

**ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 09/15/15
FOR CITY COUNCIL MEETING OF 09/30/15**

ISSUE:

14. Request for Approval of Budget Adjustment Request to Fund Programs Run by the Fire and Human Resources Department through Risk Management and Safety for a Total Amount of \$140,000. (Barbara Boltrek)

FINANCE COMMITTEE ACTION:

Approved as Consent item.

FUNDING SOURCE: 62102

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

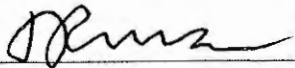
4-13-15


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.

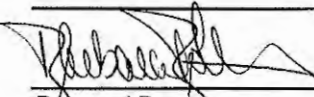
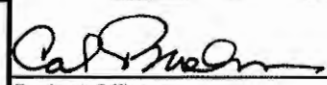
Attachment: BAR

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE	
FINANCE / OFFICE OF RISK MANAGEMENT & SAFETY				09/01/2015	
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept Use Only)-->		INCREASE	DECREASE
		SUBLEDGER / SUBSIDIARY	DR / (CR)		
INSURANCE PREMIUMS	62102.555300				140,000
LEGAL SERVICES	62102.510200			70,000	
PROFESSIONAL SERVICES	62102.510300			50,000	
SERVICE CONTRACTS	62102.510310			20,000	
JUSTIFICATION: <i>(use additional page if needed)</i>				TOTAL	
--Attach supporting documentation/memo				\$ 140,000	\$ 140,000

REQUEST TO TRANSFER BUDGET TO FUND HUMAN RESOURCE DEPARTMENT'S PRE-EMPLOYMENT PHYSICALS, BACKGROUND CHECKS AND ARBITRATION HEARINGS. (SEE ATTACHED MEMO)

 Prepared By _____ Date <u>9.2.15</u>	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	 Budget Officer _____ Date <u>9/3/15</u>
Division Director _____ Date _____	Finance Director _____ Date _____	City Manager _____ Date _____
Department Director _____ Date _____		