

SANTA FE COUNTY
RESOLUTION 2019- 114

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

Whereas, the Board of County Commissioners meeting in regular session on 9/24/2019, did request the following budget adjustment:

Department / Division _____ County Clerk's Office _____
Budget Adjustment Type (drop down) _____ Budget Increase _____ Fiscal Year: 2020 (July 1, 2019 - June 30, 2020)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
218	0000	385	0000	Budgeted Cash	\$51,170.00	
TOTAL					\$ 51,170.00	\$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
218	0910	416	8099	Inventory Exempt	\$ 49,985.00	
218	0910	416	6007	Operation Supplies	\$ 1,185.00	
TOTAL					\$ 51,170.00	\$ -

Requesting Department Approval: Geraldine Salazar Title: 9-6-2019 Date: 9-27-19 Log # 02716
Finance Department Approval: Barry Smith Date: 9-28-19 Entered by: County Clerk Budget Administrator: [Signature]
County Manager Approval: Robert M. Niles Date: 9-24-19 Updated by: _____ Date: _____

SANTA FE COUNTY
RESOLUTION 2019- 114

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 in the area below.			
	The County Clerk's Office is in need of shelving at our storage facility. We currently have a climate-controlled unit where we will be storing all of our permanent Mortgage Book records. These books need to be stored on a certain type of roller shelving to preserve the quality of these books. If they are stored on any other type of shelving this could damage the books as well as the any other permanent records. The County Clerk's Office is the keeper of the county's permanent public records with the duty to protect these records properly. There is no storage room for these books at the County Clerk's new office location at 100 Catron Street; therefore, we are requesting this BAR for Approval. The County Clerk's Office is also in need of two JAMEX card readers that are compatible with our new ScanPro machines. These card readers are used by Title Companies to pay for copying fees of recorded documents.			
2	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)		Recurring	Non-Recurring
			☐	☒
3	Does this request impact a revenue source?			
	Yes			
	☒			
	No			
	☐			
	A. Is this a State Special Appropriation? If Yes, cite Stature and attach a copy			
	☐			
	B. Does this include state or federal funds? 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? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc)			
	☒			
	D. Is a match required? If Yes, please identify funding source in the line below.			
	☐			
PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW				
FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM
				SEC CLERK RECORDED 09/25/2019
				602/52/0000000000
				AMOUNT
				BUDGETED (Drop Down)

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 September, 2019.



Santa Fe Board of County Commissioners

Anna T. Hamilton

Anna T. Hamilton, Chairperson

ATTEST

Geraldine Salazar
Geraldine Salazar, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 3

I Hereby Certify That This Instrument Was Filed for Record On The 25TH Day Of September, 2019 at 02:28:21 PM And Was Duly Recorded as Instrument # 1897619 Of The Records Of Santa Fe County



610Z5Z/09/25/2019

Deputy, Santa Fe County Clerk, Santa Fe, NM
Geraldine Salazar

Estrella Martinez
Witness My Hand And Seal Of Office