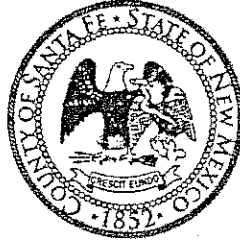


Henry P. Roybal  
Commissioner, District 1

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: October 30, 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 BLM Award #14L2218P0015 in the amount of \$15,000 (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 Bureau of Land Management.

### BACKGROUND:

The Sheriff's Office through Bureau of Land Management received grant funding for FY2019 in the amount of \$15,000. The award will expire on June 30, 2019, with a four (4) option years of \$15,000 each additional year. The purpose of this grant agreement is to fund wages of law enforcement personnel (overtime), mileage and other vehicle costs associated with vehicle patrols. This grant award is on a reimbursement basis.

### ACTION REQUESTED:

Requesting approval to increase the budget in the Law Enforcement Fund (246) to budget the grant received.



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: LEOF/BLM: 246-1235

Budget Adjustment Type: 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	1235	372	1306	Bureau of Land Management	\$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
246	1235	424	1025	Overtime	\$9,000	
246	1235	424	3501	Vehicle Fuel	\$6,000	
TOTAL (if SUBTOTAL, check here )						

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

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

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

**SANTA FE COUNTY**

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

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Fran Dunaway, Accountant Senior Dept/Div: Sheriff's Office Phone No.: 505-986-2458

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.  
 Scope of Work: The Sheriff's Office has received grant funds from the Bureau of Land Management (BLM), Farmington office in the amount of \$15,000 to obtain law enforcement services as needed to assist the Bureau of Land Management (BLM) in the administration and regulation of the use and occupancy of public lands. BLM will reimburse Santa Fe County Sheriff's Office with the actual costs associated with conducting these patrols, to include: current wages of law enforcement personnel, mileage, and other vehicle costs associated with vehicle patrols, if necessary.

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	Amount

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

SANTA FE COUNTY

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

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Fran Dumaway, Accountant, Senior Dept/Div: Sheriff's Office Phone No.: 505-986-2458

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, please cite and attach a copy of statute.

- 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: Bureau of Land Management

Grant Numbe: 14L2218P0015

Award Date: 7/1/2018

Amount: \$15,000

- 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, Chairperson

**ATTEST:**

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

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
OFFEROR TO COMPLETE BLOCKS 12, 17, 22, 24, & 30

1. REGISTRATION NUMBER: 0040396414  
PAGE OF: 1 OF 43

2. CONTRACT NO. [Blank]  
3. AWARD/EFFECTIVE DATE: [Blank]  
4. ORDER NUMBER: 140L2218P0015  
5. SOLICITATION NUMBER: 140L2218Q0006  
6. SOLICITATION ISSUE DATE: 06/12/2018

7. FOR SOLICITATION INFORMATION CALL: [Blank]  
8. NAME: Eleanor Tuppeconnie  
9. TELEPHONE NUMBER: (505) 564-7631  
10. OFFER DUE DATE/LOCAL TIME: ET

11. ISSUED BY: BLM NM-STATE OFC-SANTA FE (NM916)  
301 DINOSAUR TRAIL  
SANTA FE NM 87508  
12. CODE: LXA  
13. THIS ACQUISITION IS:  
 UNRESTRICTED OR  SET ASIDE  
 SMALL BUSINESS  
 WOMEN-OWNED SMALL BUSINESS  
 HUBZONE SMALL BUSINESS  
 (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM  
 EDWOSB  
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  
 8(A)  
NAICS: 922120  
SIZE STANDARD

14. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  
 SEE SCHEDULE  
15. DISCOUNT TERMS: [Blank]  
16. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700):   
17. RATING: [Blank]  
18. METHOD OF SOLICITATION:  RFP  IFB  RFP

19. DELIVER TO: BLM-NMSO-SD OFFICE  
301 DINOSAUR TRAIL  
SANTA FE NM 87508  
20. CODE: 0004276462  
21. ADMINISTERED BY: BLM NM-STATE OFC-SANTA FE (NM916)  
301 DINOSAUR TRAIL  
SANTA FE NM 87508

22. CONTRACTOR/OFFEROR: SANTA FE, COUNTY OF  
Attn: ATTN GOVERNMENT POC  
102 GRANT AVE  
SANTA FE NM 87501-2061  
23. CODE: 0070017436  
24. FACILITY CODE: [Blank]  
25. PAYMENT WILL BE MADE BY: Invoice Processing Platform System  
US Department of Treasury  
http://www.ipp.gov  
26. CODE: IPP INV

27. TELEPHONE NO.: 505-986-6200  
28. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER:   
29. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18A UNLESS BLOCK BELOW IS CHECKED:  SEE ADDENDUM

18. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
00010	Legacy Doc #: BLM CO Invoice Review Required: Y Period of Performance: 07/01/2018 to 06/30/2023  SANTA FE COUNTY LAW ENFORCEMENT SERVICES BASE YEAR PER ATTACHED STATEMENT OF WORK, WAGE DETERMINATION AND PO_140L2218P0015  Delivery: 06/30/2019 Accounting Info: Continued ...  (Use Reverse and/or Attach Additional Sheets as Necessary)				15,000.00

25. ACCOUNTING AND APPROPRIATION DATA: See schedule  
26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$15,000.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED:  ADDENDA  ARE  ARE NOT ATTACHED  
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED:  ADDENDA  ARE  ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.  
29. AWARD OF CONTRACT: [Blank] OFFER DATED [Blank] YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: [Blank]

30a. SIGNATURE OF OFFEROR/CONTRACTOR: Katherine Miller  
30b. NAME AND TITLE OF SIGNER (Type or print): Katherine Miller County Manager  
30c. DATE SIGNED: 10-5-18  
31a. UNITED STATES OF AMERICA, SIGNATURE OF CONTRACTING OFFICER: Eleanor Tuppeconnie  
31b. NAME OF CONTRACTING OFFICER (Type or print): Eleanor Tuppeconnie  
31c. DATE SIGNED: 10/9/2018

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE  
Approved as to form  
Santa Fe County Attorney  
By: [Signature]  
Date: 10/11/18  
Finance Director  
10/3/18

13. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23. UNIT PRICE	24 AMOUNT
	01 Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLNMF02000 Functional Area: L10200000.NU0000 Fund: 18XL1109AF Fund Center: LLNMF02000 PR Acct Assign: 01 Funded: \$3,000.00 Accounting Info: 02 Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLNMF02000 Functional Area: L11100000.NU0000 Fund: 18XL1109AF Fund Center: LLNMF02000 PR Acct Assign: 02 Funded: \$6,000.00 Accounting Info: 03 Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLNMF02000 Functional Area: L10500000.NU0000 Fund: 18XL1109AF Fund Center: LLNMF02000 PR Acct Assign: 03 Funded: \$6,000.00 Period of Performance: 07/01/2018 to 06/30/2019				
00020	OPTION YEAR ONE (1)- SANTA FE COUNTY LAW ENFORCEMENT SERVICES Amount: \$15,000.00 (Option Line Item) 06/30/2019  Accounting Info: Continued ...				0.00

32a QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)		
			42c. DATE RECD (YY/MM/DD)	42d. TOTAL CONTAINERS	



CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
140L2218P0015

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3 43

NAME OF OFFEROR OR CONTRACTOR  
SANTA FE, COUNTY OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Funded: \$0.00				
00030	OPTION YEAR TWO (2)- SANTA FE COUNTY LAW ENFORCEMENT SERVICES Amount: \$15,000.00 (Option Line Item) 06/30/2020  Accounting Info: Funded: \$0.00				0.00
00040	OPTION YEAR THREE (3)- SANTA FE COUNTY LAW ENFORCEMENT SERVICES Amount: \$15,000.00 (Option Line Item) 06/30/2021  Accounting Info: Funded: \$0.00				0.00
00050	OPTION YEAR FOUR (4)- SANTA FE COUNTY LAW ENFORCEMENT SERVICES Amount: \$15,000.00 (Option Line Item) 06/30/2022  Accounting Info: Funded: \$0.00 DUNS#053297131  The total amount of award: \$75,000.00. The obligation for this award is shown in box 26.				0.00





