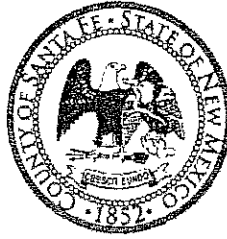


Henry P. Roybal  
Commissioner, District 1

Anna Hansen  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Anna T. Hamilton  
Commissioner, District 4

Edward H. Moreno  
Commissioner, District 5

Katherine Miller  
County Manager

To: Board of County Commissioners

Fr: Don Moya, Finance Division Director

CC: Undersheriff Ron Madrid

Date: September 13, 2017

Re: Resolution No. 2017 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Law Enforcement Operations Fund (246) to Budget a Vehicle Purchase From an Insurance Recovery / \$14,742.50 (Finance Division/Don Moya)

**Issue:**

The Santa Fe Sheriff's Office is requesting a budget increase to budget an insurance recovery payment to purchase a new vehicle.

**Background:**

Two (2) Sheriff's Office units were involved in an accident and the insurance paid the county a sum of \$14,742.50 for the vehicles. We would like to use these funds towards the purchase of a new vehicle.

**Action Requested:**

The Sheriff's Office requests approval to increase the Law Enforcement Operation Fund (246) for a vehicle purchase from an insurance recovery.



SANTA FE COUNTY

RESOLUTION 2017-

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

Whereas, the Board of County Commissioners meeting in regular session on October 10, 2017, did request the following budget adjustment

Department / Division: Sheriff's Office Fund Name: LEOF: 246-1201  
 Budget Adjustment Type: Increase Fiscal Year: 2018 (July 1, 2017 - June 30, 2018)

BUDGETED REVENUE: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DI VISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1201	360	0200	LEOF: INSURANCE RECOVERIES	\$ 14,743	
TOTAL ( IF SUBTOTAL, check here) →					\$ 14,743	\$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DI VISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY/LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1201	424	8009	CAPITAL: VEHICLES	\$ 14,743	
TOTAL ( IF SUBTOTAL, check here) →					\$ 14,743	\$ -

Requested by: [Signature] Title: Sheriff Date: 9-18-17  
 Finance Department Approval: [Signature] Entered by: [Signature] Date: \_\_\_\_\_  
 County Manager Approval: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

SANTA FE COUNTY

RESOLUTION 2017-

ATTACH ADDITIONAL SHEETS IF NECESSARY

DEPARTMENT CONTACT:

Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No: 505-986-2457

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

Sheriff's Office is requesting usage of insurance funds received from two patrol vehicles that were involved in accident. The insurance checks are in the amounts of \$5,030.00 and \$9,712.50, and we would like to use these funds towards the purchase of a new vehicle.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclash 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
8009	VEHICLE	\$14,743

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

SANTA FE COUNTY

RESOLUTION 2017-

ATTACH ADDITIONAL SHEETS IF NECESSARY

DEPARTMENT CONTACT:

Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No: 505-986-2457

3) Does this request impact a revenue source? If YES, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following
a. If this is a state special appropriation, Yes X No
The insurance check was deposited in the Sheriff's Office Cash General Fund account: 246-1201-360.02-00 and the deductible is from the insurance and deductibles line item.

b. Does this include state or federal funds? Yes No 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 an award letter and proposed budget.

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.

SANTA FE COUNTY

RESOLUTION 2017-\_\_\_\_\_

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 \_\_\_\_\_, 2017.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Henry P. Roybal, Chairperson

ATTEST:

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

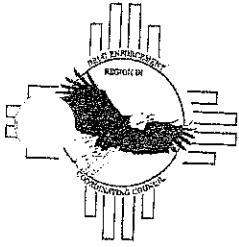






# REGION III DRUG ENFORCEMENT TASK FORCE

Law Enforcement Working Together to Serve Santa Fe, Los Alamos, Rio Arriba and Taos Counties in New Mexico



## BOARD OF DIRECTORS

Major Tim Johnson  
Chairman  
New Mexico State Police

John Osborn  
Vice-Chairman  
First Judicial District  
Attorney

Sheriff Robert Garcia  
Secretary-Treasurer  
Santa Fe County Sheriff's  
Department

P. O. Box 23118  
Santa Fe, NM 87502  
(505) 471-1715 or (800) 662-6660

## MEMORANDUM

DATE: September 26, 2017

TO: The Board of County Commissioners  
Santa Fe County

CC: Katherine Miller, County Manager

FROM: Don Moya, Finance Director  
Lieutenant Scott McFaul, Operations Commander  
Region III Drug Enforcement Task Force

VIA: Sheriff Robert Garcia  
Santa Fe County Sheriff's Office

RE: Resolution No. 2017- \_\_\_\_\_, A Resolution Requesting a Budget  
Increase to the Law Enforcement Operations Fund (246) to Budget  
Extension Funding Awarded Through the HIDTA Grant Program /  
\$5, 729.11. (Finance / Don Moya)

### BACKGROUND:

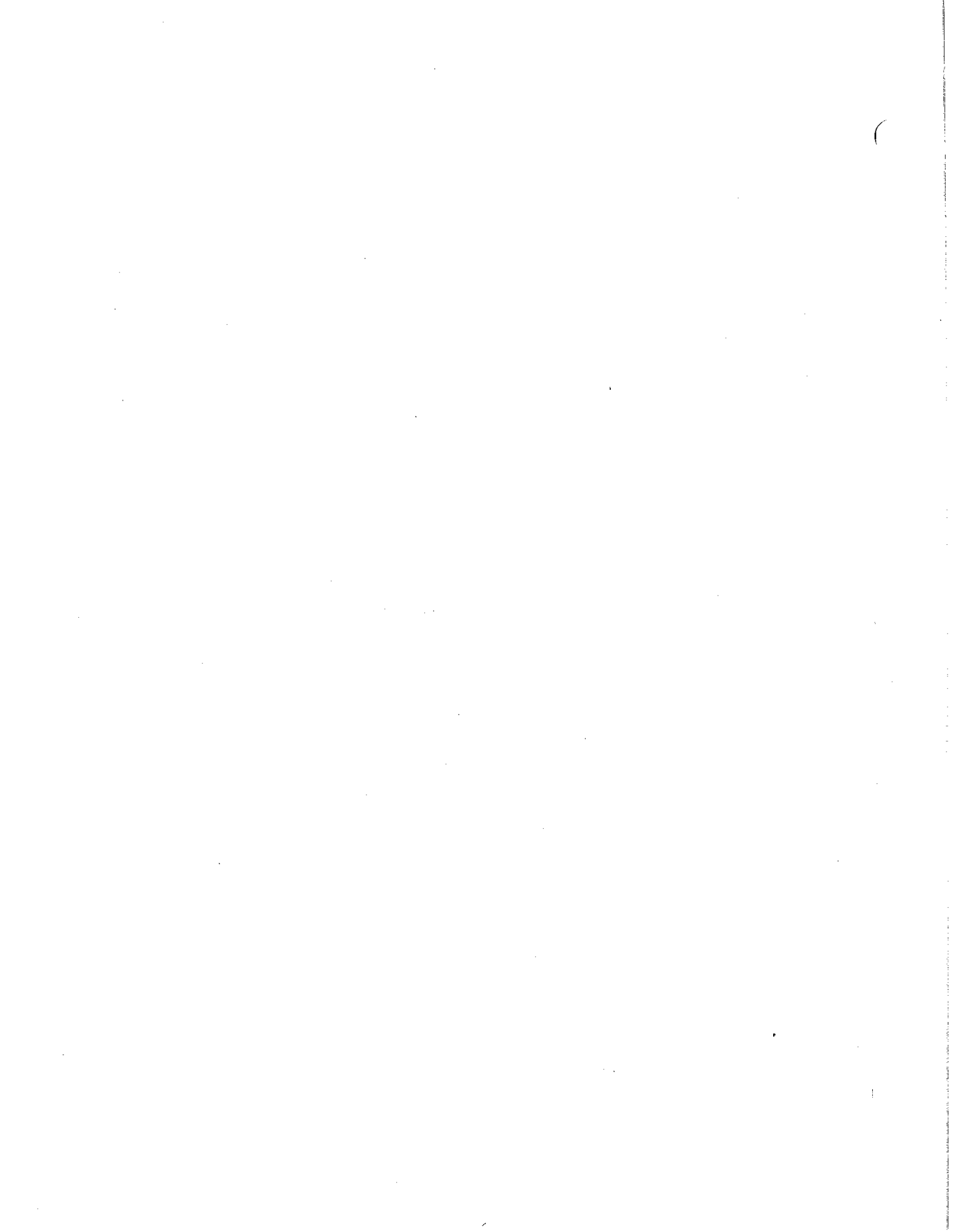
Region III Task Force is requesting approval of a Resolution through the Board of County Commissioners for a budget increase to the HIDTA Grant fund (246-1208-425).

### ISSUE:

The increase to the HIDTA Grant Fund, which is awarded through HIDTA as extension funding, will be used to service Region III vehicles.

### RECOMMENDATION:

Region III is requesting approval of the budget increase to the Law Enforcement Operations Fund (246) in the amount of \$5,729.11.



# SANTA FE COUNTY

## RESOLUTION 2017 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on October 10, 2017 did request the following budget adjustment:

Department / Division: Sheriff's Department / Region III

Fund Name: Law Enforcement Operations Fund (246)

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	1208	372	0600	Federal Grant / Drug Enforcement (HIDTA)	\$5,729.11	
TOTAL (if SUBTOTAL, check here)					\$5,729.11	

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	1208	425	35-03	Vehicle Maintenance	\$5,729.11	
TOTAL (if SUBTOTAL, check here)					\$5,729.11	

Requesting Department Approval: \_\_\_\_\_ Title: Under Sheriff Date: 9-26-17

Finance Department Approval: Don Magan Date: 9-26-17

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2017 - \_\_\_\_\_

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

DEPARTMENT CONTACT: Name: LT Scott McFaul, Operations Commander Dept/Div: Sheriff / Region III Phone No.: 505-473-7021

**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.

This Resolution is requesting to increase the HIDTA cost-center, through the extension of remaining funds of award G16SN0011A.  
 ➤ 246-1208 - HIDTA cost center which are funds recently awarded to Region III as extension funds. These monies will be budgeted to support Region III Operations through Vehicle Maintenance to service vehicles.

a) Employee Actions: **NONE**

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 XX or for NON-RECURRING (one-time only) expense \_\_\_\_\_

# SANTA BARBARA COUNTY

## RESOLUTION 2017 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: LT Scott McFaul, Operations Commander Dep/Div: Sheriff's Office / Region III Phone No.: 505-473-7021

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 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.

High Intensity Drug Trafficking Award Number: G16SN0011A Extension: \$5,729.11

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

SANTA FE COUNTY

RESOLUTION 2017 - \_\_\_\_\_

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.

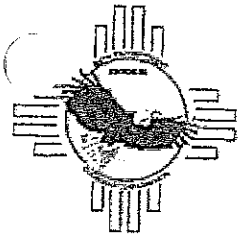
Approved, Adopted, and Passed This 10th Day of October, 2017.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Henry P. Roybal, Chairperson

ATTEST:

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



# REGION III DRUG ENFORCEMENT TASK FORCE

Law Enforcement Working Together to Serve Santa Fe, Los Alamos, Rio Arriba and Taos Counties in New Mexico

## BOARD OF DIRECTORS

Major Tim Johnson  
Chairman  
New Mexico State Police

John Osborn  
Vice-Chairman  
First Judicial District  
Attorney

Sheriff Robert Garcia  
Secretary-Treasurer  
Santa Fe County Sheriff's  
Department

P. O. Box 23118  
Santa Fe, NM 87502  
(505) 471-1715 or (800) 662-6660

September 22, 2017

TO: Mark Payne, Region Director *[Signature]*  
New Mexico HIDTA

Sandra Avalos Russell, Finance Director *[Signature]*  
New Mexico HIDTA

THROUGH: Lieutenant Scott McFaul, Operations Commander *[Signature]*  
Region III Drug Enforcement Task Force

FROM: Mary Armijo y Clifford, Administrative Assistant *[Signature]*  
Region III Drug Enforcement Task Force

RE: HIDTA Award #G16SN0011A - Extension Request

We would like to respectfully request an extension on Award #G16SN0011A in the amount of \$5,875.61.

Please see below the break down on how the unspent funds will be used. These funds would be best utilized in the Service category.

### Award #G16SN0011A

Services	\$ 5,875.61	Funding will be utilized to service our undercover vehicles.
----------	-------------	--

Total Amount: \$5,875.61

If approved, we are requesting an extension until the end of the calendar year. These funds would have to be considered as new funds and approved through Resolution by the Board of Santa Fe County Commissioners on October 10, 2017 board. This would make the funds available approximately mid-November 2017.

Your assistance with this request is greatly appreciated. If you have any questions, please feel free to contact me at (505) 473-7036.

*[Handwritten signature]*  
9/22/17

OFFICE OF NATIONAL DRUG CONTROL POLICY  
 NEW MEXICO HIDTA REPROGRAMMING  
 FY 2016

Control #  
 References #  
 Date: 09/21/17

ONDCP Notification (intra reprogramming)  x

ONDCP Approval (inter reprogramming)

FROM		TO	
Object Code	Prior Budget	Object Code	Prior Budget
Personnel	40,921.00		
Fringe	25,103.72		
Overline	44,169.00		
Travel	1,749.00		
Facilities	68,118.00		
Services	35,482.00		
Equipment	1,029.89		
Supplies	16,652.29		
Other Costs	28,500.00		
<b>Total</b>	<b>261,725.00</b>	<b>Total</b>	<b>261,725.00</b>

INITIATIVE: What was the original intended purpose of the reprogrammed funds:

- Personnel Category - decrease remaining amount and close category, -\$0.40
- Fringe Category - decrease remaining amount to cover payout of invoices in Services category, -\$37.98
- Travel Category - decrease remaining amount to close category, -\$0.03
- Facilities Category - decrease remaining amount to close category and reallocate funds, -\$599.63
- Equipment Category - decrease remaining amount to close category and reallocate fund, -\$700.00

Specific description of how the reprogrammed funds will be expended:

Services Category - increase category to cover vehicle maintenance invoices from June 2017 which were partially paid or not paid due to category did not have sufficient funds, +\$938.04  
 An extension request for the remaining amount of \$5,875.61, Service Category, will be requested in a separate memo.

REQUESTOR SIGNATURE

HIDTA DIRECTOR REVIEW

ONDCP APPROVAL

DATE 09-22-17  
 DATE 9/29/17  
 DATE

LEAHNAK SCOTT McFAUL, Ops Commander  
 Mark Payne, Regional Director

If intra reprogramming (within an initiative), please check ONDCP notification box.  
 If inter reprogramming (between initiative/agency), please check ONDCP approval box.

11/22/17  
 11/22/17









# Office of the Santa Fe County Assessor

Gus Martinez, NMCA  
County Assessor

## MEMORANDUM

**DATE:** September 20, 2017

**TO:** The Board of County Commissioners

**VIA:** Katherine Miller, County Manager

**FROM:** Gus Martinez, County Assessor *GM*

**BCC DATE:** October 10, 2017

**SUBJECT:** Resolution No. 2017-\_\_\_\_\_, A Resolution Requesting a Budget Increase to the Assessor's Property Valuation Fund (203) Budget to Purchase a New Chat Service Software Subscription

---

### ITEM AND ISSUE:

The Assessor's Office is seeking approval to increase the Assessor's Property Valuation Fund (203) budget by 15,000 to purchase new chat software subscription services.

### BACKGROUND AND SUMMARY:

The Assessor's office would like to enter into a new one year agreement to acquire a live chat software subscription. The chat software will allow staff to provide better customer service to the public. We currently use a free version that does not allow reporting capability. The new version will have tracking and report capabilities which will allow staff to be more efficient and better manage the work load.

Budget was approved for this service in FY 2016/17 and our office attempted to enter into a service agreement with a vendor around April 2017. Ultimately we weren't able to execute said agreement because the company is based in Canada and there was a tax withholding issue. Subsequently we weren't able to get another vendor in place before the end of FY 2016/17 and additional budget was not included for the services in FY 2017/18.

### REQUESTED ACTION:

1. Please approve an increase to the Assessor's Property Valuation Fund (203) in the amount of \$15,000 to purchase new chat software subscription services.

(

SANTA FE COUNTY

RESOLUTION 2017 - \_\_\_\_\_

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

Whereas, the Board of County Commissioners meeting in regular session on October 10, 2017, did request the following budget adjustment:

Department / Division: Assessor's Office Fund Name: Property Valuation Fund (203)

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
203	0000	385	0200	Budgeted Cash	15,000	
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
203	1111	413	5015	Software License/Maintenance	15,000	
TOTAL (if SUBTOTAL, check here )						

Requesting Department Approval: [Signature] Title: ASSESSOR Date: 9-21-17

Finance Department Approval: [Signature] Date: 9-29-17 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SANTA FE COUNTY

## RESOLUTION 2017 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: P.J. Griego Dept/Div: Assessor's Office Phone No.: 986-6309

**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.

The Assessor's Office is requesting the budget to enter into a new one year agreement to acquire a live chat software subscription. The chat software will allow staff to provide better customer service to the public. The new version will have tracking and report capabilities which will allow staff to be more efficient and better manage the work load.

**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
5015	To budget for prior year purchase that selected vendor was not approved by Finance Dept.	15,000

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

SANTA FE COUNTY

RESOLUTION 2017 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: P.J. Griego Dept/Div: Assessor's Office Phone No.: 986-6309

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 NO 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  
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.

**SANTA FE COUNTY**

**RESOLUTION 2017 - \_\_\_\_\_**

**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 \_\_\_\_\_, 2017.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Henry P. Roybal, Chairperson

**ATTEST:**

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





