

City of Santa Fe, New Mexico

memo

DATE: January 7, 2014

TO: Finance Committee

FROM: Marcos A. Tapia 
Finance Director

SUBJECT: Rent at Federal Building

Background and Summary:

At the time the operating budget for Fiscal Year 2013/2014 was being prepared, it was anticipated that the staff housed at the Montoya Federal Building would be vacated on or around July 1, 2013. The amount projected that could be saved was approximately \$170,000; this saving was to be used to pay debt service for the Market Station loan from the New Mexico Finance Authority (NMFA).

It is now known that City staff had to remain at the Federal building for just over three months. Staff waited until the final bill and acknowledgement for total due for rent to come in for the Montoya Federal building before a request and accompanied BAR was initiated. Total amount required for this BAR is \$167,400; this will complete the agreement for rent due at the Montoya Federal Building.

This BAR will transfer back from the Railyard-Market Station Fund to the General Fund for payment of the Rent, funding for the debt service will come once again from the Railyard GRT Fund.

Action Requested:

Approval of the attached BAR to fund the final payment of rent at the Montoya Federal building.

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE	
Finance				12/10/2013	
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept Use Only)-->		INCREASE	DECREASE
		SUBLEDGER / SUBSIDIARY	DR / (CR)		
Transfer out	22222.700100	5856	dr	167,400	
Transfer in	51856.600100	2120	cr	(167,400)	
Transfer out	52856.700100	1001	dr	167,400	
Transfer in	11001.600100	5856	cr	(167,400)	
Land/Building Rental	12037.562550		dr	167,400	
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				TOTAL	\$ (167,400)

Transfers \$167,400 from the Market Station Fund to the General Fund to pay the rent for the Federal Building for FY 13/14

Cal Probasco Prepared By	12/10/13 Date	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	Cal Probasco Budget Officer	12/10/13 Date
Division Director	Date		Finance Director	12/13/13 Date
Department Director	Date		City Manager	Date

Memo

To: Marcos Tapia, Finance Director 

From: Cal Probasco, Budget Director

Date: August 19, 2013

Re: BAR for Federal Building Rent

At the time the operating budget was being prepared, the city manager thought that the Federal Building space would be vacated on/about July 1, and our Federal Building-housed staff would be housed at the Market Station facility. The manager opted to use the funds used to pay the rent at the Federal Building to pay the debt service for the Market Station loan from the New Mexico Finance Authority.

It is now known that the City will still be using the Federal Building space for just over 3 more months. Therefore, budget must be established to pay the rent due in the first months of FY 13/14.

As the monthly payments are due, these will be charged to the General Fund in Business Unit 12037, Line Item 562550, Land/Building Rental. The funds needed will be transferred from Railyard-Market Station Fund resources; this fund had received the rent budget proceeds for use in the debt payments for this fiscal year. A related transfer from the Railyard GRT Fund to the Railyard-Market Station Fund is being made to support the debt service for Market Station.