

**TOWN OF EDGEWOOD
ORDINANCE NO. 2006-06
AN ORDINANCE**

CREATING THE POSITION OF TOWN ADMINISTRATOR

WHEREAS, the governing body of the Town of Edgewood has determined that:

- (1) The proper administration of the Town is an issue of vital importance; and**
- (2) It would be advantageous at this time to create the position of Town Administrator.**

WHEREAS, the governing body has conducted a public hearing:

THEREFORE, be it ordained by the Town of Edgewood, by and through its governing body and pursuant to NMSA 1978 §§ 3-12-3 and -4, as follows:

A. OFFICE ESTABLISHED.

The Town shall employ an officer to hold the title of Town Administrator, which shall incorporate the duties of the Clerk/Treasurer, and the salary for which shall be set as appropriate by the governing body. This employee shall not be covered by the Town's Personnel Ordinance, but shall serve at the pleasure of the Mayor and the Governing Body as provided by § 3-11-6(D).

B. DUTIES.

The Town Administrator shall under the direct supervision of the Mayor as chief administrative officer of the Town pursuant to § 3-11-4 perform the duties of Clerk/Treasurer and oversee the day-to-day operations of the Town, including:

- 1. Within broad policy guidelines, assist the governing body in planning, administering and implementing the day to day activities of the municipal government;**
- 2. Subject to the provisions of the personnel ordinance, supervise all persons engaged in the administrative service of the municipality;**
- 3. Serve as a member on all selection committees for hiring of new employees with such other members as may be appointed by the Mayor;**
- 4. Work with the Mayor as required to prepare and submit an annual budget, including supporting justifications, for presentation to the governing body and advise the Council on the financial status and needs of the Town;**
- 5. Make recommendations to the governing body on all matters concerning the welfare of the municipality;**
- 6. Manage and oversee the Town election process in accordance with local and state rules and regulations;**
- 7. Direct and supervise the work of all municipal employees;**
- 8. Implement all municipal policies under the direction of the Mayor;**

9. Ensure that adequate safeguards are implemented to protect the Town's funds, including developing proposals for the governing body regarding the timely investment of surplus funds to derive the maximum return;
10. Serve as procurement officer, assuming responsibility for compliance with the procurement code, NMSA 1978 §§ 13-1-28 et seq., in all Town transactions and make all purchases;
11. Attend all meetings of the governing body, unless excused by the mayor, serving as secretary to the governing body and ensuring the timely preparing meeting agenda and minutes;
12. Serve as the official records custodian for the Town in compliance with applicable state rules and regulations;
13. Serve as an *ex officio* member of such boards, commissions, committees, or authorities as directed by the governing body;
14. Administer personnel matters as personnel officer, develop appropriate policy and pay recommendations, coordinate employment benefits, and recommend full time appointments and terminations for approval by the governing body;
15. Coordinate on-going activities and Town business with consulting engineers, the Town Attorney, and other independent contractors hired by the Town;
16. Administer all contracts for outside services;
17. Serve as Town public information officer;
18. Perform such other duties as provided by the governing body.

C. **DISCLAIMER OF CONTRACTUAL INTEREST.**

Nothing herein shall be deemed to vest any employee of the Town, including the Town Administrator, with any contractual right, and this ordinance remains at all times subject to revision or repeal by the governing body as provided by law.

Passed and approved this 6th day of September 6, 2006.



HONORABLE ROBERT M. STEARLEY, MAYOR

Attest:


CLERK/TREASURER



MOTION: Councilor Hill made a motion to table this item until the Council Meeting on August 6, 2008 to allow staff to make the recommended changes. Councilor Abrams seconded the motion.

Councilor Simmons asked for staff to inquire about the standards for changing a road name from NMDOT.

VOTE: Councilor Simmons voted aye. Councilor Hill votes aye. Councilor Abrams voted aye. The motion carried.

Legislative Procedure: Certification that Public Notice of this Meeting has been posted as required: (Note: This Hearing was tabled from the Regular Council Meeting of July 2, 2008).

O. Ordinance No. 2006-06 Creating the Position of Town Administrator Clerk-Treasurer.

Mayor Stearley reviewed Ordinance No. 2006-06 and the information included in the packet.

Mayor Stearley stated that he recommends the Ms. Muller be utilized in the role of Clerk-Treasurer.

Ms. Mahalick reviewed the purpose of this item being a public hearing.

Councilor Hill asked about separating Administrator from Clerk-Treasurer and stated that there should be an individual that has a separate view from the Mayor and the Council.

Councilor Simmons reviewed her understanding of the Administrator.

Councilor Hill discussed the various forms of government.

Ms. Mahalick stated that the way it is now is very confusing and this needs to be clarified.

Mayor Stearley stated that hiring and firing should remain a decision of the Council.

Councilor Simmons read part of the Ordinance stating that it could be changed or rescinded.

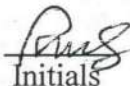
MOTION: Councilor Hill made a motion to rescind Ordinance No. 2006-06 Creating the Position of Town Administrator Clerk-Treasurer. Councilor Abrams seconded for discussion.

Mr. Ring stated the Governing Body wanted the Administrator Clerk-Treasurer as a combined position at the time it was approved and that Los Lunas is a great example of Mayor, Administrator type government.

Ms. Sue West stated that she would like to have a Town Manager so that there would be some diversity in opinion.

VOTE: Councilor Abrams voted aye. Councilor Hill voted aye. Councilor Simmons voted aye. The motion carried.

16. APPOINTMENT OF CLERK-TREASURER.


Initials