



CITY MANAGER ACCOUNTABILITY POLICY

Policy 3.1. City Manager Accountability Policy

The City Manager shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics including but not limited to the following:

1. The City Manager shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly the City Manager may not:
 - a. Allow unauthorized personnel access to material amounts of funds;
 - b. Subject facilities or equipment to improper wear and tear or insufficient routine maintenance;
 - c. Unnecessarily expose the City, City Commission, or staff to claims of liability;
 - d. Make any purchase without following the city's current Purchasing Policy, state statute and city code;
 - e. Fail to protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons;
 - f. Receive, distribute and/or account for funds under controls that are insufficient to meet standard accounting practices and/or to protect the city;
 - g. Invest or hold operating capital in insecure instruments, including uninsured checking accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it does not benefit the city;
 - h. Endanger the city's image or credibility, particularly in ways that would hinder its accomplishment of its mission; and
 - i. Fail to timely provide commission, staff, contract vendors and the public information necessary to carry on the city's business.
 - j. Allow the Finance Director and Municipal Judge positions to operate without appropriate surety bonds.

2. With respect to the treatment of employees, the City Manager may not cause or allow conditions that are unfair or undignified. Accordingly, the City Manager shall not:
 - a. Operate without following written personnel policies that clarify personnel rules for employees, provide for effective handling of complaints and protect against wrongful or illegal conditions;
 - b. Wrongfully discriminate against any employee at any time for any reason; and
 - c. Fail to acquaint staff with this policy.

Adopted:	April 2017 (original October 2009; June 2010)
Monitoring Method:	Personnel Committee
Monitoring Frequency:	Every 2 years on even years



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3. Financial planning in any fiscal year shall not deviate from actual expenditures approved in the Annual Performance Plan, except for approved budget adjustments, or risk fiscal jeopardy for the city. Accordingly, the City Manager shall not allow budgeting that:
 - a. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flows and disclosure of planning assumptions; and
 - b. Acquire, encumber or dispose of real property without the City Commission's approval.
4. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Manager shall not cause or allow jeopardy to fiscal integrity or city image. Accordingly the City Manager may not:
 - a. Change his/her own compensation and/or approved benefits;
 - b. Promise or imply benefits that are outside approved benefit policies;
 - c. Promise or imply permanent or guaranteed employment; and
 - d. Establish compensation that deviates materially from the geographic or professional market for the skills employed and/or that is outside of the approved budget.
5. The City Manager shall not permit the commission to be uninformed or unsupported in its work. Accordingly, the City Manager shall not:
 - a. Neglect to submit monitoring data, status reports, financial information or other pertinent information required by the commission in a timely, accurate, and understandable manner;
 - b. Let the commission be unaware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city; and
 - c. Fail to report in a timely manner an actual or anticipated non-compliance with local, state, and federal rules and statutes.
6. Regarding employee wages, the City Manager shall not fail to do wage research and analysis at least every three years.
7. Regarding City Manager absences from work, the City Manager shall not fail to:
 - a. Notify the Mayor if he or she will be out of the office for two (2) or more workdays; and
 - b. Follow City of Aztec Personnel Policy regarding notification for vacation, sick leave, and personal leave of absence.

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