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**CITY OF SANTA FE, NEW MEXICO**

**BILL NO. 2011-6**

**INTRODUCED BY:**

**Councilor Ortiz**

**AN ORDINANCE**

**AMENDING ARTICLE 11-4 SFCC 1987 TO AUTHORIZE THE FINANCE DIRECTOR TO APPROVE BUDGET ADJUSTMENTS UP TO AND INCLUDING FIVE THOUSAND DOLLARS (\$5,000); THE CITY MANAGER TO APPROVE BUDGET ADJUSTMENTS FROM FIVE THOUSAND DOLLARS AND ONE CENT (\$5,000.01) UP TO AND INCLUDING FIFTY THOUSAND DOLLARS (\$50,000); AND THE GOVERNING BODY TO APPROVE BUDGET ADJUSTMENTS OVER FIFTY THOUSAND DOLLARS (\$50,000).**

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

**Section 1. Article 11-4 SFCC 1987 (being Code 1953, Sec. 2-66, 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

1 revenue or transfers-in or in expenditures, expenses or transfers-out, that reflect increases or  
2 decreases in the budget up to and including five thousand dollars (\$5,000).

3 B. The city manager has the authority to approve budget increases or decreases in  
4 revenue or transfers-in or in expenditures, expenses or transfers-out, that reflect increases or  
5 decreases [~~from~~] in the budget [that are thirty thousand dollars (\$30,000) and under] from five  
6 thousand dollars and one cent (\$5,000.01) up to and including fifty thousand dollars (\$50,000).

7 [~~B~~]C. The governing body shall approve budget increases or decreases in revenue or  
8 transfers-in or in expenditures, expenses or transfers-out, that reflect increases or decreases [~~from~~]  
9 in the budget that are over [thirty] fifty thousand dollars (\$[30,000] 50,000).

10 [~~C~~]D. Budget adjustments approved by the city manager and the governing body shall  
11 be included by fund in a quarterly budget resolution approved by the governing body.

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

14 [~~E~~]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 match  
17 requirements, and agreements [~~under thirty thousand dollars (\$30,000)] from five~~  
18 thousand dollars and one cent (\$5,000.01) up to and including fifty thousand dollars  
19 (\$50,000).

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

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

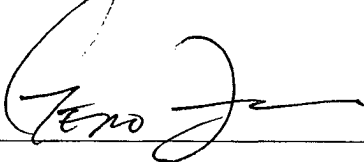
25 (b) The final grant award does not significantly differ from the grant

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

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

APPROVED AS TO FORM:



GENO ZAMORA, CITY ATTORNEY