

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

ISSUE NO. 11

Request for approval of miscellaneous Budget Adjustment Requests to the Water Fund from the Water Revenue Cash Balance. (Nick Schiavo)

Public Utilities Committee – 3/5/14

Finance Committee – 3/17/14

City Council – 3/26/14

**PUBLIC UTILITES COMMITTEE ACTION : 3/5/14 PUC meeting cancelled.
 Forward to 3/17/14 Finance Committee.**

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

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 *N SA*

RE: Division Budget Adjustment Requests

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

The requests are summarized by Division/Section 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 FY from FY 12/13, but increased electricity usage at the Canyon Road Water Treatment Plant, City Wells, and Buckman Wells due to low production from the BDD has increased the expenditures this FY.

Water / Source of Supply – Funding is needed to satisfy the Professional Services Line Item Various day to day operations contracts are funded from this line item.

Water/CIP/Source of Supply – Funding is needed to complete the McClure Reservoir project.

Water/CIP/Hospital Tank – Funding is needed to complete the Hospital Tank Project.

Water/CIP/Source of Supply – Funding is needed complete upgrades and improvements components at the Canyon Road Water Treatment Plant.

Requested Action:

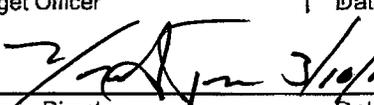
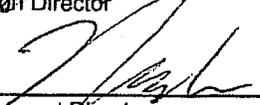
Staff is requesting your approval of the Budget Adjustment requests and forwarding to the Finance Committee and City Council for approval.

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.

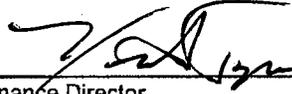
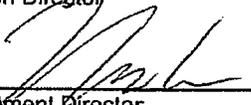
Maya Martinez Prepared By 	Date	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	 3/7/14 Budget Officer	Date
	2/11/14		 3/10/14 Finance Director	Date
	2/11/14		 City Manager	Date

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.

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

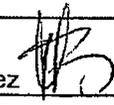
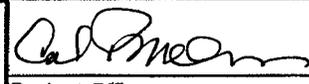
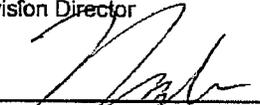
City of Santa Fe, New Mexico

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)		
				TOTAL	\$ 131,410	\$ -

JUSTIFICATION: (use additional page if needed)
 --Attach supporting documentation/memo

Funds needed to complete the Hospital Tank Project

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

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
PUD Water				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.

Maya Martinez Prepared By _____ Date 3/7/14 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 #: _____	[Signature] 3/7/14 Budget Officer _____ Date [Signature] 3/10/14 Finance Director _____ Date City Manager _____ Date
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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