



**AGENDA
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY NOVEMBER 23, 2022 AT 5:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83097675056?pwd=eWNMVmxEQkxLYWxTbWZ3bE40OXlnZz09>

Phone: 1-669-900-9128 or 1-719-359-4580

Meeting ID: 830 9767 5056

Passcode: 264974

This will be a zoom meeting only. No in person meeting required

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

2. Roll Call. Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Whatley, Vice Mayor Marie Moore and Mayor Dee Jenkins

3. Pledge of Allegiance

4. Ratification of prior action and consideration, and possible direction to the Town Attorney for legal advice concerning hiring an interim Town Manager. Note Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) and (4) for discussion, consultation with and direction to the Town Attorney regarding a contract for an interim Town Manager. Staff Resource: Bill Sims

5. Adjournment

Note: Pursuant to A.R.S. §38-431.03. (A)(1); (A)(2) and (A)(3), the Council may hold an Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 11-22-2022 at 4:00 p.m.

Cindy Pemberton

Cindy Pemberton, Town Clerk



Agenda Item Submission Form – Section I

Meeting Date: November 23, 2022

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Town Attorney

Staff Resource/Contact Person: Bill Sims

Agenda Title (be exact: Approval of Interim Public Management Retention Letter Agreement

List Attached Documents: Retention Letter Agreement

Estimated Presentation Time: Five minutes

Estimated Discussion Time: Twenty Minutes

Reviews Completed by:

- Department Head: _____ Town Attorney Comments: See above
- Finance Department N/A
 Fiscal Impact: \$1,500
 Budget Code: _____ Amount Remaining: _____
 Comments:

Background Information: The Town Council is considering options for hiring a new Town Manager. To allow time to identify a new Town Manager, the Town must retain an interim Town Manager. Interim Public Management (“IPM”) has assisted other cities and towns (e.g., Phoenix, Glendale, Goodyear, Clarkdale and Sahuarita) in connection with hiring an interim manager and has entered into a cooperative purchase agreement for its services with the City of Phoenix.

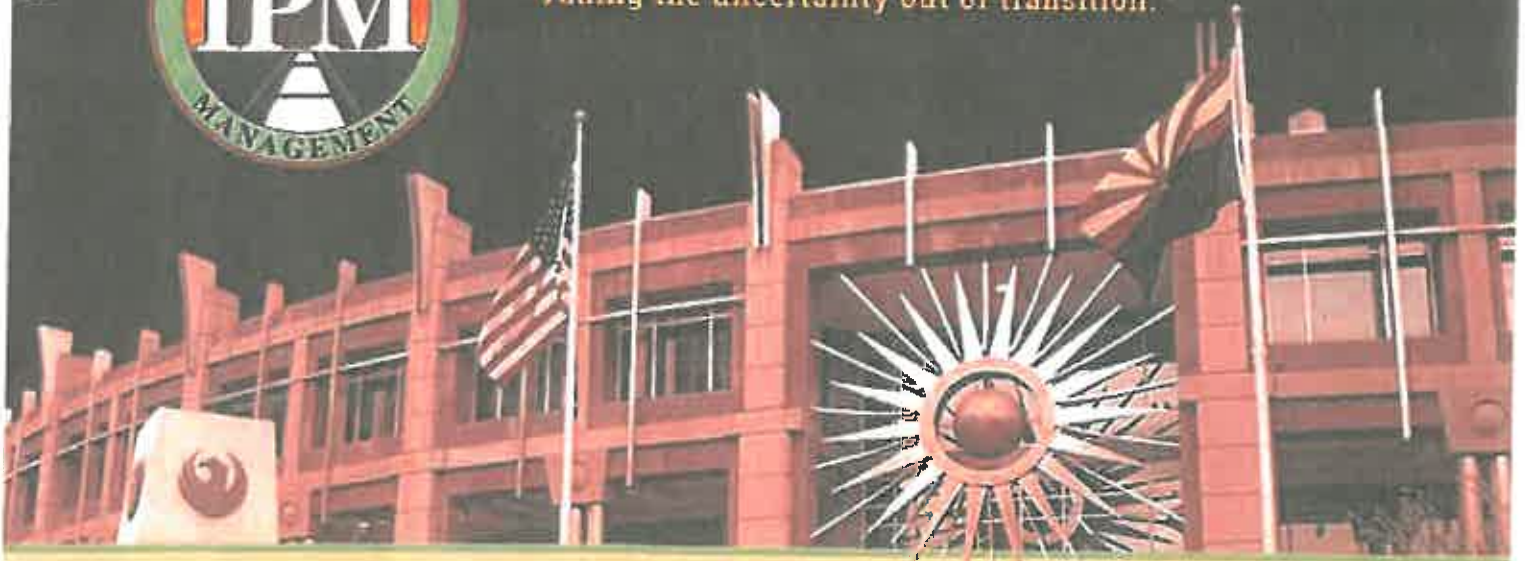
Recommended Action (Motion): Move to ratify the Interim Public Management Retention Letter Agreement and authorize the expenditure of \$1,500 for the retainer fee.

Instructions to the Clerk:



Interim Public Management

Taking the uncertainty out of transition.



Interim Public Management provides solutions for the following positions:

- Assistant City/County Manager
- Air Quality Manager
- Budget Director/Manager
- CEO
- City/County Attorney
- City/County Manager
- Community Development Director
- Development Services Director
- Engineer
- Finance Director
- Floodplain Manager
- Grants Administrator
- Housing Director
- IT Director
- PIO
- Police Chief
- Public Works Director
- Sanitation Director
- Transportation Manager
- Wastewater Director
- Administrative Services Director
- Airport Director
- Chief Building Official
- Chamber Director
- City/County Clerk
- Code Enforcement Supervisor
- Community Services Director
- Economic Development Director
- Executive Director
- Fire Chief
- General Manager
- Graphic Designer
- Human Resources Director
- Library Director
- Planner
- Project Manager
- Chief Purchasing Agent
- Tourism Director
- Tribal Manager
- Water Director
- Agency Director
- Auditor
- Capital Improvement Projects Manager
- CIO
- City/County Engineer
- Community Center Director
- Deputy City/County Manager
- Elections Supervisor
- Facilities Director
- Fleet Maintenance Supervisor
- Government Relations Director
- Health Director
- Inter-Gov
- Parks and Recreation Director
- Planning and Zoning Administrator
- Prosecutor
- Risk Manager
- Traffic Supervisor
- Utilities Director
- Web Developer

Trusted service you can count on.

Contact IPM to learn more:

www.InterimPublicManagement.com

Interim Public Management, LLC

PO Box 1123, Pinedale, AZ 85934-1123

Call: Tim Pickering, CEO · 480-577-0949

Tim@InterimPublicManagement.com

*12 Years
and
Counting*

**Celebrating
12 Years of
Excellence in 2022.**



Why IPM?

Although organizations sometimes appoint an existing employee to fill an interim department head or manager position, there is often a big learning curve, or the expectation that the person will continue to do the previous job, resulting in less effective work. IPM provides a seasoned manager ready to step in and provide optimal effectiveness.

Contact us to provide the right interim executive for your public organization.

Our team takes great pride in providing seasoned leadership for our clients. Our dedication, diverse experience and resources of over 200 associates deliver quality results when you need it most.

Tim Pickering, a credentialed city manager and certified economic developer, specializes in helping communities through difficult management and political times by providing experienced interims. Cynthia Seelhammer helps organizations, such as special districts, HOAs, non-profits, and businesses through transitions and ensures they are set to succeed by providing outstanding executives and directors.

If you're looking for a manager to help get you through a temporary vacancy, to improve performance or with change initiatives, let us help.



Interim Public Management

Taking the uncertainty out of transition.



Trusted Service You Can Count On.

Contact IPM to learn more:

www.InterimPublicManagement.com



www.InterimPublicManagement.com

Cities and Counties Call:
Tim Pickering, CEO - 480-577-0949
Tim@InterimPublicManagement.com

Interim Public Management, LLC
PO Box 1123
Pinedale, AZ 85934-1123

We specialize in providing interim department directors, city/county managers and executive directors associated with the public sector.

480-577-0949

Experienced Interim Management

IPM provides experts when you need them most. When your organization needs temporary help during a recruitment, leave of absence, or the times of big workload increase, IPM provides experienced managers and department heads ready to step in and perform. We provide quality personnel at the exact time you need them, including Finance Directors, IT Directors, Human Resource Directors, Engineers, Utility Directors, Facility Managers, Chiefs, and more.

IPM takes the uncertainty out of transition.

More reasons to hire IPM

Expertise: IPM has more than 200 expert Associates with years of experience with cities, towns, counties, and other public organizations.

Reputation for excellence: IPM was founded in 2010 to provide outside experts with no conflicts so that organizations have the time they need to do thorough recruitments. Our Associates have outstanding reputations from their many years of services in the public sector. IPM's client satisfaction rate with our Associates is 100% and 98% of our clients would recommend us to a friend.

Superior service: IPM makes it easy for you to fill your vacancy with exactly what you need in a manager. If you need a well-seasoned manager to keep your department running smoothly, we have people with those skills. If you need a change agent to revamp and reorganize a department, we have Associates capable of accomplishing that, as well.

Highest ethical standards: Each IPM Associate has agreed to ICMA's Code of Ethics, including focus on effective and democratic government; be dedicated to the highest ideals of honor and integrity; to serve in the best interest of all the people; refrain from political activity, handle personnel matters on merit; and seek no favor.



Interim vacancies filled by IPM can benefit your organization:

- IPM Associates will rapidly fill your vacancy
- IPM provides outside experts with no conflicts
- IPM Associates keep your operations moving
- IPM Associates are pre-screened so you can be confident in their work



Interim Public Management, LLC

15250 E. Avenue of the Fountains, Suite J7

Fountain Hills, AZ 85238

480.377.6949

Tom@IPMAZ.com

Revised November 18, 2022

The Honorable Dee Jenkins, Mayor
Town of Camp Verde Arizona
473 S Main St Ste 102
Camp Verde, AZ 86322

Via electronic mail only: dee.jenkins@campverde.az.gov

Dear Mayor,

Thank you for reaching out to us. Interim Public Management (IPM) is happy to be able to provide services to the Town of Camp Verde. By retaining IPM under the terms of this letter to search for an Interim Town Manager, the Town will receive the following services:

- Up to three confidential interim resumes provided by no later than 15 business days from the date of the signature of this letter in order to meet your preferred start date
- Access to over 250 pre-qualified and vetted interim managers, department directors and Associates, all under confidentiality agreements

IPM's retainer fee for the above services is \$1,500 payable by the Town on net 10-day payment terms, which will be credited to the Town should you choose an IPM Associate for interim services. For a period of 30 days after signing this letter and returning it to IPM, you agree that the Town will use IPM exclusively for this search.


If the Town wishes to retain IPM under these terms, please sign this letter below and email it to me by November 19, 2022. After that date, these terms will expire due to the time sensitive nature of the search. Although you are under no obligation to select any IPM Associates provided to you for interviews, a contracted interim search ensures a coordinated effort, reduces the Town's staff time, and increases the quality and speed of your interim interview process.

November 18, 2022

Page 2

IPM appreciates the opportunity to serve the Town of Camp Verde as we have served many other nearby public entities such as Yavapai County, Cottonwood, and Clarkdale.

Kindest regards,

DocuSigned by:

35F943D4FF5D40F...

Timothy G. Pickering,
President and CEO

The Town of Camp Verde agrees with the above understanding.

By: DMJ Jenkins
The Honorable Dee Jenkins, Mayor

Date 11/19/2022