

City of Santa Fe, New Mexico

memo

DATE: September 2, 2015

TO: Finance Committee

VIA: 
Oscar Rodriguez, Finance Director

FROM: Barbara Boltrek, Office of Risk Management & Safety 

ITEM & ISSUE:

Approval of a budget adjustment request (BAR) for a total amount of \$140,000.00

BACKGROUND & SUMMARY:

In the past several years, the Office of Risk Management and Safety has funded certain programs run by the Fire Department and the Human Resources Department. The programs funded for Human Resources include pre-employment background checks, pre-employment physicals, and arbitration hearings.

This 2015/2016 fiscal year, the requests for the Human Resources funds were inadvertently left out of the budget requests. As a result, the Human Resources budget requests were not presented to the Finance Committee and the Council and were not funded this fiscal year.

Sufficient funds are available in Risk Management fund 62102 as our insurance premiums came in slightly lower than anticipated.

RECOMMENDED ACTION:

It is requested that the Finance Committee and Governing Body approve a BAR decreasing 62102.555300 (insurance premiums) \$140,000 and increasing the following: 62102.510200 Legal Services (arbitration hearings) \$70,000, 62102.510300 Professional Services (pre-employment physicals) \$50,000 and 62102.510310 Service Contracts (background checks) \$20,000.

Attachment: BAR

