

**AMENDED 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=Si9nZ2FTU3hWVDgzRTM5NmI0MGtpQT09>

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

**Meeting ID: 833 8517 9945**

**Passcode: 171387**

**ADDING ADDITIONAL PRESENTATION UNDER ITEM 6**

- **PRESENTATION FROM RALPH ANDERSEN & ASSOCIATES FOR TOWN MANAGER RECRUITMENT**



*Support your local merchants*

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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
    - 2) Regular Session – January 18, 2023
  - 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**
- **Presentation from Raftelis for Town Manager Recruitment**
- **PRESENTATION FROM RALPH ANDERSEN & ASSOCIATES FOR TOWN MANAGER RECRUITMENT**

**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

**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

**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

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
13. **Discussion, Consideration and Possible Approval to put recruitment efforts for the Part-Time Town Attorney position on hold indefinitely.** Staff Resource: Julia Kaiser
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
  - **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)).

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 Bashes 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

*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.*



January 25, 2023

Mayor Dee Jenkins  
and Members of the Town Council  
Town of Camp Verde  
473 S Main Street  
Camp Verde, Arizona 86322

Via Email: [Julia.kaiser@campverde.az.gov](mailto:Julia.kaiser@campverde.az.gov)

Dear Mayor Jenkins and Members of the Town Council:

We are pleased to submit this Letter Proposal to recruit for the position of Town Manager for the Town of Camp Verde. We will facilitate the recruitment process and professionally add value to the entire recruitment and selection process.

The Town of Camp Verde is seeking an executive search firm to assist the Mayor and Town Council in the search and selection of a Town Manager. If selected to conduct this search, the Town will have Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, as Project Director on this engagement.

## Recent Related Search Engagements

Ralph Andersen & Associates conducts a wide array of searches in the public sector specializing in the top executive in local government – the Town Manager. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities.

Since 2017, Ralph Andersen & Associates has conducted or is currently recruiting for the following Arizona local government entities. Those noted with an asterisk (\*) are projects under the direction of Ms. Heather Renschler, Project Director

- Avondale, AZ\*
  - City Manager (2022)
- Coconino County, AZ\*
  - Senior Civil Attorney (Limited Search) (2022)
- Cottonwood, AZ\*
  - City Manager (Current Search)
- Gilbert, AZ
  - Chief of Police (2017)
  - City Attorney (2017)
- Glendale, AZ\*
  - Chief Information Officer (2020)

*Serving Public Sector Clients Since 1972*

5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765 Phone: 916/630-4900 Fax: 916/630-4911 Website: [www.ralphandersen.com](http://www.ralphandersen.com)

- Goodyear, AZ\*
  - Deputy City Manager (2022)
  - Public Works Director (Current Search)
  - Water Services Director (2023)
- Maricopa, AZ\*
  - Chief of Police (2022)
- Northwest Fire District, AZ\*
  - Business Services Director/CFO (2020)
- Oro Valley, AZ\*
  - Town Manager (Current Search)
- Phoenix, AZ\*
  - Assistant Chief Information Officer (2022)
- Phoenix Sky Harbor International Airport, AZ\*
  - Assistant Aviation Director (Business & Properties) (2017)
  - Assistant Aviation Director (Operations) (2017)
- Queen Creek, AZ\*
  - Assistant Town Manager (Current Search)
- Scottsdale, AZ\*
  - City Treasurer/CFO (2021)
  - Human Resources Executive Director (2022)
  - Presiding City Judge (2022)
- Sun City West, AZ\*
  - General Manager (2019)
- Superstition Fire & Medical District, AZ\*
  - Fire Chief (2021)
- Surprise, AZ\*
  - Assistant Director of Finance (Internal Appointment in 2022)
- Tucson, AZ
  - Business Services Department Director (2020)
  - Deputy Director, Water Department (2015)
  - Director of Information Technology/CIO (2019)
  - Economic Initiatives Director (2019)
  - Fire Chief (2019)
  - Tucson Water Director (2022)

**Below is a listing of Town Manager / City Manager related recruitments** conducted or in-progress by Ralph Andersen & Associates on a national level in the last five years (2017 to Present). The list of Town Manager / City Manager searches conducted during the last few years is unsurpassed by any other recruitment firm.

- Allen, TX – City Manager (2019)
- Apple Valley, CA – Town Manager (2018)
- Artesia, CA – City Manager (2022)
- Auburn, CA – City Manager (2017)
- Austin, TX
  - Assistant City Manager for Economic Opportunity & Affordability (2018)
  - Assistant City Manager for Health & Environment / Culture & Lifelong Learning (2018 & 2021)
  - Assistant City Manager for Mobility (2019)
  - Assistant City Manager for Safety (2019)
  - Deputy City Manager (2019)
- Avondale, AZ – City Manager (2022)
- Barstow, CA – City Administrator (2021)
- Belvedere, CA – City Manager (2017)
- Beverly Hills, CA – Deputy City Manager (2019)
- Bishop, CA – City Administrator (2018 & 2020)
- Brownsville, TX – City Manager (2018)
- Buellton, CA – City Manager (2019)
- Burleson, TX – Deputy City Manager (2021)
- Calabasas, CA – City Manager (2018 & 2021)
- California City, CA – City Manager (2022)
- Carmel-by-the-Sea, CA – Assistant City Administrator (2017)
- Citrus Heights, CA – City Manager (2022)
- Colma, CA – City Manager (2017)
- Compton, CA – City Manager (2022)
- Corona, CA – City Manager (2019)
- Coronado, CA
  - Assistant City Manager (2022)
  - City Manager (2021)
- Costa Mesa, CA – City Manager (2019)



- Cottonwood, AZ
  - City Manager (Current Search)
  - City Manager (Limited Backgrounds – Two Candidates) (2022)
- Cupertino, CA – City Manager (2019)
- Delray Beach, FL – City Manager (2019)
- Denton, TX – Assistant City Manager (2019)
- Eastvale, CA – City Manager (2022)
- El Segundo, CA – City Manager (2022)
- Emeryville, CA – City Manager (2022)
- Encinitas, CA – City Manager (2020)
- Fairfax, CA – Town Manager (2021)
- Foster City, CA – City Manager (2022)
- Fountain Valley, CA – City Manager (2017)
- Goleta, CA
  - City Manager (2022)
  - Deputy City Manager (2017 & 2019)
- Goodyear, AZ – Deputy City Manager (2022)
- Grand Terrace, CA – City Manager (2021)
- Green Valley Recreation, Inc. – Chief Executive Officer (2020)
- Gustine, CA – City Manager (2022)
- Huntington Beach, CA – City Manager (2022)
- Indio, CA – City Manager (2021)
- Irvine, CA – City Manager (2018)
- La Palma, CA – City Manager (2020)
- La Quinta, CA – City Manager (2019)
- La Verne, CA – City Manager (2022)
- Laguna Nigucl, CA – City Manager (2017)
- Lake Forest, CA – City Manager (2017)
- Lawrence, KS – City Manager (2019)
- Lewisville, TX – City Manager (2021)
- Lincoln, CA – City Manager (2022)
- Loomis, CA – Town Manager (2017)
- Los Altos, CA – City Manager (2021)

- McKinney, TX – Assistant City Manager (2017)
- Miami Beach, FL – City Manager (2021)
- Mill Valley, CA – City Manager (2020 & 2022)
- Modesto, CA
  - Deputy City Manager (2022)
  - Deputy City Manager for Operations (2018)
  - Deputy City Manager for Support (2018)
- Monterey, CA – City Manager (2018)
- Moorpark, CA – City Manager (2018)
- Morro Bay, CA – City Manager (2017)
- Naples, FL – City Manager (2022)
- Nevada City, CA – City Manager (2022)
- Norco, CA – City Manager (2022)
- Norfolk, VA – City Manager (2017)
- Ocean Reef Community Association, FL – President (2019)
- Oakland, CA – City Administrator (2020)
- Orange, CA – City Manager (2022)
- Oro Valley, AZ – Town Manager (Current Search)
- Palm Desert, CA
  - Assistant City Manager (2019)
  - City Manager (2021)
- Palm Springs, CA – Assistant City Manager (2021)
- Palos Verdes Estates – City Manager (2022)
- Paso Robles, CA – Assistant City Manager (2019)
- Pomona, CA – City Manager (2019)
- Powell, OH – City Manager (2020)
- Queen Creek, AZ – Assistant Town Manager (Current Search)
- Redlands, CA – City Manager (2019)
- Reno, NV – City Manager (2017)
- Rialto, CA – City Administrator (2019)
- Riverside, CA – City Manager (2022)
- Rossmoor, CA (Golden Rain Foundation) – General Manager (2022)

- Sacramento, CA
  - Assistant City Manager – Public Safety (2018)
  - Assistant City Manager – Municipal Services (2019)
- San Bruno, CA – City Manager (2018)
- Santa Monica, CA – City Manager (2021)
- Sierra Madre, CA – City Manager (2021)
- Solvang, CA – City Manager (Current Search)
- South Padre Island, TX – City Manager (2017 & 2019)
- Stockton, CA – Deputy City Manager II (Two Placements) (2020)
- Sugar Land, TX – City Manager (2019)
- Suisun City, CA – City Manager (2019)
- Sun City West, AZ – General Manager (2019)
- The Woodlands Township, TX – President and General Manager (2020)
- Upland, CA – City Manager (2021)
- Upper Arlington, OH – City Manager (2019)
- Vancouver, WA
  - Deputy City Manager – Community and Economic Development (2021)
  - Deputy City Manager for Enterprise Services (2021)
- Waxhaw, NC – Town Manager (2017)
- Westlake Village, CA – City Manager (2019)

## Project Staffing

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf.

The Town of Camp Verde will have Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, as the Project Director on this engagement. Ms. Renschler will *have all the resources and full support of our firm fully dedicated to ensuring the highest quality outcome during this important recruitment process.*

## Ms. Heather Renschler, Project Director

Ms. Renschler has been with Ralph Andersen & Associates for more than 38 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 26 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with towns, cities, and city councils; governing boards; District councils; staff members; and selection committees in the recruitment and selection process.



Important to note, Ms. Renschler has been the primary lead consultant on the majority of Arizona related searches both recently and throughout the last decade.

Ms. Renschler has extensive experience working with elected officials and clients to finding the right candidate based on the opportunities and challenges facing the organization and the community. Her network of potential candidates is broad-based and extends throughout Arizona and nationally.

Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

Ms. Renschler is located in the firm's corporate office in Sacramento (Rocklin), California and may be reached at (916) 630-4900 or directly on her cell at (916) 804-2885 or via email at [heather@ralphandersen.com](mailto:heather@ralphandersen.com).

## Paraprofessional and Support Staff

Paraprofessional, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Christen Sanchez, Ms. Hannah Jones, Ms. Teresa Heple, Ms. Karen AllGood, and Ms. Tina Keller.



## Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

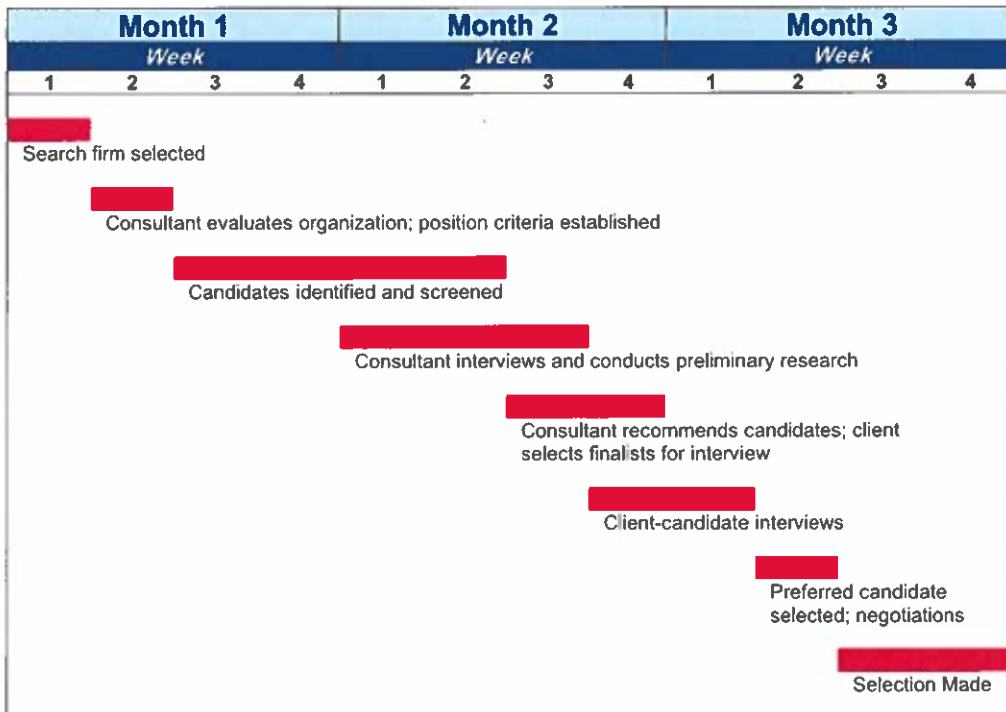
We feel that the key elements of the search process, which can be tailored to fit the specific needs of the Town of Camp Verde, should include:

- Developing a comprehensive position profile based upon information obtained in meetings with the Mayor and Town Council and key staff members.
- Extensive *personal outreach*, via telephone and through internet technology, to qualified candidates throughout Arizona and the Western Region.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts.
- A screening and assessment process that narrows the field of candidates to those who most closely match the needs of the Town and is based on preliminary research and telephone interviews with the top candidates.
- Delivering a product in the form of a search report that recommends the top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

## Project Timing

We anticipate a timeframe of approximately 90 (or less) from the execution of the agreement between the Town and Ralph Andersen & Associates to when the finalists are presented for an interview. Negotiation with the top candidate will take an additional week after finalist interviews.

A brief overview of the recruitment schedule is presented below (schedule does not include transition time by Selected Candidate to join the Town).



## Project Cost

The recruitment effort for a new Town Manager for the Town of Camp Verde will be a regional search process with a focus in Arizona. The review of resumes and qualifications will be conducted on all candidates that submit giving the Town the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of \$27,750** for recruitment services and all related expenses.

**\*Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (anticipated to be done primarily through videoconferencing with the exception of finalist interviews), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top three candidates. Reference checks will be conducted on the top three candidates. ***This fee includes doing reference checks on the top three candidates that will have their names released publicly. Should the Town desire to conduct reference calls on more than three candidates, a background fee of \$1,800 per candidate will be billed in addition to the above stated fees.***

**Invoicing for Services** – Ralph Andersen & Associates will bill the Town in four installments as follows:

- Following kick-off and finalization of recruitment brochure – \$8,325
- After the closing date – \$8,325
- After finalist interviews – \$8,325
- Upon placement – \$2,775

Progress payments will be due upon receipt.

**Brochure** – A full color electronic brochure will be developed for the Town Manager recruitment. All pictures will be the responsibility of the Town. The Town will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and that the Town will agree to pay any and all related charges or fines if a copyright violation is incurred either during the search itself or subsequently.

**Optional Service (Community Survey)** – Should the Town choose to conduct a Community Survey with summarized results, this would be conducted for an additional \$3,500.

**Exception** – Any candidate travel is the full responsibility of the Town.

## Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If within a one-year period after appointment, the Town Manager resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The Town of Camp Verde would be expected to pay for the reimbursement of all incurred expenses.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The Town would be expected to pay for all incurred expenses.



Should you need any additional information, please feel free to call Ms. Renschler at (916) 630-4900 (office) or (916) 804-2885 (cell).

Respectfully Submitted,

*Ralph Andersen & Associates*

Ralph Andersen & Associates