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**CITY OF SANTA FE, NEW MEXICO**

**ORDINANCE NO. 2007-10**

**AN ORDINANCE**

**AMENDING SECTION 2-4.6 SFCC 1987 REGARDING THE POWERS AND DUTIES OF THE CITY MANAGER.**

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

**Section 1. Section 2-4.6 SFCC 1987 (being Ord. #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 administrative officer of the city, and be the contracting officer of the city, with the approval of the governing body. The city manager shall enter into or terminate the following types of contracts or agreements only with the express approval of the governing body. This does not change the city manager's authority already established in the city's procurement code.

(1) Memoranda of understanding (MOU's), joint powers agreements (JPA's), or any other agreement or contract with a value that exceeds the authority given to the city manager under the city's procurement code. For the purposes of this provision governmental entity includes but is not limited to: counties, states, federal agencies, housing authorities, tribes, or intergovernmental agencies;

(2) Agreements on land use issues that modify the terms of land use approvals made by the governing body or any other public decision-making body to whom the governing body has delegated some of its zoning and land use authority, or

1 agreements on land use issues that deviate from the ordinances contained in Chapter 14  
2 SFCC 1987 or any plans or agreements that have been approved under those ordinances  
3 except as may be authorized in Chapter 14 or by such agreement.

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

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

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

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

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

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

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

1 I. Make recommendations with respect to the purchase in behalf of the city  
2 departments of materials, supplies and equipment and supervise the making of such purchases  
3 when and in the manner authorized by the governing body;

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

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

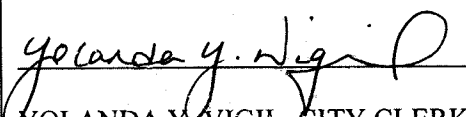
14 **Section 2. A new Section 2-4.13 SFCC 1987 is ordained to read:**

15 **2-4.13 [NEW MATERIAL] Deputy City Manager.** The office of deputy city manager  
16 may be established. The deputy city manager shall serve at the pleasure of the city manager.

17 PASSED, APPROVED and ADOPTED this 11<sup>th</sup> day of April, 2007.

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20 DAVID COSS, MAYOR

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22 ATTEST:

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25 YOLANDA Y. VIGIL, CITY CLERK

1 APPROVED AS TO FORM:

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4 FRANK D. KATZ, CITY ATTORNEY

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Jp/cmo/2007 ord/cm duties