



**ACTION SHEET**  
**PUBLIC UTILITES COMMITTEE MEETING OF 11/4/15**

**ISSUE NO. 10**

Request for approval of a Budget Adjustment Request (BAR) for the total amount of \$292,951.00. (Maya Martinez)

Public Utilities Committee – 11/4/15  
 Finance Committee – 11/30/15  
 City Council – 12/9/15

**PUBLIC UTILITES COMMITTEE ACTION: Approved to forward to 11/30/15 Finance Committee.**

**SPECIAL CONDITIONS OR AMENDMENTS:**

**STAFF FOLLOW UP:**

<b>VOTE:</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR RIVERA, CHAIR	X		
COUNCILOR MAESTAS	X		
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	Excused		
COUNCILOR IVES	X		

City of Santa Fe, New Mexico  
**memo**

**Date:** 10/23/15

**To:** Public Utilities Committee, Finance Committee & City Council

**Via:** Nick Schiavo, Water Div. & Public Utilities Dept. Director *NSA*

**From:** Maya Martinez, Fiscal Administrator *MB*

**RE:** Budget Adjustment Request

The Water Division is requesting approval of the attached Budget Adjustment Request in the amount of \$292,951. The funding is needed to fund the remaining amount of the approved contract with CDM Smith for On Call Engineering Services. The contract was approved by the City Council on September 30 2015 in the amount of \$ 676,954. The Budget was in place when the contract was approved in the same business unit, but not in the correct line item. This BAR will place all of the funding in the correct line item for the approved contract purchase order.

**Requested Action:**

Staff is requesting your approval of the Budget Adjustment request.

15.11.002.PU

# City of Santa Fe, New Mexico

## BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
Public Utilities / Water/CIP				10/23/2015
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Water CIP Projects engineering	52359.510320		292,951	
Water CIP Projects construction	572970 <del>52359.510300</del>			292,951
<b>JUSTIFICATION:</b> <i>(use additional page if needed)</i>			<b>TOTAL</b>	\$
			\$	\$

Move funds from WIP Construction Line item to Engineering Services Line item for the Council approved contract with CDM Smith for On call engineering services.

Prepared By <u>Maya Martinez</u> Date <u>10/23/15</u>	<b>CITY COUNCIL APPROVAL</b> City Council Approval Required <input checked="" type="checkbox"/>	Budget Officer <u>ASR</u> Date <u>11/9/15</u>
Division Director <u>[Signature]</u> Date <u>10/23/15</u>	City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	Finance Director <u>[Signature]</u> Date <u>11-19-2015</u>
Department Director <u>[Signature]</u> Date <u>10/23/15</u>		City Manager _____ Date _____