

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 03/26/14
ITEM FROM FINANCE COMMITTEE MEETING OF 03/17/14

ISSUE:

7. Request for Approval of Budget Increase Adjustments to Water Fund from Water Revenue Cash Balance for Water Division. (Nick Schiavo)

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Requested approval of budget increase adjustments to water fund from water revenue cash balance for water division in the total amount of \$1,336,966.

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Excused		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17/14/FCMissue

**ACTION SHEET
PUBLIC UTILITES COMMITTEE MEETING OF 3/5/14**

<p>ISSUE NO. 11</p> <p>Request for approval of miscellaneous Budget Adjustment Requests to the Water Fund from the Water Revenue Cash Balance. (Nick Schiavo)</p> <p style="text-align: center;">Public Utilities Committee – 3/5/14 Finance Committee – 3/17/14 City Council – 3/26/14</p>
<p>PUBLIC UTILITES COMMITTEE ACTION : 3/5/14 PUC meeting cancelled. Forward to 3/17/14 Finance Committee.</p>
<p>SPECIAL CONDITIONS OR AMENDMENTS:</p>
<p>STAFF FOLLOW UP:</p>

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR CALVERT, CHAIR			
COUNCILOR TRUJILLO			
COUNCILOR DOMINGUEZ			
COUNCILOR DIMAS			
COUNCILOR RIVERA			

City of Santa Fe, New Mexico

memo

Date: 2/11/14

To: Public Utilities Committee

From: Nick Schiavo, Water Division & Public Utilities Department Director ^{NS}

RE: Water Division Budget Adjustment Requests

The Water Division is requesting approval of the attached Budget Adjustment Requests. These are budget increases to the Water Fund from the Water Revenue Cash Balance.

Summary by Division/Section is as follows;

Water/Administration – Additional funding is needed to cover a projected deficit in the Electric Utility Line Item. The Line Item was reduced this fiscal year. There has been increased electricity usage at the Canyon Road Water Treatment Plant, City Wells, and the Buckman Wells. The cause of this was due to low production from the Buckman Direct Diversion.
\$593,000

Water/Source of Supply requires additional funding for our day to day operations which are covered under the Professional Services Line Item. **\$163,695**

Water/CIP/Source of Supply needs capital to complete the McClure Reservoir project.
\$135,861

Water/CIP/Hospital Tank additional funding is needed for unforeseen change orders to complete this project. **\$131,410**

Water/CIP/Source of Supply is in need of financial support for upgrades and improvements at the Canyon Road Water Treatment Plant. **\$313,000**

Recommendation:

The Water Division is asking for the approval of the Budget Adjustment Requests by the Public Utilities Committee, Finance Committee and the City Council.

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
PUD Water				02/11/2014		
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept Use Only)-->		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Electric	52300.514050			593,000		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 593,000	\$ -

To cover mid year projected deficits in the operating budget for electric use.

Increase from Water Revenue Cash Balance.

<p>Maya Martinez Prepared By _____ Date _____</p> <p> 2/11/14 Division Director _____ Date _____</p> <p> 2/11/14 Department Director _____ Date _____</p>	<p>CITY COUNCIL APPROVAL</p> <p>City Council Approval Required <input type="checkbox"/></p> <p>City Council Approval Date _____</p> <p>Agenda Item #: _____</p>	<p> 3/7/14 Budget Officer _____ Date _____</p> <p> 3/10/14 Finance Director _____ Date _____</p> <p>_____ City Manager _____ Date _____</p>
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City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME PUD/Water/SOS				DATE 02/11/2014		
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept Use Only)-->		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Professional Contracts	510300 52361.501888			163,695		
	2					
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 163,695	\$ -

To cover Mid Year Budget Deficit. Increase from Water Revenue Cash Balance.

Maya Martinez Prepared By _____ Date _____ Division Director _____ Date 2/11/14 Department Director _____ Date 2/11/14	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date _____ Agenda Item #: _____	Budget Officer _____ Date 3/7/14 Finance Director _____ Date 3/10/14 City Manager _____ Date _____
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City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME PUD/Water/CIP				DATE 02/11/2014		
ITEM DESCRIPTION	BU / LINE ITEM	←(Finance Dept Use Only)→		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
CIP Source of Supply WIP Desgin	52350.572960			32,000		
CIP Source of Supply WIP	52350.572970			103,861		
CIP Source of Supply	52300.700150	5313		135,861		
CIP Source of Supply	51313.600150	5300		(135,861)		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 135,861	\$ -

Funds needed to complete the McClure and Nichols Reservoir projects.

<p>Maya Martinez Prepared By _____ Date _____</p> <p>Division Director _____ 2/11/14 Date _____</p> <p>Department Director _____ 2/11/14 Date _____</p>	<p>CITY COUNCIL APPROVAL</p> <p>City Council Approval Required <input type="checkbox"/></p> <p>City Council Approval Date _____</p> <p>Agenda Item #: _____</p>	<p>Cal Puentes _____ 3/7/14 Budget Officer Date</p> <p>Finance Director _____ 3/10/14 Date</p> <p>City Manager _____ Date</p>
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City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME PUD/Water/CIP				DATE 02/11/2014		
ITEM DESCRIPTION	BU / LINE ITEM	←(Finance Dept Use Only)→		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
CIP Hospital Tank	52355.572970			131,410		
CIP Hospital Tank	52300.700150	5355		131,410		
CIP Hospital Tank	51355.600150	5300		(131,410)		
JUSTIFICATION: <i>(use additional page if needed)</i> <i>--Attach supporting documentation/memo</i>				TOTAL	\$ 131,410	\$ -

Funds needed to complete the Hospital Tank Project

<p>Maya Martinez </p> <p>Prepared By _____ Date _____</p> <p> _____ Date 2/11/14</p> <p>Division Director</p> <p> _____ Date 2/11/14</p> <p>Department Director</p>	<p>CITY COUNCIL APPROVAL</p> <p>City Council Approval Required <input type="checkbox"/></p> <p>City Council Approval Date _____</p> <p>Agenda Item #: _____</p>	<p> _____ Date 3/7/14</p> <p>Budget Officer</p> <p> _____ Date 3/10/14</p> <p>Finance Director</p> <p>_____ City Manager _____ Date _____</p>
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City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME PUD Water				DATE 01/13/2014		
ITEM DESCRIPTION	BU / LINE ITEM	←(Finance Dept Use Only)→		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Source of Supply CIP	52350.572970			313,000		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 313,000	\$ -

Increase Business Unit and Line Item from cash reserve balance for Source of Supply projects

CRWTP Waterline; CRWTP control room relocate; RTU Upgrade SCADA PLC; Microwave radios.

Req# 2012556. Other requisitions not entered to date.

<p>Prepared By: <u>Maya Martinez</u> Date: _____</p> <p>Division Director: 2/11/14 Date: _____</p> <p>Department Director: 2/11/14 Date: _____</p>	<p>CITY COUNCIL APPROVAL</p> <p>City Council Approval Required <input type="checkbox"/></p> <p>City Council Approval Date: _____</p> <p>Agenda Item #: _____</p>	<p>Budget Officer: <u>Carl Meador</u> 3/7/14 Date: _____</p> <p>Finance Director: <u>_____</u> 3/0/14 Date: _____</p> <p>City Manager: _____ Date: _____</p>
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City of Santa Fe, New Mexico

memo

Date: January 15, 2014

To: Brian Snyder, City Manager

Via: Nick Schiavo, Public Utilities and Water Division Director *NSA*
Alex Puglisi, Source of Supply Manager *APA*

From: Andrew Gonzales, Source of Supply Database Specialist *AG*

Item

Request for budget increase from cash reserves to 52350.572970

Background

The Canyon Road Water Treatment Plant is currently in the process of improving and upgrading many components to the Water Treatment Plant. Improvements include the relocation of the building's main waterlines, Control Room hazard abatement and upgrade, MCC relocation, RTU upgrade, SCADA PLC upgrade and improvements our Microwave Radio commination.

Justification

In order to complete the referenced Canyon Road Water Treatment Plant upgrades, work needs to be implemented on these projects as soon as possible before operations of the water treatment plant have to be maximized to meet peak summer demands and allow emptying of McClure Reservoir, as required by the McClure Dam Intake Tower Replacement Project scheduled for August 2014. The Control Room upgrade will be comprised of many components. A water line that runs under the Control Room at the CRWTP needs to be relocated before work on the Control Room and MCC can be started. Power distribution panels and a complete cable tray need to be installed in the basement in order to eliminate conduit clusters. The ceiling in the control room is sagging and needs to be reinforced. Open sections of the ceiling need to be patched in connection with the installation of new light fixtures. Abatement of asbestos containing materials in the control room also needs to be completed, pursuant to state and federal regulations before new flooring can be installed in the control room and the new control panel can be installed.

Six 24 inch and four 50 inch new modern monitors need to be installed in the control room, in order for the operators to have complete process control. A database reporting server also needs to be incorporated in order to provide centralized back-up of all data reporting. This includes daily, weekly, monthly, Monthly Operating Reports for the Safe Drinking Water Act and monthly water usage reports which must be submitted to the Office of the State Engineer in connection with the City use of its water rights. Finally, microwave radio alignments and the associated installation of system components are also required as part of the project to ensure reliable and efficient communication throughout the integrated components of the City of Santa Fe's water system.

Recommended Action

- Please approve BAR in the amount of \$313,000.00
- Please move \$313,000.00 from cash reserves to 52350.572970