



# CITY OF SANTA FE

## Memorandum

**Date:** June 6, 2025

**To:** Governing Body and Quality of Life Committee

**From:** Erin K. McSherry, City Attorney EM  
EM

**RE:** Deputy City Manager Appointment

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### SUMMARY:

The proposed bill would remove the sixty (60) day timeline for appointing a deputy city manager and the requirement that the Governing Body approve the Deputy City Manager's position description. It requires that the deputy city manager have the same minimum qualifications as the city manager.

The bill would also remove language that is inconsistent with the City's Charter that states that the city manager is responsible for the preparation of the annual budget. The Charter requires that the Mayor prepare and introduce the budget.

The sixty-day timeline for appointing a deputy is unrealistic for a new city manager. A timeline also does not serve an apparent public policy interest. For example, if one deputy city manager leaves and the city manager wishes to appoint a new one, a timeline starting at the time the city manager is appointed is illogical.

Requiring the deputy city manager to have the same minimum qualifications as the city manager serves the interest of having an adequately qualified person serve in the city manager's absence during vacations, etc. The required minimum qualifications would not, however, mean that a mayor would have to appoint the deputy city manager as city manager if a city manager departed.

### ATTACHMENTS:

Bill  
Fiscal Impact Report