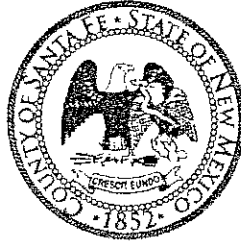


Henry P. Roybal
Commissioner, District 1

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: January 30, 2018

To: Santa Fe County Board of County Commissioners

From: Stephanie Schardin Clarke, Finance Director

Via: Geraldine Salazar, Elected Official, County Clerk's Office *G.S.*

Re: Resolution No. 2018- _____, A Resolution Requesting a Budget Increase to the Clerk Filing Fees Fund (218) to Budget for (40) PC Replacements and (65) Monitors / \$36,868. (Finance Division / Stephanie Schardin Clarke)

ISSUE

The Santa Fe County Clerk's Office is requesting a budget increase in the amount of \$36,868 for (40) PC Replacements and (65) monitors for the entire Clerk's Office.

BACKGROUND

The County Clerk's Office needs (40) PC Replacements for the entire office. (40) PC's, (50) 22 inch monitors, (15) 24 inch monitors and cabling. Current PC's and monitors are in excess of 6-8 years old thereby having reached the end of life and further impacting productivity.

ACTION REQUIRED

The Santa Fe County Clerk's Office requests approval for a budget increase in the amount of \$36,868 for (40) PC Replacements and (65) monitors.



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 January 30, 2018, did request the following budget adjustment:

Department / Division: _____ Clerk's Office Fund Name: Clerk Filing Fees (218)

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
218	0000	385	000	Budgeted Cash	\$36,868	
TOTAL (if SUBTOTAL, check here)					\$36,868	

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
218	0910	416	8095	Inventory Exempt-Computers	\$28,405	
218	0910	416	6007	Operational Supplies	\$8,463	
TOTAL (if SUBTOTAL, check here)					\$36,868	

Requesting Department Approval: _____ Title: _____ County Clerk: Geraldine Jalayac Date: 1-10-2018

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: Erika Quintana Dept/Div: Clerk's Office Phone No.: 986-6289

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 County Clerk's Office needs (40) PC Replacements for the entire office. (40) PC's, (50) 22 inch monitors, (15) 24 inch monitors and cabling. Current PC's and monitors are in excess of 6-8 years old thereby having reached the end of life and further impacting productivity.

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
8095	Inventory Exempt-Computers	\$28,405
6007	Operational Supplies	\$8,463

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

SANTA FE COUNTY

RESOLUTION 2018 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Erika Quintana Dept/Div: Clerk's Office Phone No.: 986-6289

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
If YES, cite statute and attach a copy.
NMSA 14-8-12.2. County clerk recording and filing fund
 - b) Does this include state or federal funds? YES 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.
 - c) Is this request is a result of Commission action? YES NO
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.
N/A

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

Henry P. Roybal, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

