

City of Santa Fe, New Mexico

memo

DATE: May 21, 2025

TO: Andy Hopkins, Budget Director
Finance Committee
Quality of Life Committee
Governing Body

FROM: Loretta S. Olguin, Business Operations Manager *LSO*

RE: Budget Adjustment Request – ARPA Term Position #110280 (Economic Development Specialist – Downtown Businesses)

This Budget Amended Resolution (BAR) request is to allocate funds in the amount of \$97,208 from ORG 1002800 (Economic Development Administration) to Org 2402800 (Community Development Grant – Economic Development). This BAR is intended for FY26.

The purpose of this transfer is to support the creation of term Position #110280 – Economic Development Specialist (Downtown Businesses), funded by the ARPA funds.

Log # (Finance use <u>only</u>):	
Journal # (Finance use <u>only</u>):	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME					DATE	
Economic Deveopment/ Economic Development					5/21/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>	
Salaries (General)	1002800	500110			(65,501)	
FICA	1002800	503100			(5,011)	
Retirement (PERA)	1002800	503150			(15,908)	
Employee Health Insurance	1002800	503200			(8,759)	
Retiree Health Care	1002800	503250			(1,310)	
Workers' Comp	1002800	503350			(124)	
City Share Dental Insurance	1002800	503400			(595)	
Salaries (General)	2402800	500110		65,501		
FICA	2402800	503100		5,011		
Retirement (PERA)	2402800	503150		15,908		
Employee Health Insurance	2402800	503200		8,759		
Retiree Health Care	2402800	503250		1,310		
Workers' Comp	2402800	503350		124		
City Share Dental Insurance	2402800	503400		595		
Operating Transfer Out to Community Development Fund	1002800	750240		97,208		
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>	
Operating Transfer In from General Fund	2402800	650100		97,208		

JUSTIFICATION: *(use additional page if needed)*
 --Attach supporting documentation/memo

	\$ 291,624	\$ (97,208)
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Positon #110280 is a term position funded by ARPA and is currently listed under ORG 1002800. However, it should be listed under Org 2402800. This BAR is to request a correction regarding the organization assignment for Positon #110280

Important - This BAR is intended for FY26

	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>
	Fund Balance
TOTAL:	0

Loretta S. Olguin Prepared By <i>(print name)</i> Johanna Nelson (May 22, 2025 23:12 MDT) Division Director Signature <i>(optional)</i> Elisa D. Montoya (May 23, 2025 10:46 MDT) Department Director Signature	5/21/2025 Date	<p style="text-align: center; font-size: small;">{Use this form for Finance Committee/ City Council agenda items ONLY}</p> <p style="text-align: center; font-weight: bold; font-size: small;">CITY COUNCIL APPROVAL</p> <p style="font-size: x-small;">City Council</p> <p style="font-size: x-small;">Approval Date</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="font-size: x-small;">Agenda Item #:</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	 Andy Hopkins Budget Officer Emily K. Oster Finance Director {≤ \$5,000} City Manager {≤ \$60,000}	05/28/2025 Date 05/29/2025 Date
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BAR Packet - ARPA Funded Term Position #110280

Final Audit Report

2025-05-29

Created:	2025-05-27
By:	LORETTA OLGUIN (loluquin@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWAeIfglzbopOdPLFJB_kJAh_hQ6aKwdn

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-  Document created by LORETTA OLGUIN (loluquin@santafenm.gov)
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