



## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Donna Morris, Fire Department

**Thru:** David Sperling, Fire Chief *[Signature]*  
Pablo Sedillo, Public Safety Director *[Signature]*  
Katherine Miller, County Manager

**Date:** January 29, 2013

**Re:** *Requesting BCC Approval for a Budget Increase to the Fire Department AFG/FEMA Grant Fund (\$120,000).*

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### CAPTION:

The Santa Fe County Fire Department is requesting BCC approval for a budget increase in the amount of \$120,000 for the Fire Department's FEMA Grant Fund (244) to budget a grant awarded to purchase three generator/SCBA re-fill cascade stations. (Public Safety/Fire)

### BACKGROUND:

The Santa Fe County Fire Department has been awarded an AFG/FEMA grant in the amount of \$120,000 to purchase three generator/SCBA re-fill cascade stations to be located at the Edgewood, Rancho Viejo and Pojoaque Regional Fire Stations. This grant award and equipment purchase will provide our paid and volunteer crews with a reliable source of purified breathing air which is an important part of our respiratory protection program. These generator/re-fill stations will also allow our crews to do more "on air training" which will maintain their familiarity with their equipment and ensure a well-trained cadre of firefighters who respond to the emergency needs of our community.

### SUMMARY:

Please approve the request to increase the Fire Department FEMA Fund (244) budget by \$120,000.

# SANTA FE COUNTY

Page 1 of 4

## RESOLUTION 2013 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on January 29, 2013, did request the following budget adjustment:

Department / Division: Fire Department/Administration Fund Name: FEMA Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0875	372	00-00	Grants/FEMA	120,000	
TOTAL (if SUBTOTAL, check here)					120,000	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0875	422	80-03	Capital Purchases/Equipment	120,000	
TOTAL (if SUBTOTAL, check here X)					120,000	

Requesting Department Approval: [Signature] Title: Chief Date: 1-2-13  
 Finance Department Approval: [Signature] Date: 1/16/13 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2013 - \_\_\_\_\_

Page 2 of 4

### ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

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.

Requesting BCC approval for a budget increase in the amount of \$120,000 to the Fire Department FEMA Grant Fund (244) which was awarded to purchase three Generator/SCBA re-fill cascade stations that will be located at the Edgewood, Rancho Viejo and Pojoaque Regional Stations.

#### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

#### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-03	Three Generator/SCBA re-fill cascade stations	120,000

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense X

# SANTA FE COUNTY

## RESOLUTION 2013 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
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.
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.

AFG Grant EMW-2012-FO-04883 (Grant Attached)

\$30,000 grant match (20%) will be expended out of cost center 222-0821-422 and cost center 209-0846-422.

# **SANTA FE COUNTY**

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## **RESOLUTION 2013 - \_\_\_\_\_**

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

**Approved, Adopted, and Passed This 29th Day of January, 2013.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Kathy Holian, Chairperson

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar, County Clerk



## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Donna Morris, Fire Department

**Thru:** David Sperling, Fire Chief *DS*  
Pablo Sedillo, Public Safety Director *PS*  
Katherine Miller, County Manager

**Date:** January 29, 2013

**Re:** *Requesting BCC Approval for a Budget Increase to the Fire Department Forestry Fund (\$312.00).*

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### CAPTION:

The Santa Fe County Fire Department is requesting BCC approval for a budget increase in the amount of \$312 to the Fire Department Forestry Fund (244) to budget the revenue collected for fire department personnel that were utilized on the "Nobody's Looking" Fire. (Public Safety/Fire)

### BACKGROUND:

The Santa Fe County Fire Department has a Joint Powers Agreement in place with the Energy, Minerals and Natural Resources Department, Forestry Division for Wildland fire protection and suppression (contract number 10-521-2300-00320). The Santa Fe County Fire Department has received reimbursement in the amount of \$312 which is the designated rate for our personnel utilized at the "Nobody's Looking" Fire. When reimbursement money is collected for deployment to a Wildland fire utilizing the NM Resource Mobilization Plan (JPA) the money is budgeted into the fire department forestry cost center under salaries and benefits to help fund the fire department crew of Wildland Urban Interface Specialists.

### SUMMARY:

Please approve the request to increase the Fire Department Forestry Fund (244) budget by \$312.

# SANTA FE COUNTY

Page 1 of 5

## RESOLUTION 2013 -

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

Whereas, the Board of County Commissioners meeting in regular session on January 29, 2013, did request the following budget adjustment:

Department / Division: Fire Department/Wildland Fund Name: Forestry Fund (244)  
 Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIS/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	360	09-02	Revenue/Forest Fire Reimbursement	312	
TOTAL (if SUBTOTAL, check here X )					312	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIS/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	422	10-26	Salaries & Wages/Term Employees	140	
244	0809	422	20-01	Employee Benefits/FICA Regular	19	
244	0809	422	20-02	Employee Benefits/FICA Medicare	5	
244	0809	422	20-03	Employee Benefits/PERA	92	
TOTAL (if SUBTOTAL, check here X )					256	

Requesting Department Approval: [Signature] Title: Chief Date: 12-27-12  
 Finance Department Approval: [Signature] Date: 1/10/13 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

Page 2 of 5

## RESOLUTION 2013 -

### BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY/ BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here )						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY/ BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY/FINE-ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0809	422	20-05	Employee Benefits/Group Insurance	6	
244	0809	422	20-06	Employee Benefits/Ret. HC	50	
TOTAL (if SUBTOTAL, check here )					312	

# SANTA FE COUNTY

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## RESOLUTION 2013 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

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.

Requesting BCC approval for a budget increase to the Forest Restoration (244) Forestry Revenue Fund for a total of \$312 to reimburse the Wildland hand crew for personnel utilized on the "Nobody's Looking Fire". The Wildland Division utilizes forestry reimbursements to help fund the fire department staff of Wildland Urban Interface Specialists as well as supplies.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense X

# SANTA FE COUNTY

Page 4 of 5

## RESOLUTION 2013 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES        NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO         
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.

*NM State Forestry Reimbursements.*

- c) Is this request a result of Commission action? YES        NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.  
Not Applicable.

# **SANTA FE COUNTY**

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## **RESOLUTION 2013 - \_\_\_\_\_**

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

**Approved, Adopted, and Passed This 29th Day of January, 2013.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Kathy Holian, Madam Chair

**ATTEST:**


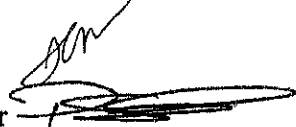
\_\_\_\_\_  
Geraldine Salazar, County Clerk



## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Donna Morris, Senior Accountant

**Thru:** David Sperling, Fire Chief   
Pablo Sedillo, Public Safety Director   
Katherine Miller, County Manager

**Date:** January 29, 2013

**Re:** *Requesting a budget increase to the Fire Administration Operations Fund Cost Center (244) in the amount of \$155.*

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### ISSUE:

The Fire Department is requesting an increase to the Fire Administration Operations Fund Cost Center (244) in the amount of \$155 to budget a donation made to the fire department by Sylvie Ward. (Public Safety/Fire)

### BACKGROUND:

On August 24<sup>th</sup> the SFC Fire Department received a letter from Ms. Sylvie Ward requesting that we take back a refund check that was sent to her in her son's name that resulted due to an overpayment on his patient account with the Fire Department. Ms. Ward's son was recently deceased and she requested that the Fire Department accept this money as a contribution to a program that will benefit the department. In the past, the fire department has utilized contributions such as this for the purchase of food for rehabilitative purposes for our staff who respond to fire emergencies.

### SUMMARY:

Please approve the attached budget resolution to increase the Fire Administration Operations Fund (244) by \$155.

# SANTA FE COUNTY

Page 1 of 4

## RESOLUTION 2013 -

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

Whereas, the Board of County Commissioners meeting in regular session on January 29, 2013, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Administration Operations (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0000	360	01-90	Miscellaneous Contributions	155	
					155	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0801	422	60-12	Supplies/Food Provisions	155	
					155	

Requesting Department Approval: [Signature] Title: Fire Chief Date: 1-7-13

Finance Department Approval: [Signature] Date: 1/14/13 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

Page 2 of 4

## RESOLUTION 2013 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

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.

Requesting BCC approval for a budget increase to the Fire Administration operations cost center (244) to budget a monetary contribution from a patient transported by the SFC Fire Department to be utilized for food purchased for rehabilitative purposes for staff responding to fire emergencies.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense X

# SANTA FE COUNTY

## RESOLUTION 2013 - \_\_\_\_\_

Page 3 of 4

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES NO X X
  - b) Does this include state or federal funds? YES NO X X  
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.
  - c) Is this request is a result of Commission action? YES NO X X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request. N/A

# **SANTA FE COUNTY**

Page 4 of 4

## **RESOLUTION 2013 - \_\_\_\_\_**

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

**Approved, Adopted, and Passed This 29th Day of January, 2013.**

**Santa Fe Board of County Commissioners**

\_\_\_\_\_  
Kathy Holian, Madam Chair

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar, County Clerk

Robert A. Garcia  
Sheriff  
986-2455  
ragarcia@santafecounty.org



Ron E. Madrid  
Undersheriff  
986-2455  
rmadrid@santafecounty.org

35 Camino Justicia – Santa Fe, New Mexico 87508

## MEMORANDUM

To: Board of County Commissioners

Fr: Ron Madrid / Undersheriff *RM*

Date: November 30, 2012

Re: Request approval to budget 3 grants consolidated into one agreement awarded to the Sheriff's Office for personal services that will provide the funding to Sheriff's Office to reduce traffic-related injuries, and deaths.

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### Issue:

The Santa Fe County Sheriff's Office has been awarded funding for three (3) state and federal programs that will assist in overtime needed to reduce traffic-related injuries, and deaths.

### Background:

The consolidated agreement consists of the following grants:

- Operation Driving While Impaired PA# 13-AL-64-091 @ \$33,694.00, which will assist with personnel services/overtime for statewide highly publicized sobriety checkpoints, and saturation patrols.
- Operation Buckle Down (OBD) PA# 13-OP-RF-091 @ \$3,358.00, which will assist with personnel services/overtime needed to enforce seatbelt and child restraint laws and participate in child restraint training and clinics.
- Selective Traffic Enforcement Program (S.T.E.P.) PA# 13-RF-01-091 @ \$2,824.00 which will assist with personnel services/overtime needed for traffic-safety related enforcement in high crash locations, and safety corridors, identified through the use of local, state, and federal data.

### Auction Requested:

The Santa Fe County Sheriff's Office requests approval to budget funding from the grants listed above totaling \$39,876.00 awarded by the NMDOT - Traffic Safety Division (TSD), in which the funding from these programs are focused on law enforcement activities that are committed to preventing injuries and saving lives by eliminating crashes on New Mexico public roadways.

# SANTA FE COUNTY

Page 1 of 6

## RESOLUTION 2013 -

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

Whereas, the Board of County Commissioners meeting in regular session on January 29, 2013, did request the following budget adjustment:

Department / Division: Country Sheriff Fund Name: Law Enforcement Operations Fund (LEOF-246)

Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1221	371	0900	State Grants / Selective Traffic Enforcement Prog	\$2,824	
246	1222	372	0904	Federal Grants / Operation Driving While Intoxicated	\$33,694	
246	1229	371	0900	State Grants / Operation Buckle Down	\$3,358	
TOTAL (if SUBTOTAL, check here )					\$39,876	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1221	424	1025	Salary & Wages / Overtime	\$2,784	
246	1221	424	2002	Employee Benefits / FICA-Medicare	\$40	
246	1222	424	1025	Salary & Wages / Overtime	\$33,212	
246	1222	424	2002	Employee Benefits / FICA-Medicare	\$482	
246	1229	424	1025	Salary & Wages / Overtime	\$3,310	
246	1229	424	2002	Employee Benefits / FICA-Medicare	\$48	
TOTAL (if SUBTOTAL, check here )					\$39,876	

Requesting Department Approval: [Signature] Title: Sheriff Date: 1-16-13

Finance Department Approval: [Signature] Date: 1/17/13 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2013 -

### BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here )						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here )						

# SANTA FE COUNTY

Page 3 of 6

## RESOLUTION 2013 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Robert Garcia - Sheriff Dept/Div: Sheriff's Office Phone No.: (505) 986-2455

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.

Request for increases to the following budgets for overtime/personal services awarded to the Sheriff's Office by NMDOT/Programs Divisions, Traffic Safety Bureau:

- PA# 13-AL-64-091 / Operation DWI

Funding from this grant will assist the Santa Fe County Sheriff's Office with the needed overtime to conduct DWI Sobriety Check points and Saturation Patrols aimed at reducing alcohol-related crashes, injuries, and deaths.

- PA# 13-OP-RF-091/Operation Buckle Down

Funding from this grant assist the Santa Fe County Sheriff's Office with the overtime needed to participate in a minimum of 1 nighttime seatbelt operation in the CIOT national mobilization operation.

- PA# 13-RF-01-091/Selective Traffic Enforcement Program (S.T.E.P)

Funding from this program will pay for the overtime needed to conduct traffic activities aimed at reducing traffic related injuries and fatalities.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
ODWI / 10.25	Salary & Wages / Overtime	Existing/Permanent	Patrol
OBD / 10.25	Salary & Wages / Overtime	Permanent	Patrol/Deputy
S.T.E.P. / 10.25	Salary & Wages/Overtime	Existing/Permanent	Patrol/Patrol

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense X

# SANTA FE COUNTY

## RESOLUTION 2013

ATTACH ADDITIONAL SHEETS IF NECESSARY.

### DEPARTMENT CONTACT:

Name: Robert Garcia - Sheriff Dept/Div: Sheriff's Office Phone No.: (505) 986-2455

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
    - a) If this is a state special appropriation, YES NO NO X  
If YES, cite statute and attach a copy.
    - b) Does this include state or federal funds? YES X NO NO  
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.
- |  |                                       |
|--|---------------------------------------|
| Operation Driving While Impaired (ODWI)          |                                       |
| Project No.:                                     | 13-AL-64-091                          |
| Award Period:                                    | October 1, 2012 to September 30, 2013 |
| Amount Awarded:                                  | \$33,694.00                           |
| Operation Buckle Down (OBD)                      |                                       |
| Project No.:                                     | 13-OP-RF-091                          |
| Award Period:                                    | October 1, 2012 to September 30, 2013 |
| Amount Awarded:                                  | \$3,358.00                            |
| Selective Traffic Enforcement Program (S.T.E.P.) |                                       |
| Project No.:                                     | 13-RF-01-091                          |
| Award Period:                                    | October 1, 2012 to September 30, 2013 |
| Amount Awarded:                                  | \$2,824.00                            |

- c) Is this request is a result of Commission action? YES        NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.  
N/A

**SANTA FE COUNTY**  
**RESOLUTION 2013 - \_\_\_\_\_**

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

Approved, Adopted, and Passed This 29th Day of January, 2013.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Kathy Holian, Chairperson

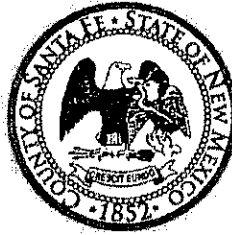
**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar, County Clerk

**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**Miguel Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

Date: January 17, 2013

To: Santa Fe County Board of County Commissioners

From: Bernadette Salazar, Human Resources Director *BS*

Re: Request Approval of Amendment No. 3 to the Collective Bargaining Agreement between Santa Fe County and the New Mexico Coalition of Public Safety Officers-Corrections Union

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**BACKGROUND AND SUMMARY**

The Santa Fe Board of County Commissioners approved the collective bargaining agreement in June 2011. The Union filed a petition with the State of New Mexico Public Employee Labor Relations Board to accrete the positions of Booking Clerks, Sergeants and Medical Personnel into the existing bargaining unit represented by the Union. After going through the process in accordance with the Public Employees Bargaining Act (PEBA), the New Mexico Public Employee Labor Relations Board (NMPELRB) rendered its decision to include Booking Clerks and Sergeants into the existing bargaining unit represented by the Union. Pursuant to PEBA, the Union and County Management Team discussed the decision from the NMPELRB and negotiated changes to the existing contract. These changes include adding the new bargaining unit positions where appropriate, correcting minor errors that were discovered during this process, clarifying language where appropriate, and adding new language to address specific issues regarding the position of Sergeant.

The new language includes adding the process for the promotion and hiring for the rank of Sergeant. The new language allows qualified internal Detention Officers and Corporals to be considered for promotion to the rank of Sergeant prior to recruiting outside of the department. Another section that includes new language is the wage section. The language allows for the following: pay increases to \$20.5362 per hour for all Sergeants with five years or more, all Sergeants employed by the County with three to four years of service as a Sergeant with Santa Fe County Adult Detention Facility shall have their pay increased to \$20.4369 per hour, all Sergeants employed by the County with one to two years of service as a Sergeant with Santa Fe County Adult Detention Facility shall have their pay increased to \$20.3367 per hour, and all Sergeants employed by the County with less than one year of service as a Sergeant with Santa Fe County Adult Detention Facility shall have their pay increased to \$20.2366 per hour. The reason for this increase is to address the issue of compaction. During the negotiation process, the Union raised their concerns that Corporals, which is the rank below Sergeants, earn more than Sergeants in some instances. The current salary of all Sergeants is \$20.0362 per hour. The reason for the compaction is that in the past, Corporals have received cost of living adjustments pursuant to the collective bargaining agreement. Sergeants were

not covered, and did not receive the cost of living adjustments; therefore the salaries of Corporals became comparable or exceeded the salaries of Sergeants. This also was problematic because the department could not recruit Sergeants. The feedback from employees was that it was not beneficial for them to take on greater responsibility for the same or less pay. Both the Union and Management believe this change is a positive measure to address the issue. The budget impact will be approximately \$15,000 annually.

**ACTION REQUESTED**

We request approval of amendment no. 3 to the Collective Bargaining Agreement between Santa Fe County and the New Mexico Coalition of Public Safety Officers-Corrections Union

Thank you for your consideration.

**Attachment:**

*Amendment No.3 to the Collective Bargaining Agreement between Santa Fe County and the New Mexico Coalition of Coalition of Public Safety Officers-Corrections Union*

**AMENDMENT NO. 3  
TO  
COLLECTIVE BARGAINING AGREEMENT  
BETWEEN SANTA FE COUNTY AND  
THE NEW MEXICO COALITION OF PUBLIC SAFETY OFFICERS  
ON BEHALF OF THE SANTA FE COUNTY COVERED  
CORRECTIONS DEPARTMENT EMPLOYEES**

**THIS AMENDMENT** is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between **Santa Fe County**, a political subdivision of the State of New Mexico (hereinafter referred to as "the County") and the New Mexico Coalition of Public Safety Officers-Corrections Union (hereinafter referred to as "the Union").

**WHEREAS**, the County and the Union entered into the Collective Bargaining Agreement (hereinafter referred to as "the Agreement") effective June 28, 2011 to June 28, 2014;

**WHEREAS**, the County and the Union entered into an amendment to that Agreement on January 10, 2012 to provide a temporary salary adjustment for bargaining unit members;

**WHEREAS**, the County and the Union entered into a second amendment to the Agreement on June 26, 2012 to increase the percentage of insurance premiums paid for certain bargaining unit members and to provide an additional temporary salary adjustment.

**WHEREAS**, the Union requested accretion of Sergeants, Medical Personnel and Booking Clerks employed by the Santa Fe County Corrections Department into the existing bargaining unit represented by the Union;

**WHEREAS**, the State of New Mexico Public Employee Labor Relations Board rendered a decision to include Booking Clerks and Sergeants into the existing bargaining unit represented by the Union;

**WHEREAS**, the County and the Union have agreed that modifications to the Agreement are necessary to accommodate the accretion of the Booking Clerks and Sergeants into the bargaining unit;

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. Article 1, Agreement and Recognition, Section A shall be deleted and replaced with the following:**

- A. The parties to this Agreement are Santa Fe County ("County") and the New Mexico Coalition of Public Safety Officers ("Union"). The County recognizes the Union as the exclusive representative of all employees in the bargaining unit, which consists of all non-probationary Corrections Department employees in the positions of Detention Officer, Corporal, Sergeant, Booking Clerk, Teacher, Therapist, Case Manager, Senior Case Manager/Electronic Monitoring, Case Manager/Electronic Monitoring, Life Skills Worker I, Life Skill Worker II, and YDP Assistant Shift Supervisor, and excludes supervisory, managerial, and confidential employees and all other employees not listed herein. The Union may bargain for these bargaining unit employees in negotiating wage rates, work hours, benefits, obligations, and other conditions of employment.

- 2. Article 7, Work Schedule and Pay Period, Section A, shall be deleted and replaced with the following:**
- A. The County has the right of assignment of employees and determination of the employees' work schedules in accordance with its duty to ensure minimum staffing of the department, subject to the provisions of Article 9, Shift Bids. Any long-term change to an employee's work schedule will be provided to the employee in writing at least one (1) week prior to the effective date of the change.
- 3. Article 9, Shift Bids, Section B, Bid Positions, Subsection 1, shall be deleted and replaced with the following:**
1. There shall be an open bid for bargaining unit positions of Detention Officer, Corporal, Sergeant, Booking Clerk, Life Skills Worker I, II, and YDP Assistant Shift Supervisor and will include classifications being appropriately scheduled to each shift to ensure adequate experience on each shift. However, in the event the open bid system does not provide for an appropriate allotment of trained employees then the Director may incorporate a bid system that provides an appropriate allotment of employees per shift.
- 4. Article 9, Shift Bids, Section F, shall be deleted and replaced with the following:**
- F. Once a bargaining unit employee's shift is determined via the shift bid process found under Article 9 above, the employee may submit a post preference form to the facility personnel responsible for roster management. Preferences for post assignment will be considered by the Jail Administrator. Post assignments are not permanent assignments and may be altered based on facility needs at any time. The post preference identification process will be conducted as a pilot program for one (1) year from the effective date of this Agreement. At the end of one (1) year, the Department may, upon mutual agreement with the Union President, discontinue the program, revise the program, or continue with the program.
- 5. Article 12, Promotions is amended to add the following:**
- D. In order for a bargaining unit employee to be considered for a promotion to Sergeant the employee must:
1. Have a least one (1) year of continuous service with Santa Fe County Corrections Department as a Corporal;
  2. Have the most recent evaluation that at least "meets expectations" and have no criteria noted as unsatisfactory or no more than two (2) needs improvement; and
  3. Have not been demoted within the last two (2) years.
- E. In the event that there are no qualified internal applicants, the County may recruit outside of the Corrections Department. In this instance, the County will amend the job announcements to remove the requirement of continuous County service but will still require the minimum years of experience.
- 6. Article 16.A., Holiday Pay, Vacation and Sick Leave shall be deleted in its entirety and replaced with the follow:**

- A. The following days shall be observed as holidays and bargaining unit members will be granted time off with pay unless scheduled for duty:

New Year's Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	Second Monday of October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
The Day after Thanksgiving	
Christmas Day	December 25 <sup>th</sup>

When the County Manager or Board of County Commissioners takes action to authorize County employees to observe the aforementioned holidays on alternate days, those actions will not apply to bargaining unit employees. New holidays, as opposed to alternate days officially designated by the County Commission or County Manager as a holiday for County employees, shall be granted to bargaining unit employees.

**7. Article 30, Overtime, Sections B and C, are repealed and replaced with the following:**

- B. For Detention Officers and Corporals, Sergeants, hours worked in excess of eighty (84) hours in a regular work period shall be considered as overtime pursuant to Fair Labor Standards Act (FLSA). Overtime shall be paid at one and one half hours for each hour worked for covered employees after the maximum of eight (80) hours of compensatory time has been accumulated. Holidays covered under Article 11 will be counted as hours worked for overtime calculation purposes.
- C. For all bargaining unit employees with the exception of Detention Officers and Corporals, Sergeants, hours worked in excess of forty (40) hours in a regular work week shall be considered as overtime pursuant to Fair Labor Standards Act (FLSA). Overtime shall be paid at one and one half hours for each hour worked for covered employees after the maximum of eight (80) hours of compensatory time has been accumulated. Holidays covered under Article 11 will be counted as hours worked for overtime calculation purposes.

**8. Article 31, Shift Differentials, Section B is deleted and replaced with the following:**

- D. Detention Officers, Corporals, Sergeants, and Booking Clerks who are assigned to the graveyard shift will receive an additional personal holiday at the beginning of each six (6) month assignment. Personal holidays must be used by the last full pay period of each calendar year.

**9. Article 32, Wages, is amended to add the following:**

- C. All Sergeants employed by the County with five or more years of service as a Sergeant with Santa Fe County Adult Detention Facility shall have their pay increased to \$20.5362 per hour, all Sergeants employed by the County with three to four years of service as a Sergeant with Santa Fe County Adult Detention Facility shall have their pay increased to \$20.4369 per hour, all Sergeants employed by the County with one to two years of service as a Sergeant with Santa Fe County Adult Detention Facility shall have their pay increased to \$20.3367 per hour, and all Sergeants employed by the County with less than one year of service as a Sergeant with Santa Fe County Adult

Detention Facility shall have their pay increased to \$20.2366 per hour effective the first full pay period after adoption of this Amendment No. 3 and shall be eligible for any applicable cost of living adjustments approved by the Union and the BCC. The starting pay for all Sergeants hired by the County after the effective date of this Amendment No. 3 shall be paid \$20.2366 per hour.

10. All other provisions of the Collective Bargaining Agreement not specifically deleted, replaced and amended as stated in this Amendment No. 1 remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**SANTA FE COUNTY**

\_\_\_\_\_  
Kathy Holian, Chairperson

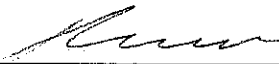
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Date

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar, Santa Fe County Clerk

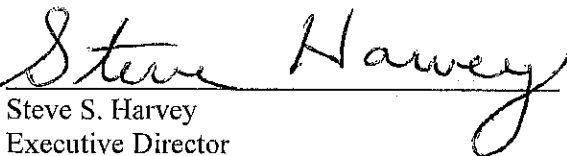
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Date

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Stephen C. Ross  
Santa Fe County Attorney

1-18-13  
\_\_\_\_\_  
Date

**NEW MEXICO COALITION OF PUBLIC SAFETY OFFICERS**

  
\_\_\_\_\_  
Steve S. Harvey  
Executive Director

01/18/2013  
\_\_\_\_\_  
Date

**SANTA FE COUNTY CORRECTIONAL OFFICER'S ASSOCIATION**

\_\_\_\_\_  
Joey M. Romero  
Association President

\_\_\_\_\_  
Date