



1 plans or agreements that have been approved under those ordinances except as may be  
2 authorized in Chapter 14 or by such agreement.

3 B. Employ and discharge all municipal employees in accordance with the city's  
4 personnel rules and regulations, collective bargaining agreements and other applicable polices and  
5 ordinances;

6 C. Coordinate and supervise the activities and operations of the various departments  
7 established by the governing body within the city government, and efficiently manage the  
8 administrative affairs of the city;

9 D. Carry out, expeditiously and efficiently, the programs and policies adopted by the  
10 governing body and cause to be enforced all ordinances and regulations adopted by the governing  
11 body;

12 E. Attend all meetings of the governing body and of committees thereof, or send a  
13 delegate, and the city manager or delegate shall participate in the discussion of all matters pertaining  
14 to the administration of city affairs coming before the governing body or such committees, but the  
15 city manager or delegate shall not have the right to vote.

16 F. Be responsible for the preparation of the annual budget;

17 G. Keep the governing body informed of the financial condition and of the needs of the  
18 city and render reports with respect thereto and with respect to all other city affairs at such times and  
19 in such forms as may, from time to time, be prescribed by the governing body, accompanied by such  
20 recommendations as the city manager may deem advisable;

21 H. Formulate and recommend to the mayor and city council the adoption of such  
22 measures as the city manager may, from time to time, deem necessary or advisable for the health,  
23 safety and welfare of the city and its inhabitants, or for the improvement of administrative or  
24 departmental functions and services;

25 I. Make recommendations with respect to the purchase in behalf of the city departments

1 of materials, supplies and equipment and supervise the making of such purchases when and in the  
2 manner authorized by the governing body;

3 J. Ensure that the city's collective bargaining management team and the governing body  
4 hold a meeting in executive session for the purpose of broadly discussing issues of collective  
5 bargaining previous to the annual collective bargaining negotiations between the city and its  
6 bargaining units so as to empower the management team with the authority to negotiate in good faith;  
7 and

8 K. May appoint a deputy city manager within sixty (60) days of being appointed city  
9 manager. Prior to the appointment of a deputy city manager, the city manager shall present a job  
10 description to the governing body for review and approval. The powers and duties designated to the  
11 deputy city manager shall not exceed the powers and duties of the city manager.

12 L. Report to the governing body every six months regarding the organization of the  
13 city's departments and divisions.

14 **Section 2. Section 2-6.1 SFCC 1987 (being Code 1953, §2-53) is amended to read:**

15 **2-6.1 Establishment of Office.**

16 The office of city clerk is established.

17 **Section 3. Article 2-8 SFCC 1987 (being Ord. #1983-33, §4) is amended to read:**

18 **2-8 FINANCE DEPARTMENT.**

19 **Section 4. [REPEAL] Section 2-8.2 SFCC 1987 (being Code 1953 §2-55) is**  
20 **repealed.**

21 **Section 5. Section 2-8.1 SFCC 1987 (being Ord. #1983-33, §4) is amended to read:**

22 **2-8.1 Creation of Department.** There is created a department of city government to be  
23 known as the "finance department".

24 **Section 6. Section 2-8.3 SFCC 1987 (being SFCC 1981, §9-1-10) is amended to**  
25 **read:**

1       **2-8.3 Finance Officer.**

2       A.     *Position Established.* The position of finance officer is established. The finance  
3 officer is the city treasurer and manager of the finance department of the city. The designation as  
4 finance officer shall not be considered separate employment nor occasion any additional salary.

5       B.     *Duties.* The finance officer shall:

- 6             (1)     Receive all money due and payable to the city;
- 7             (2)     Keep his accounts and records in the manner as prescribed by generally  
8 accepted accounting principles;
- 9             (3)     Keep the money of the city separate from any other money in his possession;
- 10            (4)     Expend the money only as directed by the governing body;
- 11            (5)     Submit monthly, or more often if required by the governing body, a report of  
12 the receipts and expenditures of the city;
- 13            (6)     Supervise the depositing and safekeeping of all money belonging to the city;
- 14            (7)     With the advice and consent of the governing body designate banks qualified  
15 to receive or deposit money entrusted in his care;
- 16            (8)     Prepare annually, for the close of the fiscal year, a comprehensive annual  
17 financial report showing the receipts, expenditures and balances for each fund. A copy of the  
18 financial report shall be filed in the finance office; and
- 19            (9)     Perform other duties prescribed by law, ordinance or city rules and  
20 regulations.

21       C.     *Reports to Governing Body.* The finance officer shall be responsible and report to the  
22 governing body through the city manager.

23       D.     *Records Open for Inspection.* The records of the finance officer shall be open to  
24 inspection by any citizen during the regular business hours of the city.

25 Editor's Note: For relevant state law, see §3-37-3 NMSA 1978.

1           Section 7.     Article 2-11 SFCC 1987 (being Ord. #1983-33, as amended) is amended  
2 to read:

3 **2-11   LAND USE DEPARTMENT.**

4           Section 8.     Section 2-11.1 SFCC 1987 (being Ord. #1983-33, as amended) is  
5 amended to read:

6           **2-11.1 Creation of Department.**

7           There is created a department of city government to be known as the "land use department".

8           Section 9.     A new Article 2-12 SFCC 1987 is ordained to read:

9 **2-12   [NEW MATERIAL] HOUSING AND COMMUNITY DEVELOPMENT**  
10 **DEPARTMENT.**

11          Section 10.    [NEW MATERIAL] A new Section 2-12.1 SFCC 1987 is ordained to  
12 read:

13          **2-12.1 Creation of Department.**   There is created a department of city government to be  
14 known as the "housing and community development department."

15          Section 11.    A new Section 2-15 SFCC 1987 is ordained to read:

16 **2-15   [NEW MATERIAL]   HUMAN RESOURCES DEPARTMENT.**

17          Section 12.    A new Section 2-15.1 SFCC 1987 is ordained to read:

18          **2-15.1 [NEW MATERIAL] Creation of Department.**   There is created a department of  
19 city government to be known as the "human resources department" also known as the "personnel  
20 office" as referenced in Chapter XIX SFCC 1987.

21          Section 13.    [REPEAL]    Article 2-19 SFCC 1987 (being Ord. #1987-36, as  
22 amended) is repealed.

23          Section 14     A new Article 2-19 SFCC 1987 is ordained to read:

24 **2-19   [NEW MATERIAL] ADMINISTRATIVE SERVICES DEPARTMENT.**

25          Section 15     [REPEAL]    Section 2-19.1 SFCC 1987 (being Ord. #1987-36, §1, as

1 amended) is repealed.

2 Section 16 A new Section 2-19.1 SFCC 1987 is ordained to read:

3 2-19.1 [NEW MATERIAL] Creation of Department. There is created a department of  
4 city government to be known as the "administrative services department."

5 Section 17 [REPEAL] Article 2-20 SFCC 1987 (being Ord. #1991-39, §1) is  
6 repealed.

7 Section 18 A new Article 2-20 SFCC 1987 is ordained to read:

8 2-20 [NEW MATERIAL] PUBLIC UTILITIES DEPARTMENT.

9 Section 19 [REPEAL] Section 2-20.1 SFCC 1987 (being Ord. #1991-39, §2) is  
10 repealed.

11 Section 20. A new Section 2-20.1 SFCC 1987 is ordained to read:

12 2-20.1 [NEW MATERIAL] Creation of Department. There is created a department of  
13 city government to be known as the "public utilities department."

14 Section 21. [REPEAL] Section 2-20.2 SFCC 1987 (being Ord. #1991-39, §2) is  
15 repealed.

16 Section 22. A new Article 2-21 SFCC 1987 is ordained to read:

17 2-21 [NEW MATERIAL] CONVENTION AND VISITORS BUREAU

18 Section 23. A new Section 2-21.1 SFCC 1987 is ordained to read:

19 2-21.1 [NEW MATERIAL] There is created a department of city government to be known  
20 as the "convention and visitors bureau."

21 Section 24. Section 5-13.4 SFCC 1987 (being Ord. #1999-26, §7) is amended to read:

22 5-13.4 Dog Park Maintenance and Volunteer Organizations.

23 A. The success of a dog park is based in part on having volunteers assist with  
24 maintenance and clean-up.

25 B. Any persons or organizations wishing to aid in the maintenance and operations of a

1 dog park or portions thereof are required to sign a waiver of liability form, record it with the city  
2 clerk's office and file it with the parks division.

3 **Section 25. Section 6-17.4 SFCC 1987 (being Ord. #2005-5, §5) is amended to read:**

4 **6-17.4 Meetings; Agendas; Minutes; Staff.**

5 A. *Meetings.* The committee shall meet at least once per month or as needed and shall  
6 conduct all meetings in accordance with adopted city policy and procedures.

7 B. *Agendas.* At least five (5) days prior to the meeting, staff shall post the tentative  
8 meeting agenda in city hall as well as on the city's website and shall e-mail the tentative agenda to  
9 any associations or individuals that have been listed with the economic development division. At least  
10 forty-eight (48) hours prior to the meeting, staff shall place the tentative agenda in the business  
11 section of a local daily newspaper.

12 C. *Minutes of the Meeting.* The committee shall keep minutes of its proceedings,  
13 showing the vote of each member on each question, or indicating absence or failure to vote and shall  
14 keep records of its review and official actions, all of which shall be filed in the city clerk's office. For  
15 each proposed ordinance or resolution reviewed by the committee, the minutes shall be attached to  
16 the fiscal impact report prepared, as required by subsection 2-2.10 SFCC 1987.

17 D. *Staff.* The economic development division shall administer the provisions of this  
18 section.

19 **Section 26. Section 11-11.7 SFCC 1987 (being Ord. #1996-21, §7) is amended to**  
20 **read:**

21 **11-11.7 Application Requirements.**

22 A. Any qualifying entity meeting the definition set forth in subsection 11-11.4 SFCC  
23 1987 may propose an economic development project to the city. Meeting the definition of a  
24 qualifying entity does not create any obligation on the part of the city.

25 B. Applications from qualifying entities shall be submitted to the economic

1 development division on forms provided by the city.

2 C. Application shall contain the following information:

3 (1) Identification information:

4 (a) Complete name and address of entity;

5 (b) Incorporation papers with bylaws;

6 (c) List of board of directors and executive director, with addresses; and

7 (d) Resumes of all directors and officers.

8 (2) Evidence of financial solvency:

9 (a) Financial statements (income statements and balance sheets) for the  
10 past three (3) years;

11 (b) Independent audit of the latest year;

12 (c) Federal tax number, New Mexico State Taxation and Revenue  
13 number and city business license;

14 (d) Projected income statements for at least three (3) years.

15 (3) Evidence of organization's capacity:

16 (a) Brief history of the entity;

17 (b) Organizational chart of entity;

18 (c) Business plans for the entity and proposed project (shall include pro-  
19 forma cash flow analysis);

20 (d) Evidence of ability to manage the project, such as, but not limited to:

21 (i) List and description of previously completed projects;

22 (ii) Resumes of key staff involved with project;

23 (e) Entity shall disclose the following information (if the answer is yes,  
24 entity shall attach a written explanation):

25 (i) Has the business or any of its officers ever been involved in

1 a bankruptcy;

2 (ii) Has the business or any of its officers ever defaulted on any  
3 loans or financial obligation; and,

4 (iii) Does the entity have any loans or other financial obligations  
5 on which payments are not current?

6 (4) Funding sources for project:

7 (a) Entity investment of qualifying entity;

8 (b) Assistance being requested of the city (e.g. specific parcel of land,  
9 applicable fees, etc.), with estimate of value; and,

10 (c) Funding sources other than the city with letters of commitment or  
11 intent to fund;

12 (5) Identification of the terms, conditions, location, scope and requirements of  
13 the economic development project.

14 (6) Information sufficient for the economic development review committee to  
15 make its determination whether the applicant is a qualifying entity.

16 (7) Any other information required of the applicant.

17 **Section 27. Section 11-11.8 SFCC 1987 (being Ord. #1996-21, §8) is amended to**  
18 **read:**

19 **11-11.8 Application Review Process.**

20 A. The economic development division, finance department, and such other city staff as  
21 are necessary and appropriate shall review the application and advise the economic development re-  
22 view committee if the entity and the proposed project meet the definitions of this section and the  
23 policies and objectives of the city's economic development plan. The city may at its discretion  
24 engage independent consultants to assist in the review of applications.

25 B. The economic development review committee shall determine at a public meeting

1 whether the entity and the proposed project qualify under this section.

2 C. City staff shall then coordinate with the qualifying entity to develop a project  
3 participation agreement as set forth in subsection 11-11.11 SFCC 1987.

4 D. The economic development review committee shall consider the economic  
5 development project and the project participation agreement at a public meeting in accordance with  
6 the criteria set forth in subsection 11-11.9 SFCC 1987. The committee shall recommend to the  
7 governing body that the proposal be adopted, conditionally adopted or not adopted.

8 E. The recommendation will be forwarded with the project participation agreement,  
9 minutes of the economic development review committee meeting and any other pertinent information  
10 to the city finance committee for recommendation to the governing body for final consideration at a  
11 public hearing.

12 **Section 28. Section 23-4.10 SFCC 1987 (being Ord. #1981-39, §13) as amended, is**  
13 **amended to read:**

14 **23-4.10 Fires in Parks and Recreational Areas.**

15 It is unlawful to start or maintain a fire in parks and recreational areas, except in designated areas or  
16 containers or as permitted by express written statement of the city.

17 **Section 29. Section 23-4.11 SFCC 1987 (being Ord. #1981-39, §14) as amended, is**  
18 **amended to read:**

19 **23-4.11 Parks; Other Prohibited Activities.**

20 Within any park, it is unlawful to:

- 21 A. Camp or lodge therein, without first having obtained a permit from the city;
- 22 B. Drive or hit golf balls, except at places set apart for that purpose;
- 23 C. Wear any footgear except tennis shoes on tennis courts; and
- 24 D. Roller skate, skateboard, bring bicycles, mopeds, motorcycles or animals on tennis

25 courts.

