

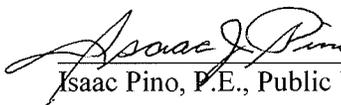


# City of Santa Fe New Mexico

## MEMO

**DATE:** April 21, 2014

**TO:** Finance Committee

**VIA:**   
Isaac Pino, P.E., Public Works Department Director

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

**SUBJECT:** Budget Adjustment Request (BAR) for Fort Marcy Roof

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A contract was entered into with the Cooperative Educational Services and Roof Care on March 15, 2014 in the amount of \$110,568. The 2012 CIP Bond Funds were placed in business unit 32719 for this roof and skylight replacement. The wrong business unit was approved on the contract by mistake.

Funds for this roof & skylight replacement are in 32719.572500.0112900. I am recommending that the funds transfer. The remaining balance in Business Unit 32125's (Municipal Facility) is \$87,595. The remaining balance in 32719 (Bicentennial Pool) for pool facilities city wide is \$231,710.

Please approve the attached BAR to transfer the \$110,568 from Bicentennial Pool (32719) to Municipal Facility Rep (32125) to correct the error. This transfer will allow CIP and Facilities Maintenance to continue until the next CIP bond is approved.

**ACTION:**  
Please approve the Budget Adjustment Request as recommended.

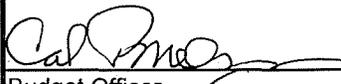
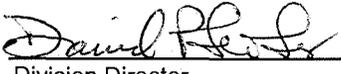
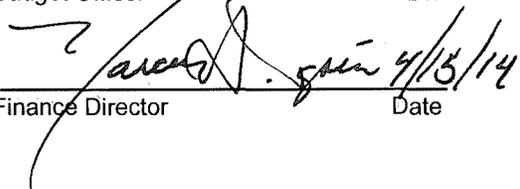
Finance Committee, April 21, 2014  
Public Works, CIP, Land Use Committee, April 28, 2014  
City Council, April 30, 2014

# City of Santa Fe, New Mexico

## BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
Public Works/Facilities/CIP				04/14/2014		
ITEM DESCRIPTION	BU / LINE ITEM	←(Finance Dept Use Only)→		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Operating Transfer In	31125.600100	0112900.3719	CR	(110,568)		
Operating Transfer Out	32719.700100	0112900.3125	DR	110,568		
Remodel & Replace	32719.572500.	0112900	CR		110,568	
Remodel & Replace	32125.572500	0112900	DR	110,568		
<b>JUSTIFICATION:</b> (use additional page if needed) --Attach supporting documentation/memo				<b>TOTAL</b>	\$ 110,568	\$ 110,568

Please see Attached Memo For the Fort Macy roof and skylight replacement.

David Pfeifer Prepared By	04/14/2014 Date	<b>CITY COUNCIL APPROVAL</b>  City Council Approval Required <input type="checkbox"/>  City Council Approval Date <input type="text"/>  Agenda Item #: <input type="text"/>	 Budget Officer	4/14/14 Date
 Division Director	4-14-14 Date		 Finance Director	4/15/14 Date
 Department Director	4-14-14 Date		City Manager	Date