ACTION SHEET
PUBLIC UTILITES COMMITTEE MEETING OF 1/6/15

ISSUE NO. 11

Request for approval of a Budget Adjustment Request for Staff Overtime. (Diana Catanach)

Public Utilities Committee – 1/6/16
Finance Committee – 1/19/16
City Council – 1/27/16

PUBLIC UTILITES COMMITTEE ACTION: Approved to forward to 1/19/2016 Finance Committee.

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR RIVERA, CHAIR	X		
COUNCILOR MAESTAS	X		
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	Excused		
COUNCILOR IVES	X		

City of Santa Fe, New Mexico

memo

DATE: **December 23, 2015**

TO: **Public Utilities Committee**

VIA: **Nick Schiavo, Public Utilities Director** NSA

FROM: **Diana Catanach, Utility Billing Division Director**

Subject: **Request for Approval of Budget Adjustment**

Item and Issue

Staff is requesting approval of a budget adjustment for overtime. Due to the two (2) major, high-profile projects in place (Badger Meters and Advanced Billing software) there has been a significant increase in the workload with billing as well as customer phone calls and walk-ins. Staff have all been working diligently to keep up with the volume as well as preparing for the implementation of the new billing system.

It should be noted that there is an overall cost savings of $199,510.00 plus benefits because Utility Billing has not filled several positions

- Billing Manager, will not be replaced
- Customer Service Supervisor (July, 2015 – January, 2016)
- Administrative Secretary (September – current) –position will not be replaced
- Database Specialist (July – current) – position will be replaced, January, 2016
- Utility Billing Investigator – September – current (replaced November 21, 2015)
- Meter Reader Supervisor – November – current, will not be replaced
- Automated Meter Reader Technician – November – current, will not be replaced
- Automated Meter Reader Technician – January, 2016, will not be replaced

The projected shortfall for staffing is shown below. The accounting system show details through the first 12 pay periods, projected costs cover the 14 remaining. The breakdown as follows by section:

Customer Srv 52202 – deficit ($2370.04) projected - $12,500
Billing 52205 – deficit ($23,731) projected - $ 31,186.26
Collections 52207 – deficit ($67.16) projected – $4,000
Meter Reading 52209 – deficit (0) projected - $8,872
Remote 52208 – deficit ($10,350.45) projected- $12,075.53

Upon approval of the attached Budget Adjustment Request, budget will be available in BU/LI# 52202/501400 for a total amount of $14,900; BU/LI# 52205.501400 for a total amount of $55,000; BU/LI# 52207/501400 for a total amount of $4,100; BU/LI# 52209/501400 for a total amount of $8,900; BU/LI# 52208/501400 for a total amount of $22,500.

Total Budget Adjustment Request $105,400

RECOMMENDED ACTION:
Your approval of the Budget Adjustment request, please.

Action

_____ Approved

_____ Disapproved

Thank you.

16.01.003.PU

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME	DATE
PUD/Utility Billing Division	12/11/2015

ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER (Finance Dpt. Use Only)	INCREASE	DECREASE
Overtime Customer Service	52202.501400		14,900	
Overtime Billing	52205.501400		55,000	
Overtime Collections	52207.501400		4,100	
Overtime Meter Reading	52209.501400		8,900	
Overtime Remote Project	52208.501400		22,500	
		TOTAL	$ 105,400	$ -

RECEIVED
JAN 12 2016
FINANCE DEPT
CITY OF SANTA FE

JUSTIFICATION: *(use additional page if needed)*

See memo

cash ok ✓

Maya Martinez Prepared By	Date	AJL Budget Officer	1/12/16 Date
Division Director	Date	Finance Director	1.13.2016 Date
12/24/15 Department Director	Date	City Manager	Date

CITY COUNCIL APPROVAL

City Council *Approval Required* ☒

City Council Approval Date

Agenda Item #:

CATANACH, DIANA J.

From: MARTINEZ, MAYA F.
Sent: Friday, December 11, 2015 11:11 AM
To: CATANACH, DIANA J.; SCHIAVO, NICK A.
Subject: Overtime BAR
Attachments: UBD Overtime BAR.xls

Here is the draft BAR for just the OT for UBD. This is covering deficit and projections for the rest of the FY.
We will need to request a budget increase from the cash balances.
This will need to go to committee for approval.
There are 26 pay periods. The system is showing through 12 and there are 14 remaining. Here is the breakdown by section.
Admin 52201 no action needed
Customer Srv 52202 – deficit ($2370.04) projected - $12,500
Billing 52205 – deficit ($23,731) projected - $ 31,186.26
Collections 52207 – deficit ($67.16) projected – $4,000
Meter Reading 52209 – deficit (0) projected - $8,872
Remote 52208 – deficit ($10,350.45) projected- $12,075.53

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