

# SANTA FE COUNTY RESOLUTION 2020-27

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

Whereas, the Board of County Commissioners meeting in regular session on March 31, 2020 did request the following budget adjustment:

Department / Division: CMO/Finance/Lodger's Tax  
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
214	0000	385	04-00	Lodger's Tax Facility Fund/Cash Balance	\$ 55,000.00	
215	0000	385	04-00	Lodger's Tax Advertising Fund/Cash Balance	\$ 55,000.00	
<b>TOTAL</b>					\$ 110,000.00	\$

#### 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
214	0310	433	50-03	Contractual/Professional	\$ 55,000.00	
215	0320	433	50-03	Contractual/Professional	\$ 55,000.00	
<b>TOTAL</b>					\$ 110,000.00	\$

Requesting Department Approval: Lisa A. Katonak Title: Marketing Coordinator Date: 3/17/2020 Log # 1162  
 Finance Department Approval: [Signature] Date: 3/31/2020  
 County Manager Approval: [Signature] Date: 3/31/2020  
 Budget Administrator: [Signature] Date: \_\_\_\_\_

**SANTA FE COUNTY  
RESOLUTION 2020- 27**

**DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT**

(If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.)

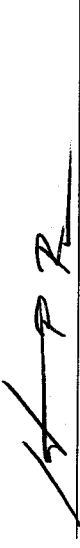
<b>1</b>	Please summarize the request and its purpose in the area below.  In October 2019, the Board of County Commissioners approved a Professional Services Agreement for Sunny 505 to provide advertising and related promotional services for Santa Fe County Lodgers' Tax in the amount of \$325,000. Because the contract overlaps two fiscal years, a Purchase Order was created in the amount of \$190,000 so as to divide funds amongst two fiscal years. There is a majority of advertising and promotion work that is conducted for Santa Fe Lodgers' Tax from Winter through Spring that will require an increase in the purchase order. Those activities include: Advertising and promotion via the New Mexico Department of Tourism's Cooperative Advertising Program; the Production of the Santa Fe County Visitor's Guide; as well as the Printing by increasing the quantity of printed copies being printed of the Visitor's Guides and increased distribution channels. The County Manager's Office requests approval of this resolution to increase the budget in the amount of \$55,000 to the Lodger's Tax Facility Fund (214) and \$55,000 to the Lodger's Tax Advertising Fund (215) for a total amount of \$110,000.				
<b>2</b>	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	Recurring <input type="checkbox"/>	Non-Recurring <input checked="" type="checkbox"/>		
<b>3</b>	Does this request impact a revenue source?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	C. Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	D. Is a match required? If Yes, please identify funding source in the line below. PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACTIVITY</b>	<b>ELEMENT</b>	<b>AMOUNT</b>	<b>BUDGETED ( Drop Down)</b>
			SEC CLERK RECORDED 04/03/2020		

SANTA FE COUNTY  
RESOLUTION 2020-27

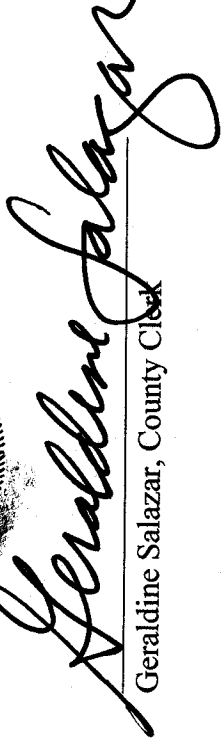
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 31 Day of March, 2020.

Santa Fe Board of County Commissioners

  
Henry P. Roybal, Chairperson




ATTEST  
  
Geraldine Salazar, County Clerk

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
I Hereby Certify That This Instrument Was Filed for Record On The 3RD Day Of April, 2020 at 03:04:04 PM And Was Duly Recorded as Instrument # 1913307 Of The Records Of Santa Fe County

BCC RESOLUTIONS  
PAGES: 4



RECORDED 04/03/2020

Witness My Hand And Seal Of Office  
Geraldine Salazar  
County Clerk, Santa Fe, NM  
  
Martinez

**SANTA FE COUNTY  
RESOLUTION 2020-27**

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

Whereas, the Board of County Commissioners meeting in regular session on March 3/2020 did request the following budget adjustment:

Department / Division CMO/Finance/Lodger's Tax Budget Increase 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
214	0000	<del>101385</del>	<del>00-00</del>	Lodger's Tax Facility Fund/Cash Balance	\$ 55,000.00	
215	0000	<del>101385</del>	<del>00-00</del>	Lodger's Tax Advertising Fund/Cash Balance	\$ 55,000.00	
<b>TOTAL</b>					\$ 110,000.00	\$ -

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
214	0310	433	50-03	Contractual/Professional	\$ 55,000.00	
215	0320	433	50-03	Contractual/Professional	\$ 55,000.00	
<b>TOTAL</b>					\$ 110,000.00	\$ -

Requesting Department Approval: Lisa A. Hatfield Title: Marketing Coordinator Date: 3/17/2020 Log # 1156 Budget Administrator Jolly

Finance Department Approval: 4/03/2020 Date: 4/03/2020 Entered by: SFC CLERK RECORDED Date: \_\_\_\_\_

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