

Town of Chino Valley Citizens Academy

2024





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**Council / Manager
Form of Governance
Town Manager Cindy Blackmore**



Form of Governance

MAYOR / MANAGER



Mayor



Manager

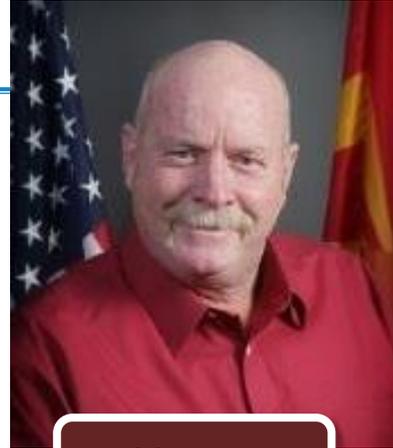
In the Council-Manager form of government, the Elected Officials (Mayor & Council) enact laws and broad policy decisions, and the Town Manager and staff carry them out.

All power and authority to set policy rests with an elected governing body, which includes a Mayor and members of the Council. The governing body, in turn, hires a nonpartisan manager who has very broad authority to run the organization.



Form of Governance

MAYOR / MANAGER



Mayor



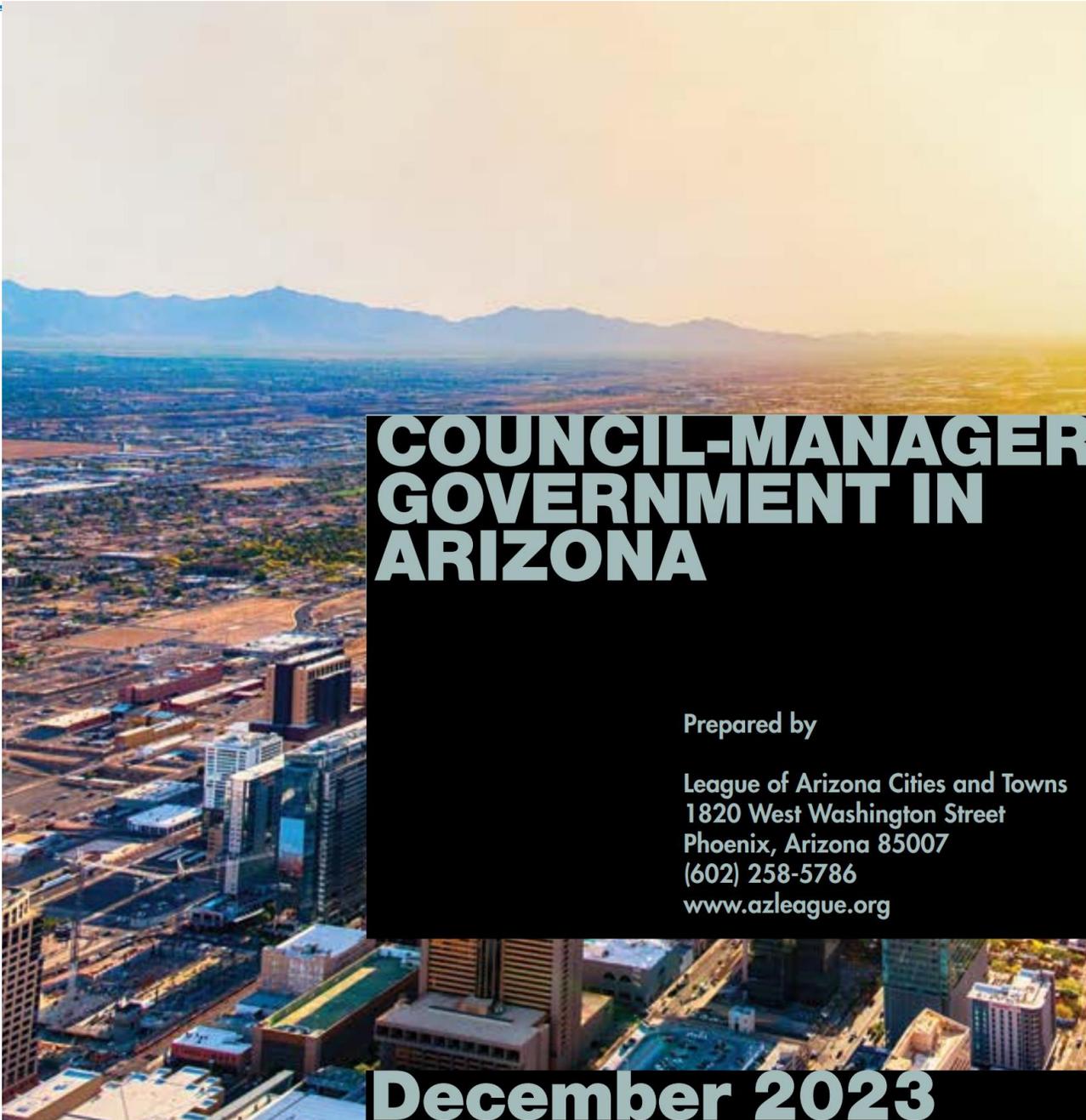
Manager

According to the International City / County Management Association (ICMA) the Council-Manager form of government:

“Combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager.”



Form of Governance – Council/Manager



COUNCIL-MANAGER GOVERNMENT IN ARIZONA

Prepared by

League of Arizona Cities and Towns
1820 West Washington Street
Phoenix, Arizona 85007
(602) 258-5786
www.azleague.org

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Form of Governance –Manager Ethics

ICMA CODE OF ETHICS

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

1. We believe professional management is essential to efficient and democratic local government by elected officials.
2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Serve the best interests of the people.
5. Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
6. Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adapted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2020.





Form of Governance – Starts at the Top

**Citizens of
Chino Valley**



Form of Governance – Elected Officials

Citizens of Chino Valley



**Mayor and
Town Council**



Elected Officials

MAYOR

Elected by Citizens to a Two-Year Term.

COUNCILMEMBERS

Elected by Citizens to a Four-year Term.

Terms overlap so all Councilmembers are not elected at the same time.

TOWN COUNCIL MEETINGS

Second and Fourth Tuesdays of each Month at 6:00 P.M.



Elected Officials – Current Mayor & Council

MAYOR
Jack W. Miller



VICE-MAYOR
Tom Armstrong

COUNCIL



Schacherer

Phillips

Perkins

Granillo

McCafferty



MISSION, VISION & VALUES

Town of Chino Valley

WHO WE ARE

Chino Valley is a peaceful, rural community that supports recreation and regional tourism. We are committed to preserving our community's expansive vistas, endless grasslands, and starry night skies while supporting limited and sustainable growth. We honor our proud agricultural and equestrian tradition.

VISION

Make Chino Valley a desirable place to build a future.

MISSION

To provide services and opportunities that keep Chino Valley a safe, desirable place to live, grow, and thrive.

VALUES

*Safety
Integrity
Honesty
Transparency
Communication*



Form of Governance – Appointed Officials

CHINO VALLEY TOWN CODE

§ 31.01 CREATION OF OFFICES.

There are hereby created the Offices of Town Manager, Town Attorney and Town Magistrate, who shall be appointed by the Council and who shall serve, with the exception of the Magistrate, at the pleasure of the Council. The Magistrate shall be appointed for a term of office as provided in § 34.02(A).



Form of Governance – Appointed Officials

Citizens of Chino Valley

ELECT

**Mayor and
Town Council**

APPOINT



Town Attorney
Andrew McGuire



Town Manager
Cindy Blackmore



Town Magistrate
Judge Joan Dwyer



CHINO VALLEY TOWN CODE

§ 31.20 TOWN MANAGER.

(A) The Office of the Town Manager of the town is hereby created and established. The Town Manager shall be appointed by the Council on the basis of administrative and executive ability. Annual performance evaluations will be performed by the Council on or before the adoption of the final fiscal year budget. The Office of Town Manager will function as depicted on the organization chart. The Town Manager serves at the pleasure of the Council and is responsible only to the Council.

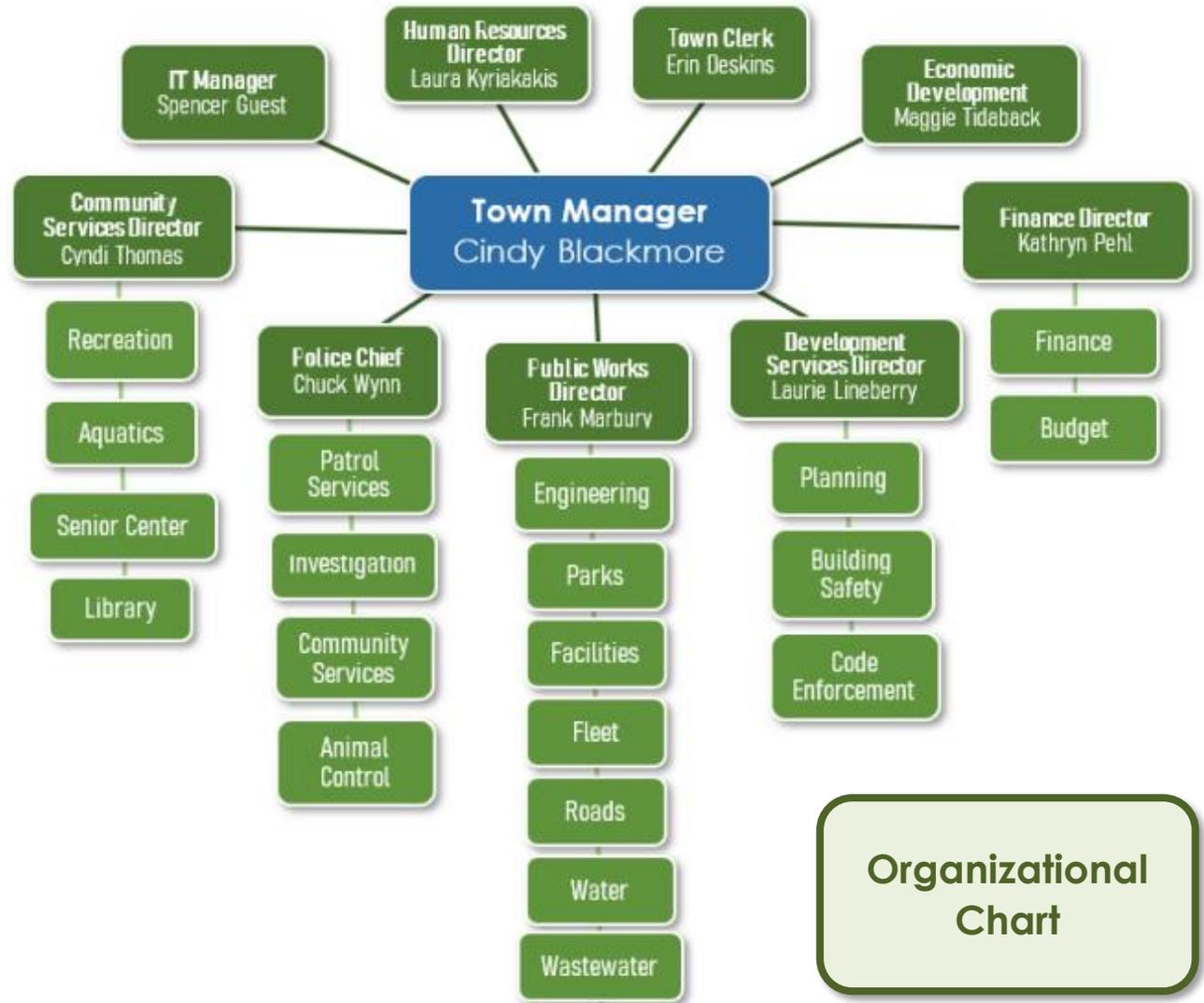


Form of Governance – Town Administration





Town of Chino Valley Organizational Chart



Organizational Chart



Public Oversight – Call to Serve

Nearly every division has citizen oversight and input. In addition to Town Council, boards, commissions and committees are established or called in to service.

- Appointments Subcommittee (Council)
- Economic Development Subcommittee (Council)
- Building Advisory Board
- Parks & Recreation Advisory Board
- Planning & Zoning Commission
- Public Safety Retirement Board
- CIP Citizens Advisory Committee
- General Plan - Solar Energy Staff Advisory Committee
- General Plan - Zoning Staff Advisory Committee



Public Oversight – Call to Serve

If you are interested in learning more about serving on an advisory committee, board or commission contact:

**Town Clerk, Erin Deskins
(928) 636-2646
edeskins@chinoaz.net**



Form of Governance – Starts & Ends with YOU!

**Citizens of
Chino Valley**



Questions?



Internal Services

- **Finance & Budget**
- **Information Technology**
- **Human Resources**

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