212,810.00	\$0.00	\$212,810.00	\$105,553.00	\$107,257.00
Chimayo	\$154,288.00	\$0.00	\$154,288.00	\$76,526.00	\$77,761.00
Edgewood	\$290,842.00	\$0.00	\$290,842.00	\$144,257.00	\$146,585.00
El Dorado	\$367,107.00	\$0.00	\$367,107.00	\$182,083.00	\$185,023.00
Galisteo	\$106,405.00	\$0.00	\$106,405.00	\$52,776.00	\$53,628.00
Glorieta Pass	\$223,452.00	\$0.00	\$223,452.00	\$110,832.00	\$112,620.00
Hondo	\$223,452.00	\$0.00	\$223,452.00	\$110,832.00	\$112,620.00
La Cienega	\$212,810.00	\$0.00	\$212,810.00	\$105,553.00	\$107,257.00
La Puebla	\$223,452.00	\$0.00	\$223,452.00	\$110,832.00	\$112,620.00
Madrid	\$106,405.00	\$0.00	\$106,405.00	\$52,776.00	\$53,628.00
Pojoaque	\$154,288.00	\$0.00	\$154,288.00	\$76,526.00	\$77,761.00
Santa Fe Co. Admin.	\$111,726.00	\$0.00	\$111,726.00	\$55,416.00	\$56,310.00
Stanley	\$251,826.00	\$0.00	\$251,826.00	\$124,905.00	\$126,921.00
Tesuque	\$184,437.00	\$0.00	\$184,437.00	\$91,480.00	\$92,956.00
Turquoise Trail	\$184,437.00	\$0.00	\$184,437.00	\$91,480.00	\$92,956.00
Santa Fe County Total	\$3,007,737.00	\$0.00	\$3,007,737.00	\$1,491,827.00	\$1,515,903.00

The amount allocated covers the period from July 1st 2023, through June 30th 2024, and shall be expended only for the maintenance of the fire department, the purchase, construction, repair and operation of its 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. Such funds are to be expended at the direction of the Chief of each fire department 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.

**Please be reminded that 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. Specifically, the bill required the State Fire Marshal to coordinate with the Department of Finance and Administration (DFA), the New Mexico Finance Authority, Office of the State Treasurer, the New Mexico Municipal League and the New Mexico Association of Counties, regarding a periodic allotment schedules.*

Please contact me if you have any questions or concerns, at 505-709-8150 or via email at randy.varela@dhsem.nm.gov.

Respectfully,



Randy Varela
State Fire Marshal

Cc: Santa Fe Board of County Commissions

SFC CLERK RECORDED 04/16/2024

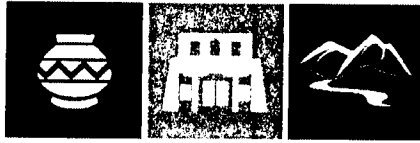
Exhibit B

District	Fund/Cost Center/line item	FY24 Budgeted Revenue	Adjusted Allotment budget/actual	Adjusted/Increased Amount	2nd allotment revision 1.3.2024
Chimayo	209-0831	\$ 146,180.00	\$ 153,053.00	\$ 1,235.00	\$ 154,288.00
Eldorado	209-0832	\$ 347,814.00	\$ 364,167.00	\$ 2,940.00	\$ 367,107.00
Edgewood	209-0833	\$ 275,558.00	\$ 288,514.00	\$ 2,328.00	\$ 290,842.00
Hondo	209-0834	\$ 211,710.00	\$ 221,664.00	\$ 1,788.00	\$ 223,452.00
La Puebla	209-0835	\$ 211,710.00	\$ 221,664.00	\$ 1,788.00	\$ 223,452.00
Pojoaque	209-0836	\$ 146,180.00	\$ 153,053.00	\$ 1,235.00	\$ 154,288.00
Stanley	209-0837	\$ 238,592.00	\$ 249,810.00	\$ 2,016.00	\$ 251,826.00
Tesuque	209-0838	\$ 174,745.00	\$ 182,961.00	\$ 1,476.00	\$ 184,437.00
Turquoise Trail	209-0839	\$ 174,745.00	\$ 182,961.00	\$ 1,476.00	\$ 184,437.00
Chenega	209-0840	\$ 238,592.00	\$ 249,810.00	\$ 2,016.00	\$ 251,826.00
Madrid	209-0841	\$ 100,813.00	\$ 105,553.00	\$ 852.00	\$ 106,405.00
Glorieta	209-0842	\$ 211,710.00	\$ 221,664.00	\$ 1,788.00	\$ 223,452.00
Agua Fria	209-0843	\$ 201,626.00	\$ 211,106.00	\$ 1,704.00	\$ 212,810.00
Galisteo	209-0844	\$ 100,813.00	\$ 105,553.00	\$ 852.00	\$ 106,405.00
Fire Admin	209-0846	\$ 105,855.00	\$ 110,832.00	\$ 894.00	\$ 111,726.00
Totals:		\$ 2,886,643.00	\$ 2,983,661.00	\$ 24,076.00	\$ 3,007,737.00

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

MEMORANDUM

Date: March 19, 2024

To: Board of County Commissioners

From: Jacob Black, Fire Chief
Yvonne S. Herrera, Finance Director *Yvonne S. Herrera*

Via: Gregory S. Shaffer, County Manager

Subject: **April 9, 2024, BCC Meeting**
Resolution No. 2024-___, A Resolution Requesting a Budget Increase to the Fire Protection Fund (209) in the Amount of \$24,076. (Finance Division / Yvonne S. Herrera, Fire Department / Jacob Black)

SUMMARY:

Santa Fe County Fire districts received additional funds from the Fire Protection Fund, 10.25.10 NMAC (New Mexico Administrative Code) from the New Mexico Department of Homeland Security and Emergency Management, State Fire Marshal's Division; which needs to be budget.

BACKGROUND:

Each fiscal year Santa Fe County receives funds from the Fire Protection Fund, 10.25.10 NMAC from the New Mexico Department of Homeland Security and Emergency Management, State Fire Marshal's Division. The actual authorized disbursement amounts are not received from the State Fire Marshal's Office until July each year. For Fiscal Year 2024 (FY2024) budget preparation, the Santa Fe County Fire Department used the prior fiscal year's disbursement as the basis for budgeting revenue for each district. Fire was notified on January 3, 2024, of an increase to the allotment for the second disbursement for FY 2024. This resolution will adjust the budget for the Fire Protection Fund (209) to reflect the second awarded disbursement amount for FY2024 by district. All fire districts, including Fire Admin, have received an increase to their Fire Protection Funds for FY2024.

RECOMMENDED ACTION:

The Fire Department, via the Finance Division, requests approval of this resolution for a budget increase to the Fire Protection Fund (209) in the amount of \$24,076.

EXHIBITS:

- Exhibit A – BCC BAR Resolution 2nd Allotment Fire Marshal Funds
- Exhibit B – FY2024 State Fire Marshal 2nd Distribution