



City of Santa Fe, New Mexico

Memorandum



DATE: October 23, 2025

TO: Governing Body

VIA: Mark Scott, City Manager

FROM: Andrea Phillips, Deputy City Manager

RE: Budget Amendment Resolution (BAR) for Funding for Risk and Safety Compliance Officer Position

The Risk and Safety Office, which is currently under the City Manager's Office, has been short staffed for many years. The City has been recruiting for a Risk and Safety Compliance Officer and is close to making an offer to a candidate. This position was previously funded within the General Fund but was frozen during the budget approval process. After consultation with the Finance Department-Budget Office, it was determined that the position should be funded by the Risk Fund, similar to the other positions in the Risk and Safety office. The costs for this position and the other services within the Office are paid through internal service charges assessed to other departments/funds. This BAR will authorize the expenditure of \$90,103 for the salary and estimated benefits for the remainder of the fiscal year.

ACTION REQUESTED:

The City Manager/Risk Management respectfully requests your review and approval for a BAR for approximately \$90,103 to fund the Risk and Safety Compliance Officer position out of the Risk Fund (600) for FY 2026.

FUNDING SOURCE:

Fund Name/Number: Risk Management Fund/Fund 600 (6001750)

ATTACHMENTS:

Budget Amendment Resolution

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 General Government / Risk Management	DATE 10/22/2025
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Salaries	6001750	500110		60,000	
FICA/Medicare	6001750	503100		4,590	
Retirement (PERA)	6001750	503150		14,573	
Med/Life	6001750	503200		8,834	
Retiree Healthcare	6001750	503250		1,200	
Workers' Comp	6001750	503350		600	
Dental	6001750	503400		306	
REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>

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

\$ 90,103	\$ -
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Increase to fund frozen Risk & Safety Compliance Officer position # 120127 from Risk Management cost assessments to various city departments	<i>{Complete section below if BAR results in a net change to ANY Fund}</i>
	Fund Balance Increase/(Decrease)
	Fund(s) Affected 600
	(90,103)
	TOTAL: (90,103)

Christina Martinez Prepared By <i>{print name}</i>	10/22/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	 Andy Hopkins Budget Officer	Oct 23, 2025 Date
Division Director Signature <i>{optional}</i>	Date	CITY COUNCIL APPROVAL City Council Approval Date: <input style="width: 100px; height: 20px;" type="text"/>	Finance Director {≤ \$5,000}	Date
 ANDREA PHILLIPS (Oct 23, 2025 17:09:55 MDT)	Oct 23, 2025	Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	 ANDREA PHILLIPS (Oct 23, 2025 17:09:55 MDT)	Oct 23, 2025
Department Director Signature	Date		City Manager {≤ \$60,000}	Date

