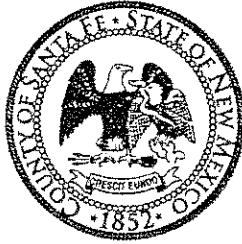


**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

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



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## MEMORANDUM

DATE: June 27, 2017

TO: Board of County Commissioners

FROM: Don D. Moya, Finance Division Director

VIA: Katherine Miller, County Manager

RE: **Resolution No. 2017-\_\_\_\_\_, A Resolution Requesting to Budget Revenue and Expenditures for Cooperative Marketing Grant Agreement No. 2017-0155 in the Amount of \$49,685 ( Fund 214 and 215) (Finance Division / Don D. Moya)**

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### **SUMMARY:**

The purpose of this request is to budget grant funds received from the State of New Mexico Tourism Department.

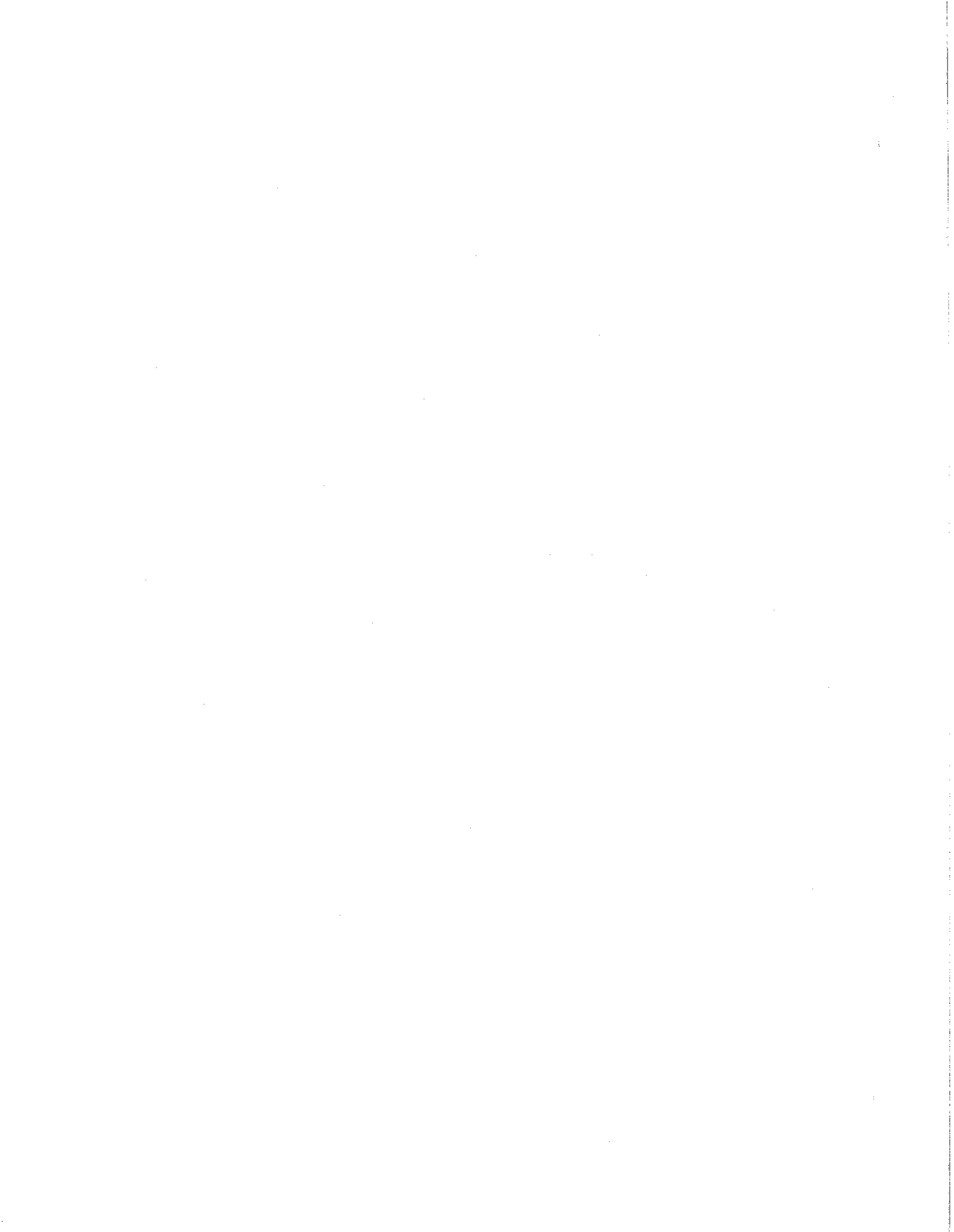
### **BACKGROUND:**

Santa Fe County was awarded Grant #17-A0155 from the State of New Mexico Tourism Department on November 29, 2016. The purpose of this grant agreement is to promote travel within and to New Mexico by advertising through various forms of media as defined in the grant agreement. This grant award is on a reimbursement basis and required a fifty percent match.

All expenditures have been submitted and reimbursed within the terms of the grant.

### **ACTION REQUESTED:**

Requesting to increase the budget in the Lodger's Tax Funds (214 and 215) to budget the grant received.



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 June 27, 2017, did request the following budget adjustment:

Department / Division: County Manager's Office Fund Name: Lodgers Tax Facility (214) & Lodgers Tax Advertising (215)

Budget Adjustment Type: Budget Increase Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

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
214	0000	371	90-00	State Grants	\$12,800	
215	0000	371	90-00	State Grants	\$36,885	
TOTAL (if SUBTOTAL, check here)					\$49,685	

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
214	0310	433	50-03	Services / Contractual/Professional	\$12,800	
215	0320	433	50-03	Services / Contractual/Professional	\$36,885	
TOTAL (if SUBTOTAL, check here)					\$49,685	

Requesting Department Approval: Don Meyer Title: Finance Director Date: 6-17

Finance Department Approval: Don Meyer Date: 6-14-17 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SANTA FE COUNTY

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

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Don Moya Dept/Div: CMO/Finance Phone No.: 986-6375

**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.

Santa Fe County was awarded Grant 17-A0155 from the State of New Mexico Tourism Department on November 29, 2016. The purpose of this grant agreement is to promote travel within and to New Mexico by advertising through various forms of media as defined in the grant agreement.

**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
5003	Advertising to promote travel within and to New Mexico	\$49,685

- 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: Don Moya Dept/Div: CMO/Finance Phone No.: 986-6375

**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 X NO \_\_\_\_\_  
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 Tourism Dept. Cooperative Marketing Grant Agreement  
Agreement No.: 17-418-3002-0017  
Award Date: December 21, 2016 thru June 30, 2017  
Amount: \$49,685
  - 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.  
This grant award is on a reimbursement basis and required a fifty percent match.

**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 27th Day of June, 2017.**

**Santa Fe Board of County Commissioners**

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

**ATTEST:**

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



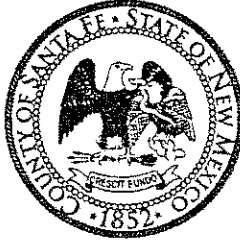




**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

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



**Anna T. Hamilton**  
Commissioner, District 4

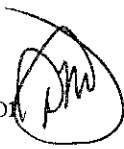
**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

DATE: June 14, 2017

TO: Board of County Commissioners

FROM: Don D. Moya, Finance Division Director 

VIA: Katherine Miller, County Manager

RE: **Resolution No. 2017-\_\_\_\_\_, A Resolution Requesting a Budget Increase to the Law Enforcement Operations Fund (246) to Budget Supplemental Funding Awarded Through the HIDTA Grant Program / \$6,712.00 (Finance Division / Don D. Moya)**

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### SUMMARY:

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 in the amount of \$6,712.00.

### BACKGROUND:

The increase to the HIDTA Grant Fund, which is awarded through HIDTA as supplemental funding, will be used to supplement FTE salary and benefits through the end of the fiscal year. Cost of Living Adjustments were issued and employee insurance packages increased after the HIDTA budgets had been submitted to ONDCP resulting in a shortfall for salary and benefits for the Administrative Assistant.

### ACTION REQUESTED:

Region III is requesting approval of the budget increase to the Law Enforcement Operations Fund (246) in the amount of \$6,712.00



# SANTA CRUZ 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 June 27, 2017, did request the following budget adjustment:

Department / Division: CMO / Finance for Sheriff's Department / Region III Fund Name: Law Enforcement Operations Fund (246)

Budget Adjustment Type: Budget Increase Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

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	1206	372	0600	Federal Grants / HIDTA	\$6,712	
<b>TOTAL (if SUBTOTAL, check here)</b>					\$6,712	

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	1206	425	1026	Salary & Wages / Term Employees	\$3,421	
246	1206	425	2005	Employee Benefits / Healthcare	\$3,291	
<b>TOTAL (if SUBTOTAL, check here)</b>					\$6,712	

Requesting Department Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SANTA FE COUNTY

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

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Don Moya Dept/Div: CMO/Finance Phone No.: 986-6375

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 to increase the Law Enforcement Operations Fund (246) from supplemental funding awarded through HIDTA to supplement FTE salary and benefits through the end of the fiscal year. Cost of Living Adjustments were issued and employee insurance packages increased after the HIDTA budgets had been submitted to ONDCP resulting in a shortfall for salary and benefits for the Administrative Assistant.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
1026	Supplemental Funding for salaries for FY2017	Term	Administrative Assistant
2005	Supplemental Funding for employee benefits for FY2017	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  or for NON-RECURRING (one-time only) expense \_\_\_\_\_

# SANTA COUNTY

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

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

**DEPARTMENT CONTACT:**

Name: Don Moya Dept/Div: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**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 \_\_\_\_\_  
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.  
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 27th Day of June, 2017.

**Santa Fe Board of County Commissioners**

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

**ATTEST:**

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



## Southwest Border HIDTA – New Mexico High Intensity Drug Trafficking Areas Program

2450 Lakeside Dr. Bldg. A, Las Cruces, NM 88007  
PH (575) 541-7501 Fax (575) 541-7510

June 14, 2017


Ms. Katherine Miller  
County Manager  
Santa Fe County  
102 Grant Avenue  
Santa Fe, NM 87504-0276

Dear Ms. Miller:

The NM HIDTA Executive Committee has approved additional funding for the Region III Multi-Jurisdictional Task Force Office in the amount of \$6,712 to be transferred to grant number G16SN0011A issued to Santa Fe County. This reprogramming of funds is subject to final approval by the Office of National Drug Control Policy which is the awarding agency.

If you have any questions, please contact Sandra Avalos Russell, Finance Director at (575) 541-7503.

Sincerely,



Mark Payne  
Regional Director

MP:sar







