

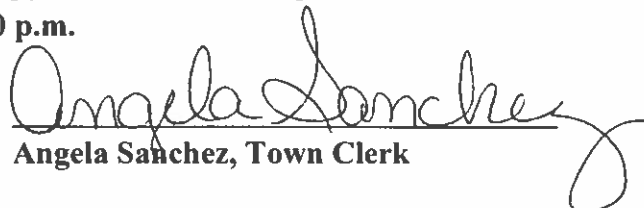


**NOTICE OF WORK SESSION
OF THE TOWN COUNCIL
OF THE TOWN OF MAMMOTH
TUESDAY SEPTEMBER 14, 2021 4:00 P.M.**

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 Work Session of the Town Council which is open to the public on Tuesday, September 14, 2021 at the Mammoth Community Center located at 101 W. 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.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Work Session to include:
 - A. Review, Update, Modify and/or Change Town of Mammoth Council Rules Policies and Procedures and Code of Ethics
 - B. A.R.S. 38-431.03(A)(1) and (3) discussion and/or consideration of performance evaluation, of a public officer, Town Clerk, 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 September 10, 2021 by 5:00 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. If possible, such requests should be made 72 hours in advance.

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 Arizona

Code of Ethics

The mission of the Town of Mammoth Council is to create excellence in local governance by developing and fostering professional local government management. To further this mission, certain principles, as enforced by the Town of Mammoth Rules and Procedures, shall govern the conduct of every member of the Town of Mammoth Council, who shall:

- 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.**
- 2. Affirm the dignity and worth of the series rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and deep sense of social responsibility as a trusted public servant.**
- 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationship in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.**
- 4. Serve the best interests of the people.**
- 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.**
- 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.**
- 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.**
- 8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.**
- 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.**
- 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.**
- 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.**
- 12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.**

TOWN OF MAMMOTH

2011

TOWN COUNCIL

RULES AND PROCEDURES

ADOPTED DECEMBER 16, 2010

Ordinance 193

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF MAMMOTH, ARIZONA, ADOPTING TOWN COUNCIL, POLICIES; EXTINGUISHING RESOLUTIONS HEREBY MADE REDUNDANT; PROVIDING FOR SEVERABILITY.

Whereas, the Town of Mammoth municipal government operates under a council-manager/clerk form of government as established by the Town ordinance;

Whereas under this form of government, the Council is the sole elected representative of the citizens and is sole source of legislative authority and the sole finder of legislative fact;

Whereas, the Council provides legislative direction, sets Town policy and monitors its execution by Town staff;

Whereas, the benefits of democracy can only be realized by the citizens of the Town in the policy governing the authority continuity, accountability of all elected and appointed agencies of the Town are well understood

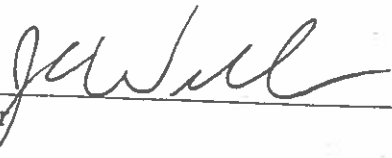
Whereas, such policies will increase the welfare of the citizens of the Town by defining and ensuring the due process of democratic action;

Whereas, the policies recognize the importance of involving the public in addressing concerns and will allow citizens a mechanism to be involved in the Town's programs and issue as they arise;

Now therefore, the Town Council of the Town of Mammoth does ordain as follows:


1. Adoption. That certain document known as the Town Council Rules and Procedures, attached hereto as Exhibit A, is hereby adopted by the Town of Mammoth, and each and all of the condition and terms of the Town Council Rules and Procedures are hereby referred to, adopted, and made a part hereof as through fully set forth herein.
2. Severability. The provisions of this ordinance and the code it incorporates are hereby declared to be severable, and if any section, sentence, clause, or phrase of this ordinance shall, for any reason, be held to be invalid, or unconstitutional, such decisions shall not affect the remaining sections, sentences, clauses, or phrases of this ordinance, but they shall remain in effect, it being the legislative intent that this ordinance shall stand notwithstanding the validity of any part thereof.
3. Effective Date. That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force December 16, 2010

PASSED AND ADOPTED by the Mayor and Council of the Town of Mammoth,
Pinal County, Arizona, this 16th day of December 2010.



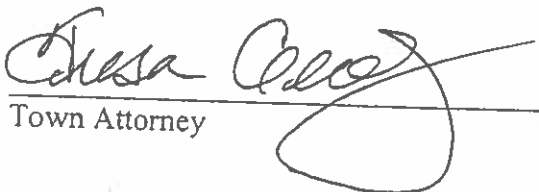
Mayor

ATTEST:



Town Clerk

APPROVED TO FORM:



Town Attorney

Town of Mammoth

TOWN COUNCIL RULES AND PROCEDURES

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6 Town Council Meetings

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6.4 Special and Emergency Meeting.....

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6.6 Decorum.....

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1 Form of Government.

The Town of Mammoth municipal government operates under a Council-Manager/Clerk form of government as established by the Town ordinance.

1.1 Roles.

Under this form of government, the Council provides legislative direction, sets Town policy and monitors its execution by Town staff. The Town Manager/Clerk serves as the Town's chief administrative officer and is responsible for directing the day-to-day operations of the Town.

1.2 Authority.

The key provisions that outline Mammoth's Council-Manager/Clerk form of government are found in the Town ordinance.

1.3 Mutual Exclusivity.

Town staff shall not interfere with the administration of the Town Council's or Mayor's duties. Neither the Town Council nor any of its members shall interfere with the administration of the Town staff's duties or give orders to the subordinates of either the Town Manager/Clerk or Town Attorney.

2 Council Powers and Responsibilities.

2.1 Town Council Generally.

2.1.1 Number and Term. The elected Officials of the Town shall be seven (7) Council members (including the Mayor) who shall constitute the Town Council. Each Councilmember's term shall continue in office until assumption of duties of office by the or duly elected and sworn successor.

2.1.2 Any Form of action Permissible.

The corporate powers of the Town shall be vested in the Council and shall be exercised only as directed or authorized by law. All powers of the Council shall be exercised by ordinance, resolution, order, or motion.

2.1.3 No Artificial Limit.

The Town Council has the power, in the name of the Town, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants, which are not specifically prohibited by the constitution, the Town ordinance or State or Federal laws.

2.1.4 Majority Rule.

The Council acts as a body. Policy is established by majority vote. A decision of the majority binds the Council to a course of action. The Council majority may be a majority of the quorum of the Council.

2.1.5 No Special Powers.

No Councilmember has extraordinary powers beyond those of other members (except as may otherwise be provided in State law). All members, including the Mayor, have equal powers.

2.1.6 One Office.

No member of the Council is permitted to hold any other Town office or Town employment (except as may otherwise be provided in the Town ordinance).

2.1.7 Assumption of Office

Immediately prior to assumption of the duties of office, each Councilmember shall publicly sign the Council Code of Conduct and take and subscribe to the oath of office. The oath shall be given by the Town Magistrate or by the Town Clerk. Councilmembers of the Town shall assume duties of office at a regularly scheduled Council meeting immediately following or concurrent with the canvassing of the vote for the general election or as otherwise provided in State law. Assumption of an elected office will result in the automatic resignation of all other Town offices, elected or appointed.

2.1.8 Council Vacancies.

The Council shall fill by appointment, for the unexpired term, any vacancy that may occur.

2.1.8.1 Time of Appointment.

Council shall appoint the substitute new Councilmember or Mayor as soon as possible after the Council receives notice that a seat will be vacated. This will typically result in an appointment being made prior to the seat being vacated, effective as of the known future date of the vacancy. If the notice of vacancy occurs during an active Council election season (i.e., after the deadline for candidates to file papers were to be filed complete). The vacancy appointment will not be made until the election cycle is complete (i.e., until after all votes have been cast). Election of a sitting Councilmember or Mayor to another office constitutes (as of the date of the election) notice that a vacancy exist as of the date of assumption of office.

2.1.8.2 Application

Upon notice that a vacancy in the Council exists or will exist as of a known future date, the Council will call for letters of interest by individuals interested in being appointed, with a specific deadline for such applications to be received by the Town at the Town offices. Such call for applications will be advertised. Letters of

interest will be submitted by applicants to the Town Clerk, who will collect the letters and make them available to Town Council.

2.1.8.3 Nomination in Addition to Application; Interviews.

After such deadline, the Council will meet in a public meeting to consider the letters and may nominate any candidates that individual Council members deem to be qualified. Council may convene in a properly noticed Special Council Meeting for purpose of voting and selecting a candidate or may choose to delay this action to a future Regular or Special meeting.

2.1.8.4 Council Compensation.

Councilmembers will not receive any salary, benefits or other form of monetary compensation for their services. A sitting Council may, by ordinance, modify or otherwise implement a schedule of compensation that will not be effective for any member of that Council or future member until after the next Council election. Any such compensation will become effective beginning the next July 1st following the election.

2.2 Mayor and Vice Mayor-Appointment, Power and Duties.

- 2.2.1 The Mayor is the official head of the Town for all ceremonial purposes.
- 2.2.2 The Mayor does not possess any power of veto.
- 2.2.3 The Mayor, or Council designee, coordinates with the Town Manager/Clerk in the development of agendas for meeting of the Town Council.
- 2.2.4 The Mayor may perform such other duties consistent with mayoral office as may be prescribed by Town ordinance, as may be imposed by the Council, or as required by State law. Specific duties include:
 - 2.2.4.1 The Mayor shall act as the chairman of the Council and preside over its meetings in accordance with Robert's Rule of Order. However, as a member of the Council, the Mayor shall have the same rights and privileges as all other Councilmembers have including the ability to make, and second, motions and vote on motions made by the Council.
 - 2.2.4.2 The Mayor shall execute and authenticate by his signature all such instruments as the Council or any statutes, ordinances or this code may require.

2.2.4.3 The Mayor may, by proclamation, declare a local emergency to exist due to any natural or man-made calamity disaster. The Mayor may also declare such an emergency in the event of a threat of occurrence of riot or other acts of civil disobedience which endanger life or property within the Town. After declaration of any such emergency, the Mayor shall govern by proclamation and impose any and all necessary regulations to preserve the peace and order of the Town, including but not limited to:

2.2.4.3.1 Imposition of a curfew for all or any portion of the Town

2.2.4.3.2 Ordering the closing of any business

2.2.4.3.3 Closing to the public access to any public building, street or other public place, or

2.2.4.3.4 Call upon regular or auxiliary law enforcement agencies and organizations within the Town for assistance in providing for the safety of the Town, its citizens and property

2.2.4.3.5 As the Mayor may deem appropriate, and upon request by an organization or individual, the Mayor may prepare proclamations that identify particular days and events to be of special interest to the Town and its citizens

2.3. Council Actions,

2.3.1 Legislative actions by the Town Council can be taken by means of ordinance, resolution, or minute action duly made and passed by the majority (unless otherwise provided).

2.3.2. In accordance with State Law, public actions of the Council are recorded in the minutes of the town Council meeting. The Town Clerk is required to make a record of business actually passed upon by a vote of the Council and should not record any remarks of Councilmembers or of any other person, except at the special request of a Councilmember, with the consent of the Council.

2.3.3. Actions of the Council concerning confidential property, personnel, and legal matters of the Town are to be reported consistent with State law.

- 2.3.4. Any Councilmember may suggest an agenda item for the next regular Council meeting and the item may placed on the agenda.

3 Legal and Ethical Standards.

3.1 Preamble.

The residents and businesses in Mammoth are entitled to have fair, ethical and accountable local government. Such a government requires that public officials:

- 3.1.1 Comply with both the letter and the spirit of the laws and policies affecting operations of the government;
- 3.1.2 Be independent, impartial and fair in their judgment and actions;
- 3.1.3 Use their public office for the public good, not for personal gain, or exacting personal agendas;
- 3.1.4 Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

3.2 Code of Ethics.

To this end, the Mammoth Town Council has adopted a Code of Ethics to encourage public confidence in the integrity of local government and its fair and effective operation. This Town Council Code of Ethics is composed of two documents: (1) these Town Council Policies; (2) the Town Council Personal Code of Conduct. The Town Council Code of Ethics shall not be interpreted to conflict with other rights and responsibilities of public officials set forth in this code or Federal, State or local law. The Town Council Code of Ethics shall be considered to be the definitive document relating to ethical conduct by Mammoth Councilmembers.

3.3 Public Interest.

- 3.3.1 Recognizing that stewardship of the public interest must be their primary concern, Councilmembers shall work for the common good of the people of Mammoth and not for any private or personal interest. Councilmembers must endeavor to treat all members of the public and issues before them in a fair and equitable manner.
- 3.3.2 Councilmembers shall comply with the laws of the nation, the State of Arizona and the Town in the performance of their public duties. These laws include, but are not limited to: the United States of Arizona constitutions; Mammoth Town ordinance; laws

pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open meeting.

3.4 Conduct.

- 3.4.1 Councilmembers shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, committees, staff or the public.
- 3.4.2 Councilmember's duties shall be performed in accordance with the processes and rules of order established by the Town Council.
- 3.4.3 Councilmembers shall inform themselves on public issues, listen attentively to public discussion before the body and focus on the business at hand.
- 3.4.4 Council decisions shall be based upon merits and substance of the matter at hand.
- 3.4.5 It is the responsibility of Councilmembers to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Councilmembers and the public prior to taking action on the matter.
- 3.4.6 Appropriate Town staff should be involved when Councilmembers meet with officials from other agencies and jurisdictions to ensure proper staff support as needed to keep staff informed.
- 3.4.7 Councilmembers shall not attend internal staff meetings or meetings between Town staff and third parties unless invited by Town staff or directed by Council.
- 3.4.8 *Policy Role.* Councilmembers shall respect and adhere to the Council, Manager/Clerk structure of Mammoth Town government as provided in State law and the Town ordinance. Councilmembers shall support the maintenance of a positive and constructive environment for residents, businesses and Town employees.
- 3.4.9 *Implementation.* The code of Ethics shall be included in the regular orientations for Town Council candidates. Councilmembers entering office shall sign a statement affirming they have read and understand the Town of Mammoth Town Council Code of Ethics.

3.5 Conflict of Interest.

- 3.5.1. In order to assure their independence and impartiality on behalf of the public good. Councilmembers are prohibited from using their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under State law.
- 3.5.2 Councilmembers shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general.
- 3.5.3 Councilmembers shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Town. They must neither disclose confidential information without proper legal authorization nor such information to advance the personal, financial or private interests of themselves or others.
- 3.5.4 Town Councilmembers should avoid any action that could be construed as, or create the appearance of using public office for personal gain, including use of Town stationery or other Town resources to obtain or promote personal business.
- 3.5.5 Public resources not available to the general public (e.g. town staff time, equipment, supplies, or facilities) shall not be used by Councilmembers for private gain or personal purposes
- 3.5.6 In keeping with their roles as stewards of the public interest, Councilmembers shall not appear on behalf of the private interest of a third party before Town Council or any board, commission or committee or proceeding of the Town, except as permitted by law.
- 3.5.7 To the best of their ability, Councilmembers shall represent the official policies and positions of the Town Council. When presenting their personal opinions or positions publicly, members shall explicitly state they do not represent the Council or the Town.

3.6 Compliance and Enforcement –All Rules.

Councilmembers take an oath or affirmation when they assume their office in which they promise to uphold the laws of the State of Arizona, the Town of Mammoth and the United States of America. Consistent with this oath or affirmation is the requirement of the Council's policy to comply with the laws as well as report violations of the laws and policy of which they become aware.

- 3.6.1 Any suspected violation or alleged violation by a Councilmember must be reported to the Mayor. Any suspected violation or alleged violation by the Mayor must be reported to the Vice Mayor. In case of a Town staff member making the report regarding a Councilmember or Mayor, the report should be made to the Town Manager/Clerk who will then report it to the Mayor (or, when appropriate, the Vice Mayor). Upon report, the Town Manager/Clerk and Town Attorney will assist the Mayor in the following one of the two (2) protocols for addressing the violation or alleged violation:
- 3.6.1.1 If the Mayor, Town Manager/Clerk and the Town Attorney all agree that the violation or alleged violation is minor in nature, the Mayor and either the Town Manager/Clerk or the Attorney may contact the individual Councilmember and advise the member of the concern and seek to resolve the matter.
- 3.6.1.2 If the Mayor, Town Manager/Clerk and the Town Attorney do not agree that the violation or alleged violation is minor in nature or agree that it is not minor in nature, then the Mayor shall convene a special ad hoc committee of the Mayor (who will serve as chair), Vice Mayor and a third party selected by the Mayor and Vice Mayor (the "Ethics Committee") who will meet with the Town Manager/Clerk and Town Attorney and appropriate staff and witnesses to determine how the matter may proceed, be resolved or be reported to the appropriate authorities
- 3.6.1.3 In implementing the provisions of this section, the Ethics Committee will be authorized to conduct all inquiries and investigations as necessary to fulfill their obligation.
- 3.6.1.4 The incident or violation is not minor if it involves the injury or potential injury to any person (e.g., physical, emotional, defamation, harassment, etc.), significant exposure to the Town Treasury or the probability for a repeat occurrence.
- 3.6.2 Councilmembers wishing to report a suspected violation by a staff member should report it to both the Town Manager/Clerk and Town Attorney.
- 3.6.3 In the event any Councilmember with a role in this policy is the subject of the inquiry, the role of that official shall be assumed by the next ranking official in the chain. For example, if the Mayor is

the subject of the inquiry, the Ethics Committee shall be comprised of the Vice Mayor (who shall serve as chair) and the two (2) most senior available Council members (by duration on the Council). If the Town Manager/Clerk or Town Attorney is the subject, the Committee will exclude that individual.

3.6.4 The term "Committee" or "Ethics Committee" is used for ease of reference only as it is not intended by this policy to create a permanent or standing committee but, rather, to assemble the officials necessary to review complaints should the need arise.

3.6.5 This policy and the protocols set forth are alternatives to any remedy that might otherwise be available or prudent. In order to ensure good government, any individual, including the Town Manager/Clerk and Town Attorney, who believes a violation may have occurred is hereby authorized to report the violation to other appropriate authorities.

4. Communications.

4.1 Written Communications.

Written communications addressed to the Town Council are to be referred to the Town Clerk for forwarding to the Council

4.2 Request for Staff Resources.

Council request for research or other staff work must be directed to the Town Manager/Clerk or the Town Attorney regarding legal matters.

4.2.1 If more than one hour of staff time will be required to complete the task/project, the item will be agendaized to ask the Town Council if time should be spent on preparing a report on the proposed item.

4.2.2 Staff responses prepared to Council inquiries shall be distributed to all Town Councilmembers.

4.3 Relationship/Communications with Staff.

Staff serves the Council as a whole, therefore:

4.3.1 A Councilmember shall not direct staff to initiate any action, change a course of action or prepare any report, nor shall a Councilmember initiate any project or study without the approval of Council.

4.3.2 Councilmembers shall not attempt to pressure or influence discussions, recommendations, workloads, schedules or department priorities absent the approval of the Council

- 4.3.3 When preparing for Council meetings, Councilmembers should direct questions ahead of time to the Town Manager/Clerk so that staff can provide the desired information at the Council meeting.
- 4.3.4 Any concerns by a member of the Town Council regarding the behavior or work of a Town employee should be directed to the Town Manager/Clerk privately to ensure the concerns is resolved. Councilmembers shall not reprimand employees directly nor should they communicate their concerns to anyone other than the Town Manager/Clerk.
- 4.3.5 Councilmembers serving in Council committees or as the Town's representative to an outside agency may interact directly with Town staff assigned to that effort as the Town Manager/Clerk designee. The Town staff member so designated and assigned will keep the Town Manager/Clerk appropriately informed.
- 4.3.6 Soliciting political support from staff (e.g., financial, contributions, display of posters or lawn sign, name on support lists, etc.) is prohibited. Town staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be done away from the workplace and may not be conducted while in uniform or wearing indicia of association with the Town.
- 4.4 Council Relationship/Communication with Boards, Commission, and Committees.
Individual Councilmembers shall not attempt to pressure or influence board, commission or committee (each, an "agency") decisions, recommendations or priorities, absent the approval of the Council. The role of Council liaison is to observe and report to the Council and actions of the agency and the Council, respectively.
- 4.5. Handling of Litigation and other Confidential Information.
All written materials and verbal information provided to Council members on matters that are confidential to State law shall be kept in complete confidence to ensure that the Town's position is not compromised. No disclosure or mention of any information in these materials may be made to anyone other than Councilmembers, the Town Attorney or Town Manager/ Clerk.
- 4.5.1 Confidential materials provided in preparation for and during Executive Sessions must be returned to staff at the conclusion of the Executive Session.
- 4.5.2 Confidential materials provided to Council members outside Executive Sessions must be destroyed or returned to staff within thirty (30) days of their receipt.

- 4.5.3 Councilmembers may not request confidential written information from staff that has not been provided to all Councilmembers.

4.6 Representing an Official Town Position.

- 4.6.1 Town Councilmembers may use their title only when conducting official Town business, for information purposes or as an indication of background and expertise, carefully considering whether they are exceeding or appearing to exceed their authority.
- 4.6.2 Once the Town Council has taken a position on an issue, all official Town correspondence regarding that issue will reflect the Council's adopted position.
- 4.6.3 In most instances, the Council will authorize the Mayor to send letters stating the Town's official position to appropriate legislators.
- 4.6.4 If a member of the Town Council appears before another governmental agency organization to give a statement on an issue affecting the Town, the Councilmember should indicate the majority position adopted by the Council. If the Council is divided in an issue, the member should make no statement.
- 4.6.5 Personal opinions and comments may be expressed only if the Councilmember clarifies that these statements do not reflect the official position of the Town Council.

4.7 Quasi-Judicial Role/Ex Parte Contacts.

- 4.7.1 *Quasi-Judicial Role.* The Town Council has a number of roles. It legislates and makes administrative and executive decisions. The Council also acts in quasi-judicial capacity or "like a judge" when it rules on various permits, licenses and land use entitlements. In this last capacity, quasi-judicial, the Council in a regular meeting, takes evidence, determines what the evidence shows and exercises its discretion in applying the facts to the law shown by the evidence. It is to these proceedings that the rule relative to ex parte contact applies.
- 4.7.2 *Ex Parte Contacts/Fair Hearing.* The Council shall refrain from receiving information and evidence on any quasi-judicial matter while such matter is pending before the Town Council or any agency, board or any agency, board or commission thereof, except at the public hearing. Note ordinary lobbying on non-quasi-judicial matters is legal and not a violation of these rules.
 - 4.7.2.1 As an elected official, it is often impossible to avoid such contacts and exposure to information. Therefore, if any member is exposed to

information or evidence about a pending matter outside of the public hearing, through contacts by constituents, the applicant or through site visits, the member shall disclose all such information and/or evidence acquired from such contacts, which is not otherwise included in the written or oral staff report, during the public hearing.

- 4.7.2.2 Matters are “pending” when an application has been filed. Information and evidence gained by members via their attendance at noticed public hearing before subordinate boards, commissions, and committees are not subject to this rule.

5. **Boards, Commissions, and Citizen Committees.**

This section is intended to describe the function of boards, commissions, and committees (each a “Citizen Committee”) other than Council Member Committees (see 2.4). These general rules apply unless the motion, resolution, or ordinance creation the board, commission, or committee explicitly provides otherwise.

5.1 Boards, Commissions, and Citizen Committees Generally.

- 5.1.1. The Town ordinance authorizes the town Council to establish additional advisory Boards, Commissions, and Citizen Committees to assist the Council in its policy decisions. The Town Council has the inherent power to create Citizen Committees.
- 5.1.2 Town Boards, Commissions, and Citizen Committees do not set or establish Town policy or administrative direction to Town staff.
- 5.1.3 Appointment to Boards, Commissions and Citizen Committees are by the Mayor, after review and consideration of any applicants.
- 5.1.4 The term “Board” and “Commission” may be used interchangeably. Boards and Commissions typically have broader policy and advisory responsibilities than Citizen Committees, which typically have much more focused advisory roles to the Council.

5.2 Board, Commission and Citizen Committee Organization and Conduct.

- 5.2.1 There are two (2) classes of official Town Citizen Committees: “ad hoc” and “standing” Citizen Committees.
- 5.2.1.1 **Ad hoc** Citizen Committees are formed by motion or resolution of the Council, having the composition, responsibilities, and schedule adopted by Council on motion resolution. Such as **ad hoc** Citizen Committees are only appropriate for addressing matters having a short duration or specific project focus, and will automatically terminate as defined in their

commissioning documents (or when the work is complete, if no time is stated) without further Council action, unless extended by Council.

- 5.2.1.1 Standing Citizen Committees are formed by ordinance of the Council amending this document, having the composition, by-laws, and responsibilities adopted by council in such ordinance. Such Standing Citizen Committees are only appropriate for addressing matters having a continuing duration or recurring project focus, and will terminate only upon Council action.
- 5.2.2 Each Board, Commission, or Citizen Committees must elect one of its members to serve as the presiding officer or chair at the first meeting of an ad hoc Citizens Committee, or on the first meeting of the year for a Board, Commission, or Standing Citizen Committee.
- 5.2.3 Boards, Commissions, and Citizen Committees shall hold regular and special meetings as may be required. The conduct of Board, Commission, and Citizen Committee meetings are governed by the same rules of policy and procedure as the Town Council.
- 5.2.4 Boards, Commission, and Citizen Committees should comply with all applicable open meeting and conflict-of-interest laws of Arizona.
- 5.2.5 Board, Commission, and Citizen Committee members are expected to adhere to the Town Council's Code of Ethics.
- 5.3 Board, Commission, and Citizen Committee Appointments.

All voting members of Town Boards, Commission, or Citizen Committees must be appointed by the Mayor.

 - 5.3.1 The motion, ordinance, or resolution establishing such Boards, Commissions, or Citizen Committees will include the number of members, the purpose for which the Board, Commission, or Citizen Committee is organized, and the duties of thereof.
 - 5.3.2 The Town ordinance provides that members of Town Boards and Commissions must be residence of the Town. Non-voting Citizen Committee membership may include nonresidents.
 - 5.3.3 All appointees should bring skill, integrity, knowledge, interest and commitment to evaluating issues in the broad context of the public interest. To the extent possible, appointees should be selected to represent a broad cross-section of the community relative to the purpose of the agency.
 - 5.3.4 Appointees may serve an unlimited number of consecutive terms on a given Board, Commission or Citizen Committee (except where specifically limited).

5.3.5 The Town Clerk provides application forms and maintains a composite listing of all applications on file which have been received.

5.4 Boards, Commissions, and Citizen Committees-Vacancy of Office.

5.4.1 If a member of Council, a Board, Commission or Citizen Committee (1) is absent from three regular meetings of such Board or Commission, consecutively or within a calendar quarter, and the Chair thereof recommends removal, (2) has violated the Code of Ethics. The Council may, for good cause or upon recommendation of the Chair of the agency, determine that a vacancy has not been created.

5.4.2 Resignations may be submitted at any time to the Town Council either directly or through the Board, Commission, or Citizen Committee Chair. Resignations are effective upon submission.

5.4.3 Upon notice of a vacancy, Town staff shall initiate an appointment procedure similar to that for Council, leading to a recommendation to the Mayor for a successor of such vacancy and the successor will be appointed to serve only to the date of the unexpired term. The Commission, Board, or Committee appointment process differs from the Council appointment process in that (1) the call for applications may be advertised (if requested by the Council, Commission, Board, or Committee) and (2) the Chair of the Commission, Board, or Committee will participate as a member of the interview panel.

5.5 Board, Commission, and Citizen Committee Duty of Loyalty to the Town Council.

Boards, Commissions, and Citizen Committees serve as advisory agencies to Council, and have no independent authority (except as provided by State law or Town ordinance). Such agencies of the Town may perform the duties outlined herein, have projects assigned by Council, may initiate independent activities (so long as such activities do not involve tasking of other governmental agencies in the name of the Town, out of state travel, or retention of consultants), and may report on a regular basis to Council in the activities of such agency. When acting in their appointed roles, these agencies should act based on the policy direction of the Council. They should not act in opposition or conflict with the Council, except when the Council has adopted an unambiguously illegal or unethical position. Members of these agencies who cannot in good conscience support the policy directions of Council should resign and see to persuade the Council through other means.

5.6 Board, Commission, and Standing Citizen Committees.

5.6.1 *Planning and Zoning Advisory Commission.* The Planning and Zoning Advisory Commission (the "P&Z Commission") shall be formed of five (5) members, all of whom must be residents of the Town. Each member

will be appointed to a four-year term, unless filling a vacancy appointment (in which the term is the balance of the term of the person replaced). The P&Z Commission may set its own meeting schedule, but meetings will be held at least quarterly, or at the request of the Mayor, a Councilmember, or an applicant. The P&Z Commission may adopt its own rules of procedure, but such rules must include Roberts Rules of Order. The P&Z Commission has the duty to diligently perform all the duties allocated to the P&Z Commission by Arizona Law or Town ordinance.

6 Town Council Meetings.

All meetings of the Town Council are governed by state Open Meetings Law (the "Act"). The Act applies to the Town Council, and all subordinate boards, commissions, and Citizen Committees of the Town. If any member of a Town legislative body, or Town staff, believe that action has been taken on an item in contravention of the Act, that person is privileged to place the item on a future agenda for reconsideration or other actions.

6.1 Regular Meetings.

Regular meetings of the Town Council are held on the third Thursday of each month at 7:00 p.m. in the Council Chambers at Town Hall. All regular Council meetings are open to the public.

6.2 Study Sessions.

Study Sessions or "Work Sessions" of the Town Council are held before each regular meeting at 6:30 in the Council Chambers at Town Hall to allow for a detailed review of important matters. Study Sessions may be conducted jointly with another Town board, Commission, Citizen Committee, or another governmental agency. Formal action is typically not taken at a Study Session unless the agenda indicates that action may be taken, in which case the Study Session is reclassified as a Special Meeting. All Study Session meetings are open to the public.

6.3 Executive Sessions.

Executive Sessions are also regulated pursuant to the Act. All written materials and verbal information regarding Executive Session items must remain confidential. Written reports and exhibits or materials furnished to members of the Council as part of a Executive Session must not be copied or saved and must be returned to staff at the conclusion of the Executive Session. No member of the Council, employee of the Town, or anyone else present should disclose to any other person the intent or substance of any discussion that takes place in an Executive Session unless authorized by the Council.

6.3.1 Permissible topics or issues for a Executive Session discussion are limited to those topics or issues outlined in State law

(currently, A.R.S 38-431.03), which generally are: Town staff employment matters; records exempt by law for public inspection; legal advice from the Town's Attorneys; legal instructions to the Town's Attorneys regarding contracts being negotiated, litigation, or settlement; labor agreement negotiations; international, tribal, and interstate negotiations; and real property purchase negotiations.

6.3.2 All public statements, information and press releases relating to Executive Session items should be handled by the Town Attorney or otherwise directed by the Council majority.

6.3.3 Executive Session meetings are closed to the public and the press.

6.3.4 Any suspected violation of the confidentiality of an Executive Session discussion shall be reported to the Town Attorney. "Confidential Information" means a communication, verbal or written, made in Executive Session that is specifically related to the legal basis for conducting the Executive Session.

6.4 Special and Emergency Meetings.

Pursuant to the Act, the Council may also hold special or emergency meetings as deemed necessary.

6.5 Council Agenda.

The Town Manager/Clerk is responsible to discern and plan, in consultation with the Mayor and in accordance with the Town Code, which items are ready or need to be placed on the agenda and the timing for scheduling such items. Any person may request placement of a matter on the Council agenda by submitting a formatted agenda action form, in accordance with Resolution 279.

6.5.1. Any Councilmember may suggest an agenda item for the next regular meeting Council meeting and the item shall be placed on the agenda at the Mayors discretion.

6.5.2 Ordinarily, no item will be placed on council's agenda for discussion unless submitted seven (7) days prior to the next regular Council meeting using the "Council Agenda Action Form."

6.5.3 Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate Board or Commission, set for a work session or tabled for a future date, etc.

6.5.4 The Mayor or four Council members may call for a Special Meeting or Special Work Session as he deems appropriate to conduct Town business subject to the requirements of the Open Meeting Law postings of meeting notices.

6.6 Decorum.

While the Town Council is in session, all persons shall conduct themselves with reasonable decorum. Any person who is so disorderly or who so persistently disrupts the business meeting so far as to interfere with the proper conduct of the business may be ordered removed from the meeting place. At such time, the Mayor may call a recess.

6.7 Time of Adjournment.

It is the policy of the Town that all evening meetings of the Council, including study sessions, should be adjourned no later than 9:00 p.m., which time is referred to as the normal time of adjournment. No new item of business shall be taken up by the Town Council after the normal time unless the Council has determined by majority vote to set aside this policy. In the event it appears that the entire agenda cannot be completed by the normal time of adjournment, the Council may take up and act upon the more pressing agenda items. All agenda items not considered at the meeting shall be on the agenda of the next regular, special or adjourned regular meeting unless the Council directs otherwise.

6.8 Agenda Packets.

Agenda packets are to be made available at the Town Clerk's Office, the Town's web site (www.townofmammoth.us), and at the Council meetings, Council meeting agendas, minutes and staff reports are available for public review beginning the Friday evening before each Council meeting.

6.8.1. Agenda packets are to be delivered to Council members on the Friday prior to Thursday Council meetings; or as far in advance as possible, for a special or emergency council meetings.

6.8.2 Agenda packets may be released to the press or members of the public at 4:30 p.m., on the Friday preceding Thursday's council meetings, or as far in advance as possible for special or emergency Council meetings.

CITY OF ELOY

CITY COUNCIL RULES AND PROCEDURES Adopted November 23, 2020

SECTION I - RULES OF PROCEDURES:

The Council shall determine its own rules, order of business, conduct of public meetings, and shall provide for keeping a journal of its proceedings. This journal shall be a public record.

SECTION II - MEETINGS:

The Council shall hold regular meetings on the second and fourth Mondays of the month at such times and places as the Council prescribes. Special meetings or work sessions may be held on the call of the Mayor, City Manager or at the written request of three (3) or more Council members. All meetings shall be public, except executive sessions. Executive sessions may be held for the purposes allowed by law. Pre-sessions or briefing sessions are permissible to brief Council members on the items included on the agenda. Notices of meetings will include the time, place and agenda and will be sent to the press/media and posted in a public place at least twenty-four hours in advance of the meeting. In case of an emergency, notice will be posted as long as is reasonable under the circumstances and in accordance with State law.

SECTION III - AGENDA:

Items may be placed on the Agenda for City Council discussion and possible action by: (i) the Mayor acting through the City Manager; (ii) two (2) Council Members acting through the City Manager; and, (iii) the City Manager.

The City Clerk shall list the matters according to the order of business and distribute and post the agenda(s) prior to the Council meeting(s), as early as possible. No item shall be submitted to the Council, except through the City Manager/designee or City Clerk. However,

any member of the public may address item(s) not on the agenda under "Unscheduled Public Appearances", but due to State Statute, the City Council shall not discuss items not on the agenda. At the conclusion of all citizens' comments, the Mayor may take any or all of the following actions:

- 1) Ask staff to review the matter and report back to Council.
- 2) Ask that the matter be placed on a future Agenda.
- 3) Thank the citizen(s) for their comments.

The order of business at all regular and special meetings shall ordinarily be as follows:

- I. Call to Order
- II. Roll Call
- III. Invocation
- IV. Pledge of Allegiance
- V. Public Appearances
 - a. Scheduled
 - b. Unscheduled
- VII. Reports and Announcements
 - a. Council Members' Announcements
 - b. Mayor's Announcements
 - c. City Manager's Announcements
- VIII. Consent Agenda Department Director
- IX. Business Agenda Department Director
- X. Executive Session
- XI. Adjournment

The order of business at all work sessions shall ordinarily be as follows:

- I. Call to Order
- II. Roll Call
- III. Invocation
- IV. Pledge of Allegiance
- V. Unscheduled Public Appearances

VII. Discussion Items

Department Director

VIII. Adjournment

The Presiding Officer may consider items out of sequence from the published agenda for any meeting of the City Council. The Presiding Officer may call a recess/break if necessary during the course of a Public Meeting.

The consent agenda matters are routine and may be adopted by one motion. There will be no discussion of separate items, unless members of the City Council, staff, or the public requests that a specific item be discussed or removed from the consent agenda for individual consideration.

Agenda packet materials will ordinarily be distributed to the Mayor and Council on the Wednesday prior to the scheduled Monday or Tuesday Council meeting or work session.

SECTION IV - PRESIDING OFFICER - DUTIES:

The Mayor shall be the Presiding Officer of the Council. The Presiding Officer shall preserve order and decorum at all regular and special meetings of the Council. The Mayor shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order. Any decision or ruling of the Mayor may be appealed to the Council as a whole by a motion and second. The Mayor (or Presiding Officer) shall call for roll call to see if the chair shall be upheld; if the roll call loses, the Mayor (or Presiding Officer) is reversed.

In accordance with Section 2-11 of the Eloy Code of Ordinances, the Mayor shall notify the City Council through the City Manager or City Clerk of his/her intent to be absent from the City for more than fifteen (15) days for any reason, or if he/she is unable to fulfill the duties of Mayor due to health reasons.

SECTION V – APPOINTMENT OF VICE MAYOR:

In accordance with Section 2-11.2 of the Eloy Code of Ordinances, the City Council shall designate one of its members as Vice Mayor, and the Vice Mayor shall perform the duties of the Mayor during the absence or disability of the Mayor. The term of the Vice Mayor shall be one (1) year; and a Council Member may serve more than one term, provided the terms are nonconsecutive.

SECTION VI - CALL TO ORDER - PRESIDING OFFICER:

The Mayor, or in his/her absence, the Vice Mayor shall call the Council to order at the scheduled meeting time. In the absence of the Mayor or Vice Mayor, the Council member with the most tenure on the Council shall call the Council to order. A temporary Presiding Officer shall then be elected by the members of the Council present. When the Mayor or Vice Mayor arrives, the temporary Presiding Officer shall relinquish the chair when the business immediately before the Council is finished.

SECTION VII - ROLL CALL:

Before proceeding with the business of the Council, the City Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes.

Members of the Council may attend a Council meeting by telephone in the event of a special meeting being held telephonically or by video, in the event of an epidemic or natural emergency, or if they are too ill to attend or are out-of-town. Members should provide the City Clerk with three (3) hours notice of their intent to attend a meeting by telephone. In no event shall more than three (3) Council members attend a council meeting by telephone, except for special telephonic or video meetings or in the event of an epidemic or natural emergency. When a member of the Council attends a meeting by telephone, the Mayor shall state for the record the member of the Council who is attending the meeting by telephone.

SECTION VIII - QUORUM:

A quorum shall consist of a majority of the members of Council; however, no action of the Council shall be valid or binding unless adopted by the affirmative vote of four or more members of the Council.

SECTION IX - PROCEDURES FOR DEBATE:

On those issues requiring debate, the Presiding Officer shall state the issue before the Council and may call for a motion and second thereon. Unless Council by consensus determines no report is necessary, staff shall report on the issue and will respond to Council questions. Council members shall be allotted time to present their positions and concerns. Interested members of the community shall also have an opportunity to express their positions on any issue coming before the Council.

A motion and second on the issue will be in order at any time during Council discussion. Discussion may continue after the motion is made.

SECTION X - RULES OF DEBATE:

- a) **PRESIDING OFFICER MAY DEBATE AND VOTE ON ANY MATTER.** The Mayor or member of the Council that is presiding may move, second and debate from the chair, subject only to such limitations of debate as are imposed on all members. The Presiding Officer shall not be deprived of any of the rights and privileges of a Council member.
- b) **GETTING THE FLOOR.** Every member desiring to speak on any matter under debate shall address the Presiding Officer and receive verbal affirmation prior to speaking.
- c) **INTERRUPTIONS.** A member, once recognized, shall not be interrupted when speaking, unless the Presiding Officer recognizes a personal privilege of a Council member.
- d) **PERSONAL PRIVILEGE:** The right of a Council member to address the Council on a question of personal privilege shall be limited to cases in which his/her integrity, character or motives are questioned, or where the welfare of the Council is concerned. A Council member may interrupt another speaker only if the Mayor recognizes the

"privilege".

- e) **PRIVILEGE OF CLOSING DEBATE:** The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

SECTION XI - ADDRESSING THE COUNCIL:

Any person wishing to address the Council shall first secure permission of the Presiding Officer to do so. The Council may limit the length of time that a person is permitted to address the Council.

WRITTEN COMMUNICATIONS. Interested parties or their authorized representatives may address the Council by written communications in regard to matters under discussion.

ORAL COMMUNICATIONS. During the proper time on the agenda, taxpayers or residents of the City, or their authorized representatives, may address the Council on any matter concerning the City's business, or any matter over which the Council has control. Oral presentations shall not be repetitious and the Mayor may limit the length of presentations.

AFTER MOTION MADE. No person shall address the Council after a motion is made without first securing the permission of the Presiding Officer to do so.

SECTION XII - DECORUM:

- a) **BY COUNCIL MEMBERS.** While the Council is in session, the members must preserve order and decorum. A member shall neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council not disturb any member while speaking or refuse to obey the orders of the Council or its Presiding Officer.
- b) **BY PERSONS.** Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Council, or who interferes with the order of business before the Council, and who fails, upon request of the Presiding Officer to cease such activity, shall be barred from further audience before the Council, unless permission to continue is granted by a majority vote of the Council.

SECTION XIII - ENFORCEMENT OF DECORUM:

The Mayor may appoint a sergeant-at-arms at the Council meetings. He/She, or they, shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of the Presiding Officer, it shall be the duty of the sergeant-at arms, to remove any person who violates the order and decorum of the meeting.

SECTION XIV - VOTING:

- a) **ROLL CALL.** All votes shall be by roll call. (A device which displays the vote of each Councilmember is considered a roll call vote.)
- b) **PRECEDENCE OF MOTIONS.** When a motion is before the Council, no motion shall be entertained except: (1) to adjourn, (2) to fix hour of adjournment, (3) to lay on the

table, (4) motion for previous question, (5) to postpone to a certain day, (6) to refer, (7) to amend, (8) to postpone indefinitely or to (9) divide the question. These motions shall have precedence in the order indicated.

- c) **AMENDMENTS.** No more than one amendment to a main motion is permitted. When an amendment is before the Council, the Council shall vote first on the amendment. After the amendment has passed or failed, the Council shall vote on the main motion.
- d) **MOTION TO TABLE.** The purpose of this motion is to temporarily by-pass the subject. A motion to lay on the table is non-debatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.
- e) **MOTION FOR PREVIOUS QUESTION.** The purpose of this motion is to close debate on the main motion. It is non-debatable, and no further discussion shall be permitted until the motion is acted upon. If the motion fails, debate is reopened; if motion passes, then the Council shall vote on the main motion.
- f) **DIVISION OF QUESTION.** If the question contains two or more divisible propositions, the Mayor may, or upon successful motion of the Council, shall divide the same.
- g) **WITHDRAWAL OF MOTION.** When a motion is made and seconded, it shall be so stated by the Chair before debate commences. A motion may not be withdrawn by the mover without the consent of the member seconding it.
- h) **CONFLICT OF INTEREST.** Council members shall abide by the provisions of A.R.S. Chapter 38, Article 3. When a Council member determines he or she has a conflict of interest, he or she shall announce such conflict and refrain from discussing or voting upon the matter.
- i) **COUNCIL MEMBER REQUIRED TO VOTE.** Council members are required to vote on all issues placed before them. A failure to vote or a voluntary abstention shall be counted an "aye" vote unless excused by State Conflict of Interest Laws.
- j) **RECORDING VOTES; TIE VOTES.** The minutes of the proceedings of the Council shall record individual's votes on all ordinances, resolutions, and other formal actions by the Council. In the case of a tie in votes on any motion, the motion fails.

SECTION XV - RECONSIDERATION:

After the decision on any question, any Council member who voted with the prevailing side may move for reconsideration of any action at the same or at the next succeeding meeting, provided, however, an approved contract or agreement may be reconsidered at any time before the final execution thereof. A motion to reconsider shall require a 2/3rds vote (5 to 2 vote) of all Council members, whether present or not, not disqualified from voting by an actual conflict of interest or who abstains from voting due to a potential conflict of interest; but, in no event, by less than four (4) affirmative votes.

SECTION XVI - PETITIONS:

Council members representing the City at civic and governmental functions or events shall maintain a professional demeanor, and not make commitments or decisions on behalf of the City, unless prior approval or authorization is obtained from the Mayor and/or City Council.

SECTION XX - ENFORCEMENT SUSPENSION, AND AMENDMENT OF RULES:

Enforcement of these rules shall be incumbent upon the Eloy City Council. These rules may be suspended or amended at any time by a two-thirds vote (5 to 2 vote) of the City Council.

SECTION XXI - RULES OF ORDER:

The rules of parliamentary practice, comprised in Roberts Rules of Order, latest edition, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with these Rules or with the Code of Ordinances of the City of Eloy.

SECTION XXII – EFFECTIVE DATE:

These Council Rules and Procedures shall be effective on January 1, 2021.

Micah Powell, Mayor

ATTEST:

Mary Myers, City Clerk

APPROVED AS TO FORM:

Stephen Cooper, City Attorney

Management Performance Evaluation

Date: _____

Completed by: _____

Job Title: Town Clerk

Employee Name: Angela Sanchez

Key Responsibilities Specific to this Job:

See attached job description.

(Circle One)

1. MANAGING PEOPLE:

Ability to sets expectations, manages conflict, provides feedback, creates opportunities for success.

Please explain:

1 Improvement Needed

2 Meets Expectations

3 Exceeds Expectations

2. BUDGETING AND MANAGING RESOURCES:

Takes action to ensure that information for decision-making is accessible, reliable, consistent, and secure; supporting continuity with the Town Council.

Please explain:

1 Improvement Needed

2 Meets Expectations

3 Exceeds Expectations

3. PROBLEM SOLVING/DECISION MAKING:

Identifies problems, involves others in seeking solutions, searches for best solutions; responds quickly. Makes clear, consistent, transparent decisions; acts with integrity in all decision making and makes timely decisions.

Please explain:

1 Improvement Needed

2 Meets Expectations

3 Exceeds Expectations

4. STRATEGIC PLANNING AND ORGANIZING:

Understands and aligns priorities with town goals, measures outcomes, uses feedback to redirect as needed, evaluates alternatives, and is solution oriented.

Please explain:

1 Improvement Needed

2 Meets Expectations

3 Exceeds Expectations

Page 1 Score _____

- | | |
|---|--|
| <p>5. LEADERSHIP:
 Motivates others, accepts responsibility; demonstrates high level of political judgement; develops trust and credibility; expects honest and ethical behavior of self and others. Connects with council; listens, clearly and effectively shares information, demonstrates effective oral and written communication skills, and negotiates effectively.
 Please explain:</p> | <p>1 Improvement Needed</p> <p>2 Meets Expectations</p> <p>3 Exceeds Expectations</p> |
| <p>6. QUALITY IMPROVEMENT:
 Strives for efficient, effective, high-quality performance in self and others; delivers timely and accurate results; takes initiative to make improvements.
 Please explain:</p> | <p>1 Improvement Needed</p> <p>2 Meets Expectations</p> <p>3 Exceeds Expectations</p> |
| <p>7. TEAMWORK:
 Encourages cooperation and collaboration; works in partnership with council; is flexible. Values the importance of delivering high quality, innovative service to internal and external customers; understands the needs of the council and the residents of the town.
 Please explain:</p> | <p>1 Improvement Needed</p> <p>2 Meets Expectations</p> <p>3 Exceeds Expectations</p> |
| <p>8. OVERALL RATING (based on Quest. 1-7)
 Relative weight of job success as determined by the council.
 Please explain:</p> | <p>1 Improvement Needed</p> <p>2 Meets Expectations</p> <p>3 Exceeds Expectations</p> |

Page 1 Score _____ Page 2 Score _____ Total Score _____

9. Goals for next evaluation:

- 1.
- 2.
- 3.

**Town of Mammoth
Town Clerk**

DISTINGUISHING FEATURES OF WORK

This is administrative and professional work supervising and maintaining the accounting and financial systems of the town and all activities of the office of the Town Clerk.

Work involves responsibility for financial planning, budgeting, accounting, revenue administration, treasury management, preparing, maintaining and attesting to the official records of actions taken by the Town Council in regular and special meetings. The Town clerk is custodian of the official books and records of the Town Council, the Town Treasurer, and the Town Elections Officer. An employee of this class works with considerable freedom of action, particularly on the policy and administrative aspects of work, and the data and recommendations which he prepares are essential to policy and administrative determinations made by the Town Council. Work performed is subject only to Council direction.

EXAMPLES OF WORK PERFORMED

Directs the planning, organizing, and maintenance of central accounting systems including pre-audit, posting of expenditures, accounting controls, fiscal and capital budget, investment program, bond program and other related activities.

Prepares statements and reports on Town financial affairs to office Town Council and the general public; directs preparation of revenue, expenditure, debt, cost and other statements.

Consults with and advises Town Council on financial conditions of the Town, and makes recommendations for specific courses of action.

Directs receipt, deposit and investment of all Town monies, together with records thereof.

Prepares agenda for all council meetings; attends all meetings of Town Council; keeps minutes of previous meetings, proposed ordinances and other documents; and keeps official record of all Council actions.

Answers questions, distributes minutes on Council meetings and issues information concerning Council action.

Checks and attests to official actions of Council; supervises preparation, indexing and filing of official minutes; keeps the corporate seal of the Town.

Supervises and conducts all elections of the Town and maintains a current list of all registered voters of the Town.

Performs related work as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Thorough knowledge of the principles, methods and practices of municipal finance.

Thorough knowledge of modern office principles and practices of public administration.

Considerable knowledge of the approved principles and standard practices of centralized, budgetary and accrual accounting, treasury management, revenue and license administration, budgeting, etc.

Knowledge of the State Laws and Town ordinances governing operations of the Town Clerk/Treasurer's functions.

Knowledge of the legal requirements relating to the keeping and preservation of Council minutes and records.

Knowledge of the organization of Town government and legal powers and duties of Town officials, and of the rules of procedure for Town Council meetings.

Ability to plan, organize and direct the work of regular and part-time office assistants.

Ability to prepare and submit clear, concise and accurate reports either orally or in writing.

Ability to establish and maintain effective working relationships with other employees, governmental officials and the general public.

DESIRABLE EXPERIENCE AND TRAINING

Considerable progressive experience in governmental finance work and administration, including responsible supervisory experience.