Memorandum

DATE: October 19, 2026

TO: Finance Committee, Governing Body

FROM: Andrea Phillips, Deputy City Manager
Travis Dutton-Leyda, Chief Procurement Officer
Monica Maestas, Finance Director

RE: Proposed Financial Authorization Amendments

ITEM AND ISSUE:

Some councilors and staff have discussed whether amendments to the financial authorization process and approval limits may have a positive impact on executing agreements and budget authority.

BACKGROUND AND SUMMARY:

Staff suggest some amendments to the city's municipal code and procurement manual to the financial and contract authority. The goal is to help streamline contracting processes, grant administration and approvals, and budget adjustments to allow for faster execution of binding agreements. These changes should help reduce the amount of time that it takes to apply for and accept funds to be deployed for city projects and services. Savings in time and process steps should lead to better and quicker results for the community, less frustration for grantors, vendors/contractors and staff.

References to approval authority limits are in the city's municipal code and the Procurement Manual:

Chapter 2: 2-4.6: Powers and Duties of the City Manager
Chapter 11: 11-4: Budget Adjustments
Chapter 11: 11-13 Adoption of City's Procurement Code
Procurement Manual

City Council

Alma G. Castro, District 1
Patricia Feghali, District 1
Elizabeth "Liz" Barrett, District 2
Paul C. Bustamante, District 2
Lee Garcia, Mayor Pro Tem, District 3
Pilar F.H. Faulkner, District 3
Jamie Cassutt, District 4
Amanda Chavez, District 4

ACTION REQUESTED:

Discuss and provide feedback to staff on the proposed areas of amendment. A bill may be drafted by Legislative and Policy Office to come through the legislative process. Changes to the City's Procurement Manual may follow.

ATTACHMENTS:
Summary of Proposed Amendments
Excerpts from Santa Fe Municipal Code