

**Date:** October 27, 2025  
**To:** Buckman Direct Diversion Board  
**Via:** Bradley Prada, BDD Facility Manager  
**From:** Kurt Traverse, BDD Accounting Support  
**Re:** Request for Approval of Technical Budget Adjustment Resolution (TBAR) from Vacancy Savings to Contract Services to Cover Accounting Support Expenses

**ITEM AND ISSUE:**

Request for Approval of a Technical Budget Adjustment Resolution (TBAR) in the amount of \$300,000 from projected FY26 Vacancy Savings to Contract Services for additional Accounting Support requirements during the Fiscal Year.

**BACKGROUND:**

On April 3, 2025, the Buckman Direct Diversion Board authorized \$80,000 in the Fiscal Year 2026 budget for Accounting Support services to be supplied by Clifton Larson Allen LLP (CLA). At that amount, FY26 PO # 22602507 was issued to CLA. With year-to-date significant Administrative Staff turnover and training, including audit preparation, that PO will be exhausted for support services incurred through October 2025. CLA has provided a baseline estimate for support services for the remainder of FY26 considering the most recent transition of administrative staff in October; BDD Staff estimates that a TBAR of \$300,000 to increase the CLA PO will provide sufficient coverage in Accounting and Admin support. Based on current staffing levels and payroll trend numbers, BDD Staff estimates that over \$1,000,000 will be available in year-end Vacancy Savings to fund this TBAR request.

**ACTION REQUESTED:**

Staff recommends approval of the attached Technical Budget Adjustment Resolution (TBAR) in the Amount of \$300,000 from Vacancy Savings to Contract Services.

**APPROVAL:**

Approved by BDDDB November 6, 2025

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Commissioner Justin Greene, BDDDB Chair



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

# City of Santa Fe, New Mexico

## TECHNICAL BUDGET ADJUSTMENT REQUEST (TBAR)

DEPARTMENT / DIVISION NAME BUCKMAN DIRECT DIVERSION					DATE 10/27/2025	
ITEM DESCRIPTION	BUSINESS UNIT	LINE ITEM	SUBSIDIARY {.000000}	SUBLEDGER {0000}	INCREASE	DECREASE
<u>EXPENDITURES</u>					<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Salaries (General)	8000801	500110				(300,000)
Service Contracts	8000801	510310			300,000	
<u>REVENUES</u>					<i>{enter as negative #}</i>	<i>{enter as positive #}</i>

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

**\$ 300,000 (\$ 300,000)**

Required to move funds into Service Contracts to increase PO 22602507 Clifton Larson Allen LLP per approval by BDDDB. BDD is being supported by CLA contract assistance to cover vacancies at Accounting Supervisor and Contract Administrator. Funds are available in Vacancy Savings; BDD has 11 open FTE positions as of October 2025, including 2 in Admin. PO 22602507, currently \$80,000, will increase by POCO to new total \$380,000.

<b>Kurt Traverse</b> Prepared By <i>{print name}</i>	10/27/2025 Date	<i>{NOTE: use this form ONLY for adjustments between/among revenue lines or between/among expense lines within a single Business Unit}</i>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Department Director Date
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Division Director <i>{optional}</i>	Date	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Budget Officer Date	Date