

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

Department / Division	Community Development / Housing Authority

Budget Adjustment Type (drop down): Other

Fiscal Year: 2026 (July 1, 2025 - June 30, 2026)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
517	1930	360	14-00	Public Housing - Property Damage	\$ 5,014	
Total					\$ 5,014	\$.

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
517	1930	471	40-09	Housing / Public Housing / Maintenance Services	\$ 5,014	
Total					\$ 5,014	\$ -

Requesting Department Approval: <u>Alicia Storer</u>	Title: <u>Accountant Senior</u>	Date: <u>9/29/25</u>	Log # <u>9</u>
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Capital/Grants Approval: _____ **Date:** _____

Budget Administrator: 10/7/25

Finance Dept Approval: WDM Date: 10/7/2025

Entered by: **Date**

County Mgr Approval: _____
Date: 10/10/25

Updated by: _____ **Date:** _____

SEC CL ~~SANTA FE~~ COUNTY 10/16/2025
RESOLUTION 2025- 115

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. The Housing Authority, operating under the Community Development Department, owns and manages approximately 68 public housing rental units at the Valle Vista site. Constructed in the late 1970s, the property has had minimal site upgrades since its development. On May 16, 2025, the tenant residing at 4 Tusa Drive, Santa Fe, NM 87508, accidentally drove into her unit, resulting in structural damage. The tenant filed a claim through her auto insurance provider, SNAP Insurance. As a result of the insurance claim, the Housing Authority received a payment of \$5,014.15 to cover the cost of repairs. The Housing Authority will apply these funds towards completing the required repairs and restoring the unit to a safe, functional, and habitable condition.					
2	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	Recurring	Non-Recurring			
			X			
3	Does this request impact a revenue source?					
		Yes	No			
		X				
	A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy					
				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.					
				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						
FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED (Drop Down)

SEC CL ~~SANTA FE~~ COUNTY 10/16/2025
RESOLUTION 2025- 115

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 14th Day of October, 2025.

Santa Fe Board of County Commissioners
Camilla Bustamante
Camilla Bustamante, Chairperson

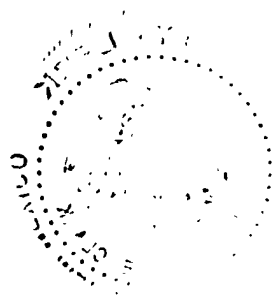


ATTEST:

Katharine E. Clark
Katharine E. Clark, County Clerk



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 12
I Hereby Certify That This Instrument Was Filed for
Record On The 16TH Day Of October, 2025 at 04:01:15 PM
and Was Duly Recorded as Instrument # 2069440
of The Records Of Santa Fe County
Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy County Clerk, Santa Fe, NM



SNAP INSURANCE SERVICE, LLC WORTH CASUALTY COMPANY - CLAIMS ACCOUNT

3663

DATE ISSUED September 04, 2025
ISSUING CODE C
AMOUNT \$5,014.15
REASON Property Damage
ADJUSTER Liability
CLAIM NUMBER JACKIE ARBAIZA
DATE OF LOSS 05/16/2025
INSURED BRITTANY APODOCA
CLAIMANT SANTA FE HOUSING
AUTHORITY

SANTA FE HOUSING AUTHORITY
52 CAMINO DE JACOBO
SANTA FE, NM 87507

SNAP INSURANCE SERVICE, LLC
WORTH CASUALTY COMPANY - CLAIMS ACCOUNT
P.O. BOX 548
ROCKWALL, TX 75087

3663

DATE September 04, 2025
AMOUNT \$5,014.15

FIVE THOUSAND FOURTEEN AND 15/100 DOLLARS

PAY TO THE ORDER OF
SANTA FE HOUSING AUTHORITY
52 CAMINO DE JACOBO
SANTA FE, NM 87507

MEMO PD PAYMENT FOR DAMAGES TO RESIDENCE 4 TUSA DR

SNAP INSURANCE SERVICE, LLC WORTH CASUALTY COMPANY - CLAIMS ACCOUNT

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REASON Property Damage
ADJUSTER Liability
CLAIM NUMBER JACKIE ARBAIZA
DATE OF LOSS 05/16/2025
INSURED BRITTANY APODOCA
CLAIMANT SANTA FE HOUSING
AUTHORITY

CHECK
SANTA FE HOUSING AUTHORITY
52 CAMINO DE JACOBO
SANTA FE, NM 87507

NOTE
PD PAYMENT FOR DAMAGES TO RESIDENCE 4 TUSA DR

Claims Department: SNAP Insurance Service, LLC
P.O. Box 548
Rockwall, TX 75087
Phone: (214) 304-2979 | Email: claims@snapnga.com



SANTA FE HOUSING AUTHORITY
52 CAMINO DE JACOBO
SANTA FE, NM 87507

September 03, 2025



Insured: BRITTANY APODOCA
Claimant: SANTA FE HOUSING AUTHORITY

Date of Loss: 05/16/2025

Dear SANTA FE HOUSING AUTHORITY,

We represent the interest of Worth Insurance Company for the above loss

We have enclosed payment for your loss, as well as a copy of our appraisal. We ask that you request your repair contractor(s) to evaluate our appraisal and assess the damages to your property prior to starting any repairs. If there will be any additional charges please have them contact the appraiser listed on our estimate. Any additional repairs must be approved by the appraiser prior to being completed. Any supplemental payments will be issued directly to repair contractor(s).

If you need any additional assistance, we may be reached during our regular offices hours of 9:00 a.m. to 6:00 p.m. CST, Monday thru Friday.

Sincerely,

JACKIE ARBAIZA
Claims Department
(214) 304-2979 x

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR
PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN
APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL
FINES AND CRIMINAL PENALTIES.

P.O. Box 507
Blue Ridge, TX 75424
Phone: (972) 978-4663
assuredauto55@gmail.com

For:

ASSURED AUTO APPRAISERS
SNAP INSURANCE SERVICES

Phone: (214) 304-2979

Preliminary Estimate

Job Number:

Owner: SANTA FE COUNTY, HOUSE

Written By: DESK REVIEW
Adjuster: ARBAIZA, JACQUE

Insured: APODOCA, BRITTANY

Type of Loss: Liability

Point of Impact

Owner:

SANTA FE COUNTY, HOUSE

4 USA DR

(505) 992-3040 Day

Other

DESK REVIEW

Inspection Location:

Repair Facility:

Policy #: Date of Loss: 5/16/2025 12:00 AM

Claim #: [REDACTED]

Days to Repair: 0

VEHICLE

Vehicle: UNK

Production Date:

Interior Color:

Mileage/Hours:

Exterior Color:

Condition:

License:

SEC CLEAR RECORDED 11/18/2025

House Damage

UNK

ALL SUPPLEMENTS MUST BE APPROVED BY THE APPRAISER NOTED AT THE TOP OF THE ESTIMATE. ANY SUPPLEMENTAL REPAIRS COMPLETED WITHOUT PRIOR APPROVAL WILL NOT BE ACCEPTED.

FOR SUPPLEMENTS EMAIL TO ASSUREDAUTO55@GMAIL.COM or CALL 972-978-4663

CCC ONE Estimating - A product of CCC Intelligent Solutions Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Category	Basis	Rate	Cost \$
Parts			4,632.01
Subtotal			4,632.01
Sales Tax	\$ 4,632.01 @	8.2500 %	382.14
Total Cost of Repairs			5,014.15
Total Adjustments			0.00
Net Cost of Repairs			5,014.15

ESTIMATE TOTALS

HOUSE DAMAGE

OWNER: SANTA FE COUNTY, HOUSE

Job Number:

Preliminary Estimate

MEMORANDUM

Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager



Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3

Date: October 5, 2025

To: Board of County Commissioners

From: LaToya G. Ricketts, MPA, Executive Director
Yvonne S. Herrera, Finance Division Director

Via: Greg Shaffer, County Manager
Jonathan Butler, Community Development Department Director
Denise Benavidez, Deputy Community Development Department Director

Subject: October 14, 2025, BCC Meeting
Resolution No. 2025-____, A Resolution Requesting a Budget Increase to the Housing Operations Fund (517) in the Amount of \$5,014

SUMMARY:

The Santa Fe County Housing Authority has received insurance proceeds in the amount of \$5,014.15, which must be budgeted to initiate and complete necessary repair work.

BACKGROUND:

The Housing Authority, operating under the Community Development Department, owns and manages approximately 68 public housing units at the Valle Vista site. Constructed in the late 1970s, the property has undergone minimal site upgrades since its original development.

On May 16, 2025, a tenant residing at 4 Tusa Drive, Santa Fe, NM 87508, accidentally drove into her unit, causing structural damage. The tenant filed a claim with her auto insurance provider, SNAP Insurance, and the Housing Authority subsequently received a payment of \$5,014.15 to cover repair costs.

These funds will be applied toward restoring the unit to a safe, functional, and habitable condition.

RECOMMENDED ACTION:

Approve this resolution to increase the Housing Operations Fund (517) by \$5,014, as submitted by the Housing Division through the Finance Division.

EXHIBITS:

- Exhibit A – BCC Resolution BAR - Insurance Proceeds
- Exhibit B – Copy of SNAP Insurance Check