

City Commission
Governance Policies

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City Commission Process Policies

Policy 1.1. Job Description.

The job of the City Commission is to represent the citizens and taxpayers and to lead the city by determining and requiring appropriate and excellent organizational performance. To distinguish the City Commission's own unique job from the jobs of the City Manager and staff, the City Commission will concentrate its efforts on the following:

1. Determining and using proactive strategies to ensure constructive two-way dialogue for input from staff and citizens as a means to link the entire city around goal achievement; and

2. Developing written policies which, at the broadest levels, address:
   1) Commission Process Policies. How the commission will conceive, carry out and monitor its own work;
   2) Commission/City Manager Relationship Policies. How authority is delegated and its proper use monitored; the City Manager's role and his/her authority and accountability;
   3) City Manager Accountability Policies. Constraints on the City Manager authority which establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored; and
   4) Strategic Direction Policies. What the commission intends for the city to achieve.

3. Ensuring the City Manager performance by measuring and evaluating of the
   1) Annual Performance Plan;
   2) City Manager's Accountability Policies; and
   3) Results of an annual assessment on City Manager performance.

4. Ensuring City Commission performance through measuring and evaluating Commission Process Policies and Commission/City Manager Relationship Policies.

5. Ensuring that the Annual Performance Plan is the focus of organizational performance.

6. The Commission shall establish long-term strategic priorities and regularly (every 6 months) evaluate community outcomes including public safety, infrastructure, economic development, financial sustainability, employee retention, and quality of life.

Unless expressly stated otherwise, nothing in this or any other City Commission Rule or Policy shall change any collective bargaining agreement, employment contract or "at will" employment of any city employee.

Policy 1.2. Code of Conduct.

The City Commission commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as City Commission members. Accordingly:

1. City Commission members will represent the interests of the citizens of the entire city. This accountability to the whole city supersedes:

    1) Any conflicting loyalty a member may have to other advocacy or interest groups;
    2) Loyalty based upon membership on other commissions or staffs;
    3) Conflicts based upon the personal interest of any commission member;
    4) Conflicts based upon being a relative of an employee of the city;
    5) Any other conflicts of interest as outlined by the New Mexico state statute.

2. City Commission members may not attempt to exercise individual authority over the organization. As such:

    1) City Commission member interaction with the City Manager or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the City Commission, and
    2) City Commission member interaction with the public, press or other entities must recognize the same limitation and the inability of any City Commission member to speak for the City Commission except to repeat explicitly stated commission decisions. The City Manager will respond to requests for information on issues that have not yet been decided by the City Commission. The Mayor will respond to requests for information on issues that have been decided by the City Commission.

3. City Commission members shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the commission and/or city, especially those matters discussed in closed session.

4. City Commission members shall abide by the current Commission Code of Conduct and other Guidelines found in Chapter 2, Article II, Governing Body of the City Code, Sec 2-34. Code of Conduct.

Policy 1.3. Process for Filling a Vacant Commissioner Position.

In a Commission-Manager form of government, in the event that a Commissioner position becomes vacated, the remaining Commissioners may request either a Special Election, or they may appoint a qualified elector to fill the vacant office. Requirements for holding a Special Election are set forth in the New Mexico State Statute. A qualified elector is an individual who is registered to vote within the municipal boundaries of the City of Aztec.

The purpose of this policy is to set forth procedures for filling a vacancy on the Commission.

Pre-interview Process

1. The City Clerk will notify all Commissioners immediately upon receipt of a resignation letter from any City Commission Member. A copy of the resignation shall be provided.

2. City Commission Members will, in a public meeting, discuss and vote on the preferred manner of filling the position (public election).

3. City Commission Members will, in a public meeting, will discuss and vote on the desired details involved in the interview process (length of opening, closing date, interview date, etc.) and direct the City Clerk to coordinate appropriate publication.

4. The City Clerk will advertise on the City of Aztec website and all forms of media asking the public for questions. Questions from the public are to be submitted in person or via email to the City Clerk within a designated timeline by the City Clerk. The City Clerk narrows the questions to 5 questions that are to be asked to each candidate.

5. The City Clerk will accept resumes and letters of interest and confirm with the County Clerk's Office that each candidate is a qualified elector.

6. The City Clerk will take responsibility for providing packets to the Commission after the closing date.

7. Each Commissioner shall independently evaluate candidates using an adopted evaluations matrix prior to deliberation. The scoring matrix will be based on the following:

Leadership	20
Government Knowledge	15
Community	15
Professionalism	10
Collaboration	10
Vision	10
Communication	10
Ethics	5
Availability	5
TOTAL	100

8. City Commission Members may narrow down choices of candidates to a minimum of three (3) for interviews.

9. City Commission Members will work with the City Clerk to develop interview questions

Interview Process

1. An interview process will be held at a determined date and time and be open to the Public.

2. City Commission Members will determine interview questions and may seek assistance from the City Clerk in preparing the questions.

3. City Commission Members may have the City Clerk present questions to the candidates or Members may determine another method.

4. Each Candidate will be asked identical questions.

5. Each Commissioner shall independently evaluate candidates using an adopted interview evaluation matrix during each candidate interview. The interview questions shall consist of questions developed by the current Commission in an opening meeting.

Final Notification Process

1. Once interviews are complete, and at a scheduled date and time, City Commission Members shall meet to discuss the final candidate in an opening meeting.

2. The official appointment of the City Commission position must be made in a public meeting at a scheduled date and time.

3. The City Clerk shall schedule the Oath of Office and coordinate the administrative process.

4. The successful candidate may begin participation as an official City Commission Member immediately following the Oath of Office ceremony.

Policy 1.4. Meeting Recording.

The purpose of this policy is to establish consistent standards for recording, preserving, and providing public access to City Commission meetings. The City of Aztec recognizes that meeting recordings promote transparency, improve public access to government, assist in preparing official meeting minutes, and preserve an accurate historical record of municipal actions.

Official meeting recordings are intended to supplement, and not replace, the official meeting minutes required by New Mexico Law.

Policy

1. Meetings Subject to Recording
   Whenever practical, the City shall audio and video record regular City Commission meetings, special meetings, public hearings, & City Commission workshops. Executive sessions authorized under the New Mexico Open Meetings Act shall not be recorded unless otherwise required by law.

2. Official Record
   The approved meeting minutes shall remain the City's official legal record. Audio and video recordings are supplemental public records intended to improve transparency and public access.

3. Livestreaming
   When practical and technology permits, City Commission meetings should be livestreamed using approved City communication platforms. Any interruption of failure of livestreaming or recording equipment shall not invalidate the meeting or any action taken.

4. Public Availability
   The City shall strive to publish recordings within three (3) business days following the meeting unless technical difficulties, staffing limitations, or other unforeseen circumstances prevent timely publication.

5. Public Recording
   Members of the public may audio record, video record, photograph, or livestream any open public meeting provided such activity does not disrupt the orderly conduct of the meeting. The Mayor or presiding Officer may establish reasonable rules governing equipment placement, lighting, movement, and noise to ensure the meeting proceeds efficiently. No permit or prior approval shall be required to record an open public meeting.

6. Records Retention
   City Commission meeting recordings shall be retained in accordance with applicable New Mexico records retention schedules. If litigation, audit, or a public records request is pending, recordings shall not be destroyed until authorized by law.

7. Editing
   Official recordings shall not be altered in any manner that changes the substance or context of the meeting. Administrative edits may be made for technical purposes only, including removing inactive recording time before/after meetings, corrective technical defects, improving audio quality, adding captions, converting file formats.

8. Responsibilities
   City Clerk shall serve as custodian of official City Commission meeting recordings unless delegated by the City Manager. City Clerk shall maintain official meeting records, coordinate publication of recordings, process requests for recordings in accordance with the Inspection of Public Records Act (IPRA), to ensure compliance with applicable records retention requirements.

   The Information Technology Department shall maintain recording equipment and storage systems, ensure appropriate cybersecurity protections, & maintain backup copies of recordings when feasible.

   The City Manager shall establish administrative procedures necessary to implement this policy and ensure adequate resources are available for compliance.

9. Equipment Failure
   Failure of recording equipment, livestream interruption, internet outage, software malfunction, or human error shall not invalidate any official action taken at a properly noticed public meeting. The minutes shall remain the official legal record.

10. Digital Archive Initiative
    City of Aztec maintains an archive of City Commission meeting recordings for a minimum of three (3) years.

City Commission / City Manager Relationship Policies

Policy 2.1. Delegation to the City Manager.

The City Commission will instruct the City Manager through written policies that prescribe the City goals to be achieved and describe organizational situations and actions to be avoided. The City Commission will support any reasonable and consistent interpretation of those policies by the City Manager.

Policy

1. The City Commission will develop policies instructing the City Manager to achieve defined goal results. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Strategic Direction Policies.

2. The City Commission will develop policies to let the City Manager know what practices and circumstances to avoid and to establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called City Manager Accountability Policies.

3. As long as the City Manager uses any reasonable and consistent interpretation of the City Commission's Strategic Direction Policies and City Manager Accountability Policies the City Manager is authorized to establish administrative procedures, make all decisions, establish all practices and develop all activities the City Manager deems appropriate to achieve the City Commission's vision, goals, and policy expectations.

4. The City Commission may change its Strategic Direction Policies and/or City Manager Accountability Policies at any time after input from staff and by majority vote of City Commission members, thereby shifting the boundary between the City Commission and City Manager domains. By doing so, the City Commission changes the latitude of choice given to the City Manager. However, as long as any commission-specified delegation of authority is in place, the City Commission will respect and support any reasonable, transparent, and consistent interpretation of its policies, even though City Manager choices may not be the choices the commission or its members may have made.

5. Requests from individual Commissioners for information shall not be construed as direction to staff unless authorized by the Commission and routed through the City Manager.

Policy 2.2. Commission Personnel Committee.

This policy establishes a *Personnel Committee* for the purpose of managing the performance of the City Manager and providing regular feedback to both the City Commission and the City Manager.

1. The Personnel Committee will consist of all members of the City Commission.

2. The Personnel Committee's goals throughout each year will include:

    1) Assessing and discussing with the City Manager, progress on the Annual Performance Plan;
    2) Assessing and discussing with the City Manager, compliance with the City Commission policy;
    3) Assessing and discussing with the City Manager, progress in areas identified by the assessment to be improvement opportunities;
    4) Discussing any current concerns or issues raised by either the City Manager or commission; and
    5) Determining any support/resources needed by the City Manager from the commission.

3. The entire City Commission will do a formal annual review of the City Manager before their annual anniversary. This review will be facilitated through a Closed Session as permissible through NMSA 1978, § 10-15-1, H.(2) of the New Mexico Open Meetings Act.

4. City employees will be able to participate in an annual anonymous survey to provide their input on the City Manager's performance. This survey will be provided to the City Commission prior to, and for use during their formal annual review of the City Manager

5. A copy of the written assessment of the City Manager's performance will be provided to the City Manager, and the original will be placed in the City Manager's personnel file.

Policy 2.3. Monitoring City Performance.

While the City Commission is encouraged to communicate with staff, the City Commission's connection to the City's daily operations, its achievements, and conduct will be through the City Manager.

The City Manager is the City Commission's only link to operational achievement and conduct, so that all authority and accountability of employees, as far as the City Commission is concerned, is considered the authority and accountability of the City Manager. Accordingly:

1. The City Commission will not give instructions to persons who report directly or indirectly to the City Manager;

2. The City Commission will not evaluate the performance of any employee other than the City Manager; and

3. The City Commission will review the City Manager's performance. Systematic and rigorous monitoring of, and feedback on, the City Manager's job performance will be against the expected progress of the Annual Performance Plan and compliance with the boundaries specified in the City Manager Accountabilities Policies. The City Commission may acquire monitoring data by one or more of three methods:

    1) By internal report, in which the City Manager discloses compliance information to the City Commission;

    2) By external report, in which an external, disinterested third party selected by the commission assesses compliance with city policy and

    3) By direct City Commission member inspection, in which the member assesses compliance with the appropriate policy criteria.

All policies that set boundaries for the City Manager will be monitored at a frequency and by a method recommended and approved by the City Commission. The City Commission can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule:

Task	*Method*	*Frequency*
Financial Reports	Internal by Finance Director	Monthly, Quarterly, Annually
Annual Financial Audit	External Auditor	Annually
Utility Rate Review	Internally by Manager	Every 2 years

City Manager Accountability Policies

Policy 3.1. City Manager Accountability.

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:
   1) Allow unauthorized personnel access to material amounts of funds;
   2) Subject facilities or equipment to improper wear and tear or insufficient routine maintenance;
   3) Unnecessarily exposing the City, City Commission, or staff to claims of liability;
   4) Make any purchase without following the City's current Purchasing Policy, state statute and City Code;
   5) Fail to protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons;
   6) Receive, distribute and/or account for funds under controls that are insufficient to meet standard accounting practices and/or to protect the city;
   7) 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;
   8) Endanger the city's image or credibility, particularly in ways that would hinder its accomplishment of its mission; and
   9) Fail to timely provide commission, staff, contract vendors and the public information necessary to carry on the city's business.
   10) 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:
   1) 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;
   2) Wrongfully discriminate against any employee at any time for any reason; and
   3) Fail to acquaint staff with this policy.

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:
    1) 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
    2) 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:
    1) Change his/her own compensation and/or approved benefits;
    2) Promise or imply benefits that are outside approved benefit policies;
    3) Promise or imply permanent or guaranteed employment; and
    4) 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:
    1) Neglect to submit monitoring data, status reports, financial information or other pertinent information required by the commission in a timely, accurate, and understandable manner;
    2) Let the commission be unaware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city; and
    3) 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:
    1) Notify the City Commission if he or she will be out of the office for two (2) or more workdays and shall appoint an acting City Manager while away.
    2) Follow City of Aztec Personnel Policy regarding notification for vacation, sick leave, and personal leave of absence.
8. Shall actively pursue grant opportunities consistent with Commission priorities.
9. Shall maintain current emergency response plans and continuity of operation plans.
10. The City Manager shall assist with Legislative priorities and regional partnerships.

Policy 3.2. Staff Treatment.

With respect to treatment of paid and volunteer staff, the City Manager shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, undignified, immoral, disreputable, disruptive of city operations, or in violation of commission policy. The City Manager may not:

1. Fail to develop procedures for reasonable background inquiries and checks prior to hiring any paid personnel or utilizing the services of any volunteers;

2. Operate without written personnel and administrative policies which:
    1) Clarify personnel rules and procedures for staff;
    2) Provide for effective handling of grievances;
    3) Include adequate job descriptions for all staff positions;
    4) Include salary and compensation plans that comply with state law;
    5) Include an effective personnel performance evaluation system;
    6) Establish procedures for reductions in workforce;
    7) Protect against sexual harassment;
    8) Protect against racial, religious, gender, age, disability and ethnic bias or discrimination or any known legal infraction against a protected groups(s); and
    9) Fail to provide the City Commission, staff, contract vendors, and the public information as soon as possible to carry on the City's business.

3. Prevent employees from grieving to the City Commission when internal grievance procedures have been exhausted and the employee alleges that the City Commission policy has been violated;

4. Fail to protect confidential information;

5. Fail to provide for open communication and the sharing of ideas; and

6. Fail to provide staff with an opportunity to become familiar with the provisions of this policy.

7. The City Manager shall develop employee engagement surveys & shall conduct employee engagement surveys every two (2) on how the City of Aztec can do better for City employees.

8. The City Manager shall encourage Leadership Development for employees and have a Succession Plan for all Departments.

Policy 3.3. Employee Recognition Program.

This policy promotes the recognition of employee contributions to the overall objectives of the City.

1. The city shall develop and implement an Employee Recognition Program to acknowledge employees' contributions to the overall objectives of the city.

2. City guidelines detailing the recognition program should be communicated to employees. These guidelines should provide appropriate information about the program such as:
   1) The criteria upon which recognition decisions will be based.
   2) A description of the process for selection of employees for recognition awards.
   3) The identification of the person(s) responsible for selecting recognition award recipients.
   4) A description of the awards and the manner of presentation.

3. Recognition awards may be:
   1) Formal Recognition. Recognition presented at an annual banquet recognizing an employee for years of service.
   2) Planned Recognition. Recognition characterized by pre-arranged, more frequently scheduled ways of acknowledging contributions and accomplishments of an individual or team. This approach is less formal and provides more frequent opportunities to recognize employees. Examples may include employee of the month, safety, outstanding suggestion and customer service.
   3) Immediate Recognition. Recognition provided at any time for things such as demonstration of city values and contribution to department objective and city goal achievement.

4. The city shall ensure the availability of funds to support costs incurred by employee recognition programs. Any expenses incurred for presentation of awards under this policy shall be reasonable, in the approved budget.

5. The city shall be aware of and comply with any tax requirements and the city shall operate within any guidelines that may be established from time to time by the State of New Mexico statutes.

Strategic Direction Policies

Policy 4.1. Annual Performance Plan.

The City Commission has established broad goals that will serve the city for many years as part of the City's overall strategic direction. It will be the responsibility of the City Manager to produce an Annual Performance Plan for City Commission review and approval. The Annual Performance Plan will demonstrate through Objectives and Action Plans what the city intends to accomplish in the coming year in support of city goals. Accordingly:

1. Each year, during the budget process, the City Manager will present the City's Annual Performance Plan to the City Commission.

2. Each year in conjunction with the Budget, the City Commission will adopt the city's Annual Performance Plan as is or with recommended changes or additions. If there are additions, both City Commission and staff must agree that the overall plan is achievable in a one year's period or modify the plan until such agreement is reached.

3. The Annual Performance Plan will be presented in a document showing:
   1) Objectives that will be accomplished in the coming year to support city goals.
   2) The City Goal that the Objective supports.
   3) The Responsible Person for Objective achievement.
   4) The Target Date for Objective Completion.
   5) Responsible Department for each objective.
   6) Budget Impact and funding source.

4. The Objectives in the Annual Performance Plan should state specifically what will be accomplished in one year.

5. Moving an Objective achievement(s) to a new year shall occur only if the City Commission agrees by majority vote, after reviewing supporting argument for the move, that unforeseen circumstances warrant delaying Objective achievement.

   1) At the first Commission meeting in May, the Annual Performance Plan will be reviewed and an amendment adopted if needed.

6. If the City Commission determines it is in the best interest of the city to add an Objective to the Annual Performance Plan any time other than at the April commission meeting, the City Commission, working with the City Manager, shall determine which of the existing Objectives shall be moved to next year's Annual Performance Plan to allow adequate time and other resources for the new Objective.

7. Success or failure in the achievement of the Objectives in the Annual Performance Plan shall be considered during the City Manager's annual performance review.

8. The City Manager will be responsible for all Objective achievement(s) either by his/her own effort or through the efforts of the management team.

Policy 4.2. Commission Direction to City Manager.

The purpose of this policy is to establish a clear, transparent, and accountable process by which the City Commission provides policy direction to the City Manager while preserving the City Manager's responsibility for the administration and operation of the City.

This policy is intended to strengthen communication between the City Commission and City Manager, provide clear direction to City administration, preserve the Commission-Manager form of government, establish accountability for City Commission priorities, and provide the public with a transparent record of the direction given by its governing body.

Commission Acts as a Body

1. The City Commission shall provide official direction to the City Manager through one of the methods below.
2. No individual Commissioner, including the Mayor, shall have independent authority to direct the City Manager or City employees unless specifically authorized by action of the City Commission in an open public meeting.

Methods of Commission Direction

Official Commission direction may be provided through:

- Ordinance;
- Resolution;
- Adopted budget or plan;
- Motion approved by the Commission at a properly noticed public meeting; or
- Other formal action authorized by law or City policy.

Clear Direction

Whenever practical, Commission direction should identify:

1. The action or outcome requested;
2. The person responsible for carrying out the direction;
3. Any deadline or date for reporting back to the City Commission;
4. Any financial or policy limitations established by the City Commission; and
5. Whether additional City Commission approval is required before implementation.

The City Commission should establish the desired policy or outcome while allowing the City Manager appropriate discretion regarding administrative methods, personnel assignments, and implementation.

Commissioner Requests

Nothing in this policy prevents an individual City Commissioner from:

- Requesting information from the City Manager;
- Asking questions or seeking clarification;
- Communicating concerns received from citizens;
- Suggesting matters for future City Commission consideration; or
- Requesting that an item be placed on a future City Commission agenda consistent with City policy.

Such communications shall not constitute official City Commission direction unless authorized by the City Commission.

Commission Direction Log

The City Manager or designee shall maintain a *City Commission Direction Log* identifying significant directives approved by the City Commission.

The log should include, when applicable:

- Date of City Commission action;
- Description of the direction;
- Vote of the City Commission;
- Responsible department or official;
- Target completion or reporting date; and
- Current status.

The *City Commission Direction Log* shall periodically be included with City Commission meeting materials to promote accountability, continuity, and public transparency. Completed items may be removed from the active log after being reported to the City Commission.

City Manager Reporting

The City Manager shall keep the City Commission reasonably informed regarding progress on significant City Commission directives and shall notify the City Commission when circumstances substantially affect the anticipated cost, schedule, feasibility, or implementation of an approved directive.

Policy 4.3. Workshop Follow-Up and Action Policy.

The purpose of this policy is to establish a clear, consistent, and transparent procedure for matters discussed during City Commission workshops and to provide a formal process for bringing workshop matters before the City Commission for subsequent consideration and possible action.

This policy is intended to preserve workshops as opportunities for information gathering, discussion, education, and development of ideas while ensuring that official City Commission direction and decisions occur only during a properly noticed meeting at which action is authorized. It is the intent of the City Commission that this policy:

- Prevent decisions from being made informally during workshops;
- Provide City Commissioners adequate time to consider information presented during workshops;
- Provide City staff adequate time to research and prepare matters for City Commission consideration;
- Ensure official direction is provided by the City Commission as a governing body;
- Maintain the proper distinction between policymaking and administration;
- Improve the quality and clarity of City Commission decisions; and
- Provide the public with a transparent process for following matters from workshop discussion through formal City Commission action.

<u>Workshops are for Discussion and Information</u>

City Commission workshops shall be used for purposes including:

- Receiving information and presentations;
- Reviewing projects, plans, programs, policies, and proposals;
- Asking questions of the City Manager, staff, consultants, or other presenters;
- Discussing alternatives and potential courses of action;
- Identifying additional information needed by the Commission; and
- Allowing Commissioners to express individual observations, questions, or concerns.

No final action, official decision, binding direction, or vote of the City Commission shall occur during a workshop when the workshop has been notified for discussion and no action. Statements made by individual Commissioners during a workshop shall not constitute official direction of the City Commission.

<u>Identification of Matters for Future Action</u>

When discussion during a workshop identifies a matter that may warrant subsequent City Commission consideration or direction, the matter may be identified for placement on a future City Commission agenda.

Identification of a matter for future consideration does not constitute approval of the matter, a decision of the City Commission, or direction to implement the matter.

The City Manager and appropriate staff may use the time between the workshop and subsequent City Commission meeting to prepare the information necessary for the City Commission to consider the matter.

Standard Workshop Follow-Up Procedure

Any matter arising from a workshop that requires City Commission action, the item will be placed on the next scheduled City Commission meeting on a different date. The purpose of this interval is to provide sufficient time for:

1. City staff to evaluate the matter;
2. The City Manager to prepare recommendations when appropriate;
3. Legal, financial, operational, or technical review when necessary;
4. Preparation of supporting documentation;
5. Proper public notice and agenda preparation; and
6. City Commissioners and members of the public to understand the matter before official action is considered.

Special Workshop Exception

When a special City Commission workshop is held between regularly scheduled City Commission meeting dates, a matter arising from that workshop may be placed on the agenda of the next scheduled City Commission meeting, provided sufficient time exists to satisfy all applicable agenda preparation, public notice, legal review, and Open Meetings Act requirements.

The City Manager shall determine whether sufficient administrative time exists to properly prepare the matter for the next regular meeting. If sufficient time does not exist, the matter shall be placed on a subsequent City Commission agenda.

Agenda Placement

A workshop matter requiring subsequent City Commission action shall be clearly identified on the future agenda as an action item. When appropriate, the agenda item shall include within the staff summary the following info:

- Item had been discussed at City Workshop held on [date].
- Staff is requesting [state action].

Commission Action Following a Workshop

At the subsequent properly noticed City Commission meeting, the City Commission may:

- Approve a proposed course of action;
- Modify a proposed course of action;
- Reject the proposal;
- Direct the City Manager to implement an approved course of action;
- Direct the City Manager to conduct additional research or analysis;
- Request additional public input;
- Refer the matter to another board, committee, agency, or workshop when appropriate;
- Take no action; or
- Postpone consideration to a future meeting.

Any official direction resulting from the workshop subject shall occur through formal Commission action at the subsequent meeting and shall be reflected in the official minutes.

No Presumption of Commission Approval
Discussion during a workshop shall not create a presumption that the City Commission has approved or will approve a particular course of action.

City Commissioners may express preliminary opinions, preferences, concerns, or questions during a workshop without those statements being considered a final position or vote.

City staff shall not interpret workshop discussion, informal consensus, head nods, general agreement, or statements by individual City Commissioners as authorization to implement a new policy, expend funds, enter into an agreement, or undertake an action requiring Commission approval.

Administrative Preparation Between Workshop and Action
Nothing in this policy prevents the City Manager or City staff from performing reasonable administrative preparation necessary to bring a workshop matter back to the City Commission. Administrative preparation shall not constitute implementation of a proposed City Commission policy or action before formal City Commission approval.

Emergency or Time-Sensitive Matters
When a workshop matter involves an emergency, statutory deadline, funding deadline, grant opportunity, public safety concern, contractual deadline, or other circumstance in which waiting until the meeting otherwise required by this policy could materially harm the interests of the City of Aztec, the matter may be placed on an earlier City Commission agenda.

Any accelerated agenda placement must comply with applicable law, including the New Mexico Open Meetings Act and the City's adopted Open Meetings Resolution.

Relationship to the Commission-Manager Form of Government
This policy recognizes the distinction between the policymaking responsibilities of the City Commission and the administrative responsibilities of the City Manager.

Workshops provide the City Commission an opportunity to study and discuss matters collectively. Formal direction to the City Manager shall occur through properly noticed City Commission action rather than through individual City Commissioner requests or informal workshop consensus.
Once the City Commission has taken formal action, the City Manager shall be responsible for administration and implementation that is consistent with the City Commission's approved policy direction.

Transparency and Public Record
The City shall maintain a clear public record connecting significant workshop discussions with subsequent City Commission action.

When practical, agenda materials for a workshop follow-up item should identify:

Workshop Date → Subject Discussed →
Follow-Up Commission Meeting → Commission Action

This process is intended to allow members of the public to follow a matter from initial City Commission discussion through final consideration and action.

Method of Policy Review

Policy	Method
1.1. Job Description	Commission Self-Assessment
1.2. Code of Conduct	Commission Self-Assessment
1.3. Process for Filling a Vacant Commissioner Position	Commission Assessment
1.4. Meeting Recording	Commission Assessment
2.1. Delegation to the City Manager	Commission Assessment
2.2. Commission Personnel Committee	Commission Assessment
2.3. Monitoring City Performance	City Commission Personnel Committee
3.1. City Manager Accountability	City Commission Personnel Committee
3.2. Staff Treatment	City Commission Personnel Committee
3.3. Employee Recognition Program	City Manager
4.1. Annual Performance Plan	City Manager and Personnel Committee
4.2. Commission Direction to City Manager	Commission Assessment
4.3. Workshop Follow-Up and Action	Commission Assessment