



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** January 24, 2025

**TO:** Public Works and Utilities Committee  
Finance Committee  
Governing Body

**VIA:** Jesse Roach, Interim Public Utilities Director JR  
Deborah Trujillo, Interim Environmental Services Division Director DT  
Michael Dozier, Wastewater Division Director MD

**FROM:** Nancy Jimenez, PUD, Utility Billing Division Director NLJ

**RE:** BAR to Utility Billing and Customer Service Division for Temporary Professional Staffing

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### ITEM AND ISSUE:

The Utility Billing and Customer Service Division of the Public Utilities Department is requesting approval for a Budget Amendment Resolution (BAR) in the amount of \$150,000.00 for temporary professional staffing needs.

### BACKGROUND AND SUMMARY:

Public Utilities Department is understaffed and needs to meet immediate staffing needs.

### FUNDING SOURCE:

Funding is available in the Public Utilities Cash Enterprise Funds.

### REQUESTED ACTION:

Request approval of a BAR to increase budget in Org/Obj 5115501.510310.

### ATTACHMENTS:

BAR



**Signature:** *Nancy L. Jimenez*  
Nancy L. Jimenez (Jan 25, 2025 07:34 MST)

**Email:** nljimenez@santafenm.gov

**Signature:** *D. Trujillo*  
DEBORA TRUJILLO (Jan 27, 2025 13:07 MST)

**Email:** dctrujillo@santafenm.gov

**Signature:** *M. Dozier*

**Email:** mldozier@santafenm.gov












# Temporary Staffing Memo and BAR 2025.xls


Final Audit Report


2025-01-27


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