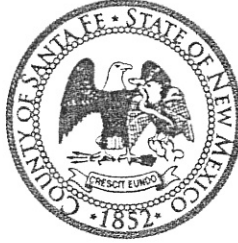


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: *March 13, 2018*

To: *Santa Fe County Board of County Commissioners*

From: *Stephanie Schardin Clarke, Finance Division Director*

Via: *Katherine Miller, County Manager*

Re: Resolution No. 2018-____, A Resolution Amending a Budget Adjustment for the Law Enforcement Fund (246) To Budget Funds for Region III, Edward Byrne Justice Assistance Grant Program / \$15,107

ISSUE

On February 13, 2018, Resolution 2018-18 was approved by the Santa Fe County Commission to budget funds for Region III, Edward Byrne Justice Assistance Grant Program. Subsequently, the budget adjustment incorrectly identified revenue from the general fund (101) rather than the law enforcement fund (246).

BACKGROUND

The Region III Division of the Sheriff's Department was awarded the Edward Byrne Justice Assistance grant in 2015. A budget adjustment was submitted to cover the expenses for the Administrative Assistant salary and benefits for this division.

ACTION REQUIRED

Santa Fe County Finance Division requests approval of the corrected budget adjustment in the amount of \$15,107.

SANTA CRUZ COUNTY

Page 1 of 4

RESOLUTION 2018 -

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

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

Department / Division: Sheriff's Office / Region III Fund Name: Edward Byrne Justice Assistance Grant Program (JAG)

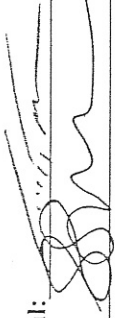
Budget Adjustment Type: Budget Increase Fiscal Year: 2018 (July 1, 2017 – June 30, 2018)

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	1219	372	08.00	Federal Grants / Drug Enforcement (Reg. III)	15,107.00	
TOTAL (if SUBTOTAL, check here)					15,107.00	

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	1219	425	10.26	Term Employees	10,133	
246	1219	425	20.01	FICA – Regular	667	
246	1219	425	20.02	FICA – Medicare	156	
246	1219	425	20.03	Retirement Contributions	2,318	
246	1219	425	20.05	Health Care	1,604	
246	1219	425	20.06	Retirement Health Care	226	
246	1219	425	20.08	Workers Comp (Assessment)	3	
TOTAL (if SUBTOTAL, check here)					15,107.00	

Requesting Department Approval: 

Title: LT. Program Manager

Date: 02-28-18

Finance Department Approval: 

Date: 2/28/18

Entered by: _____

Date: _____

County Manager Approval: _____

Date: _____

Updated by: _____

Date: _____

SANTA FE COUNTY

RESOLUTION 2018 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Lt. Scott McFaul, Program Manager Dept/Div: Sheriff's Office / Region III Phone No.: 670-5791

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 is to increase the FY2018 budget utilizing 2015 Edward Byrne Justice Assistance Grant Program funding due to 2017 Edward Byrne Justice Assistance Grant Program Award not yet released, resulting in a need to increase budget by \$15,107.00 for Administrative Assistant's salary and benefits for January 20, 2018 through March 30, 2018.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
10.26	Add	Term	Administrative Assistant
20.01	Add	Term	Administrative Assistant
20.02	Add	Term	Administrative Assistant
20.03	Add	Term	Administrative Assistant
20.05	Add	Term	Administrative Assistant
20.06	Add	Term	Administrative Assistant
20.08	Add	Term	Administrative Assistant

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 X or for NON-RECURRING (one-time only) expense _____

SANTA L COUNTY

Page 3 of 4

RESOLUTION 2018 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Lt. Scott McFaul, Program Manager

Dept/Div: Sheriff's Office / Region III

Phone No.: 670-5791

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.

Please refer to attached Award Letter from Department of Public Safety/Grants Management Bureau, for 2015 Edward Byrne Justice Assistant Grant Program Award, in the amount of \$15,107.00.

- c) Is this request is a result of Commission action? YES NO 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.
There are no other funding sources to match this request.

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2018 -

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 Day of , 2018.

Santa Fe Board of County Commissioners

Anna Hansen, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

SANTA FE COUNTY

RESOLUTION 2018 - 18

Page 1 of 4

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

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

Department / Division: Sheriff's Office / Region III Fund Name: Edward Byrne Justice Assistance Grant Program (JAG)

Budget Adjustment Type: Budget Increase Fiscal Year: 2018 (July 1, 2017 - June 30, 2018)

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
101	1219	372	08.00	Federal Grants / Drug Enforcement (Reg. III)	15,107.00	
TOTAL (if SUBTOTAL, check here)					15,107.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

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246	1219	425	20.05	Health Care	1,604	
246	1219	425	20.06	Retirement Health Care	226	
246	1219	425	20.08	Workers Comp (Assessment)	3	
TOTAL (if SUBTOTAL, check here)					15,107.00	

Requesting Department Approval: [Signature] Title: Sheriff Date: 2-29-18

Finance Department Approval: [Signature] Date: 2/1/18 Entered by: _____ Date: _____

County Manager Approval: [Signature] Date: 2/12/18 Updated by: _____ Date: _____

SFC CLERK RECORDED 02/14/2018

SANTA FE COUNTY

RESOLUTION 2018 - _____

Page 2 of 4

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Lt. Scott McFaul, Program Manager

Dept/Div: Sheriff's Office / Region III

Phone No.: 670-5791

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 is to increase the FY2018 budget utilizing 2015 Edward Byrne Justice Assistance Grant Program funding due to 2017 Edward Byrne Justice Assistance Grant Program Award not yet released, resulting in a need to increase budget by \$15,107.00 for Administrative Assistant's salary and benefits for January 20, 2018 through March 30, 2018.

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

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SFC CLERK RECORDED 02/14/2018

SANTA FE COUNTY

RESOLUTION 2018-18

Page 3 of 4

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Lt. Scott McFaul, Program Manager Dept/Div: Sheriff's Office / Region III Phone No.: 670-5791

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

- (c) 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.
Please refer to attached Award Letter from Department of Public Safety/Grants Management Bureau, for 2015 Edward Byrne Justice Assistant Grant Program Award, in the amount of \$15,107.00.

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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.
There are no other funding sources to match this request.

SFC CLERK RECORDED 02/14/2018

SANTA FE COUNTY

RESOLUTION 2018 - 18

Page 4 of 4

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.

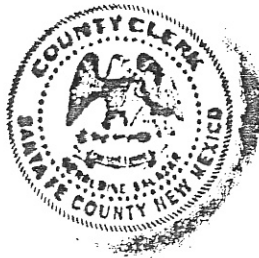
Approved, Adopted, and Passed This 13th Day of February, 2018.

Santa Fe Board of County Commissioners

Anna Hansen
Anna Hansen, Chairperson

ATTEST:

Geraldine Salazar
Geraldine Salazar, County Clerk



BCC RESOLUTIONS
PAGES: 4

COUNTY OF SANTA FE
STATE OF NEW MEXICO) ss

I Hereby Certify That This Instrument Was Filed for
Record On The 14TH Day Of February, 2018 at 09:20:30 AM
And Was Duly Recorded as Instrument # 1849940
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
County Clerk, Santa Fe, NM

Estrella
Martinez

SFC CLERK RECORDED 02/14/2018

