

SANTA FE COUNTY

RESOLUTION 2004 - 21

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

Whereas, the Board of County Commissioners meeting in regular session on Feb 24, 2004, did request the following budget adjustment:

Office / Division: Office of County Clerk Fund Name: Clerk Filing Fees

Budget Adjustment Type: Budget Increase Fiscal Year: 2004 (July 1, 2003 – June 30, 2004)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	OFFICE/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
218	0910	385	0200	Budgeted Cash	\$75,000.00	
TOTAL (if SUBTOTAL, check here)					\$75,000.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	OFFICE/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
218	0910	416	8003	Equipment and Machinery	\$75,000.00	
TOTAL (if SUBTOTAL, check here)					\$75,000.00	

Requesting Office Approval: *Rebecca Buntz* Title: County Clerk Date: _____

Finance Department Approval: *Susan G. Juan* Date: 2-17-04 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____

SANTA FE COUNTY
RESOLUTION 2004 - 21

ATTACH ADDITIONAL SHEETS IF NECESSARY.

OFFICE CONTACT:

Name: Rebecca Bustamante **Office/Div:** Clerk's Office **Phone No.:** 986-6287

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 purpose of this request is to increase budget in Category Equipment and Machinery in order to purchase two printers and eight Canon DR 5020 scanners w/Adapttec boards. The scanners will be compatible with the new document imaging system currently installed in the Clerk's Office, and are essential to the efficient operation of the system.

- 2) Why was this request not included in the Fiscal Year 2004 Operating Budget?
At the time the Fiscal Year 2004 Operating budget was being worked on, the imaging system was also in progress, as far as the bid process, and it was too early to tell what upgrades and enhancements would be required in order to have all components of the system operating at optimum capacity and efficiency. Now that the system is in place and operating, we have a clearer picture of what is needed.

- 3) Is the transfer recurring or non-recurring and what are the future funding impacts of this request?
There will be no future funding impacts of this request because this is a one-time expense.

- 4) 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, cite statute and attach a copy.
No impact on a revenue source.

 - b) If this is a state or federal grant, cite grant name, number, award date and amount.

SANTA FE COUNTY

RESOLUTION 2004 - 21

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Rebecca Bustamante Dept/Div: Clerk's Office Phone No.: 986-6287

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 4) (Continued):
 - c) If this request is a result of Commission action, please cite and attach a copy of supporting documentation.
No Commission action.

 - d) Please identify other funding sources that can be used to match this request.
N/A

- 5) If this request impacts the Capital Purchases category, please detail items to be purchased and what they will be used for.
(2) Printers and (8) Canon DR scanners w/Adaptec boards will be purchased for the document imaging system.

- 6) Does this request have an FTE impact for the department/division? If request increases FTE, include number of positions, position type (term, permanent, etc.), and the future funding impact and revenue source.
No FTE impact.

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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.

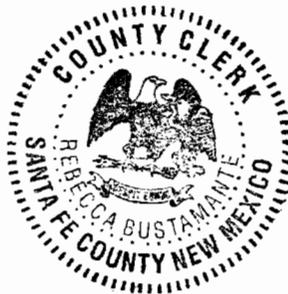
Approved, Adopted, and Passed This 24th Day of February, 2004.

Santa Fe Board of County Commissioners

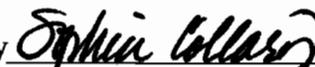

Paul Campos, Chairperson

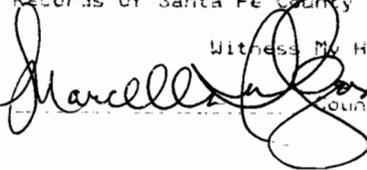



Rebecca Bustamante, County Clerk



Approved As To Form.

By 
Stephen Ross, County Attorney

COUNTY OF SANTA FE) BCC RESOLUTIONS
STATE OF NEW MEXICO) ss PAGES: 4
I Hereby Certify That This Instrument Was Filed for
Record On The 24TH Day Of February, A D . 2004 at 14 56
And Was Duly Recorded as Instrument # 1315174
Of The Records Of Santa Fe County
Witness My Hand And Seal Of Office
Deputy  Rebecca Bustamante
County Clerk, Santa Fe NM