



Office of the City Manager Memorandum

Date: September 6, 2012

To: Charter Review Committee Members

From: Laura A. Fitzpatrick, Assistant City Manager

CC: The Honorable Mayor and Members of the City Council
James C. Babin, Acting City Manager

Re: Comment from Previous Mayors re: Job Duties
For your meeting on Thurs, 9/6 at 6:30PM

At your meeting on August 30th, you heard from Committee Member Don DuLac and Committee Chairman Steve vanHorn about a meeting they had with Mayor Swisstack about job duties. To supplement that discussion, Chairman vanHorn asked for comment from previous mayors about the same topic. This memorandum contains that commentary.

Mayor Jim Owen (Phone call on September 4th)

Former Mayor Jim Owen points out that, though the mayor role has been designated as full-time, the city manager role has not changed. As such, one must keep the role of the city manager in mind when considering mayor job duties.

Mayor Owen shares that he spent full-time on the position. He also cites that the federal standard for full-time is 32 hours per week (minimum).

Mayor Owen feels the mayor should dedicate a substantial amount of time to economic development. During his tenure he dedicated a lot of time to the development of City Center, Paseo del Volcan, and the new high school. He worked with legislators at the state and federal level to secure funds and ensure that appropriate legislation was in place for projects.

As part of economic development, Mayor Owen worked with a variety of people and entities to bring new businesses to the area. He worked with the Economic Development Corporation. He views the role of mayor as important to facilitating economic development, to preventing

roadblocks to projects. Mayor Owen dedicated time to cultivating relationships with stakeholders in the development community. Mayor Owen also shares that it is important to have an excellent working relationship with the congressional delegation. As far as activities in the region, Mayor Owen personally served on a variety of Middle-Rio Grande Council of Government (MRCOG) boards. MRCOG addresses a variety of transportation issues that can impact economic development.

Mayor Owen explains that another part of economic development is that the mayor should be constantly looking for opportunities to enhance the City's Gross Receipts Tax base. As mayor he made calls on businesses from both across the river and in other states. And, the mayor should facilitate efforts to both attract and retain employers

Mayor Owen describes the role of mayor as being a pivotal focal point for other organizations. Additionally, the mayor should be a cheerleader for the community.

Finally, Mayor Owen commented on the mayor's relationship with the rest of the city council and with the city manager. The mayor should serve as an advisor to the city council, not a competitor. And, the mayor and the city manager should have a gentlemen's agreement and a mutual understanding of each other's roles so that they do not get in each other's way. A big part of success in this relationship is good communication between the city manager and mayor.

Mayor Michael Williams (Phone Call on September 5th)

Former Mayor Mike Williams recalls this list of activities from his tenure as mayor.

- Attend staff meetings
- Attend MRCOG meetings, including serving on the MRCOG Board of Directors
- Attend Chamber of Commerce functions and events, including ribbon cuttings; serve on Chamber Board of Directors
- Met with developers and representatives for various projects, including: Hewlett-Packard, Presbyterian Hospital, CNM and UNM
- Attend SSCAFCA (Southern Sandoval County Flood Control Authority) meetings
- Meet with investors interested in building in the City of Rio Rancho
- Attend Investment Advisory Committee meetings
- Attend metro mayor meetings
- Participate in activities in Santa Fe during the legislative session
- Serve on the board of the Economic Development Corporation
- Maintained an open door policy for all city employees weekdays from 8AM to 9AM
- Maintained an open door policy to meet with any constituents
- Attended homeowners' association meetings
- Networked with the governor and his dignitaries
- Served as ambassador for the City