

**FISCAL IMPACT REPORT**

**General Information:**

(Check)      **Bill:**   X                        **Resolution:** \_\_\_\_\_

**Short Title(s):** Updating Qualifications for the City manager

**Sponsor(s):** Councilor Jamie Cassutt and Councilor Pilar Faulkner

**Reviewing Department(s):** City Attorney’s Office

**Staff Completing FIR:** Marci Eannarino, Manager of Legislation and Policy

**Date:** 9/22/2025                      **Phone:** 505-637-1907

**Reviewed by City Attorney:** *Erin McSherry*                      **Date:** 12/05/2025  
Erin McSherry (Dec 5, 2025 11:24:12 MST)

**Reviewed by Finance Director:** *Emily K. Oster*                      **Date:** 12/05/2025

**Summary:**

The proposed legislation would amend SFCC 1987, Section 2-4.2, to require candidates for the City of Santa Fe’s (“City”) City Manager position either be credentialed by the International City/County management Association (“ICMA”) or be eligible for the credential, unless no such candidate is identified for six months. A credential-eligible candidate for City Manager must apply for credentials within one year of being appointed to the City Manager position. If, after five months, a credentialed candidate or a candidate qualified to be credentialed is not hired, the Mayor may consider a candidate who agrees to apply for “Credentialed Manager Candidate Status”, as defined by the ICMA, within a six months of the hire date.

The bill also addresses criteria for the event of a temporary absence or disability of the city manager or for a vacancy period in the office. In these circumstances the mayor would appoint someone who has “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”.

Another section of code requires the Deputy City Manager to have the same qualifications as the City Manager. Therefore, by changing the required qualifications for the City Manager, the Bill would also change the qualifications for the Deputy City Manager.

**Departments Affected:**

Mayor’s Office and City Manager’s Office

**Consequences of Not Enacting Legislation:**

If this legislation is not adopted, then the qualifications for City Manager and Deputy City Manager will not include having or obtaining ICMA credentials.

**Conflict, Duplication, Companionship, or Relationship to Other Legislation:**

The amendments to Section 2-4.2 would amend by reference the qualifications required for the Deputy City Manager: Section 2-4.6(L) provides that “[t]he 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.”

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**Performance and Administrative Implications:**

The proposed legislation would require future City Manager and Deputy City Manager candidates to 1) possess the necessary administrative and managerial skills and experience to manage the City, and 2) be ICMA credentialed or be ICMA credential-eligible and commit to obtaining ICMA credentials within one year of being appointed. If a candidate with these two requirements is not appointed and consented to within six months, the proposed language allows for the appointment of a candidate who has the “necessary administrative and managerial skills and experience to manage the City” and who would within six months apply for “Credentialed Manager Candidate Status”, as defined by the ICMA.

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**Fiscal Implications:**

None.

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**Fiscal Impact**

    X     Check here if no fiscal impact

**Expenditures**

<b>Expenditure Type</b>	<b>FYE 2026</b>	<b>FYE 2027</b>	<b>FYE 2028</b>	<b>Require BAR (Y/N)</b>	<b>Recurring (R) or Non-recurring (NR)</b>	<b>Fund</b>	<b>3-Year Total Cost</b>
<u>Personnel and Benefits*</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Capital Outlay</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	
<u>Contractual/</u>	\$ _____	\$ _____	\$ _____		_____	_____	
<u>Professional Services</u>							
<u>Operating</u>	\$ _____	\$ _____	\$ _____		_____	_____	\$ _____
<u>Total:</u>	\$ _____	\$ _____	\$ _____				\$ _____

**Expenditure Narrative:**

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**Revenue**

<b>Revenue Type</b>	<b>FYE 2026</b>	<b>FYE 2027</b>	<b>FYE 2028</b>	<b>Recurring (R) or Non-recurring (NR)</b>	<b>Fund</b>
General Fund	\$ _____	\$ _____	\$ _____	_____	_____
Special Revenue	\$ _____	\$ _____	\$ _____	_____	_____
CIP	\$ _____	\$ _____	\$ _____	_____	_____
Enterprise	\$ _____	\$ _____	\$ _____	_____	_____
Internal Service	\$ _____	\$ _____	\$ _____	_____	_____
Trust and Agency	\$ _____	\$ _____	\$ _____	_____	_____
Federal	\$ _____	\$ _____	\$ _____	_____	_____
Other	\$ _____	\$ _____	\$ _____	_____	_____
Total	\$ _____	\$ _____	\$ _____		

**Revenue Narrative:**

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