

CITY OF SANTA FE, NEW MEXICO

BILL NO. 2019-3

INTRODUCED BY:

Councilor Roman "Tiger" Abeyta

AN ORDINANCE

**AMENDING SECTION 11-4 TO CLARIFY THE CITY MANAGER'S AUTHORITY TO
APPROVE BUDGET REVENUE AND EXPENDITURE INCREASES IN EXCESS OF
\$60,000 UNDER CERTAIN CIRCUMSTANCES AND TO ALLOW THE FINANCE
DEPARTMENT TO IMPLEMENT RE-APPROPRIATIONS OF UNSPENT BUDGET
AMOUNTS FOR ONGOING GRANTS AND CAPITAL PROJECTS UPON REQUEST
BY THE ASSOCIATED DEPARTMENT.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

**Section 1. Section 14-4 of SFCC 1987 (being Ord. #2002-25 § 1, as amended) is
amended to read:**

11-4 - BUDGET ADJUSTMENTS.

When budget adjustments are needed during the fiscal year, the following procedures
shall apply:

A. The finance director has the authority to approve budget increases or
decreases in revenue or transfers-in or in expenditures, expenses or transfers-out, that reflect

1 increases or decreases in the budget up to and including five thousand dollars (\$5,000.00).

2 B. The city manager has the authority to approve budget increases or decreases in
3 revenue or transfers-in or in expenditures, expenses or transfers-out, that reflect increases or
4 decreases in the budget from five thousand dollars and one cent (\$5,000.01) up to and
5 including sixty thousand dollars (\$60,000.00).

6 C. The governing body shall approve budget increases or decreases in revenue or
7 transfers-in or in expenditures, expenses or transfers-out, that reflect increases or decreases in
8 the budget that are over sixty thousand dollars (\$60,000.00).

9 D. Budget adjustments approved by the finance director, city manager, and the
10 governing body shall be included by fund in a quarterly budget resolution approved by the
11 governing body.

12 E. Budget adjustment requests will conform to the rules and regulations adopted
13 by the local government division of the department of finance and administration.

14 F. For budgets associated with grants and grant agreements, the following shall
15 apply:

16 (1) The city manager may approve grant applications, awards, grant
17 match requirements, and agreements from five thousand dollars and one cent
18 (\$5,000.01) up to and including sixty thousand dollars (\$60,000.00).

19 (2) The city manager may approve budget revenue and related
20 expenditure/expense increases exceeding sixty thousand dollars (\$60,000.00)
21 (including budget adjustments or decreases, as applicable), for grants provided that all
22 of the following conditions are met:

23 (a) The governing body has already approved the grant
24 application including the recommended match (if applicable); and

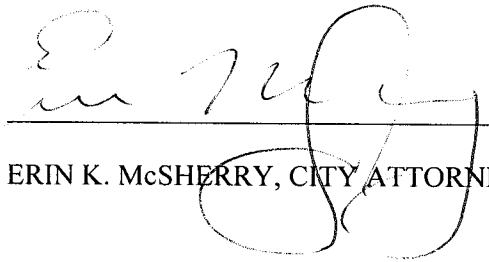
25 (b) The final grant award does not significantly differ from the

1 grant application in the amount, match, requirements, or other requirements
2 on the part of the city; and

3 (3) Any city department receiving a grant shall submit a copy of the final
4 award agreement and documentation for the grant to the finance department for
5 financial tracking, reporting and auditing purposes.

6 G. Budget amendments reflecting re-appropriations of unspent budget amounts
7 for ongoing grants and capital projects that were previously approved by the governing body
8 in the prior fiscal year shall be implemented by the finance department upon request by the
9 department administering the grant or capital project and shall be included in a quarterly
10 budget resolution approved by the governing body.

11 APPROVED AS TO FORM:

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14 ERIN K. McSHERRY, CITY ATTORNEY