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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 1, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83385179945?pwd=Si9nZ2FTU3hWVDgzRTM5NmI1TGtpQT09>

One Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 833 8517 9945

Passcode: 171387

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

1. **Call to Order**
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Work Session – January 11, 2023 Page 5
 - 2) Regular Session – January 18, 2023 Page 9
 - b) **Set Next Meeting, Date and Time:**
 - 1) Work Session – Wednesday, February 8, 2023 at 5:30 p.m.
 - 2) Work Session – Tuesday, February 14, 2023 at 5:30 p.m.
 - 3) Regular Session – Wednesday, February 15, 2023 at 6:30 p.m.
5. **Call to the Public or items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and

legal action. (Pursuant to ARS §38-431.01(H))

6. Special Announcements and Presentations:

- **Presentation from Strategic Government Resources for Town Manager Recruitment** Page 15
- **Presentation from Raftelis for Town Manager Recruitment** Page 51

7. Council Informational Reports. These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

8. Manager/Staff Report Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

9. Discussion, Consideration and Possible Approval of the Finance Director to make a budget adjustment labeled BAFY22-04 for the FY22 budget year moving the budgeted \$3.5 million expense and revenue for paying down the PSPRS unfunded balance from the Debt Service Fund to the General Fund. Staff Resource: Mike Showers Page 77

10. Consideration, Discussion and Possible Approval to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 REVISED grant to build the canopy for the automated library branch in the amount of \$50,000.00 and allocating \$50,000.00 in matching funds from the general fund. Staff Resource: Kathy Hellman Page 79

11. Discussion, Consideration and Possible Adoption of Ordinance 2023-A476 an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Town of Camp Verde Planning & Zoning Ordinance, with minor text amendments within Section 301, Exemptions to Yard and Height Requirements. Staff Resource: BJ Ratlief Page 83

12. Discussion, Consideration and Possible Approval of Change Orders # CO-13, CO-14, CO-15, CO-16, CO-17, CO-18, in the total amount of \$285,691.52 to the Town's contract with Tierra Verde Builders to finish completion of electrical

work and lighting, top dressing and grading of sod areas of soccer fields, delivery unloading and installation of donated scoreboards, and removal of line items in contract. Staff Resource: Ken Krebbs Page 109

13. **Discussion, Consideration and Possible Approval to put recruitment efforts for the Part-Time Town Attorney position on hold indefinitely.** Staff Resource: Julia Kaiser Page 125
14. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
15. **DISCUSSION AND/OR ACTION REGARDING A POSSIBLE SELECTION OF AN EXECUTIVE RECRUITMENT FIRM FOR THE TOWN MANAGER POSITION. NOTE COUNCIL MAY, BY MAJORITY VOTE, RECESS THE MEETING, HOLD AN EXECUTIVE SESSION WITH STAFF AND THEN RECONVENE FOR DISCUSSION AND POSSIBLE ACTION ON THIS ITEM AS COVERED UNDER A.R.S. 38-431.03 (A)(3) AND (A)(4).** Staff Resource: Julia Kaiser Page 127
 - **RECESS INTO AND HOLD EXECUTIVE SESSION PURSUANT TO A.R.S. §38.431.03 (A)(3) AND (A)(4).**
 - **RECONVENE OPEN SESSION**
16. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes: (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1)); (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2)); (3) Discussion or consultation for legal advice with the attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5)); (6) Discussion, consultation or consideration for negotiations by the town or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6)); (7) Discussion or consultation with designated representatives of the town to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).

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 persons with disabilities. 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 01-26-2023 at 2:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
75 E Hollamon Street, Camp Verde, AZ 86322
WEDNESDAY, JANUARY 11, 2023, at 5:30 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Robin Whatley-Godwin, Councilor Jesse Murdock, and Councilor Cris McPhail are all present. Councilor Jackie Baker is absent.

Also Present

Interim Town Manager Gayle Mabery, Public Works Director Ken Krebs, Town Clerk Cindy Pemberton, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Update and Discussion regarding the Sports Complex including, but not limited to projects, milestones, timelines and budget.

Public Works Director Ken Krebs gave a presentation that included:

1. A history of the project
2. Information regarding AZ State Parks Land and Water Conservation Fund Grant
3. Sequence of project development
4. Activities completed on site to date
5. Projects that still need to be completed
6. Original cost estimates for the project
7. Up-to-date adjustment cost estimates for completion and
8. Current challenges with the project; supply chain issues.

Mayor Jenkins asked if we have the soccer goals. Mr. Krebs said he will have to go out to get bids, these goals were not included in the scope.

Council discussed the potential of additional grant funding and where they are with the current grant. Administrative Support Manager, Dorie Blair had submitted reimbursement invoices for \$777,903. She needs clarification on what to bill from the Terra Verde contract towards grant funds. The potential remaining amount to be reimbursed is \$1.295 million.

Finance Director Mike Showers answered questions about matching funds for grants. Money can come out of Reserves if needed. He also reviewed Federal Grant funds and guidelines as pertaining to this project. CIP Funds are not available for this project.

Mr. Krebbs went over a Change Order for the ballfields. Discussion followed about when the kids could start using the fields. Mayor Jenkins may be asked to sign an emergency Change Order so work can begin before the next Council Meeting.

Mr. Krebbs reviewed the need for a Project Manager for this specific project. Ms. Mabery said they are exploring project management companies.

Council discussed the contract with Terra Verde; Mayor Jenkins said we are still on the original contract with Terra Verde.

Councilor Murdock thinks Council should meet at the Park to see what needs to be completed and be able to prioritize some specific parts of the project.

Mayor Jenkins would like Mr. Krebbs to address the fields.

- Baseball Fields- Top dressing should fix and it will start on Monday.
- Multi-use Fields- Some settling was expected but fields have dropped down on drainage lines, depending on how un-level it is, top dressing will be the least invasive/cost effective way to fix it. It will take approximately 3-5 years to fully correct this.

Fields are not perfect but kids are still able to play on them in the meantime.

Council is in agreement to remove the water catch system, solar panels and commercial kitchen from the project.

Mayor Jenkins feels Council needs to prioritize and redirect staff as to what to do.

Meeting Break: 7:07pm
Meeting Resume: 7:15pm

CIP Manager Jim Waters gave an estimate on the cost of putting in a cooking kitchen in the concession stand. The cost is coming in at approximately at \$60-\$70,000 for architect costs but doesn't include the installation of the hood. It will be another \$20-\$30,000 to put in the hood. Council discussed alternatives for the commercial kitchen; propane grill. Vice Mayor Moore would like staff to get information from other agencies as to how they handle the usage of the grilling area. Council discussed what was approved for the concession stand in the past and the need for understanding Conceptual Plans.

Ms. Mabery asked Mr. Showers for clarity on when to begin the bidding process. Mr. Showers explained Council doesn't need to authorize going out to bid if the Council knows it is a project that they are wanting to proceed with. Staff may begin collecting bids for this project when they feel they are ready. The goal is to get these projects done. The bid process will tell the Council what they can wrap up and if there are projects that need reprioritized.

Councilor McPhail thinks direction to staff is to go towards creating the town water line option, understanding it won't come out of grant funds and be looking at whatever else it takes to make the toilets flush.

Councilor Murdock wants to make sure the community knows this project is not going to be complete in April. Construction will still be an ongoing process but want to have playability.

5. Adjournment

Mayor Jenkins adjourned the meeting at 7:42 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on January 11, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Cindy Pemberton, Town Clerk

DRAFT

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 18, 2023 at 6:30 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 6:30 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Robin Godwin, Councilor Jesse Murdock, Councilor Jackie Baker and Councilor Cris McPhail are all present.

Also Present

Deputy Town Clerk Virginia Jones, Town Clerk Cindy Pemberton, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

Vice Mayor Moore explained that although Mayor Jenkins is in attendance, she is unable to speak and Vice Mayor Moore will be speaking for the Mayor.

Vice Mayor called for a Moment of Silence for Out of Africa Co-Owner Dean Harrison who passed away January 8, 2023. In lieu of flowers or gifts they are asking donation be made for the continued support of the animals.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Regular Session – December 21, 2022
- 2) Executive Session – December 21, 2022 (transcribed and on file)
- 3) Executive Session – December 21, 2022 (transcribed and on file)
- 4) Executive Session – December 21, 2022 (transcribed and on file)
- 5) Executive Session – December 21, 2022 (transcribed and on file)
- 6) Regular Session – January 4, 2023

b) Set Next Meeting, Date and Time:

- 1) Work Session - Wednesday, January 25, 2023, at 5:30 p.m.
- 2) Regular Session - Wednesday, February 1, 2023, at 6:30 p.m.
- 3) Work Session - Wednesday, February 8, 2023, at 5:30 p.m.
- 4) Work Session - Tuesday, February 14, 2023, at 5:30 p.m.

c) Approval of funding disbursement for the One Arizona Distribution of Opioid Settlement agreement for years one and two, to Yavapai County Community Health Services for

PANT funding to allocate .97% of the total of \$335,282.70 to Camp Verde's jurisdiction in the amount of \$3,252.24. Staff Resource: Corey Rowley

Motion made by Councilor Escoffier to approve the consent. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley-Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))**

Ronald Bennett- a motor cross track was put in right next door to him and to a bird sanctuary. He said this track will actually bring down property values and they don't need this in the neighborhood.

Rita Fahbrough- neighbor to the new motor cross track feels this goes against the vision of Camp Verde. There is too much dust, loud music, and foul language. This might even be against the building code; she needs to do more research to find out.

Terry Andrews- was approached at his home and given a form to fill out that wanted to know what kind of weapons he had in his home. He spoke with the Marshall's Office, and they seemed to be unsure what this is all about, he is not getting clear answers. He isn't sure he wants to renew his business license with someone wanting this kind of information.

Ronnie and Peter Glodek- They have ideas that could benefit Camp Verde but do not know who to present them to. Their ideas include: 1. There is a problem getting out of the Verde Ranch Estates on to Vinnie Flat Road, they would like to see if it is possible to get a traffic light or 4 way stop sign put in there. 2. Possibly put in a cross walk to the Verde Ranch Estates, pedestrians are dodging traffic crossing road, 3. Possibly put in a sidewalk down to Bashas, their community is going to be expanding soon. Vice Mayor asked them to give their ideas to the Town Clerk so she can get these ideas to the right department.

6. **Special Announcements and presentations**

- None

7. **Council Informational Reports.** *These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.*

Councilor Whatley-Godwin- attended the School Board Meeting; they are looking for a Band Teacher if you know anyone. She also said there are some good speakers scheduled to speak at the Phillip England Center for the Arts. She also mentioned that there will be a Memorial for

Dean Harrison Saturday, February 25th at 5:00 p.m.

Councilor McPhail- attended Teen Game Night, Earth Day Committee Meetings; Earth Day is “live” this year, and she attended the MLK Jr. Event.

Councilor Murdock- she is proud of the middle school student from her school who gave an essay at the MLK Jr. Event. She also said there is a local family going through some hard times right now, there is a Benefit planned for Saturday, January 28th hosted in the Multi-Use Center at the Middle School. There will be a Cornhole Tournament beginning at 9am, a silent auction beginning at 5pm along with a Mexican food dinner & concert.

Councilor Escoffier- attended the Copper Canyon Fire District Board Meeting; pinning the badge of new Fire Marshal Nate Bailey and they also have a Budget Workshop scheduled for January 26th at 9:00 a.m. at Station 81 to discuss the path forward relating to their deficit.

Councilor Baker- read a message from Chandler Plant regarding the MLK Jr. March that he started.

Mayor Jenkins- attended her regular meetings and gave a speech at the MLK Jr. Event.

Vice Mayor Moore- announced the Welcome Home Vietnam Veterans Memorial Wall 2023 is scheduled for March 29th through April 2nd and will feature the Traveling Vietnam Wall. This event will be at the Community Center in downtown Camp Verde.

8. Manager/Staff Report *Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.*

Interim Town Manager Gayle Mabery

- Gayle Mabery introduced herself and explained that she is serving as Interim Manager until the end of May.
- She has been working with HR looking for a recruitment firm to assist in the recruitment of a Town Manager. Their plan is to bring a list of three to Council on February 1st for Council to choose one from.
- Regarding the Big Valley Drive complaint, the Marshal’s Office deployed a speed trailer and then will analysis the data that it collects. That area may need additional stop signs.
- Staff did get additional information for the Council on the \$50,000 matching grant for the library. They will be bringing the information to Council on February 1st.
- Town Clerk Cindy Pemberton said the Legislative Season has started and is moving quickly. Council will be receiving updates; if they have any input, questions or comments please let her know.

9. Presentation by Mr. Gioia followed by Discussion and Possible Approval of Resolution 2023-1101, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting Wild and Scenic Protection for the Upper Verde River and its Tributaries and a Letter of Support Designating the Upper Verde a Wild and Scenic River. Resource: Mayor Dee Jenkins

Mr. Tony Gioia explained that he is requesting Council’s support for the initiative to protect The Upper Verde River and its Tributaries. Mr. Gioia gave a Power Point presentation of the Wild and Scenic Rivers Act. He explained there are about twenty representatives on the team made up of conservation organizations, cities & towns, and the Yavapai-Apache Nation. He let each team member who were in attendance introduce themselves. They included:

- Rachel Ellis works for a National Conservation Organization called American Rivers.
- Nicki Check who is a former Mayor of Jerome and former Board Member of the Friends of the Verde River founding organization the Verde River Basin Partnership. She is the current Development Director for the National History Institute in Prescott.
- Nancy Reese she is the Environmental Protection Supervisor for the Yavapai-Apache Nation, a Board Member of the Coalition as well as a representative of the Yavapai-Apache Nation.

Councilor Baker thought the part of the river that ran through Camp Verde was already designated as Wild and Scenic. Mr. Gioia explained it is but only from Beasley down. Getting the Urban areas established as Wild and Scenic designation is more difficult. Ms. Ellis said this designation will be very helpful to ensure the quality of the water remains, ensure the river would continue to flow, and upper head water area is protected. Mr. Gioia said the Yavapai-Apache Nation is working on the Federal Water Right. This will be another tool in the tool belt to protect the Verde River. The Development of a Comprehensive River Management Plan will be the responsibility of the Prescott National Forest, landowners, Arizona Game and Fish, the general Public, Fish and Wildlife, Arizona Department of Environmental Quality and anyone who is a stakeholder in the management of the river.

Councilor Murdock asked if there will be any access restriction to the river. Ms. Ellis said that is not being projected at this time. Ms. Murdock supports this designation but she doesn't want it to turn into something that was not intended.

Motion made by Councilor Murdock to approve Resolution 2023-1101, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting Wild and Scenic Protection for The Upper Verde River and its Tributaries and a Letter of Support Designating the Upper Verde a Wild and Scenic River. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye
 Councilor McPhail: aye
 Councilor Murdock: aye
 Councilor Whatley-Godwin: aye
 Councilor Escoffier: aye
 Vice Mayor Moore: aye
 Mayor Jenkins: aye

Motion carried 7-0.

10. **Discussion, Consideration and Possible Action to Appoint three (3) Council Members to serve as representatives on a Board and Commission Interview Subcommittee. The Committee will be responsible for interviewing Board and Commission candidates and providing recommendations to the Town Council relating to appointment of members of Boards and Commissions.** Staff Resource: Cindy Pemberton.

Interim Town Manager Gayle Mabery, suggested it would be appropriate to establish a three-person subcommittee to interview candidates and bring a recommendation to the Council after the interviews. This will alleviate the need for individual applicants for Boards and Commissions to be interviewed during Regular Council meetings. This committee will be utilized to appoint seven members to the newly created Parks and Recreation Commission. This committee would be considered a Town Manager Subcommittee and not subject to open meeting laws.

Councilor Baker, Councilor McPhail and Councilor Escoffier volunteered to be on the committee. Mayor Jenkins said she hoped that Vice Mayor Moore would also be a volunteer for this committee.

Ms. Mabery anticipates the committee be done interviewing the nine applicants by February 3rd so they can bring their recommendation to Council by February 15th.

Motion made by Councilor Escoffier to make a recommendation to the Town Manager to appoint 3 Council Members to serve as representatives on a Board and Commission Interview Subcommittee. The committee will be responsible for interviewing Board and Commission Candidates and providing recommendations to Town Council leading to appointment of members of Boards and Commissions. The Council Members that the Manager can draw from are Councilor Baker, Councilor Escoffier, Vice Mayor Moore and Councilor McPhail. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley-Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

11. **Discussion, Consideration and Possible Ratification of Approval of Change Order #CO-12, in the amount of \$113,803.59, to the Town's contract with Tierra Verde Builders for the completion of the infields and top dressing of the outfield, and installation of football uprights for the Camp Verde Sports Complex.** Staff Resource: Ken Krebbs

Director of Public Works Ken Krebbs said the completion of the infields of the baseball/softball fields at the Camp Verde Sports Complex had been delayed due to supply chain issues and the availability of the special material needed for infield construction. The supplies are now available, but prices have increased since the project was originally bid. The subcontractors working on this project will be on the site on Monday, January 16th. In order to keep the project moving forward, and not risk the opportunity to secure these supplies or the company's mobilization, staff worked with Mayor Jenkins to authorize an emergency approval of the Change Order (which complies with our Financial Operations Guide). Doing this allowed the work on the infields, and the top dressing on the outfield to proceed early the week of January 16th. He also added the amount should be listed as \$110,753.59.

Motion made by Councilor Baker to ratify the approval of Change Order #CO-12, in the amount of \$110,753.59, to the Town's contract with Tierra Verde Builders for the completion of the infields and top dressing of the outfield, installation of football uprights for the Camp Verde Sports Complex. Second was made by Councilor Whatley-Godwin.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley-Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

- 12. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
No public comment

13. Adjournment

Vice Mayor Moore adjourned the meeting at 7:46 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on January 18, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Cindy Pemberton, Town Clerk

Agenda Item 6

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

**Town Manager
Town of Camp Verde, Arizona**

January 12, 2023

This proposal is valid for 60 days

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com





January 12, 2023

Hon. Mayor Dee Jenkins and Town Council
Town of Camp Verde, Arizona

Dear Mayor Jenkins and Council Members,

Thank you for the opportunity to submit this proposal to assist the Town of Camp Verde in your recruitment for a new Town Manager. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 45,000 subscribers in all 50 states.
- SGR reaches a broad community of over 13,000 LinkedIn followers and over 2,000 Facebook followers.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 5,900 city/town management professionals.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in many ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent your organization desires, during this uncertain time.

We are happy to provide references upon request. We are excited about the prospect of conducting this recruitment for the Town of Camp Verde, and we are available to visit with you at your convenience.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

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- 7** **Similar Recruitments**
- 8** **Appendix A: Sample Position Profile Brochure**
- 9** **Appendix B: Sample Contract: Full Service Recruitment**

Company Profile

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 39 full-time employees, 3 part-time employees, 21 recruiters, 19 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Maryland, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: [governmentresource.com/about-us/meet-the-team](https://www.governmentresource.com/about-us/meet-the-team)

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 45,000 subscribers in all 50 states.
- We will send targeted emails to over 5,900 opt-in subscribers to SGR's City/Town Management Job Alerts.
- Your position will appear on SGR's Website, GovernmentResource.com, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, SGRjobs.com, which averages nearly 10,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Local Government Hispanic Network, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and prevents surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

View a full list of our Executive Recruitment Clients at: [Executive Recruitment Clients](#)

Project Personnel

Debra Stapleton, Senior Vice President

DebraStapleton@GovernmentResource.com

817-337-8581



Debra Stapleton serves as a Sr. Vice President for SGR's Executive Recruitment. Prior to joining SGR, Debra served as Assistant City Manager for the City of Chandler, Arizona for 23 years. Prior to becoming the Assistant City Manager, she also served as the Human Resources Director and Administrative Services Director.

Before joining the City of Chandler, Debra worked for a Fortune 200 company in various roles in Human Resources including workforce management information systems, training, and organizational development.

Debra holds a Master's in Organizational Management from The University of Phoenix and a BS in business administration from Sacred Heart University in Fairfield, CT.

In her spare time Debra enjoys being with her family, traveling, and reading. Debra also likes to volunteer her time on her Homeowners Association Board and several non-profit organizations.

Recruitment Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
 - Development of Recruitment Plan and Timeline
 - Individual Interviews with Key Stakeholders
 - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
 - Written Questionnaires
 - Recorded Online Interviews
 - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
 - Comprehensive Media Searches - Stage 2
 - Comprehensive Background Investigation Reports
 - DiSC Management Assessments (supplemental service)
 - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (may occur earlier in process)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determination of Terms of an Offer
 - Negotiation of Terms and Conditions of Employment
 - Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Development of Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://www.governmentresource.com/executive-recruitment/open-recruitments-528>

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 45,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, GovernmentResource.com, and on SGR's Job Board, SGRjobs.com. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR sends weekly updates to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County warrants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPReports.

Projected Schedule

Holidays may affect recruitment schedule.

Task	Weeks
<ul style="list-style-type: none"> Contract Executed Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u> 	Week 1
<ul style="list-style-type: none"> <u>Deliverable</u>: Position Profile Brochure Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> Advertising and Marketing Accept Applications Communication with Prospects and Applicants 	Weeks 4-7
<ul style="list-style-type: none"> Initial Screening and Review 	Week 8
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Semifinalists Questionnaires and Recorded Online Interviews Media Searches - Stage 1 	Week 9
<ul style="list-style-type: none"> <u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews 	Week 10
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2 Comprehensive Background Investigation Reports DiSC Management Assessments (supplemental service) First Year Game Plan or Other Advanced Exercise 	Weeks 12-13
<ul style="list-style-type: none"> <u>Deliverable</u>: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> <u>Face-to-Face Interviews</u> Stakeholder Engagement (may occur earlier in process) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: \$24,900 *

** Ad placement costs are not included in the Not-to-Exceed Price. Ad placement costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. *Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.*

Reimbursable Expenses

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

City & County Management Recruitments, 2017-Present

In Progress

- Blaine, Washington (pop. 6,000) - City Manager
- Boardman, Oregon (pop. 4,500) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Conroe, Texas (pop. 94,000) - City Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Granite Shoals, Texas (pop. 5,000) - City Manager
- Laredo, Texas (pop. 256,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,000) - Town Manager
- Pearland, Texas (pop. 125,000) - City Manager
- Rowlett, Texas (pop. 64,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Williston, North Dakota (pop. 27,000) - City Administrator

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Kent, Washington (pop. 138,000) - Chief Administrative Officer
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager

- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager

- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager

- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

2017

- Amarillo, Texas (pop. 200,000) - City Manager
- Bastrop, Texas (pop. 8,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Bozeman, Montana (pop. 45,000) - City Manager
- Brenham, Texas (pop. 17,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clute, Texas (pop. 12,000) - City Manager
- Colleyville, Texas (pop. 23,000) - City Manager
- Grandview, Missouri (pop. 26,000) - City Administrator
- Killeen, Texas (pop. 140,000) - City Manager
- Midland, Michigan (pop. 42,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Saginaw, Texas (pop. 21,000) - City Manager
- San Marcos, Texas (pop. 60,000) - City Manager
- Sealy, Texas (pop. 6,500) - City Manager
- Stephenville, Texas (pop. 20,000) - City Administrator
- Temple, Texas (pop. 75,000) - City Manager
- Topeka, Kansas (pop. 127,000) - City Manager
- Vail, Colorado (pop. 5,000) - Town Manager



TOWN MANAGER

Wickenburg, Arizona



Town of Wickenburg

by the Numbers



POPULATION:

7,474



MARICOPA COUNTY:

population 4.6M



YAVAPAI COUNTY:

population 241k



SIZE:

25.87 square miles



MEDIAN INCOME:

\$42,270



AVERAGE HOME VALUE:

\$395,000



ANNUAL BUDGET:

\$49.1M



TAX RATE:

\$0.50 per \$100 of valuation



NUMBER OF EMPLOYEES:

128.5 FTE

MAJOR EMPLOYERS

Meadows Behavioral Healthcare /
Remuda Ranch

Wickenburg Ranch | Trilogy

Wickenburg Community Hospital

Rosewood Centers for Eating Disorders

Town of Wickenburg

Bearcat Manufacturing,
an Etnyre International Company

EDUCATION

PUBLIC SCHOOL

Wickenburg Unified School District #9
1,400 students, grades K-12

Wickenburg Virtual Academy

PRIVATE SCHOOLS

Wickenburg Christian Academy

Gospel Outreach Christian Church &
School

Quite Write Educational Services

NEARBY COLLEGES & UNIVERSITIES

Rio Salado College

Ottawa University Surprise

West Mec College

Estrella Mountain Community College

NAU at Estrella Mountain
Community College

University of Phoenix

Ottawa University

Embry-Riddle Aeronautical University –
Prescott

Grand Canyon University

Arizona State University

Arizona Christian University

Prescott College

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THE COMMUNITY

The Town of Wickenburg, Arizona is a close-knit community with an inviting spirit and incredible opportunities for economic development, education, arts, and culture. Located just 25 miles from the rapidly growing Phoenix Metro area, Wickenburg is primarily situated in Maricopa County, with a portion in neighboring Yavapai County. With a population of almost 7,500 Wickenburg is a charming small town with a unique history. In the mid-1800s, Henry Wickenburg came to the area in search of gold. He was rewarded with the discovery of the Vulture Mine, where over 340,000 ounces of gold and 260,000 ounces of silver were found. Working together with ranchers and farmers who settled in the area because of the fertile flood plain of the Hassayampa River along with other miners, Wickenburg founded the community named after him in 1863. The railroad came to Wickenburg in 1895 and brought with it a new level of growth and prosperity. The Town would later be incorporated in 1909.

Known for its clean air, wide-open spaces, and western flair – the Town is the Team Roping Capital of the World – Wickenburg is a place where you can enjoy arts, culture, and outdoor recreation. Citizens also demonstrate community spirit as they come together to celebrate an array of annual events. Gold Rush Days celebrates Wickenburg’s origins as a ranching and gold mining center. The event was founded 73 years ago, and today Gold Rush Days draws tens of thousands of visitors from all over the country. At 42 years old, the annual Wickenburg Bluegrass Festival is one of the oldest bluegrass festivals in the Southwest.

To help manage the Town’s outdoor opportunities and stunning desert landscapes, Wickenburg staff members work closely with the Wickenburg Conservation Foundation and Arizona State Parks & Trails. Miles of hiking, biking, horseback riding, and off-highway vehicles (OHV) trails allow residents and visitors to explore the area’s natural beauty and ample wildlife. Perhaps the best-known outdoor attraction is the Hassayampa River Preserve. For most of its 100-mile course through the desert, the Hassayampa River flows only underground. But within the preserve, its crystal-clear waters emerge, flowing above-ground throughout the year, providing a water source for lush vegetation and a variety of wildlife, including approximately 300 different bird species, that call the 770-acre preserve home.



GOVERNANCE & ORGANIZATION

Wickenburg operates under a Council/Manager form of government. The Town Council is comprised of a Mayor and six council members elected to four-year terms biennially using staggered elections.

Through creative budgeting, the Town has used cash to pay off several obligations in excess of \$6.5 million leaving the Town essentially debt-free and cash funding capital projects. Major projects underway include a new police station (in progress, phase II), a public safety communication system, and an additional fire station.

As part of the Town's recent efforts to outline a 2020-2021 Strategic Plan, the Town Council created the following mission and vision statements:

MISSION STATEMENT:

The mission of the Town of Wickenburg is to provide excellent customer service and a clean, safe, and vibrant Western community for the benefit of all residents, businesses, and visitors.

VISION STATEMENT:

Wickenburg will be known as the best Western town in Arizona and one of Arizona's best places to live, raise a family, do business, and enjoy an outdoor lifestyle.

The Town went one step further by incorporating a set of customer services standards. Dubbed "The Wickenburg Way":

- **The Western Greet** - Provide excellent customer service to all with a warm welcome and fond farewell. We give a firm shake, open doors, wave as we pass, and tip our hats.
- **Courteous Communication** - Answer phones, written communications, and voice mail messages promptly and with a friendly tone.
- **Hometown Pride** - We take personal pride in our community and a job well done. Cleanliness is everyone's responsibility.
- **Experience!** - Anticipate our guests' needs, acknowledge all, respond timely, and welcome feedback.
- **Team Member Appearance** - Smile and take pride in our appearance.

To carry out their Strategic Plan, the Wickenburg Town Council is focused on the following priority areas:

- **Priority Area #1 - Economic Development:** Make Wickenburg a destination for business.
- **Priority Area #2 - Downtown:** Create a unique sense of place, energy, and excitement in downtown Wickenburg.
- **Priority Area #3 - Public Safety:** Establish Wickenburg as a safe, family-friendly community by consistently providing one of the best public safety systems in Arizona.
- **Priority Area #4 - Youth & Families:** Create a friendly atmosphere that encourages families to locate in the community.
- **Priority Area #5 - Natural Resources & Recreation:** Establish outdoor recreation and natural resource preservation as hallmarks of the community.

ABOUT THE POSITION

The Town Council appoints a professional Town Manager to serve as the organization's Chief Administrative Officer overseeing all Town operations and carrying out the policies set by the governing body.

Essential Responsibilities:

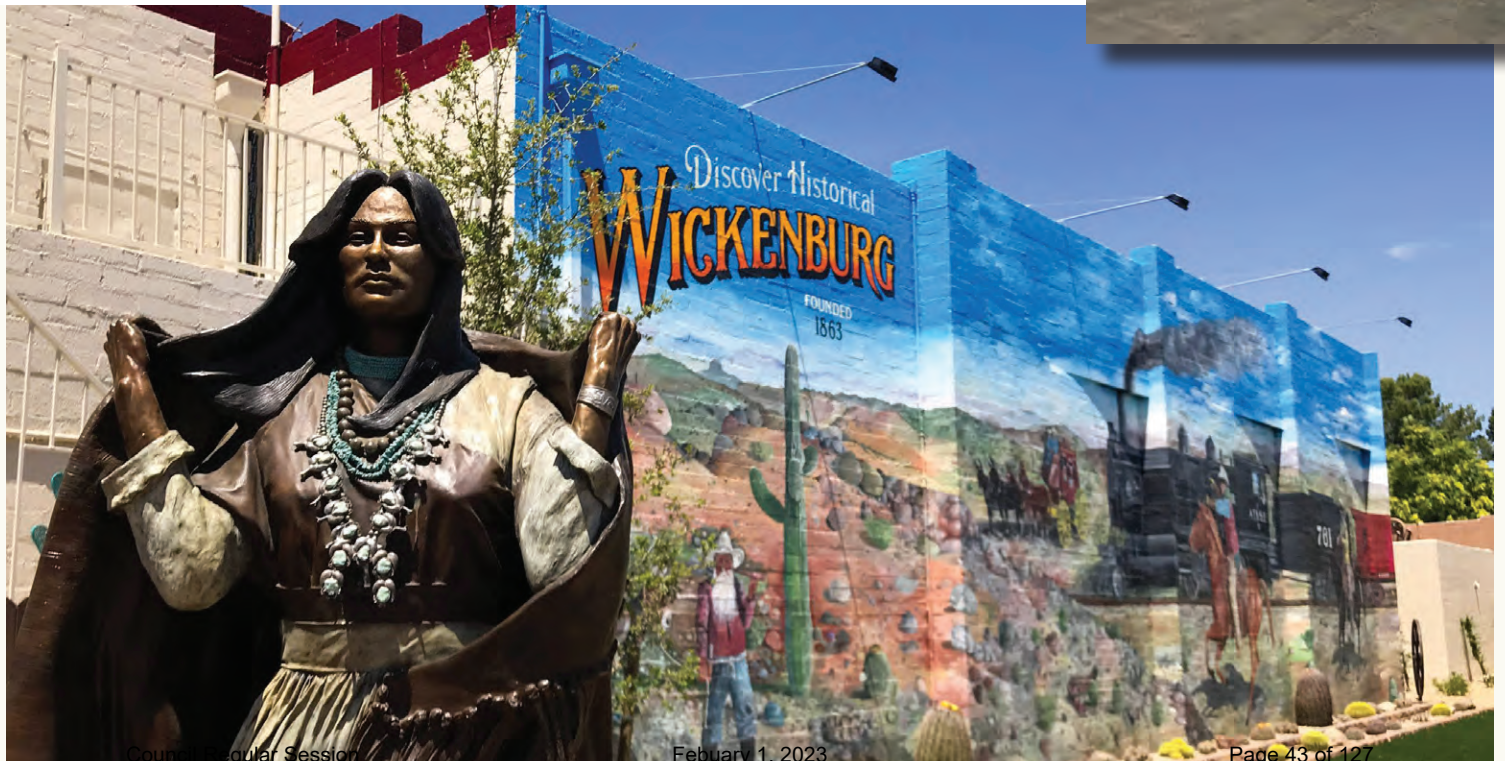
- Ensures that all laws and ordinances of the Town are enforced.
- Provides administrative control and direction to all non-elected Town departments, divisions, staff, and employees.
- Recommends, implements, and monitors the Town's strategic plan.
- Establishes, modifies, monitors, and updates the Town's goals and objectives.
- Incorporates the strategic plan into the Town's budget; reviews, assesses, presents, and justifies the Town's operating budget and provides broad oversight in the review and approval of expenditures, purchases, and procurement.
- Serves as the official Town lobbyist; represents the Town Council and Town of Wickenburg with various legislative bodies, committees, the general public, and others.
- Responds to citizen inquiries and concerns.
- Identifies, reviews, approves, and monitors grant funding efforts and activities.
- Administers, supervises, and performs all human resources functions including hiring, training, work review, and assignments; preparation of performance appraisals, promotions, and/or disciplinary actions; works with benefit providers.



LEADERSHIP & INNOVATION

The new Town Manager will play a key role in several initiatives including:

- Position the Town for success as the I-11 corridor is being developed.
- Update of the Town’s Building Code.
- Completion of a new fire station.
- Update the Town’s public safety infrastructure (i.e. communications).
- Continue Economic Development efforts in collaboration with the Deputy Town Manager - Economic Development.
- Update the Town’s Strategic Plan and General Plan including land-use policies.
- Develop an Economic Development Strategic Plan that attracts people and/or business year-round.
- Initiate a volunteer program.
- Develop plans for the maintenance of infrastructure along with funding options.
- Develop a Master Plan for the downtown and future of the Community Center.
- Promote professional development for staff and self.
- Develop and/or improve relationships with Town stakeholders, residents, and others by embracing differences and a variety of opinions.
- Develop a plan to complete major capital projects.
- Create additional recreational opportunities for families and economic and quality of life incentives to attract young professionals and families.
- Work to maintain a high livability index.



THE IDEAL CANDIDATE

The Mayor and Town Council desire a proven servant leader who is forward-thinking and highly skilled in local government finance and cutting-edge growth management policies to become the next Town Manager. Always seeking to do what is best for Wickenburg, the ideal candidate will be thoughtful, approachable, trustworthy, and demonstrate inclusiveness and transparent leadership that builds community and consensus to prepare the Town for successful growth and development. With a vision toward the future, the next Town Manager will capitalize on community assets and tourism opportunities to bring the Council's vision of Wickenburg becoming a destination for arts and culture a reality while maintaining the Town's sound financial position.

The successful candidate will be visible and engaged within the community both personally and professionally, understanding the culture of a small town and serving all residents and businesses equally. The Town Manager should be a thoughtful and active listener who excels at collaboration and conflict resolution while remaining non-confrontational and apolitical.

A team player leading and mentoring an exceptional Executive Team, the incoming Town Manager will have an open-door policy and the ability to communicate at all levels of the organization and community including, Council, staff, the public, and media partners. The chosen candidate will be fair, decisive, and supportive of staff while holding themselves and others accountable and fostering an environment that delivers excellence.

Residency within the town limits of Wickenburg is required within six months of employment.



EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in public or business administration, political science, finance, or a closely related field and 7-10 years of experience in managing, supervising, and administering multiple divisions in a municipality. Complex private sector experience as a director, manager, or second-in-command role will also be considered. A Master's degree is preferred and experience with capital projects is highly desired.

COMPENSATION & BENEFITS

The annual salary range for this position is \$145,000 to \$165,000. The Town of Wickenburg offers a variety of plans for medical, dental, vision, and life insurance with the Town paying 100% of the premium for medical, dental, and basic life for the employee, and 70% for medical and dental for dependents. Additional benefits include generous paid leave, employee assistance program, and a wellness program. Retirement is provided through the Arizona State Retirement System (ASRS) and an optional 457(b) defined contribution plan is also available.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:
Marsha Reed, Senior Vice President, SGR
MarshaReed@GovernmentResource.com
(806) 789-9641



The Town of Wickenburg is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

Town of Wickenburg, Arizona
wickenburgaz.org

Wickenburg Economic Development
wickenburgaz.org/EconomicDevelopment

Wickenburg Chamber of Commerce
wickenburgchamber.com

Wickenburg Comprehensive Plan
wickenburgaz.org/GeneralPlan

Wickenburg Tourism
outwickenburgway.com

Wickenburg Social Media



**Agreement for Executive Recruitment Services
for Town Manager
between**

Strategic Government Resources, Inc. ("SGR")
and
Town of Camp Verde, Arizona ("Organization")

Scope of Services:

SGR shall provide all services for recruitment as described in the formal proposal submitted and described in abbreviated form as follows:

- Development recruitment plan and timeline
- Production of a professional position profile brochure
- Advertising and marketing
- Communication with prospects and applicants
- Initial screening and review of applications
- Briefing with search committee to facilitate selection of semifinalists
- Written questionnaires, customized to the position, for up to twelve (12) semifinalists
- Recorded online interviews for up to twelve (12) semifinalists
- Stage 1 Media Searches on up to twelve (12) semifinalists
- Electronic delivery of semifinalist briefing books and online interviews
- Briefing with the search committee to facilitate selection of finalist candidates
- Assistance with development of advanced exercise for finalist candidates, if desired
- Comprehensive Stage 2 Media Reports for up to five (5) finalist candidates
- Comprehensive background investigation reports on up to five (5) finalist candidates
- Comprehensive Reference Checks for up to five (5) finalist candidates
- Electronic delivery of finalist briefing books
- Assistance with interview questions and interview schedule
- Assistance with stakeholder engagement, if desired
- Assistance with negotiating terms and conditions of employment, if desired
- Up to Two (2) in-person visits by the Recruiter to the Organization.
- Periodic updates regarding the progress of the search, as frequently as desired

The Organization agrees:

- To provide photos/graphics and information necessary to develop position profile brochure
- To respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process
- To refer all prospective applicants to SGR and shall not accept applications independently during the recruitment process

- To provide reproduction of hard copy brochure, if desired
- To provide any direct mailings desired by the Organization
- To provide legal opinions to SGR regarding when and if any information must be released in accordance with Public Information requests
- To directly reimburse finalists for travel-related expenses to interview
- That Organization is ultimately responsible for candidate selections and that Organization will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- To comply with the Fair Credit Reporting Act (FCRA) with regard to any pre- or post-adverse action notices and requirements if the Organization decides not to hire a candidate as a result of their credit history report

SGR shall be compensated by the Organization as detailed below:

Not-to-Exceed Price = \$24,900*

** Ad placement costs are not included in the Not-to-Exceed Price. These costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses** (will appear on invoices until not-to-exceed price is reached):
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - An announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. *Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.*

Reimbursable Expenses

- **Ad placements, as approved by the Organization, will be billed back at actual cost with no markup for overhead.**

Supplemental Services (not included in the not-to-exceed price above):

- SGR will conduct a Stakeholder Survey for \$1,000. SGR will provide recommended survey questions within three (3) business days of project initiation. SGR will set up an online survey within one (1) business day after Organization has reviewed and approved the survey questions. Stakeholders can be directed to a web page or invited to take the survey by email. SGR and Organization will agree to the open survey time period, typically ten (10) to thirty (30) days. Organization shall be responsible for marketing and promoting the survey to stakeholders. A written summary of results is provided to Organization within three (3) business days of survey close date. Survey is not validated statistically.
- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates will be reimbursed directly by the Organization for travel expenses.
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Billing:

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Organization Contact for Invoicing:

Name: _____

Position: _____

Email: _____

Phone: _____

Service Guarantee:

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

Expenses in the event of a repeat search shall include:

- Position Profile Brochure Edits, Custom Graphics, and SGR Marketing - \$750
- Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.
- Online interviews - \$225 per candidate.
- Comprehensive media reports - \$500 per candidate.
- Background investigation reports - \$400 per candidate.
- Reference checks - \$225 per candidate.
- DiSC Management Profile - \$175 per candidate
- Should the organization request printing of semifinalist or finalist briefing materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Recruiter travel. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- Stakeholder Survey - \$1,000
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Terms and Conditions:

- The Organization reserves the right to terminate this agreement at any time upon giving SGR seven days advanced written notice to SGR, Attn: Melissa Valentine, PO Box 1642, Keller, TX 76244 or by email to MelissaValentine@GovernmentResource.com. In such an event, SGR will be compensated for all work satisfactorily completed up to and through the date of termination.
- The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects throughout the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates who SGR may be having conversations with as part of the recruitment process, may be damaging to the prospects and SGR. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization or not, including all decisions regarding release of information, until such time that a finalist is named. At the time finalists are determined, all information related to the finalists shall become the property of the Organization and all decisions regarding public disclosure shall be determined by the Organization, except that psychometric assessments, questionnaires, and any information produced by SGR is proprietary and shall not become the property of the Organization or subject to disclosure. If the Organization receives an open records request, the Organization shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt. The Organization shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to the Organization releasing the required information with protected information redacted.
- **All travel will be dependent on COVID restrictions in place at the time and take into consideration and health and safety of team members of both Parties.**

Approved and Agreed to, this the _____ day of _____, 2023 by and between

Jeri J. Peters, President of Executive Recruitment
Strategic Government Resources

Town of Camp Verde, Arizona

Printed Name: _____

Title: _____



Town of Camp Verde

Executive Search Services - Town Manager

PROPOSAL / January 24, 2023



January 24, 2023

Mayor Dee Jenkins
Town of Camp Verde
395 S. Main Street, Suite 310
Camp Verde, AZ 86322

Subject: Proposal for Executive Search Services

Dear Mayor Jenkins:

We are pleased to submit this proposal for executive search services. Our focus has always been to help local government and utility clients solve their financial, organizational, and technology challenges. We are dedicated to providing management consulting services, including executive search, to local governments and the utility industry.

The Novak Consulting Group (TNCG) and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 140 of the country's leading local government consultants. We know that our combined capabilities and resources will provide added value to our clients.

Our project team for the Town of Camp Verde (Town) comprises skilled professionals, seasoned in local government management with search experience across the country. Our team has completed over 300 searches, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique set of needs and expectations. We are confident our approach will result in a successful leader for the organization. Our mission is to strengthen communities, and we do this by helping them find the best leaders to help move their organizations forward.

We look forward to the opportunity to serve the Town of Camp Verde. If you have any questions, please contact Catherine Tuck Parrish, our executive search practice leader, using the following contact information:

Catherine Tuck Parrish, Vice President
Phone: 240.832.1778 / Email: ctuckparrish@raftelis.com

Sincerely,



Julia Novak
Executive Vice President



Making our world better.

The Raftelis Charitable Gift Fund allocates profits, encourages employee contributions, and recognizes time to charitable organizations that support:

- Access to clean water and conservation
- Affordability
- Science, technology, and leadership

Raftelis is investing in improved telecommunication technologies to reduce the firm's number one source of carbon emissions—travel.



Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.

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Who We Are

RAFTELIS AND THE NOVAK CONSULTING GROUP, HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 600 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

TNCG is Now Raftelis

The Novak Consulting Group and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 140 of the country's leading local government and utility consultants, who have decades of experience. We know that our combined capabilities and resources will provide added value to our clients, and we're excited about what we can accomplish together.

+ VISIT [RAFTELIS.COM](https://www.raftelis.com) TO LEARN MORE



We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit Camp Verde and help to make this project a success.



RESOURCES & EXPERTISE

This engagement will require the resources necessary to effectively recruit for your unique position and the skillsets to complete all of the required components. With more than 140 consultants, Raftelis has one of the largest local government management and financial consulting practices in the nation. Our depth of resources will allow us to provide Camp Verde with the technical expertise necessary to meet your objectives. In addition to having many of the industry's leading management and financial consultants, we also have experts in key related areas, like stakeholder engagement and data analytics, to provide additional insights as needed.



DECADES OF COLLECTIVE EXPERIENCE

Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to chief of police.



PERSONAL SERVICE FROM SENIOR-LEVEL CONSULTANTS

You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from senior-level consultants.



NICHE EXPERTISE

Our expertise lies in strengthening public-sector organizations. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a specific group of clients.

Firm Capabilities



FINANCE

Meet your goals while maintaining a financially sustainable organization

- Rate, charge, and fee studies
- Financial and capital planning
- Cost of service and cost allocation
- Customer assistance programs
- Affordability analysis
- Utility valuation
- Budget development
- Financial condition assessments
- Debt issuance support
- Economic feasibility and analysis



COMMUNICATION

Communicate strategically to build an informed, supportive community

- Strategic communication planning
- Public involvement and community outreach
- Public meeting facilitation
- Graphic design and marketing materials
- Media and spokesperson training
- Risk and crisis communication
- Social media strategy
- Visual facilitation
- Virtual engagement



STRATEGIC PLANNING

Set the direction for the future of your organization and community

- Organization, department, and community-based strategic planning
- Effective Board / Commission / Council governance
- Retreat planning and facilitation



ORGANIZATION

Plan for long-term sustainability and operate with maximum efficiency

- Organizational and operational assessments
- Stormwater utility development and implementation support
- Performance measurement
- Staffing analysis
- Organizational climate and culture
- Asset management and operations
- Regional collaboration and service sharing
- Process improvement



TECHNOLOGY

Use your data and technology to improve experience and gain valuable insights

- Billing, permitting, and customer information audits
- Business process development
- Data management, analytics, and visualization
- Performance measurement and dashboarding
- Software solutions
- Website development
- Information technology assessments and strategic planning
- Customer management assessments and optimization
- CIS selection and implementation
- AMR/AMI feasibility studies
- Mobile workforce management
- Meter data management
- CMMS selection and implementation
- GIS optimization services
- Fleet management systems



EXECUTIVE RECRUITMENT

Identify top talent to lead local governments and utilities

Executive Search Strategy

When organizations need to fill key positions, they turn to Raftelis and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. Our approach to executive search services comprises three key phases.

Inquiring, Understanding, and Defining

Each of our clients has a unique culture and set of objectives. Because selecting the right individual is critical to success, we begin our relationship by conducting a needs assessment to identify the specific benchmarks the search must accomplish. We will identify qualifications and requirements as well as map out the new hire's first-year goals, so both our client and the employee remain on the same track for success. We will build an accurate position profile, thus ensuring we attract the right people for the position.

Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes each search process to fit the client's needs. Often, the professionals who best fit an open position are already employed and not searching for a traditional job posting. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse. We are committed to helping local government leadership positions reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise in national publications that target people of color and women, including the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network, and the League of Women in Government. We intentionally seek well-qualified women and people of color, so our clients have excellent choices. Once the right candidates are found, we help manage the hiring process from interviews to background checks. Our in-depth service empowers clients to achieve their goals at every step.



39% of our recruitments resulted in the hiring of **women**

21% of our recruitments resulted in the hiring of **people of color**

Supporting Success

We support the top candidate's long-term success by creating a goals-driven work plan actionable from day one. Many firms focus solely on finding qualified applicants, leaving the client on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for their first year. We follow up to ensure continued progress, productivity, and satisfaction for the employee and our client.

We take a tailored, goals-based approach to each recruitment. By looking beyond the hiring process, our holistic view ensures that each candidate will fit the role as well as the organization. In the end, we are not just looking for a successful professional; we are finding the right employee to be successful in their new position long after they are hired.

Work Plan

THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR THE TOWN MANAGER RECRUITMENT.

Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the ideal candidate for this position. We will first meet with members of the Town Council, individually and as a group, to discuss the recruitment timeline and process. We will also facilitate a total of three meetings to gather input from department directors and key stakeholders. We will discuss not just the technical skills needed for the position, but what makes for the right organizational fit in terms of traits and experiences.

Based on the information learned from our meetings, we will develop a recruitment plan that includes Arizona and the nation. We will prepare a position profile that is unique to the Town of Camp Verde. The profile will identify the organization's needs, the strategic challenges of the position, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates, and it helps us to persuade candidates to pursue the position. We will develop a recruitment brochure for advertising the position which includes the position profile, as well as information on the organization, the Town, and the community.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them should they be hired, the Town has thought about what it wants the person to accomplish in the first year, and the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the hiring manager. Modifications will be made as necessary before recruitment begins.

DELIVERABLES:

- Detailed recruitment process documents, including recruitment plan, position profile, recruitment brochure, and first-year goals

Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas to focus our targeted recruitment. We will prepare and place advertisements in state and national publications and websites to attract candidates from throughout the United States. While this will be a national search, we will target our efforts to those key areas identified in the recruitment plan.

We will place job postings with International City/County Management Association (ICMA), Western City, Arizona League of Cities and Towns, and other places as identified in the recruitment plan. We also recommend national organizations such as Engaging Local Government Leaders (ELGL), National Forum for Black Public Administrators (NFBPA), and Local Government Hispanic Network to attract underrepresented groups and provide a more diverse applicant pool.

As soon as the advertisements are completed, we will begin the process of actively and aggressively marketing the position and identifying qualified candidates for assessment. We will pinpoint individuals and jurisdictions to reach out to

directly through phone and email. We will also utilize social media (LinkedIn, Twitter, and Facebook) to broaden our reach. We have found that this combination of outreach is an effective way to reach top applicants, especially those who are not currently in the job market but may be willing to consider a move to an excellent organization like the Town of Camp Verde.

We will reach out to the applicants in our extensive database as well as the prospective candidates we have targeted in previous recruitments for similar jurisdictions. We will also develop a list of additional candidates to pursue based on the Town's unique needs. Our outreach includes seeking well-qualified women and people of color and encouraging them to apply.

As applications are received, we will acknowledge each one and keep applicants aware of the status of the process. We will screen each applicant against the position profile and first-year goals. We will conduct interviews via phone or videoconference with those who most closely meet the profile to learn more about their interest, qualifications, and experience for this position. A written summary of these candidates will be prepared and shared with the Town. We will then meet with the Town to review the entire list (if desired) as well as the most qualified candidates who have the requisite skills, experiences, and traits needed for success in the position. Based on the Town's direction, we will finalize a list of candidates to invite for in-person interviews.

DELIVERABLES

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials including screening results and internet search

Activity 3 – Support Interviews and Selection

Each person you wish to interview will then be contacted again by our recruitment team. We will plan and facilitate a multi-step interview process specific to the position. The process could include writing exercises, presentations, panel interviews, tours, and a department director or key staff meet-and-greet. A book that contains customized interview questions and information about each of the candidates invited to interview will be provided to those involved in the interview process. We will also facilitate pre- and post-interview briefings.

We will coordinate the logistics of the process and provide the candidates with the details along with any travel policy requirements or other information. We will also work with a Town contact to ensure a suitable venue is arranged for the interviews. Expenses for the candidates will be borne and reimbursed directly by the Town.

The Town will select the top candidate. We can help make a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with candidates' references to confirm the strength of their credentials. We will also conduct a media check to review published information found in search engines, online publications, and social media. Reference and background checks will be performed on the top candidates, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history.

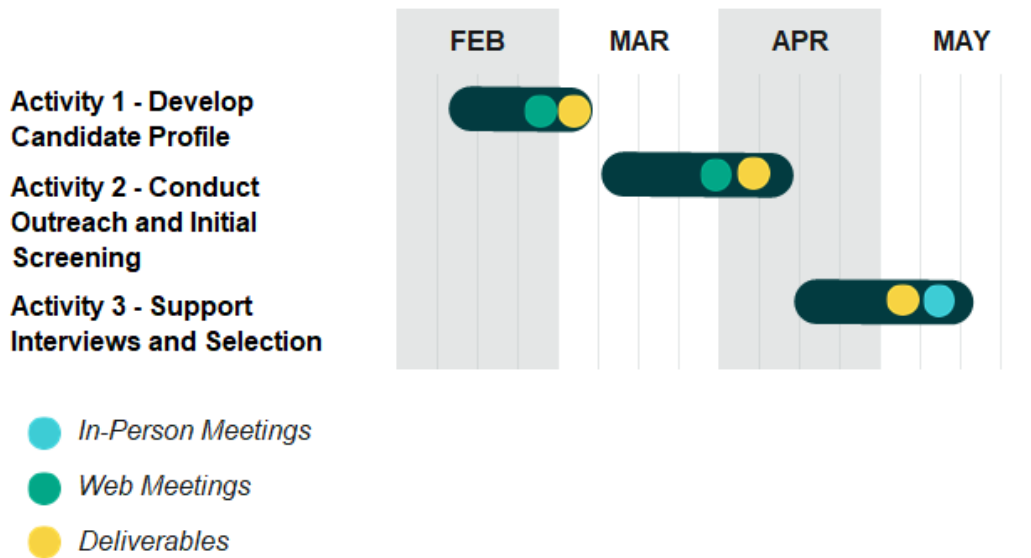
We also can assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the candidate's salary. We will keep candidates apprised of their status and release them at the appropriate time.

DELIVERABLES

- Interview book materials including references and background checks

Recruitment Timeline

Included below is a draft timeline. We expect to review this with the Town during Activity 1 and adjust it as necessary as we develop the recruitment plan.



References

Raftelis is uniquely positioned to perform this recruitment because of our knowledge of local government and our extensive network across the nation. Our clients tell us we are more than just consultants—we are trusted advisors. The following table lists a few comparable recruitments we have conducted and references for each of them.

Client	Reference
City of Hillsboro, Oregon <ul style="list-style-type: none"> • Assistant City Manager (2020) • Assistant City Manager, Community and Organizational Engagement (2018) • City Manager (2019) • Employee and Labor Relations Manager (2021) • Fire Chief (2017) • Human Resources Director (2012) • Library Director (2014, 2020) • Police Chief (2013) 	Robby Hammond, City Manager (503) 681-5214 Robby.Hammond@hillsboro-oregon.gov Lisa Colling, Human Resources Director (503) 681-6460 Lisa.Colling@hillsboro-oregon.gov
Central Arizona Project, Arizona <ul style="list-style-type: none"> • General Manager (2022) 	Ted Cooke, General Manager (623) 869-2750 tcooke@cap-az.com Stephanie Lee, Human Resources Director (623) 869-2750 slee@cap-az.com
City of Fort Collins, Colorado <ul style="list-style-type: none"> • Chief Sustainability Officer (2023) • Community Development and Neighborhood Services Director (2020) • Community Services Director (2021) • Deputy City Manager (2020, 2022) • Environmental Services Director (2021) • Natural Areas Director (2021) • Recreation Director (2021) • Utilities Executive Director (2021) 	Teresa Roche, Chief Human Resources Officer (970) 221-6535 troche@fcgov.com Catherine MacGowan, HR Partner (970) 221-6819 cmaggowan@fcgov.com Dean Klingner, Deputy Director, Planning, Development & Transportation (970) 221-6511 dklingner@fcgov.com

City of Boulder, Colorado

- City Attorney (2021)
- City Manager (2020)
- Chief Human Resources Officer (2022)
- HRIS Manager (2020)
- Human Resources Senior Manager (2020)
- Human Resources Director (2017)
- Independent Police Monitor (2020)
- Director of Planning and Development Services (2020, 2022)
- Total Rewards Senior Manager (2020)
- Utilities Engineering Manager (2021)

Nuria Rivera-Vandermyde, City Manager
(303) 441-3090

rivera-vandermyden@bouldercolorado.gov

Chris Meschuk, Deputy City Manager
(303) 441-3388

MeschukC@bouldercolorado.gov

Aimee Kane, Equity Program Manager
(303) 441-4235

KaneA@bouldercolorado.gov

Lafayette, Colorado

- City Administrator (2018)

Fritz Sprague, City Administrator
(303) 661-1226

Fritz.Sprague@cityoflafayette.com

Recent Executive Search Experience

Client	Position
AZ Central Arizona Project	General Manager
AZ Clarkdale	Town Manager
AZ Cottonwood	City Manager
AZ Oro Valley	Chief Financial Officer
AZ Oro Valley	Police Chief
AZ Payson	Town Manager
AZ Peoria	Human Resources Director
AZ Scottsdale	Economic Development Director
AZ Yuma	City Administrator
AZ Yuma	Engineering Director
AZ Yuma	Finance Director
AZ Yuma	Planning and Neighborhood Services Director
CO Aspen	Community Development Director
CO Boulder	Chief Human Resources Officer
CO Boulder	City Attorney
CO Boulder	City Manager
CO Boulder	HRIS Manager
CO Boulder	Human Resources Director
CO Boulder	Human Resources Senior Manager
CO Boulder	Independent Police Monitor
CO Boulder	Planning and Development Services Director
CO Boulder	Total Rewards Senior Manager
CO Boulder	Utilities Engineering Manager
CO Denver	Independent Monitor
CO Fort Collins	Deputy City Manager
CO Fort Collins	Community Services Director
CO Fort Collins	Community Development and Neighborhood Services Director

Client	Position
CO Fort Collins	Environmental Services Director
CO Fort Collins	Natural Areas Director
CO Fort Collins	Recreation Director
CO Fort Collins	Utilities Executive Director
CO Health District of Northern Larimer County	Executive Director
CO Lafayette	City Administrator
CO Louisville	City Manager
CO Louisville	Director of Parks and Recreation
CO Louisville	Director of Planning and Building Safety
CO Louisville	Human Resources Director
CO Loveland	Budget Manager*
CO Loveland	Chief Financial Officer*
CO Loveland	City Clerk*
CO Loveland	Economic Development Director*
CO Northglenn	Human Resources Director
CO Pueblo West Metropolitan District	District Manager
CO Westminster	Parks, Recreation, and Library Director
CT Greenwich	Town Administrator
CT Mansfield	Town Manager
CT Meriden	City Manager
CT Windsor	Police Chief
DE Kent County	County Engineer/Public Works Director
DE Lewes	Municipal Planning and Development Officer
DE Milford	City Manager
DE Milton	Town Manager
DE Rehoboth Beach	City Manager
IA Cedar Rapids	Utilities Director

Client	Position
IA Cedar Rapids	City Attorney
IA Cedar Rapids	Public Works Director
IL Peoria County	Director, Animal Protection Services
IN Bloomington	Traffic and Transportation Engineer
KS Baldwin City	City Administrative Officer
KS Edgerton	Building Inspector
KS Edgerton	Community Development Director
KS Johnson County	Human Resources Director
KS Merriam	Finance Director
KS Olathe	Director of Economy
KS Tonganoxie	City Manager
LA Orleans Parish School Board	Chief Operations Officer
MD Aberdeen	Director of APG Privatization
MD Aberdeen	Police Chief
MD Aberdeen	Public Works Director
MD Berwyn Heights	Code Supervisor
MD Berwyn Heights	Town Administrator
MD Cambridge	City Manager
MD Charles County	Director of Community Services*
MD Charles County	Engineer IV*
MD Gaithersburg	City Manager
MD Gaithersburg	Director of Finance and Administration
MD Gaithersburg	Engineering Services Division Chief
MD Gaithersburg	Finance Director
MD Gaithersburg	Public Works Director
MD Gaithersburg	Public Works and Engineering Director
MD Gaithersburg	Director of Information Technology

Client	Position
MD Garrett Park	Town Manager
MD La Plata	Planning Director
MD La Plata	Police Chief
MD La Plata	Town Manager
MD La Plata	Town Treasurer
MD Maryland Municipal League	Executive Director/CEO
MD Mount Rainier	City Manager
MD New Carrollton	City Administrative Officer
MD Ocean Pines Association	General Manager
MD Riverdale Park	Town Manager
MD Riverdale Park	Police Chief
MD Rockville	City Attorney
MD Rockville	City Manager
MD Rockville	Community Planning and Development Services Director
MD St. Michaels	Town Administrator
MD Sykesville	Town Manager
MD Takoma Park	City Manager
MD Takoma Park	Deputy City Manager*
MD Westminster	Finance Director
MD Westminster	Human Resources Director
MI Novi	Assistant City Manager
MI Novi	Finance Director
MI Rochester Hills	Chief Financial Officer
MO Chesterfield	City Administrator
MO Clayton	City Manager
MO Lee's Summit	Human Resources Director
MT Helena	City Manager

Client		Position
NC	Guilford County	Assistant County Manager for Strong Communities
NC	Guilford County	Assistant County Manager for Successful People
NC	Guilford County	County Attorney
NC	Guilford County	Communications and Public Relations Director
NC	Guilford County	Deputy Finance Director
NC	Guilford County	Equity and Inclusion Manager
NC	Guilford County	Public Relations Director
NC	High Point	Assistant City Manager
NC	High Point	Planning Director
NC	Matthews	Assistant Town Manager
NC	Rolesville	Human Resources Director
NH	Keene	City Manager
NH	Hanover	Town Manager
NM	Las Cruces	City Manager
NY	Batavia	City Manager
NY	Livingston County Water and Sewer Authority (LCWSA)	Executive Director
NY	Oneonta	City Manager
OH	Centerville	City Manager
OH	Delaware County	Director of Economic Development
OH	Delaware County Transit District	Executive Director
OH	Hilliard	Deputy Police Chief
OH	Hilliard	Police Chief
OH	Hudson	City Manager
OH	Cleveland Heights	City Manager
OH	Cleveland Heights	Finance Director
OH	Dayton	Financial Officer
OH	Dublin	Director of Public Service

Client		Position
OH	Dublin	Deputy City Manager/ Chief Operations Officer
OH	Granville	Village Manager
OH	Hilliard	City Manager
OH	Hudson	City Manager
OH	Jackson Township	Township Administrator
OH	Miami Township	Township Administrator
OH	Moraine	City Manager
OH	Oberlin	Fire Chief
OH	Oberlin	Police Chief
OH	Portsmouth	City Manager
OH	Prairie Township	Township Administrator
OH	Sandusky	City Manager
OH	Solid Waste Authority of Central Ohio (SWACO)	Director of Administration
OH	The Port - an Ohio Port Authority	General Counsel
OH	The Port - an Ohio Port Authority	Industrial Development Manager
OH	The Port - an Ohio Port Authority	Vice President of Communications and Marketing
OH	The Port - an Ohio Port Authority	Vice President of Economic Equity
OH	Union County	County Administrator
OH	Upper Arlington	Assistant City Manager*
OH	Upper Arlington	Police Chief
OH	Washington Township	Assistant Fire Chief
OH	Washington Township	Township Administrator
OH	West Chester Township	Township Administrator
OH	Westerville	City Manager
OH	Westerville	Deputy Director of Planning and Development
OH	Westerville	Finance Director
OH	Worthington	Assistant Fire Chief

Client	Position
OH Wyoming	City Manager
OR Beaverton	City Manager
OR Beaverton	Finance Director
OR Beaverton	Interim City Manager
OR Beaverton	Police Chief
OR Beaverton	Public Works Director
OR Gresham	City Manager
OR Gresham	Police Chief
OR Hillsboro	Employee and Labor Relations Manager
OR Hillsboro	Library Director
OR Lake Oswego	City Attorney
OR Lane County	Public Works Director
OR Newberg	Assistant City Manager
OR Newburg	Police Chief
OR Newberg	Public Works Director
OR Salem	City Manager
OR Scappoose	Finance Administrator
OR Sunrise Water Authority	Finance Director
OR Tigard	Assistant City Manager
OR Tigard	Finance Director
OR Tigard	Human Resources Director
OR Tualatin	City Attorney
OR Tualatin Hills Park & Recreation District	Chief Financial Officer
OR Tualatin Hills Park & Recreation District	City Attorney
OR Tualatin Hills Park & Recreation District	District Finance Director
OR Washington County	County Administrator
OR Washington County	Interim County Administrator

Client	Position
OR Washington County	Chief Financial Officer
OR Washington County	County Counsel
OR Washington County	Assistant County Administrators
PA Breakneck Creek Regional Authority	Manager
PA Carlisle Borough	Police Chief
PA Farrell	City Manager
SC Mount Pleasant Waterworks	General Manager
TX Abilene	City Engineer
TX Abilene	Library Director
TX Lancaster	Assistant City Manager
TX Lancaster	Finance Director
TX University Park	Human Resources Director
VA Albemarle County	Chief Financial Officer
VA Albemarle County	County Attorney
VA Albemarle County	Deputy Director of Community Development
VA Albemarle County	Police Chief
VA Albemarle County	DEI Director
VA Albemarle County	Deputy Chief Financial Officer
VA Albemarle County	Diversity, Equity, and Inclusion Director
VA Albemarle County	Human Resources Director
VA Alexandria	Controller
VA Arlington County	Central Library Services Division Chief*
VA Arlington County	Housing Director*
VA Ashland	Town Manager
VA Bedford County	County Administrator
VA Bedford County	Deputy Fire Chief*

Client	Position
VA Bedford County	Finance Director
VA Fairfax	City Manager
VA Fairfax	Police Chief
VA Fairfax County	County Executive
VA Fairfax County	Deputy County Executive
VA Harrisonburg	City Manager
VA Harrisonburg	Human Resources Director
VA Harrisonburg	Police Chief
VA Harrisonburg-Rockingham Regional Sewer Authority (HRRSA)	Executive Director
VA Leesburg	Town Attorney
VA Leesburg	Planning and Zoning Director
VA Loudoun County	Animal Services Director
VA Loudoun County	Assistant County Administrator
VA Loudoun County	Assistant Director of Human Resources
VA Loudoun County	Chief Financial Officer
VA Loudoun County	County Attorney
VA Loudoun County	Economic Development Director
VA Loudoun County	Family Services Director
VA Loudoun County	Finance Director
VA Loudoun County	Housing and Community Development Director
VA Loudoun County	Information Technology Director
VA Loudoun County	Mapping and Geographic Information Director
VA Loudoun County	Mental Health, Substance Abuse, and Developmental Services Director
VA Loudoun County	Parks, Recreation, and Community Services Director
VA Loudoun County	Planning and Zoning Director

Client	Position
VA Loudoun County	Systemwide Fire Chief
VA Loudoun County	Community Corrections Director
VA Newport News	Engineering Director
VA Newport News	Waterworks Director
VA Newport News	Human Resources Director
VA Prince William County	Deputy County Executive for Public Safety
VA Virginia Retirement System	Human Resources Director
VA Warrenton	Town Manager
WA Bothell	City Manager
WA Bothell	Community Development Director
WA Bothell	Finance Director
WA Camas	City Administrator
WA Central Pierce Fire and Rescue	Fire Chief
WA Sammamish	Public Works Director
WA Shoreline	Administrative Services Director
WA Shoreline	City Manager
WA Shoreline	Human Resources and Organizational Development Director
WA Shoreline	Human Resources Director
WA Spokane Regional Health District	Community Health Director
WA Spokane Regional Health District	Deputy Administrative Officer
WA Spokane Regional Health District	Health Officer
WA Spokane Regional Health District	Human Resources Manager
WI Central Brown County Water Authority	Manager
WI Mequon	City Administrator
WV Morgantown	City Manager

Recruitment Team

WE HAVE DEVELOPED A TEAM OF CONSULTANTS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT WILL BE CRITICAL TO THE SUCCESS OF THE TOWN'S RECRUITMENT.

Our team includes senior-level professionals to provide experienced project leadership with support from talented consultant staff. This close-knit group has frequently collaborated on similar successful recruitments, providing the Town with confidence in our capabilities. On the following pages, we have included resumes for each of our recruiting team members.



Catherine Tuck Parrish

PROJECT DIRECTOR/LEAD RECRUITER

Vice President – Executive Search

PROFILE

Catherine has 30 years of management experience working for local governments of all sizes, nonprofit organizations, and associations. She leads the firm's executive search practice and has conducted over 160 searches for manager/administrator; police chief; fire chief; directors of public works, planning, economic development, finance, human resources, and human services; and many other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine's most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining the City of Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee surveys, implementation plans, and internal communication improvements. Catherine also served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, form of government issues, and recruitment. Additionally, she worked for the City of Denton, Texas.

She chaired the ICMA's Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C. metro area. Catherine has spoken at national and state conferences on a variety of topics, including recruitment trends, civility, effective councils, ethics, forms of government, human resources, long-term financial planning, budget strategies, developing high performing organizations, and leadership. She has also spoken at the National League of Cities' Leadership Training Institute on recruiting and evaluating the CEO. She is a certified instructor of the Myers-Briggs Type Indicator instrument.



Specialties

- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Community engagement
- Employee engagement

Professional History

- Raffelis: Vice President (2021-present); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998 -2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

Education

- Master of Public Administration - University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration - University of Kansas (1988)

Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

Heather Gantz

RECRUITER

Senior Manager



PROFILE

Heather has over 20 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 13 years focused on local government. She leads executive searches for the firm, where she is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing exceptional customer service throughout the process.

Heather has conducted over 65 searches in the public sector. She has delivered positive search outcomes for dozens of high profile public organizations and is an expert at guiding strategy and tailoring outreach to find even the most niche candidates. Heather has successfully recruited for city and county managers and administrators, deputy and assistant managers, human resources, finance, community and economic development, public safety, parks and recreation, public works, and many more local government professionals. In addition, she has led numerous executive-level searches in the social/nonprofit sector and recruited leadership positions for technology, creative, accounting, and finance professionals in the private sector.

In addition to executive recruitment, Heather has experience supporting organizational effectiveness. She is known for providing effective leadership development and contributing to employee growth and development initiatives. Heather has advised individuals and small groups on career transition and job search strategies. Topics include knowledge and skill assessment, resume development, LinkedIn, networking, interview preparation, and salary and offer negotiation. Heather has also completed several leadership evaluations and performance reviews for local government leaders.

Heather has a passion for supporting diversity and innovation in the public sector. She served as an early Advisory Board Member for ELGL and remains an active and involved member in support of their mission of engaging the brightest minds in local government. In addition, Heather has served as a recurring speaker and presenter at the Northwest Women's Leadership Academy (NWWLA) in support of advancing women into leadership roles from a variety of backgrounds in local government.

Specialties

- Executive Search
- Leadership Development
- Employee Growth and Development
- Innovation
- Facilitation
- Project Management
- Community Engagement
- Diversity of Thought

Professional History

- Raftelis: Senior Manager (2022-present); Manager (2020 – 2021)
- Waldron: Director (2007-2020)
- Private Sector Recruiter (1996-2007)

Education

- Bachelor of Arts in Business Management - University of Phoenix (2000)

Professional Memberships

- Engaging Local Government Leaders (ELGL)

Pamela J. Wideman

RECRUITER
Senior Manager



PROFILE

Pamela has over 25 years of experience in leading local government teams, with the last 10 years in executive leadership with the City of Charlotte. She is adept at forging creative solutions to government and community issues at the local level, with service to the community as the foundation of her leadership style. She is known for her thoroughness as well as engendering trusting relationships with elected officials, executive leadership across public, private, and non-profit organizations, and residents, all while providing exceptional customer service throughout the process.

Pamela most recently served at the Director of the City of Charlotte's Housing & Neighborhood Services Department, leading a team of over 200 staff across five key divisions. Pamela has shaped Charlotte's affordable housing landscape and managed the oversight of millions of public dollars. She helped create and preserve over 4,600 affordable housing units, created, and successfully deployed COVID-19 Pandemic relief programs for rent, mortgage, utility, and deposit assistance to keep vulnerable residents housed during the pandemic, developed a new local rental subsidy program, and managed over \$68 million in homelessness support and prevention.

During her work there, Pamela hired numerous staff members for her Department and participated on executive search panels for positions both with the City of Charlotte as well as with other municipalities and organizations. She is known for contributing to organizational growth and development initiatives. Pamela is highly sought after as speaker for her expertise in affordable housing and has spoken on numerous panels across the country. She has participated in numerous executive-level collaborations engaging multiple community partners in the business and philanthropic fields. Pamela strongly believes that "service is the rent we pay for living on this earth" and is often asked to share her public sector experiences with students, professional trade organizations, and local municipalities.

Pamela has a passion for developing and implementing solutions that serve the community. She served as an early Advisory Member for the Greenlight Fund in Charlotte, and on the Mayors and CEOs Committee for U.S. Housing Investment. Pamela was awarded the Master of Public Administration Alumna of the Year and received a Leadership in Black Excellence from her alma mater, the University of North Carolina – Charlotte. She was also recognized as a Women's In Leadership Champion by the Charlotte Chapter of the Urban Land Institute. Additionally, she was recognized as one of the top 10 "Behind the Scenes" newsmakers by the Charlotte Business Journal in both 2017 and 2020. She currently serves as a member of the International City/County Management Association, the Urban Land Institute, and the National Forum for Black Public Administrators.

Previously, she served on the Board of Directors for the PNC Community Development Bank and as the Vice-Chair of the N.C. Department of Transportation's Affordable Housing Committee where she provided guidance and recommendations for policy and funding approaches to support and encourage the development of affordable housing near transit stops. She is past President of the Southern Piedmont Chapter of the National Forum for Black Public Administrators and a former member of the Board of Directors for the Mental Health Association of the Greater Carolinas.

Specialties

- Executive Level Management
- Hiring and Recruitment
- Affordable Housing Expertise
- Community Development Policy and Program Development
- Team Development & Leadership
- Consensus Building
- Community Engagement
- Budget Management

Professional History

- Raftelis: Manager (2021 – Present)
- City of Charlotte: Director of Housing & Neighborhood Services (2017 – 2021)
- City of Charlotte: Housing & Neighborhood Services Deputy Director (2008 – 2016)
- City of Charlotte: Housing & Neighborhood Services Supervisor (2006 – 2008)
- City of Charlotte: Budget Analyst (2003 – 2006)

Education

- Harvard Kennedy School -Senior Executives in State and Local Government (2015)
- UNC-Chapel Hill - Municipal Administration (2007)
- University of North Carolina at Charlotte- Master's in Public Administration (2006)
- Belmont Abbey College -Bachelor of Arts in Business Administration (1999)

Professional Memberships

- International City/County Managers Association
- Urban Land Institute
- National Forum for Black Public Administrators

Robert Colichio

RECRUITMENT SPECIALIST

Senior Consultant



PROFILE

Robert has over seven years in full lifecycle recruiting, sourcing, interviewing, and professional coaching. As a recruiter Robert has engaged in searches within both the public and social sector. He has successfully worked on recruitments for city and county managers and administrators, deputy and assistant managers, and various director and managerial roles in human resources, finance, community and economic development, public safety, parks and recreation, and public works.

In addition to executive recruiting, Robert has over eight years of combined experience in professional development, career coaching, and career transition management. With over 500 clients served leading and coaching them through complicated organizational change ranging from individual executive employees transitions to large reductions in force. Work with these clients often included one-on-one coaching over the course of multiple months. Robert additionally hosted and development multiple large group workshops for companies. He further has extensive and diverse project management experience including technology changes and implementations.

Robert has a Master of Business Administration degree with an emphasis in organizational behavior and a Bachelor of Science in Business Administration with dual concentrations in operational management and marketing with a minor in economics.

Specialties

- Executive search
- Project management
- Facilitation
- Employee growth and development
- Data analysis

Professional History

- Raftelis: Consultant (2021-present)
- Waldron: Senior Consultant and Coach (2013-2021)
- Portland State University: Graduate Teaching Assistant (2010-2012)
- Private Sector Consultant: Strategic Planning and Marketing Development (2008-2012)
- Skanska USA: Project and Client Relations Coordinator (2006-2008)

Education

- Master of Business Administration in Organizational Behavior - Portland State University, School of Business (2012)
- Bachelor of Science in Business Administration - University of Oregon, Lundquist College of Business (2006)

Professional Memberships

- SHRM/PHRMA

Kelsey Batt

RECRUITMENT SPECIALIST

Associate Consultant



PROFILE

Before joining Raftelis as a recruitment specialist in 2021, Kelsey earned her bachelor's degree in Professional Writing and Creative Writing from Purdue University in West Lafayette, Indiana.

During her time as a student, Kelsey worked at the Purdue Writing Lab as an undergraduate tutor where she paired with over 1,000 undergraduate and graduate students to help develop positive relationships with both writing and the English language. She also competed on the women's Track and Cross-Country teams while at Purdue.

She has previously worked as a copywriter at Sweetwater Sound where she developed the company's first Copy Style Guide and proposed several researched marketing strategies, focusing on inclusion amidst gender inequality in the music industry. Her ideas can be seen implemented throughout their current sales website and internally. Kelsey also has experience in marketing from her time at SDI Innovations where she was responsible for producing and editing social media and blog content. Kelsey enjoys consuming and contributing to the world of journalism, having worked as a student journalist at the Purdue Exponent for several years.

Specialties

- Executive search
- Recruiting
- Editing

Professional History

- Raftelis: Associate Consultant (2021-present)
- The Purdue Writing Lab & Purdue OWL (2017-2021)

Education

- Bachelor of Arts, School of Liberal Arts – Purdue University, West Lafayette, IN (2021)

Alexa Worrell

RECRUITMENT SPECIALIST

Associate Consultant



PROFILE

In May 2022, Alexa joined Raftelis as a recruitment specialist, having completed an internship with the firm's Executive Recruitment Team where she supported numerous search activities.

Prior to Raftelis, Alexa worked as a Talent Generalist Intern at Textron Specialized Vehicles, where she developed a comprehensive leave process guide to ensure more consistent application of the company's policies; researched human resource procedures, policies, and applicable employment laws; and marketed and facilitated an informational event for employees to set up banking needs.

Through her prior work as a Receptionist/HR Assistant, Alexa developed her interviewing and recruiting skills and gained experience in redesigning training manuals for various roles to enhance training processes for future hires.

During her time as a student, Alexa served as recruitment chair of her sorority, where she recruited a new incoming class of over 30 members while also developing positive relationships with the new class and the established members in the chapter. She also assisted with facilitating monthly business development events as a member coordinator for the Advancing Women in Entrepreneurship Business Club.

Alexa earned her bachelor's degree in Sociology and Human Capital Leadership and Management from Miami University in Oxford, Ohio.

Specialties

- Executive search
- Recruiting
- Relationship building

Professional History

- Raftelis: Associate Consultant (2022-present)
- Textron Specialized Vehicles: Talent Generalist (2021-2021)

Education

- Bachelor of Arts, School of Liberal Arts – Miami University, Oxford, OH (2021)

Cost for Services

The total fixed fee to complete the Town Manager recruitment, as outlined in this proposal, is \$33,800. This includes all professional fees and expenses for Raftelis.

We estimate the following additional costs to the Town, which would be billed at cost.

Advertising	Approximately \$2,000-\$2,500
Background checks	Estimated at \$175-\$500/finalist
Finalists' interview travel	Borne and reimbursed directly to the finalists by the Town

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

Activity 1 – \$10,214	After delivery of the recruitment documents <ul style="list-style-type: none"> • Recruitment plan • Recruitment brochure • First-year goals
Activity 2 – \$12,884	After the candidate review
Activity 3 – \$10,702	After the interviews are completed

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Agenda Item Submission Form – Section I

Meeting Date: February 01, 2023

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

Requesting Department: Finance **Staff Resource/Contact Person:** Mike Showers

Agenda Title (be exact): Discussion, Consideration and Possible Approval of the Finance Director to make the attached budget adjustment labeled BAFY22- 04 for the FY22 budget year moving the budgeted \$3.5 million expense and revenue for paying down the PSPRS unfunded balance from the Debt Service Fund to the General Fund.

List Attached Documents: 1) Budget entry sheet BAFY22-04

Estimated Presentation Time: N/A **Estimated Discussion Time:** N/A

Reviews and comments Completed by:

- Town Manager: _____ Reviewed _____ Department Head: _____
- Town Attorney Comments: _____ N/A _____
- Risk Management: _____ N/A _____
- Finance Department**
Fiscal Impact:
Budget Code: _____ See attached _____ **Available Balance:** _____ N/A _____
Comments:

Background Information: For the FY22 budget, \$3.5 million was budgeted to pay down our unfunded liability in the PSPRS retirement fund. The expectation was that the expense and loan funds would be recorded in the Debt Service Fund and so that is where the amounts were budgeted. Through the audit process, we have discovered that the expense and revenue need to be recorded in the General fund. We need to move the budgeted amounts from the Det Service Fund to the General Fund to cover the expense as this is a significant expense and would show the General Fund as over expended when in reality it is not.

Recommended Action (Motion): Approve the Finance Director to make the attached budget adjustment labeled BAFY22-04 for the FY22 budget year moving the budgeted \$3.5 million expense and revenue for paying down the PSPRS unfunded balance from the Debt Service Fund to the General Fund.

Instructions to the Clerk: None.



Agenda Item Submission Form – Section I

Meeting Date: February 1, 2023

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

Requesting Department: Camp Verde Community Library

Staff Resource/Contact Person: Kathy Hellman

Agenda Title (be exact): Consideration, Discussion and Possible Approval to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 REVISED grant to build the canopy for the automated library branch in the amount of \$50,000.00 and allocating \$50,000.00 in matching funds from the general fund.

List Attached Documents:

- Award Notification for State Grants-in-Aid
- SGIA CONSTRUCTION AGREEMENT for FY 2022-2024

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

- Town Manager: _____ **Department Head:** Kathy D Hellman
- Town Attorney Comments: _____
- Risk Management: _____

- Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____

Comments: The Finance Director believes funding may be available in the CIP if certain projects come in under budget, but the funding should be presumed to be coming out of further use of unbudgeted General Fund reserves.

Background Information:

These are the steps we have taken so far in pursuit of an Automated Library Branch in Verde Lakes:

- November 2021 Held the Community Meeting at Camp Verde Community Library
- November 2021 Filed Land Use Application Form for Parcel Number 404-13-102 address, 3493 E Cactus Blossom Lane with Community Development
- November 2021 Obtained approval from Council to apply for State Grants in Aid Construction 2022 funds for \$50,000 with a \$50,000 required match to build the shelter canopy for an automated library branch in Verde Lakes Estates

- January 2022 Took Land Use Application to Planning & Zoning Commission, request tabled with request for staff to explore alternative sites
- February 2022 Community Development staff, Library staff, and the Town's Project Manager visited 4 possible locations for possible placement of the automated library branch
- After looking at various locations, staff settled on Parcel 404-15-267C on S Hilltop Drive at Verde Lakes Ponds as the best option
- Through the rest of 2022 the Library Director and Town Manager held about half a dozen meetings with representatives from the Verde Lakes Recreation Corporation to draft an amendment to the Verde Lakes Recreation Corporation LEASE AGREEMENT Between the Town of Camp Verde and Verde Lakes Corporation 2021
- December 2022 The FIRST AMENDMENT TO LEASE AGREEMENT Between the Town of Camp Verde and Verde Lakes Corporation 2022 granting the Town a 25-year lease on Parcel 404-15-267C was accepted by Council
- January 2023 Council voted not to accept the Arizona State Library, Archives and Public Records State-Grants-in-Aid Construction 2022 grant.
- January 2023 the Library received a revised Award Notification for State Grants-in-Aid with the completion date set to June 30, 2024 along with a revised SGIA Construction Agreement for FY 2022-2024

To complete the entire project, we are looking at the following estimated costs.

Estimated One-Time Project Costs:

Automated Library Canopy/Ramada including foundation and slab, construction and installation (this is the grant-funded portion and requires a 1-to-1 match)	\$ 86,000 - \$100,000
Broadband connection to location, Parcel 404-15-267C	
New Library Code from the Yavapai Library Network (CVCL24)	\$ 550
24-Hour Library™ from Envisionware Model 24L-340D	\$ 149,900
Envisionware Central Management Client	\$ 395
On site Professional Services – delivery, installation, configuration, training	\$ 24,730
Freight	\$ 5,000
Estimated Total	\$ 180,025

Estimated Ongoing Annual Project Costs:

Annual maintenance & subscription starting in year 2	\$ 16,500
Internet Service Provider fees	\$ 3,000
Electrical Charges	\$ 3,000
Estimated Total	\$ 22,500

The project was expected be funded from Cares Act or ARPA funds which were intended to expand Town services and connectivity to under-served areas like the Verde Lakes community.

At this point, to move forward we need to take the following steps at a minimum:

- Land Use Permit Application
- Neighborhood notification and meetings
- Determine contract for canopy
- Build foundation and install canopy
- Pursue additional grant funding for automated library branch

A “yes” vote to accept the SGIA-C grant in the amount of \$50,000 with a \$50,000 match from the Town is a vote to continue with the necessary steps needed to put an automated library branch at Verde Lakes Ponds Parcel 404-15-267C. A “no” vote tells the Library Director that the Council cannot support moving forward with the project to put an automated library branch in the Verde Lakes community at this time.

Recommended Action (Motion): Move to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 grant to build the canopy for the automated library branch in the amount of \$50,000.00 and approve allocating \$50,000.00 in matching funds from the general fund.

Instructions to the Clerk: None

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Agenda Item Submission Form – Section I

Meeting Date: Town Council, February 01, 2023

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Community Development

Staff Resource/Contact Person: BJ Ratlief, Planner

Agenda Title: Discussion, consideration and possible adoption of Ordinance 2023-A476 an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Town of Camp Verde Planning & Zoning Ordinance, with minor text amendments within section 301, Exemptions to Yard and Height Requirements. Staff Resource B J Ratlief, Planner

List Attached Documents:

- A. Ordinance 2023-A476
- B. DRAFT Minutes from December 01, 2022, Planning and Zoning Commission Meeting

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Executive Summary: Section 301 of the Towns Planning and Zoning Ordinance deal with exceptions to yard and height requirements. Below are minor text amendments for each of the three subsections. Staff recommend these amendments in order to clarify sections as well as to update and improve the effectiveness of the Ordinance.

Planning and Zoning Commission: The Planning and Zoning Commission held a public hearing on these amendments to the Planning and Zoning Ordinance on December 01, 2022. No public comments were received prior to the hearing, nor was there any public comment or testimony during the Commission’s Public Hearing regarding these amendments.

The following have been completed by staff:

- A public hearing notice was placed in the Verde Independent Newspaper on November 13, 2022, and November 16, 2022 and
- A meeting agenda was posted at Town Hall and Bashas’.

Note – direct mail to residents is not required for zoning ordinance amendments.

Additionally, staff have received no written nor verbal comments from the public regarding these proposed amendments.

Background & Recommendation: The current Planning and Zoning Ordinance was adopted on May 25, 2011 via Ordinance 2011-A374. Various sections of the Zoning Ordinance have been amended since 2011. These new recommended amendments deal with Section 301 which are exceptions to yard and height requirements.

Part Six (6) – Administration and Procedures, Section 600.C.1, allows for amendments to the Zoning Ordinance by the Council after a public hearing before the Planning and Zoning Commission. Amendments may be initiated by the Council, the Planning and Zoning Commission, the public or by staff.

The sections proposed for updating are noted below. In most cases, these sections are unclear or simply need to be updated. Staff consider these changes to be minor and noncontroversial.

A. Setbacks for Nonconforming Parcels (Section 301.A.): Add clarification to provide administrative authority to adjust setback requirements for legal, nonconforming parcels.

B. Utility and Marijuana Fencing Exemption (Section 301.B.): Amend ordinance to allow taller fence heights for utility infrastructure (such as APS) and Marijuana Cultivation Facilities (to be compatible with state statute requirements).

C. Perimeter Fencing (Section 301.C.): Amend ordinance to allow vacant lots to be fenced

A. Setbacks for Nonconforming Parcels (Section 301.A.): The current Ordinance does not provide clear and concise authority to administratively adjust setbacks on legal, nonconforming parcels which are substandard in size. Staff recommends amending the Ordinance to provide this authority.

Discussion: The Town of Camp Verde has a significant number of lots or parcels that are substandard in size but were created legally prior to incorporation of the Town. These parcels are referred to as “nonconforming lots of record” and are often referred to as being ‘grandfathered.’

Simply stated, a nonconforming lot is a parcel which does not meet current zoning standards such as minimum lot area or minimum lot dimensions. Provided the lot was legally created, then a home or other allowable use can be constructed on the lot.

A common example is an existing $\frac{1}{2}$ or $\frac{1}{4}$ acre lot which is zoned RR-2A which, according to this zoning, is supposed to be a lot which is 2 or more acres in size. Even though the parcel or lot is only $\frac{1}{2}$ or $\frac{1}{4}$ acre in size, the RR-2A zoning setbacks still apply to this substandard lot size. The required setbacks for RR-2A zoning is 50' on the

front and rear boundary and 25' on the sides. Substandard parcels such as this often cannot physically meet these greater setbacks and still have enough space to actually build a home.

The accepted method of permitting building and development on such lots is to apply the zoning standards for the use district which, by size and dimensions, most closely applies to the actual physical dimensions of the lot. In the above example, the setback standards of the R1 zoning district would be applied to this nonconforming lot which would allow the lot to be developed.

Past Community Development Directors, have by policy, authorized building and development on these nonconforming lots by applying the above standard. However, such authority is not explicitly detailed in the current Ordinance. Staff recommends amending the current Ordinance to clarify this authority and procedure.

See below for recommended revision, red text, to **Section 301.A.1 – Yard Adjustments** (P&ZO, page 80-81):

Proposed Amendment:

A. Yards and Courts

The required setback for a structure on any property is the minimum yard allowed. No structures other than fences, free standing walls, swimming pools, signs and other structures or projections cited in this section shall be permitted in the required setback. No lot shall be divided or diminished so that the setback and lot coverage requirements cannot be met. Structures on different lots shall not share the same yard to meet setback requirements. Except front setbacks in the Townsite Plat may be reduced to match either of the adjacent front property setbacks and may reduce front setbacks to zero.

In calculating setbacks, through lots (fronting on two streets) shall be considered as having two front yards. No door, window or other device, when opened, extended or otherwise in operation, shall protrude beyond a lot boundary.

1. **Yard Adjustments:** *(Where the minimum length or width requirements can be met):*

a. *Side Yard Deviations*

- 1) *Any residentially- zoned interior lot lacking rear access shall provide a side yard measuring no less than 9 feet to provide access to any rear parking.*
- 2) *On a reverse corner lot backing to the adjoining lot, no structure exceeding a four foot height may be located adjacent to the side street within a triangular area formed by a line connecting the street intersection with the required front setback line of the adjoining lot.*

b. **Legal, Nonconforming Lots – All yards:**

~~Structures located on legal, non-conforming lots shall meet the district setback requirements notwithstanding the substandard area of the lot.~~

Setbacks may be administratively adjusted for legal, nonconforming lots where district setbacks cannot be met due to substandard lot size. Setback standards for the nearest zoning district which most closely applies to the actual lot size will be used as the allowable setbacks. Administrative adjustments made under this section shall be documented on all Zoning Clearance documents.

2. **Encroachment into Yards** (where not in conflict with future width lines): No structure (other than fences, free standing walls or signs) shall be located so as to encroach upon or reduce any open space, yard, setback requirement, lot area or parking area as is designated under these provisions or under the provisions of the District in which it is located, except that:

a. All Yard Encroachments:

1) Cornices, eaves, coolers and open balconies, fire escapes, stairways or fire towers may project no more than five feet into any required yard (see definition) or court but no closer than three feet from any lot boundary.

2) Chimneys may project two feet into any required yard or court.

b. Front Yard Encroachments:

1) A bay window or entranceway less than ten feet wide may project three feet into any required front yard.

2) An attached open porch, balcony or carport may project no more than 6 feet into any front yard.

c. Rear Yard Encroachments:

1) A bay window or entranceway less than ten feet wide may project three feet into any required rear yard.

2) An attached open porch, balcony or carport may project no more than 10 feet into any required rear yard (but no closer than 10 feet from any common lot boundary).

3) A detached accessory structure may be placed in a required rear yard provided it does not:

a) Encroach upon the end quarter of a through lot, or double frontage lot

~~b) Be nearer the side property line of the front half of any adjacent lot than the required side yard of such lot.~~

e) b) No portion of an accessory building to be used for dwelling or sleeping purposes shall be nearer any property line than is allowed for a principal building.

- ~~e)~~ c) *Except that none of these provisions for detached accessory buildings shall prohibit their construction in a location farther than 75 feet from any lot boundary.*
- 4) *Swimming pool setbacks from any lot boundary shall be no less than five (5) feet for any outdoor private pool and twenty-five feet for any outdoor public pool.*

B. Utility and Marijuana Fencing Exemption (Section 301.B.): Currently, the maximum height of a perimeter fence on commercial property is eight (8) feet. Staff proposes amending this height limit in two specific circumstances; utility companies such as APS and commercial marijuana cultivation which is licensed by Arizona Department of Health Services.

Discussion: For purposes of public safety, utility companies such as APS have internal-company standards which require perimeter fencing of their installations to be greater than eight (8) foot, primarily for safety and security reasons. Currently, the only way to increase the height of a fence greater than 8' would be with a variance. Staff recommends exempting utility companies from the current eight (8) foot wall-fence height requirement. The language of this amended Ordinance allows for these utility companies to adhere to their internal security fence requirements.

Similarly, the State of Arizona requires marijuana cultivation sites to have perimeter fencing up to 12 feet in height. Staff have approved these increased heights since local ordinances are superseded by State Statutes. Therefore, staff recommends exempting these cultivation sites from the current fence height requirement. The language of this amended Ordinance calls for Arizona State Licensed Commercial Cultivation facilities to abide by State Law for their fencing.

Additionally, staff recommends a few editorial corrections within in this section.

See below for recommended revision, red text, to **Section 301.B.2 – Fences and Freestanding Walls** (P&ZO, page 82):

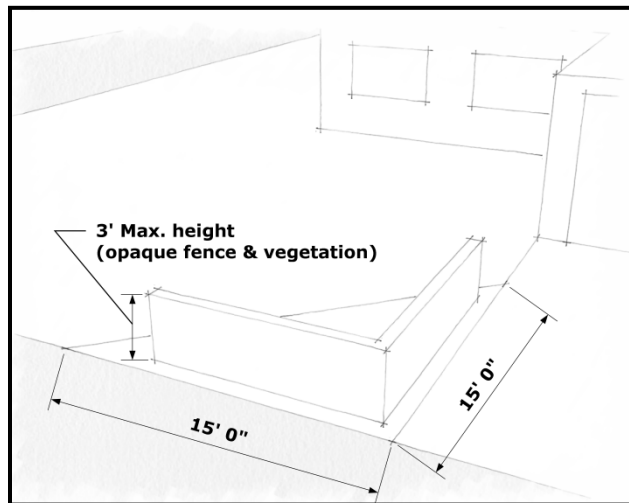
Proposed Amendment:

B. Height Limits:

- 1. Exceptions to Height Limits:*** *The district height limitations for buildings are not applicable to spires, cupolas, chimneys, flues, vents, poles, beacons or towers; nor to any bulkhead, elevator, tank (or similar) extending above a room when same occupies no more than 25 percent of such roof area. Any such structure must be so located on a lot that its length (in case of collapse) would be contained within the bounds of the lot unless based on safety engineering data that demonstrates the proposed structure would satisfy this requirement.*
- 2. Fences and Freestanding Standing Walls:***

- a. The maximum height of a fence or freestanding wall is determined by measuring from the finished grade at the base of the fence or wall.
- b. Fences and freestanding walls within the required yards or setbacks shall maintain the following maximum heights:
 - 1) Fences or freestanding standing walls, not to exceed a height of six (6) feet in any required front yard, with at least the top two (2) feet open fencing, not opaque or solid and not to exceed six (6) feet elsewhere on residentially zoned lots. Agricultural fences (may not be opaque or solid) intended for confining livestock are exempt from the height restrictions.
 - 2) Three feet (3) within the triangular area formed by measuring 15 feet along the boundary of roadways and drives from their intersection. This three (3) foot limit includes hedges and other plantings but may include open fencing above three feet to otherwise permitted height.

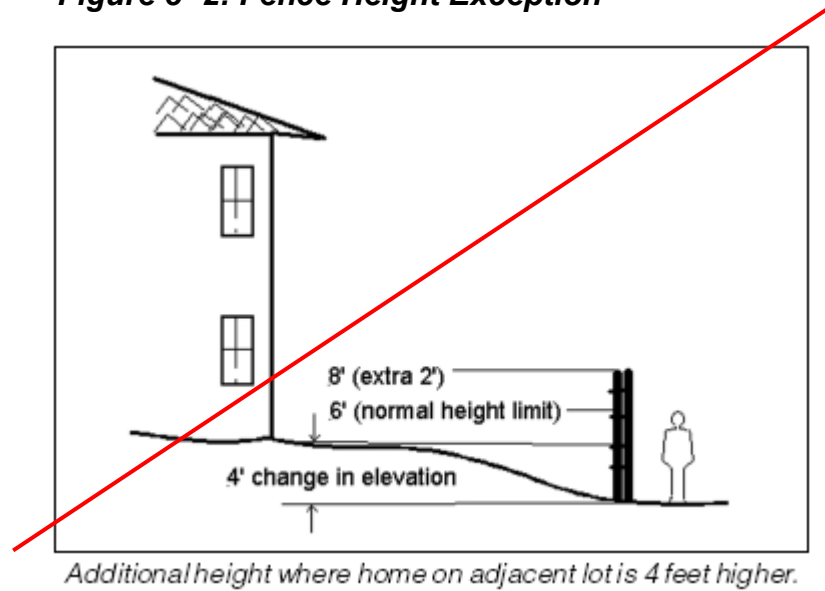
Figure 3-1: Fence Height (Driveway & Street)



- 3) The following exceptions apply to subsection B. 1. above:

A fence or freestanding wall may be erected or altered up to a height of eight (8) feet where the ground floor elevation of the principal dwelling on an abutting lot is at least four feet higher than the elevation at the abutting lot line (see Figure 3-1). where there is an elevation difference of two (2) feet or more between adjacent lots. For purposes of measuring height, the maximum height of eight (8) feet shall be measured from whichever side is taller.

Figure 3- 2: Fence Height Exception



- 4) On commercial and industrial zoned lots: eight feet (8'), except as noted below for utility companies and state licensed marijuana cultivation operations.
- 5) *Where a fence or wall is required as a screening or other protection for residentially-zoned lots, it shall comply with the height limits for fences on residentially-zoned lots.*
- 6) Exception for utility companies and commercial marijuana cultivation:
 - a. Utility companies such as APS (Arizona Public Service Company), Salt River Project, Unisource, etc. providing support and services for public utilities, are exempt from wall-fence height limits as these installations often require higher walls-fences in order to protect critical infrastructure. Perimeter fences for these utility companies will be only as tall as minimally required by each company.
 - b. Marijuana cultivation facilities, with approved cultivation licenses through Arizona Department of Health Services, are exempt from wall-fence height requirements of this section. Fences for cultivation facilities will be required to meet Arizona State Law requirements.

7. Exceptions to height limits in conjunction with retaining walls:

In instances where a property has been elevated by fill and an approved and permitted retaining wall, a 6' (6) foot fence would be permitted installed on top of the retaining wall subject to all other fence requirements excepting the height limitation.

C. Perimeter Fencing (Section 301.C.): The current Planning and Zoning Ordinance prohibits vacant/undeveloped lots or parcels less than two (2) acres from being fenced. Currently, perimeter fencing may only be installed or constructed with a building permit for a primary use such as a home or office. Staff recommends dropping this prohibition to allow non-opaque (open) fencing to be permitted on vacant properties prior to building or installing a primary use structure such as a home or office.

Discussion: The current prohibition of fencing vacant lots inhibits property owners from protecting their private property. The Town has investigated several code violations where unknown persons have dumped trash and debris as well as parked/abandoned dilapidated vehicles on vacant/open lots. There are even several cases where trespass people have been living in RVs (recreational vehicle) on vacant lots. The current prohibition prevents property owners from effectively stopping unwanted trespass on their private property.

However, for purposes of public safety and protection against other code violations, staff believes it is important to be able to see/observe vacant lots. Many of the Town's existing code violation cases of building without a permit occur where lots are fenced and the building is not easily seen by neighbors or staff. Additionally, the Town does not want vacant lots to be used for storing/dumping dilapidated vehicles, equipment and supplies or other illegal activities. Therefore, staff recommends removing the current prohibition on fencing vacant lots with a requirement that the fence be non-opaque fencing.

See below for recommended revision, red text, to **Section 301.C.1 – Accessory Uses and Structures** (P&ZO, page 83).

Proposed Amendment:

C. Accessory Uses and Structures

- 1. Accessory Uses and Structures are allowed prior to installation of the principal structure only when a construction permit is issued for the principal structure and construction of same is commenced within six months. On lots of two acres or more in size, an accessory structure may be constructed for the purpose of storing machinery or other miscellaneous equipment without a primary structure being required. A building permit, and/or a zoning clearance must be obtained prior to installation or construction and all structures must be built to conform to the International Building Code and Zoning District setback requirements.*

Perimeter fences are exempt from the above paragraph. Vacant parcels may be fenced, prior to installation of a principle use or structure. Such fences shall comply with all other zoning requirements. Additionally, if the parcel or lot is vacant, then all perimeter fencing shall be non-opaque in order that the parcel may be clearly seen/observed.

2. *Residential uses in manufactured homes and mobile homes and long term stays in RV Parks (over 30 days), that do not include an enclosed garage, shall provide enclosed storage, attached or detached, of a minimum area of one hundred (100) square feet as an accessory use to such dwellings.*

Recommended Action (Motion): Motion to adopt Ordinance 2023-A476 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Town of Camp Verde Planning & Zoning Ordinance, with minor text amendments within section 301, Exemptions to Yard and Height Requirements.

Attachment A

Ordinance 2023-A476



ORDINANCE 2023-A476

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE TOWN OF CAMP VERDE PLANNING & ZONING ORDINANCE, WITH MINOR TEXT AMENDMENTS WITHIN SECTION 301, EXEMPTIONS TO YARD AND HEIGHT REQUIREMENTS.

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011; and

WHEREAS, Part 6, Section 600, C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations of the Planning and Zoning Ordinance by the Town Council; and

WHEREAS, the Town Council has an abiding interest in protecting the public health safety and welfare by establishing requirements for provisions of the Planning and Zoning Ordinance by including definitions and text amendments.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1. The Mayor and Common Council hereby finds as follows:

- A. Text Amendments may be initiated by the Planning & Zoning Commission, the Town Council, staff of the Town of Camp Verde or by application of a property owner per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance. These Text Amendments were initiated by staff of the Community Development Office.
- B. These Text Amendments were reviewed by the Planning and Zoning Commission on December 01, 2022, in a public hearing that was advertised and posted according to state law. A recommendation for approval was forwarded to the Town Council by the Planning and Zoning Commission on December 01, 2022.
- C. The proposed Text Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.

Section 2. Text Amendments for Section 301, subsection A – Yards and Courts:

A. Yards and Courts

The required setback for a structure on any property is the minimum yard allowed. No structures other than fences, free standing walls, swimming pools, signs and other structures or projections cited in this section shall be permitted in the required setback. No lot shall be divided or diminished so that the setback and lot coverage requirements cannot be met. Structures on different lots shall not share the same yard to meet setback requirements. Except front setbacks in the Townsite Plat may be reduced to match either of the adjacent front property setbacks and may reduce front setbacks to zero.

In calculating setbacks, through lots (fronting on two streets) shall be considered as having two front yards. No door, window or other device, when opened, extended or otherwise in operation, shall protrude beyond a lot boundary.

1. **Yard Adjustments:** (Where the minimum length or width requirements can be met):

a. Side Yard Deviations

- 1) Any residentially- zoned interior lot lacking rear access shall provide a side yard measuring no less than 9 feet to provide access to any rear parking.
- 2) On a reverse corner lot backing to the adjoining lot, no structure exceeding a four foot height may be located adjacent to the side street within a triangular area formed by a line connecting the street intersection with the required front setback line of the adjoining lot.

b. Legal, Nonconforming Lots – All yards:

~~Structures located on legal, non-conforming lots shall meet the district setback requirements notwithstanding the substandard area of the lot.~~

Setbacks may be administratively adjusted for legal, nonconforming lots where district setbacks cannot be met due to substandard lot size. Setback standards for the nearest zoning district which most closely applies to the actual lot size will be used as the allowable setbacks. Administrative adjustments made under this section shall be documented on all Zoning Clearance documents.

2. **Encroachment into Yards** (where not in conflict with future width lines): No structure (other than fences, free standing walls or signs) shall be located so as to encroach upon or reduce any open space, yard, setback requirement, lot area or parking area as is designated under these provisions or under the provisions of the District in which it is located, except that:

a. All Yard Encroachments:

- 1) Cornices, eaves, coolers and open balconies, fire escapes, stairways or fire towers may project no more than five feet into any required yard (see definition) or court but no closer than three feet from any lot boundary.

- 2) Chimneys may project two feet into any required yard or court.
- b. Front Yard Encroachments:
 - 1) A bay window or entranceway less than ten feet wide may project three feet into any required front yard.
 - 2) An attached open porch, balcony or carport may project no more than 6 feet into any front yard.
- c. Rear Yard Encroachments:
 - 1) A bay window or entranceway less than ten feet wide may project three feet into any required rear yard.
 - 2) An attached open porch, balcony or carport may project no more than 10 feet into any required rear yard (but no closer than 10 feet from any common lot boundary).
 - 3) A detached accessory structure may be placed in a required rear yard provided it does not:
 - a) Encroach upon the end quarter of a through lot, or double frontage lot
 - ~~b) Be nearer the side property line of the front half of any adjacent lot than the required side yard of such lot.~~
 - e) b) No portion of an accessory building to be used for dwelling or sleeping purposes shall be nearer any property line than is allowed for a principal building.
 - e) c) Except that none of these provisions for detached accessory buildings shall prohibit their construction in a location farther than 75 feet from any lot boundary.
 - 4) Swimming pool setbacks from any lot boundary shall be no less than five (5) feet for any outdoor private pool and twenty-five feet for any outdoor public pool.

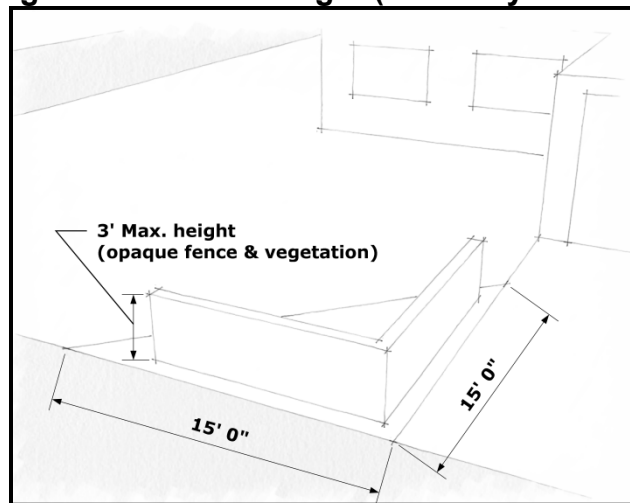
Section 3. Text Amendments for Section 301, Subsection B – Height Limits:

B. Height Limits:

- 1. **Exceptions to Height Limits:** The district height limitations for buildings are not applicable to spires, cupolas, chimneys, flues, vents, poles, beacons or towers; nor to any bulkhead, elevator, tank (or similar) extending above a room when same occupies no more than 25 percent of such roof area. Any such structure must be so located on a lot that its length (in case of collapse) would be contained within the bounds of the lot unless based on safety engineering data that demonstrates the proposed structure would satisfy this requirement.
- 2. **Fences and Freestanding Standing Walls:**

- a. The maximum height of a fence or freestanding wall is determined by measuring from the finished grade at the base of the fence or wall.
- b. Fences and freestanding walls within the required yards or setbacks shall maintain the following maximum heights:
 - 1) Fences or freestanding standing walls, not to exceed a height of six (6) feet in any required front yard, with at least the top two (2) feet open fencing, not opaque or solid and not to exceed six (6) feet elsewhere on residentially zoned lots. Agricultural fences (may not be opaque or solid) intended for confining livestock are exempt from the height restrictions.
 - 2) Three feet (3) within the triangular area formed by measuring 15 feet along the boundary of roadways and drives from their intersection. This three (3) foot limit includes hedges and other plantings but may include open fencing above three feet to otherwise permitted height.

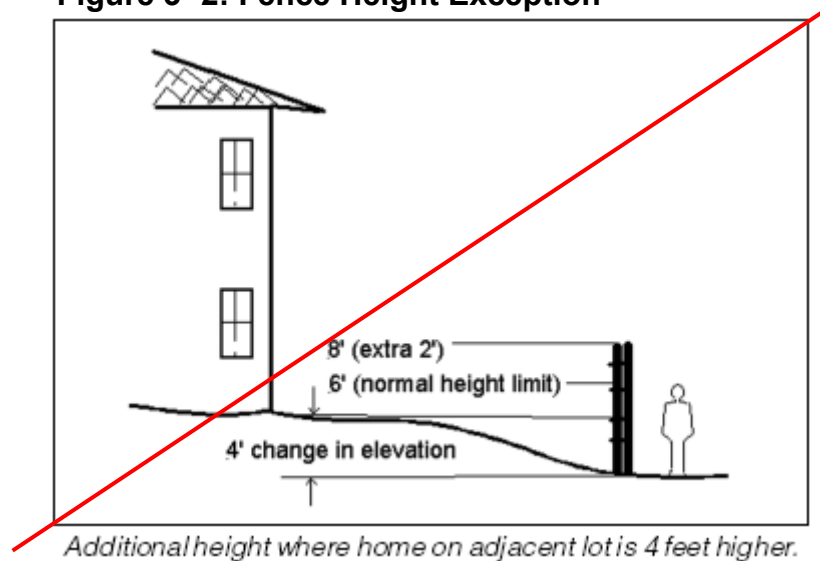
Figure 3-1: Fence Height (Driveway & Street)



- 3) The following exceptions apply to subsection B. 1. above:

A fence or freestanding wall may be erected or altered up to a height of eight (8) feet where the ground floor elevation of the principal dwelling on an abutting lot is at least four feet higher than the elevation at the abutting lot line (see Figure 3-1). where there is an elevation difference of two (2) feet or more between adjacent lots. For purposes of measuring height, the maximum height of eight (8) feet shall be measured from whichever side is taller.

Figure 3- 2: Fence Height Exception



- 4) On commercial and industrial zoned lots: eight feet (8'), except as noted below for utility companies and state licensed marijuana cultivation operations.
- 5) Where a fence or wall is required as a screening or other protection for residentially-zoned lots, it shall comply with the height limits for fences on residentially-zoned lots.
- 6) Exception for utility companies and commercial marijuana cultivation:
 - a. Utility companies such as APS (Arizona Public Service Company), Salt River Project, Unisource, etc. providing support and services for public utilities, are exempt from wall-fence height limits as these installations often require higher walls-fences in order to protect critical infrastructure. Perimeter fences for these utility companies will be only as tall as minimally required by each company.
 - b. Marijuana cultivation facilities, with approved cultivation licenses through Arizona Department of Health Services, are exempt from wall-fence height requirements of this section. Fences for cultivation facilities will be required to meet Arizona State Law requirements.

7. Exceptions to height limits in conjunction with retaining walls:

In instances where a property has been elevated by fill and an approved and permitted retaining wall, a 6' (6) foot fence would be permitted installed on top of the retaining wall subject to all other fence requirements excepting the height limitation.

3. **Buildings:**

- a. No portion of any building exceeding four feet in height shall occupy the triangular area formed by measuring back 10 feet along the right-of-way lines from the intersection of two streets.

Section 4. Text Amendments for Section 301, Subsection C – Accessory Uses and Structures

C. Accessory Uses and Structures

1. Accessory Uses and Structures are allowed prior to installation of the principal structure only when a construction permit is issued for the principal structure and construction of same is commenced within six months. On lots of two acres or more in size, an accessory structure may be constructed for the purpose of storing machinery or other miscellaneous equipment without a primary structure being required. A building permit, and/or a zoning clearance must be obtained prior to installation or construction and all structures must be built to conform to the International Building Code and Zoning District setback requirements.

Perimeter fences are exempt from the above paragraph. Vacant parcels may be fenced, prior to installation of a principle use or structure. Such fences shall comply with all other zoning requirements. Additionally, if the parcel or lot is vacant, then all perimeter fencing shall be non-opaque in order that the parcel may be clearly seen/observed.

2. Residential uses in manufactured homes and mobile homes and long term stays in RV Parks (over 30 days), that do not include an enclosed garage, shall provide enclosed storage, attached or detached, of a minimum area of one hundred (100) square feet as an accessory use to such dwellings.

Section 5. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted are hereby repealed, as of the effective date of this ordinance.

Section 6. This ordinance is effective upon the expiration of a thirty (30) day period following the adoption hereof and upon completion of publication and any posting as required by law.

Section 7. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decisions shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona this 01st day of February 2023.

Dee Jenkins, Mayor Date

Attest:

Approved As To Form:

January 9, 2023

Cindy Pemberton, Clerk Date

Jon M. Paladini

Town Attorney, Date

Attachment B

DRAFT Minutes December 01, 2022 Planning and Zoning Commission

DRAFT MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, DECEMBER 1, 2022
6:30 PM

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairman Faiella called the meeting to order at 6:32 p.m.

2. Roll Call

Chairman Andrew Faiella, Vice Chairman Todd Scantlebury, Commissioners Greg Blue, William Tippet, Michael Hough, Ingrid Osses were present. Robert Foreman is absent.

Also Present

Community Development Director John Knight, Town Planner BJ Ratlief, Zoning Inspector Cory Mulcaire and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Chairman Faiella led the Pledge.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

A. Approval of Minutes: September 8, 2022, Regular Session
September 22, 2022, Executive Session (recorded and on file in clerk's office)
September 22, 2022, Special Session

B. Set Meeting Dates: December 8, 2022, at 6:30pm Special Session - Cancel (probable)
January 5, 2023, at 6:30pm Regular Session - Cancel (probable)
January 12, 2023, at 6:30pm Special Session - Cancel (probable)
January 19, 2023, at 6:30pm Special Session (Propose, must be approved by
Town Manager)

Community Development Director pointed out some corrections that were made to the minutes. For the record they are:

1. September 8, 2022, page 11 of 85, Public Hearing 8:27pm, under Commission Discussion, should be "~~the~~ **she** thinks".
2. Page 21, under Tanya Lewis as well as page 22, under Jon Bassous, where it says "see attached", should have attached the handout from the meeting to the record of the minutes. This was not included when given to the Commission to review. This should be part of the permanent record.
3. Commissioner Osses pointed out a spelling error of her last name on page 23.

Mr. Knight said a proposal will go to Council where they will set the Planning and Zoning Commission meeting dates for the year. The next expected meeting date is January 19, 2023.

Motion was made by Commissioner Hough to accept the consent agenda with corrections made by staff. Second was made by Commissioner Osses.

Roll Call:

Chairman Andrew Faiella: aye

Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: aye
Commissioner Michael Hough: aye
Commissioner Ingrid Osses: aye
Commissioner Robert Foreman: absent
Motion passed unanimously 6-0.

5. Call to the Public for Items Not on the Agenda

Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.

No public to speak.

6. Public Hearing – Interchange Overlay (IO) Zone: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – use districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location.

Staff Comments

Community Development Director John Knight said this item was continued from the November 3, 2022, Planning and Zoning Commission meeting. Staff provided additional notice via newspaper and direct mail. No new information had been received on this item and he reviewed the staff report. They are proposing the height increase go up to 55 feet in height. The current maximum height is 40 feet. The overlay also includes a provision to allow for an additional 10feet, if there are architectural features or parapet walls. This would bring the potential height up to 65 feet. Staff has received a comment from a residential neighbor who says this would have an adverse impact on residential properties. Staff has added some language for the Commission to consider to add to the suggested motion, *“when adjacent to residentially zoned property the height should be restricted to 40 feet within a distance of 40 feet of a boundary of a residentially zoned property.”* This would give a little bit of a buffer between residential property line and commercial property line. Staff did include a red line text of the document with the proposed changes.

Chairman Faiella asked for clarification of a parapet. Mr. Knight said a parapet is usually used to screen equipment on the building.

Public Hearing Open 6:50pm

Ed Davidson: 1391 Peterson Road- said he is a neighbor of the proposed hotel who is requesting the addition height and said a 40foot setback won't make a difference, it will still block the view and sun. He and his family were there before the industrial properties came in. He feels like you are forcing residential properties out. They do not want 65 foot buildings as neighbors.

Public Hearing Closed 6:55pm

Commission Discussion

Chairman Faiella asked if this overlay zone is just for this location or any location in the town. Mr. Knight this is only proposed for this area.

Mr. Knight also wanted to address the height and setback is required for the commercial/industrial building is now, today. You can build a 40foot tall commercial/industrial

building directly on the property line if you are adjacent to another commercial/industrial property. However, if you are adjacent to a residential property you can build a 40-foot-tall building on the interior side yard 7 feet which is the set back that is required.

Commissioner Osses asked are we changing this because of one person or a bunch of people. Mr. Knight said this is the only one right now. Ms. Osses is worried about other applicants that could follow. Commissioners discussed residential area on the map.

Motion was made by Commissioner Blue to recommend to the Mayor and Common Council of the town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – use districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location. Second was made Commissioner Scantlebury.

Commissioner Hough would have liked Commissioner Blue add to his motion, the language to add the 40-foot setback to protect the neighbors.

Roll Call:

Chairman Andrew Faiella: aye
Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: nay
Commissioner Michael Hough: nay
Commissioner Ingrid Osses: nay

Motion failed 3-3.

Motion was made by Vice Chairman Scantlebury to recommend to the Mayor and Common Council of the town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – use districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location.

When adjacent to residential zoned property the height shall be restricted to 40feet within a distance of 40 feet of the boundary of any residential zoned property. Second was made Commissioner Blue.

Roll Call:

Chairman Andrew Faiella: aye
Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: nay
Commissioner Michael Hough: aye
Commissioner Ingrid Osses: aye

Motion passes 5-1.

7. Public Hearing – Accessory Building Setbacks: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 203, related to accessory buildings.

Staff Comments

Town Planner BJ Ratlief said this amendment will clarify and standardize the rear and side setbacks for accessory buildings in residential zoning districts. This applies to non-habitable buildings (dwelling units) only, such as sheds, barns, workshops, etc. Staff proposes a seven (7') foot side yard and seven (7') rear yard setback for accessory buildings for consistency. This would provide a standard measurement of how far into a setback it may encroach.

Public Hearing Open 7:14pm

Stephen Magoon of 3510 S. Sierra Lane- said changing it to 7feet is more than just a change of a couple of feet. If a neighbor build something 7 foot from property line, it could reduce views of the sun set/mountains. If the only problem we are solving is for consistency, there are other ways to solve this. He recommends this be reworked or withdrawn.

Public Hearing Closed 7:16pm**Commission Discussion**

Commissioner Blue thinks Mr. Magoon is misinterpreting the setbacks. Staff is recommending going from a 0 feet set back to a 7-foot setback.

Commission discussed the current setbacks verses what is being proposed.

Motion was made by Commissioner Blue to recommend to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 203, related to accessory buildings. Second was made Vice Chairman Scantlebury.

Roll Call:

Chairman Andrew Faiella: aye

Vice Chairman Todd Scantlebury: aye

Commissioner Greg Blue: aye

Commissioner Bill Tippet: aye

Commissioner Michael Hough: aye

Commissioner Ingrid Osses: aye

Commissioner Robert Foreman: absent

Motion passed unanimously 6-0.

8. **Public Hearing – Utility and Marijuana Fencing Exemptions: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 301.B, related to utility and marijuana fencing exemption.**

Staff Comments

Town Planner BJ Ratlief said utility companies and marijuana facilities are required to have taller fences than are currently allowed in Town of Camp Verde Planning and Zoning Ordinance. If approved, this amendment would allow these entities to build the fence that is needed without having to apply of a variance and delaying their project. A proposed clarification is also included that would allow residential properties of differing elevations to construct a fence up to eight (8') in height. The current Planning and Zoning Ordinance is not consistent with common practice for utility companies to construct a higher fence. Recently, the town received a Use Permit for an APS substation. For safety purposes, they need to exceed the maximum eight (8') foot fence limit. Marijuana grow facilities have a similar, taller fencing requirement – required by state statute to exceed eight (8') feet.

Ms. Ratlief also pointed out a Scribner Error on page 66 paragraph 2, there should be an “A” and then a “B”.

Chairman Faiella asked if APS had given a required height? Ms. Ratlief said their internal security standards say 10-12 foot. Mr. Faiella is concerned with others that will want a higher fence. Mr. Knight said the Commission could put a cap on it for a limit; not to exceed a certain height.

Public Hearing Open: 7:27pm

No Blue Cards were received and no one was attending via ZOOM.

Public Hearing Closed: 7:27pm**Commission Discussion**

Motion was made by Commissioner Blue to recommend to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 301.B, related to utility and marijuana fencing exemption plus the insert of the retaining wall which would go under #3, A and then insert under B on page 68 which includes exceptions to height limits regarding retaining walls. "A maximum height of the retaining wall shall be no more than 4 feet on side and rear yard to maximum height of 6 feet on top of the retaining wall when finish creating site of retaining wall, 3 front yard retaining walls maximum of 4 feet in addition of 4 feet from inside top fencing creating. Top 2 feet is open fencing or 6 feet chain link open with exception of max of 3 feet then the triangular area formed by measuring 15 feet long by roadway and drive from their intersection. This 3-foot limit includes hedging and other planting but may include open fencing above 3 feet otherwise permitted by". Second was made by Commissioner Tippet.

Roll Call:

Chairman Andrew Faiella: aye
Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: aye
Commissioner Michael Hough: aye
Commissioner Ingrid Osses: aye
Commissioner Robert Foreman: absent

Motion passed unanimously 6-0.

9. Public Hearing – Perimeter Fencing: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 301.C, related to perimeter fencing.

Staff Comments

Town Planner BJ Ratlief said currently, perimeter fencing is not allowed on lots that are under two (2) acres in size. If passed, this would mitigate the problem of citizens having dumping and trespassing issues on their property. The current Planning and Zoning Ordinance prohibits vacant/undeveloped lots or parcels less than two (2) acres from being fenced. This creates a problem for property owners that are unable to protect their property from illegal dumping and trespassing. The only exception is the fence has to be a non-opaque fence. Ms. Ratlief also said page 71, the second red line should say, "*prior to installation OR construction.*"

Public Hearing Open 7:33pm

No Blue Cards were received and no one was attending via ZOOM.

Public Hearing Closed 7:33pm

Commission Discussion

Motion was made by Commissioner Osses to recommend the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 301.C, related to perimeter fencing and include correcting the grammatical error on page 71. Second was made by Commissioner Blue.

Roll Call:

Chairman Andrew Faiella: aye
Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: aye
Commissioner Michael Hough: aye

Commissioner Ingrid Osses: aye
Motion passed unanimously 6-0.

10. **Public Hearing – Land Division Lot Size: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 502.A, related to land division.**

Staff Comments

Town Planner BJ Rattief said the correction to this amendment will bring the Town Planning and Zoning Ordinance into compliance with Arizona Revised Statute. The current Planning and Zoning Ordinance, Section 502.A-Land Division, contains several text errors. Staff recommends making corrections, so the ordinance is consistent with Arizona Revised Statutes.

Public Hearing Open 7:38pm

No Blue Cards were received and no one was attending via ZOOM.

Public Hearing Closed 7:38pm

Commission Discussion- none

Motion was made by Commissioner Blue to recommend to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 502.A, related to land division. Second was made by Vice Chairman Scantlebury.

Roll Call:

Chairman Andrew Faiella: aye

Vice Chairman Todd Scantlebury: aye

Commissioner Greg Blue: aye

Commissioner Bill Tippet: aye

Commissioner Michael Hough: aye

Commissioner Ingrid Osses: aye

Motion passed unanimously 6-0.

11. **Public Hearing – Nonconforming Parcels Setbacks: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 301.A, related to setbacks for nonconforming parcels.**

Staff Comments

Town Planner BJ Rattief said the authority to allow setback adjustments for legal nonconforming parcels, has always been done by policy. This would allow it to be documented and done through authority that is given by the Planning and Zoning Ordinance. The current Ordinance does not provide clear and concise authority to administratively adjust setbacks on legal, nonconforming parcels that are substandard in size. This would give more administrative support.

Public Hearing Open 7:41pm

No Blue Cards were received and no one was attending via ZOOM.

Public Hearing Closed 7:41pm

Commission Discussion- none

Motion was made by Commissioner Tippet to recommend to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 301.A, related to setback for nonconforming parcels. Second was made by Commissioner Blue.

Roll Call:

Chairman Andrew Faiella: aye
Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: aye
Commissioner Michael Hough: aye
Commissioner Ingrid Osses: aye

Motion passed unanimously 6-0.

12. **Public Hearing – Scrivener’s and Formatting Errors: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 601, related to scrivener’s and formatting errors.**

Staff Comments

Town Planner BJ Ratlief said this will allow minor editing in the Planning and Zoning Ordinance, which is full of grammatical errors. The Zoning Ordinance has several minor, grammatical, typographical, and formatting errors. Currently, these errors can only be changed by approving an ordinance whenever an error is discovered. She also pointed out that on page 84 the last paragraph should have been in red, indicating a new paragraph. If the change is content related it will come before the Commission for approval.

Public Hearing Open 7:44pm

No Blue Cards were received and no one was attending via ZOOM.

Public Hearing Closed 7:44pm

Commission Discussion- none

Motion was made by Vice Chairman Scantlebury recommend to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve amending the Town of Camp Verde Planning & Zoning Ordinance with minor text amendments within Section 601, related to Scrivener’s and Formatting Errors. In order to ensure and preserve meeting and intent of zoning ordinances, Scribner and formatting error corrections will be forwarded as resolutions to be considered by Council. Second was made by Commissioner Osses.

Roll Call:

Chairman Andrew Faiella: aye
Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: aye
Commissioner Michael Hough: aye
Commissioner Ingrid Osses: aye

Motion passed unanimously 6-0.

13. **Current Events:**

Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

No current events.

14. **Staff Comments:**

John Knight-

- The proposed January 19th meeting is set to start at 6pm. Council will consider the time

change at a future council date.

- Chairman Faiella will be re-appointed at the December 7th Council Meeting.
- Mr. Knight will be updating Council on long range projects and will be requesting a Joint Session in February with Council.
- Ms. Ratlief gave an update on the two Arena Del Loma Public Hearings. The motion failed and the rezone was not approved. They will continue to operate under the 2016 NOD.
- Commission can consider having a Work Session to review procedures. Mr. Knight will send an email to Commissioners to confirm items they should have in their possession.

15. Adjournment:

Motion made by Commissioner Blue to adjourn the meeting. Second was made by Commissioner Tippet.

Roll Call:

Chairman Andrew Faiella: aye
Vice Chairman Todd Scantlebury: aye
Commissioner Greg Blue: aye
Commissioner Bill Tippet: aye
Commissioner Michael Hough: aye
Commissioner Ingrid Osses: aye
Commissioner Robert Foreman: absent

Motion passed 6-0.

Meeting was adjourned at 8:03 p.m.

Chairman Drew Faiella

Community Development Director John Knight

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 1st day of December 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 1st day of December 2022.

Jennifer Reed

Jennifer Reed, Recording Secretary



Agenda Report Form – Section I

Meeting Date:

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

Requesting Department: Public Works

Staff Resource/Contact Person: Public Works Director Ken Krebs

Agenda Title (be exact): Discussion, Consideration and Possible Approval of Change Orders # CO-13, CO-14, CO-15, CO-16, CO-17, CO-18, in the total amount of \$285,691.52 to the Town's contract with Tierra Verde Builders to finish completion of electrical work and lighting, top dressing and grading of sod areas of soccer fields, delivery unloading and installation of donated scoreboards, and removal of line items in contract.

List Attached Documents: CO13, Pur Solar line item change order costs for (CO13), CO14, Pur Solar line item change order costs for (CO14), CO15, Pur Solar line item change order costs for (CO15), CO16, Morning Dew line item change order costs for (CO16), CO17, Pur Solar line item change order costs for (CO17), CO18, Line items for (CO18).

Estimated Presentation Time: 30 minutes

Estimated Discussion Time: 1 hour

Reviews and comments Completed by:

Town Manager: Gayle Mabery Department Head: Ken Krebs

Town Attorney Comments: _____

Risk Management: _____

Finance Department

Fiscal Impact:

Budget Code: 04-800-20-804000 **Amount Remaining:** Approx \$3,400,000

Comments:

Background Information: The electrical and lighting costs outlined in CO #13, CO #14 and CO#15 (totaling \$188,020.49) have been delayed due to supply chain issues and price increases. These three change orders are eligible costs under our LWCF Grant and we will bill Arizona State Parks for 50% of the total (which is \$94,010.24).

CO#13 with a total cost of \$66,999.81, resulted from a change made at the direction of the Town in early 2022 to move the electric panel and transformer for the project from its original concession stand location to the south side of the baseball fields.

The majority of costs in CO#14, which amounts to \$103,630.37, are due to issues with the calculation of total lineal feet of wiring needed for the project. Actual wiring needed exceeded the wiring estimates on the original plans, and were also a result of changes made at the Town's direction in early 2022.

CO #15, in the amount of \$17,390.31 is for the installation of the light poles, fixtures, and Musco lighting for the tennis and pickleball courts that the town had asked for. The installation was completed by the contractor without a change order approval because the equipment needed for the installation was at the sports complex and if not put up at the time it would negatively impact the progression of completing the lighting project for the sports complex as a whole.

CO #16, in the amount of \$72,508.35 is for top dressing and grading of the multi-use (soccer) field and will address the uneven surface. Like the CO approved last week for the baseball fields, some sinking of the fields was apparently anticipated along the drainage areas. The issues were exacerbated by the fields sitting dormant during several years of work stoppage (due to COVID and waiting on grant submission/approval).

CO #17 in the amount of \$34,582.68 covers the scoreboard installation. Our contractor, Tierra Verde, donated the scoreboards themselves, but the installation costs were always anticipated as part of this contract. Again, project delays and resulting supply chain issues along with increase in cost for materials have resulted in this Change Order request.

CO #18 is a deductive change order in the amount of -\$9,420, which will remove line items from the original contract, therefore reducing the costs of the original contract. The line items in question are for short runs of sewer and water lines that will eventually be installed as part of the concession stand project. From a construction perspective, installation of those lines should not be handled under the Tierra Verde contract, but instead will be included at a later date when we construct the concession stand.

In total, the Change Orders amount to \$285,691.52. Of that total, \$94,010.25 is eligible for grant reimbursement, and the remaining \$191,681.27 will be funded out of the Town's loan proceeds for this project.

Incidentally, in conversations with staff at Arizona State Parks, town staff has confirmed that the Town will be eligible for additional grant funds up to \$500,000, as part of the State's provisions for projects impacted by COVID and related supply chain issues. Staff will be working closely with State Parks to move forward with a request for those additional funds.

Recommended Action (Motion): Staff recommends that Council approve change orders; CO13, CO14, CO15, CO16, CO17, and CO18 in the total amount of \$285,691.52 to the Town's contract with Tierra Verde Builders for the completion of the lighting and electrical, top dressing and leveling of the soccer fields, installation of the scoreboards, and the removing line items 21,22,23,24,25,26, and 27 from the contract for the Camp Verde Sports Complex.

Instructions to the Clerk:



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-13
Date: 01/20/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Move Panel LA to new location on South side of South Baseball field - \$55,796.55
- Contractor mark-up - \$5,579.66
- Bonding @ 2.5% - \$1,534.41
- Sales Tax - \$4,089.19

Original Contract Sum: \$3,382,566.00
Net Change by this Change Order: \$66,999.81
New Contract Sum: \$TBD

Tierra Verde Builders
Contractor

Town of Camp Verde - Owner
Owner

Signed  _____
 Ben Bassous
 Tierra Verde Builders

Date 1/20/2023



PO Box 1659 Cottonwood, AZ 86326

YOUR LOCAL CONTRACTOR FOR OVER 45 YEARS

COTTONWOOD OFFICE
928.639.1267

PRESCOTT VALLEY OFFICE
928.788.0285

WWW.PURSOLARAZ.COM
ROC# 278724



- Peace of mind: Experience counts. We've been around since 1974 and know what it takes to be able to GUARANTEE our work unconditionally, 100% in writing. All material comes with a one-year warranty.
- On-call professional service 24/7, we will be there when you need us to provide you with professional service, someone you can trust.

CUSTOMER/ OR BUILDER: Ben Bassous, Tierra Verde Builders, bbassous@tierraverdebuilders.com

WORK DONE AT: Camp Verde Sports Complex Phase 1

Pur Solar Inc. agrees to furnish all material and labor necessary to complete the following work which is currently outside of the Contract Agreement;

Scope of work: Relocate Panel 'LA' and Transformer 'T1' per Plan Revision

- Provide 175' Additional Trenching
- Furnish and Install 525' Additional 3" PVC Conduit
- Furnish and Install 525' Additional 2" PVC Conduit
- Furnish and Install New 36" J-Box
- Furnish and Install Wire As Follows; 3,700' #8 THHN, 740' #6 THHN, 925' #4 THHN, 4,625' #1 THHN, 555' 3/0 THHN
- Furnish and Install Unistrut Structure for Panel 'LA'

All work to be completed in a substantial and workmanlike manner per standard practices and codes for the sum of, Subtotal without Alt. \$ 55,796.55 Tax \$ TAX INCLUDED **Total \$ 55,796.55**

Not included: Permits, concrete work, unapproved overtime, APS conduit/ fees, trenching, anything not stated above in scope of work. Payment to be made as follows: Mobilization and Progress payments after that.

The total amount of the contract to be paid within 15 days of completion of the work, also the material belongs to Pur Solar Inc. until the total amount is paid in full.

Any alteration or deviation from the above specifications and plan pages on which the job was bid will be considered as extra and subject to an extra charge for each change. Price of the bid may change due to material and labor cost if the job is not started within 10 days of the bid date.

The proper venue for any dispute arising out of this contract is Yavapai County Superior Court, Camp Verde, Arizona. This contract shall be governed by and construed and enforced in accordance with the laws of the State of Arizona. If either party resorts to legal action to enforce any Contract term to recover damages for the breach thereof, the prevailing party is entitled to recover reasonable attorney's fees in addition to the amount of judgment, costs, and other expenses as determined by the court.

Any notice, application, request, demand, approval or consent which may be given or is required to be given under this Contract, or any other documents to be delivered by one party to the other shall be in writing sent by Federal Express or its equivalent, or sent by United States Mail postage prepaid, certified or registered mail, return receipt requested and address as follows:
PO Box 1659 Cottonwood AZ 86326

President of Operations
Travis Purinton

DATE 06/28/22

All Conditions and Terms Of

This Agreement Accepted By

DATE _____



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-14
Date: 01/20/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Extra Wire and Increased Wire Cost to Complete Base bid, Alt 1, and Alt 2 - \$86,302.00
- Contractor mark-up - \$8,630.20
- Bonding @ 2.5% - \$2,373.31
- Sales Tax - \$6,324.86

Original Contract Sum: \$3,382,566.00

Net Change by this Change Order: \$103,630.37

New Contract Sum: \$TBD

Tierra Verde Builders

Contractor

Town of Camp Verde - Owner

Owner

Signed _____


Ben Bassous
Tierra Verde Builders

Date 1/20/2023



**Pur Solar
& Electrical**

PO Box 1659 Cottonwood, AZ 86326

YOUR LOCAL CONTRACTOR FOR OVER 45 YEARS

COTTONWOOD OFFICE
928.639.1267

PRESCOTT VALLEY OFFICE
928.788.0285

WWW.PURSOLARAZ.COM
ROC# 278724



- Peace of mind: Experience counts. We've been around since 1974 and know what it takes to be able to GUARANTEE our work unconditionally, 100% in writing. All material comes with a one-year warranty.
- On-call professional service 24/7, we will be there when you need us to provide you with professional service, someone you can trust.

CUSTOMER/ OR BUILDER: Ben Bassous, Tierra Verde Builders. bbassous@tierraverdebuilders.com
WORK DONE AT: Camp Verde Sports Complex Phase 1

Pur Solar Inc. agrees to furnish all material and labor necessary to complete the following work which is currently outside of the Contract Agreement, dated;

Scope of work:Furnish and Install additional necessary conductors to complete electrical design per BASE BID and portions of ALT1 and ALT2

WIRE	BID AMOUNT	USED/NEEDED	DIFFERENCE
3/0	6,212 FT.	8,724 FT.	2,515 FT.
#2	41,468 FT.	66,761 FT.	15,293 FT.
#4	28,338 FT.	38,916 FT.	10,578 FT.
#6	18,939 FT.	22,566 FT.	3,627 FT.

MATERIAL COST FOR ABOVE \$55,234.00

LABOR TO PULL IN EXTRA WIRE & EXPENSES FOR ABOVE \$31,068.00

All work to be completed in a substantial and workmanlike manner per standard practices and codes for the sum of, Subtotal without Alt. \$ 86,302.00 Tax \$ TAX INCLUDED **Total \$ 86,302.00**

Not included: Permits, concrete work, unapproved overtime, APS conduit/ fees, trenching, anything not stated above in scope of work. Payment to be made as follows: Mobilization and Progress payments after that.

The total amount of the contract to be paid within 15 days of completion of the work, also the material belongs to Pur Solar Inc. until the total amount is paid in full.

Any alteration or deviation from the above specifications and plan pages on which the job was bid will be considered as extra and subject to an extra charge for each change. Price of the bid may change due to material and labor cost if the job is not started within 10 days of the bid date.

The proper venue for any dispute arising out of this contract is Yavapai County Superior Court, Camp Verde, Arizona. This contract shall be governed by and construed and enforced in accordance with the laws of the State of Arizona. If either party resorts to legal action to enforce any Contract term to recover damages for the breach thereof, the prevailing party is entitled to recover reasonable attorney's fees in addition to the amount of judgment, costs, and other expenses as determined by the court.

Any notice, application, request, demand, approval or consent which may be given or is required to be given under this Contract, or any other documents to be delivered by one party to the other shall be in writing sent by Federal Express or its equivalent, or sent by United States Mail postage prepaid, certified or registered mail, return receipt requested and address as follows:

PO Box 1659 Cottonwood AZ 86326

President of Operations
Travis Purinton

All Conditions and Terms Of

This Agreement Accepted By

DATE: 10.26.2022

DATE _____



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-15
Date: 01/20/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Install Musco Foundations and Poles for Pickle Ball Court (6) - \$2,618.58
- Install No. 5 Electrical Pull Box (6) - \$3,000.00
- Install Musco Fixtures (16) - \$8,863.84
- Contractor mark-up - \$1,448.24
- Bonding @ 2.5% - \$398.27
- Sales Tax - \$1,061.38

Original Contract Sum: \$3,382,566.00
Net Change by this Change Order: \$17,390.31
New Contract Sum: \$TBD

Tierra Verde Builders
Contractor

Town of Camp Verde - Owner
Owner

Signed 
 Ben Bassous
 Tierra Verde Builders

Date 1/20/2023



PO Box 1659 Cottonwood, AZ 86326

YOUR LOCAL CONTRACTOR FOR OVER 45 YEARS

COTTONWOOD OFFICE
928.639.1267

PRESCOTT VALLEY OFFICE
928.788.0285

WWW.PURSOLARAZ.COM
ROC# 278724



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- On-call professional service 24/7, we will be there when you need us to provide you with professional service, someone you can trust.

CUSTOMER/ OR BUILDER: Ben Bassous, Tierra Verde Builders, bbassous@tierraverdebuilders.com
WORK DONE AT: Camp Verde Sports Complex Phase 1

Pur Solar Inc. agrees to furnish all material and labor necessary to complete the following work which is currently outside of the Contract Agreement, dated;

Scope of work: Install Light Poles and Fixtures at Tennis and PickleBall Courts

INSTALL MUSCO FOUNDATION AND POLE (6) \$435.43 X 6 = 2,618.58

INSTALL No. 5 ELECTRICAL PULL BOX (6) \$500.00 X 6 = 3,000.00

INSTALL MUSCO FIXTURE (16) \$553.99 X 16 = 8,863.84

All work to be completed in a substantial and workmanlike manner per standard practices and codes for the sum of, Subtotal without Alt. \$ 14,482.42 Tax \$ TAX INCLUDED **Total \$ 14,482.42**

Not included: Permits, concrete work, unapproved overtime, APS conduit/ fees, trenching, anything not stated above in scope of work. Payment to be made as follows: Mobilization and Progress payments after that.

The total amount of the contract to be paid within 15 days of completion of the work, also the material belongs to Pur Solar Inc. until the total amount is paid in full.

Any alteration or deviation from the above specifications and plan pages on which the job was bid will be considered as extra and subject to an extra charge for each change. Price of the bid may change due to material and labor cost if the job is not started within 10 days of the bid date.

The proper venue for any dispute arising out of this contract is Yavapai County Superior Court, Camp Verde, Arizona. This contract shall be governed by and construed and enforced in accordance with the laws of the State of Arizona. If either party resorts to legal action to enforce any Contract term to recover damages for the breach thereof, the prevailing party is entitled to recover reasonable attorney's fees in addition to the amount of judgment, costs, and other expenses as determined by the court.

Any notice, application, request, demand, approval or consent which may be given or is required to be given under this Contract, or any other documents to be delivered by one party to the other shall be in writing sent by Federal Express or its equivalent, or sent by United States Mail postage prepaid, certified or registered mail, return receipt requested and address as follows:

PO Box 1659 Cottonwood AZ 86326

President of Operations
Travis Purinton

DATE: 10.26.2022

All Conditions and Terms Of

This Agreement Accepted By

_____ DATE _____



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-16
Date: 01/20/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Top Dressing and Grading of Sod Areas of Soccer fields - \$60,384.00
- Contractor mark-up - \$6,038.40
- Bonding @ 2.5% - \$1,660.56
- Sales Tax - \$4,425.39

Original Contract Sum: \$3,382,566.00

Net Change by this Change Order: \$72,508.35

New Contract Sum: \$TBD


Tierra Verde Builders

Contractor

Town of Camp Verde - Owner

Owner

Signed _____



Ben Bassous
Tierra Verde Builders

Date 1/20/2023



**TIERRA VERDE BUILDERS
PO BOX 2898
CAMP VERDE, AZ 86322, ARIZONA**

Sales: Chris Lloyd
Additional costs to complete
Camp Verde, AZ 86322, Arizona

Est ID: EST3617684
Date: Jan-09-2023

Topdressing of Soccer Fields	\$60,384.00
-------------------------------------	--------------------

The soccer field sod areas will be de-thatched in 2-3 directions. Material to be removed.
Field will be topdressed and laser graded with topdressing mix (sand/mulch/topsoil mix) approx, 1" depth.
This should be done mid-end of February and then the field should get it's Spring fertilizer application.
The Spring fertilizer application is NOT included in this proposal.

	Subtotal	\$60,384.00
	Taxes	\$0.00
	Estimate Total	\$60,384.00

Contract Payment Summary

PO #	Contract #
-------------	-------------------

Please note, these costs do NOT include additional survey costs, tax or bonds.

Contractor: _____
Chris Lloyd

Client: _____

Signature Date: _____
01/20/2023

Signature Date: _____



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-17
Date: 01/20/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Install donated Score Boards - \$28,000.00
- Delivery and unloading of Scoreboards to sports complex - \$800
- Contractor mark-up - \$2,880.00
- Bonding @ 2.5% - \$792.00
- Sales Tax - \$2,110.68


Original Contract Sum: \$3,382,566.00
Net Change by this Change Order: \$34,582.68
New Contract Sum: \$TBD

Tierra Verde Builders

Contractor

Town of Camp Verde - Owner

Owner

Signed 
Ben Bassous
Tierra Verde Builders

Date 1/20/2023



PO Box 1659 Cottonwood, AZ 86326

YOUR LOCAL CONTRACTOR FOR OVER 45 YEARS

COTTONWOOD OFFICE
928.639.1267

PRESCOTT VALLEY OFFICE
928.788.0285

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ROC# 278724



- Peace of mind: Experience counts. We've been around since 1974 and know what it takes to be able to GUARANTEE our work unconditionally, 100% in writing. All material comes with a one-year warranty.
- On-call professional service 24/7, we will be there when you need us to provide you with professional service, someone you can trust.

**CUSTOMER/ OR BUILDER: Ben Bassous, Tierra Verde Builders, bbassous@tierraverdebuilders.com
WORK DONE AT: Camp Verde Sports Complex Phase 1**

Pur Solar Inc. agrees to furnish all material and labor necessary to complete the following work which is currently outside of the Contract Agreement, dated;

Scope of work: Install Scoreboards (4)

- Furnish and Install (8) 22' W12x26 I Beam Posts
- Furnish (8) 7' x 30" augered holes
- Furnish Necessary Concrete
- Install (4) Scoreboards
- Furnish and Install (8) Disconnects with Associated Wiring

All work to be completed in a substantial and workmanlike manner per standard practices and codes for the sum of, Subtotal without Alt. \$ 28,000.00 Tax \$ TAX INCLUDED **Total \$ 28,000.00**

Not included: Permits, concrete work, unapproved overtime, APS conduit/ fees, trenching, anything not stated above in scope of work. Payment to be made as follows: Mobilization and Progress payments after that.

The total amount of the contract to be paid within 15 days of completion of the work, also the material belongs to Pur Solar Inc. until the total amount is paid in full.

Any alteration or deviation from the above specifications and plan pages on which the job was bid will be considered as extra and subject to an extra charge for each change. Price of the bid may change due to material and labor cost if the job is not started within 10 days of the bid date.

The proper venue for any dispute arising out of this contract is Yavapai County Superior Court, Camp Verde, Arizona. This contract shall be governed by and construed and enforced in accordance with the laws of the State of Arizona. If either party resorts to legal action to enforce any Contract term to recover damages for the breach thereof, the prevailing party is entitled to recover reasonable attorney's fees in addition to the amount of judgment, costs, and other expenses as determined by the court.

Any notice, application, request, demand, approval or consent which may be given or is required to be given under this Contract, or any other documents to be delivered by one party to the other shall be in writing sent by Federal Express or its equivalent, or sent by United States Mail postage prepaid, certified or registered mail, return receipt requested and address as follows:
PO Box 1659 Cottonwood AZ 86326

President of Operations
Travis Purinton

DATE: 1.19.2023

All Conditions and Terms Of

This Agreement Accepted By

_____ DATE _____



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-18
Date: 01/20/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Remove Line Items 21, 22, 23, 24, 25, 26, and 27 from contract – (\$9,420.00)

Original Contract Sum: \$3,382,566.00

Net Change by this Change Order: (- \$9,420.00)

New Contract Sum: \$TBD

Tierra Verde Builders

Contractor



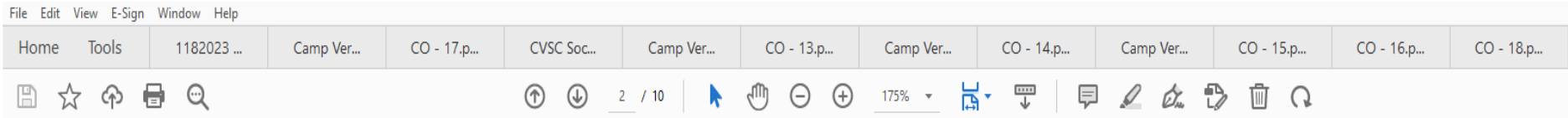
Signed Ben Bassous
Tierra Verde Builders

Town of Camp Verde - Owner

Owner

Date 1/20/2023

The difference from the line item costs total and the Change order total is due to the general condition costs, etc. above the cost of labor and materials.



ITEM NO.	ITEM DESCRIPTION	EST. QTY.	UOM	UNIT COST	TOTAL COST
19.	Install No. 5 Electrical Pull Box	30	EA	745.72	22,371.49
20	Install (TWO) 4-inch Sch 80 conduits with all necessary fittings Trench and backfill as per APS Detail on Sheet UT1.1 (FO Conduit)	1,100	LF	Removed From Bid	
21.	Install 2-inch PVC Sch 40 Sanitary Sewer Pipe with all necessary fittings, trenching, bedding, backfill and compaction as per MAG Specification section 601 and installation as per section 615	30	LF	59.91	1,797.05
22.	Install 4-inch PVC SDR 35 Sanitary Sewer Pipe with all necessary fittings, trenching, bedding, backfill and compaction as per MAG Specification section 601 and installation as per section 615	83	LF	46.46	3,855.72
23.	Install Sanitary Sewer Clean Out as per MAG 441	3	EA	366.75	1,100.24
24.	Install 4"x2" PVC Wye Fitting	1	EA	139.36	139.36
25.	Install 4-inch PVC Sanitary Sewer Cap	1	EA	169.19	169.19
26.	Install 2"x2" PVC Sch. 40 Tee with 2-inch PVC Sch. 40 Water Service with all necessary fittings and thrust blocking as per MAG std dfl 380. Trench, bedding, backfill and compaction as per MAG Specifications section 601 and installation as per section 610.	70	LF	42.79	2,995.09
27.	Install 3/4-inch PVC Sch. 40 Water Service with all necessary fittings and thrust blocking as per MAG std dfl 380. Trench, bedding, backfill and compaction as per MAG Specifications section 601 and installation as per section 610.	75	LF	42.79	3,209.03
28.	Install MDF Drinking Fountain 10145SM with bottle filler and chiller as per detail 1 on sheet HS3.2, Complete.	1	EA	5,675.39	5,675.39

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Agenda Item Submission Form – Section I

Meeting Date: February 1, 2023

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

Requesting Department: Human Resources / Risk Management

Staff Resource/Contact Person: Julia Kaiser / Heather Vinson

Agenda Title (be exact): Discussion, Consideration and Possible Approval to put recruitment efforts for the Part-Time Town Attorney position on hold indefinitely.

List Attached Documents:

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews and comments Completed by:

- Town Manager: _____
- Department Head: Julia Kaiser
- Town Attorney Comments: _____
- Risk Management: Heather Vinson _____
- Finance Department _____
- Fiscal Impact:**
- Budget Code:** _____ **Amount Remaining:** _____

Background Information: The Town has been actively recruiting for a Part-Time Town Attorney since June of 2022. In August of 2022, the Council conducted interviews of current applicants. Council directed staff to repost the position as continuous with no closing date and a new salary range description to state “depending on experience.” Since then, there have been 7 applications received and the Council has been providing staff with feedback. In December of 2022, the Council approved a letter of engagement with the Pierce Coleman legal firm to support the immediate legal needs of the Town and Council during the transitional period of management. At this time, the staff recommends suspending the Part-Time Attorney posting to allow both the staff and the Council to work with Pierce Coleman and determine what, if any, supplemental legal support would be necessary.

Recommended Action (Motion): Recommend approval to halt recruitment efforts for the Part-Time Town Attorney position indefinitely.

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Agenda Item Submission Form – Section I

Meeting Date: 2/1/23

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser, Human Resources Director

Agenda Title (be exact): Discussion and/ or action regarding a possible selection of an executive recruitment firm for the Town Manager position. Notice Council may, by majority vote, recess the meeting, hold an executive session with staff and then reconvene for discussion and possible action on this item as covered under A.R.S 38-431.03 (A) (4).

List Attached Documents:

Estimated Presentation Time: 40 minutes

Estimated Discussion Time: 30 minutes

Reviews Completed by: Gayle Mabery

Department Head: Julia Kaiser Town Attorney Comments: N/A

Finance Department N/A
Fiscal Impact: None
Budget Code: _____ **Amount Remaining:** _____
Comments: _____

Background Information:

Recommended Action (Motion): Move to appoint _____ as a recruitment firm for the Town Manager position.

Instructions to the Clerk: