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**CITY OF SANTA FE, NEW MEXICO**

**BILL NO. 2025-16**

**INTRODUCED BY:**

Mayor Alan Webber

**A BILL**

**AMENDING SECTION 2-4.6 TO REMOVE THE SIXTY (60) DAY TIMELINE FOR THE  
CITY MANAGER TO HIRE A DEPUTY CITY MANAGER AND UPDATE THE  
SECTION CONSISTENT WITH THE CHARTER**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

**Section 1. Section 2-4.6 of SFCC 1987 (being Ord. No. 1954-3, § 3, as amended)  
is amended to read:**

**2-4.6 - Powers and duties of the city manager.**

The city manager shall:

A. Be the chief administrator officer of the city, and be the contracting officer of the city, with the approval of the governing body. The city manager may enter into contracts having up to a total value of one hundred and fifty thousand dollars (\$150,000), excluding applicable taxes. Beginning July 1, 2024, the city manager may enter into contracts having up to a total value of two hundred thousand dollars (\$200,000), excluding applicable taxes. The city manager shall enter into or terminate the following types of contracts or agreements only with the express approval of the governing body.

1                   (1)       Memoranda of understanding (MOUs) with governmental entities, joint  
2 powers agreements (JPAs), and any other agreements or contracts with a value that exceeds  
3 one hundred and fifty thousand dollars (\$150,000), excluding applicable taxes, and two  
4 hundred thousand dollars (\$200,000) beginning July 1, 2024, excluding applicable taxes.  
5 For the purposes of this provision governmental entity includes but is not limited to;  
6 counties, states, federal agencies, housing authorities, tribes, or intergovernmental  
7 agencies; and

8                   (2)       Agreements on land use issues that modify the terms of land use approvals  
9 made by the governing body or any other public decision-making body to whom the  
10 governing body has delegated some of its zoning and land use authority, or agreements on  
11 land use issues that deviate from the ordinances contained in Chapter 14 SFCC 1987 or  
12 any plans or agreements that have been approved under those ordinances except as may be  
13 authorized in Chapter 14 or by such agreement;

14               B.       Have the authority to enter agreements seeking or accepting funds of any amount,  
15 when the deadline to seek or accept the funds occurs before the deadline to include the agreement  
16 on the agenda for the governing body's next regularly scheduled meeting. Such agreements shall  
17 be subject to ratification by the governing body at the next scheduled meeting for which an agenda  
18 has not yet been posted;

19               C.       Publish a list of all contracts the city manager signed each month to the city's  
20 public website within ten (10) business days of the end of each month. The list shall include contract  
21 party/ies name(s), value and duration of the contract, and contract purpose. One or more city  
22 manager designee(s) may facilitate compiling and publishing the list.

23               D.       Employ and discharge all municipal employees in accordance with the city's  
24 personnel rules and regulations, collective bargaining agreements and other applicable policies and  
25 ordinances.

1 E. Coordinate and supervise the activities and operations of the various departments  
2 established by the governing body within the city government, and efficiently manage the  
3 administrative affairs of the city;

4 F. Carry out, expeditiously and efficiently, the programs and policies adopted by the  
5 governing body and cause to be enforced all ordinances and regulations adopted by the governing  
6 body;

7 G. Attend all meetings of the governing body and of committees thereof, or send a  
8 delegate, and the city manager or delegate shall participate in the discussion of all matters pertaining  
9 to the administration of city affairs coming before the governing body or such committees, but the  
10 city manager or delegate shall not have the right to vote;

11 [~~H.~~—Be responsible for the preparation of the annual budget;]

12 [~~H.~~]H. Keep the governing body informed of the financial condition and of the needs of  
13 the city and render reports with respect thereto and with respect to all other city affairs at such times  
14 and in such forms as may, from time to time, be prescribed by the governing body, accompanied  
15 by such recommendations as the city manager may deem advisable;

16 [~~J.~~]I. Formulate and recommend to the mayor and city council the adoption of such  
17 measures as the city manager may, from time to time, deem necessary or advisable for the health,  
18 safety and welfare of the city and its inhabitants, or for the improvement of administrative or  
19 departmental functions and services;

20 [~~K.~~]J. Make recommendations with respect to the purchase on behalf of the city  
21 departments of materials, supplies, and equipment and supervise the making of such purchases  
22 when and in the manner authorized by the governing body;

23 [~~L.~~]K. Ensure that the city's collective bargaining management team and the governing  
24 body hold a meeting in executive session for the purpose of broadly discussing issues of collective  
25 bargaining previous to the annual collective bargaining negotiations between the city and its

1 bargaining units so as to empower the management team with the authority to negotiate in good  
2 faith;

3 ~~[M]L. [May] If desired, appoint a deputy city manager. [within sixty (60) days of being~~  
4 ~~appointed city manager. Prior to the appointment of a deputy city manager, the city manager shall~~  
5 ~~present a job description to the governing body for review and approval.]~~ The powers and duties  
6 designated to the deputy city manager shall not exceed the powers and duties of the city manager,  
7 and the minimum qualifications shall be at least those required for the City Manager; and

8 ~~[N]M.~~ Report to the governing body every six (6) months regarding the organization of  
9 the city's departments and divisions.

10  
11 PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

12 APPROVED AS TO FORM:

13  
14 Erin McSherry  
Erin McSherry (Jun 6, 2025 16:16 MDT)

15 ERIN K. McSHERRY, CITY ATTORNEY