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 ($150,000.00), 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 ($200,000.00), 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) Memoranda of understanding (MOUs) with governmental entities, joint powers agreements (JPAs), and any other agreements or contracts with a value that exceeds one hundred and fifty thousand dollars ($150,000.00), excluding applicable taxes, and two hundred thousand dollars ($200,000.00) beginning July 1, 2024, excluding applicable taxes. For the purposes of this provision governmental entity includes but is not limited to: counties, states, federal agencies, housing authorities, tribes, or intergovernmental agencies; and

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

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

C. Publish a list of all contracts the city manager signed each month to the city's public website within ten (10) business days of the end of each month. The list shall include contract party/ies name(s), value and duration of the contract, and contract purpose. One (1) or more city manager designee(s) may facilitate compiling and publishing the list;

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

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

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

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

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

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

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

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

L. If desired, appoint a deputy city manager. 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; and

M. Report to the governing body every six (6) months regarding the organization of the city's departments and divisions.

(Ord. #1954-3, § 3; Code 1973, § 2-66; Ord. #1981-15, § 9, SFCC 1981, § 2-1-6; Ord. #1996-49, § 2; Ord. #2007-10, § 1; Ord. #2007-45, § 1; Ord. #2020-33, § 1; Ord. #2023-10, § 2; Ord. #2023-20, § 1; Ord. #2025-15, § 1)

State law reference(s)—Similar provisions, §§ 3-13-3 and 3-14-14 NMSA 1978.