

**City of Aztec
Ordinance 2014-433**

**Amending Chapter 2 Administration, Article III, Divisions 1 and 9; Article IV, Division 1;
and Article V, Divisions 2 and 8.**

WHEREAS, Chapter 2 was last revised in 2012 (Ordinance 2012-419); and

WHEREAS, it is the intent of the City of Aztec to support the development and organization of City departments and City advisory boards that are objective representations of the public interest in the City of Aztec;

NOW, THEREFORE BE IT ORDAINED by the Governing Body of the City of Aztec, New Mexico that Chapter 2, Articles III, IV and V are amended as follows:

ARTICLE III. OFFICERS AND EMPLOYEES

DIVISION 1. IN GENERAL

Sec. 2-71. Offices Created.

There are hereby created the offices of City Manager, City Clerk, Chief of Police, Fire Chief, City Attorney, Director of Finance, Director of Public Works, Director of Electric, Director of Parks & Recreation, Director of Animal Control and Shelter, Director of Water and Wastewater, Director of Senior-Civic Center, Librarian, and ~~Planning~~**Community Development** Director.
(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-71)

DIVISION 9. ~~PLANNING~~COMMUNITY DEVELOPMENT** DIRECTOR**

Sec. 2-201. Authorized, Duties Generally.

There shall be a ~~Planning–Community Development~~ Director. The ~~Planning–Community Development~~ Director shall perform such duties as may be required by law and as identified in the City of Aztec job description to aid in the development of the City for the purposes of health, welfare, and safety of its citizens and their properties.
(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-201)

Secs. 2-202 to 2-210. Reserved.

ARTICLE IV. DEPARTMENTS

DIVISION 1. IN GENERAL

Sec. 2-256. Division of Municipal Affairs.

The administration of the affairs of the City shall be divided into as many departments as may be deemed desirable by the Commission. Each department shall be under the charge of a person employed by the City Manager. There are hereby created the departments of

Administration, Fire, Police, Finance, **PlanningCommunity Development**, Public Works, Electric, Information Systems, Parks & Recreation, Animal Control and Shelter, Library, Water and Wastewater, Senior-Civic Center, and Projects Management.
(Ord. 2011-395, eff. 2011-Apr-20; Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-256)

DIVISION 2. ADVISORY BOARDS AND COMMITTEES

Sec. 2-351. Scope of Authority.

The City Commission may create such boards or committees, standing, or special, as it deems necessary. In addition, the Commission may provide such aid and assistance from the administrative staff of the city to any such board, committee or commission as may be necessary.

(Code 2007, 2-351)

Sec. 2-352. Responsibility, Construction of "Committee."

1. Any board or committee created by the City Commission shall be responsible to the Commission and shall function in an advisory capacity to the Commission.
2. Whenever the word "committee" is used in this division, it may also be construed to mean the word "board."
(Code 2007, 2-352)

Sec. 2-353. Regulations.

1. The procedures and regulations set forth in this division (Sections 2-351-2-360) shall be the minimum for each committee.
2. Each committee shall have the ability, with the advice and consent of the Commission, to make all necessary rules and regulations governing its proceedings.
(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-353)

Sec. 2-354. Membership.

1. Each committee shall consist of a minimum of five (5) members; provided that each member shall be appointed by the City Commission.
2. **Unless otherwise specified**, the terms of office for members of each committee shall be four (4) years after the initial terms have been served. The initial terms shall be staggered as follows: Two (2) members shall serve for four (4) years, one (1) member for three (3) years, one (1) member for two (2) years, one (1) member for one (1) year. The term of office shall expire on December 31st of the last year of the member's appointed term.
3. All members shall have residency within the Aztec Municipal School District, unless otherwise specified.
4. A vacancy on a committee shall follow this process:
 - (1) City Staff shall advertise the vacant position in the local publication or through other communication channels to allow all interested community members to apply.
 - (2) Applications shall be submitted to the City Clerk.

(3) City Staff shall provide candidate names, other applicable information, and recommendations to the Commission for approval.

(4) The City Commission will appoint the committee member. If the City Commission does not appoint a committee member from the list of candidates.

5. A City Commissioner, City Manager, City Clerk, or their authorized delegate or representative shall participate as a member on each committee in an advisory position, but shall have no voting privileges.

(Ord. 2011-397, eff. 2011-Jul-20; Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-356)

Sec. 2-355. Removal of Members.

The mayor shall have the right and power to remove any committee member, with or without cause, upon approval by the City Commission. It shall be a cause for removal if any committee member has two (2) or more consecutive unexcused absences from regular meetings. Such absences shall be reported to the Commission by the city representative of the committee. The committee, with the approval of the Commission, may establish additional causes for the removal of a member by the Commission, when so reported to the Commission by the chairman of the committee.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-355)

Sec. 2-356. Powers and Duties.

1. The functions of each committee shall be determined by the Commission, or when appropriate, by state law.

2. Each committee shall be responsible for such matters as may be referred to it by the Commission or by state law and shall meet at such times as may be necessary to perform its duties.

3. Boards and Committees shall follow the annual Meetings Resolution approved by the City Commission.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-356)

Sec. 2-357. Officers.

The officers of any committee created under the authority provided by this division shall be elected by the members of the committee and shall serve for a term of one (1) year. The number of terms as an officer is unrestricted.

(Ord. 2010-382, eff. 2010-Jun-30)

Sec. 2-358. Compensation.

Committee members shall serve without compensation; provided that the committee members may be reimbursed for actual and necessary expenses for committee duties, as approved by the City Commission through the budget.

(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-358)

Sec. 2-359. Meetings.

1. An organizational meeting shall be held on or before January 31st of each year at which time officers shall be selected as set forth in Sec. 2-357.

2. Each committee shall designate a time and day for regularly scheduled meetings which shall be listed in the annual Open Meetings Resolution.
3. A majority of the members of the committee shall constitute a quorum at any meeting.
4. Each committee shall cause minutes to be kept of the proceedings, showing the vote of each item. The minutes of the committee and all other records of actions taken shall be filed forthwith, upon approval by the committee, in the office of the City Clerk and the same shall be public record.
(Ord. 2010-393, eff. 2011-Jan-14; Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-359)

Sec. 2-360. Financial Status.

1. No committee shall incur debts, make any purchases or enter into any contracts binding the City. All matters coming before any such committee involving the expenditures of money or the making of agreements or contracts shall be referred to the Commission with the recommendation of the committee.
2. All money received by any committee shall be deposited with the Finance Department.
(Ord. 2010-382, eff. 2010-Jun-30; Code 2007, 2-360)

Sec. 2-361 to 2-400. Reserved.

DIVISION 8. ECONOMIC DEVELOPMENT ADVISORY BOARD

Sec. 2-481. Membership.

The Economic Development Advisory Board shall be composed of five (5) members qualified by training, experience, and ability to exercise sound and practical judgment on civic, social, economic and governmental affairs. The board shall be composed of the following:

1. An appointed representative from the Board or Staff of Four Corners Economic Development;
2. An appointed representative from the Board or Staff of the Aztec Chamber of Commerce;
- ~~3. City manager of Aztec;~~
- 4.3. _____ One (1) member of the financial community appointed by the governing body by a majority vote; and
- 5.4. _____ Two (2) members at large, at least one (1) representing the community, appointed by the governing body by a majority vote; ~~and.~~
- ~~6. An elected city commissioner, nominated and appointed by a majority vote of the governing body of Aztec.~~

Of the three (3) members appointed to the board, they will have two-year terms. There shall be no limitation on the number of consecutive terms a member may serve on the Economic Development Advisory Board.
(Ord. 2013-426, eff. 2013-July-04; Ord. 2012-419, eff. 2012-Dec-19; Ord. 2010-382, eff. 2010-Jun-30)

Sec. 2-482. Duties.

The Economic Development Advisory Board is assigned the following duties:

1. Regular review of strategies and opportunities for economic development within the City.
2. Assist with the economic and community development planning for the City.
3. Recommend annually to the City Commission appropriations for economic development programs.
4. Develop and update annually a comprehensive strategic economic development plan.
5. Make recommendations to the governing body on applications for assistance for economic development projects.
(Ord. 2010-382, eff. 2010-Jun-30)

Secs. 2-483 to 2-490. Reserved.

PASSED, APPROVED, SIGNED AND ADOPTED THIS ____ day of _____, 2014

By the Aztec City Commission, City of Aztec, New Mexico.

Mayor Sally Burbridge

ATTEST:

Karla Saylor, City Clerk

APPROVED AS TO FORM:

Larry T. Thrower, City Attorney

ADVERTISED DATE OF FINAL ADOPTION: _____

EFFECTIVE DATE OF ORDINANCE: _____