

ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 10/19/20
FOR CITY COUNCIL MEETING OF 10/28/20

g. Request for Approval of a Budget Adjustment Resolution/Budget Increase to the Public Utilities, Utility Billing Division for several line items for a total amount of \$454,919.00. (Nancy Jimenez, Utility Billing Division Director, nljimenez@santafenm.gov, 955-4364)

COMMITTEE REVIEW:

Public Works and Utilities Committee: 10/13/20

Finance Committee: 10/19/20

Governing Body: 1028/20

FINANCE COMMITTEE ACTION:

Approved on Discussion

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR ROMERO-WIRTH	x		
COUNCILOR CASSUTT-SANCHEZ	x		
COUNCILOR LINDELL	x		
COUNCILOR VILLARREAL	x		
CHAIRPERSON ABEYTA	x		

ACTION SHEET			
PUBLIC WORKS AND UTILITES COMMITTEE MEETING OF 10/13/2020			
ISSUE NO. 9C			
Request for Approval of a Budget Adjustment Resolution/Budget Increase to the Public Utilities, Utility Billing Division for several line items for a total amount of \$454,919.00. (Nancy Jimenez, Utility Billing Division Director, nljimenez@santafenm.gov, 955-4364)			
COMMITTEE REVIEW:			
Public Works and Utilities Committee: 10/13/20			
Finance Committee: 10/19/20			
Governing Body: 10/28/20			
PUBLIC WORKS AND UTILITES COMMITTEE ACTION: Pulled by Councilor Vigil Coppler for further Discussion. Approved to forward to 10/19/2020 Finance Committee			
SPECIAL CONDITIONS OR AMENDMENTS:			
STAFF FOLLOW UP:			

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR RIVERA, CHAIR	X		
COUNCILOR GARCIA	X		
COUNCILOR ABEYTA	X		
COUNCILOR LINDELL	Excused		
COUNCILOR VIGIL COPPLER	X		

City of Santa Fe New Mexico

Memo

Date: September 21, 2020

To: Public Utility/Works Committee
Finance Committee
City Council

Via: Shannon Jones, Public Utility Department Director 

From: Nancy L. Jimenez, Public Utility Billing Division Director 

Re: FY20/21 Budget increase

Background/Summary:

The Utility Billing is respectfully asking for a budget increase to continue to operate the Utility Billing Division. We have obligations to pay vendor contracts, repair an aging cooling and heating system, we must have ITT support for our aging billing system. We have a transferred employee that requires a COVID19 safe work desk and cubicle along with operating supplies that assist in providing a safe work environment and an increase to the lien placement line item to follow our ordinance.

Attached you will find a budget increase of \$454,919.00 in several line items. The Public Utilities Billing Division did follow the requirements and cut the budget to meet the requirements for FY20/21, however, due to approved contracts, required services, COVID-19, adding an additional Customer Service Representative into my Division from parking several adjustments to the office are required to continue to provide safe working conditions. Utility Billing has been at work every day since COVID-19, while many employees were working from home the Utility Billing Division has not been able to work from home. We have re-arranged desks and will need to purchase additional materials to provide barriers between cubicles and create a new cubicle area for our newly transferred employee. Additional phone headsets need to be purchased and

replacements as they break must be provided to continue the safe working environment.

In addition to the increase needed for our safe work environment, we respectfully request an increase to our postage line. To our service contracts for our bill printing and endpoint monthly service charge contractors. To software for our ITT support, service contract and our heating and cooling system broke and while it has been mended, it does need to be fixed correctly, Utility Billing and Water will be splitting the cost to fix the system as both division reside in the utility building at San Mateo.

Requested Action:

Approval of BAR for \$454,919 for FY20/21 into several business units.

Postage and Mail - postage for mailing bills weekly/monthly	5110351	561000	30,000
Service contracts - postal pros printing of bills, and virtuoso collection agency	5110351	510310	242,348
Repair Maintenance to Bldgs & Structures - cooling tower, pipes and compressor for Utility Building	5110351	520100	25,273
Software - Beacon monthly rental charge for endpoints and MTR ITT support for USIC Billing System	5110351	530710	141,298
Remodeling Replacement - cubicles, additional walls, plexi-glass for COVID safe work environment	5110351	572500	10,000
Operating Supplies - masks, face shields, etc., new and replacement headsets for employees	5110351	530200	5,000
Lien Placements	5110351	561550	1,000

454,919

Log # {Finance use only}:	
Batch # {Finance use only}:	

City of Santa Fe, New Mexico

BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME PUD/Water	DATE 9/16/2020
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Postage and Mail	5110351	561000		30,000	
Service contracts	5110351	510310		242,348	
Repair Maintenance to Bldgs & Structures	5110351	520100		25,273	
Software	5110351	530710		141,298	
Remodeling Replacement	5110351	572500		10,000	
Operating Supplies	5110351	530200		5,000	
Lien Placements	5110351	561550		1,000	
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>

JUSTIFICATION: (use additional page if needed)
 --Attach supporting documentation/memo
 Budget Increase from Cash Balance in Utility Customer Service Fund for line items in the negative, estimated costs for contracts and purchase orders, postage, office remodel for new employees, Divisions share of maintenance to Heating/Cooling systems, headsets for Customer Service employee due to COVID19 concerns for disinfecting purposes, lien placements.

\$ 454,919	\$ -
<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
Fund(s) Affected	Fund Balance Increase/(Decrease)
511	(454,919)
TOTAL:	(454,919)

Prepared By {print name} Maya Martinez	Date 9/21/2020	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	Budget Officer _____ Date _____
Division Director Signature {optional} Shannon Jones (Sep 23, 2020 17:33 MDT)		CITY COUNCIL APPROVAL City Council Approval Date _____ Agenda Item #: _____	Finance Director {≤ \$5,000} _____ Date _____ City Manager {≤ \$60,000} _____ Date _____