

1 **CITY OF SANTA FE, NEW MEXICO**

2 **ORDINANCE NO. 2008-20**

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4
5 **AN ORDINANCE**

6 **AMENDING SECTION 11-2.1 SFCC 1987 REGARDING ANNUAL BUDGET**
7 **APPROPRIATIONS; ARTICLE 11-3 SFCC 1987 REGARDING THE APPROVED**
8 **BUDGET; AND ARTICLE 11-4 SFCC 1987 REGARDING BUDGET ADJUSTMENTS.**

9
10 **BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

11 **Section 1. Section 11-2.1 SFCC 1987 (being Code 1953, §2-65) is amended to**
12 **read:**

13 **11-2.1 Appropriation.**

14 Upon preparation and submission of an annual budget by the city manager, the governing body
15 shall adopt the next fiscal year's budget by resolution. The final budget document shall include
16 summaries of the following:

- 17 A. Anticipated revenues by fund;
- 18 B. Planned expenditures by fund, department and category;
- 19 C. Planned cash transfers between funds;
- 20 D. Estimated beginning and ending cash balances;
- 21 E. Costs for personnel salaries and benefits by fund and department;
- 22 F. General obligation and revenue bonded debt service; and
- 23 G. Schedules of lease purchase agreements and capital outlay.

24 The annual budget includes all line-item detailed reports for all funds and detailed personnel
25 schedules, which must be prepared and be available upon request.

1 **Section 2. Article 11-3 SFCC 1987 (being SFCC 1981, §9-3-5, as amended) is**
2 **amended to read:**

3 **11-3 CLAIMS OR PAYMENTS IN EXCESS OF APPROVED BUDGET; LIABILITY.**

4 A. When the budget has been approved and received by the city, it shall be binding
5 upon all officials and the governing body. The governing body shall not allow or approve claims
6 in excess thereof, and no official shall make any payment in excess thereof; such allowances or
7 claims or payments so allowed or paid shall be a liability against the officials so allowing or
8 paying such claims or payments, and recovery for such excess amounts so allowed or paid may
9 be had against the bondsmen of such officials.

10 B. The determination of expenses or expenditures in excess of the approved budget
11 shall be by fund, function, department and division.

12 C. In the event that operations for the public health, safety and welfare require a
13 service to be continued without interruption, the department director shall present the fund deficit
14 within thirty (30) days of discovery to the finance committee for recommendation of action to the
15 governing body. If the department director fails to take this action, the finance director shall bring
16 the deficit to the finance committee within the next thirty (30) days.

17 D. For enterprise fund operations supported by revenues, quarterly reports also shall
18 be made to the finance committee indicating the status of the revenues to date compared to the
19 expenses to date. If the revenues are not in excess of expenses, and are not anticipated to be by
20 the end of the fiscal year, the finance committee shall recommend action to the governing body of
21 the proposed funding source to cover the deficit.

22 **Section 3. Article 11-4 SFCC 1987 (being Code 1953, Sec. 2-66, as amended) is**
23 **amended to read:**

24 **11-4 BUDGET ADJUSTMENTS.**

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

1 A. The city manager has the authority to approve budget increases or decreases in
2 revenue or transfers-in or in expenditures, expenses or transfers-out, that reflect increases or
3 decreases from the budget that are thirty thousand dollars (\$30,000) and under.

4 B. The governing body shall approve increases or decreases in revenue or transfers-
5 in or in expenditures, expenses or transfers-out, that reflect increases or decreases from the budget
6 that are over thirty thousand dollars (\$30,000).

7 C. Budget adjustments approved by the city manager and the governing body shall
8 be included by fund in a quarterly budget resolution approved by the governing body.

9 D. Budget adjustment requests will conform to the rules and regulations adopted by
10 the local government division of the department of finance and administration.

11 E. For budgets associated with grants and grant agreements, the following shall
12 apply:

13 (1) The city manager may approve grant applications, awards, grant match
14 requirements, and agreements under thirty thousand dollars (\$30,000).

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

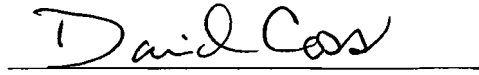
18 (a) The governing body has already approved the grant application
19 including the recommended match (if applicable); and

20 (b) The final grant award does not significantly differ from the grant
21 application in the amount, match, requirements, or other requirements on the part
22 of the city; and

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

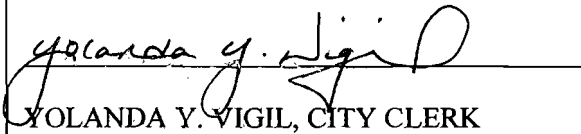
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PASSED, APPROVED and ADOPTED this 9th day of April, 2008.



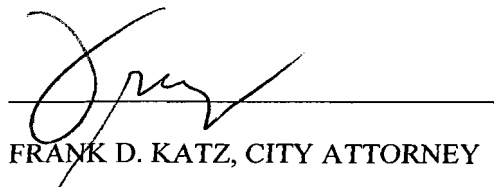
DAVID COSS, MAYOR

ATTEST:



YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:



FRANK D. KATZ, CITY ATTORNEY