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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2024-6

INTRODUCED BY:

Mayor Alan Webber

A RESOLUTION

REQUESTING APPROVAL OF SECOND QUARTER BUDGET AMENDMENTS FOR FISCAL YEAR 2024.


WHEREAS, the Santa Fe City Code, Section 11-4(D), provides that budget adjustments approved by a city’s finance director, city manager, and governing body shall be included by fund in a quarterly budget resolution approved by the city’s governing body; and

WHEREAS, the New Mexico Statutes Annotated, Section 6-6-2, provides that the Local Government Division of the New Mexico Department of Finance and Administration has the power and duty to authorize local public bodies to transfer funds from one budget item to another when the Secretary of the Department approves and a need exists meriting the transfer and the transfer is not prohibited by law; and

WHEREAS, a Second Quarter Review of the Fiscal Year 2024 Budget shows a need to address significant priorities through adoption of net budget amendments that the City of Santa Fe’s Governing Body, City Manager or Finance Director, Buckman Direct Diversion, or Santa Fe Solid Waste Management Agency have authorized.


1 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
2 **CITY OF SANTA FE** that the Governing Body respectfully requests that the Secretary of the New
3 Mexico Department of Finance and Administration approve the Second Quarter Budget
4 Amendments, as detailed on the attached Exhibit A, and that the Local Government Division then
5 authorize the amendments.

6 PASSED, APPROVED, and ADOPTED the 28th day of February, 2024.

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9 
 Alan Webber (Feb 29, 2024 14:21 MST)

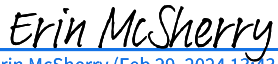
10 ALAN WEBBER, MAYOR

11 ATTEST:

12
13 
 Geralyn Cardenas (Feb 29, 2024 14:28 MST)

14 GERALYN F. CARDENAS, INTERIM CITY CLERK

15
16 APPROVED AS TO FORM:

17 
18 Erin McSherry (Feb 29, 2024 13:43 MST)

19 ERIN K. MCSHERRY, CITY ATTORNEY

20
21 _____
22 LOCAL GOVERNMENT DIVISION

23 N.M. DEPARTMENT OF FINANCE

24 AND ADMINISTRATION

25 *Legislation/2024/Resolutions/2024-6 (R)/Second Quarter Budget Amendments 2023/2024*

EXHIBIT A

CITY OF SANTA FE

2nd QUARTER FY 2023/24

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SUB-SECTION [A]

**AMENDMENTS TO FY 2023/24 BUDGET
THAT HAVE PREVIOUSLY BEEN
APPROVED BY THE GOVERNING BODY**

CITY OF SANTA FE - SECOND QUARTER FY 2023/2024
SUB-SECTION [A]: BUDGET AMENDMENTS PREVIOUSLY APPROVED BY THE GOVERNING BODY

<i>Fund</i>	<i>Fund Title</i>	<i>Amendment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
100	General Fund	Adjustments to properly account for GRT/Property Tax administration fees previously booked as net revenues [CC apvd. 6/28/23, #9-q]	\$ 1,175,513	\$ 1,175,513	\$ -
100	General Fund	Appropriations from various funds and FY23 GRT earned in excess of budgeted estimates to support retention incentives of \$1,000 per City employee [CC apvd. 11/8/23, #9-j]	1,148,000	246,000	(902,000)
100	General Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to support Midtown infrastructure planning [CC apvd. 12/13/23, #9-s]	800,000	-	(800,000)
100	General Fund	Re-appropriation unspent prior year budget for ongoing contracted audit services [CC apvd. 10/25/23, #9-d]	795,883	-	(795,883)
100	General Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to cover MRC effluent/raw/potable water usage costs [CC apvd. 12/13/23, #9-q]	690,000	-	(690,000)
100	General Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to fund eight (8) new Fire Dept. staff and to purchase an ambulance and associated supplies/equipment [CC apvd. 12/13/23, #9-z]	611,520	-	(611,520)
100	General Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to fund two (2) new positions, increased salary for an unfunded position, and contracted services to support process improvements in Planning & Land Use [CC apvd. 12/13/23, #9-ab]	356,382	-	(356,382)
100	General Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to fund contracted support for Chapter 14 Land Development Code revisions in Public Works [CC apvd. 12/13/23, #9-aa]	175,000	-	(175,000)
100	General Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to fund two (2) IPRA Public Records Specialist positions in the City Attorney's Office [CC apvd. 12/13/23, #9-u]	83,510	-	(83,510)
212	Economic Development	Appropriation of NM Economic Development Dept. grant to support the Beck & Bulow LEDA project [CC apvd. 11/29/23, #9-j]	250,000	250,000	-
212	Economic Development	Appropriation of NM Economic Development Dept. grant to support and develop creative industries in Santa Fe [CC apvd. 11/29/23, #9-i]	100,000	100,000	-
213	Lodgers' Tax Fund	Appropriation from FY23 Lodgers' Tax earned in excess of budgeted estimates to support enhanced advertising efforts and economic analysis for community events [CC apvd. 12/13/23, #9-k]	167,500	-	(167,500)
213	Lodgers' Tax Fund	Appropriations from various funds to support retention incentives of \$1,000 per City employee [CC apvd. 11/8/23, #9-j]	38,000	-	(38,000)
216	Gross Receipts Tax Fund	Adjustments to properly account for GRT administration fees previously booked as net revenues [CC apvd. 6/28/23, #9-q]	542,297	542,297	-
221	Emergency Services	Appropriation of US DHS grant for purchase of hazardous materials detection equipment, Police Special Operations Teams equipment and GIS support for Emergency Management [CC apvd. 12/13/23, #9-v]	219,849	219,849	-
223	Law Enforcement	Appropriation of NM DFA Law Enforcement Recruitment Fund grant for Crime Scene Unit positions [CC apvd. 11/8/23, #9-d]	375,000	375,000	-
223	Law Enforcement	Adjustments to properly account for GRT administration fees previously booked as net revenues [CC apvd. 6/28/23, #9-q]	90,383	90,383	-

<i>Fund</i>	<i>Fund Title</i>	<i>Amendment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
223	Law Enforcement	Appropriation of NM DOT grant for Police overtime associated with the ENDWI, Buckle Up/Click It or Ticket and Selective Traffic Enforcement Programs [CC apvd. 12/13/23, #9-i]	83,749	83,749	-
232	Impact Fees Fund	Allocation of roads impact fees for the Richards/Beckner Traffic Signal Improvements CIP project [CC apvd. 10/11/23, #10-a]	1,006,000	-	(1,006,000)
232	Impact Fees Fund	Allocation of roads impact fees to the Agua Fria/S. Meadows Intersection CIP project [CC apvd. 11/29/23, #10-a]	156,750	-	(156,750)
330	CIP Streets & Roadways	Allocation of roads impact fees for the Richards/Beckner Traffic Signal Improvements CIP project [CC apvd. 10/11/23, #10-a]	1,006,000	1,006,000	-
330	CIP Streets & Roadways	Appropriation of NM DOT grant and roads impact fees for the Agua Fria/S. Meadows Intersection CIP project [CC apvd. 11/29/23, #10-a]	855,000	855,000	-
355	CIP Parks and Trails	Appropriation from FY23 GRT earned in excess of budgeted estimates to support the Sal Perez Athletic Field Improvements CIP project [CC apvd. 12/13/23, #9-o]	1,000,000	1,000,000	-
365	½% GRT Income Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates and available Wastewater Fund balance to replace the MRC effluent irrigation supply system [CC apvd. 12/13/23, #9-p]	1,000,000	-	(1,000,000)
365	½% GRT Income Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to support the Sal Perez Athletic Field Improvements CIP project [CC apvd. 12/13/23, #9-o]	1,000,000	-	(1,000,000)
365	½% GRT Income Fund	Adjustments to properly account for GRT administration fees previously booked as net revenues [CC apvd. 6/28/23, #9-q]	723,062	723,062	-
365	½% GRT Income Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to support the MRC Soccer Valley Improvements CIP project [CC apvd. 12/13/23, #9-o]	500,000	-	(500,000)
365	½% GRT Income Fund	Appropriations from various funds and FY23 GRT earned in excess of budgeted estimates to support retention incentives of \$1,000 per City employee [CC apvd. 11/8/23, #9-j]	7,000	-	(7,000)
400	Debt Service Fund	Adjustments to properly account for Property Tax administration fees previously booked as net revenues [CC apvd. 6/28/23, #9-q]	19,680	19,680	-
500	Waste Water Management	Appropriation from FY23 GRT earned in excess of budgeted estimates and available Wastewater Fund balance to replace the MRC effluent irrigation supply system [CC apvd. 12/13/23, #9-p]	2,000,000	1,000,000	(1,000,000)
500	Waste Water Management	Appropriation from available balance for Wastewater Vector purchases [CC apvd. 11/8/23, #9-b]	1,152,000	-	(1,152,000)
500	Waste Water Management	Appropriation to fund on-call services for ongoing critical Wastewater system repairs [CC apvd. 12/13/23, #9-ad]	300,000	-	(300,000)
500	Waste Water Management	Appropriation from available balance for Wastewater vehicle replacements [CC apvd. 10/25/23, #9-k]	184,097	-	(184,097)
500	Waste Water Management	Adjustments to properly account for GRT administration fees previously booked as net revenues [CC apvd. 6/28/23, #9-q]	90,383	90,383	-
500	Waste Water Management	Appropriations from various funds to support retention incentives of \$1,000 per City employee [CC apvd. 11/8/23, #9-j]	45,000	-	(45,000)
505	Water Management	Appropriations from various funds to support retention incentives of \$1,000 per City employee [CC apvd. 11/8/23, #9-j]	62,000	-	(62,000)
510	Environmental Services	Adjustments to properly account for GRT administration fees previously booked as net revenues [CC apvd. 6/28/23, #9-q]	90,383	90,383	-
510	Environmental Services	Appropriations from various funds to support retention incentives of \$1,000 per City employee [CC apvd. 11/8/23, #9-j]	61,000	-	(61,000)

<i>Fund</i>	<i>Fund Title</i>	<i>Amendment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
511	Utilities Administration	Appropriations from various funds to support retention incentives of \$1,000 per City employee [CC apvd. 11/8/23, #9-j]	33,000	-	(33,000)
520	Santa Fe Convention Center	Appropriation from FY23 Lodgers' Tax earned in excess of budgeted estimates to fund two (2) positions to enhance Convention Center events coverage, increased advertising outreach, security services, remodeling of the Convention Center's second floor terrace and upgrades to the Center's elevator controls [CC apvd. 12/13/23, #9-k]	1,566,073	-	(1,566,073)
525	Midtown Property	Appropriation from FY23 GRT earned in excess of budgeted estimates to support Midtown infrastructure planning [CC apvd. 12/13/23, #9-s]	800,000	800,000	-
530	Municipal Recreation Complex	Appropriation from FY23 GRT earned in excess of budgeted estimates to cover MRC effluent/raw/potable water usage costs [CC apvd. 12/13/23, #9-q]	690,000	690,000	-
530	Municipal Recreation Complex	Appropriation from FY23 GRT earned in excess of budgeted estimates to support the MRC Soccer Valley Improvements CIP project [CC apvd. 12/13/23, #9-o]	500,000	500,000	-
540	Transit Bus System	Appropriation of NM DOT grant for the Enhanced Mobility of Seniors and Individuals with Disabilities Program [CC Apvd. 12/13/23, #9-ac]	542,354	542,354	-
545	Airport	Appropriation of revenue/contracted expenditures for Plane Pass system to allow for automatic collection of aircraft landing/parking fees [CC apvd. 12/13/23, #9-b]	372,460	1,693,000	1,320,540
545	Airport	Appropriation of NM DOT grant amendment for repairs to the Airport runway midfield intersection [CC apvd. 10/25/23, #9-h]	391,033	391,033	-
545	Airport	Appropriation NM DOT/US FAA grant/local match for the Airport Terminal Apron Replacement CIP project [CC apvd. 10/25/23, #9-e]	284,610	282,845	(1,765)
545	Airport	Appropriation of NM DOT grant amendment and local match for the Airfield Pavement Markings CIP project [CC apvd. 12/13/23, #9-c]	94,295	84,865	(9,430)
545	Airport	Appropriation from available revenue for relocation of the TSA baggage scanner as required for the Airport Terminal Expansion project [CC apvd. 10/11/23, #9-c]	89,534	-	(89,534)
TOTAL - Budget Amendments Previously Approved by the Governing Body			\$ 24,324,300	\$ 12,851,396	\$ (11,472,904)

CITY OF SANTA FE

2nd QUARTER FY 2023/24

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SUB-SECTION [B]

**AMENDMENTS TO FY 2023/24 BUDGET
THAT HAVE NOT PREVIOUSLY BEEN
APPROVED BY THE GOVERNING BODY**

CITY OF SANTA FE - SECOND QUARTER FY 2023/2024

SUB-SECTION [B]: BUDGET AMENDMENTS NOT PREVIOUSLY APPROVED BY THE GOVERNING BODY

<i>Fund</i>	<i>Fund Title</i>	<i>Amendment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
100	General Fund	Appropriation from FY23 GRT earned in excess of budgeted estimates to fund a Rapid Response Team for constituent complaints and concerns	\$ 60,000	\$ -	\$ (60,000)
212	Economic Development	Adjustments to NM Economic Development Dept. LEDA Earth Traveler project grant budget based on final award	25,000	25,000	-
223	Law Enforcement	Appropriation of SF County DWI grant for Police overtime expenses	60,000	60,000	-
223	Law Enforcement	Appropriation of NM DFA Region III Drug Task Force grant for Police overtime expenses	13,520	13,520	-
240	Community Development	Adjustment to re-budget remaining portion of prior year US Treasury ARPA grant for administrative expenses	993,259	993,259	-
241	Senior Citizen Grants/Programs	Adjustment to re-budget remaining portion of prior year NM DFA grant for purchase of Senior Services vehicles	717,159	717,159	-
251	Library Fund	Correction to previously-approved re-appropriation of the NEA Big Read Program Grant for the Community Reading Program	(15,000)	-	15,000
256	Recreation Fund	Re-appropriation of unspent prior year budget for purchase of furniture and fixtures for the Southside Teen Center	159,385	-	(159,385)
325	CIP Special Projects	Re-appropriation of unspent prior year budget for the ongoing ERP System Software CIP project	589,407	-	(589,407)
345	CIP Community Development	Adjustment to re-budget remaining portion of prior year NM DFA grant for planning and design of a new senior center	358,865	358,865	-
350	CIP Arts and Culture	Correction to previously-approved re-appropriation of expired NM DFA grant for the El Museo Cultural CIP project	(22,790)	(22,790)	-
500	Waste Water Management	Appropriation from available balance to fund new Operations Superintendent position to be split-funded between Water and Wastewater	26,269	-	(26,269)
505	Water Management	Re-appropriation of unspent prior year budget for ongoing priority water line replacement projects	2,249,676	-	(2,249,676)
505	Water Management	Appropriation from available balance to cover projected shortfall for water treatment chemicals	60,000	-	(60,000)
505	Water Management	Appropriation from available balance to fund new Operations Superintendent position to be split-funded between Water and Wastewater	45,891	-	(45,891)
505	Water Management	Appropriation from available balance to fund new Project Administrator term position to assist in creation of a 'digital twin' water system model	43,154	-	(43,154)
505	Water Management	Appropriation from available balance to fund salary increase for a Water Operations Superintendent position	19,576	-	(19,576)
505	Water Management	Appropriation from available balance to cover shortfall in contracts for water service connections	16,229	-	(16,229)
505	Water Management	Appropriation from available balance to cover projected shortfall for vehicle and equipment repairs in the Transmission & Distribution Section	15,000	-	(15,000)
505	Water Management	Appropriation from available balance to fund salary increase for a Water Resources Analyst position	12,426	-	(12,426)
505	Water Management	Appropriation from available balance to fund reclassification of a Water Software Technician position	8,804	-	(8,804)
505	Water Management	Adjustment of ITT internal service charges to Water Division for mobile phone/tablet purchases	7,000	-	(7,000)

<i>Fund</i>	<i>Fund Title</i>	<i>Amendment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
505	Water Management	Appropriation from available balance to fund salary increase for an Engineer Technician Senior position	4,796	-	(4,796)
505	Water Management	Appropriation from available balance to fund salary increase for a Lead Pipefitter position	3,722	-	(3,722)
540	Transit Bus System	Re-appropriation of unspent prior year budget for various ongoing Transit CIP projects	5,638,115	-	(5,638,115)
620	Services to Other Departments	Adjustment of ITT internal service charges to Human Resources for computer hardware purchases	15,000	15,000	-
620	Services to Other Departments	Adjustment of ITT internal service charges to Facilities Maintenance for tablet purchases	9,000	9,000	-
620	Services to Other Departments	Adjustment of ITT internal service charges to Water Division for mobile phone/tablet purchases	7,000	7,000	-
620	Services to Other Departments	Adjustment of ITT internal service charges to Economic Development for a photocopier purchase	3,332	3,332	-
TOTAL - Budget Amendments <u>Not</u> Previously Approved by the Governing Body			\$ 11,123,795	\$ 2,179,345	\$ (8,944,450)

CITY OF SANTA FE

2nd QUARTER FY 2023/24

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SUB-SECTION [C]

**JOINT OPERATIONS
(BUCKMAN DIRECT DIVERSION & SF SOLID
WASTE MANAGEMENT AGENCY) –
BOARD-APPROVED AMENDMENTS TO
FY 2023/24 BUDGET**

CITY OF SANTA FE - SECOND QUARTER FY 2023/2024
SUB-SECTION [C]: JOINT OPERATIONS - BOARD-APPROVED BUDGET AMENDMENTS

<i>Fund</i>	<i>Fund Title</i>	<i>Amendment Description</i>	<i>Expenditure Increase (Decrease)</i>	<i>Revenue Increase (Decrease)</i>	<i>Budgeted Net Fund Increase (Decrease)</i>
800	Buckman Direct Diversion	Appropriation from the BDD Repair & Replacement Fund for replacement of system equipment	\$ 182,821	\$ 182,821	\$ -
801	BDD Repair & Replacement Fund	Appropriation from the BDD Repair & Replacement Fund for replacement of system equipment	182,821	-	(182,821)
810	SF Solid Waste Mgmt Agency	Appropriation from available balance for managed IT services	66,500	-	(66,500)
810	SF Solid Waste Mgmt Agency	Appropriation from available balance for security camera purchases	49,292	-	(49,292)
810	SF Solid Waste Mgmt Agency	Appropriation from available balance for replacement of a Transfer Station rooftop HVAC unit	40,000	-	(40,000)
<i>TOTAL - Joint Operations - Board Approved Budget Amendments</i>			\$ 521,434	\$ 182,821	\$ (338,613)

CITY OF SANTA FE

2nd QUARTER FY 2023/24

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SUB-SECTION [D]

**SUMMARY OF ALL QUARTERLY
AMENDMENTS TO FY 2023/24 BUDGET BY
FUND**

CITY OF SANTA FE - SECOND QUARTER FY 2023/2024
SUB-SECTION [D]: TOTAL QUARTERLY AMENDMENTS 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>
100	General Fund	\$ 5,895,808	\$ 1,421,513	\$ (4,474,295)
212	Economic Development	375,000	375,000	-
213	Lodgers' Tax Fund	205,500	-	(205,500)
216	Gross Receipts Tax Fund	542,297	542,297	-
221	Emergency Services	219,849	219,849	-
223	Law Enforcement	622,652	622,652	-
232	Impact Fees Fund	1,162,750	-	(1,162,750)
240	Community Development	993,259	993,259	-
241	Senior Citizen Grants/Programs	717,159	717,159	-
251	Library Fund	(15,000)	-	15,000
256	Recreation Fund	159,385	-	(159,385)
325	CIP Special Projects	589,407	-	(589,407)
330	CIP Streets & Roadways	1,861,000	1,861,000	-
345	CIP Community Development	358,865	358,865	-
350	CIP Arts and Culture	(22,790)	(22,790)	-
355	CIP Parks and Trails	1,000,000	1,000,000	-
365	½% GRT Income Fund	3,230,062	723,062	(2,507,000)
400	Debt Service Fund	19,680	19,680	-
500	Waste Water Management	3,797,749	1,090,383	(2,707,366)
505	Water Management	2,548,274	-	(2,548,274)
510	Environmental Services	151,383	90,383	(61,000)
511	Utilities Administration	33,000	-	(33,000)
520	Santa Fe Convention Center	1,566,073	-	(1,566,073)
525	Midtown Property	800,000	800,000	-
530	Municipal Recreation Complex	1,190,000	1,190,000	-
540	Transit Bus System	6,180,469	542,354	(5,638,115)
545	Airport	1,231,932	2,451,743	1,219,811
620	Services to Other Departments	34,332	34,332	-
800	Buckman Direct Diversion	182,821	182,821	-
801	BDD Repair & Replacement Fund	182,821	-	(182,821)
810	SF Solid Waste Mgmt Agency	155,792	-	(155,792)
QUARTERLY TOTAL - ALL FUNDS		\$ 35,969,529	\$ 15,213,562	\$ (20,755,967)