

**SANTA FE COUNTY
RESOLUTION 2026-042**

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

Whereas, the Board of County Commissioners meeting in regular session on March 31, 2026, did request the following budget adjustment:

Department / Division _____ Sheriff's Office
 Budget Adjustment Type (drop down): Other Fiscal Year: 2026 (July 1, 2025 - June 30, 2026)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/INVESTION XXX	ACTIVITY BASIC/DIR XXX	ELEMENT/ OBJECT XXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
246	1247	371	28-01	DEPT OF PUBLIC SAFETY/HONOR GUARD ZJ5228	\$ 15,357	
Total					\$ 15,357	\$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/INVESTION XXX	ACTIVITY BASIC/DIR XXX	ELEMENT/ OBJECT XXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
246	1247	425	60-07	OPERATIONAL SUPPLIES	\$ 15,357	
Total					\$ 15,357	\$ -

Requesting Department Approval: Ken Johnson Title: Undersheriff Date: 3/11/2026 Log # 63
 Capital/Grants Approval: /s/ Elena Tercero Date: 3/12/2026
 Finance Dept Approval: [Signature] Date: 3/13/2026
 County Mgr Approval: [Signature] Date: 3/13/2026
 Budget Administrator: [Signature] Date: 3/13/26
 Entered by: _____ Date: _____
 Updated by: _____ Date: _____

**REC'D
SFC CLERK
3/13/2026**

**SANTA FE COUNTY
RESOLUTION 2026- 042**

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 Sheriff's Department received Grant # ZJ5228 from the State of New Mexico Department of Public Safety (DPS) in the amount of \$15,357 for the Lt. Fred Beers III Honor Guard Distribution Program which will need to be budgeted. The Santa Fe County Sheriff's Honor Guard is a ceremonial unit comprised of sworn deputy members who are highly motivated and maintain exceptionally high standards of appearance, conduct and who show aptitude for ceremonial duty. The primary role of the unit is to provide funeral honors for fallen comrades. The Sheriff's Office received grant funding from DPS in the amount of \$15,357 to equip and/or train current Honor Guard Teams, add members to existing teams and establish new teams, in alignment with the recipient agency's approved funding request. Each member's Honor Guard uniform is comprised of ceremonial specialty pieces of uniforms such as campaign style felt hats, high gloss buckles, shoulder strap, holster handcuff and choker collar jackets etc. Funding is required to be expended by April 30, 2026.

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

2

Does this request impact a revenue source?

Yes	No
X	

3

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	INDICATED (If Yes, No)

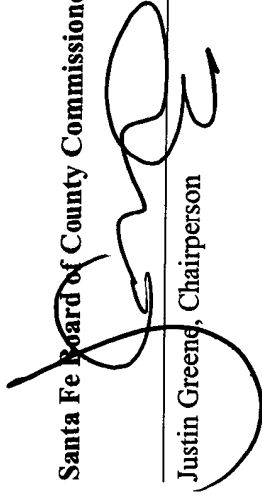
~~5287-18-78~~ ~~SECRETARY INFO~~ ~~SECRET~~

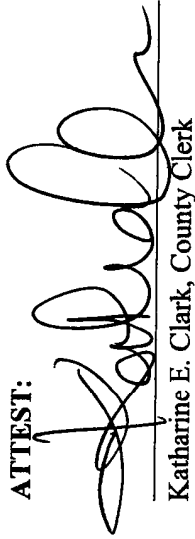
SANTA FE COUNTY
RESOLUTION 2026- 042

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 31st Day of March, 2026.


Santa Fe Board of County Commissioners


Justin Greene, Chairperson

ATTEST:

Katharine E. Clark, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
: Hereby Certify That This Instrument Was Filed for
Record On The 1ST Day Of April, 2026 at 12:38:49 PM
and Was Duly Recorded as Instrument # 2080330
of The Records Of Santa Fe County



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

SFC CLERK RECORDED 04/01/2026



New Mexico
Department of Public Safety

MICHELLE LUJAN GRISHAM
GOVERNOR

JASON R. BOWIE
CABINET SECRETARY

W. TROY WEISLER
CHIEF / DEPUTY SECRETARY

SYLVIA M. SERNA
DEPUTY SECRETARY

September 4, 2025

State Controller
New Mexico Department of Finance & Administration
Financial Control Division
407 Galisteo Street, Suite 166
Santa Fe, New Mexico 87503

Dear State Controller,

The Department of Public Safety's (DPS) Administrative Services Division (ASD) respectfully requests your approval to process direct payments to approved recipients of the **2025 Lt. Fred Beers, III Honor Guard Equipment and Training Distribution Program**, which was appropriated to the DPS per Laws 2025, Chapter 160 for **\$300,000**.

The Department of Public Safety has defined this payment as a proper expenditure authorized by law and supports the following criteria for determining the propriety of the expenditure.

Constitutional, Statutory and Contractual Mission:

The Constitutional and Statutory mission of the DPS is to provide the highest quality of public safety and law enforcement services to the citizens of New Mexico. The DPS was designated as the recipient agency to distribute funds to eligible correctional, fire/EMS and police agencies to purchase equipment and training for their respective Honor Guard Teams.

Public Benefit and Purpose:

Governor Michelle Lujan Grisham is dedicated to equipping established and new Honor Guard Teams throughout the State.

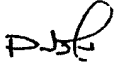
Necessity:

Honor Guard Teams regularly participate in community events that memorialize the fallen, promote patriotism or celebrate agency accomplishments. These agencies must participate in a network of local Honor Guard Teams in their respective communities throughout the State of New Mexico to include training and events that support each other.

Appropriation, Budget and Available Resources:

The DPS budgeted the appropriation revenue and expenditure amounts on April 24, 2025, in FY 2025, and received the revenue via 25FC853127 on 05/21/2025.

Respectfully,



P.J. Griego
Deputy ASD Director/Acting Chief Financial Officer

APPROVED

Heather R. Kent

Fiscal Year 2026

FCD approval does not exempt an agency from the procurement code.

Cc: Sylvia M. Serna, Deputy Secretary/Co-CFO
Sheila McDonald, ASD Director
Marilee Gallacher, Chief Procurement Officer

Attachments: Statutory Authority
Budget Journals
Commitment Controls
List of Recipient Agencies

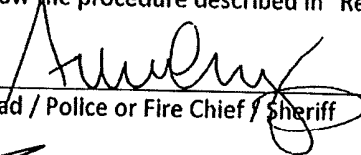


New Mexico Department of Public Safety – Funding Notification
 Appropriation: ZJ5228 - 2025 Lt. Fred Beers, III Honor Guard Distribution Program
 Business Unit: 79000

CERTIFICATION & APPROVAL:

I hereby certify the Santa Fe County Sheriff's Office:


1. Will only use the allocated funds to carry out and/or perform activities described in language set forth in Appropriation Number: ZJ5228 in the amount of \$15,357.30.
2. Will follow the procedure described in "Reporting Requirements" of allocated funds.



 Agency Head / Police or Fire Chief / Sheriff

1.8.26

 Date



 City Manager / County Manager

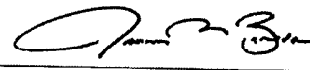
1/30/2026

 Date

Gregory S. Shaffer, County Manager 1/30/2026
 Approved as to form by Roberta D. Joe, Assistant County Attorney
 for W.B., Santa Fe County Attorney 1/27/2026

APPROVAL:

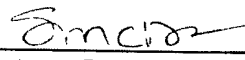
In accordance with the authority conferred on the New Mexico Department of Public Safety, by the Appropriation appropriating these funds, I hereby approve this certification for Appropriation Number: ZJ5228 in the amount of \$15,357.30.



 Jason R. Bowie, Cabinet Secretary or Designee
 New Mexico Department of Public Safety

2/23/26

 Date



 ASD Director or Designee

2/23/26

 Date

SFC CLERK RECORDED 04/01/2026



New Mexico Department of Public Safety – Funding Notification
Appropriation: ZJ5228 - 2025 Lt. Fred Beers, III Honor Guard Distribution Program
Business Unit: 79000

FUNDING RECIPIENT:

Santa Fe County Sheriff's Office

PROJECT PERIOD:

Date of Fully Executed Agreement - April 30, 2026

APPROPRIATION NUMBER:

ZJ5228

TOTAL ALLOCATION AMOUNT:

\$15,357.30

ALLOCATION PURPOSE:

Funds are awarded to equip and/or train current Honor Guard Teams, add members to existing teams, and establish new teams, in alignment with the recipient agency's approved funding request.

ELIGIBLE EXPENDITURES RELATED TO APPROPRIATION:

- Essential Honor Guard equipment (per approved request)
- Training expenses (per approved request)

Any expenditures not explicitly authorized under this Letter of Agreement based on the approved funding request will be deemed unallowable.

ALLOCATION DISBURSEMENT:

Recipient must submit a signed and dated copy of this notice and evidence of governing body approval to the New Mexico Department of Public Safety (DPS).

DISBURSEMENT PROCESS:

Funds are disbursed via Automated Clearing House (ACH) or Operating Transfer (OPR) following acceptance of certification and approval from the governing body. Certification & Approval must be submitted to the New Mexico Department of Public Safety for fund release.

TERM:

- All funds must be expended from the date of the fully executed agreement – April 30, 2026.
- All goods and services must be received by April 30, 2026.
- A one-time expenditure report is required, using Exhibit A – 2025 NMDPS Lt. Fred Beers, III Distribution Program Reporting Template, due May 15, 2026.
- Unexpended funds must be returned to DPS no later than June 12, 2026.

REPORTING REQUIREMENTS:

The Allocation Recipient agrees to submit a one-time report using Exhibit A, the 2025 NMDPS Lt. Fred Beers, III Distribution Program Reporting Template, detailing expenditures related to this funding in accordance with Appropriation Number: ZJ5228.

The following information must be submitted to the New Mexico Department of Public Safety no later than May 15, 2026, email: dps-statewideprojects@state.nm.us



New Mexico Department of Public Safety – Funding Notification
Appropriation: Z15228 - 2025 Lt. Fred Beers, III Honor Guard Distribution Program
Business Unit: 79000

2025 NMDPS Lt. Fred Beers, III Distribution Program Reporting Template

- Complete all fields in Exhibit A.
- Ensure no fields are left blank; scanned attachments cannot replace missing information.
- 1. **Categories 300 & 400: Copies of all related supporting documents as listed below.**
 - Purchase Orders and/or Approval Requests or Requisition Forms
 - Invoices
 - Proof of Payment (copy of warrant, ACH or Pcard)
 - If payment was made by Pcard, proof of Pcard payment to include copy of bank statement
 - **Travel Related Expenditures**
 - Copy of Recipient Agency Travel Policy
 - Copy of approved Travel Request Form
 - Copy of approved Travel Expense Form
 - Copies of all receipts and other relevant documents to support expenditures
 - **Training Related Expenditures**
 - Training Registration Confirmation
 - Proof of Payment of Training
 - Proof of Attendance or Completion
- 2. **Final Review & Submission**
 - Ensure all documents are clearly labeled and correspond to report sections.
 - **Sign and date** the reporting template.
 - Keep **digital copies** for agency records.
 - Submit in the required format to DPS.

FINAL REPORTING & CLOSEOUT:

- Report only actual expenditures (no projections or estimates).
- DPS will conduct a final financial compliance review before closing out the appropriation.

UNEXPENDED FUNDS:

Any unexpended funds must be submitted to the New Mexico Department of Public Safety no later than **5:00 PM on Friday, June 12, 2026**. Please mail warrants to:

New Mexico Department of Public Safety
ATTN: Christina Tyson, State Projects Staff Manager
PO Box 1628
Santa Fe, NM 87504-1628

SFC CLERK RECORDED 04/01/2026