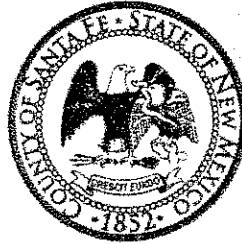


**Henry P. Roybal**  
Commissioner, District 1

**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: August 28, 2018

TO: Board of County Commissioners

FROM: Stephanie Schardin Clarke, Finance Division Director 

VIA: Katherine Miller, County Manager

RE: **Resolution No. 2018-\_\_\_\_\_, A Resolution Requesting to Budget Revenue and Expenditures for HIDTA Award #G17SN0011A NC-Region III Drug Task Force in the Additional Amount of \$7,389 (Fund 246) (Finance Division / Stephanie Schardin Clarke)**

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### SUMMARY:

The purpose of this request is to budget grant funds received from the Office of National Drug Control Policy.

### BACKGROUND:

Santa Fe County was awarded HIDTA Award #G17SN0011A NC-Region III Drug Task Force from the Office of National Drug Control Policy disbursed through Southwest Border HIDTA-New Mexico Region on January 1, 2017 in the amount of \$65,000. The additional funds are being used to expand investigations in Taos County as they are a newly designated HIDTA county. The award will expire on December 31, 2018. The purpose of this grant agreement is to provide funding for operational purposes such as investigative travel, vehicle fuel, overtime and monies for undercover narcotic investigations as defined in the grant agreement. This grant award is on a reimbursement basis. The award was received mid-year of FY18 and contract agreements had to be put in place with local agencies before overtime would be reimbursed. \$11,330.49 of the original award is remaining in addition to \$15,100 in supplemental funds.

### ACTION REQUESTED:

Approval to increase the budget in the Law Enforcement Funds (246) by \$7,389 to budget the grant revenue received and anticipated expenditures.

SANTA FE COUNTY

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 Fund Name: HIDTA 246-1236

Budget Adjustment Type: Budget Increase Fiscal Year: 2019 (July 1, 2018 - June 30, 2019)

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	1236	372	0600	HIDTA - Federal	\$7,389	
<b>TOTAL (if SUBTOTAL, check here)</b>					\$7,389	

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	1236	424	3003	Travel/In-State	\$2,206	
246	1236	424	3503	Vehicle Expenses	\$3,208	
246	1236	424	5003	Services/Contractual/Professional	\$1,975	
<b>TOTAL (if SUBTOTAL, check here)</b>					\$7,389	

Requesting Department Approval: Annette G. Baca Title: Accountant Senior Date: 8-7-18

Finance Department Approval: [Signature] Date: 8/16/18 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: [Signature] Date: 8/14/18 Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

1057 #

# SANTA CRUZ COUNTY

## RESOLUTION 2018 - \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS IF NECESSARY.**

**DEPARTMENT CONTACT:** Name: Annette G. Baca, Accountant Senior Dept/Div: CMO/Finance Phone No.: 505-995-2734

**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 Sheriff's Office through HIDTA Region III has grant funding that needs to be rolled over from FY18 Grant #G17SN0011A Additional funding granted for Taos County that required separately tracking for FY18 and funding expires on 12-31-2018.

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

SANTA FE COUNTY

RESOLUTION 2018 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Annette G. Baca, Accountant Senior

Dept/Div: CMO/Finance

Phone No.: 505-986-6325

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.  
Name: High Intensity Drug Trafficking Areas (HIDTA) Program  
Grant Number: G17SN0011A  
Award Date: 01/01/17 – 12/31/18  
Amount: \$65,000
  - 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 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, Chair

**ATTEST:**

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

<b>Executive Office of the President Office of National Drug Control Policy</b>		<b>AWARD Grant</b>	Page 1 of 1
1. Recipient Name and Address County Manager Katherine Miller Santa Fe County 102 Grant Avenue Santa Fe, NM 87501-2061		4. Award Number: G17SN0011A	
		5. Grant Period: From 01/01/2017 to 12/31/2018	
2. Total Amount of the Federal Funds Obligated: \$320,013	6. Federal Award Date: 12/15/2017	7. Action  Initial <input checked="" type="checkbox"/> Supplemental	
2A. Budget Approved by the Federal Awarding Agency \$320,013	8. Supplement Number 2		
3. CFDA Name and Number: <i>High Intensity Drug Trafficking Areas Program - 95.001</i>	9. Previous Award Amount: \$255,013.00		
3A. Project Description  <i>High Intensity Drug Trafficking Areas (HIDTA) Program</i>	10. Amount of Federal Funds Obligated by this Action: \$65,000.00		
	11. Total Amount of Federal Award: \$320,013.00		
12. The above grant is approved subject to such conditions or limitation as are set forth in the original Grant.			
13. Statutory Authority for Grant: Public Law:115-31			
<b>AGENCY APPROVAL</b>		<b>RECIPIENT ACCEPTANCE</b>	
14. Typed Name and Title of Approving Official Michael K. Gottlieb Associate Director Office of National Drug Control Policy		15. Typed Name and Title of Authorized Official Katherine Miller <i>Approved as to form Santa Fe County Attorney</i> By: <i>[Signature]</i> Santa Fe County Date: <i>[Signature]</i>	
16. Signature of Approving ONDCP Official  <i>Michael K. Gottlieb</i>		17. Signature of Authorized Recipient/Date <i>[Signature]</i> 1-12-18 <i>[Signature]</i> 1/11/18	
<b>AGENCY USE ONLY</b>			
18. Accounting Classification Code DUNS: 053297131 EIN: 1856000073A2		19. HIDTA AWARD OND1070DB1718XX      OND6113 OND2000000000      OC 410001	



## 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

January 4, 2018

Katherine Miller, County Manager  
Santa Fe County  
102 Grant Avenue  
Santa Fe, NM 87504

Dear Ms. Miller:

High Intensity Drug Trafficking (HIDTA) FY 17 funds have increased by \$65,000.00 as indicated on Modification 2 for the Region III Multi-Jurisdictional Drug Task Force Initiative. The enclosed grant award modification should be completed and **returned to the NM HIDTA Director's Office** as soon as possible.

Detailed information is provided in a letter to you from Michael K. Gottlieb, National HIDTA Director. *In his letters he does ask that you send the signed Award Modifications to Miami; however I am asking that you return this paperwork to our office.* We will forward this information to the Miami Assistance Center to ensure that we have the same records.

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

Sincerely,

Mark Payne  
Director, Southwest Border HIDTA-New Mexico Region

Attachments

MP:sar



December 15, 2017

County Manager Katherine Miller  
Santa Fe County  
102 Grant Avenue  
Santa Fe, NM 87501-2061

Dear Ms. Miller:

Grant number G17SN0011A has been increased and now totals \$320,013.00.

The original of Modification 2 is enclosed. If you accept this Modification, sign the Modification and return a copy to the Assistance Center in Miami. Keep the original Modification for your file.

All terms and conditions of the original award apply to the Modification. If you have any questions pertaining to this grant award, please contact Jayme Delano at (202) 395-6794.

Sincerely,

*Michael K. Gottlieb*

Michael K. Gottlieb  
Associate Director

Enclosures





