

**CITY OF AZTEC**  
**Ordinance 2009-378**

**An Ordinance Adopting Commission Governance Policies**

**WHEREAS,** The Aztec City Commission recognizes their role as policy developers for the City of Aztec, and

**WHEREAS,** The Aztec City Commission recognizes the need for producing measurable results while working effectively with citizens, professional staff and other boards and agencies, and

**WHEREAS,** The Aztec City Commission desires to have policies that establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored, and

**WHEREAS,** The Aztec City Commission desires to have policies about the authority and accountability of the City Manager; how authority is delegated to the City Manager; and how its use is monitored, and

**WHEREAS,** The Aztec City Commission desires to have policies for what the Commission intends the city to achieve, and

**WHEREAS,** The Aztec City Commission desires to have policies for how the Commission will conceive, carry out and monitor its own work,

**NOW, THEREFORE,** the City of Aztec creates and ordains the following:

**DIVISION 3. GOVERNANCE POLICIES**

**Sec. 2-61. Policies.**

It is the purpose of this Division to establish the Commission's governance policies incorporate herein by reference and set forth as follows:

1. Commission Process Policies.
  - 1) Job Description Policy
  - 2) Code of Conduct Policy
2. Commission / City Manager Relationship Policies.
  - 1) Delegation to the City Manager Policy
  - 2) Commission Personnel Committee Policy
  - 3) Monitoring City Performance Policy
3. City Manager Accountability Policies.
  - 1) City Manager Accountability Policy
  - 2) Staff Treatment Policy
  - 3) Employee Recognition Program Policy

4. Strategic Direction Policy.

1) Annual Performance Plan Policy

Policies shall be monitored by the method and with the frequency as specified on each policy document.

PASSED, APPROVED, SIGNED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2009

CITY OF AZTEC

BY: \_\_\_\_\_  
SALLY BURBRIDGE, MAYOR

ATTEST:

\_\_\_\_\_  
REBECCA L. HOWARD, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
LARRY T. THROWER, CITY ATTORNEY

Advertised Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_