

ORDINANCE NO. 223

AN ORDINANCE OF THE TOWN OF JEROME, ARIZONA, AMENDING SECTION 3-2-1 OF THE JEROME TOWN CODE BY ASSIGNING ADDITIONAL DUTIES TO THE TOWN CLERK

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, ARIZONA:

The Town Code of the Town of Jerome is hereby amended by assigning additional duties to the Town Clerk as follows:

**ADMINISTRATIVE DUTIES:** The clerk shall be the chief administrative officer of the town. He shall gather and present information to the council with recommendations for council action. He shall perform those administrative responsibilities and duties that are conferred upon him by the council in addition to those specified below. Work shall be performed in accordance with general instructions and directions from the council.

**BUDGET:** The clerk shall plan and coordinate the preparation of the town budget for council consideration, approval, revision or rejection. He shall monitor revenues and expenditures and advise the council concerning the cash flow situation on a monthly basis and whenever necessary.

**REVENUE:** The clerk shall investigate all possible sources of revenue available to the town, and shall develop those sources as directed by the council.

**INVENTORY:** The clerk shall provide for the proper taking and recording of the town's inventory.

**MEETINGS:** The clerk shall attend meetings of the town council as required or necessary. He may represent the town at meetings of other government agencies, conferences, organizations, and clubs and speak on behalf of the town at these meetings as requested by the council.

**REPORTS:** The clerk shall prepare monthly reports as directed by the council and shall present appropriate reports at council meetings.

**PUBLIC CONTACT:** The clerk shall receive inquiries from the public by letter, phone, or in person, and shall furnish information or direct inquiries to the proper source for answer. He shall also handle emergency requests, alert responsible individuals and agencies, and take appropriate actions as mandated by the situation. He shall file promptly with the council a report showing such emergencies and the necessity for such actions, together with an itemized account of all expenditures.

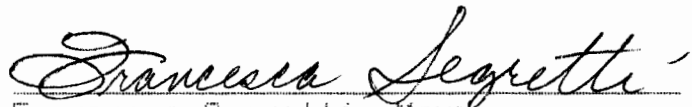
**OFFICE HOURS:** The clerk shall provide for the maintenance of regular town office hours for conducting business with the public. The office shall normally be manned by the town clerk. In the event the absence of the town clerk, he shall provide for a qualified substitute.

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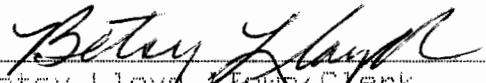
KEYS: The clerk shall provide a system for control of keys for locks on all town properties, equipment, and systems.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Jerome, Arizona, this 21st day of March, 1989.

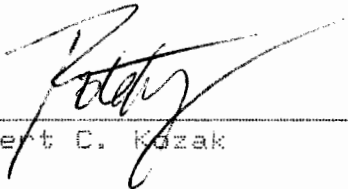
APPROVED this 21st day of March, 1989, by the affirmative vote of three-fourths of the Common Council of the Town of Jerome, Arizona.

  
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Francesca Segretti, Mayor

ATTEST:

  
\_\_\_\_\_  
Betsy Lloyd, Town Clerk

APPROVED AS TO FORM:

  
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Robert C. Kozak