



CITY OF SANTA FE

Memorandum

Date: April 4, 2025

To: Governing Body, Quality of Life Committee, Public Works and Utilities Committee, Finance Committee

From: Marci Eannarino, Legislation and Policy Innovation Manager ME
ME

Via: Erin K. McSherry, City of Santa Fe City Attorney EM
EM

RE: Study on Staff Support for City Councilors

SUMMARY:

The proposed Resolution would establish a plan for the use of budgeted funds to conduct a study regarding hiring staff for City Councilors. The City of Santa Fe's ("City's") Fiscal Year 2025 Budget included funding for a study to make recommendations on staff support and funding to hire staff support for City Councilors. The Governing Body wishes to utilize no more than sixty thousand dollars (\$60,000) for the following work, to be completed by a Contractor within sixty (60) days of the initiation of the Contract or as soon as is possible:

- a. Interview City Councilors to elicit their staffing needs and interests;
- b. Explore staffing models of other City Councils to inform City Councilors on potential models; and
- c. Summarize the staffing model for Santa Fe County Commissioners and the new policy positions being implemented for State Legislators including salaries and relevant job descriptions; and
- d. Provide a proposed staffing model that reflects the needs and interests of City Councilors including a budget and position descriptions vetted with the Human Resources Department to confirm that the descriptions conform to City standards ("New Council Positions"); and
- e. Compile the information in a report to be presented to the Governing Body in a study session.

If the Resolution is adopted, the City Manager will direct the procurement of an appropriate contractor to conduct the outlined scope of work described above. After the contractor has completed the scope of work, the City Manager shall present the report to the Governing Body in a study session.



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ATTACHMENTS:

Resolution
Fiscal Impact Report