



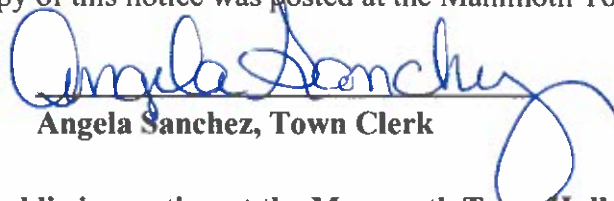
**NOTICE OF SPECIAL MEETING
OF THE TOWN COUNCIL
OF THE TOWN OF MAMMOTH
MONDAY MARCH 22, 2021
4:30 P.M.**

Pursuant to A.R.S. § 38-431.02(B), notice is hereby given to the members of the Town Council and to the general public that the Town Council will hold a Special Town Council Meeting which is open to the public on Monday the 22nd day of March, 2021 at the Mammoth Community Center located at 115 E. 5th Street, Mammoth, Arizona. The Town Council may hold an Executive Session, A.R.S. § 38-431.03(A)(3) and (4) for legal advice, which will not be open to the public, to discuss any Agenda items set forth below.

General Public Admission is limited to 25 persons on a first come, first seated basis. Masks must be worn and Social Distancing must be maintained at all times.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLIGIENCE**
3. **ROLL CALL OF COUNCIL**
 - a. Possible consideration to excuse Councilmember(s) from Meeting pursuant to Mammoth Town Code 2.04.3
4. **A.R.S. 38-431.03(A)(1) and (3) discussion and/or consideration of performance evaluation, of a public officer, Town Manager, of a public body including possible legal advice.**
5. **Adjourn.**

The undersigned hereby certifies that a copy of this notice was posted at the Mammoth Town Hall on March 19, 2021 by 4:30 p.m.


Angela Sanchez, Town Clerk

Copies of the agenda are available for public inspection at the Mammoth Town Hall and the Mammoth Public Library. Persons with disabilities needing accommodations should contact the Mammoth Town Hall coordinator at (520) 487-2331.

Handicapped individuals with special accessibility needs may contact the ADA Coordinator for the Town of Mammoth at (520) 487-2331 (V/TDD)

**Town of Mammoth
MANAGEMENT PERFORMANCE APPRAISAL**

Name: John Schempf	Job Title: Town Manager	Date: 03/22/2021
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Department: Administration	Supervisor: Mayor and Council
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Period of Appraisal: From: 09/20 Through: 03/21	Reason for Appraisal: Annual: <input type="checkbox"/> End of Probation: <input checked="" type="checkbox"/> Special: <input type="checkbox"/>
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KEY RESPONSIBILITIES SPECIFIC TO THIS JOB:

See attached job description.

CORE COMPETENCIES: Place a check in the appropriate box and provide examples where required.

1. MANAGING PEOPLE: Coaches, evaluates, develops, inspires people; sets expectations, recognizes achievements, manages conflict, aligns performance goals with County goals, provides feedback, group leadership; delegates. Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others; and creates opportunities for access and success.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.	Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.	Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.	Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.	Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.

1a. Describe your reasoning for this rating:

2. STEWARDSHIP AND MANAGING RESOURCES: Implements a process or takes some action that significantly reduces risk on the job (e.g., making information for decision-making more accessible, reliable, consistent, and secure; supporting continuity planning or emergency preparedness; etc.).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.	Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.	Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.	Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.	Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.

2a. Describe your reasoning for this rating:

6. LEADERSHIP: Motivates others, accepts responsibility; demonstrates high level of political acumen; develops trust and credibility; expects honest and ethical behavior of self and others. Connects with peers, subordinates and customers, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills, and negotiates effectively.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.</p>	<p>Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.</p>	<p>Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.</p>	<p>Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.</p>	<p>Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.</p>

6a. Describe your reasoning for this rating:

7. QUALITY IMPROVEMENT: Strives for efficient, effective, high quality performance in self and the unit; delivers timely and accurate results; resilient when responding to situations that are not going well; takes initiative to make improvements.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.</p>	<p>Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.</p>	<p>Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.</p>	<p>Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.</p>	<p>Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.</p>

7a. Describe your reasoning for this rating:

8. TEAMWORK: Encourages cooperation and collaboration; builds effective teams; works in partnership with others; is flexible. Values the importance of delivering high quality, innovative service to internal and external clients; understands the needs of the client; customer service focus.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.</p>	<p>Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.</p>	<p>Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.</p>	<p>Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.</p>	<p>Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.</p>

8a. Describe your reasoning for this rating:

Goal 3.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.	Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.	Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.	Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.	Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.

Describe your reasoning for this rating:

Goal 4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.	Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.	Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.	Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.	Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.

Describe your reasoning for this rating:

9 OVERALL RATING (based on Parts I and II) Relative weights of job success factors and performance goals are determined by the manager or supervisor. Higher priority items may be highlighted.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory Job knowledge falls well below requirements. Immediate correction necessary.	Improvement Needed Does not consistently meet standards. Fulfills requirements in some, but not all required categories.	Meets Expectations Consistently meets standards. Job knowledge is comparable to most employees in this job classification.	Exceeds Expectations Frequently exceeds standards. Job knowledge exceeds that of most, but not all, employees in this job classification.	Exceptional Job knowledge far exceeds what is expected of a well-trained individual in this position, and is among the best in this job group.

GENERAL COMMENTS

2.08.040 Creation of Manager / Duties of Officers

A. Creation of Office. The office of town manager is hereby created pursuant to authority of A.R.S. § 9-303.

B. Appointment of Town Manager. The town manager shall be appointed by a majority vote of the entire council for an indefinite term at the will of the council. The manager shall be chosen by the council on the basis of his executive and administrative qualifications and his knowledge of accepted practice in respect to the duties of his office as set forth in this chapter. At the time of his appointment, he need not be a resident of the town or of the State of Arizona, but during his tenure of office, he shall reside in the town.

C. Removal of Manager. The manager may be removed by the council by a majority vote of all its members.

D. Powers and Duties. The manager shall be the executive officer and head of the administrative branch of the town. He shall be responsible to the council for the proper administration of all affairs of the town. He shall have the power and shall be required to:

1. Execute, on behalf of the council, general administrative supervision and control of the affairs of the town.

A.R.S. § 9-303.

2. Attend meetings of the council with the duty of reporting on or discussing any matter concerning the affairs of the departments, boards, services or activities under his supervision upon which, in his judgment, the council should be informed.

3. Appoint and, when necessary, suspend or remove all employees of the town except those officers required by law to be appointed by the council. All appointments and removals shall be based upon merit and upon the qualifications and disqualifications of such employee without regard to any political belief or affiliation. All officers required by law to be appointed by the council, such as the police chief, fire chief, town clerk, attorney and town engineer, shall be appointed and terminated by the council with the advice of the manager.

4. Coordinate the administrative functions and operations of the various departments, boards, divisions and services of the town government and, on its behalf, carry out policies, rules, regulations and ordinances adopted by it, relating to the administration of the affairs of such departments, boards, divisions or services.

5. Cause to be prepared and submitted to him by each department, board, division or service of the town government itemized annual estimates of expenditures required by them for capital outlay, salaries, wages and miscellaneous operating costs; to tabulate the same into a preliminary consolidated municipal budget and submit the same to the council annually on

with laws of the State of Arizona or the ordinances of the town.

Restrictions. The manager shall not exercise any policy-making or legislative functions whatsoever, nor attempt to commit or bind the council or any member thereof to any action, plan or program requiring official action of the council. It is not intended by this section to grant any authority to, or impose any duty upon, the manager, which is vested in or imposed by general law or town ordinances in any other town commission, board, officer or employee except as specifically set forth in this section.

Public Relations. In the discharge of his duties as manager, the person holding such position shall endeavor at all times to exercise the highest degree of tact, patience and courtesy in his contacts with the public and with all town boards, departments and employees and shall use his best efforts to establish and maintain a harmonious relationship between all personnel employed in the government of the town to the end that the highest possible standards of public service shall be continuously maintained.

Bond. The manager shall furnish a surety bond to be approved by the council, said bond to be conditioned on the faithful performance of his duties. At the discretion of the council, such bond may be in the form of a blanket bond with such coverage as deemed necessary.

Compensation. The manager shall receive such compensation as the council shall fix from time to time.

Council to Act through Manager. Except for the purpose of inquiry, the council and its members shall deal with the administrative branch solely through the manager. Neither the council nor any member thereof shall give orders to any subordinate of the manager either publicly or privately.

Absence of Manager. When the manager is out of town for over twenty-four hours for any reason, the mayor shall assume the duties of manager until the manager returns. In the event the mayor is also out of town, the vice mayor shall assume the duties of the manager until the manager or mayor returns. In the event all three are out of town (manager, mayor and vice mayor), the council member with the most seniority will act as manager until the manager, mayor or vice mayor returns.