

1 CITY OF SANTA FE, NEW MEXICO

2 ORDINANCE NO. 2019-4

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4
5 AN ORDINANCE

6 AMENDING SECTION 11-4 TO CLARIFY THE CITY MANAGER'S AUTHORITY TO
7 APPROVE BUDGET REVENUE AND EXPENDITURE INCREASES IN EXCESS OF
8 \$60,000 UNDER CERTAIN CIRCUMSTANCES AND TO ALLOW THE FINANCE
9 DIRECTOR TO IMPLEMENT RE-APPROPRIATIONS OF UNSPENT BUDGET
10 AMOUNTS FOR ONGOING GRANTS AND CAPITAL PROJECTS UPON REQUEST
11 BY THE ASSOCIATED DEPARTMENT.

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

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

16 11-4 - BUDGET ADJUSTMENTS.

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

19 A. The finance director has the authority to approve budget increases or
20 decreases in revenue or transfers-in or in expenditures, expenses or transfers-out, that reflect
21 increases or decreases in the budget up to and including five thousand dollars (\$5,000.00).

22 B. The city manager has the authority to approve budget increases or decreases in
23 revenue or transfers-in or in expenditures, expenses or transfers-out, that reflect increases or
24 decreases in the budget up to and including sixty thousand dollars (\$60,000.00).

25 C. The governing body shall approve budget increases or decreases in revenue or

1 transfers-in or in expenditures, expenses or transfers-out, that reflect increases or decreases in
2 the budget that are over sixty thousand dollars (\$60,000.00).

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

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

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

10 (1) The finance director may approve grant applications, grant awards,
11 grant match requirements, and grant agreements up to and including five thousand
12 dollars (\$5,000.00)

13 (1) The city manager may approve grant applications, grant awards, grant
14 match requirements, and grant agreements up to and including sixty thousand dollars
15 (\$60,000.00).

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

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

22 (b) The final grant award does not significantly differ from the
23 grant application in the amount, match, requirements, or other requirements
24 on the part of the city.

25 (3) Any city department receiving a grant shall submit a copy of the final

1 award agreement and documentation for the grant to the finance department for
2 financial tracking, reporting and auditing purposes.

3 G. Unspent amounts from multi-year grants and capital projects that the governing
4 body approved in the prior fiscal year may be appropriated in the following fiscal year if the
5 department administering the grant or capital project requests, and the finance director approves,
6 such an appropriation. The appropriation shall be the entire remaining balance and it shall be
7 budgeted for the same purpose and project that were approved by the governing body during the
8 prior fiscal year. The finance department shall include such amounts in a quarterly budget
9 resolution for review and approval of the governing body.

10 PASSED, APPROVED, and ADOPTED this 24th day of April, 2019

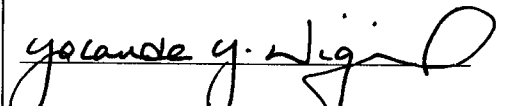
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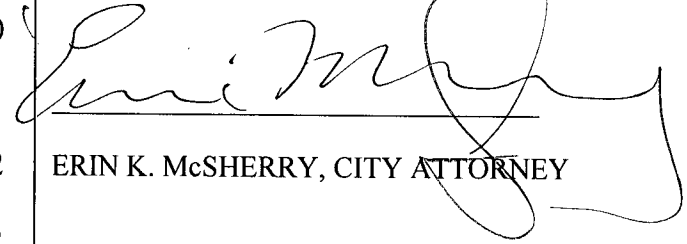
ALAN M. WEBBER, MAYOR

15 ATTEST:

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17 
18 YOLANDA Y. VIGIL, CITY CLERK

19 APPROVED AS TO FORM:

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21 _____
22 ERIN K. McSHERRY, CITY ATTORNEY

23
24 *Bill No. 2019-3*

25 *Legislation/2019/Ordinances/2019-4 Budget Adjustment Amendment*