

**ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 01/19/16
FOR CITY COUNCIL MEETING OF 01/27/16**

ISSUE:

16. Request for Approval of a Resolution Relating to a Request for Approval of Second Quarter (Midyear) Budget Adjustments for Fiscal Year 2015/2016 ending December 31, 2015. (Andy Hopkins)

FINANCE COMMITTEE ACTION:

Approved as Discussion item.

FUNDING SOURCE:

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: January 5, 2016

TO: Finance Committee

VIA: Oscar S. Rodriguez 
Finance Director

FROM: Andy Hopkins 
Budget Officer (Acting)

ITEM AND ISSUE:

Request for Approval of a Budget Adjustment Resolution for the Quarter Ending December 31, 2015 (Second Quarter)

BACKGROUND AND SUMMARY:

Attached is a resolution listing increases/decreases to the FY 2015/16 operating and CIP budget. These adjustments have been previously approved by the Governing Body or were approved by the City Manager if under \$50,000 and do not result in a net increase or decrease to the fund(s) affected.

Budget adjustments to the operating budget that are over \$50,000 or that result in a net increase or decrease to any funds require Finance Committee recommendation and Governing Body approval. The Budget Office submits such budget adjustments on a quarterly basis for Finance Committee consideration and City Council approval.

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 for their approval.

1 CITY OF SANTA FE, NEW MEXICO

2 RESOLUTION NO. 2016-_____

3 INTRODUCED BY:

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5 *Finance Committee*

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11 A RESOLUTION

12 RELATING TO A REQUEST FOR APPROVAL OF SECOND QUARTER (MIDYEAR)
13 BUDGET ADJUSTMENTS FOR FISCAL YEAR 2015/2016.

14
15 WHEREAS, the Governing Body of the City of Santa Fe, meeting in regular session on
16 January 27, 2016, did propose to ask for budget adjustments; and

17 WHEREAS, a 2nd Quarter Review of the Fiscal Year 2015/2016 Budget by the Governing
18 Body of the City of Santa Fe has shown a need to address significant priorities.

19 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
20 CITY OF SANTA FE that the Governing Body does request authorization for budget adjustments as
21 detailed on the attached Resolution Detail by Fund (see Attachment), hereby incorporated as part of
22 this resolution.

23 BE IT FURTHER RESOLVED that it is respectfully requested that authorization to
24 implement the Second Quarter Budget Adjustments be granted by the Local Government Division of
25 the New Mexico Department of Finance and Administration.

1 PASSED, APPROVED and ADOPTED the 27th day of January, 2016.

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3 _____
4 JAVIER M. GONZALES, MAYOR

5 ATTEST:

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7 _____
8 YOLANDA Y. VIGIL, CITY CLERK

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10 APPROVED AS TO FORM:

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12 _____

13 KELLEY A. BRENNAN, CITY ATTORNEY

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15 _____
16 LOCAL GOVERNMENT DIVISION
17 N.M. DEPARTMENT OF FINANCE
18 AND ADMINISTRATION
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**CITY OF SANTA FE - SECOND QUARTER FY 2015/2016
SUB-SECTION [A]: ADJUSTMENTS PREVIOUSLY APPROVED BY CITY COUNCIL**

Fund	Fund Title	Adjustment Description	Expenditure Increase (Decrease)	Revenue Increase (Decrease)	Budgeted Net Fund Increase (Decrease)
Council-Approved Capital Improvements Program (CIP) Adjustments:					
3209	Police Complex CIP	NM DFA Severance Tax Bond grant to support the Fire Training Facility project [CC apvd. 11/10/15, #10-e]	\$ 37,500	\$ 37,500	\$ -
3214	Airport Improvement Grant CIP	Local match - NMHTD grant for the Airport Terminal Upgrades Project [CC Apvd. 1/14/15, #10-e]	22,222	-	(22,222)
3351	Signal Maintenance CIP	Appropriation of NM DFA Severance Tax Bond grant for ongoing safety infrastructure projects [CC apvd. 11/10/15, #10-e]	277,500	277,500	-
3363	Sign, Paint & Signal CIP	Appropriation of NM DFA Severance Tax Bond grant for ongoing pavement marking/signage projects [CC apvd. 11/10/15, #10-e]	112,500	112,500	-
3714	SF Boys & Girls Club CIP	Santa Fe County grant to support the SF Boys & Girls Club Zona del Sol Facility Project [CC apvd. 10/14/15, #10-d]	50,000	50,000	-
3716	Salvador Perez CIP	NM DFA Severance Tax Bond grant to support the Salvador Perez Pool improvements project [CC apvd. 11/10/15, #10-e]	70,000	70,000	-
3775	City-Wide Traffic Calming CIP	Appropriation of NM DFA Severance Tax Bond grant for ongoing traffic calming projects [CC apvd. 11/10/15, #10-e]	75,000	75,000	-
3814	SW Activity Node Park CIP Project	Appropriation of NM DFA Severance Tax Bond grant for the ongoing SWAN Park project [CC apvd. 11/10/15, #10-e]	150,000	150,000	-
43046	Salvador Perez Park CIP Project	Appropriation for the Salvador Perez parking lot & concession building projects [CC apvd. 12/9/15, #10-j]	121,606	-	(121,606)
5407	Transit Federal Grants	NM DFA Severance Tax Bond Grant to support the Southside SFPD/Transit Facility joint project [CC apvd. 11/10/15, #10-e]	150,000	150,000	-
5810	Airport Terminal Upgrades CIP	NMHTD grant/local match for the Airport Terminal Upgrades Project [CC Apvd. 1/14/15, #10-e]	222,222	222,222	-
	Subtotal - Council-Approved Capital Improvements Program (CIP) Adjustments		\$ 1,288,550	\$ 1,144,722	\$ (143,828)
Other Council-Approved Adjustments:					
1001	General Fund	Appropriation for Parks Bond audit services [CC apvd. 11/10/15, #10-j]	\$ 160,303	\$ -	(160,303)
1001	General Fund	Appropriation of NM DOT grant to reimburse Police overtime for roadblocks/safety initiatives [CC apvd. 12/9/15, #10-g]	-	83,920	83,920
1001	General Fund	Appropriation for Hospital and Healthcare Study Group facilitation services [CC apvd. 10/14/15, #10-k]	50,000	-	(50,000)
2115	50% Marketing Lodgers Tax	Appropriation of Lodgers' Tax for New Year's Eve event promotion/facilitation [CC apvd. 10/14/15, #13]	25,000	-	(25,000)
2214	2014 Ed. Byrne Justice Asst. Grant	2014 US DOJ Edward Byrne Memorial Justice Assistance Grant for Police body cameras [CC apvd. 10/14/15, #10-g]	42,742	42,741	(1)
2215	2015 Ed. Byrne Justice Asst. Grant	2015 US DOJ Edward Byrne Memorial Justice Assistance Grant for Police body cameras/equipment [CC apvd. 12/9/15, #10-h]	20,099	20,099	-
2231	Animal Control Training/Education	Appropriation from available balance for Animal Services trucks/equipment [CC apvd. 9/30/15, #10-j]	74,500	-	(74,500)
2251	Fire Property Tax/Safety	Appropriation of local matching funds - US DHS Emergency Management Performance Grant [CC apvd. 9/30/15, #10-f]	20,887	-	(20,887)

Fund	Fund Title	Adjustment Description	Expenditure Increase (Decrease)	Revenue Increase (Decrease)	Budgeted Net Fund Increase (Decrease)
2252	Police Property Tax/Safety	Appropriation of local matching funds - US DHS Emergency Management Performance Grant [CC apvd. 9/30/15, #10-f]	20,887	-	(20,887)
2324	Section 112 Grant Fund	NM DOT Section 112 Grant to support MPO transportation planning activities [CC apvd. 10/28/15, #10-b]	244,286	208,718	(35,568)
2515	Human Service Providers	Appropriation for emergency shelter assistance for the homeless - Interfaith Community Shelter [CC apvd. 9/30/15, #10-g]	5,000	5,000	-
2519	Senior Companion Program	Adjust grant budget to final award from NM Agency on Aging [CC apvd. 7/8/15, #7-b]	3,049	-	(3,049)
2526	Foster Grandparent Program	Adjust grant budget to final award from NM Agency on Aging [CC apvd. 7/8/15, #10-b]	(488)	-	488
2718	Emergency Mgmt. Performance Grt.	Appropriation of US DHS Emergency Management Performance Grant and local matching funds [CC apvd. 9/30/15, #10-f]	-	125,320	125,320
2738	NM Homeland Grant 2015-SS00110	Appropriation of NM Homeland Grant award from US Dept. of Homeland Security [CC apvd. 11/10/15, #10-g]	99,500	99,500	-
5316	Water Rights Acquisition	Appropriation for water rights purchase - Toilet Retrofit Credit Buy Back Program [CC apvd. 11/10/15, #10-f]	651,900	651,900	-
5353	Water Conservation Fund	Appropriation for water rights purchase - Toilet Retrofit Credit Buy Back Program [CC apvd. 11/10/15, #10-f]	651,900	-	(651,900)
5450	Wastewater Management	Appropriation from available balance for service/replacement of HVAC equipment [CC apvd. 9/30/15, #10-d]	250,537	-	(250,537)
6101	Risk/Safety Administration	Appropriation of local matching funds - US DHS Emergency Management Performance Grant [CC apvd. 9/30/15, #10-f]	20,886	-	(20,886)
	Subtotal - Other Council-Approved Adjustments		\$ 2,340,988	\$ 1,237,198	\$ (1,103,790)
	TOTAL - Adjustments Previously Approved by City Council		\$ 3,629,538	\$ 2,381,920	\$ (1,247,618)

CITY OF SANTA FE

2ND QUARTER FY 2015/16

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SUB-SECTION [B]

**ADJUSTMENTS TO FY 2015/16 ORIGINAL
BUDGET THAT HAVE NOT PREVIOUSLY
BEEN APPROVED BY CITY COUNCIL
(CHANGES TO THE BUDGET THAT WERE
ALREADY APPROVED BY THE CITY
MANAGER AS AUTHORIZED BY CITY
CODE, OR ARE NECESSARY
ADJUSTMENTS/CORRECTIONS TO PRIOR
BUDGET ESTIMATES)**

**CITY OF SANTA FE - SECOND QUARTER FY 2015/2016
SUB-SECTION [BJ]: ADJUSTMENTS NOT PREVIOUSLY APPROVED BY CITY COUNCIL**

Fund	Fund Title	Adjustment Description	Expenditure Increase (Decrease)	Revenue Increase (Decrease)	Budgeted Net Fund Increase (Decrease)
1001	General Fund	Budget correction for benefits assessment in Human Resources	\$ 75,000	\$ -	(75,000)
1001	General Fund	Appropriation for the Public Banking Project feasibility study	32,456	-	(32,456)
2130	Municipal Court Automation Fund	Appropriations for software code upgrade/scanner maintenance	3,140	-	(3,140)
2205	DWI School Fund	Appropriation for phone/vehicle laptop communications charges	8,600	-	(8,600)
2209	State Fire Fund	Re-appropriation of unspent prior year State Fire Fund Grant budget for an ambulance and various equipment purchases	196,603	-	(196,603)
2211	Law Enforcement Protection	Appropriation from available grant balance for plicmt. LIDAR units	5,500	-	(5,500)
2213	Edward Byrne Justice Asst. Grant	Re-budget remaining portion of US DOJ Edward Byrne Grant	13,250	13,250	-
2227	DWI Forfeiture Program	Appropriations for DWI Forfeiture vehicle logging system/breath alcohol testing equipment	30,000	-	(30,000)
2524	Senior Employment Program	Adjust grant budget to final award from NM Agency on Aging	292	-	(292)
2528	Senior Nutrition Program	Adjust grant budget to final award from the Fed. Agency on Aging	5,000	5,000	-
2528	Senior Nutrition Program	Appropriation of refund for food purchase - Senior Nutrition Prog.	688	688	-
2534	Senior Assisted Transportation	Reimbursement for Georgia O'Keefe Museum transportation	582	582	-
2536	Cash in Lieu of Commodities Prog.	Adjust grant budget to final award from the Fed. Agency on Aging	(8,048)	(8,048)	-
2712	Santa Fe Beautiful Grant	Adjust SF Beautiful grant to final award from NM Dept. of Tourism	55,579	23,000	(32,579)
2716	Southside Library	SF County grant to fund Southside Library media/equipment	25,000	25,000	-
3125	Municipal Facility Repair CIP	Appropriation of refund for overpayment - La Familia Medical Ctr.	9,192	9,192	-
3708	Art for CIP Projects	Allocation of private donation to support the Walk of Fame Project	5,000	5,000	-
43027	Las Acequias Park CIP Project	Re-appropriation of unspent prior year budget for the ongoing Las Acequias Park CIP project	160,504	-	(160,504)
43034	Monica Lucero Park CIP Project	Re-appropriation of unspent prior year budget for the ongoing Monica Lucero Park CIP project	60,182	-	(60,182)
43038	Patrick Smith Park CIP Project	Re-appropriation of unspent prior year budget for the ongoing Patrick Smith Park CIP project	68,779	-	(68,779)
43060	Escondido Park CIP Project	Re-appropriation of unspent prior year budget for the ongoing Escondido Park CIP project	15,619	-	(15,619)
43062	SWAN Park CIP Project	Re-appropriation of unspent prior year budget for the ongoing SWAN Park CIP project	70,546	-	(70,546)
43064	GCCC Skate Facility CIP Project	Re-appropriation of unspent prior year budget for the ongoing GCCC Skate Facility CIP project	515,400	-	(515,400)
46002	Acequia Trails CIP Project	Correction to previous re-appropriation of prior year budget for the ongoing Acequia Trails project	(296,240)	-	296,240
4120	2008 GRT CIP Bond Issue	Budget correction to 2008 GRT CIP Bond arbitrage fees	(700)	-	700
4127	2014 GRT CIP Bond	Budget correction to 2014 GRT CIP Bond investment advisor fees	469	-	(469)
5150	Parking Enterprise Fund	Appropriations for meter housings/Pay and Display machines	25,200	-	(25,200)
5150	Parking Enterprise Fund	Appropriation for ATV for parking lot snow removal/maintenance	13,700	-	(13,700)
5200	Utilities Administration	Adjustments to utilities administration/customer service charges based on system upgrades and other prior year increases	-	485,525	485,525
5205	Utility Customer Service	Adjustments to utilities administration/customer service charges based on system upgrades and other prior year increases	-	3,464,252	3,464,252
5205	Utility Customer Service	Appropriation for Utility Billing work order system upgrade	8,000	-	(8,000)

Fund	Fund Title	Adjustment Description	Expenditure Increase (Decrease)	Revenue Increase (Decrease)	Budgeted Net Fund Increase (Decrease)
5206	Water Meter Reading System CIP	Adjustments to utilities administration/customer service charges based on system upgrades and other prior year increases	-	580,501	580,501
5250	Solid Waste Management	Adjustments to utilities administration/customer service charges based on system upgrades and other prior year increases	173,629	-	(173,629)
5300	Water Operating Fund	Adjustments to utilities administration/customer service charges based on system upgrades and other prior year increases	4,278,599	-	(4,278,599)
5300	Water Operating Fund	Budget corrections to investment advisor fees/NMFA loan fees	29,127	-	(29,127)
5316	Water Rights Acquisition	Water rights purchase - Toilet Retrofit Credit Buy Back Program	58,200	58,200	-
5353	Water Conservation Fund	Water rights purchase - Toilet Retrofit Credit Buy Back Program	58,200	-	(58,200)
5355	Water Tank Projects	Re-appropriation of unspent prior year CIP budget for ongoing water tank projects	483,517	-	(483,517)
5358	Water Supply Projects	US Bureau of Reclamation grant to support the Regional Reclaimed Wastewater Optimization Feasibility Study	250,500	132,000	(118,500)
5407	Transit Federal Grants	Adjustment to US DOT grant budget based on final award	(7,818)	397,093	404,911
5411	Downtown Transit Center	Correction to previous re-appropriation of prior year US DOT grant budget to support the Downtown Transit Center project	-	108,189	108,189
5450	Wastewater Management	Adjustments to utilities administration/customer service charges based on system upgrades and other prior year increases	174,609	-	(174,609)
5600	Municipal Recreation Complex	Allocation of metal sales reimbursements from Capital Scrap	86	86	-
5812	Airport Runway Pads CIP	Re-budget remaining portion of US DOT/NMHTD grants for ongoing Airport runway pads projects	270,222	248,378	(21,844)
5857	Railyard Operations Fund	Correction to previous adjustment for ongoing Railyard events and marketing contract services	(199,000)	-	199,000
5858	Railyard Parks Fund	Correction to previous re-appropriation of prior year budget for improvements to the Railyard and adjoining residential areas	(100,000)	-	100,000
6107	Santa Fe Health Fund	Allocation of Employee Wellness Program insurer reimbursement	50,000	50,000	-
TOTAL - Adjustments Not Previously Approved by City Council			\$ 6,619,164	\$ 5,597,888	\$ (1,021,276)

CITY OF SANTA FE
2ND QUARTER FY 2015/16

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SUB-SECTION [C]

**JOINT OPERATIONS
(BUCKMAN DIRECT DIVERSION & SF SOLID
WASTE MANAGEMENT AGENCY) –
BOARD-APPROVED ADJUSTMENTS TO
FY 2015/16 ORIGINAL BUDGET**

**CITY OF SANTA FE - SECOND QUARTER FY 2015/2016
SUB-SECTION [C]: JOINT OPERATIONS - BOARD-APPROVED ADJUSTMENTS**

<i>Fund</i>	<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>
5500	SWMA Caja del Rio Landfill	Budget correction for transfer incorrectly left in base budget	\$ -	(993,531)	\$ (993,531)
5500	SWMA Caja del Rio Landfill	Appropriation for Transfer Station inbound scale replacement	105,074	-	(105,074)
5500	SWMA Caja del Rio Landfill	Appropriation for the Transfer Station roof replacement project	37,574	-	(37,574)
5502	SWMA Equipment Reserve	Budget correction for transfer incorrectly left in base budget	(993,531)	-	993,531
5503	SWMA Gas Collection System	Appropriation for landfill gas extraction well/management system	190,918	-	(190,918)
5521	SWMA Landfill Permitting	Appropriation for contracted Landfill NMED permitting assistance	28,721	-	(28,721)
TOTAL - Joint Operations - Board Approved Adjustments			\$ (631,244)	\$ (993,531)	\$ (362,287)

CITY OF SANTA FE
2ND QUARTER FY 2015/16

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SUB-SECTION [D]
SUMMARY OF ALL 2ND QUARTER
ADJUSTMENTS TO FY 2015/16 ORIGINAL
BUDGET BY FUND

CITY OF SANTA FE - SECOND QUARTER FY 2015/2016
SUB-SECTION [D]: TOTAL QUARTERLY ADJUSTMENTS BY FUND

<i>Fund</i>	<i>Fund Title</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
1001	General Fund	\$ 317,759	\$ 83,920	\$ (233,839)
2115	50% Marketing Lodgers Tax	25,000	-	(25,000)
2130	Municipal Court Automation Fund	3,140	-	(3,140)
2205	DWI School Fund	8,600	-	(8,600)
2209	State Fire Fund	196,603	-	(196,603)
2211	Law Enforcement Protection	5,500	-	(5,500)
2213	Edward Byrne Justice Asst. Grant	13,250	13,250	-
2214	2014 Ed. Byrne Justice Asst. Grant	42,742	42,741	(1)
2215	2015 Ed. Byrne Justice Asst. Grant	20,099	20,099	-
2227	DWI Forfeiture Program	30,000	-	(30,000)
2231	Animal Control Training/Education	74,500	-	(74,500)
2251	Fire Property Tax/Safety	20,887	-	(20,887)
2252	Police Property Tax/Safety	20,887	-	(20,887)
2324	Section 112 Grant Fund	244,286	208,718	(35,568)
2515	Human Service Providers	5,000	5,000	-
2519	Senior Companion Program	3,049	-	(3,049)
2524	Senior Employment Program	292	-	(292)
2526	Foster Grandparent Program	(488)	-	488
2528	Senior Nutrition Program	5,688	5,688	-
2534	Senior Assisted Transportation	582	582	-
2536	Cash in Lieu of Commodities Prog.	(8,048)	(8,048)	-
2712	Santa Fe Beautiful Grant	55,579	23,000	(32,579)
2716	Southside Library	25,000	25,000	-
2718	Emergency Mgmt. Performance Grt.	-	125,320	125,320
2738	NM Homeland Grant 2015-SS00110	99,500	99,500	-
3125	Municipal Facility Repair CIP	9,192	9,192	-
3209	Police Complex CIP	37,500	37,500	-
3214	Airport Improvement Grant CIP	22,222	-	(22,222)
3351	Signal Maintenance CIP	277,500	277,500	-
3363	Sign, Paint & Signal CIP	112,500	112,500	-
3708	Art for CIP Projects	5,000	5,000	-
3714	SF Boys & Girls Club CIP	50,000	50,000	-
3716	Salvador Perez CIP	70,000	70,000	-
3775	City-Wide Traffic Calming CIP	75,000	75,000	-
3814	SW Activity Node Park CIP Project	150,000	150,000	-
43027	Las Acequias Park CIP Project	160,504	-	(160,504)
43034	Monica Lucero Park CIP Project	60,182	-	(60,182)
43038	Patrick Smith Park CIP Project	68,779	-	(68,779)
43046	Salvador Perez Park CIP Project	121,606	-	(121,606)
43060	Escondido Park CIP Project	15,619	-	(15,619)
43062	SWAN Park CIP Project	70,546	-	(70,546)
43064	GCCC Skate Facility CIP Project	515,400	-	(515,400)
46002	Acequia Trails CIP Project	(296,240)	-	296,240
4120	2008 GRT CIP Bond Issue	(700)	-	700
4127	2014 GRT CIP Bond	469	-	(469)
5150	Parking Enterprise Fund	38,900	-	(38,900)
5200	Utilities Administration	-	485,525	485,525
5205	Utility Customer Service	8,000	3,464,252	3,456,252
5206	Water Meter Reading System CIP	-	580,501	580,501
5250	Solid Waste Management	173,629	-	(173,629)
5300	Water Operating Fund	4,307,726	-	(4,307,726)
5316	Water Rights Acquisition	710,100	710,100	-

<i>Fund</i>	<i>Fund Title</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
5353	Water Conservation Fund	710,100	-	(710,100)
5355	Water Tank Projects	483,517	-	(483,517)
5358	Water Supply Projects	250,500	132,000	(118,500)
5407	Transit Federal Grants	142,182	547,093	404,911
5411	Downtown Transit Center	-	108,189	108,189
5450	Wastewater Management	425,146	-	(425,146)
5500	SWMA Caja del Rio Landfill	142,648	(993,531)	(1,136,179)
5502	SWMA Equipment Reserve	(993,531)	-	993,531
5503	SWMA Gas Collection System	190,918	-	(190,918)
5521	SWMA Landfill Permitting	28,721	-	(28,721)
5600	Municipal Recreation Complex	86	86	-
5810	Airport Terminal Upgrades CIP	222,222	222,222	-
5812	Airport Runway Pads CIP	270,222	248,378	(21,844)
5857	Railyard Operations Fund	(199,000)	-	199,000
5858	Railyard Parks Fund	(100,000)	-	100,000
6101	Risk/Safety Administration	20,886	-	(20,886)
6107	Santa Fe Health Fund	50,000	50,000	-
QUARTERLY TOTAL - ALL FUNDS		\$ 9,617,458	\$ 6,986,277	\$ (2,631,181)

CITY OF SANTA FE
2ND QUARTER FY 2015/16

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SUB-SECTION [E]

**BUDGET ADJUSTMENT REQUESTS (BARs)
TO FY 2015/16 ORIGINAL BUDGET BY
DEPARTMENT/DIVISION (BARs OVER
\$50,000)**

CITY OF SANTA FE - 2nd QUARTER FY 2015/16
SUB-SECTION [E]: BARs OVER \$50,000 BY DEPARTMENT

DEPARTMENT / DIVISION

NON-DEPARTMENTAL / CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS

ITT Network Upgrades (CIP Project Fund)	\$ 150,000	Increase – Professional Contracts Decrease – Capitalized Software
Paved Street Resurfacing (CIP Project Fund)	\$ 250,000	Increase – Salaries Decrease – Remodeling & Replacement
St. Francis Trail Crossing (CIP Project Fund)	\$ 77,265	Increase – WIP Design 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 as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

Section A. General Information

(Check) Bill: _____ Resolution: X
(A single FIR may be used for related bills and/or resolutions)
Short Title(s): Second Quarter Budget Adjustments, Fiscal Year 2015/2016

Sponsor(s): _____

Reviewing Department(s): Finance

Persons Completing FIR: Andy Hopkins Date: 1/5/2016 Phone: 955-6177

Reviewed by City Attorney: Kelly A. Brennan Date: 1/21/16
(Signature)

Reviewed by Finance Director: [Signature] Date: 1-21-2016
(Signature)

Section B. Summary

Briefly explain the purpose and major provisions of the bill/resolution:
 2nd Quarter FY 2015/2016 adjustments, increases and decreases to various funds, including adjustments for
 department priorities, grant adjustments, prior year encumbrances and increases supported by available
 revenue.

Section C. Fiscal Impact

Note: Financial information on this FIR does not directly translate into a City of Santa Fe 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 City of Santa Fe 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 03/04 and FY 04/05)
- 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)

Finance Director: _____

_____ Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY 15-16	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY 16-17	"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**	\$ † _____	† _____	† _____	\$ 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. **For fringe benefits contact the Finance Dept.

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 15-16	"R" Costs Recurring or "NR" Non-recurring	FY 16-17	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
	† _____	\$ † _____	† _____	\$ N/A _____	N/A _____	† _____
	† _____	\$ † _____	† _____	\$ N/A _____	N/A _____	† _____
	† _____	\$ † _____	† _____	\$ N/A _____	N/A _____	† _____
	† _____	\$ † _____	† _____	\$ N/A _____	N/A _____	† _____
	Total:	\$ † _____		\$ N/A _____		

† See Attachments – 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; miscellaneous revenues; cash reserves; and transfers between funds.

Section D. General Narrative

1. Conflicts: 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.

4. Community Impact:

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

It is in the community's best interest to have a budget that accurately reflects the City's anticipated actual revenues and expenditures.

Form adopted: 01/12/05; revised 8/24/05; revised 4/17/08