

**DATE: October 14, 2014**  
**CITY OF RIO COMMUNITIES**  
**ORDINANCE # 2014-28**

**CHAPTER 2: ADMINISTRATIVE AND PERSONNEL**

**ARTICLE 8: CITY MANAGER**

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**2-8-1 APPOINTMENT**

The office of City Manager is created pursuant to NMSA 1978 § 3-13-3. The city manager shall be appointed by the Mayor, with the approval of the City Council. The manager shall be selected on the basis of his training, experience and other administrative qualifications for the office.

**2-8-2 GENERAL DUTIES**

It shall be the duty of the city manager to enforce and carry out all ordinances, rules and regulations enacted by the City Council; employ and discharge all persons engaged in the administrative service of the municipality; prepare and submit an annual budget; and make recommendations to the Council on all matters concerning the welfare of the municipality. NMSA 1978 § 3-13-3

**2-8-3 OATH AND BOND**

The City manager shall, prior to entering into or performing the duties of the office of city manager, take an oath or affirmation complying with the provisions of the oath set forth in NMSA 1978. § 3-10-2. The City manager shall, within ten days after entering into the duties of office, furnish a surety bond in an amount and in such form as is set an approved by the City Council, conditioned upon the faithful discharge of the duties of such office. The City shall pay the premium of the bond.

**2-8-4 REMOVAL**

By the concurring vote of three members of the city council, the city manager may be removed from office, and he shall not be subject to the rules and regulations of the personnel board, but shall be under the direct control of the city council.

**2-8-5 RELATIONSHIP BETWEEN MANAGER AND COUNCIL**

The city manager shall be responsible to the mayor and council for the administration of all units of the city government. The manager shall attend all meetings of the city council and committees thereof and take part in the discussion of matters coming before the council, but shall not have the right to vote. Except for the purpose of inquiry, the mayor and council shall deal with employees solely through the manager. The mayor and council shall establish policy, and the city manager shall execute and administer such policy.

**2-8-6 ADMINISTRATIVE DUTIES**

The city manager shall be responsible to the mayor and council for the administration of all units of the city government. The manager shall give general direction to the programs and activities of all city departments and shall be responsible for the proper executions of the policies set by the mayor and council and the enforcement of all laws and ordinances. He shall keep the mayor and council informed of the conditions and needs of the city and shall make such reports and recommendations as he may deem desirable or as may be requested by the mayor or council.

**2-8-7 CONTROL OF DEPARTMENTS**

All department directors shall have supervision and control of their respective departments, subject to the general control and direction of the city manager. The city manager may, upon the appointment by the mayor and approval of the council, serve as director of one or more departments.

**2-8-8 AUTHORITY OVER EMPLOYEES**

The city manager shall have full authority to hire and discharge all city employees, pursuant to the authority of and subject to the requirements pertaining to personnel. The city manager may make recommendations to the mayor and council concerning the employment, discharge, promotion or transfer of city officers appointed by the mayor, and such recommendations shall be given due weight by the city council.

**2-8-9 INTEREST IN CITY CONTRACTS OR TRANSACTIONS**

The city manager shall have no financial interest in any contract or financial transaction with the city.

**2-8-10 JOB DESCRIPTIONS**

A comprehensive current job description will be on file in the Policy and Procedure Manual for the City.

APPROVED, ADOPTED AND SIGNED this 14<sup>th</sup> day of October 2014 by the Governing Body of the City of Rio Communities.

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Mark Gwinn, Mayor

City of Rio Communities

ATTEST: \_\_\_\_\_

Mary Lee Serna, Mayor  
Pro Tem

City of Rio Communities

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