

**SANTA FE COUNTY
RESOLUTION 2022- 013**

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

Whereas, the Board of County Commissioners meeting in regular session on March 8, 2022, did request the following budget adjustment:

Department / Division Sheriff's Office Fiscal Year: 2022 (July 1, 2021 - June 30, 2022)
 Budget Adjustment Type (drop down): Other

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
246	1232	372	09-01	REVENUE	\$ 8,000	
Total					\$ 8,000	\$

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
246	1232	424	10-25	SALARIES & WAGES/OVERTIME	\$ 8,000	
Total					\$ 8,000	\$

Requesting Department Approval: Kenneth Johnson Title: Undersheriff Date: 02-16-2022 Log # 1140
 Capital/Grants Approval: Annette G. Baca, Accountant Senior/Grants Date: 02-16-2022
 Finance Dept Approval: Tom Steen Date: 2/23/2022
 County Mgr Approval: Patricia... Date: ...
 Budget Administrator: Tom Steen
 Entered by: ... Date: ...
 Updated by: ... Date: ...

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 in the area below.
 The Santa Fe County Sheriff's Office has been awarded funding from the U.S. Department of Justice-United States Marshals Service for overtime used for the program's primary mission. The South West Fugitive Team (SWIFT) task force grant is utilized to investigate and arrest, as part of the JLEO operations, persons who have active state and federal warrants for their arrest. The intent of the joint effort is to investigate and apprehend local, state and federal fugitives, thereby improving public safety and reducing violent crimes within Santa Fe County. The Sheriff's Office was awarded \$8,000 to only be utilized for overtime reimbursement as set by the U.S. Department of Justice-United States Marshals Service.

2	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	Recurring	Non-Recurring
			X

3	Does this request impact a revenue source?	Yes	No
		X	

A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy

B. Does this include state or federal funds? **M-22-D51-O-000123**

C. Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.)

D. Is a match required? If Yes, please identify funding source in the line below.

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED (Drop Down)
						X

**SANTA FE COUNTY
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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 28th **Day of** March, **2022.**

Santa Fe Board of County Commissioners

Anna T. Hamilton
Anna T. Hamilton, Chairperson

ATTEST:
Katharine E. Clark
Katharine E. Clark, County Clerk



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 5

I Herby Certify That This Instrument Was Filed for Record On The 10TH Day Of March, 2022 at 01:15:57 PM And Was Duly Recorded as Instrument # 1982680 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy Dorley Romero County Clerk, Santa Fe, NM



SFC CLERK RECORDED 03/10/2022

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

DOCUMENT CONTROL #: M-22-D51-O-000123

SECTION 2: PARTICIPATING AGENCIES

Notification to state and local agencies of funding provided in support of Joint Law Enforcement Operations, pursuant to the Memorandum of Understanding (MOU) between:

Santa Fe County Sheriff's Department

and

District of New Mexico (51)

All other terms and conditions of the MOU remain the same.

SECTION 3: PERIOD OF PERFORMANCE

October 1, 2021 to September 30, 2022

SECTION 4: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2022	D51	AFF-B-OP	JLEOTFS4	25205 - TFO Overtime	\$8,000.00
Total Obligation Amount:					\$8,000.00

SECTION 5: DESCRIPTION OF OBLIGATION

Joint Law Enforcement Operations

SECTION 6: CONTACT INFORMATION

DISTRICT/RFTF CONTACT:

Name: Larry Harper
Phone: (505) 681-7925
E-mail: larry.harper@usdoj.gov

STATE/LOCAL CONTACT:

Name: Samuel Montoya
Phone: 505 986-8323
E-mail: smontoya@santafecountynm.gov

SECTION 7: AUTHORIZATION

USMS Representative - Certification of Funds:

Signature: JOYCE RICHARDSON Digitally signed by JOYCE RICHARDSON Date: 2022.01.19 08:51:10 -0700 Date: _____
Joyce J. Richardson, Administrative Support Specialist

Chief Deputy or RFTF Commander - Obligation Approval:

Signature: JAMES BURRELL Digitally signed by JAMES BURRELL Date: 2022.01.24 14:18:38 -0700 Date: _____
James Burrell, Chief Deputy U.S. Marshal

Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the Task Force during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator.

Departmental Representative - Acknowledgement:

Signature: Katherine N. [Signature] Date: 2.7.2022

Approved as to form by Roberta D. Joe, Assistant County Attorney for G.S.S., Santa Fe County Attorney Date: February 2, 2022

[Signature]
Santa Fe County Finance Director 2/3/2022

SFC CLERK RECORDED 03/10/2022

FORM USM-607 INSTRUCTIONS

The Joint Law Enforcement Operations Task Force Obligation Document is designed to provide district and regional fugitive task forces with one standard obligating form to record new obligations in UFMS. To adjust funding in an existing obligation, please refer to Form USM-607A, Joint Law Enforcement Operations Task Force Modification Document. Funding in support of the JLEO mission is pursuant to the existing Memorandum of Understanding (MOU) between the USMS and the JLEO participant. Reimbursements are subject to the availability of funds and contingent upon the submission of proper documentation. Please note that overtime reimbursements require the submission of agency invoices and supporting documentation on a quarterly basis.

In the event that the USMS will use a payment method OTHER than reimbursement directly to the state or local agency, additional guidance will be provided by USMS Headquarters. The district or RFTF office is responsible for communicating payment procedures to their partnering agencies. All payments are made via Electronic Funds Transfer (EFT) through the U.S. Department of Treasury.

SECTION 1: Obligation Number

- A. Enter UFMS Document Control Number.

SECTION 2: Participating Agencies

- A. BOX 1: Enter name of state or local JLEO participating agency.
- B. BOX 2: Use drop down menu to select appropriate USMS District/RFTF.

SECTION 3: Period of Performance

- A. Insert valid period of performance for the obligation. Obligations created using the one-page JLEO Task Force Obligation Form may not cross fiscal years. If there is a need to cross fiscal years, please utilize a Purchase Order for the obligation.
- B. Period of performance must begin no earlier than the date of funds availability (provided by IOD and the Asset Forfeiture Division) and end no later than September 30 of the following calendar year.

SECTION 4: Appropriation Data

- A. Enter information across appropriate field for all items being obligated. All fields for a line item must be completed in order to proceed to the next step.
- B. Project Codes: District task force obligations are funded under the JLEOTFS4 project code for a JLEO obligation. RFTF project codes have been assigned by region and will be entered by Headquarters IOD staff.

SECTION 5: Description of Obligation

- A. Enter description of obligation (optional). Include any pertinent information such as number of TFO vehicles, for example.

SECTION 6: Contact Information

- A. Enter District/RFTF contact information (Box 1) and State/Local contact information (Box 2).

SECTION 7: Authorization

- A. Certification of Funds: Signature will be applied by USMS District official or IOD representative (RFTF) after the Asset Forfeiture Division has confirmed that funds have been moved into the budget.
- B. Obligation Approval: Signature will be applied by District or RFTF representative upon receipt of obligation document. To ensure sufficient internal controls and proper segregation of duties, the district/RFTF representative approving obligation forms cannot also approve invoices or reimbursements related to the same obligation. (See U.S. Office of Management and Budget (OMB) Circular A-123 and USMS Office of Finance guidance for further information regarding internal controls.)
- C. Acknowledgement: Signature will be applied by state or local agency representative. The obligation is not valid until all parties have signed. When completed, the form will be returned to the District/RFTF office. Districts are responsible for entering obligations into UFMS. RFTF obligations will be forwarded to Headquarters IOD to be entered into UFMS.

SFC CLERK RECORDED 03/10/2022