



# City of Santa Fe, New Mexico

# memo

**DATE:** November 4, 2014

**TO:** Finance Committee Members  
City Council Members

**FROM:** Jan M. Snyder, Assistant Fire Chief 

**VIA:** Erik Litzenberg, Fire Chief 

**SUBJECT:** FY 14/15 Budget Approval

**ITEM AND ISSUE:**

Request approval of Budget Adjustment Request for FY 2014-15 to carry forward the budget balances for the Youth Conservation Corp Commission (YCCC) – Wildland Urban Interface Grant - \$200,000 approved by City Council on February 12, 2014, item 8(h).

**BACKGROUND AND SUMMARY**

The purpose of the B.A.R. is to carry forward the budget balances remaining on the grant for YCCC – Wildland Urban Interface for FY 2014-15. Grant #1's balance is \$105,014 of this amount \$5,190 and PY Encumbrances carry forward of \$3, 450 are currently budgeted. The BAR to increase expenditures line item in the amount of \$96,364 in business unit 22237 establishes the budget balance for the remainder of the grant.

The total budgeted revenue for the grant in FY 14-15 should be \$105,014 with the current year budgeted revenue of \$81,738 plus the BAR of \$23,276 (21233.490240) this establishes the budget for FY 14-15.

**REQUESTED ACTION:**

Approval of BAR to carry forward the remainder of the budget for Grant - \$200,000 from Energy, Minerals and Natural Resources.

DATE: 9-10-14

WILDLAND INTERFACE GRANTS = YCCG

GRANT \$200,000

	FY 13-14		ACTUAL
	REVENUE		
STATE	200,000		200,000
INKIND	<u>52,185</u>		-
Total Rev	252,185		
	Bud FY 13-14		<u>200,000</u>

Budget	SAL	140,262		
	BEN	14,359		
	OPERATING	<u>31,379</u>		
	Bud Exp	186,000	<u>94,986</u>	Actual Expenditures FY13-14

	06/30/2014	<b>105,014</b>		
	State Rev FY14-15		81,738	
	<b>BAR to Inc State Rev</b>		<b>23,276</b>	<b>105,014 FY 14-15 Budget In E-1 (21233.490200)</b>

INKIND:	<b>BAR-City's Portion</b>	<u>-</u>		
	FY 14-15 Budget	105,014		
	14-15 Bud Exp	5,190		562600 EQUIP/MACH - Budget in E-1
	<b>BAR-Budget LI Exp</b>	<u>99,824</u>		
		3,460		PY Encumbrance Carry Forward FY14-15
		<b>96,364</b>		<b>BAR for Budget Expenditures in FY14-15</b>

*\$8,650* →

(WUI) WILDLAND URBAN INTERFACE: REVENUE:

Cost Code	Cost Type	Account Description	Actual Amount	Open Commitments	Total Commitments	BA Budget	Remaining to Spend	% Remaining	% Spent	M	L	P	E
<input type="checkbox"/>	438550	Fees and Services									T	6	
<input type="checkbox"/>	470010	Miscellaneous Revenues									T	4	
<input type="checkbox"/>	480010	Interest Income									T	4	
<input checked="" type="checkbox"/>	480200	NM Emg Min Nat Resource			*	81,738.00-	81,738.00-	1.00			D	6	
<input type="checkbox"/>	480100	State Grants (Direct)				81,738.00-	81,738.00-	1.00			T	6	
<input type="checkbox"/>	480500	Federal Grants (Direct)									T	8	
<input type="checkbox"/>	480700	Indirect Prgrms/Flowthrough									T	6	
<input type="checkbox"/>	481300	Other Grants									T	6	
<input type="checkbox"/>	480010	Inter-Governmental Grants				81,738.00-	81,738.00-	1.00			T	4	
<input type="checkbox"/>	800400	Transfer Fixed Assets									T	4	
<input type="checkbox"/>	400000	REVENUES				81,738.00-	81,738.00-	1.00			T	3	
		Total:				81,738.00-	81,738.00-	1.00			T	1	

\$ 81,738 FY 14-15

23,276 BAR

\$ 105,014 TOTAL BUDGETED REVENUE FY 14-15

Grant #1 (\$200,000)

(WUI) WILDLAND URBAN INTERFACE EXPENDITURES

Cost Code	Cost Type	Account Description	Actual Amount	Open Commitments	Total Commitments	BA Budget	Remaining to Spend	% Remaining	% Spent	UM	C	D	P
560400		Transportation Expense									T	6	
560700		Registration				54,628.00	54,628.00	1.00			D	6	
560000		Travel				54,628.00	54,628.00	1.00			T	6	
561200		Employee Training/Tuition		307.00	307.00		307.00				D	5	
561300		Fees and Taxes									T	5	
562800		Equipment/Machinery	6,241.55	678.97	6,920.52	8,650.00	1,729.48	.20	.80		D	6	
562500		Rental	6,241.55	678.97	6,920.52	8,650.00	1,729.48	.20	.80		T	6	
560010		Other Operating Costs	6,241.55	665.97	7,227.52	63,278.00	56,050.48	.09	.11		T	4	
570900		Vehicles									T	6	
570100		Capital Outlay									T	6	
571600		Inventory Exempt Purchase									T	6	
570000		Capital Expenditures									T	6	

# 200,000  
AWARD  
FY 13-14

① Grant #1 BUD EXPEN: \$ 5190  
\$ 3460  
\$ 8650

for original BUD  
ENC. Carryforward

# 195,156  
AWARD  
FY 14-15

② Grant #2 BUD EXPEN: = \$ 54,628 for original BUD

# CITY OF SANTA FE, NEW MEXICO

Grant #1

## FISCAL YEAR 2014/15 INTER-GOVERNMENTAL GRANTS

(1) DEPARTMENT FIRE DIVISION OPERATIONS FUND 21233

(2) GRANT NAME WUI / YCC GRANT GRANT TERM 04/07/14-10/03/14

GRANTOR AGENCY New Mexico EMNRD / Youth Conservation Corp. GRANT # / ID None

DESCRIPTION / NOTES: Grant funding for seasonal wildland firefighters and training.

FEDERAL \_\_\_\_\_ STATE X OTHER \_\_\_\_\_

(3) GRANT REVENUE SOURCES

TOTAL REVENUES:	200,000	200,000
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(3a) GRANT Revenue

BU/Line Item	Description	TOTAL FOR GRANT TERM	TOTAL FOR FY 2014/15
21233.490210	New Mexico EMNRD / Youth Conservation Corp.	200,000	200,000

(3b) Local Grant MATCH Revenue

BU/Line Item	Source of Matching Funds	TOTAL FOR GRANT TERM	TOTAL FOR FY 2014/15

(4) GRANT EXPENDITURES

TOTAL EXPENDITURES:	200,000	81,736
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(4a) Personnel Services

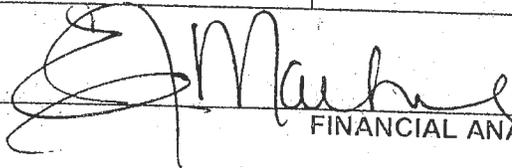
# FTEs	Category	TOTAL FOR GRANT TERM	TOTAL FOR FY 2014/15
2.00	Administrative/Supervisory Positions		
10.00	Operational/Direct Service Positions		
12.00	Total - Personnel Services (\$)	153,094	76,546

(4b) Operating Expenses / Other

Type	Description/Explanation	TOTAL FOR GRANT TERM	TOTAL FOR FY 2014/15
Contract Services	Vehicle Rental	10,380	5,190
Travel/Training	Training Courses and Instruction for personnel	20,652	-
Other	Operating Supplies	15,874	-
<b>TOTAL</b>		<b>46,906</b>	<b>5,190</b>

(4c) Capital Outlay

BU/Line Item	Description	TOTAL FOR GRANT TERM	TOTAL FOR FY 2014/15

(5)  FINANCIAL ANALYST (ACCOUNTING)

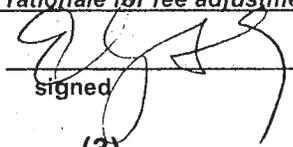
\$200,000  
#1 Grant #1

# CITY OF SANTA FE, NEW MEXICO

## FISCAL YEAR 2014/15 REVENUE JUSTIFICATION

(1) DEPARTMENT FIRE DIVISION OPERATIONS SECTION YCC GRANT

Section 11-2.5 of the city code requires a review of fees in preparing the annual budget. Review all fees assessed within your functions to insure that fees charged are appropriate for the services provided. Increases or decreases to fees must be justified in writing. Attach a memo detailing the rationale for fee adjustments recommended.

All revenues have been reviewed and are at appropriate levels.  signed \_\_\_\_\_ date 2/28/14

(2) REVENUE SOURCES*		(3) 2012/13 ACTUAL	(4) 2013/14 BUDGET	(5) 2014/15 BUDGET
BU/Line Item	Description			
21233.490210 0	NM EMNRD / Youth Conservation Corp.  10/27/13 for 1/14 1/14/14		118,262	81,738

\*NOTE: For transfer in or out, show fund or business unit representing the "other side" of the transfer. In other words, if a transfer in, note where the transfer comes from. If a transfer out, note where the transfer goes to.

DO NOT enter any transfers into JD Edwards--the Budget Office will do this.

Call the Budget Office @ 955-6177 if you need assistance.

# City of Santa Fe, New Mexico

## BUDGET ADJUSTMENT REQUEST (BAR)

# \_\_\_\_\_

DEPARTMENT / DIVISION / SECTION / UNIT NAME Fire - Youth Conservation Corp Grant (YCCG)					DATE 11/12/2014	
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept Use Only)-->		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
State Revenue-NM Engy Min Nat	21233.490200		cr	(23,276)		
Wildland Interface-Temp F/T	22237.500110		dr	86,906		
Wildland Interface-FICA	22237.503100		dr	6,529		
Wildland Interface-W/C	22237.503350		dr	2,304		
Wildland Interface-Operating Supp	22237.530200		dr	904		
Wildland Interface-Equip/Machin	22237.562600		cr	0	1,729	
Wildland Interface-Training Supplies	22237.561200		dr	1,450		
<b>JUSTIFICATION:</b> (use additional page if needed) --Attach supporting documentation/memo				<b>TOTAL</b>	\$ 74,817	\$ 1,729

Re-budget balances in FY14-15 for YCC original Grant of \$200,000. City Council approved 2-12-14 Item 10 (h).  
 A portion of the budget amount has been posted. With this BAR the budget will reflect the grant balance amount

for Revenues and Expenditures FY 2014-15. Grant Period: April 7, 2014 to October 3, 2014

<p><i>SCBarela</i>          Shirley Coca Barela          Prepared By _____ Date 11-12-14</p> <p><i>[Signature]</i>          Division Director _____ Date 11-13-14</p> <p><i>[Signature]</i>          Department Director _____ Date 11-13-14</p>	<p><b>CITY COUNCIL APPROVAL</b></p> <p>City Council Approval Required <input type="checkbox"/></p> <p>City Council Approval Date <span style="border: 1px solid black; padding: 2px;">2-12-14</span></p> <p>Agenda Item #: <span style="border: 1px solid black; padding: 2px;">10 (h)</span></p>	<p><i>[Signature]</i> 11/13/14          Budget Officer _____ Date</p> <p><i>[Signature]</i> 11/14/14          Finance Director _____ Date</p> <p>_____          City Manager _____ Date</p>
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**City Council Packet February 12, 2014**

**REGULAR MEETING OF THE GOVERNING BODY  
FEBRUARY 12, 2014  
CITY COUNCIL CHAMBERS**

**AFTERNOON SESSION – 5:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. SALUTE TO THE NEW MEXICO FLAG
4. INVOCATION
5. ROLL CALL
6. APPROVAL OF AGENDA
7. APPROVAL OF CONSENT CALENDAR
8. APPROVAL OF MINUTES: Reg. City Council Meeting –  
January 29, 2014 ITEM 8
9. PRESENTATIONS
  - a) Muchas Gracias – Claudia Borchert. (5 minutes)
  - b) Update on LEAD Task Force. (Sergeant Jerome Sanchez and  
Monica Ault) (10 minutes)
10. CONSENT CALENDAR
  - a) Request for Approval of Procurement Under State and Cooperative  
Price Agreements – Ten (10) Police Patrol Vehicles and Required  
Up-Fit Equipment for Annexation Expansion; CES/Don Chalmers  
Ford, MHQ of New Mexico, Grants & Technology, CDWG Government,  
CMS Communications, Motorola Solutions, Digital Alley, MPH  
Industries. (Deputy Police Chief John Schaeerfl) ITEM 10a
    - 1) Request for Approval of Budget Increase – Police Property  
Tax Fund.
  - b) Request for Approval of Amendment No. 1 to Construction Agreement  
– City-Wide Water Utility Construction and Repair Projects; Sub  
Surface Contracting, Inc. (Bill Huey) ITEM 10b
  - c) Request for Approval of Water Rights Purchase Agreement –  
Within the Nambe-Pojoaque-Tesuque (NPT) River System; The Club  
at Las Campanas. (Rick Carpenter and Marcos Martinez) ITEM 10c
  - d) Request for Approval of Change Order No. 5 – Market Station Tenant  
Improvements; Sarcon Construction Corporation.  
(LeAnn Valdez) ITEM 10d
  - e) Request for Approval of Procurement Under State and Cooperative  
Price Agreements – Installation, Maintenance and Monitoring  
Services of City-Wide Fire and Alarms Systems; ATI Security, Inc.  
(Robert Rodarte) ITEM 10e
  - f) Request for Approval of Grant Awards – 2011 and 2013 State  
Homeland Security Sub-Grant Program; United States Department  
of Homeland Security and Federal Emergency Management  
Agency. (Andrew Phelps) ITEM 10f
    - 1) Request for Approval of Budget Increase – Grant Fund

- g) Request for Approval of Funding for Improvements at Moto Cross Track Located in La Tierra in the Northwest Quadrant through 2008 Parks, Trails and Open Space Bond Fund.  
(Ben Gurule) [ITEM 10g](#)
  - h) Request for Approval of Grant Award and Governmental Services Agreement – Youth Conservation Corps Commission Project for Fire Department; State of New Mexico Youth Conservation Corps Commission and City of Santa Fe. (Porfirio Chavarria) [ITEM 10h](#) 
  - 1) Request for Approval of Budget Increase – Grant Fund
  - i) Request for Approval of Professional Services Agreement – Fort Marcy Swimming Pool Roof and Sky Light Replacement and Renovation Project; Cooperative Educational Services and Roof Care. (Lisa Martinez) [ITEM 10i](#)
  - j) Request for Approval of Exempt Procurement and Professional Services Agreement – Santa Fe Community Television Public Access; Santa Fe Community College. (Joe Abeyta) [ITEM 10j](#)
  - k) Request for Approval of Procurement Under State Price Agreements – Purchase of Maintenance Materials and Supplies for the Streets Division; 3M Company, San Bar Construction and J & H Supply. (Randy Blake) [ITEM 10k](#)
  - l) Request for Approval of Contract – Parking Equipment and Related Services for Parking Division; IPS Group, Inc. (PJ Griego) [ITEM 10l](#)
  - m) Request for Approval of Budget Increase – FY 2013/2014 Rent at Montoya Federal Building. (Marcos Tapia) (Postponed at January 29, 2014 City Council Meeting) [ITEM 10m](#)
  - n) In Accordance with Resolution No. 2013-107, One Day Community Convention Center and Parking Fee Waivers for Non-Profit Fundraising Events. (Jim Luttjohann) (Informational Only) [ITEM 10n](#)
11. Request for Approval of Appointment of Municipal Court Pro Tem Judge Pursuant to §2-3.4(C) SFCC 1987; Stephen Pfeffer. (Judge Yalman) [ITEM 11](#)
  12. State of the Municipal Court Report. (Judge Yalman) [ITEM 12](#)
  13. MATTERS FROM THE CITY MANAGER
  14. MATTERS FROM THE CITY ATTORNEY  
Executive Session  
In Accordance with the New Mexico Open Meetings Act §10-15-1(H)(7) NMSA 1978, Discussion Regarding Pending or Threatened Litigation in Which the City of Santa Fe Is or May Become a Participant, Cameron -Swinerton, LLC, Gross Receipts Tax Refund Dispute, Project CIP #684. (Kelley Brennan and Judith Amer)
  15. Action Regarding Pending or Threatened Litigation in Which the City