

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: *March 15, 2017*

TO: *Board of County Commissioners*

VIA: *Katherine Miller, County Manager*

FROM: *Michael Kelley, Public Works Department Director*

ITEM AND ISSUE: *BCC Meeting March 28, 2017*

Resolution No. 2017-___, A resolution authorizing the County Manager to negotiate and execute all agreements up to and including the Construction Contract for the Planned Additions and Renovations of the Agricultural Extension Office located at the Santa Fe County Fairgrounds (*Public Works, Mark Hogan*)

BACKGROUND AND SUMMARY:

In February of 2017, Santa Fe County (County) published a request of competitive bids for construction of certain improvements to the Agricultural Extension Office (Project) located at the County Fairgrounds. The bid opening is scheduled for March 22, 2017.

The Construction Budget for the project includes funding allocated by the state. State Grant 13-1769, issued by the New Mexico Department of Finance and Administration allocated partial funding for the Project from Fund 892, Capital Appropriation, in the amount of \$450,000.00. The State Grant expires on June 30, 2017. The County has already spent or encumbered approximately \$250,000.00 of the \$450,000.00 allocation toward this project. The recent bids on infrastructure improvements including new and upgraded sewer and water supply came in approximately \$100,000.00 below what was expected. This leaves \$200,000.00 to be spent on the project before the June 30th expiration date. In order to receive the full benefit of State Grant 13-1769, the County must negotiate and execute a construction contract with the successful bidder on the Project and expend \$200,000.00 by June 30, 2017;

ACTION REQUESTED:

Please approve the resolution authorizing the County Manager to negotiate and execute all agreements up to and including the Construction Contract for the Planned Expansion Additions and Renovations of the Agricultural Extension Office located at the Santa Fe County Fairgrounds.

**THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY
RESOLUTION NO. 2017 - _____**

**A RESOLUTION AUTHORIZING THE COUNTY
MANAGER TO NEGOTIATE AND EXECUTE ALL
AGREEMENTS UP TO AND INCLUDING THE
CONSTRUCTION CONTRACT FOR THE PLANNED
ADDITIONS AND RENOVATIONS OF THE
AGRICULTURAL EXTENSION OFFICE LOCATED AT
THE SANTA FE COUNTY FAIRGROUNDS**

WHEREAS, in February of 2017, Santa Fe County (County) published a request of competitive bids for construction of certain improvements to the Agricultural Extension Office (Project) located at the County Fairgrounds; and

WHEREAS, competitive bidding on the Project is scheduled to open March 22, 2017; and

WHEREAS, through State Grant 13-1769, the New Mexico Department of Finance and Administration allocated partial funding for the Project from Fund 892, Capital Appropriation, in the amount of \$450,000.00; and

WHEREAS, State Grant 13-1769 expires on June 30, 2017; and

WHEREAS, the County has spent or encumbered approximately \$250,000.00 of State Grant 13-1769; and

WHEREAS, to receive the full benefit of State Grant 13-1769, the County must negotiate and execute a construction contract with the successful bidder on the Project and expend \$200,000.00 by June 30, 2017; and

WHEREAS, in order to minimize the contract processing time, the Board desires to authorize the County Manager to negotiate and execute the construction contract for the Project with the successful bidder, including any related agreements, and to perform such other tasks as may be necessary or appropriate to expedite commencement of the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board that the County Manager is hereby delegated authority to negotiate and execute the construction contract

for the Project with the successful bidder, including any related agreements, and to perform such other tasks as may be necessary or appropriate to expedite commencement of the Project.

PASSED, APPROVED, AND ADOPTED THIS 28TH DAY OF MARCH, 2017.

**BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY**

By: _____
Henry P. Roybal, Chair

ATTEST:

Geraldine Salazar, Santa Fe County Clerk

Date: _____

APPROVED AS TO FORM:



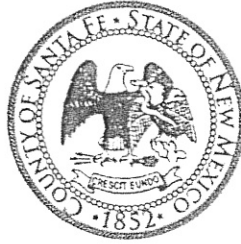
 Gregory S. Shaffer, Santa Fe County Attorney

Date: 3/15/2015

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



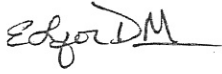
Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

DATE: *March 17, 2017*

TO: *Board of County Commissioners*

FROM: *Don Moya, Finance Division Director* 

VIA: *Katherine Miller, County Manager*

RE: *Resolution No. 2017-__, A Resolution Requesting a Net Budget Increase to Various Capital Project Budgets to Realign the FY2017 Budget / \$2,878,737. (Don Moya/Finance Director)*

SUMMARY:

This resolution will adjust the budgets for various capital projects to adjust for end of the year encumbrances, closed encumbrances and to ensure that the project balances are in line with the amount BCC previously approved for each project.

BACKGROUND:

Each year, the Finance Department must prepare a budget for the following fiscal year for approval by the Board of County Commission at the last meeting in June. In order to provide budget amounts to roll into the next fiscal year, the project amounts are calculated without the activity for May and June. For the remainder of the previous fiscal year, the Projects Division continues to encumber and expend funds. This results in the need to adjust projects budgets at the beginning of this fiscal year. A Budget Adjustment realignment was previously completed in September 2016 but only a portion of the projects were included in that clean-up.

DISCUSSION:

The attached Budget Adjustment will align various capital project budgets so that they are in line with the previously approved BCC allocated amounts, decrease capital project budgets to adjust for encumbrances and expenditures that have been made and also increase capital project budgets to adjust for closed encumbrances made during the year.

ACTION REQUESTED:

Approval of Resolution adjusting capital project budgets for the 2017 Fiscal Year.

SANTA CRUZ COUNTY

RESOLUTION 2017 - _____

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 28, 2017, did request the following budget adjustment:

Department / Division: CMO/Finance

Fund Name: General Fund (101), Alcohol Programs Fund (241), Hold Harmless GRT (205), Fire Impact Fees Fund (216), Fire Tax 1/4% Fund (222), Capital Outlay GRT (313), State Special Appropriation (318), GOB Series 2009 (335), GOB Series 2011 Imp/Refund (339), GOB Series 2013 (351), GOB Series 2015 (352) and Enterprise-Water Fund (505)

Budget Adjustment Type: Budget Increase / Budget Decrease Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

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	0000	385	0100	Budgeted Cash / General Fund		\$29,370
241	0000	385	0200	Budgeted Cash / State Funds	\$31,200	
205	0000	385	0200	Budgeted Cash / State Funds		\$1,877
216	8008	385	0600	Budgeted Cash / Misc. Revenue/Donations	\$5	\$9,418
216	8009	385	0600	Budgeted Cash / Misc. Revenue/Donations		\$4,832
222	0000	385	0200	Budgeted Cash / State Funds	\$2,061,812	
313	0000	385	0200	Budgeted Cash / State Funds		\$70,000
318	1489	371	1400	Vista Aurora Sewer System / Grants / State / NM Environment Department		
335	0000	385	0400	Budgeted Cash / Special Assessments	\$17,939	
339	0000	385	0400	Budgeted Cash / Special Assessments	\$5,457	
351	0000	385	0400	Budgeted Cash / Special Assessments	\$703,804	
352	0000	385	0400	Budgeted Cash / Special Assessments		\$41,392
505	0000	385	0500	Budgeted Cash / Enterprise Fund	\$215,409	
TOTAL (if SUBTOTAL, check here X)					\$3,035,626	\$156,889
NET INCREASE/(DECREASE)					\$2,878,737	

Requesting Department Approval: Don Moya Title: Finance Director Date: 3/17/17

Finance Department Approval: Don J. Moya Entered by: 3-17-17 Date: _____

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

SANTA FE COUNTY

RESOLUTION 2017 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

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
TOTAL (if SUBTOTAL, check here _____)						

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	7733	481	8010	El Camino Real Trail-FLAP	\$1,830	
101	0302	412	8090	Capital Purchases / Roadways (Bridge/Culvert) Capital Package		\$31,200
205	8010	483	8001	Capital Purchases / Other Capital Purchases Pojoaque Main Station		\$1,877
216	8008	483	8001	Capital Purchases / Buildings & Structures La Cien. Fire #2/CC/Libra.		\$9,418
216	8009	422	8001	Capital Purchases / Buildings & Structures Glorieta Fire Substation	\$5	
222	8009	481	8001	Capital Purchases / Buildings & Structures Glorieta Fire Substation		\$3,447
222	8010	483	8001	Capital Purchases / Buildings & Structures Pojoaque Main Station		\$1,385
241	0409	464	8016	Capital Purchases / Buildings & Structures DWI Teen Court	\$31,200	
313	0131	483	8001	Capital Purchases / Computer Software Dist. 1 Comm. Priorities	\$14,987	
313	0132	483	8001	Capital Purchases / Buildings & Structures District 2 Capital Funds		\$23,283
313	0133	483	8001	Capital Purchases / Buildings & Structures District 3 Capital Funds		\$19,338
313	0135	481	8001	Capital Purchases / Buildings & Structures District 5 Capital Funds		\$87,437
TOTAL (if SUBTOTAL, check here _____)					\$48,022	\$177,385

SANTA COUNTY

RESOLUTION 2017 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

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
TOTAL (if SUBTOTAL, check here)						

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
313	0732	481	8001	Agua Fria Park Improvement		\$38
313	0736	481	8001	Capital Purchases / Buildings & Structures		\$21,663
313	0798	453	8010	Capj. Little League Fields		\$260,000
313	1457	481	8010	Capital Purchases / Buildings & Structures		\$86,478
313	1485	482	8010	Old SF Trail Transit		\$40,655
313	1490	482	8010	Capital Purchases / Roadways (Bridge/Culvert)		\$849,180
313	2219	483	8002	La Cienega Wtr Line Ext.		
313	6181	481	8010	Capital Purchases / Roadways (Bridge/Culvert)	\$1,890,405	
313	6183	453	8010	Hyde Park Estates MDWCA	\$1,500,000	
313	6197	453	8011	Capital Purchases / Roadways (Bridge/Culvert)	\$12,438	
313	7122	481	8001	Master Meters		
313	7124	483	8002	Capital Purchases / Roadways (Bridge/Culvert)	\$111,932	
TOTAL (if SUBTOTAL, check here X)					\$3,996,014	\$1,287,233

SANTA FE COUNTY

RESOLUTION 2017 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

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
TOTAL (if SUBTOTAL, check here)						

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
313	7705	481	8010	Los Potrereros OS	\$18,749	
				Capital Purchases Roadways (Bridge/Culvert)		\$60,745
313	7707	481	8010	Santa Fe Rail Trail		\$453,756
				Capital Purchases / Roadways (Bridge/Culvert)		
313	7707	481	8011	Santa Fe Rail Trail		\$25,495
				Capital Purchases / Rdwy Capitalized Cont Svc		
313	7716	481	8010	South Meadows Open Space	\$110	
				Capital Purchases / Roadways (Bridge/Culvert)		
313	7732	481	8010	Agua Fria Gateway		\$10,761
				Capital Purchases Roadways (Bridge/Culvert)		
313	7734	481	8010	ECIA Trail Project		\$70,000
				Capital Purchases / Roadways (Bridge/Culvert)		
318	1489	482	8010	Vista Aurora Sewer System		
				Capital Purchases / Roadways (Bridge/Culvert)		
335	6201	481	8085	Northern NM Transfer Sta.	\$17,939	
				Capital Purchases / Leasehold Land Acquis.		
339	8009	481	8001	Glorieta Fire Substation	\$5,457	
				Capital Purchases Buildings & Structures		
351	0666	453	8010	Pinon Hills Roads	\$125,382	
				Capital Purchases / Roadways (Bridge/Culvert)		
351	1473	482	8080	Quill Plant Improvements	\$10,992	
				Capital Purchases / Leasehold Infra. Improv.		
TOTAL (if SUBTOTAL, check here X)					\$178,629	\$620,757

SANTA COUNTY

RESOLUTION 2017 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

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
TOTAL (if SUBTOTAL, check here)						

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
351	6171	453	8010	CR 50-F Entrada La Cienega	\$200,000	
351	6182	453	8011	Capital Purchases / Roadways (Bridge/Culvert)		
351	6183	453	8010	CR55A Gen. Goodwin Ranch	\$46,819	
351	6197	453	8010	Capital Purchases / Rdwy Capitalized Cont. Svc Torcido Loop	\$355,000	
352	0798	453	8010	Capital Purchases / Roadways (Bridge/Culvert) Vista Redonda		\$34,389
352	6198	453	8010	Capital Purchases / Roadways (Bridge/Culvert) Old SF Trail Transit	\$337,000	
505	1416	444	8010	Capital Purchases / Roadways (Bridge/Culvert) County Road 89	\$215,409	
				Capital Purchases / Roadways (Bridge/Culvert) Pojoaque Basin Reg Wtr System		
				Capital Purchases / Roadways (Bridge/Culvert)		
TOTAL (if SUBTOTAL, check here X)					\$1,154,228	\$412,781
TOTAL INCREASES & DECREASES					\$5,376,893	\$2,498,156
NET INCREASE/(DECREASE)					\$2,878,737	

SANTA FE COUNTY

RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Don Moya Dept/Div: CMO/Finance Phone No.: 995-2780

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.

This adjustment is necessary to ensure that the capital project budgets are in line with the previously approved BCC allocated amounts that were approved in February 2015, decrease capital project budgets to adjust for encumbrances and expenditures that have been made and to increase capital project budgets to adjust for closed encumbrances made during the year. In this adjustment, \$31,200 will also be moved from general fund (101) to Alcohol Programs Fund (241) to transfer funding from the approved FY 17 Asset Renewal and Replacement that was budgeted in the incorrect fund account for Secure IT System for Teen Court.

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
8001	To align various capital projects in various funds	(\$35,505)
8002	To align various capital projects in various funds	\$2,371,644
8010	To align various capital projects in various funds	\$949,823
8011	To align various capital projects in various funds	(\$436,156)
8016	To align various capital projects in various funds	\$31,200
8080	To align various capital projects in various funds	\$10,992
8085	To align various capital projects in various funds	\$17,939
8090	To align various capital projects in various funds	(\$31,200)

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

SANTA COUNTY

RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Don Moya Dept/Div: CMO/Finance Phone No.: 995-2750

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 X NO _____
If YES, cite statute and attach a copy.

FUNDS: 101, 241, 205, 216, 222, 313, 335, 339, 351, 352 & 505
318-State Special Appropriation

- 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 a award letter and proposed budget.

Fund 318 – State Special Appropriation (1489) Vista Aurora Sewer System

- c) Is this request is a result of Commission action? YES X NO _____
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).

February 24, 2015 – Approval of Allocation and Direction of Capital Funding as Discussed at February 10, 2015 Board of County Commissioners Capital Funding Study Session

- d) Please identify other funding sources used to match this request.

N/A

SANTA FE COUNTY

RESOLUTION 2017 - _____

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 _____, 2017.

Santa Fe Board of County Commissioners

Henry P. Roybal, Chairperson

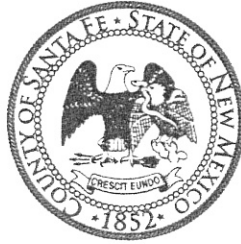
ATTEST:

Geraldine Salazar, County Clerk

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

DATE: *March 15, 2017*

TO: *Board of County Commissioners*

FROM: *Don Moya, Interim Finance Director*

VIA: *Katherine Miller, County Manager*

RE: *Resolution No. 2017-___, Requesting a budget increase to the Enterprise Water Fund (505) for a refund of pre-bill credits remitted by Santa Fe County to the Buckman Direct Diversion Project from 2011-2014. /\$571,026.00 (Finance Division / Don Moya)*

SUMMARY:

The purpose of this request is to increase the Enterprise Water Fund (505) to budget a refund of pre-bill credits from the Buckman Direct Diversion Project.

BACKGROUND:

On September 29, 2016, Santa Fe County received the enclosed letter regarding pre-bill credits remitted to the Buckman Direct Diversion Project. (BDD) The pre-bill credits were remitted from FY 2011 through FY 2016 in accordance with the working capital and billing policy in place at that time. The policy was revised and a new policy was adopted by the BDD effective July 1, 2014. The new policy provided for several options to apply any remaining credit balances at the end of the fiscal year. Santa Fe County elected to receive a refund of the credits in the amount of \$571,026.00. The funds will be budgeted for contingency in the Enterprise Water Fund (505) as well as pay for emergency waterline repairs.

ACTION REQUESTED:

Approval of Resolution to increase to the Enterprise Water Fund (505) line items and approve a budget increase to the BDD operations fund.

SANTA FE COUNTY

RESOLUTION 2017 - _____

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 28, 2017, did request the following budget adjustment:

Department / Division: Public Works/ Utilities Division

Fund Name: Enterprise Water Fund (505)

Budget Adjustment Type: Budget Increase

Fiscal Year: 2017 (July 1, 2016 - June 30, 2017)

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
505	1482	360	0403	Utilities/BDD Operations/Reimbursements	\$571,026	
TOTAL (if SUBTOTAL, check here)					\$571,026	

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
505	0303	444	5090	Other Services	\$542,353	
505	0303	444	7090	Other Operating Costs	\$28,673	
TOTAL (if SUBTOTAL, check here)					\$571,026	

Requesting Department Approval: Don Moya Title: Finance Director Date: 3-17-17

Finance Department Approval: Don Moya Date: 3-20-17 Entered by: _____ Date: _____

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

SANTA FE COUNTY

RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Don Moya Dept/Div: Finance Phone No.: 986-2780

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 purpose of this request is to increase the Enterprise Water Fund (505) to budget a refund of pre-bill credits from the Buckman Direct Diversion Project (BDD). The credits were remitted from FY 11 through FY 16 in accordance with the working capital and billing policy in place at that time. The policy was revised and a new policy was adopted by the BDD effective July 1, 2014 which allowed for the refund of any pre-bill credits. The credits due Santa Fe County were \$571,026.00.

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
50-90	Other Services	542,353
70-90	Other Operating Costs	28,673

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

SANTA FE COUNTY
RESOLUTION 2017 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Don Moya Dept/Div: Finance Phone No.: 986-2780

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 XX XX
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES NO XX XX
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 XX XX
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.

SANTA FE COUNTY
RESOLUTION 2017 - _____

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 _____, 2017.

Santa Fe Board of County Commissioners

Henry P. Roybal, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

