



# City of Santa Fe New Mexico

## MEMO

**DATE:** December 15, 2014

**TO:** City Council  
Finance Committee

**VIA:** Brian K. Snyder, City Manager  
Oscar S. Rodriguez, Finance Director

  
Isaac Pino, P.E., Public Works Department Director

**FROM:** David Pfeifer, Facilities Division Director 

**SUBJECT:** Budget Adjustment Request (BAR) for Salaries

---

Funding for the 2014 CIP Bond was loaded in Business Unit 32125 in line items Inventory Exempt, Remodeling & Replacement, and WIP Design.

In the 2012 CIP bond \$250,000 was placed in Salaries to allow the Locals crew to work on the CIP Projects, and all of the funding has been spent.

No funding was placed in Salaries in the 2014 CIP Bond for any of the work to be completed by in house staff.

The Siler Building C project listed on the 2014 Bond for \$15,000 to repair the reverse drainage issues around building has been completed with the in house Local's crew. The Locals crew work around the City repairing drywall, stucco, concrete, brick paver walks, block walls, dry stack walls, exterior painting projects, drainage issues, office remodels, and other items as needed. There are 5 Temporary employees and 3 unfunded classified union employees working in the group. While they work on GO Bond parks project and enterprise funds they are charged to those business units. When they work on CIP projects the funding in 32125 is used. When the classified employees take leave or are working on other projects around the City facilities, funds are charged to this CIP Bond fund 32125.

Please approve the attached BAR to transfer the \$200,000 from 32125.572500.0114900 (Remodeling & Replacement) to 32125.500110.0114900 (Salaries, Wages & Benefits) to allow projects to be completed by in house staff.

**ACTION:**

Please approve the Budget Adjustment Request as recommended.

Finance Committee, January 20, 2015  
City Council, January 28, 2015

# City of Santa Fe, New Mexico

## BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
Public Works/Facilities/Maintenance				12/29/2014		
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept. Use Only)-->		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Remodeling & Replacement	32125.572500. 0114900				200,000	
Classified Full-time	32125.500110. 0114900			200,000		
<b>JUSTIFICATION:</b> (use additional page if needed) --Attach supporting documentation/memo				<b>TOTAL</b>	\$ 200,000	\$ 200,000

Funding transferred to Salaries, Wages & Benefits for Classified and Temporary employees working on Bond Projects around the City. Several projects, within the two year cycle of CIP bonds, are completed with in house temporary employees that are not part of the General Fund budget.

David Pfeifer Prepared By Date: 12/29/2014	<b>CITY COUNCIL APPROVAL</b> City Council Approval Required <input type="checkbox"/> City Council Approval Date: <input type="text"/> Agenda Item #: <input type="text"/>	Cal Brown 1/14/15 Budget Officer Date: 1-14-2015
David Pfeifer Division Director Date: 12-29-14	City Council Approval Date: <input type="text"/>	Finance Director Date:
[Signature] Department Director Date: 12-29-14	City Manager Date:	[Signature]