

**CITY OF AZTEC  
Ordinance 2017-458**

**An Ordinance Amending Chapter 2, Article II, Division 4 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

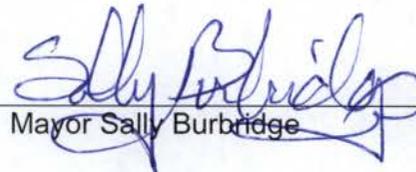
**WHEREAS**, The Aztec City Commission desires to have policies about the authority and accountability of the City Manager; how authority is delegated to the City Manager; and how its use is monitored, and

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

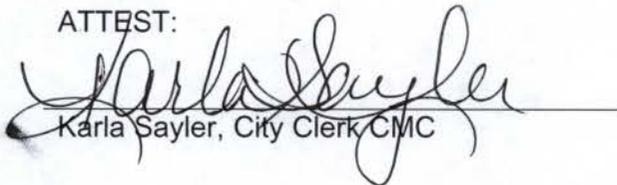
**WHEREAS**, The Aztec City Commission desires to have policies for how the Commission will conceive, carry out and monitor its own work,

**NOW, THEREFORE**, the City of Aztec creates and ordains as attached.

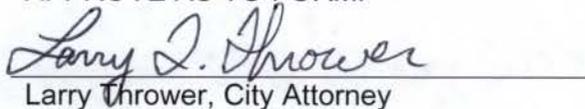
**PASSED, APPROVED, SIGNED AND ADOPTED** this 11 day of April 2017, by the Aztec City Commission, City of Aztec, New Mexico.

  
\_\_\_\_\_  
Mayor Sally Burbridge

ATTEST:

  
\_\_\_\_\_  
Karla Saylor, City Clerk CMC

APPROVE AS TO FORM:

  
\_\_\_\_\_  
Larry Thrower, City Attorney

Advertised Date of Final Adoption:

4-14-17

Effective Date of Ordinance:

4-19-17

## DIVISION 4. GOVERNANCE POLICIES

### Sec. 2-66. 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
  - 3) Filling in Commission Vacancies
  
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.

(Ord. 2010-382, eff. 2010-Jun-30; Ord. 2009-378, eff. 21 Oct 2009)

# Staff Summary Report

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**MEETING DATE:** April 11, 2017

**AGENDA ITEM:** XII. Business Item (C)

**AGENDA TITLE:** Final Adoption of Ordinance 2017-458 An Ordinance Amending Chapter 2, Article II, Division 4 Governance Policies

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**ACTION REQUESTED BY:** Staff

**ACTION REQUESTED:** Approve the Final Adoption of Ordinance 2017-458 An Ordinance Amending Chapter 2, Article II, Division 4 Governance Policies

**SUMMARY BY:** Edward Kotyk

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## PROJECT DESCRIPTION / FACTS

1. The City Commission established Governance Policies in October 2009, with an amendment in 2010.
2. City Commission had a workshop on March 1, 2017 to review the existing policies which include:
  - Policy 1.1. Job Description
  - Policy 1.2. Code of Conduct
  - Policy 1.3. Process for Filling a Vacant Commissioner Position
  - Policy 2.1. Delegation to City Manager
  - Policy 2.2. Commission Personnel Committee Policy
  - Policy 2.3. Monitoring City Performance
  - Policy 3.1. City Manager Accountability Policy
  - Policy 3.2. Staff Treatment Policy
  - Policy 3.3. Employee Recognition Program Policy
  - Policy 4.1. Annual Performance Plan Policy
3. Commission approved the Intent to adopt at their March 14 meeting.
4. No comments from public or changes made since the intent to adopt.

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**SUPPORT DOCUMENTS:** Ordinance 2017-458  
Policies 1.1 through 4.1

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve the Final Adoption of Ordinance 2017-458 An Ordinance Amending Chapter 2, Article II, Division 4 Governance Policies

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