





CITY OF SANTA FE

Memorandum

Date: February 3, 2026

To: Finance Committee and Governing Body

From: Travis Dutton-Leyda, Chief Procurement Officer 

Via: Andrea Phillips, Deputy City Manager and Interim Finance Director 
ANDREA PHILLIPS

RE: Procurement Modernization

EXECUTIVE SUMMARY

The proposed bill would amend SFCC 1987, Section 11-13, to expand and clarify exemptions permitted by NMSA 1978, Sections 13-1-98 through 13-1-98.2, including utilities, legal services, items requiring prepayment under one hundred thousand dollars (\$100,000), and lobbying services. The bill would also require that the procurement manual be adopted by resolution and would update procurement authority to allow the Chief Procurement Officer to approve purchase orders and the use of requests for applications. The bill would further establish an maximum eight-year term for professional service contracts, adopt Construction Manager at Risk Delivery Method procedures set forth in NMSA 1978, Sections 13-1-124.1 through 13-1-124.5, allow the City Manager to approve contract amendments that do not materially alter the scope of work, and adds processes for emergency procurements.

BACKGROUND

The City of Santa Fe (“City”) has long exercised its home-rule authority to establish a procurement system that reflects local priorities. Historically, the City relied on its own ordinance and Procurement Manual, which operated independently of the State of New Mexico’s Procurement Code.

In 2018, the Governing Body adopted Ordinance No. 2018-1, Section 2, amending SFCC 1987, Section 11-13 to formally adopt the State Procurement Code (NMSA 1978, Sections 13-1-28 through 13-1-199) as the foundation for City purchasing and procurement operations. This action improved legal consistency, operational efficiency, and transparency while preserving the City’s right to depart from state rules when expressly authorized by local ordinance.

Most recently, in 2023, the Governing Body adopted Ordinance No. 2023-20, amending SFCC 1987, Section 2-4.6 to increase the City Manager’s contract approval authority to \$200,000 and to require monthly publication of approved contracts. That ordinance also made a minor conforming change to Section 11-13 by striking outdated contract authority language, but it did not otherwise revise the City’s Procurement Code. Since that time, the City’s procurement needs have continued to evolve—driven by inflationary pressures, urgent timelines, and the complexity of public partnerships. The current ordinance amendments reflect that evolution and are intended to

clarify roles, update thresholds, streamline procedures, and codify best practices under the City's procurement framework.

ATTACHMENTS

Bill
Fiscal Impact Report (FIR)