

**TOWN COUNCIL OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE**

Tuesday, December 1, 2015, 6:30 P.M.

**COUNCIL REGULAR MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA AMENDMENT (1)

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

2. Opening Ceremonies.

2.1. Pledge of Allegiance.

2.2. Invocation.

3. Roll Call. Town Council Members Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan.

4. Announcements Regarding Current Events, Guests, Appointments, and Proclamations.

Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

4.1. Mayor's Annual Report on External Memberships pursuant to Ordinance 15-115.

4.2. Planning and Zoning Commission Chair report of P&Z tasks.

5. Town Manager's Report. Update on Current Events.

6. Consent Agenda.

6.1. Minutes. Minutes from the November 3, 2015 Regular Council Meeting.

7. Comments from the Public (on non-agendized items only). The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. A **3** minute per speaker limit may be imposed. The audience is asked to

please be courteous and silent while others are speaking.

8. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

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8.1. **“Private well testing kit” program update and direction of next steps.** [Original discussion and directions made at the September 8 meeting.]

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8.2. **Public Body Policy 15-01 Regional Organization Appointments.** Adopt, reject, or modify the policy. [Continued from the November 17 meeting.]

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8.3. **Public Body Ethics Hearing Officer Contract issues and alternatives.** Direction of how to proceed.

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8.4. **Discussion of change in process and code to have all CAARF’s submitted to a work study session for discussion and review prior to moving them to a regular meeting for any action.** Staff report and council direction. [Continued from the Sept. 29th Special Meeting discussion upon CM Alen’s CAARF.]

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8.5. **A group of Town Manager evaluation forms for consideration by Council and process formulation.** [Directed at the November 10th meeting upon CM Wright’s CAARF.]

9. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Council.

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9.1. **Review of 2016 Meeting Dates and Holidays.**

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9.2. **Evaluate and discuss the [Magistrate] Judge’s performance. Give bonus if warranted.** [CAARF requested by Vice Mayor Hamilton.]

9.2.1. **Recess into and hold an executive session** pursuant to ARS §38-431.03(A)(1) for discussions or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

9.2.2. **Reconvene Regular Meeting.**

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9.3. **Discuss the use of the Town Logo on Museum Documents.** [CAARF requested by Mayor Nolan.]

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9.4. **Holiday for Staff. Since Christmas and New Year’s falls on a Friday this year, we (Council) should give staff Christmas Eve and New Year’s Eve off as nobody will come in to do business.** [CAARF requested by Mayor Nolan.]

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9.5. **Limitation on filing for election by incumbent of elective office. Recommended change to code.** [CAARF requested by Mayor Nolan]

10. Public Hearing Agenda.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, December 15, 2015, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, December 3, 2015, at 6:00 p.m.

Next Town Council Work Session: Tuesday, December 8, 2015, at 2:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2015, at ____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.
By: _____, Town Clerk's Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 3, 2015, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, NOVEMBER 3, 2015, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. VICE MAYOR JACK HAMILTON PRESIDED.

- 1. Call To Order.** The meeting was called to order at 6:31 p.m.
- 2. Opening Ceremonies.**
 - 2.1. Pledge of Allegiance.** Done.
 - 2.2. Invocation.** Given by Councilmember Nancy Wright.
- 3. Roll Call.** Town Council Members Arlene Alen, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Jack Hamilton were present. Councilmember Doug Treadway and Mayor Terry Nolan were absent.
- 4. Announcements Regarding Current Events, Guests, Appointments, and Proclamations.** Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.
 - 4.1. Yavapai College Fall 2015 Update presentation.** [Presentation approved by Council at October 20, 2015 Regular Meeting]

President of Yavapai College Dr. Penelope Wills presented an update on the College's various programs and benefits to the community. (PowerPoint presentation included in the meeting packet)
 - 4.2. Public Safety Quarterly Report – 3rd Quarter 2015.**
 - 4.2.1. Yavapai County Sheriff's Office report presented by Lt. Raiss.** Topics for possible discussion include: Overview - Self-Initiated, Calls for Service, Traffic Stops including number of citations, Arrests (Family Fight, Disorderly, DUI/Drugs); Criminal Investigation; Animal Control - Calls for Service; Calls for Service Comparison-Days of Week, Time of Day; Average Response Times; Part 1 Crimes Comparison.

Lt. Daniel Raiss gave the YCSO 3rd quarter report, reviewing statistics over the last three months, explaining disorderly conduct and family fight arrests have increased somewhat; warrant arrests have doubled; animal pick-ups and noises have doubled. He spoke on a change in personnel through transfers and new employees. All officers in the Dewey-Humboldt area are wearing body cameras now.
 - 4.2.2. Central Yavapai Fire District report presented by Rick Chase.** Topics for possible discussion include: calls responded; outreach programs and services, construction permitting.

Fire Marshal, Division Chief Rick Chase gave the CYFD 3rd quarter report presentation. He reported there were no fires over the last quarter; consistent numbers in the report; responded to a Councilmember that he would look into a

breakdown on the EMS numbers (accident v. medical).

4.2.3. Magistrate Court report presented by Judge Catherine Kelley. Topics for possible discussion include: citations, procedures, services.

Judge Catherine Kelley spoke on the Court's 6-1/2 year history in Dewey-Humboldt; briefly reviewed a court threat and the outcome; sentencing people to get their GEDs and Yavapai College benefiting in that area; no complaints about YCSO officers; anniversary date coming up for appointment for magistrate judge, public defender and prosecutor; court days are changing in new year to third Tuesday in afternoon and possibility of adding another court day to the calendar.

4.3. American Diabetes Month Proclamation.

In the Mayor's absence Vice Mayor Hamilton announced the proclamation was included in the packet but he would not read it aloud, as it is the Mayor's proclamation.

5. Town Manager's Report. Update on Current Events.

Town Manager gave an update of the well-water testing project: in September Council directed CM Repan to work with staff on this project; Ms. Kimball attended well-owner training; Community Planner Steven Brown has formulated some details; draft documents generated; anticipates getting together with CM Repan soon to go over the information.

Councilmember Repan explained he and CM Treadway will provide information and anticipates getting together by the end of the week to discuss same.

6. Consent Agenda.

6.1. Minutes. Minutes from the September 15, 2015 Regular Council Meeting.

Councilmember Repan made a motion to approve the September 15, 2015 Regular meeting minutes as presented, seconded by CM Alen. It was approved unanimously (5-0 vote).

7. Comments from the Public (on non-agendized items only).

Christine Gray-Clouse, President/CEO of Yavapai Big Brothers Big Sisters, thanked the Council for their service to the public and spoke on a proclamation announcing the tax giving credit program. She spoke briefly on the program and this option being on line #24 of the AZ Tax Return form.

8. Discussion Agenda – Unfinished Business. Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

8.1. Proposed FY16 Dewey-Humboldt Citizen Survey Questionnaire and next steps.

[Questionnaire revised as directed at the October 20 meeting. Alex Wright, Yavapai College Regional Economic Development Center Executive Director and consultant for the project, to attend meeting.]

Ms. Alexandria Wright was present and addressed Council regarding the proposed Citizen Survey. She clarified her understanding on what Council's expectations were for the survey: Clarity on some of the wording; not to change much from baseline survey; additional questions were modified with the exception of what the council wanted removed from the original survey.

There was discussion on #16 and #39 wording and Council's recommended action on those two questions. Ms. A. Wright explained the additional wording on #16 is to obtain clear responses to questions, avoiding misconceptions; for question #39 she can add "tax dollars" in parenthesis next to "public funds".

Vice Mayor Hamilton made a motion to change #39 wording to "tax dollars" from "public funds", seconded by CM N. Wright. The motion passed by a 3-2 vote in favor, Council members Alen and McBrady voting against.

There was discussion on how to distribute the survey (mailing only or in-person and mailing); how it was distributed prior and sample size and timeline for survey and data collection (8 weeks); putting an article in the newsletter regarding the survey and whether to put it in 1 month (December) or 2 (December and January); cost increase for mailing – Ms. A. Wright will derive a cost based on the similar sample mailing from the last survey.

Ms. Alex Wright asked Council for feedback on where the community gatherings are in Dewey-Humboldt.

9. Discussion Agenda – New Business. Discussion and Possible Action on matters not previously presented to the Council.

9.1. Amend 30.031 B (12). [CAARF requested by CM Repan]

Councilmember Repan gave an overview on his request stating he was disappointed in the Mayor's response for a report on the Rural Transportation Summit the Mayor was authorized to attend in January. He is proposing a code change adding an exception to 30.031 B (12).

Councilmember McBrady recommended they wait to discuss this amendment once the Mayor is in attendance, since it addresses the Mayor's role directly. Council members Wright and Alen both indicated they did not wish to wait.

Councilmember Wright made a motion to approve amending 30.031 B (12) with a modification on the first line of the exception crossing out "in fact: and swapping "requires" to "requests". The motion was seconded by Councilmember Repan. It was approved by a 4-1 vote in favor, Councilmember McBrady voting against.

9.2. Discuss CYMPO representation and possible change in representation. [CAARF requested by CM Repan]

Councilmember Repan gave an overview on his request explaining he was not able to find when the Mayor was designated as the representative of the town to CYMPO. CM Wright suggested selecting representatives after each new Council is seated to avoid burnout. CM Repan stated he wasn't asking for a code change.

Councilmember McBrady recommended holding off on this discussion until the Mayor could be in attendance and spoke on the seriousness of removing someone from a board; the current process being through the ethics complaint process. Vice Mayor Hamilton suggested selecting representatives to various membership at the 3rd Council meeting in December. CM Repan asked for a list of the memberships the town holds with different agencies.

Town Manager Kimball added this to the Tentative Agenda Item list (December 15th), and asked whether this will be done just this year or annually. She suggested letting staff draw up the policy for them to consider at the December 15th meeting (if time permits) and asked Council to send to her what organizations they attend (formally for the town as a representative).

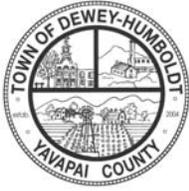
10. Public Hearing Agenda. None.

11. Adjourn. The meeting was adjourned at 8:12 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR MEETING

December 1, 2015 - 6:30 pm Town Council Meeting Chambers

Agenda Item # 8.1 Private well testing kit program update and direction of next steps.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: November 19, 2015

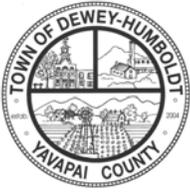
Summary:

The Council discussed the private well water testing program in September. The Council directed staff to work with Council Members Repan and Treadway on the details. Staff and CMs Repan and Treadway met and discussed the details. We decided to look into three testing options:

1. Test Arsenic only
2. Test heavy metals only (including copper, lead, arsenic)
3. Test comprehensively (including arsenic, lead, copper, nitrates, coliform and so on)

Staff has been gathering operation details, such as the cost of each option, the logistics of each option (transportation of the samples) and how to distribute test equipment and collect samples, etc.

\$10,000 was budgeted for this program. According to town's procurement procedure, three written quotes are required and the lowest responsible provider would be staff's recommendation. We are contacting three labs that were from a list of recommendations made by the University of Arizona. We anticipate having the results in time for the Council meeting. Meanwhile, I have attached a draft newsletter blurb and a draft disclaimer for your review.



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 • Fax 928-632-7365

Drinking Water Test Agreement

The Town of Dewey-Humboldt is offering to residents, **free** testing of drinking water samples from residential well systems.

While they last, sample bottles can be obtained at Town Hall from 8:00 till 10:00 am on (**three separate dates**). The bottles must be returned by 2:00 pm the same day in order for the test results for coliform bacteria to be run within 24 hours of sample collection. This is necessary to assure accurate results for the test.

The Town will arrange for the samples to be transported to a testing lab in Phoenix, and will contact participants to pick up their results when testing is completed.

Drinking Water Testing Includes - Coliform Bacteria, pH, Soluble Salts, Nitrite, Nitrate, Hardness, Copper, Lead, Arsenic

By signing this form, I am agreeing to have the Town of Dewey-Humboldt transport my submitted sample to a testing lab, have my water sample tested for the above constituents, and to receive results from the lab and to provide me a copy of the test results.

Resident Name: _____

(Print)

Resident Signature: _____

Resident Address: _____

Email address: _____

Sample # _____

**Town of Dewey-Humboldt
 Receipt
 For
Water Test Sample**

Sample # _____



Free Drinking Water Testing!!

The Town of Dewey-Humboldt is offering to residents, free testing of drinking water samples from residential well systems. While they last, sample bottles can be obtained at Town Hall from 8:00 till 10:00 am on _____ . The bottles must be returned by 2:00 pm the same day in order for the test results for coliform bacteria to be run within 24 hours of sample collection. This is necessary to assure accurate results for the test. The Town will arrange for the samples to be transported to a testing lab in Phoenix, and will contact participants to pick up their results when testing is completed.

Drinking Water Testing Includes - Coliform Bacteria, pH, Soluble Salts, Nitrite, Nitrate, Hardness, Copper, Lead, Arsenic

RSVP Steven Brown at (928) 632-7362 to reserve your sample kit, indicating the day you will pick up the kit.



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 <p>TOWN OF DEWEY-HUMBOLDT TO BE DETERMINED</p>	<p>PG № TC15-01</p>
<p>All Public Bodies : Town Council, Board, Commission, and Committees</p>	<p>Effective Date: TBD</p>
<p>Subject: <i>Regional organization appointments</i></p>	

1. **Purpose and Scope:** To provide a procedure for Council or other public bodies to appoint representatives to regional organizations. Town staff representation at regional organizations is not subject to this policy.

2. **Background:**

The Town participates in the activities of several regional organizations, such as the Central Yavapai Metropolitan Planning Organization (CYMPO), the Northern Arizona Council of Governments (NACOG), the Greater Prescott Regional Economic Partnership (GPREP), the League of Cities and Towns, and others. It is important that the Town has representation at these regional organizations. Town Council usually appoints the Mayor or a Council Member to serve as Town’s official representative at each organization.

3. **Policy and Appointment procedures:**

3.1 An appointment to a regional organization may be initiated by a request of the agency or a council decision to ensure the Town is properly represented at the organization. The Council appointee may or may not serve on a board, commission or committee within the regional organization.

Town Council, as of the effective date of this Policy, has appointed the Mayor and/or Council members to represent the Town at the following organizations:

- CYMPO – Executive Governing Board
- GPREP – Governing Board
- NACOG – Council
- Yavapai Regional Medical Center – Board of Electors
- GAMA (Greater Arizona Mayors’ Association)

The Town’s representation to regional organizations is not limited to the above list and organizations may be added or deleted at the Council’s discretion.

3.2 When the Town receives an invitation or a request for a public body member to represent the town at a regional organization, the matter shall be placed on a regular meeting agenda for the Council to make an appointment decision. Such decision may be made by motion unless otherwise required by the regional organization.

3.3 It is Council's policy that when a Representative to a regional organization is appointed, Council will also appoint an alternate representative to the same organization.

3.4 Once appointed, the appointee shall make every effort to represent the town properly and provide periodic reports to the Town Council. The appointee shall comply with applicable town codes and policies, including Town Code section 30.085 Representing an Official Town Position.

3.5 Council will review the Regional Organization appointee list to reappoint and/or continue the existing appointments at the second regular Council meeting in December of each year. If, for any reason, Council fails to do so, the appointees shall remain in their positions until new appointments have been made.

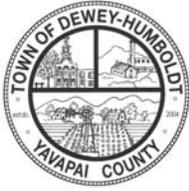
3.6 If a person appointed as a representative or alternate representative to a regional organization resigns or is unable to serve, the Town Council shall appoint a new representative and/or alternate at the next available Council meeting. The new representative may or may not be the alternate to the representative who resigned.

TERRY NOLAN, MAYOR _____

ATTEST:

JUDY MORGAN, TOWN CLERK _____

Notes: _____



TOWN OF DEWEY-HUMBOLDT
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HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR MEETING

December 1, 2015 – 6:30 pm Town Council Meeting Chambers

Agenda Item # 8.3 Public Body Ethics Hearing Officer Contract issues and alternatives.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: November 19, 2015

Recommendation:

- Options:**
- 1. Agree to Spinner's insurance requests**
 - 2. Pay for insurance coverage separately as requested**
 - 3. Consider an alternative Hearing Officer from the original list of respondents**

Summary: The Council directed the Town Attorney to help search for a qualified (public body) Ethics Hearing Officer. At the August 11th Council Study Session, Town Council reviewed the list of three qualified firms or individuals prepared by the Town Attorney after the RFP process. The list consists of: Ellen Van Riper, Debbie Spinner, and Cecil Patterson. Their qualifications and hourly rate information has been provided to the Council previously (It was marked as privileged information; I do recommend the Council lift the "privilege" at some point).

The Council selected Debbie Spinner in September. The Town Attorney and I have been working out the agreement issues with Ms. Spinner. The Town Attorney amended the originally proposed agreement upon receiving Ms. Spinner's concerns. After some negotiations, Ms. Spinner could not agree to the amended terms. Her concerns were mainly related to insurance coverage.

As it stands now, the options for the Town are:

~ If the Council wishes to retain Ms. Spinner's services, the Council needs to agree to her terms – indemnify Ms. Spinner from all possible law suites including neglects either on the Town's part or her part; or pay for a liability insurance coverage on behalf of Ms. Spinner, possibly \$2,000 a month. Town's insurance does not cover independent contractors' actions.

~ consider another qualified attorney from the list.

As an alternative, Town Attorney contacted another respondent Ellen Van Riper. Town Attorney believes that both Ms. Spinner and Ms. Van Riper are very qualified. Ms. Van Riper has her own insurances and immediately agreed to terms of the agreement; additionally she reduced her hourly fee some.

I have attached the original form of agreement we sent to Ms. Spinner and Ms. Van Riper. This version does not include the modifications we made to respond to Ms. Spinner's concerns. Ms. Van Riper has agreed to it in whole.

Attachment: Ethics Hearing Officer agreement (originally proposed)

CODE OF ETHICS HEARING OFFICER CONTRACT

This Contract made and entered into this _____ day of _____, 2015, by and between Contractor, hereinafter referred to as “contractor,” and the Town of Dewey-Humboldt, a municipal corporation organized and existing under and by virtue of the laws of the State of Arizona, hereinafter referred to as “Town.”

CONTRACTOR AND TOWN, FOR THE CONSIDERATION HEREINAFTER SET FORTH, PROMISE, COVENANT AND AGREE AS FOLLOWS:

1. Scope of Services: contractor shall provide on-call Code of Ethics hearing officer services as described in Exhibit A (“Services”).
2. Independent Contractor:
 - 2.1 This Contract does not create an employee/employer relationship between the parties. It is the parties’ intention that Contractor will be an independent contractor and not the Town’s employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Arizona revenue and taxation laws, Arizona workers’ compensation law, and Arizona unemployment insurance law. Contractor will retain sole and absolute discretion and judgment in the manner and means of carrying out Contractor’s activities and responsibilities hereunder. Contractor shall supervise and direct the Services, using her best skill and attention, and Town shall not have authority to supervise or control the Services of Contractor. Contractor agrees that she is a separate and independent enterprise from Town, that she has a full opportunity to find other business, that she has made her own investment in her business, and that she will utilize a high level of skill necessary to perform the Services. This Contract shall not be construed as creating any joint employment relationship between Contractor and Town, and Town will not be liable for any obligation incurred by Contractor. Contractor is not required to perform Services exclusively for the Town during the term of this Contract.
 - 2.2 Contractor shall execute the Sole Proprietor’s Waiver of Workers’ Compensation Benefits attached hereto and incorporated by reference.
- 3 Labor and Materials: Contractor shall provide and pay and shall insure under the requisite laws and regulations for all labor, materials, equipment, and transportation, and other facilities and services necessary for the proper execution and completion of the Services, whether temporary or permanent and whether or not incorporated or to be incorporated in the Services. Contractor shall provide and pay and insure for all tools necessary for the Services.
4. Permits and Fees and Taxes: Contractor shall secure and pay for all business registrations, licenses, permits, governmental inspections and governmental fees

necessary and customarily required for the proper execution and completion of Services. Contractor shall pay all applicable taxes.

5. Contract Fee: Contractor shall be paid as set forth in Exhibit A attached hereto and made a part hereof. Contractor shall present his/her bill for services provided as set forth in Exhibit A, including reimbursable expenses. Town shall promptly pay said bill to Contractor.
6. Termination: Either party may terminate this Contract by providing thirty (30) days written notice.
7. Conflict of Interest: This Contract may be terminated pursuant to Section 38-511, Arizona Revised Statutes.

IN WITNESS WHEREOF the parties hereto have caused this Contract to be executed, the day and year first herein written.

TOWN OF DEWEY-HUMBOLDT

By _____
Honorable Terry Nolan, Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C.
Town Attorneys
By: Susan D. Goodwin, Esq.

CONTRACTOR

By _____
Deborah Contractor

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT FEE

1. Contractor shall serve as a Town of Dewey-Humboldt Code of Ethics Hearing Officer. Contractor shall review complaints and any responses and supporting documents, conduct hearings at Town Hall or other location in the Town, and render decisions on the complaints in accordance with Dewey Humboldt Town Code, Section 35.06. Such services shall be on an “as needed” basis and Town does not guarantee any minimum amount of Services.
2. Contractor shall render to the best of her abilities, in accordance with applicable professional standards, the services and legal representation and advice described herein during the continuance of this Contract.
3. Contractor shall be paid ONE HUNDRED AND SEVENTY-FIVE DOLLARS (\$175.00) per hour. Additionally, Contractor will be reimbursed for actual expenses, which include copy costs, long distance, and mileage. Invoices shall be submitted monthly and be itemized by hour and date, with a description of the Services completed. Reimbursable items shall be documented.

EXHIBIT B

CONTRACT FOR PERSONAL SERVICES - ATTACHMENT:
SOLE PROPRIETOR'S WAIVER OF WORKERS' COMPENSATION BENEFITS
(Pursuant to A.R.S. § 23-961(L))

I am a sole proprietor and I am doing business as _____ . I am performing services as an independent contractor for the Town of Dewey-Humboldt, a municipal subdivision of the State of Arizona. I am not the employee of the Town of Dewey-Humboldt for Workers' Compensation purposes, and, therefore, I am not entitled to Workers' Compensation benefits from the Town of Dewey-Humboldt. I understand that if I have any employees working for me, I must maintain Workers' Compensation insurance on them.

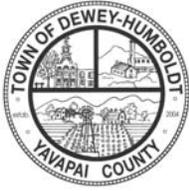
Sole Proprietor

Date

Authorized Agent of the
Insurance Carrier for
the Town of Dewey-Humboldt

Date

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR MEETING

December 1, 2015 - 6:30 pm Town Council Meeting Chambers

Agenda Item # 8.4 Discussion of change in process and code to have all CAARF's submitted to a work study session for discussion and review prior to moving them to a regular meeting for any action.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: November 20, 2015

Recommendation: Provide direction on this matter.

Summary: At the September 29th Special Meeting, Councilmember Arlene Alen submitted a CAARF (attachment #3) requesting, "discussion of change in process and code to have ALL CAARF's be submitted to a work study session for discussion and review prior to moving them to a regular meeting for any action". Council discussed this and had some questions regarding the proposal and whether the current code would prohibit such. At Council's directive I consulted with the Town Attorney on this matter. Attached is my email to the Attorney on this matter and the Attorney's response.

From: Phyllis Smiley
Sent: Wednesday, November 18, 2015 12:09 PM
To: Yvonne Kimball
Cc: Susan Goodwin
Subject: Referring all new Councilmember CAARF's to Study Session

Yvonne,

This email is in response to a questions about changing the current procedure regarding Council Action Agenda Requests received from Councilmembers. Councilmember Alen has requested a change in procedure to require all Councilmember-submitted CAARFs to go to a Council Study Session prior to going before Council at a regular meeting. Section 30.105 of the Town Code requires a CAARF from a Councilmember to be received at least 6 days prior to the next regularly scheduled Council meeting. As we discussed on the telephone yesterday, this change in procedure does not require a Code amendment and Council may direct staff to place all CAARFs on the Council's study session agenda.

Phyllis Smiley
Curtis, Goodwin, Sullivan, Udall, & Schwab, P.L.C.

From: Yvonne Kimball
Sent: Wednesday, September 30, 2015 1:31 PM
To: sgoodwin
Cc: Judy Morgan
Subject: DH council questions regarding CARF
Attachments: CAARF AA Work Session review of CAARFs.pdf; Council Action Request Form Template.pdf

Susan,

Yesterday at the study session meeting, at CM Alen's request, Council discussed the possibilities of putting all Council Agenda Action Request Forms (CARF) on a study session. I have attached CM Alen's CARF.

The current practice is that the CARF's are placed on a meeting based on the request of the submitting council member and council members do not always request the CARF's for study sessions.

After some discussion, the Council is interested in the new direction proposed by CM Alen, but was concerned about whether the current code would prohibit such. Please 1. Advise whether the current code prohibit the direction proposed by CM Alen. 2. If so, how can the Council proceed with the direction temporarily without amending the Town Code?

Some code references regarding CARF's are (You may know more code references): **Section 30.105 (C) Any member of the Town Council may request an item be added to the agenda for the next regular Council meeting, and the item shall be placed on the agenda. A request to modify or remove an agenda item may be made by the requesting Councilmember, in which case it shall be modified or removed without further action. The Mayor or any other Councilmember may request an item that was submitted by another Councilmember be modified or removed, in which case it may only be modified or removed with the concurrence of the Councilmember who requested it be put on the agenda. (D) In order to accurately describe what agenda action is proposed, the "Council Agenda Action Form" should be used and submitted at least six days prior to the next regularly scheduled Council meeting.**

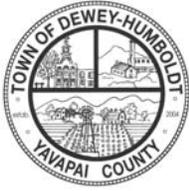
(E) Any new item will be placed under "New Business" for the Council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled to a future date or dropped.

I also attached the current CARF template. It states that "Per Town Code §30.105(D): 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."

If you have any questions, please call Judy in our office. Judy is very familiar with the background and the questions. Judy can also advise you of my concern regarding staff's responsibilities of implementing the direction proposed by CM Alen without any mandatory language in the town code.

Yvonne Kimball, ICMA-CM

Town Manager
[Town of Dewey-Humboldt](#)



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR MEETING

December 1, 2015 - 6:30 pm Town Council Meeting Chambers

Agenda Item # 8.5 A group of Town Manager evaluation forms for consideration by Council and process formulation.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: November 19, 2015

Recommendation: Decide on a form and formulate a process.

Summary: At the November 10th meeting, Council discussed the idea of a Town Manager evaluation. I was directed to gather evaluation forms. I contacted the League of Cities and Towns and received seven forms.

I then conducted a brief search from ICMA (International City/County Management Association) database. I found two forms. One of them was used by the Council in December 2013.

Additionally, I contacted some colleagues. Town of Clarkdale shared with me its process. I have also attached the material.

Therefore a total of ten (10) sample evaluation forms and/or procedures are enclosed for your consideration.

Attachments: 1) League research: City of Dallas, OR; Village of Fox River Grove, IL; City of Tacoma, WA; City of Grandview (state not specified); City of Pasco; City of Klamath Falls; City of Albany

2) ICMA samples: form used by D-H in Dec. 2013; Bonner Springs, KS

3) Clarkdale, AZ material

CITY MANAGER PERFORMANCE EVALUATION

INSTRUCTIONS: Place a check mark on the line underneath the number that you feel is appropriate for each item. 5 is high, or excellent. Please feel free to add your comments and suggestions in narrative form along with the numerical rating.

1. <u>Public Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Projects a positive public image	_____	_____	_____	_____	_____
B. Is courteous to public at all times	_____	_____	_____	_____	_____
C. Keeps commitments to the public	_____	_____	_____	_____	_____
D. Seeks to use criticism of self or City in positive ways	_____	_____	_____	_____	_____
E. Maintains effective relations with media representatives	_____	_____	_____	_____	_____

Specific Comments: _____

2. <u>Employee Relations</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Works well with other employees	_____	_____	_____	_____	_____
B. Helps other employees when possible	_____	_____	_____	_____	_____
C. Keeps commitments to other employees	_____	_____	_____	_____	_____
D. Seeks to develop skills and abilities of employees	_____	_____	_____	_____	_____

Specific Comments: _____

3. <u>City Council Relationships</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Effectively implements policies and programs approved by City Council	_____	_____	_____	_____	_____
B. Reporting to City Council is timely, clear, concise and thorough	_____	_____	_____	_____	_____
C. Accepts direction or instructions in a positive manner	_____	_____	_____	_____	_____
D. Effectively aids the City council in establishing long-range goals	_____	_____	_____	_____	_____
E. Keeps Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices, etc.	_____	_____	_____	_____	_____

Specific Comments: _____

4. <u>Leadership</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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7. Goal Achieving

1 2 3 4 5

A. Takes initiative to get job done correctly and thoroughly

B. Perceives new responsibilities and proceeds independently to undertake or expand these responsibilities

C. Accepts responsibility for own work

D. Achieves goals set by or in conjunction with City Council

Specific Comments: _____

8. Fiscal Management

1 2 3 4 5

A. Prepares realistic annual budget

B. Seeks efficiency, economy and effectiveness in all programs

C. Controls expenditures in accordance with approved budget

D. Keeps City Council informed about revenues and expenditures, actual and projected

Specific Comments: _____

9. Decision Making

1 2 3 4 5

A. Attempts to obtain all available facts prior to making a decision

B. Is objective in decision making

C. Considers possible alternatives and their consequences before making decision

D. Makes decisions on a timely basis

Specific Comments: _____

10. Other

1 2 3 4 5

A. Seeks to promote intergovernmental cooperation

B. Effectively responds to local politics, customs and interests

C. Seeks to understand and respond to community needs

Specific Comments: _____

GENERAL COMMENTS: _____

Signature

Date

MANAGEMENT AND SUPERVISORY ADD-ON - WORK PERFORMANCE CRITERIA

SCORE

O 1. Written Communication: Involves quality and timeliness of reports and other written documents; use of principles of writing such as clarity, brevity, logic, accuracy, good grammar. For example:

- 1. Poor writing skills; difficult to understand; often late; reports contain factual errors or omissions
1.5
- 2. Acceptable writing skills; reports are timely, complete, and provide good information
2.5
- 3. Excellent writing skills; never needs correction or prompting to complete

O Criterion is not applicable and/or I have not had an opportunity to observe performance.

Comments: _____

O 2. Delegation of Responsibility: Ability to delegate tasks within area of responsibility; knows employees' capabilities such that delegation of responsibility aids in the efficiency of departmental operations. For example:

- 1. Difficulty in delegating work; overburdens self with unnecessary tasks; subordinates have too much, or too little responsibility
1.5
- 2. Appropriately assigns work under usual situations
2.5
- 3. Excellent judgment in delegation of responsibility; knowledge of employee capability exceeds acceptable standards

O Criterion is not applicable and/or I have not had an opportunity to observe performance on this criterion.

Comments: _____

- 3. Evaluating/Monitoring Work: Watching, checking, keeping track of budget, equipment, people, projects and processes to assure they are within performance standards; acting on any problems or non-compliance. For example:
 - 1. Lacks ability to track activities in area of responsibility; often unaware of activities within area of responsibility that are going on at a particular time; does not correct work that does not meet standards
 - 1.5
 - 2. Is knowledgeable of most activities in area of responsibility; can respond to questions from supervisors regarding status of projects; is able to correct work of subordinates so that work standards are maintained
 - 2.5
 - 3. Keeps tabs on all activities; know where projects are relative to completion; ensures that work is performed to highest standards
- Criterion is not applicable and/or I have not had an opportunity to observe performance on this criterion.

Comments: _____

- 4. Evaluating and Developing Personnel: Taking time and effort to track, monitor, and evaluate the performance of employees; preparing for evaluations; conducting evaluation interviews and discussions; maintaining clear records to assist in doing performance evaluations objectively and consistently; helping employees resolve job related problems; taking corrective action on a timely basis; instructing proper performance;. For example:
 - 1. Disinterested or ignores basic elements of performance evaluation; does not prepare sufficiently for evaluation sessions; employee performance notes and records collected during the year are minimal or non-existent; evaluation interviews with employees are conducted negatively; evaluations are done inconsistently, are too subjective, and/or do not relate to job performance; lack of interest in personnel; unwilling to help; ignores departmental personnel and productivity problems;
 - 1.5
 - 2. Maintains adequate records to document employee performance; prepares for and conducts satisfactory performance evaluation interviews; is consistent and objective in ratings of employees; shows interest in employees; available for help when requested; encourages employee development.
 - 2.5
 - 3. Uses performance evaluation as a positive tool to improve employee and organizational effectiveness; documentation is complete and recognizes positives and negatives of employee job performance; evaluation interviews involve employee in setting work related goals; employees have good understanding of what is necessary for standard and above standard performance; recognizes problems in advance and aids in resolution; encourages growth; brings out the best in people;

○ Criterion is not applicable and/or I have not had an opportunity to observe performance.

Comments: _____

5. Goal-Setting/Planning/Scheduling: Holding meetings and obtaining agreement and commitments from subordinates to goals, objectives, methods, resources, measures and control points; identifying possible ways of reaching a goal; looking ahead and organizing work to get things done on time. For example:

- 1. Little or no organization; deadlines seldom defined; subordinates lack direction and focus
1.5
- 2. Good organization; looks ahead; takes some responsibility for setting goals for the work unit and the department as a whole
2.5
- 3. Excellent organizational skills; prepares and implements clear short and long term plans; ties together work unit, departmental, and Village goals; involves subordinates in goal development and achievement

Criterion is not applicable and/or I have not had an opportunity to observe performance on this criterion.

Comments: _____

6. Technical Assistance/Advisory: Providing awareness and technical guidance to subordinates and superiors on issues and problems; recommending programs, policies, solutions and alternatives; summarizing and reporting further action. For example:

- 1. Is not current and up to date in area of responsibility; does not alert subordinates or superiors to potential problems or opportunities to improve services
1.5
- 2. Is generally up to date in area of responsibility; avoids problems that would be caused by lack of compliance with changes in laws and requirements
2.5
- 3. On the cutting edge of developments within field of expertise; is knowledgeable about latest developments in areas or responsibility; can be relied on to have accurate and complete information to address new issues and difficult problems.

Criterion is not applicable and/or I have not had an opportunity to observe performance.

Comments: _____

O 7. Knowledge of Work Supervised: Keeping current in all phases of work being performed by subordinates in their department or division; is able to determine if work of subordinates is being done properly and is meeting industry standards. For example:

- 1. Does not know all or most phases of work being performed by subordinates; does not know what constitutes acceptable industry work standards and performance
1.5
- 2. Is generally knowledgeable and up to date in types of work being done by subordinates; is able to avoid problems that would be caused by lack of job knowledge by subordinates; can assist and demonstrate proper work performance to subordinates
2.5
- 3. Very knowledgeable concerning the work being performed by subordinates; can suggest new and better ways to perform work; employees look to the supervisor for job knowledge and work related information

O Criterion is not applicable and/or I have not had an opportunity to observe performance.

Comments: _____

O 8. Organizational Improvement: Contributing to the streamlining and efficiency of Village operations. For example:

- 1. Basically maintains the status quo; does not exhibit any interest in improving programs, procedures, and service delivery
1.5
- 2. Usually follows standard processes and procedures; occasionally recognizes the need for improvements in their own work area; willingly participates in service delivery improvements
2.5
- 3. An above average record of recognizing and analyzing opportunities for organizational improvements and efficiencies; ties work unit improvements to departmental and city-wide goals

O Criterion is not applicable and/or I have not had an opportunity to observe performance.

Comments: _____

Summary: Total Score _____ divided by # of Criteria Rated _____ equals Average Score _____.

CITY MANAGER'S SELF-EVALUATION FORM

NAME: Eric Anderson

Evaluation Period: July 2007 – June 2008

I. ORGANIZATIONAL AND HUMAN RESOURCES MANAGEMENT

Goals for Next Evaluation Period: (City Manager identifies goals in this area for the next year)

1. Continue the Organizational Conversation and the press for High Performance throughout the organization., developing cross functional teams of employees and citizens to improve the services and outcomes created for and by our citizens;
2. Complete and fully implement the Classification and Compensation Study;
3. Encourage joint meetings of the senior staff of General Government and TPU in order to exchange information and develop closer working understandings and relationships;
4. Use level of service agreements to assure high performance of the Human Resources, Finance, Legal and Information Technology Departments for the entire organization, including Public Utilities, with measureable expectations and measurement for performance for all parties;
5. Develop mechanisms through the Wellness Committee for incentives to wellness of employees and their families;
6. Complete comprehensive update of organizational policy through existing cross functional team;
7. Implement a comprehensive Performance Management System (2 years);
8. Fill the positions of Director of Public Works and Information Technology with high performance candidates;
9. Develop a comprehensive training program (2 years);
10. Create an organizational GIS system that supports high performance and well informed decision-making; and,
11. Continue to improve management's contribution to better labor-management relations.

II. FISCAL/BUSINESS MANAGEMENT

Goals for Next Evaluation Period: (City Manager identifies goals in this area for the next year)

1. Manage the organization through the recession without reducing services or proposing new taxes, unless such taxes are for improved services;
2. Maintain GASB compliance in all financial systems;
3. Assure that organizational overhead (Human Resources, Finance, Legal, and Information Technology) is comparable to and competitive with private and public organizations and is integrated into the Performance Management System;
4. With the establishment of performance measures, create and use measures of cost effectiveness;
5. Identify and implement the appropriate upgrade of the SAP budget module; and
6. Implement changes from ICMA peer assistance review of Capital Facilities Program, as appropriate.

III. RELATIONSHIP WITH MAYOR AND COUNCIL

Goals for Next Evaluation Period: (City Manager identifies goals in this area for the next year)

1. Sustain efforts to preserve transparency and openness with the City Council, employees and the public;
2. Continue regular meetings with individual Council Members;
3. Provide the City Council Meeting Agenda and all its component parts to the Council on disc or other digitized medium;
4. Continue Quarterly meetings with the Evaluation Committee;
5. Revise the City Council agenda process to make clear linkages between the actions requested and the City's Strategic Directions;
6. Develop an additional reporting tool to provide regular updates to the City Council on major initiatives; and,
7. Continue work on a comprehensive document management system.

IV. LONG-RANGE PLANNING/STRATEGIC PLAN

Goals for Next Evaluation Period: (City Manager identifies goals for meeting the strategic direction Council adopted in 2008)

Safe, Clean and Attractive Community

1. Continue the work of the 28, staff-driven ideas and the resulting cross functional teams to reduce crime by 50% in 14 months and to eliminate blight in the City of Tacoma (see attachment 2);
2. Provide for greater protection of rental housing, to assure the safety and health of all rental housing and specifically preventing it from falling into such disrepair that tenants have to be evicted on short notice in order to ensure their safety and to assure the safety and health of all rental housing;
3. Transformation of Tollefson Plaza/Century Park

Diverse, Productive and Sustainable Economy

1. Redesign the functions of long/short term planning, permitting and inspection, with stakeholder involvement, to improve our service times and performance; and,
2. Work with downtown and neighborhood stakeholders to establish the final definition of downtown and integrate the downtown development policies into action recommendations.

High-performing, Open and Engaged Government

1. Develop a comprehensive performance appraisal system;
2. Develop a comprehensive service level agreement system;
3. Develop a comprehensive training program;
4. Continue to move to high performance based upon the development of citizen-employee combined service provision (co-production);
5. Continue to integrate GIS and create a GIS platform to support the provision of high performance in all our services;
6. Develop better working relationships between General Government and Tacoma Public Utilities' and
7. Continue the work of employee engagement teams addressing the 19 issues identified by the employee survey. Future goals for the teams are listed below:
 - a. Communication, Teamwork and Support: Anticipate completing recommendations for SMT review and adoption by end of July 2008.
 - b. Supervision, Recognition and Expectations: 3C Team members (Competent, Credible and Confident Leaders) will make recommendations to SMT in June 2008.
 - c. Purchasing: team has proposed 64 recommendations, which are in varying stages of implementation.
 - d. Training: team will make recommendations to SMT by August 2008.
 - e. Customer Service: Develop and implement Customer Service Training; continue to implement other recommendations.
 - f. Equipment, tools and resources: Implementation recommendations due by June 2008, including budget implications.

- g. Inconsistent policies: Cross-functional team is reviewing City policies for duplication, inconsistencies, and conflicts.

V. RELATIONSHIP WITH PUBLIC/PUBLIC RELATIONS

Goals for Next Evaluation Period: (City Manager identifies goals in this area for the next year)

1. Develop a comprehensive system to receive, track, and respond to citizens' requests for service;
2. Develop a strategic communication strategy that articulates the connections between the Council's recently approved strategic direction and the City's initiatives and services;
3. Continue to use our web site to make financial information immediately available to the public, including all our financial transactions;
4. Continue the organizational culture change to an open, transparent organization;
5. Reinforce the value of the partnerships among service providers in the community; and
6. Conduct an external communications audit to improve our effectiveness.

VI. INTERGOVERNMENTAL RELATIONS

Goals for Next Evaluation Period: (City Manager identifies goals in this area for the next year)

1. Attend one AWC and two WCMA activities/meetings in 2009.
2. Work to develop an annual process for the collaboration of the joint legislative agendas for: Port of Tacoma, Pierce County, Economic Development Board, Chamber of Commerce, Schools, Metro Parks, University of Washington, Tacoma, and other relevant organizations.
3. Succeed in the legislative agenda established as part of the effort to keep the Russell Investments and fully develop the International Finance Services Area.

CITY OF GRANDVIEW
CITY ADMINISTRATOR
PERFORMANCE EVALUATION

This form shall be completed by each member of the Board to evaluate the City Administrator's performance in each of the areas noted below. Performance levels can be noted, based on the following scale:

- 1 = Poor (rarely meets expectations).
- 2 = Below average (usually does not meet expectations).
- 3 = Satisfactory (meets performance expectations).
- 4 = Above average (generally exceeds performance expectations).
- 5 = Excellent (almost always exceeds expectations and performs at very high standard).

Each member of the Board should sign the form and forward it to the Mayor, who will be responsible for compiling the comments.

EVALUATION PERIOD: _____ **TO:** _____

1. **PERSONAL**

- _____ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- _____ Composure, appearance, and attitude fitting for an individual in his executive position.

2. **PROFESSIONAL SKILLS AND STATUS**

- _____ Knowledgeable of current developments affecting the management field and affecting city governments.
- _____ Respected in management profession.
- _____ Has a capacity for and encourages innovation.
- _____ Anticipates problems and develops effective approaches for solving them.
- _____ Willing to try new ideas proposed by Board Members or staff.

3. **RELATIONS WITH MAYOR/BOARD OF ALDERMEN**

- _____ Carries out directives of the Board as a whole rather than those of any one Board member.
- _____ Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.
- _____ Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.
- _____ Responds to requests for information or assistance by the Board.
- _____ Informs the Board of administrative developments.
- _____ Receptive to constructive criticism and advice.

4. **POLICY EXECUTION**

- _____ Implements Board action in accordance with the intent of the Board.
- _____ Supports the actions of the Board after a decision has been reached.
- _____ Enforces City policies.
- _____ Understands City's laws and ordinances.
- _____ Reviews enforcement procedures periodically to improve effectiveness.
- _____ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **REPORTING**

- _____ Provides the Board with reports concerning matters of importance to the City.
- _____ Reports are accurate and comprehensive.
- _____ Reports are generally produced through own initiative rather than when requested by the Board.
- _____ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

6. **CITIZEN RELATIONS**

- _____ Responsive to complaints from citizens.
- _____ Dedicated to the community and its citizens.
- _____ Skillful with the news media, avoiding political positions and partisanship.
- _____ Has the capacity to listen to others and to recognize their interests--works well with others.
- _____ Willing to meet with members of the community to discuss their real concerns.
- _____ Cooperates with neighboring communities.
- _____ Cooperates with the County, State, and Federal governments.
- _____ Cooperates with other organizations within the City, such as Chamber, School Districts, and Water District.

7. **STAFFING**

- _____ Recruits and retains competent personnel for City positions.
- _____ Aware of staff weaknesses and works to improve their performance.
- _____ Accurately informed and concerned about employee relations.
- _____ Professionally administers the merit system.

8. **SUPERVISION**

- _____ Encourages Department Heads to make decisions within their own jurisdictions without City Administrator approval, yet maintains general control of administrative operations.
- _____ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- _____ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Administrator's office.
- _____ Evaluates personnel periodically, and points out management weaknesses and strengths.

9. **FISCAL MANAGEMENT**

- _____ Prepares a balanced budget to provide services at a level directed by the Board.
- _____ Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.
- _____ Prepared budget is in an intelligent but readable format.
- _____ Possesses awareness of the importance of financial planning and control.

10. What would you identify as the results achieved during the evaluation period as representative of the strengths of the City Administrator?

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the City Administrator to improve these areas?

12. Other comments?

Signature: _____

Date: _____

CITY OF PASCO CITY MANAGER PERFORMANCE EVALUATION

This form is intended to provide a checklist of key criteria to be used by the City Council in assessing the performance of the City Manager and by the City Manager as an expression of performance expectations.

RATING

- 1 = Needs Strengthening/Improvement
- 2 = Meets Expectation
- 3 = Exceeds Expectation

Each criteria should be rated and any specific comments or observations should be noted in the spaces provided for comments. The Special Projects section should contain the specific objectives selected for the particular performance period (usually annual).

A. ADMINISTRATION:

3 2 1 Managing Human Resources

- Developing and Evaluating Subordinates
- Affirmative Action Compliance
- Developing Coordination Among Subordinates
- Developing Equitable Personnel System

Comments: _____

3 2 1 Managing Financial Resources

- Budget Planning and Preparation
- Budget Execution and Fiscal Soundness
- Concern with Productivity
- Cost Effective Manpower Utilization

Comments: _____

3 2 1 Managing Work Systems and Operations

- Ability to Conceptualize Needs of Organization
- Ability to Organize Programs to Increase Efficiency and Effectiveness
- Long-term Organizational Planning
- Delivery of Services to the Citizens

Comments: _____

3 2 1 Managing Information

- Concise and Understandable Written Reports
- Effective Public Contact
- Agenda Preparation
- Verbal Presentations

Comments: _____

B. COMMUNITY RELATIONS

3 2 1

- Accessible
- Participates in Community Activities
- Effective Listener
- Promotes Credibility

Comments: _____

C. COUNCIL RELATIONS

3 2 1

- Accessible
- Communication
- Equity
- Effective Listener

Comments: _____

D. PROFESSIONALISM

3 2 1 Professional Conduct

- Execution of Council Goals and Objectives
- Liaison with Other Agencies
- News Media Relations
- Adherence to High Ethical Standards
- Commitment to Goals of Profession

Comments: _____

E. PERSONAL TRAITS AND INTERPERSONAL SKILLS

3 2 1 Leadership

- Setting a Proper Example
- Inspiring Cooperation
- Delegating Responsibility

Comments: _____

3 2 1 Judgment

- Weighing Facts and Drawing Conclusions
- Using Foresight in Planning
- Making Reliable Decisions as Required
- Common Sense
- Tact and Diplomacy

Comments: _____

3 2 1 Self-Confidence

- Expression of Opinion
- Competitive Spirit
- Poise Under Pressure

Comments: _____

3 2 1 Open-Mindedness

- Flexibility
- Fairness and Impartiality
- Receptiveness to Suggestions

Comments: _____

F. SPECIAL PROJECTS

City of Klamath Falls Performance Evaluation

City Manager

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Manager concerning the performance of the City Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

1. The City Manager prepares a memorandum to Council including his/her self evaluation in a narrative format, and shall return this to the Human Resources Director.
2. The Human Resources Director will copy and distribute the City Manager Performance Evaluation form as well as the City Manager's self evaluation to the Mayor and Council for review.
3. The Mayor and Council members will meet in executive session with the City Manager to discuss his/her evaluation. After being dismissed, the Mayor and Council will discuss the performance of the City Manager.
4. The Human Resources Director will tabulate the results of the evaluation forms and return to the results to the Mayor.
5. The Mayor will procure the signature and concurrence/dissent of each Council member.
6. The Mayor and Council President will meet with the City Manager in executive session to review the evaluation, unless the City Manager requests an open hearing.

INSTRUCTIONS

Review the employee's work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

Performance Evaluation

City Manager

Date: _____

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement (2) Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job (3) Standard The employee's work performance consistently meets the standards of the position.
- Exceeds Job (4) Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- Not Observed (NO) The employee's work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

1. <u>City Council Relationships</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Effectively implements policies and programs approved by the City Council.	---	---	---	---	---	---
B. Reporting to the City Council is timely, clear concise and thorough.	---	---	---	---	---	---
C. Accepts direction/instructions in a positive manner.	---	---	---	---	---	---
D. Effectively aids the City Council in establishing long range goals.	---	---	---	---	---	---
E. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	---	---	---	---	---	---

Comments: _____

2. Public Relations

1 2 3 4 5 NO

- A. Projects a positive public image. _____
- B. Is courteous to the public at all times. _____
- C. Maintains effective relations with media representatives. _____

Comments: _____

3. Employee Relations

1 2 3 4 5 NO

- A. Works well with other employees. _____
- B. Seeks to develop skills and abilities of employees. _____
- C. Motivates employees toward the accomplishment of goals and objectives. _____
- D. Delegates appropriate responsibilities. _____
- E. Effectively evaluates performance of employees. _____
- F. Uses effective supervisory skills. _____
- G. Recruits and hires qualified and effective staff. _____

Comments: _____

4. Fiscal Management

1 2 3 4 5 NO

- A. Prepares realistic annual budget. _____
- B. Seeks efficiency, economy and effectiveness in all programs. _____
- C. Controls expenditures in accordance with approved budget. _____
- D. Keeps City council informed about revenues and expenditures, actual and projected. _____
- E. Ensures that the budget addresses the City Council's goals and objectives. _____

Comments: _____

5. Communication

1 2 3 4 5 NO

- A. Oral communication is clear, concise and articulate. _____
- B. Written communications are clear, concise and Accurate. _____

Comments: _____

6. Quantity/Quality

1 2 3 4 5 NO

- A. Amount of work performed. _____
- B. Completion of work on time (meets deadlines). _____
- C. Accuracy. _____
- D. Thoroughness. _____

Comments: _____

City of Albany
PERFORMANCE EVALUATION FORM

Employee:	<input type="checkbox"/> Annual performance evaluation
Department:	<input type="checkbox"/> Unscheduled performance evaluation
Classification:	<input type="checkbox"/> Training period performance evaluation
Review Period:	<input type="checkbox"/> Final training period performance evaluation. Completion of ____-month training period on _____.
Due Date:	<input type="checkbox"/> Probationary performance evaluation
	<input type="checkbox"/> Final probationary period performance evaluation. Completion of ____-month probationary period on _____.

A copy of the employee's Self-Evaluation Form shall be attached to the completed Performance Evaluation Form.

SECTION 1 – GOALS/ACCOMPLISHMENTS COMPLETED DURING EVALUATION PERIOD. (List the goals met and other accomplishments of the employee during the evaluation period. If a goal or task was not completed, address progress made.)

SECTION II – GOALS/WORK ASSIGNMENTS FOR NEXT EVALUATION PERIOD. (List the goals/work assignments set by employee and supervisor for the next evaluation period.)

SECTION III – TRAINING & DEVELOPMENT TO BE PROVIDED DURING THE NEXT EVALUATION PERIOD. (List training, schooling, or other career development programs needed to accomplish these goals.)

SECTION IV – PERFORMANCE IMPROVEMENTS AND RECOMMENDED PLAN OF ACTION.
(Describe the plan of action to be taken by the employee, the work group, and the supervisor to improve the employee’s performance.)

SECTION V – PERFORMANCE SUMMARY. (Evaluate the employee’s strengths, weaknesses, and overall level of competency.)

SECTION VI – STEP INCREASE RECOMMENDATION. (Please check one)

- Not Applicable
- This employee has performed satisfactorily or better and should be granted a Step Increase.
- This employee has not met my expectations for satisfactory performance and should not be granted a Step Increase **(The Human Resources Department must be notified prior to a supervisor taking this action.)**

The next evaluation will be _____.

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that my Self-Evaluation Form will be attached to this document.

EMPLOYEE SIGNATURE _____ DATE: _____

SUPERVISOR SIGNATURE _____ DATE: _____

TITLE:
NAME:

DIVISION MANAGER SIGNATURE _____ DATE: _____

TITLE:
NAME:

DEPARTMENT HEAD SIGNATURE _____ DATE: _____

TITLE:
NAME:

HUMAN RESOURCES DIRECTOR SIGNATURE _____ DATE: _____

NAME: David Shaw

EMPLOYEE COMMENTS:

DH Council utilized this form in December 2013.

"This is a sample city manager performance evaluation, put together by the University of Tennessee's Institute for Public Services." - ICMA

City Manager Performance Evaluation

City of _____

Evaluation period: _____ to _____

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Page 2 of 7 **Initials** _____

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

_____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide

_____ Responds in a timely manner to requests from the governing body for special reports

_____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature

_____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

_____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

_____ Responsive to requests from citizens

_____ Demonstrates a dedication to service to the community and its citizens

_____ Maintains a nonpartisan approach in dealing with the news media

_____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

_____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

_____ Recruits and retains competent personnel for staff positions

_____ Applies an appropriate level of supervision to improve any areas of substandard performance

_____ Stays accurately informed and appropriately concerned about employee relations

_____ Professionally manages the compensation and benefits plan

_____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

City Manager Evaluation

Please rate the city manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Council expectations
4	Exceptional - Generally exceeds Councils expectations
5	Outstanding - Substantially exceeds Councils expectations

Please return your evaluation form to the Mayor as soon as possible.

Supervision

Does the City Manager maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	Rating	Comments:
--	--------	-----------

Leadership

Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	Rating	Comments:
--	--------	-----------

Execution of Policy

Does he understand the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:
--	--------	-----------

Community Relations

Does the city manager work well with citizens and properly handle their complaints?	Rating	Comments:
---	--------	-----------

Administrative Duties

Does the city manager properly handle his administrative duties?	Rating	Comments:
--	--------	-----------

Economic Development

Does the city manager work well with developers while protecting the city's interest? Does he work to increase the city's tax base through economic development?

Rating

Comments:

Intergovernmental Relations

Does the city manager cooperate cordially with neighboring communities and citizens while looking after the interests of Bonner Springs?

Rating

Comments:

City Council Relations

Does the city manager work well with the city council in making sure there is adequate information available prior to meetings? Is he willing to meet with council members to deal with individual problems and issues?

Rating

Comments:

Planning

Does the city manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?

Rating

Comments:

Financial Management / Budget

Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?

Rating

Comments:

Additional Comments:

Name of Rater: _____

Date: _____

**Town Manager
Performance Evaluation Procedure
Town of Clarkdale**

Performance Evaluation: - A structured and formal interaction between the Manager and the Elected Officials for the purpose of reviewing the Manager's performance, strengths and weaknesses, and for the development of future goals and objectives.

Purposes of Evaluation:

Clarify the role and responsibilities of the Town Manager.

Strengthen the relationship between the Council and the Town Manager.

Give the Manager feedback on their performance and identify areas where improvements are needed.

Establish performance objectives for the Manager, which likely are tied to goals set at annual Strategic Planning Session.

Provide a basis for compensation decisions.

Recognize and reward good performance.

Frequency: In keeping with the purposes for the evaluation, the Council should evaluate the Manager at least annually. The schedule for the evaluation will be established jointly by the Council and the Manager.

Who Is Involved: All members of the Council and the Town Manager should participate in the evaluation process.

Evaluation Procedure: The evaluation procedure will include the following steps:

1. A preliminary meeting will be held annually including the Council and the Town Manager, to review evaluation procedures, evaluation criteria and set timetables for completion of the evaluation process.
2. Following the preliminary meeting, the Manager shall complete a self-assessment and distribute it to the Council no later than two weeks prior to the scheduled evaluation.
3. The Council shall complete the Town Manager Evaluation Form in advance of the scheduled evaluation.
4. The evaluation session will be conducted, and will include all Council Members and the Town Manager. Based on the results of the evaluation, a report will be compiled that includes: 1) the Manager's self-evaluation (completed by the Manager); 2) a copy of each Council Member's evaluation of the Manager (completed individually by each Council Member); 3) a list of goals for the upcoming year that the Council collectively agrees are the top priorities for the Manager to focus on (completed by the Manager and affirmed by the Council as a result of the evaluation process); and 4) the Council's collective identification of improvements the Manager needs to make in the upcoming year (completed by the Mayor as a result of the evaluation process). The written report will be included in the Manager's personnel file.

Town of Clarkdale

Town Manager Performance Evaluation Form

(This form should be completed in its entirety prior to the scheduled Performance Evaluation. If additional pages are needed for comments, please attach them.)

SECTION 1

Ratings: 1=Exceeds Expectations, 3=Meets Expectations, 5=Below Expectations, N/O=Not Observed

Evaluation Categories	1	2	3	4	5	N/O
<u>Communication with Council</u> – Maintains effective written and verbal communication with Council. Maintains availability to Council. Establishes and maintains a system of reporting current plans and activities of the staff to Council. Ensures that staff reports are useful, timely, provide alternatives, and, where applicable, recommend actions.						
<u>Policy Implementation and Development of Goals</u> – Plans, organizes and executes approved Council policies and assists the Council in the development of annual and long-range goals.						
<u>Staff Relations and Development</u> – Sufficient training and development are provided for the personal/professional development of the staff. Keeps employees informed appropriately of Town affairs and policies which may affect them. Inspires and motivates the staff, through confidence, competence and enthusiasm, to achieve their best and fulfill the objectives of their department and the Town.						
<u>Financial Planning and Administration</u> – Demonstrates budget skills and experience and proposes a balanced, understandable and well-documented budget. Controls expenses within the levels set by the budget.						
<u>Delivery of Town Services</u> – Ensures that Town services are delivered effectively and efficiently, as authorized and budgeted by the Town Council.						
<u>Community Relations</u> – Demonstrates effective communication with citizens and shows an honest interest in the community. Effectively deals with the news media and avoids politics and partisanship. Properly conveys the policies and programs of the Town to the press and to the citizens.						
<u>Intergovernmental Relations</u> - Deals effectively with other units of government at the local, regional, state and federal level. Develops relationships that are beneficial to the Town. Is able to facilitate cooperative efforts among various local agencies and the Town.						
<u>Personal/Professional Development</u> – Keeps informed and abreast of the latest information and technology available in his/her profession and in municipal affairs, generally.						
<u>Integrity</u> – Fulfills responsibilities and duties in accordance with the ICMA and ACMA Code of Ethics.						
<u>Overall Performance Rating</u>						

SECTION 2: Accomplishments

Has the Town Manager accomplished, or satisfactorily worked toward accomplishing, the goals established by the Council? Why or why not?

SECTION 3: Strengths

Based upon your overall evaluation of the Town Manager, what areas would you list as his/her strong points as a Manager?

SECTION 4: Suggested Improvements

Based upon your evaluation, what areas would suggest the Town Manager work on to improve his/her skills and to be more effective in specific areas or situations?

SECTION 5: Goals

What are the major goals on which the Manager needs to focus in the coming year?

SECTION 6: Council/Manager Relations

Do you have any suggestions for improving the effectiveness between the Council and the Town Manager?

Are there any other issues or comments you wish to share?

Evaluator's Signature

Date

Town of Clarkdale
Town Manager
Self-Evaluation Form

This form should be completed and provided to the Town Council two weeks before their evaluations of the Manager are due. Additional pages may be added as needed. Your comments on these self-evaluation questions will be attached to the performance evaluation.

1. Please list the goals that were set by the Council during your last evaluation, and progress that has been made on these goals since your last evaluation.

2. What other job related accomplishments have you had that were not part of the goals set at your last evaluation

3. What training and development actions did you take during the past year?

4. What obstacles or setbacks did you encounter during the year?

5. What do you see as your major goals for this next evaluation period?

6. What can the Council do to help you accomplish these goals?

7. What suggestions do you have for improving the effectiveness between you and the Council?

8. Do you have any specific training needs which the Council can facilitate, and how will these needs help you in meeting your goals?

9. Are there any other issues or comments you wish to share?

Town Manager's Signature

Date

Agenda Item 9.1.

2016 Holidays

New Year's Day	01-01-16	Friday
MLK Day	01-18-16	Monday
President's Day	02-15-16	Monday
Memorial Day	05-30-16	Monday
Independence Day	07-04-16	Monday
Labor Day	09-05-16	Monday
Veterans' Day	11-11-16	Friday
Thanksgiving Day	11-24 & 25-16	Thursday and Friday
Christmas Day	12-26-16	Monday

Council Meeting Dates

<u>Regular</u>	<u>Work Session</u>
01-05-16	01-12-16
01-19-16	
02-02-16	02-09-16
02-16-16	
03-01-16	03-08-16
03-15-16	
04-05-16	04-12-16
04-19-16	
05-03-16	05-10-16
05-17-16	
06-07-16	06-14-16
06-21-16	
07-05-16	07-12-16
07-19-16	
08-02-16	08-09-16
08-16-16	
09-06-16	09-13-16
09-20-16	
10-04-16	10-11-16
10-18-16	
11-01-16	11-08-16
11-15-16	
12-06-16	12-13-16
12-20-16	

P&Z Meeting Dates

01-07-16
02-04-16
03-03-16
04-07-16
05-05-16
06-09-16
07-07-16
08-04-16
09-08-16
10-06-16
11-03-16
12-08-16

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: Dec 1, 2015

Date of Request: Nov 10, 2015

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Discuss the use of the Town Logo on Musuem Documents

Purpose and Background Information (Detail of requested action). _____
Since the museum considers themselves part of the Community they would like permission to
add the town logo to the upper right hand corner of there documents that they use to promote the
museum

Staff Recommendation(s): _____

Budgeted Amount: \$0.00

List All Attachments: _____

Type of Presentation: _____

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Mayor, Nolan

Note: Per Town Code §30.105(D): 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.

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rec'd 11-16-15
in person



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 • Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: Dec 2, 2015

Date of Request: Nov 16, 2015

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):

Holiday for Staff

Purpose and Background Information (Detail of requested action):

Since Christmas + New Years fall on a Friday this year, we should give staff Christmas Eve + New Years Eve off as nobody will come in to do business

Staff Recommendation(s):

Budgeted Amount:

List All Attachments:

Type of Presentation:

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other:

Contact Person: Maya Nolan

Note: Per Town Code §30.105(D): 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.

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*Need 11-16-15
in person*



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 • Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: Dec 1, 2015

Date of Request: Nov 16, 2015

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):

Limitation on filing for election by incumbent of elective office

Purpose and Background Information (Detail of requested action).

Except during the final year of the term being served, no Incumbent of a Elective Office May Offer himself/herself for Nomination or Election To Any Local Office. The Resignation of the Incumbent Elective Office shall be filed in writing with the Clerk, no later than the filing of Nominations papers for the New position.

Type of Presentation: _____

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Mayor Nolan

Note: Per Town Code §30.105(D): 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.