



**ACTION SHEET  
CITY COUNCIL MEETING OF 02/15/10  
ITEM FROM FINANCE COMMITTEE MEETING OF 02/24/10**

**ISSUE:**

17. REQUEST FOR APPROVAL OF A RESOLUTION RELATING TO A REQUEST FOR APPROVAL OF FIRST QUARTER BUDGET ADJUSTMENTS FOR FISCAL YEAR 2009/2010 (CAL PROBASCO)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

**SPECIAL CONDITIONS OR AMENDMENTS:**

**STAFF FOLLOW UP:**

<b>VOTE:</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR WURZBURGER	x		
COUNCILOR CALVERT	x		
COUNCILOR CHAVEZ	Not Present to Vote		
COUNCILOR DOMINGUEZ	x		
CHAIRPERSON ORTIZ			

DISK fc1/fcissue

# City of Santa Fe, New Mexico

# memo

**DATE:** February 10, 2010

**TO:** Finance Committee

**VIA:** David Millican   
Finance Director

**FROM:** Cal Probasco   
Budget Officer

## **ITEM AND ISSUE:**

Request for Approval of Budget Adjustment Resolution for Quarter Ending December 31, 2010

## **BACKGROUND AND SUMMARY:**

Attached is a resolution listing increases to the FY 09/10 operating budget. These increases have been previously approved by the Governing Body or approved by the City Manager if under \$30,000.

Budget adjustments to the operating budget that are over \$30,000 require Finance Committee recommendation and Governing Body approval. The Budget Office submits such budget adjustments on a quarterly basis for committee consideration. These adjustments move approved budget amounts from one line item to another within the same fund.

## **ACTION RECOMMENDED:**

Recommend these adjustments to the Governing Body for approval. After approval, the resolution will be forwarded to the Department of Finance and Administration.

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**CITY OF SANTA FE**

**RESOLUTION NO. 2010 - \_\_\_\_\_**

**INTRODUCED BY:**

*Finance Committee*

*A RESOLUTION*

*RELATING TO A REQUEST FOR APPROVAL OF SECOND QUARTER BUDGET*

*ADJUSTMENTS FOR FISCAL YEAR 2009/2010*

*WHEREAS, the Governing Body of the City of Santa Fe, meeting in regular session on February 24, 2010, did propose to ask for budget adjustment; and:*

*WHEREAS, a Second Quarter Review by the Governing Body of the City of Santa Fe of the Fiscal Year 2009/2010 Budget has shown a need to address significant budget priorities.*

*NOW, THEREFORE, the Governing Body of the city of Santa Fe does request authorization for budget adjustments as detailed on the attached Resolution Detail by Fund (see Attachment) hereby incorporated as part of this resolution.*

*NOW, THEREFORE, it is respectfully requested that authorization to implement the First Quarter Budget Adjustments be granted by the Local Government Division of the New Mexico Department of Finance and Administration.*

*PASSED, APPROVED and ADOPTED the 24<sup>th</sup> day of February, 2010.*

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*DAVID COSS, MAYOR*

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*ATTEST:*

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*YOLANDA Y. VIGIL, CITY CLERK*

*APPROVED AS TO FORM:*

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*GENO ZAMORA, CITY ATTORNEY*

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*LOCAL GOVERNMENT DIVISION  
DEPARTMENT OF FINANCE AND  
ADMINISTRATION*

**CITY OF SANTA FE**  
**SECOND QUARTER FY 2009/2010 - RESOLUTION DETAIL BY CATEGORY & FUND**

<i>Fund Title</i>	<i>Adjustment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
<b><u>Adjustments Not Previously Approved by City Council:</u></b>				
General Fund	Reimbursed services of other Depts. - College of Santa Fe	\$ -	\$ 100,000	\$ 100,000
General Fund	Budget input correction to Water Hydrant Maintenance transfer	-	71,000	71,000
General Fund	Budget input correction to printing/copying fee revenues	-	38,000	38,000
General Fund	Budget correction to GF share of Wastewater Impact Fees	-	33,333	33,333
General Fund	Appropriation for special events: Naturalization Ceremony/ Hispanic Heritage Month	10,500	2,500	(8,000)
1% Lodgers Tax Advertising	Temporary position to cover duties assigned to CAT Planner	30,000	30,000	-
45% Special Uses Lodgers Tax	Adjustment to prior year carry forward - PO closed in error	108,233	-	(108,233)
Santa Fe Business Incubator	Adjustment to NM DFA grant budget based on final award	2,387	2,387	-
Police Grants	NM DPS grant for domestic violence prevention advertising	2,000	2,000	-
Juvenile Justice Program	NM CYFD grant to support Juvenile Justice Program activities	98,252	98,252	-
Senior Companion Program	Mandated 2% budget cuts per grantor (NM Agency on Aging)	(2,640)	(2,640)	-
Foster Grandparent Program	Mandated 2% budget cuts per grantor (NM Agency on Aging)	(2,305)	(2,305)	-
Retired Senior Volunteer Program	Mandated 2% budget cuts per grantor (NM Agency on Aging)	(775)	(775)	-
Crisis Response Project	Appropriation from available cash for Crisis Intervention Team training/Sobering Center contract support	51,098	-	(51,098)
½% GRT Income Fund	Appropriation of US DOT/NM DOT grants and local matching funds for the Airport E Apron Reconstruction Project	72,500	-	(72,500)
CIP Reallocation Fund	Reallocation of CIP funding for facilities maintenance projects	100,000	-	(100,000)
Property Control Projects	Reallocation of CIP funding for facilities maintenance projects	100,000	100,000	-
Fire Station #8/Tierra Contenta	Administrative correction to prior CIP project adjustment	(1,468)	-	1,468
ADA Improvements CIP	Reallocation from Paved St. Resurfacing CIP per prj. schedules	4,872	4,872	-
Plaza Improvements CIP	Reallocation of CIP funding for Plaza design services	13,000	13,000	-
Play Court Rehabilitation CIP	Reallocation of CIP funding for the Transit Facility Expansion	13,197	-	(13,197)
City-Wide Traffic Calming CIP	Allocation of traffic violations revenue to Traffic Calming projects	43,141	-	(43,141)
Juan de Dios Rd. Improvement CIP	Reallocation of CIP funding for the Transit Facility Expansion	13,836	-	(13,836)
Utilities Administration	Allocation from Energy Savings Revolving Fd - lighting upgrades	6,661	6,661	-
Utility Customer Service	Budget input correction for the Accounting/Cashiers section	112,750	-	(112,750)
Water Operating Fund	Payment for default on contract for fire pump replacement	25,000	74,879	49,879
Water Operating Fund	Budget input correction to Hydrant Maintenance transfer to GF	71,000	-	(71,000)
Transit Facility CIP/Grant	Reallocation of CIP funding for the Transit Facility Expansion	27,033	27,033	-
Downtown Transit Center	Reallocation of CIP funding - Sheridan/Marcy Pedestrian Imprv.	5,500	5,500	-
Wastewater Management	Transfer of construction escrow funds for sewer line/manhole improvements at the Nava Ade/Boggs Subdivision	16,923	16,923	-
Impact Fees - Wastewater	Budget correction to GF share of Wastewater Impact Fees	33,333	-	(33,333)

<i>Fund Title</i>	<i>Adjustment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
SWMA Caja del Rio Landfill	Appropriation from available cash to recondition a loader	58,580	-	(58,580)
SWMA Caja del Rio Landfill	Appropriation for a second corrections inmate crew	40,000	-	(40,000)
GCCC - CIP	Adjustment to NM DFA grant based on final grant award	(118,000)	(118,000)	-
Airport Fund	Adjustment to prior year carry forward of NMHTD Airport grant	(275,000)	(275,000)	-
Airport E Apron Reconstruct. CIP	Appropriation of US DOT/NM DOT grants and local matching funds for the Airport E Apron Reconstruction Project	1,145,000	1,145,000	-
Insurance Claims Fund	Appropriation from available cash to cover H1N1 flu supplies	30,000	-	(30,000)
<b><i>SUBTOTAL - Adjustments Not Previously Approved by City Council</i></b>		<b>\$ 1,834,608</b>	<b>\$ 1,372,620</b>	<b>\$ (461,988)</b>
<b><i>Council-Approved Capital Improvements Program (CIP) Adjustments:</i></b>				
Municipal GRT - Railyard/Gen.	Transfer to Railyard Development for active & pending litigation	\$ 110,000	\$ -	\$ (110,000)
Police Complex CIP	NM DFA grant to support the Police Admin. Bldg. project	250,000	250,000	-
SF River Channel Improvements	Increase from available cash for SF River/tributary improvements	34,000	-	(34,000)
Paved Street Resurfacing	NM DOT grant for the Pacheco Street Improvements project	42,865	42,865	-
ARRA Rodeo Rd Landscaping	NM DOT/American Recovery & Reinvestment Act (ARRA) grant to support the Rodeo Road Median Landscaping CIP project	150,000	150,000	-
Orlando Fernandez Park CIP Prj.	Reallocate CIP funding from the Young Park CIP Project	5,300	5,300	-
WW Modification/Replacement	NM EMNRD grant for the Wastewater Methane Reuse project	65,000	65,000	-
MRC Bond Fund	Transfer Park GO Bond proceeds to MRC improvements project	-	-	-
Railyard Development Infrastructure	Allocation from GRT for active & pending Railyard litigation	110,000	110,000	-
Railyard Park & Plaza CIP	NM DFA grant for the Railyard Park & Plaza CIP project	148,500	148,500	-
Railyard Park & Plaza CIP	SF County grant for the Railyard Park & Plaza CIP project	200,000	200,000	-
<b><i>SUBTOTAL - Council-Approved Capital Improvements Program (CIP) Adjustments</i></b>		<b>\$ 1,115,665</b>	<b>\$ 971,665</b>	<b>\$ (144,000)</b>
<b><i>Other Council-Approved Adjustments:</i></b>				
General Fund	US DOJ/BJA Police grant for Investigations/Domestic Violence	\$ 65,473	\$ 65,473	\$ -
General Fund	Reallocation from Crisis Response Project Fund to cover	-	-	-
1% Lodgers Tax Advertising	Redistribution of Arts position salary to cover commitments	36,000	-	(36,000)
45% Special Uses Lodgers Tax	NM DFA grant to support the 400th Anniversary Celebration	122,215	122,215	-
Sex Offender Management	Appropriation of US DOJ/Office of Violence Against Women grant for probation supervision of domestic/sexual offenders	200,000	200,000	-
DWI Forfeiture Program	Establish budget for FY 09/10 DWI Vehicle Forfeiture Program	115,550	227,100	111,550
Police Grants	US DOJ/BJA Police grant for Investigations/Domestic Violence	202,674	202,674	-
Storm Water Management	Increase from available cash for SF River/tributary improvements	66,000	-	(66,000)
Children & Youth Programs	Council allocation for Youth Shelters from Human Services	15,000	15,000	-
Title III-C-1 Grant Program	NM Agency on Aging/ARRA stimulus grant for senior nutrition	29,661	29,661	-
Community Service Misc. Grants	NM DFA grant for SF Civic Housing Authority Community Ctr.	235,000	235,000	-
Community Service Misc. Grants	NM DFA grant to support the Desert Sage housing project	200,000	200,000	-
Emergency Mgmt. Performance Grt.	Appropriation of US DHS State Homeland Security Grant	321,350	321,350	-

<i>Fund Title</i>	<i>Adjustment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
ARRA Energy Efficiency Grant	Appropriation of US DOE/ARRA Renewable Energy/Efficiency grant plus local matching funds	781,600	781,600	-
Energy Savings Revolving Fund	Appropriation of US DOE/ARRA Renewable Energy/Efficiency grant plus local matching funds	781,600	781,600	-
Art for CIP Projects	Redistribution of Arts position salary to cover commitments	36,448	36,448	-
Water Operating Fund	Appropriation of NMFA Drinking Water Revolving Loan/ARRA stimulus grant for the Micro-Hydroelectric Generation Project	388,820	388,820	-
Water Conservation Fund	Appropriation of NMFA Drinking Water Revolving Loan/ARRA stimulus grant for the Water Conservation Rebate Program	212,100	212,100	-
Water Conservation Fund	Appropriation of NMFA Drinking Water Revolving Loan/ARRA stimulus grant for the Water Harvesting Demonstration Project	88,375	88,375	-
Well & Booster Station Projects	Appropriation of NMFA Drinking Water Revolving Loan/ARRA stimulus grant for Water System Energy Efficiency Upgrades	228,858	228,858	-
Buckman Direct Diversion	Appropriation of NMFA Drinking Water Revolving Loan/ARRA stimulus grant for Buckman Photovoltaic Modifications	98,980	98,980	-
<b><i>SUBTOTAL - Other Council-Approved Adjustments</i></b>		<b>\$ 4,225,704</b>	<b>\$ 4,235,254</b>	<b>\$ 9,550</b>
<b><i>GRAND TOTAL - ALL ADJUSTMENTS</i></b>		<b>\$ 7,175,977</b>	<b>\$ 6,579,539</b>	<b>\$ (596,438)</b>

**CITY OF SANTA FE - SECOND QUARTER FY 2009/2010  
RESOLUTION DETAIL - TOTAL BY FUND**

<i>Fund Title</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
General Fund	\$ 75,973	\$ 310,306	\$ 234,333
1% Lodgers Tax Advertising	66,000	30,000	(36,000)
45% Special Uses Lodgers Tax	230,448	122,215	(108,233)
Santa Fe Business Incubator	2,387	2,387	-
Municipal GRT - Railyard/Gen.	110,000	-	(110,000)
Sex Offender Management	200,000	200,000	-
DWI Forfeiture Program	115,550	227,100	111,550
Police Grants	204,674	204,674	-
Storm Water Management	66,000	-	(66,000)
Children & Youth Programs	15,000	15,000	-
Juvenile Justice Program	98,252	98,252	-
Senior Companion Program	(2,640)	(2,640)	-
Title III-C-1 Grant Program	29,661	29,661	-
Foster Grandparent Program	(2,305)	(2,305)	-
Retired Senior Volunteer Program	(775)	(775)	-
Crisis Response Project	51,098	-	(51,098)
Community Service Misc. Grants	435,000	435,000	-
Emergency Mgmt. Performance Grt.	321,350	321,350	-
ARRA Energy Efficiency Grant	781,600	781,600	-
½% GRT Income Fund	72,500	-	(72,500)
CIP Reallocation Fund	100,000	-	(100,000)
Property Control Projects	100,000	100,000	-
Police Complex CIP	250,000	250,000	-
Fire Station #8/Tierra Contenta	(1,468)	-	1,468
SF River Channel Improvements	34,000	-	(34,000)
Paved Street Resurfacing	42,865	42,865	-
ADA Improvements CIP	4,872	4,872	-
Energy Savings Revolving Fund	781,600	781,600	-
Plaza Improvements CIP	13,000	13,000	-
Art for CIP Projects	36,448	36,448	-
Play Court Rehabilitation CIP	13,197	-	(13,197)
City-Wide Traffic Calming CIP	43,141	-	(43,141)
Juan de Dios Rd. Improvement CIP	13,836	-	(13,836)
ARRA Rodeo Rd Landscaping	150,000	150,000	-
Orlando Fernandez Park CIP Prj.	5,300	5,300	-
Utilities Administration	6,661	6,661	-
Utility Customer Service	112,750	-	(112,750)
Water Operating Fund	484,820	463,699	(21,121)
Water Conservation Fund	300,475	300,475	-
Well & Booster Station Projects	228,858	228,858	-
Transit Facility CIP/Grant	27,033	27,033	-
Downtown Transit Center	5,500	5,500	-
Wastewater Management	16,923	16,923	-
Impact Fees - Wastewater	33,333	-	(33,333)
WW Modification/Replacement	65,000	65,000	-
SWMA Caja del Rio Landfill	98,580	-	(98,580)
GCCC - CIP	(118,000)	(118,000)	-
Airport Fund	(275,000)	(275,000)	-
Airport E Apron Reconstruct. CIP	1,145,000	1,145,000	-

<i>Fund Title</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
Railyard Development Infrastructure	110,000	110,000	-
Railyard Park & Plaza CIP	348,500	348,500	-
Insurance Claims Fund	30,000	-	(30,000)
Buckman Direct Diversion	98,980	98,980	-
<b>GRAND TOTAL - ALL FUNDS</b>	<b>\$ 7,175,977</b>	<b>\$ 6,579,539</b>	<b>\$ (596,438)</b>

**CITY OF SANTA FE  
 BARs > \$30,000  
 BY DEPARTMENT**

**DEPARTMENT/DIVISION**

**FINANCE DEPARTMENT**

General Fund	\$ 12,800	Increase – Park Craft Vendor Fees
(Revenue)	\$ 12,100	Increase – Superintendent Fees
	\$ 10,300	Increase – Park Daily Fees
	\$ 35,200	Decrease – Special Use (Streets) Permits

**PUBLIC WORKS DEPARTMENT**

Police Complex (CIP Project Fund)	\$ 151,206	Increase – WIP Construction Decrease – WIP Design
ADA Improvements (CIP Project Fund)	\$ 60,000	Increase – WIP Design Decrease – WIP Construction
SF Rail & River Trail (CIP Project Fund)	\$ 101,506	Increase – WIP Land Costs
	\$ 3,634	Decrease – WIP Design
	\$ 97,872	Decrease – WIP Construction
Franklin Miles Park (CIP Project Fund)	\$ 36,033	Increase – WIP Design Decrease – Remodeling & Replacement
Ft. Marcy Complex (CIP Project Fund)	\$ 40,000	Increase – Full-Time Temporary Salaries Decrease – WIP Construction

### City of Santa Fe Fiscal Impact Report (FIR)

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe.

**Section A. General Information**

(Check one) Bill: \_\_\_\_\_ Resolution:  X

Short Title:  Second Quarter Budget Adjustments, Fiscal Year 2009/2010

Sponsor(s): \_\_\_\_\_

Reviewing Department(s):  Finance

Person Completing FIR:  Andy Hopkins  Date:  February 10, 2010  Phone:  955-6177

Reviewed by City Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Finance Director:  [Signature]  (Signature) Date:  2/10/10

**Section B. Summary**

Briefly explain the purpose and major provisions of the bill/resolution.

Second Quarter FY 2009/10 adjustments, increases and decreases to various funds, including adjustments for department priorities, grant adjustments, and prior year encumbrances.

**Section C. Fiscal Impact**

**Note:** Financial information on this FIR does not directly translate into a budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)\*

**1. Projected Expenditures:**

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 02/03 and FY 03/04)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs  
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" – if recurring annual costs  
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

\_\_\_\_\_ Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY 2009/10	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY 2010/11	"A" Costs Absorbed or "N" New Budget Required	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
	Personnel*	\$ **	**	**	\$ N/A	N/A	N/A	**
	Fringe at 30%	\$ **	**	**	\$ N/A	N/A	N/A	**
	Capital Outlay	\$ **	**	**	\$ N/A	N/A	N/A	**
	Land/ Building	\$ **	**	**	\$ N/A	N/A	N/A	**
	Professional Services	\$ **	**	**	\$ N/A	N/A	N/A	**
	All Other Operating Costs	\$ **	**	**	\$ N/A	N/A	N/A	**
	Total:	\$ **			\$ N/A			

\* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees.

\*\* See Attachment – Resolution Detail by Fund

**2. Revenue Sources:**

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #:	1	2	3	4	5	6
	Type of Revenue	FY 2009/10	"R" Costs Recurring or "NR" Non-recurring	FY 2010/11	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
	**	\$ **	**	\$ N/A	N/A	**
	**	\$ **	**	\$ N/A	N/A	**
	**	\$ **	**	\$ N/A	N/A	**
	Total:	\$ **		\$ N/A		

\*\* See Attachment – Resolution Detail by Fund

**3. Expenditure/Revenue Narrative:**

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

Adjusted operating budgets to reflect necessary fund transfers, grant fund increases, department  
priorities, and other necessary adjustments. Revenue sources include intergovernmental grants; bond  
proceeds; re-budget of unencumbered prior year budget balances; miscellaneous revenues; cash reserves; and  
interfund transfers.

**Section D. General Narrative**

**1. Legal Issues/Conflicts:**

Are there any legal problems? If so, explain. Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

NO

**2. Consequences of Not Enacting This Bill/Resolution:**

Are there consequences of not enacting this bill/resolution? If so, describe.

Budget will not sufficiently reflect actual revenues and expenditures.

**3. Technical Issues:**

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

NO