

**ACTION SHEET
CITY COUNCIL MEETING OF 02/11/09
ITEM FROM FINANCE COMMITTEE MEETING OF 02/02/09**

ISSUE:

20. REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT REQUESTS (BAR) TO IMPLEMENT THE GENERAL FUND BUDGET BALANCING STRATEGY FOR FISCAL YEAR 2008/2009 APPROVED AT THE SPECIAL CITY COUNCIL MEETING OF JANUARY 5, 2009 (CAL PROBASCO)

FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM

Requested approval of budget adjustment requests (BAR) to implement the general fund budget balancing strategy for fiscal year 2008/2009 approved at the Special City Council Meeting of January 5, 2009 in the total amount of \$3,012,794 in the general fund.

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR WURZBURGER	X		
COUNCILOR CALVERT	X		
COUNCILOR CHAVEZ	excused		
COUNCILOR DOMINGUEZ	X		
CHAIRPERSON ORTIZ			

City of Santa Fe, New Mexico

memo

DATE: January 25, 2009

TO: Finance Committee

VIA: David Millican 
Finance Director

FROM: Cal Probasco 
Budget Officer

ITEM AND ISSUE:

Request for Approval of Departmental Budget Reduction Adjustments for FY 08/09

BACKGROUND AND SUMMARY:

Mr. Dave Millican presented recommendations concerning reductions to the departmental operating budgets at the Committee's January 5, 2009 meeting. The intent was to reduce the operating deficit in the general fund. This memo summarizes the budget adjustment requests (BAR's) prepared at the committee's direction.

Administrative Services Department

ITT – The actions proposed by Mr. Millican are all included in the BAR. Staff training has been reduced by \$89,000, leaving a balance of \$100,000 for ITT training. Cell phone expenditures have been reduced by \$55,000. Data processing and professional services contracts were also reduced in accordance with the division's proposal. The BAR transfers savings in non-general fund line items into the general fund. The reductions total **\$392,000**.

Risk Management – Reductions in expenditures totaling **\$410,000** are reflected on the BAR's from Risk and an equivalent amount is being transferred into general fund as its portion of the lower expenditure rate in Risk. Rebates are being made by fund transfers into other funds that contribute to Risk Management. The rebates to other funds total \$390,000.

City Attorney – The \$65,000 recommended in Mr. Millican's analysis has been reduced to **\$15,668**. Staff later concluded that the attorney's would not be able to provide in-house counsel

at municipal court eliminating the \$40,000 savings. The other recommendation concerned an attorney working reduced hours. Since preparation of the analysis, the number of hours the attorney would work increased from 20 to 28 hours per week, reducing the amount of savings to be realized.

City Clerk – The clerk has submitted BAR’s totaling \$18,500, just slightly more than contained in Mr. Millican’s analysis.

City Manager – The \$25,148 in proposed budget cuts are in professional services for contracts in which the services have been performed, completed and are no longer needed. One of the contractors offered a five per cent reduction in compensation.

Community Services – The BAR includes total reductions of \$85,000 in a number of special revenue business units with accompanying transfers totaling \$82,000 into general fund. The difference between the reductions and the transfers is that the reduction of \$3,000 in Arts Division is in a business unit funded by the ½ % Lodgers Tax that cannot be transferred into general fund.

Finance – The BAR includes transfer of \$804,810 from the CIP GRT fund to the general fund. This reflects savings realized from refinancing CIP GRT debt at lower interest rates and revenue from termination fees of \$317,000 associated with cancellation of the forward purchase contract involved in the refunded debt issue. In earlier recommendation of Mr. Millican, transfers in excess of \$1 million in expenditures were proposed from general fund activities in Public Works into the CIP GRT fund. This transfer is in lieu of moving these expenditures from general fund into the CIP GRT fund. The transfer, in effect, is a subsidy supporting the nearly \$7 million in general fund allocations in support of streets, drainage and maintenance, parks and traffic. An additional \$274,942 in unused unemployment premiums was identified during staff preparation that was no longer required as the city contracts for its unemployment liabilities; this amount has reverted to cash. The savings realized total \$1,079,752.

Housing and Community Development – The BAR reduces the budget by the amounts recommended in Mr. Millican’s recommendation. The \$75,000 reduction for deferring completion of the Living Wage Phase II study is included. RPA contract services have also been reduced by \$25,000 to reflect the fact that the actual amount will depend on the result of discussions with the County. An additional \$50,000 reduction is being made affecting the tenant-landlord hotline services and counseling. Total reduction is \$150,000.

Human Resources – The BAR reduces the human resources general fund budget by \$79,078. The recommendation was \$87,000. Further review indicated that the balance was from reductions in the benefit administration unit affecting a large number of funds. At this point, we chose not to pursue these reductions due to the limited amount of benefit to general fund.

Land Use – The **\$101,845** reductions on the BAR include reductions in a number of line items as proposed by the department. These reductions were not modified in Mr. Millican’s previous recommendation.

Police – Mr. Millican’s analysis ^{noted} ~~indication~~ that about \$153,000 would result from economy and efficiency of staff assignments. Additional analysis within the Police Department concluded that savings expected in one of the business units had not been correct. The actual reduction will be **\$110,525**.

Public Works – The BAR’s submitted contain **\$548,278** in general fund reductions. This amount is less than the \$591,000 contained in the recommendations due to the \$86,000 identified for the cost of the parks project management position being an annual amount, not the savings that would be realized in charging this position’s expense to the parks project bond fund. The savings included for this reallocation of the parks project manager is \$43,278.

Total benefit to the General Fund from the above actions is \$3,012,794.

ACTION RECOMMENDED:

Recommend these adjustments to the Governing Body for approval.

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME ASD - Information Technology Division				DATE 01/23/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Transfer Out	32107.700100	1001	337,000	
Transfer In	11001.600100	3102	(337,000)	
Transfer Out	32784.700100	3102	194,000	
Transfer In	31102.600100	3103	(194,000)	
Professional Contracts	32110.510300			54,000
Training	32138.561200			89,000
Capitalized Software	32784.570850			165,000
Capitalized Data Processing Equip	32784.570800			29,000
Communications	12029.514100			55,000
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ - \$ 392,000

Budget reduction. Reduction based on earlier input from ITT and analysis by the Finance Director.

Cal Probasco	1/21/09	CITY COUNCIL APPROVAL City Council <input type="checkbox"/> Approval Required City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>		1/23/09
Prepared By	Date		Budget Officer	Date
Division Director	Date		Finance Director	Date
Department Director	Date	City Manager	Date	

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME ASD - Risk Management/Safety Division			DATE 01/08/2009	
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>Finance Dpt. Use Only</small>	INCREASE	DECREASE
General Liability TPA	62102.555300			60,000
Police Property Liability	62102.555450			70,000
Per Diem Out of State	62103.560200			2,600
Per Diem In State	62103.560250			600
Travel Out of State	62103.560500			2,600
Travel In State	62103.572400			200
Contracts	62106.510300			15,000
General Liab Claims Paid	62106.556200			109,000
Police Claims Paid	62106.556250			50,000
Workers' Comp Medical Pymts	62111.556000			100,000
Cash Balance Transfer In	11001.600100	6109	(100,000) 410,000	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ 410,000 \$ 410,000

Mandated 10 % Reductions within Internal Service Funds and Transfer of Cash to General Fund.

Henry D. Aranda	1/08/09	CITY COUNCIL APPROVAL			
Prepared By	Date	<input type="checkbox"/>			1/15/08
	1-12-09	City Council Approval Date	<input type="text"/>	Budget Officer	
Division Director	Date			Date	
	1-12-09	Agenda Item #:	<input type="text"/>	Finance Director	
Department Director	Date			Date	
				City Manager	
				Date	

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME ASD - Risk Management/Safety Division				DATE 01/15/2008
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Transfer Out	62111.700100	1001	100,000	
Transfer In	11001.600100	6101	(136,000)	
Transfer Out	62106.700100	1001	136,000	
Transfer In	11001.600100	6104	(174,000)	
Transfer Out	62106.700100	1001	174,000	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ -

Budget reduction: _____

Prepared By _____ Date _____ Division Director _____ Date _____ Department Director _____ Date _____	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date _____ Agenda Item #: _____	 Budget Officer _____ Date 1/15/08 Finance Director _____ Date _____ City Manager _____ Date _____
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City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
ASD - Risk Management/Safety Division				Page 1 of 3
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
GIS	31102.600100	6104	(1,225)	
Insurance Claims Fund	62106.700100	3102	1,225	
Water Cust. Service	51205.600100	6104	(15,456)	
Insurance Claims Fund	62106.700100	5205	15,456	
HR Benefits	61106.600100	6104	(918)	
Insurance Claims Fund	62106.700100	6106	918	
Storm Water	21401.600100	6104	(918)	
Insurance Claims Fund	62106.700100	2401	918	
CIP Admin/Locals & Eng.	31102.600100	6104	(12,553)	
Insurance Claims Fund	62106.700100	3102	12,553	
Streets/Gas Tax	31326.600100	6104	(2,450)	
Insurance Claims Fund	62106.700100	3326	2,450	
Parking	51150.600100	6104	(24,585)	
Insurance Claims Fund	62106.700100	5150	24,585	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	

Rebate to 'Other Funds' from General Liability Claims Fund Total Amount \$390,000.00

Henry D. Aranda	1/12/09	CITY COUNCIL APPROVAL			
Prepared By	Date	<input type="checkbox"/>			1/15/09
	1-12-09	City Council Approval Date		Budget Officer	Date
Division Director	Date	<input type="text"/>		Finance Director	Date
	1-12-09	Agenda Item #:		City Manager	Date
Department Director	Date	<input type="text"/>			

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
ASD - Risk Management/Safety Division Page 2 of 2				01/12/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Transit	51400.524010	6104	(45,365)	
Insurance Claims Fund	62106.700100	5400	45,365	
MRC	51600.600100	6104	(8,960)	
Insurance Claims Fund	62106.700100	5600	8,960	
Airport	51800.600100	6104	(4,000)	
Insurance Claims Fund	62106.700100	5800	4,000	
Police GRT	21210.600100	6104	(5,695)	
Insurance Claims Fund	62106.700100	2210	5,695	
Fire Property Tax	21251.600100	6104	(4,590)	
Insurance Claims Fund	62106.700100	2251	4,590	
Seniors	21520. ⁶⁰⁰¹⁰⁰ 227830	6104	(38,655)	
Insurance Claims Fund	62106.700100	2520	38,655	
Arts Commission	21112.600100	6104	(1,394)	
Insurance Claims Fund	62106.700100	2112	1,394	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ - \$ -

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Henry D. Aranda	1/12/09	CITY COUNCIL APPROVAL			
Prepared By	Date	<input type="checkbox"/>			1/15/09
	1-12-09	City Council	Approval Date	Budget Officer	Date
Division Director	Date	<input type="text"/>		Finance Director	Date
	1-12-09	Agenda Item #:	<input type="text"/>	City Manager	Date
Department Director	Date				

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME ASD - Risk Management/Safety Division	Page 3 of 3	DATE 01/12/2009
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ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Children & Youth	21513.600100	6104	(612)	
Insurance Claims Fund	62106.700100	2513	612	
GCCC	51700.000000	6104	(50,075)	
Insurance Claims Fund	62106.700100	5700	50,075	
CVB Marketing Lodgert Tx	21115.600100	6104	(5,020)	
Insurance Claims Fund	62106.700100	2115	5,020	
Public Utilities Admin	51200.600100	6104	(1,225)	
Insurance Claims Fund	62106.700100	5200	1,225	
Water Division	51300.600100	6104	(67,433)	
Insurance Claims Fund	62106.700100	5300	67,433	
Solid Waste Mgmt	51250.600100	6104	(33,440)	
Insurance Claims Fund	62106.700100	5250	33,440	
Waste Water	51450.600100	6104	(65,431)	
Insurance Claims Fund	62106.70010	5450	65,431	

JUSTIFICATION: *(use additional page if needed)*

TOTAL \$ - \$ -

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Henry D. Aranda Prepared By  Division Director  Department Director	1/12/09 Date 1-12-09 Date 1-12-09 Date	CITY COUNCIL APPROVAL <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	Budget Officer _____ Date Finance Director _____ Date City Manager _____ Date
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City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				01/12/2009
City Clerk				
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Inventory Exempt	12006.572400			4,500
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ - \$ 4,500

Budget reduction.

<p><i>[Signature]</i> 1-12-09 Prepared By _____ Date</p> <p>Division Director _____ Date</p> <p><i>[Signature]</i> 1-13-09 Department Director _____ Date</p>	<p>CITY COUNCIL APPROVAL</p> <p>City Council Approval Required <input type="checkbox"/></p> <p>City Council Approval Date <input type="text"/></p> <p>Agenda Item #: <input type="text"/></p>	<p><i>[Signature]</i> 1/12/09 Budget Officer _____ Date</p> <p>Finance Director _____ Date</p> <p>City Manager _____ Date</p>
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Date: December 12, 2008
To: Finance Committee
From: Sevastian E. Gurule, Constituent Services Division Director
Via: Galen M. Buller, City Manager
Re: City Manager's Proposed Budget Cut

The City Manager's Office is primarily salaries and benefits with very little operational budget other than legal and professional contracts.

The following proposed budget cuts are contracts in which the services have been performed, completed and are no longer needed. In addition, a contractor has offered to reduce their compensation by five percent. We are also proposing to cut the operating supply budget:

\$13,532.67	Sheehan Sheenhan & Stelzne; this contract can be terminated. Services have been completed.
\$500.00	Trust for Public Land; this contract can be terminated. Services have been completed.
\$6,355.43	The Community Store; this contract can be terminated. Services have been completed.
\$3,260.00	Becky LoDolce; this contract can be terminated. Services have been completed.
\$1,500.00	Mark Duran & Associates; has offered a 5 % reduction of the remaining balance on his existing contract. The amount identified is the City Manager's portion of Mr. Duran's contract. The compensation for Mr. Duran is shared equally between the Water Division and the City Manager's Office.
<u>\$25,148.10</u>	Total proposed budget cuts for Fiscal Year 08/09.

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME Community Services				DATE 01/23/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Transfer Out	22581.700100	1001	8,000	
Transfer In	11001.600100	2513	(8,000)	
Transfer Out	22774.700100	1001	25,000	
Transfer In	11001.600100	2716	(25,000)	
Transfer Out	22783.700100	1001	7,000	
Transfer In	11001.600100	2520	(7,000)	
Transfer Out	22710.700100	1001	27,000	
Transfer In	11001.600100	2705	(27,000)	
Transfer Out	52701.700100	1001	15,000	
Transfer In	11001.600100	5700	(15,000)	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	-

Budget transfers to move community services reductions into general fund. Note that the 1/2% Lodgers Tax reduction/Arts reduction of \$3,000 is not being transferred into general fund due to fund restrictions.

Total transferred is \$82,000.

Cal Probasco	1/23/09	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	 Budget Officer	1/23/09 Date
Prepared By	Date		Finance Director	Date
Division Director	Date		City Manager	Date
Department Director	Date			

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
Finance				01/26/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Transfer Out	32107.700100	1001	804,810	
Transfer In	11001.600100	3102	(804,810)	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	

Refunding CIP GRT debt at lower interest rate reduced CIP GRT bond requirements in Fund 3102 by \$487,810.

Cancellation of forward purchase contract associated with the refunded debt issue generated revenue from termination in the amount of \$317,000. Savings available for use in the general fund.

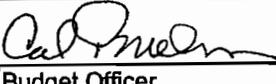
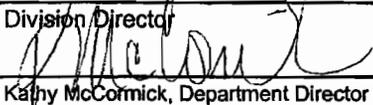
Cal Probasco	1/26/09	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	 Budget Officer	1/26/09 Date
Prepared By	Date		Finance Director	Date
Division Director	Date		City Manager	Date
Department Director	Date			

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
Housing & Community Development Department/Affordable Housing/ Economic Development/Long Range Planning				01/12/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Affordable Housing General Fund Contract Services	12106.510400			50,000
Regional Planning Authority Contract Services	22766.510400			25,000
Economic Development Professional Contracts	22116.510300			75,000
Economic Development Fund Operating Transfers Out	22116.700100	1001	75,000	
General Fund Operating Transfers In	11001.600100	2117	(75,000)	
Regional Planning Authority Operating Transfers Out	22766.700100	1001	25,000	
General Fund Operating Transfers In	11001.600100	2709	(25,000)	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ 200,000 \$ 150,000

Budget reduction proposals for Fiscal Year 2008-09 per Finance approval January 5, 2008.

Carmella Olguin	01/12/09	CITY COUNCIL APPROVAL			
Prepared By	Date	City Council Approval Required <input type="checkbox"/>		1/12/09	Date
N/A		City Council Approval Date <input type="text"/>			Date
Division Director	Date	Agenda Item #: <input type="text"/>			Date
	1/12/09				Date
Kathy McCormick, Department Director	Date				Date

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE	
Human Resources				JAN 15 2009	
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE	
Overtime	12025.501400			534	
Food	12025.530400			459	
Books, Subscriptions, Periodicals	12025.530700			265	
Training/Tuition	12025.561200			60,000	
Print/Publish	12025.561800			2,300	
Advertising	12025.561850			14,920	
Dues	12025.561900			600	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ -	\$ 79,078

Budget reduction. Details contained in attached memo.

Prepared By _____ Date _____	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date _____ Agenda Item #: _____	 Budget Officer _____ Date 1/15/09
Division Director _____ Date _____	Finance Director _____ Date _____	City Manager _____ Date _____
Department Director _____ Date _____		

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
Land Use /Inspections & Enf/Short Term/ Historic Pres/Bldg.Prmt/Tech Rev				01/13/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Repair & Maintenance/Vehicles	12073 . 520500			2,051
" " "	12107 . 520500			500
" " "	12179 . 520500			1,000
Auto Parts	12073 . 530850			3,686
Tires	12072 . 530900			362
Gasoline	12072 . 53100			3,000
Operating Supplies	12182 . 530200			2,000
" "	12179 . 530200			1,904
" "	12072 . 530200			4,000
Books/Subscriptions	12079 . 530700			443
" "	12073 . 530700			1,982
Printing/Publishing	12182 . 561800			4,000
Uniform/Clothing/Linen	12107 . 530500			90
" " "	12182 . 530500			800
Inventory Exempt	12085 . 572400			10,500
" "	12179 . 572400			2,600
" "	12073 . 572400			3,343
" "	12073 . 572400			5,364
Professional Services	12079 . 510300			220
" "	12107 . 510300			34,000
" "	12182 . 510300			20,000
	.			
	.			
	.			

JUSTIFICATION: *(use additional page if needed)* **TOTAL** \$ - \$ 101,845

Land Use Department's 10% Budget Reductions for FY 2008/2009.

Ollie Bacon Prepared By	01/13/09 Date	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item # <input type="text"/>	 Budget Officer	1/13/09 Date
Division Director	Date		Finance Director	Date
 Department Director	1.14.09 Date		City Manager	Date



City of Santa Fe, New Mexico
 BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME POLICE / PATROL			DATE 09-04	
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dept. Use Only)</small>	INCREASE	DECREASE
INVENTORY EXEMPT	12059.572400			22,000
CLASSIFIED FULL TIME	12062.500350			63,455
EXEMPT FULL TIME	12058.500200			5,000
EXEMPT FULL TIME	12066.500200			7,440
CLASSIFIED FULL TIME	12059.500350			12,630
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ - \$ 110,525

Budget Reduced for FY 08-09 Budget Reductions and Efficiencies Plan. *Original input had 152,085 - there was an error in computing savings in 12062.9*

Karen Valdez Prepared By Division Director Department Director	01/12/09 Date	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/>		 Budget Officer	1/15/09 Date
	City Council Approval Date <input type="checkbox"/>	City Council Approval Date <input type="checkbox"/>	Finance Director	Date	
Agenda Item #: <input type="checkbox"/>	Department Director	City Manager	Date		

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME Public Works/Parks, Trails Watershed				DATE 01/15/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dept. Use Only)</small>	INCREASE	DECREASE
Salary	12177.500350			29,157
FICA	12177.503100			2,231
PERA	12177.503150			5,547
RHC	12177.503250			379
Health	12177.503200			5,660
Dental	12177.503400			304
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ 43,278

2009 Budget reduction and adjustments to move one position from General Fund to CIP Fund.

Budget in place in CIP using vacant position.

Bobbi Mossman Prepared By _____ Date 01/15/2009	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date _____ Agenda Item #: _____	<i>Bobbi Mossman</i> 1/15/09 Budget Officer _____ Date _____ Finance Director _____ Date _____ City Manager _____ Date _____
Division Director _____ Date _____ Department Director _____ Date _____		

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
Public Works/Transit				01/14/2009
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Rental Equipment/Machinery	52402.562600			175,000
Fuel - CNG	52403.531100			100,000
Repair/Maintenance Vehicles	52403.520500			30,000
<i>Transfer Out</i>	<i>22114.700100</i>	<i>5400</i>		<i>(305,000)</i>
<i>Transfer In</i>	<i>51400.600100</i>	<i>2116</i>		<i>305,000</i>
<i>Transfer Out</i>	<i>22114.700100</i>	<i>1001</i>	<i>305,000</i>	
<i>Transfer In</i>	<i>11001.600100</i>	<i>2116</i>	<i>(305,000)</i>	
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ - \$ 305,000

2009 Budget reduction and adjustments

Bobbi Mossman Prepared By Date: 01/14/2009	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date: <input type="text"/> Agenda Item #: <input type="text"/>	<div style="text-align: right;"> Budget Officer Date: 1/15/09 </div> <div style="text-align: right;"> Finance Director Date: </div> <div style="text-align: right;"> City Manager Date: </div>
For Division Director Date: 1-14-09	For Department Director Date: 1-15-09	