

SANTA FE COUNTY

SFC CLERK RECORDED 10/28/2009

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RESOLUTION 2009 - 185

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

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2009, did request the following budget adjustment:

Department / Division: County Clerk / Reporting & Recording Fund Name: General Fund (101)Budget Adjustment Type: Budget Increase Fiscal Year: 2010 (July 1, 2009 - June 30, 2010)

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	0901	371	9000	State Grants	5,100	
TOTAL (if SUBTOTAL, check here)					5,100	

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	0901	416	1024	Salary & Wages / Temporary Employees	5,100	
TOTAL (if SUBTOTAL, check here)					5,100	

Requesting Department Approval: Victor T. Trujillo Title: Chief Dep. Co. Clerk Date: 10-19-09Finance Department Approval: Sharon M. Martinez Date: 10/20/09 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

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ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Geraldine Salazar Dept/Div: Clerk / Recording Phone No.: 986-6290

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.

On May 27, 2009 the New Mexico Historical Records Advisory Board awarded funding of \$5,100.00, for Grant Award #010-014 (grant period of July 1, 2009 – June 15, 2010).

The purpose of the grant is to hire temporary staff for the Clerk's "2010 Indexing Records Project." The work is tedious, repetitious, and requires a high level of accuracy and dexterity. The temporary staff hired for the project will perform the following task: scan the record creating a digital image. Then proceed with detailed indexing into categories appropriate for data retrieval, and double check their work before proceeding to the next document. The goal of the project is to scan and index 11, 980 pages of recorded documents. The final proofing will be conducted by permanent staff as time permits.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term) Part-Time/Temporary	Position Title Clerical Assistant

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

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

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ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Geraldine Salazar Dept/Div: Clerk / Recording Phone No.: 986-6290

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 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 award letter and proposed budget.
Project Title: 2010 Indexing Records Project Amount: \$5,100
Award #: 010-014 Grant Period: July 1, 2009 – June 15, 2010
 - 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.

Matching funds of \$1,700.00 will be used from the Clerk's Office Temporary Positions Line Item in 101-0901-416.

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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.

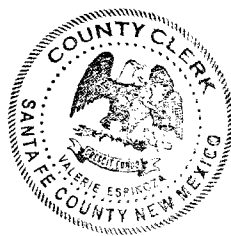
Approved, Adopted, and Passed This 27th Day of October, 2009.

Santa Fe Board of County Commissioners


Mike D. Anaya, Chairperson

ATTEST:

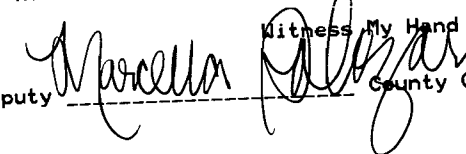

Valerie Espinoza, County Clerk



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 4

I Hereby Certify That This Instrument Was Filed for
Record On The 28TH Day Of October, 2009 at 12:51:29 PM
And Was Duly Recorded as Instrument # 1581387
Of The Records Of Santa Fe County

Deputy  Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM