

**SANTA FE COUNTY
RESOLUTION 2022- 027**

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

Whereas, the Board of County Commissioners meeting in regular session on April 12, 2022, did request the following budget adjustment:

Department / Division _____ Clerk's Office _____
 Budget Adjustment Type (drop down): **Other** Fiscal Year: 2022 (July 1, 2021 - June 30, 2022)

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	\$ 32,383	
Total					\$ 32,383	\$

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	8095	INVENTORY EXEMPT-COMPUTERS	\$ 1,833	
218	0910	481	8015	COMPUTER & PERIPHERALS	30,550	
Total					\$ 32,383	\$

Requesting Department Approval: Katharine E. Clark Title: County Clerk Date: 4/11/2022 Log # 1370
 Capital/Grants Approval: Samuel L. Montoya Date: 4/18/2022 Budget Administrator: Tom Steen
 Finance Dept Approval: Tom Steen Date: 4/15/2022 Entered by: _____ Date: _____
 County Mgr Approval: Katharine E. Clark Date: 4/18/2022 Prepared by: CLERK Date: _____

**SANTA FE COUNTY
RESOLUTION 2022- 02A**

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 needs to purchase two additional computers for growth within the office. The Clerk's office vacancy rate has dropped significantly, and additional equipment is needed for incoming staff. All other computer accessories are on-hand in the office. Finally, the County Clerk's Office needs two envelopers for the purpose of processing the high volume of mail received. These envelopers will minimize damage to the contents including ballots, wills, deeds and other originals. These machines will help our office be more efficient during periods of high volumes incoming mail.

Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	Recurring	Non-Recurring
		X

2

Does this request impact a revenue source?

Yes	No
	X

3 A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy

	X
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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.

	X
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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.)

	X
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D. Is a match required? If Yes, please identify funding source in the line below.

	X
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PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGETED (Drop Down)

SANTA FE COUNTY
RESOLUTION 2022- 62A

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 26th Day of April, 2022.

Santa Fe Board of County Commissioners

Anna T. Hamilton
Anna T. Hamilton, Chairperson

ATTEST:
Katharine E. Clark

Katharine E. Clark, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

I Hereby Certify That This Instrument Was Filed for Record On The 27TH Day Of April, 2022 at 08:58:20 AM And Was Duly Recorded as Instrument # 1986967 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy Destiny Romero County Clerk, Santa Fe, NM



SFC CLERK RECORDED 04/27/2022