1	CITY OF SANTA FE, NEW MEXICO		
2	RESOLUTION NO. 2016-32		
3	INTRODUCED BY:		
4			
5	Councilor Peter N. Ives Councilor Signe I. Lindell		
6	Councilor Christopher M. Rivera Councilor Joseph M. Maestas		
7	Councilor Ronald S. Trujillo		
8			
9			
10	A RESOLUTION		
11	INSTITUTING A CITY-WIDE ALL-ELECTRONIC PAYMENT POLICY FOR		
12	EMPLOYEES AND VENDORS TO THE EXTENT PERMITTED BY STATE LAW.		
13			
14	WHEREAS, the city's recurring budget deficit requires that it optimize operational		
15	efficiencies where it can find them; and		
16	WHEREAS, the city's current practice is to issue paper checks to vendors if that is their		
17	preferred form of payment; and		
18	WHEREAS, a portion of city employees receive both paper and electronic payroll		
19	checks, although state law only requires paper payroll checks for employees who demand thi		
20	form of payment; and		
21	WHEREAS, representatives from the various city departments who serve as check		
22	monitors come to city hall to retrieve paper checks for their colleagues, and return to their		
23	department to distribute the checks by hand; and		
24	WHEREAS, requiring vendors to receive payment electronically and ceasing the		
25	practice of issuing both paper and electronic checks will improve efficiency and save the city		

money; and

2	WHEREAS, eliminating the practice of check monitors retrieving checks from city hall			
3	on a bi-weekly basis will also improve efficiency and save the city money			
4	NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE			
5	CITY OF SANTA FE that the city manager is hereby directed to implement the following city-			
6	wide all-electronic payment policy for employees and vendors to the extent permitted by state			
7	law:			
8	1. Require all vendors to be paid electronically			
9	2. Issue a single paper check if required by the employee, but issuance of both			
10	electronic payment and paper checks shall cease.			
11	3. Issue paper checks by mail, and discontinue the practice of distributing them by			
12	hand through a check monitor. Payroll checks will instead be mailed on the date			
13	of payment.			
14	PASSED, APPROVED AND ADOPTED this 27 th day of April, 2016.			
15	In m M			
16	m- m a			
17	JAVIER M. GONZALES, MAYOR			
18	ATTEST:			
19				
20	yound y. alg			
21 (XOLANDA Y. WIGIL, CITY CLERK			
22	APPROVED AS TO FORM:			
23	Valler & Balling			
24	fung H. Munan			
25	KELLEY A. BRENNAN, CITY ATTORNEY M/Legislation/Resolutions 2016/2016-32 Electronic Pmt. Policy			