



CITY OF SANTA FE

Memorandum

Date: December 3, 2025

To: Governing Body, Quality of Life Committee, Finance Committee

From: Marci Eannarino, Legislation and Policy Innovation Manager ^{ME}
Christine Spiers, Legislative Assistant
Palmer Anderson, Policy Analyst

RE: Updating City Manager Qualifications

SUMMARY:

The proposed legislation would amend SFCC 1987, Section 2-4.2 to update qualifications for the City of Santa Fe's ("City") City Manager position to require candidates for City Manager and Deputy City Manager to meet the following two criteria:

1. have the necessary administrative and managerial skills and experience to manage the City; and
2. be credentialed by the International City/County management Association ("ICMA") or have equivalent education and experience to qualify for a credential.

The updated language would also specify that if not already credentialed, a candidate for City Manager must apply for credentials within one year of being appointed to the City Manager position. Lastly, the bill proposes that if after five months, a credentialed candidate or a candidate qualified to apply for a professional credential is not appointed, the Mayor may consider an individual who meets requirements to be considered as a candidate for a *future* credential such as "Credentialed Manager Candidate Status", as defined by the ICMA.

The bill also specifies that acting and/or interim city managers must have "the necessary administrative and managerial skills and experience to manage the City".

Additionally, the bill removes language from Section 2-4.12(B) prohibiting an acting city manager from hiring or removing employees "engaged in the administration service of the city except on the approval of the governing body".

Finally, the bill leaves language specific to the Deputy City manager role, Section 2-4.6(L), unchanged, stating that the "powers and duties designated to the deputy city manager shall not exceed the powers and duties of the city manager; and the minimum qualifications shall be at least those required for the city manager".

BACKGROUND AND ANALYSIS:

The International City/County Management Association (ICMA) is a professional association of city and county managers nationwide. According to the ICMA website, the organization, "offers membership, professional development programs, research, publications, data and information, technical assistance, and training to local government chief administrative officers, their staff, and other organizations around the globe."



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The website also states that in order to be “eligible” for an ICMA credential, an individual must be local government chief administrative officers or assistant chief administrative officer, with minimum number of years of experience in qualifying roles and/or education in qualifying degrees, obtain prescribed training, pass an examination, provide professional references and peer review. Requirements for obtaining the credential include a combination of experience, education, and continuing professional development. Examples provided by the organization with respect to what is required within these three criteria are as follows:

- 1) Experience with staff management, financial management, policy facilitation and implementation, and service delivery;
- 2) Education requirements in combination with executive experience would include
 - a. Masters in public administration or policy + 7 years;
 - b. Other graduate degree +8 years;
 - c. Baccalaureate degree + 9 years; or
 - d. Less than Bachelor’s + 15 years.

In addition to the above, in order to maintain a credential from the ICMA, a person who obtains a credential must participate in continuing professional development.

Lastly, individuals who do not meet the combined experience and education, but who expect to attain it within two years, can apply for “credential manager candidate status”, meaning the candidate will be “able to receive the full credential as soon as the individual meets the requirements due to already being approved”.

ATTACHMENTS:

Bill
FIR