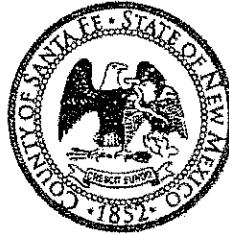


Henry P. Roybal  
Commissioner, District 1

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:** November 13, 2017

**To:** Santa Fe County Board of County Commissioners

**From:** Stephanie Schardin Clarke, Finance Division Director 

**Via:** Michael K. Kelley, Public Works Director  
Robert Martinez, Public Works Deputy Director

**Re:** Resolution No. 2017- \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Solid Waste General Fund (101) to Budget a Vehicle Purchase From Insurance Recovery that was received from New Mexico Association of Counties in the amount of \$34,225 (Finance Division/Stephanie Schardin Clarke)

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### ISSUE

Public Works Department is requesting a budget increase to the Solid Waste General Fund (101) to budget an insurance recovery funding to purchase a new pickup truck for Solid Waste Division.

### BACKGROUND

A pickup truck unit 528 from Solid Waste Division was involved in an accident and was deemed totaled by the insurance. New Mexico Association of Counties reimbursed Santa Fe County \$34,225 for the vehicle that was involved in the accident; and therefore, Public Works Department needs to replace the pickup truck to ensure that all of the solid waste operations are tended to through-out Santa Fe County. An additional amount of \$10,735 was transferred (\$5,000) from the insurance deductible and \$5,735 from the operational budget to replace the pickup truck. The total funding for the pickup will be \$44,960.

### ACTION REQUIRED

Public Works Department requests approval to increase the Solid Waste General Fund (101) to be used to purchase a new pickup truck from the insurance recovery.



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 November 28, 2017, did request the following budget adjustment:

Department / Division: Public Works/Solid Waste Fund Name: General Fund (101)

Budget Adjustment Type: Budget Increase Fiscal Year: 2018 (July 1, 2017 - June 30, 2018)

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
101	0605	360	0200	Solid Waste General Fund / Budgeted Cash	\$34,225	
TOTAL (if SUBTOTAL, check here )					\$34,225	

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
101	0605	443	8009	Solid Waste / General Fund / Capital Purchases / Vehicles	\$34,225	
TOTAL (if SUBTOTAL, check here )					\$34,225	

Requesting Department Approval: [Signature] Title: Public Works Director Date: 11/13/17

Finance Department Approval: [Signature] Date: 11/15/17 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SANTA FE COUNTY

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

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

DEPARTMENT CONTACT: Name: Robert Martinez Dept/Div: Public Works/Solid Waste Phone No.: 992-3010

**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.

Insurance recovery funding received from New Mexico Association of Counties for a vehicle that was involved in an accident and was deemed totaled (Unit 528) in the amount of \$34,225 will be used to purchase a new pickup truck for the Public Works Solid Waste Division. An additional amount of \$10,735 that was transferred with BAR 2018-23 from various line items and approved on 11/7/17 will also be used to purchase the pickup truck. The total funding for the new pickup truck is \$44,960.

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
8009	Purchase new pickup truck to replace pickup truck Unit 528 that was deemed totaled by insurance	\$34,225

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

**SANTA FE COUNTY**  
**RESOLUTION 2017 - \_\_\_\_\_**

*ATTACH ADDITIONAL SHEETS IF NECESSARY.*

DEPARTMENT CONTACT:

Name: Robert Martinez Dept./Div: Public Works/Road Maintenance Phone No.: 992-3010

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 \_\_\_\_\_ NO X  
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.  
\$5,000.00 – auto insurance deductibles  
\$5,735.00 – transferred from the Solid Waste Operational Budget

**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 \_\_\_\_\_ Day of \_\_\_\_\_, 2017.

Santa Fe Board of County Commissioners

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

**ATTEST:**

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



