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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 3, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84820696060?pwd=V3Y0bXhiRGY0dk9mQmtESmNiQmc2QT09>

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

Meeting ID: 848 2069 6060

Passcode: 597003

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, Cris McPhail, Jessie Murdock, Robin Godwin, 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) Regular Session – December 6, 2023 6:30 p.m. Page 5
 - 2) Special Session – December 20, 2023 5:30 p.m. Page 21
 - 3) Regular Session – December 20, 2023 6:30 p.m. Page 23
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – Wednesday January 17, 2024 at 6:30 p.m.-Cancelled
 - 2) Strategic Planning Session – Monday January 29, 2024 TBD
 - 3) Strategic Planning Session – Tuesday January 30, 2024 TBD
 - 4) Regular Session – Wednesday February 7, 2024 at 6:30 p.m.
 - 5) Regular Session – Wednesday February 21, 2024 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. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include 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.

7. **Special Announcements and Presentations:**
 - **Proposal Presentations of Executive Recruitment Firms for Town Manager Position.** Staff Resource: Julia Kaiser Page 29
 - **Duffy Group**
 - **Raftelis**
 - **Columbia Ltd**
 - **SGR**

8. **Discussion, consideration, and possible award of 300 Building Roof Replacement Project to Hale’s Roofing in the amount of \$118,510.14.** Staff Resource: Martin Smith and Jeff Kobel Page 117

9. **Discussion, consideration, and possible approval of Community Outreach Funds for project the Tree Advisory Committee (TAC) is working on. The Committee is requesting \$10,000.00.** Staff Resource: Mike Showers Page 131

10. **Discussion, consideration and possible selection of an Executive Recruitment Firm for the Town Manager position. Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(1), (A)(3) and (A)(4) for discussion of proposals submitted by executive recruitment firms.** Staff Resource: Julia Kaiser Page 137

11. **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 purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

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. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. 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 12-28-2023 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Virginia Jones

Virginia Jones, Deputy Town Clerk

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

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Godwin, Vice-Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present. Town Attorney Trish Stuhan, Interim Town Manager Corey Rowley, Assistant Clerk Jadie Edwards, Deputy Clerk Virginia Jones and Recording Secretary Mary Frewin.

3. **Pledge of Allegiance** Councilor McPhail led the 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) Regular Session – November 15, 2023
- 2) Special Session – November 1, 2023
- 3) Special Session – November 15, 2023
- 4) Special Session – November 17, 2023

b) Set Next Meeting, Date and Time:

- 1) Regular Session – Wednesday December 20, 2023 at 6:30 p.m.

c) *Approval of Resolution 2023-1128, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2024 meeting dates and times for meetings of the Council and all Commission/Committees, and superseding Resolution 2022-1102. Staff Resource: Corey Rowley*

d) *Approval of Resolution 2023-1129, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing the hours of operations, superseding 2022-1096. Staff Resource: Corey Rowley*

e) *Approval and Possible Adoption of 2024 policy statement that authorizes*

the Mayor, as the Town Chief Elected Official to support or oppose bills introduced during Legislative Sessions when they affect the Town's interest and require an immediate response. (Town Code Section 2-2-4F)
Staff Resource: Corey Rowley

- f) **Approve the Finance Director to make the attached budget adjustment labeled BAFY24-01 for the FY 24 budget year moving \$78,150 of budgeted legal expenses from the various listed divisions into the General Fund Non-Departmental division.** Staff Resource Michael Showers
- g) **Approval of Separation and Release Agreement with Tedmond Soltis.** Staff Resource: Trish Stuhan

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve the consent agenda 4 B and G, but to pull 4 A, C, D E, and F for discussion.

Roll Call Vote:

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

Motion Carried 7-0.

Vice-Mayor Moore and Councilor Escoffier had minor corrections to the minutes on 4A. Additionally, Councilor Escoffier had some questions and requested more information on 4 E and F. For item 4.C. Councilor Escoffier requested to cancel the September 2nd Parks and Recreation Commission meeting, as it's a legal holiday, and cancel the December 26th Planning and Zoning Commission meeting, as it's right after Christmas.

Town Attorney Trish Stuhan and Interim Town Manager Corey Rowley took time to help answer the questions. Councilor Escoffier said for 4.E she would prefer to have an actual policy statement of what the Council supports. Mayor Jenkins explained she always considers the Town's best interests when deciding to support or oppose bills which require an immediate response. 4F will be pulled for more information and brought back to Council.

On a **motion** by Vice-Mayor Moore, seconded by Councilor McPhail, the Council **moved** to approve consent agenda items A, C, and E.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye

Councilor Murdock: Aye
Mayor Jenkins: Aye
Vice-Mayor Moore: Aye
Councilor McPhail Aye
Councilor Godwin: Aye

Motion Carried 7-0.

Councilor Baker suggested that the hours of operation for the Town should be Monday-Friday 8am-5pm to better serve the citizens in the community. Councilor Godwin felt it valuable to citizens to be open an hour earlier in the morning.

On a **motion** by Councilor Godwin, seconded by Councilor McPhail, the Council **moved** to approve 4D as is.

Roll Call Vote:

Councilor Baker: Nay
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Jenkins: Aye
Vice-Mayor Moore: Aye
Councilor McPhail Aye
Councilor Godwin: Aye

Motion Carried 6-1.

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))

No public comments.

6. **Special Announcements and Presentations:**

- **Business Resource Innovation Center (Bric) Award**
- **Introduction of New Economic Development Specialist Dave Meyers**

Economic Development Director Molly Spangler spoke on behalf of the BRIC Award. She shared she is very happy and proud to be a part of an award-winning center. Ms. Spangler introduced Economic Development Specialist Crisi Clark to Council, who has gone above and beyond for the BRIC. Ms. Clark shared information on the award won and her experience working for the BRIC.

Additionally, Ms. Spangler introduced Dave Meyers, the newly hired Economic Development Specialist. With his hire, they are now fully staffed in Economic Development. Mr. Meyers introduced himself to the Council.

7. Discussion, Consideration, and Possible Approval of Contract 2023-185 with Water Works Engineers for Professional Services for the Town of Camp Verde Wastewater Master Plan, GIS Update and WWTP Evaluations in an Amount not to exceed \$190,788.00. Staff Resource Jeff Low

Utilities Director Jeff Low shared that staff requested a proposal from Water Works Engineers on October 26th to develop a comprehensive Wastewater Master Plan to inventory, document, analyze, and identify future capital improvement needed to the existing Wastewater Collection System and Treatment Plant.

Mr. Low stated the Plan would include Wastewater capacity projections for Town build out, recommendations for expansion areas for the collections system, develop a comprehensive capital improvement program and update the GIS mapping and database developed by Water Works Engineers for the Town's water distribution system to include the sanitary system. The masterplan will also evaluate the Wastewater plant, lift station, and collection system. Specific tasks associated with the treatment plant evaluation include full design of the septic receiving station, determination of the effluent management for the Town, review solid drying bed design and construction, lower building upgrade, plant power needs, and overall wastewater supervisory control and data base acquisitions data system. After completion of the Wastewater Capital Improvement Program, a separate contract will be awarded to develop Wastewater Impact Development and Capacity Fees. The Town has awarded the contract to analyze the water impact fees which should be concluded within 6 months. Water Works Engineers was selected for the work based on their experience with the Town GIS system and current project with the water system.

Mayor Jenkins thanked Mr. Low for the great documentation.

In response to questions regarding completion date, Mr. Low stated they expect to be done in about 9 months. Councilor Baker asked if the septic receiving station would be separate from what they currently have at the plant. Mr. Low explained what they currently have is not safe, so this will be to determine what they want to do and get a final design to get it moving.

On a **motion** by Councilor Baker, seconded by Vice-Mayor Moore, Council **moved** to approve Contract 2023-185 with Water Works Engineers for engineering design purposes for the Town of Camp Verde Wastewater Master Plan, GIS Update and WWTP Evaluations in an amount not to exceed \$190,788.00.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye
Mayor Jenkins: Aye
Vice-Mayor Moore: Aye
Councilor McPhail Aye
Councilor Godwin: Aye
Motion Carried 7-0.

8. Discussion and/or direction to staff regarding potential options for the Board of Adjustment. Staff Resource: John Knight and Trish Stuhan.

Community Development Director John Knight presented to Council three (3) options for the Board of Adjustments.

1. Continue with a 5-member board, which is currently combined with the Board of Appeals.
2. Council can serve in the capacity of the Board of Adjustments.
3. Hire a hearing officer.

Mr. Knight stated he attended a meeting in the City of Sedona, where they use a Hearing Officer, and he was very pleased with how it went. Appeals for the Hearing Officer's Decision would go to a Board, in which the Council would be the body for. If the Council's decision was appealed, it would go to Superior Court.

Ms. Stuhan shared that if they decided to change their Board of Adjustments, they can change the Town Code to appoint a Board of Appeals on an as needed basis. Additionally, even if they hire a Hearing Officer, they will still need a Board, whether that be the Council, or an appointed Board of Adjustments.

Mr. Knight stated there might also be some financial advantages to hiring a Hearing Officer. It was noted Sedona loves having a Hearing Officer, and Clarkdale wants to move toward having a Hearing Officer.

Vice-Mayor Moore suggested that the County Board of Adjustments step in as the "stop gap" instead of the Council stepping in.

Public Comment:

Cheri Wischmeyer stated she feels it would create conflict if Council were to sit in as the Board of Adjustment and Appeals. She likes the idea of a Hearing Officer.

After discussion Council directed staff to bring back more information on a Hearing Officer. This information would consist of who might be available and what the Ordinance might potentially look like that describes their activities. Additionally, they'd like staff to, as quickly as possible, bring back a stop gap measure, in the event that they don't have a 5-member Board of Adjustments.

Council and staff will continue to put word out to the community about the vacancies on the Board of Adjustments, to continue trying to fill those spots and take care of the problem.

9. **Discussion, Consideration and possible approval of Ordinance 2023-A488 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona amending the Code of Camp Verde, Arizona, Chapter 5 Municipal Court, Article 5-2 Presiding Officer, by amending Section 5-2-4 Assistant Magistrate, related to the adoption of revisions to the Assistant Magistrate/Judge Pro Tempore provisions of Code to Comport with Town Practices; providing for repeal of conflicting Ordinances; and providing Severability.** Staff Resource: Heather Vinson and Trish Stuhan

Risk Management Director Heather Vinson stated the purpose of this item was to clean up the Town Code to match what current practices are.

In response to questions regarding calling them Pro-Temp, Judge Pro-Temp or Assistant Magistrate, Attorney Stuhan stated they were the same, just different terminology being used.

On a motion by Councilor Godwin, seconded by Councilor Baker, the Council moved to approve Ordinance 2023-A488.

Roll Call Vote:

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

Motion Carried 7-0.

10. **Discussion, consideration and possible approval of Professional Services Agreement for Judge Pro Tempore Services for Michael A. Shaw and Ron Ramsey for a two (2) year term each effective January 1, 2024 and setting an hourly pay rate of \$50.00 per hour on an as need basis with a three (3) hour minimum.** Staff Resource: Veronica Pineda

Magistrate Gary Horton shared with the Council that there is no change, this item is before them because it is time for contract renewals.

On a **motion** by Vice-Mayor Moore, seconded by Councilor Baker, the Council **moved** to approve Professional Services Agreement for Judge Pro Tempore Services for Michael A. Shaw and Ron Ramsey for a two (2) year term each effective January 1, 2024, and setting an hourly pay rate of \$50.00 per hour on an as need basis with a three (3) hour minimum.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Jenkins: Aye
Vice-Mayor Moore: Aye
Councilor McPhail Aye
Councilor Godwin: Aye

Motion Carried 7-0.

11. **Discussion, consideration and possible appointment of three (3) members to the Parks and Recreation Commission. Applicants are: Candra Faulkner, Mary Hughes and Wayne Smith. The Interview Committee interviewed 3 applicants on November 9, 2023 for the positions and recommended Council approve Candra Faulkner, Mary Hughes and Wayne Smith.** Staff Resource: Corey Rowley

Acting Manager Mr. Rowley called up the applicants.

Mary Hughes and Wayne Smith introduced themselves to the Council and gave some background information on themselves and their desire to be on the Parks and Recreation Commission.

Candra Faulker was not in attendance.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council moved to appoint Candra Faulkner, Mary Hughes, and Wayne Smith to the Parks and Recreation Commission with terms expiring in January 2027.

Roll Call Vote:

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

Motion Carried 7-0.

12. **Discussion, consideration and possible appointment of three (3) members to serve on the Planning & Zoning Commission There are three (3) for a term expiring January 2027. The Interview Committee interviewed applicants on November 7th and made the following Recommendation: Appoint Claudia Hauser, Bill Tippett and Todd Scantlebury to serve on the Planning & Zoning Commission for all terms to expire January 2027.** Staff Resource: Corey Rowley

Mr. Rowley called up the applicants.

Claudia Hauser and Bill Tippett introduced themselves to the Council and gave some background information on themselves and their desire to be on the Planning and Zoning Commission.

Todd Scantlebury was not in attendance.

On a motion by Councilor Godwin, seconded by Councilor McPhail, the Council moved to appoint Claudia Hauser, Bill Tippett, and Todd Scantlebury to the Planning and Zoning Commission with terms expiring in January 2027.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Vice-Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

13. **Discussion, Consideration, and Possible adoption of Resolution 2023-1126, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Declaring Chapter 7-Building, Article 7-7 Enforcement Procedures for Violations of the Town Code, Dated December 6, 2023 to be a Public Record.** Staff Resource: Cliff Bryson and John Knight

Mr. Knight shared with Council regarding updating and improving the code enforcement process, indicating it has been difficult processing and moving cases forward. As it stands, the processes take a lot of time and brings a lot of frustration. The proposal this evening includes a Resolution and Ordinance and will make the process more efficient.

Mr. Knight turned it over to Code Enforcement Officer Cliff Bryson.

Using a PowerPoint presentation, Mr. Bryson shared with the Council a comprehensive rewrite of chapter 7 in the Town code. They are looking to reinstate the Civil Hearing Officer Process. He gave information to Council on the current code and the changes this rewrite would make.

Vice-Mayor Moore thanked Mr. Bryson for his presentation. She felt it was very thorough and well thought out stating she had a conversation with Ms. Stuhan and feels they still have some work to do with Code regarding what they consider a criminal violation vs a petty offense. She's not ready to move forward with this without cleaning it up a little bit.

Councilor Escoffier complimented Mr. Bryson for a well thought out process and mentioned the Town has used a hearing officer in the past had been successful.

Ms. Stuhan shared currently this Ordinance is legally fine. She gave insight into options that Council has moving forward. She feels this would make more sense for Code, rather than sending things to the Magistrate Court, and Mr. Bryson updated that for them to make it work.

Councilor Godwin left the dais at 8:18 PM.

Council Godwin returned at 8:21 PM.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council moved to adopt Resolution 2023-1126, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Declaring Chapter 7-Building, Article 7-7 Enforcement Procedures for Violations of the Town Code, Dated December 6, 2023 to be a Public Record, noting that on section A5A, 'manager' should be spelled differently.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Vice-Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

Vice-Mayor Moore requested they come back and talk about the different codes that will be criminalized and which will not. She would also like to have them come back with information on the Hearing Officer, specifically, the qualifications they'll be looking for.

Mr. Bryson said they have several individuals interested in the Hearing Officer position and will come back with the requested information.

- 14. Discussion, Consideration, and Possible adoption of Ordinance 2023-A487 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona, adopting by reference Resolution 2023-1126, amending Chapter 7-Building, Article 7-7 Enforcement Procedures for violation of the Town Code, a Recodification of selected prior Ordinances of the Town and Prescribing Penalties for Violations.** Staff Resource: Cliff Bryson and John Knight.

Mr. Knight said this is the rest of the Hearing Officer component. This is the actual Ordinance they would be adopting, if they approve it tonight. It'll take 30 days to become effective.

Public Comment:

Susan Moning spoke regarding Cliff Bryson. Ms. Moning passed out paperwork to Council. She has a history with Code Enforcement. She brought up information from Ms. Bryson's past and shared some of her experiences with him currently. Additionally, she stated that she isn't hearing from Code Enforcement in a timely manner.

On a **motion** by Councilor Baker, seconded by Councilor McPhail, the Council **moved** to adopt Ordinance 2023-A487 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona, adopting by reference Resolution 2023-1126, amending Chapter 7-Building, Article 7-7 Enforcement Procedures for violation of the Town Code, a Recodification of selected prior Ordinances of the Town and Prescribing Penalties for Violations.

Roll Call Vote:

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

Motion Carried 7-0.

Break 8:31 P.M.

Resume: 8:41 P.M.

- 15. Discussion, Consideration, and Possible Adoption of Resolution 2023-1123 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Preliminary Plat 20230497, submitted by Rob Witt, for the purpose of developing a 12-lot Subdivision, known as "Feldmeier Estates" on approximately 15 acres. The proposed project is zoning R1L-35 and is located at 1902 and 2000 North Arena Del Loma Road on APN 403-21-009C, in Camp Verde, Yavapai County, Arizona. Staff Resource: John Knight**

- Staff Comments

Town Planner BJ Ratlief spoke to Council and shared that Rob Witt, the applicant, submitted a preliminary plat for a 12-lot subdivision on 15 acres. Each lot will be slightly more than an acre. Mr. Witt has gotten all the preliminary plats, staff had done all the initial reviews, and it has met all the zoning requirements. They had some minor comments on the initial review from various reviewers, mostly Troy Odell, on some technical issues, they have already met with the applicant on those. The applicant has already revised the plans. There is no water or sewer up there, they plan to install septic and wells. The applicant is looking to put in a separate well for fire suppression. More research must be don't to see if that is a viable option.

Mayor Jenkins shared her concerns about the wells and septic tanks, wondering if there was discussion regarding alternative water source and septic. She wondered if anyone had talked to the Yavapai Apache Nation, who has water and sewer out to Cliff Castle Casino.

Utilities Director Jeff Low, shared he has talked to the tribe, and they do have a water system for the Casino and a well on property off of Arena Del Loma. He has given Scott Canty's number to Mr. Witt. Additionally, Parkside Church has a well nearby. A couple of options have been given to Mr. Witt, they would like to see a regional well as opposed to 13 separate wells.

Councilor McPhail stated she preferred one well, or water provided by the nation, and it would help with water conservation.

Vice-Mayor Moore stated realistically The Town cannot require the applicant to find an alternate water source, just because they don't agree with the wells.

Mr. Knight shared their obligation as Town Council is to set policy ordinance as direction. Previous Town Council has not set a policy to prohibit citizens from drilling individual wells. The applicant has complied with all the ordinance and code requirements, and though they all agree not to have wells, there is no reason to not recommend approval.

Though, their best option is what the applicant has proposed today, he feels that contacting the tribe about the water would be a good starting point to discussions with the tribe and regional collaboration.

Applicant Robb Witt shared with Council he would be more than happy to explore water options. A lot of the steps of getting water from the nation are out of his control. He would like to add an additional water tank for the neighborhood to solve the fire problem in the area, but somebody would have to own the tank. As it stands right now, the homes in that area do not have a close water source in the event of a fire.

The Council and Mr. Witt continued to discuss the specifics of the proposed preliminary plat.

Luke Sefton with Sefton Engineering spoke to Council and shared information on the water in the area. He has done housing projects for the Nation, and the Casino indicating where the lines are. He indicated there are options, as he's done a lot of work on the water and sewer sources nearby.

In response to questions, Mr. Witt stated the homes will be site-built, the zoning is R1L.

Mr. Witt stated the biggest environment issue is the schools that are using septic tanks.

Public Hearing Open: *Mayor Jenkins opened the public hearing at 9:04 PM.*

Jerry ‘Geronimo’ Martin spoke to Council for Kathy Morgan, who was unable to be there. She lives on Esther Parkway, near the proposed subdivision. She had many concerns about this subdivision and hopes that it does not bring any detriment to the neighborhoods that already exist there, especially her own. These concerns included-water tanks, wells, and the possibility of modular homes being brought in. She would like an impact study to be done.

- Public Hearing Closed: *Mayor Jenkins closed the public hearing at 9:08 p.m.*
- Council Discussion

Mr. Knight responded to previous comments and indicated there was some misinformation in Ms. Morgan’s letter. Mr. Knight indicated the zoning allows for Modular homes but not Manufactured homes. Mr. Knight stated he has no concerns about this project bringing down the property values in the area. Additionally, the Town code does not require an environmental study.

Councilor Escoffier feels it’s better to look at a planned subdivision rather than a wildcat subdivision.

On a **motion** by Councilor Baker, seconded by Vice-Mayor Moore, Council **moved** to adopt Resolution 2023-1123 of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Preliminary Plat 20230497, submitted by Rob Witt, for the purpose of developing a 12-lot Subdivision, known as “Feldmeier Estates” on approximately 15 acres. The proposed project is zoning R1L-35 and is located at 1902 and 2000 North Arena Del Loma Road on APN 403-21-009C, in Camp Verde, Yavapai County, Arizona.

Before the vote, Councilor McPhail encouraged Mr. Witt and the developers to find an alternative to dropping 12 or 13 wells.

Roll Call Vote:

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

Motion Carried 7-0.

- 16. Discussion and/or action regarding approval of legal services agreement with Baron & Budd, PC, Cossich, Sumich, Parsiola & Taylor LLC, and Law Office of Joseph C. Tann, PLLC for legal services related to the PFAS litigation regarding claims against manufacturers of firefighting foam products due to toxic chemicals. Council may also convene into executive**

session for this item pursuant to A.R.S. Section 38-431.03(A)(3) and (A)(4) for legal advice and discussion and consultation with the Town Attorney and possible instruction regarding pending or contemplated litigation in the PFAS litigation. Staff Resource Jeff Low and Trish Stuhan

Mr. Low shared that Brandon Taylor was on zoom if they had any specific questions on this litigation. He went over some items and information regarding PFAS before the Council convened into Executive Session.

Ms. Stuhan stated that these forever chemical lawsuits are important litigation throughout the United States. She recommended an executive session to talk to the experts.

On a motion by Councilor Godwin, seconded by Councilor Escoffier, the Council recessed into Executive Session at 9:15 p.m.

Roll Call Vote:

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

Motion Carried 7-0.

Council adjourned to Executive Session at 9:15 for discussion regarding items 16 and 17.

Council reconvened Open Session at 9:56 p.m.

Open Session: On a motion by Vice-Mayor Moore, seconded by Councilor McPhail Council unanimously approved legal services agreement with Baron & Budd, PC, Cossich, Sumich, Parsiola & Taylor LLC, and Law Office of Joseph C. Tann, PLLC

Roll Call Vote:

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

Motion Carried 7-0.

17. Discussion and/or action re: Selection of an Acting Town Manager, which may

include approval of an Agreement for Acting Town Manager Services with Gayle Mabery and/or continuation of service of Acting Town Manager, and possible contract negotiations for Acting Town Manager's services. Staff Resource: Trish Stuhan

Open Session: On a motion by Vice-Mayor Moore, seconded by Councilor Godwin Council unanimously voted to **approve** an employment agreement with Gayle Mabery.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Vice-Mayor Moore: Aye

Councilor McPhail Aye

Councilor Godwin: Aye

Motion Carried 7-0

- 18. Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include 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.

Mayor Jenkins shared a summary of her events and activities. The rest of Council did not share.

Attorney Trish Stuhan stated for the record in open session Council approved item 16, Legal Services agreement and item 17, employment agreement with Ms. Mabery.

19. Adjournment

Without objection Mayor Dee Jenkins adjourned the meeting at 9:58 p.m.

Mr. Rowley will send the Council a Manager's Report.

Mayor Dee Jenkins

Deputy Town Clerk Virginia Jones

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 December 6th, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Virginia Jones, Deputy Town Clerk

DRAFT

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**DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY DECEMBER 20, 2023 AT 5:30 P.M.**

Note: Council may attend the meeting in person or by telephone or video conferencing.

1. Call to Order

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

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

Also Present: Acting Town Manager Gayle Mabery, Town Attorney Trish Stuhan, Human Resource Director Julia Kaiser, Assistant Clerk Jadie Edwards and Deputy Town Clerk Virginia Jones

3. Pledge of Allegiance

Vice-Mayor Moore led the Pledge of Allegiance

4. Discussion and/or Action regarding the Recruitment Process of a new Town Manager. Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(1) and (A)(3) for discussion or consideration of employment of a new Town Manager and legal advice regarding the recruitment process.

On a motion by Councilor McPhail seconded by Councilor Escoffier, Council voted to go into Executive Session.

5:33 p.m. Council Adjourned to Executive Session

6:25 p.m. Council Reconvened Special Session

Mayor Jenkins stated Council is moving into the recruitment process.

5. Adjournment

Without Objection Mayor Jenkins adjourned the meeting at 6:26 p.m.

Mayor Dee Jenkins

Attest: Deputy Town Clerk Virginia Jones

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 December 20, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023

DRAFT

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 20, 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 Jackie Baker, Councilor Jesse Murdock, Councilor Robin Godwin and Councilor Cris McPhail are present.

Also Present

Interim Town Manager Gayle Mabery, Town Attorney Trish Stuhan, Assistant Clerk Jadie Edwards, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Godwin led the Pledge.

Mayor Jenkins took a moment of *Personal Privilege* to recognize the passing of Vincent Randall, former Yavapai Apache Nation Tribal Chairman. She asked for a moment of silence for him, his family and the entire Yavapai Apache Nation.

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) Special Session – December 6, 2023

b) Set Next Meeting, Date and Time:

- 1) Special Session – Wednesday January 3, 2024 at 5:00 p.m.
- 2) Regular Session – Wednesday January 3, 2024 at 6:30 p.m.
- 3) Work Session – Wednesday January 10, 2024 at 5:30 p.m.
- 4) Regular Session – Wednesday January 17, 2024 at 6:30 p.m.-Cancelled

c) Approve the Finance Director to make the attached budget adjustment labeled BAFY24-01 for the FY24 budget year moving \$78,150 of budgeted

legal expenses from the various divisions into the General Fund Non-Departmental Division. Staff Resource: Michael Showers.

Motion was made by Councilor McPhail to accept the consent agenda. Second was made by Councilor Escoffier.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

5. Call to the Public or items not on the Agenda. (Please complete Request to Speak Card and turn it 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))

Marshal Corey Rowley recognized new deputy Casey Dragos who recently graduated from the Police Academy and newly promoted Lieutenant Justin Reay who went through an FBI training.

Melinda Jessop requested a follow up on the 3195 S. Dinky Drive housing situation.

6. Special Announcements and presentations- None

7. Discussion, consideration, and possible direction for Town of Camp Verde Wayfinding Signage Project. Staff Resource: Martin Smith & Molly Spangler

CIP Project Manager Martin Smith stated in 2021 Town Council originally approved staff to implement a Town Wayfinding Signage program to highlight key locations in the Town of Camp Verde. Staff has prepared the solicitation paperwork and is ready to begin the process of acquiring proposals from interested contractors. He is seeking input from the Council to make sure it aligns with ultimate goals.

Economic Development Director Molly Spangler was available via Zoom if the Council has any questions.

Motion made by Vice Mayor Moore to approve Staff to proceed with the Request for Proposals (RFP) solicitation. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 7-0

8. **Discussion, consideration, and possible Award of Job Order Contract to Combs Construction, Earth Resources Corporation, Fann Contracting, Fann Environmental, Kinney Construction Services, Ligon Excavation, McDonald Bros. Construction, Mulcaire & Son Contracting, and Tierra Verde Builders.**
Staff Resource: Martin Smith and Troy Odell

CIP Project Manager Martin Smith said the Job Order Contractor (JOC) Program expired on January 1, 2023, and was not renewed. Staff were directed by Council to proceed with solicitation for a new JOC Program. Staff published a solicitation for Requests for Qualifications (RFQ's) of contractors interested in the Town's JOC program and received nine responses from interested contractors. A committee evaluated and scored each contractor's submittal. The final scoring showed that all contractors scored well. It was the committee's unanimous opinion that all of the contractors were well suited for the Town's JOC Program. After considering what each contractor has to offer, staff feels that it is in the best interest of the Town to select all nine contractors.

Mayor Jenkins asked for an explanation of scoring. Mr. Smith explained the scoring process and the reason behind the scoring. He added that based on the opinion of the committee, these contractors were more than qualified.

Councilor Escoffier asked how do you choose who gets awarded a project. Mr. Smith explained it goes out through an "open bid" process, to everyone in the program.

Vice Mayor Moore asked about the renewing process. Mr. Smith said this is a two-year contract with the opportunity for three one-year renewals. Which means this will expire in 5 years. Ms. Moore doesn't like the idea that a new business could not potentially get on list for five years. She would prefer a two-year period instead. Council continued to discuss the renewal process and the potential of having more than one list. Town Attorney Trish Stuhan will work with staff and take a look at the procurement documents to figure out how to have multiple JOC Lists.

Motion made by Councilor Godwin to award a Job Order Contract to Combs Construction, Earth Resources Corporation, Fann Contracting, Fann Environmental, Kinney Construction Services, Ligon Excavation, McDonald Bros. Construction, Mulcaire & Son Contracting, and Tierra Verde Builders; for the next two years. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye

Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0

9. Discussion, consideration, and possible direction to Staff to approve Change Order 20 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of \$28,531.70. Staff Resource: Martin Smith, Ken Krebbs

CIP Project Manager Martin Smith explained this Change Order is to address additional costs to complete the irrigation system at the Camp Verde Sports Complex. The irrigation system was originally designed to be operated with electricity. However, the sod was installed prior to the electrical service being installed so a decision was made to convert the controller and valve solenoids to battery power so that the irrigation was operational and able to preserve the newly installed sod. Now that electrical service is available, we need to convert the controller and valve solenoids back to electric and complete the remaining irrigation system. In addition to the labor and material costs this Change Order is requesting compensation for remobilization for the contractor and storage fees for parts the contractor has previously purchased, but not yet installed.

Public Works Director Ken Krebbs said the sprinklers are the last piece of construction they have left.

Council discussed change orders and how they keep adding up.

Motion made by Councilor Godwin to approve Change Order 20 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of \$28,531.70. Second was made by Councilor Escoffier.

Roll Call Vote:

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

Motion carried 7-0

10. Discussion, consideration, and possible approval of Joint Project Agreement with ADOT regarding the Finnie Flat & Montezuma Castle Highway Corridor Improvement Planning and Design Project. Staff Resource: Martin Smith, Ken Krebbs

CIP Project Manager Martin Smith explained that on March 17, 2023 the Town of Camp Verde was awarded an AZ SMART grant for the Finnie Flat Road and Montezuma Castle Highway Corridor Improvement Planning and Design project in the amount of \$896,500. The need for this project is to address roadway safety improvements and increase economic development in the project area. The grant

will be administered by ADOT to ensure compliance with federal requirements and specifications and to assist Town staff as requested with routine questions / concerns. Approval of the JPA will allow ADOT to continue with the design consultant selection phase of the project.

Motion made by Councilor Godwin to approve the Joint Project Agreement with ADOT regarding the Finnie Flat Road and Montezuma Castle Highway Corridor Improvement Planning and Design project. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0

11. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include 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.

Councilor Godwin attended the Cottonwood Community Band Concert in the Auditorium. She also announced Uptown Big Band will be performing on January 7th at 3pm and then the AZ Wildflowers (Blue Grass Band) will be performing January 28th at 3pm at Philips England Center.

Councilor McPhail mentioned Mr. Randal's services will be held at 10am this Saturday at the Clarkdale Clubhouse. She attended the Friends of the Verde River Gala, the Yavapai Apache Nation Tribal Council Meetings, and all Town Christmas events on December 9th. She also attended the Town's Christmas Party, the Chamber Mixer with staff, Game Night, the County Official Luncheon, and watched Kate Phillips dance in the Nutcracker. She added the Kiwanis and the Old Guys delivered 47 bikes for the Adopt A Family Program.

Vice Mayor Moore rode on the Christmas Light Parade float. She encouraged everyone to go on a Candlelight Tour at Fort Verde Historic State Park.

Councilor Baker attended the IGA Meeting at Cliff Castle Casino, and participated in the Christmas Light Parade.

Councilor Escoffier participated in the Christmas Light Parade and attended the Sustaining Flows Council Education Session on Water Law Adjudication Webinars. She also announced the Camp Verde School Choir were the first school group to go caroling at the State Capital.

Councilor Murdock participated in the Christmas Light Parade.

Mayor Jenkins participated in the Christmas Light Parade, attended the Friends of Verde River Gala, the Craft Fair, the Town Christmas Party, and the IGA Meeting at Cliff Castle Casino.

Interim Town Manager Gayle Mabery had several items to mention:

- She gave an overview of 2023 to staff at the Christmas Party highlighting things that were accomplished in 2023,
- reminder of the holiday office closures: December 22nd, December 25th, and January 1st.
- the Council Meeting that was scheduled for January 17th has been cancelled because the US Forest Service will be holding a Public Open House related to the Yavapai Apache Nation's Land Exchange which will be held from 6pm to 8pm at the Phillip's England Auditorium. The Draft Environmental Assessment is published on the Prescott National Forest website. Land assessment.
- reminder that January 8th is the start of the 2024 Legislative Session
- Council will be undertaking Comprehensive Strategic Planning Retreat coming up in January.

12. Adjournment

Mayor Jenkins adjourned the meeting at 7:48pm.

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 December 20, 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 Submission Form – Section I

Meeting Date: 1/3/24

- 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): Proposal Presentations of Executive Recruitment Firms for the Town Manager position.

List Attached Documents:

1. Proposal from the Duffy Group
2. Proposal from Raftelis
3. Proposal from Columbia Ltd
4. Proposal from SGR

Estimated Presentation Time: 40 minutes

Estimated Discussion Time: 0 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:

In order to proceed with the recruitment for the Camp Verde Town Manager’s position, staff is recommending that the Town contract with an Executive Recruitment Firm with specialty experience in recruiting City/Town Managers. Staff has reached out to several firms with City/Town Manager recruitment experience in Arizona, and has asked each for a written proposal and to be prepared to make present their proposals (either in-person or by Zoom) at the January 3rd Regular Council meeting. Following those presentations, staff hopes that the Council will select one of the firms so that we can proceed as rapidly as possible with the recruitment for the position.

Recommended Action (Motion):

Instructions to the Clerk: Proposals are attached.



Specialized to
Help You Unearth
Hidden Talent

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**Duffy Group, Inc.
Statement of Interest
to
Town of Camp Verde
December 19, 2023**

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WE WANT TO PARTNER WITH YOU

Duffy Group, Inc.
4727 East Union Hills Drive
Suite 200
Phoenix, AZ 85050

Dear Mayor Jenkins and Council,

Thank you for the opportunity to introduce Duffy Group. I appreciate the time you spent with me to introduce Duffy Group as a potential recruiting partner for the Town Manager search. As promised, this statement expresses our strong interest and qualification to partner with the Town of Camp Verde and act as an extension of your recruiting team to fill this position.

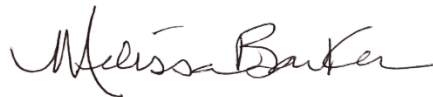
Duffy Group is a recruitment firm that works with governmental entities to help them find the right talent. Duffy Group approaches the market with a methodology to find qualified candidates through market research and analysis, candidate screening, and comprehensive candidate interviews. Our model allows us to customize the client's recruiting strategy and target individuals currently employed.

We look forward to the opportunity to learn more about the Town of Camp Verde and show that our recruiting approach is a fit with your Council and its objective to find the next outstanding Town Manager.

Sincerely,



Kathleen Duffy
President and CEO
Duffy Group, Inc.



Melissa Barker
VP Practice Development
Duffy Group, Inc.



DUFFY GROUP DIFFERENCE

Recruitment Research:

Until 1991, there was only one recruiting model, and it was based on only one variable: compensation. Today, that concept seems almost quaint. Of course, compensation is a key criterion, but there is so much more that goes into a perfect match between employer and candidate.

The “more” is the foundation of Duffy Group’s Recruitment Research model. Developed in 1991 and constantly evolving, it delivers real-world, actionable knowledge to employers and guides the Duffy Group to unearth hidden talent. Our approach, combined with a flexible pricing model that enables clients to pay only for services performed, is the core of the Duffy philosophy: to be a vigilant steward of clients’ recruiting dollars and serve as a virtual extension of the client’s team.

Our rigorous and comprehensive recruitment process is designed to both streamline the process and ensure the delivery of optimal candidates. The result? Searches that reveal interested, qualified candidates quickly and that save employers over traditional recruiting fees.

Headquartered in Phoenix, Arizona, Duffy Group represents and recruits for national and international clients across a variety of industries. One of its main practice areas is public sector. Its extensive network allows Duffy Group to source candidates in Arizona and throughout the United States.



Most Admired Companies



Industry Experts



30+ Years in Business



Based in Phoenix, AZ

RECRUITMENT EXPERTS

Duffy Group is an executive recruitment firm with special expertise identifying “passive” talent. Duffy Group is a **certified woman-owned business** that has redefined traditional recruitment to offer our clients a customized approach to search.

Our deep and long-lasting experience recruiting for over 30 years includes individual contributor roles to C-Suite. Melissa Barker, VP Practice Development would be the primary contact with the town to recruit, interview, and negotiate with the final candidate(s).

The engine behind our VP Practice Development is a team of well trained, passionate recruiters familiar with public sector recruiting who conduct research and initial candidate outreach. Our Recruiters know how to locate candidates in new, unusual, and non-traditional places. They provide the insulation and confidentiality needed to reduce the number of unqualified or unsolicited inquiries to our clients. Their expertise enables them to establish relationships with candidates quickly and extract accurate information ensuring the focus of the search is on the most qualified candidates.

Duffy Group has demonstrated an ability to make successful hires. We are a metrics-driven organization that tracks retention rates with a follow-up to placed candidates and clients.

Here are examples of relevant Searches in Arizona worked in the last year, but not limited to:

Recent Arizona Public Sector searches:

Company	Positions
Town of Paradise Valley	Town Manager
	Director of Human Resources
	City Engineer
City of Flagstaff	Victim Advocate
	Assistant City Manager
	City Attorney
City of Tempe	City Engineer
	City Clerk
City of Sedona	City Manager (in process)
	Chief Building Official
City of Prescott	Water Resource & Environmental Director
	Deputy Director Engineering
	Community Development Director
City of Surprise	Civil Engineer
Maricopa County	Director of Animal Care & Control



DUFFY GROUP METHODOLOGY

Duffy Group will create a customized recruiting strategy to address the multiple steps associated with this critical search. We partner with our clients every step of the way. Our clients have the flexibility to choose among a set of services best for their organization. We customize the process and believe a more targeted approach will result in the strongest slate of candidates, saves countless time, money, and offers the best results.

Our process will include:

1. **Intake/Strategy Meeting:** We consult with the key stakeholders to gain further understanding of the organization and the specific role of Town Manager. During the **in-person** intake, we ask detailed questions regarding expectations for the role, clarify strategic issues within the organization and department, and gather feedback on the incumbent if applicable. Our questions dig deeper than the position specification.
 - a. Target Location – is this a local, regional or national search
 - b. Target entities/Function – define what public entities and functions to target
 - c. Position specifics – functional expertise required, Town specific requirements, etc.
 - d. Compensation and benefit information
 - e. The Town’s selling points – uncovering why someone would want to work for the Town; culture of the Town, job responsibilities, and future career growth
2. **Draft Position Specification:** Once a consensus is reached on the requirements of the position, we will finalize the position specification on behalf of the Town and send for final approval.

3. **Identification of Prospective Candidates:** To find a diverse set of candidates best suited for the position, we will use a variety of resources drawing upon our internal research capabilities, online resources, and phone calls. We will source passive candidates through our research. If the Town would like to produce a brochure and post the position in industry publications, we would ask that our recruiters contact information be added to the brochure. We will vet all candidates the same regardless of how they come to us.
4. **Candidate Outreach:** Duffy Group will reach out to the candidates identified to tell your unique story. We personalize our calls by leveraging our expert recruiting team's ability to connect with people. As we connect with candidates, we will do the preliminary vetting necessary to scout those individuals best aligned with your culture. We will also be speaking with candidates to obtain market intelligence that you will own and can use for future searches.
5. **Candidate Screening:** Duffy Group will use the criteria outlined during the Intake process to screen the candidates to ensure they meet the minimum qualifications. During this screen, Duffy Group will obtain their interest level for the role and make sure they have a clear understanding of the position.
6. **Introduction of Candidate Slate:** Duffy Group will submit a slate of candidates, including detailed candidate profiles and resumes during an **in-person** executive session with the Council. As we move through the process, we will keep candidates informed and connected to ensure candidates do not lose interest in the opportunity.
7. **Status Reporting:** Communication is critical to the success of any search. At Duffy Group, we are transparent about the work conducted. A weekly status report will be sent to the stakeholders to share the progress of the search. The objective is to stay in close contact with the staff to refine the process and take action as needed. These reports will include hours worked on the search to date and will highlight each stage of the process, and details on the candidate slate.
8. **Interview process, Offer:** As part of the recruitment process for this important role, Duffy Group will be by the your team's side as long as they would like us there. We are able to prepare interview questions for the interview process, sit in on the interviews, run background checks, conduct reference checks, social media scrubs, help present offers, negotiate offers, and offer best Arizona practice suggestions regarding the process itself. We act as an extension of your team and will provide all of these services, some of these services, or turn this part of the process over to your internal team as bandwidth allows.
9. **Expectations of the Town:** Searches can only be successful with a strong partnership and commitment to the process on both ends. As a result, we require your internal team to review the candidate slate under the agreed-upon strategy promptly. Duffy Group can then calibrate with your team regularly, resulting in an improved candidate pool. The internal representative should review the weekly status report and let Duffy Group know of any concerns as soon as possible to ensure adjustments get handled quickly.

KATHLEEN DUFFY

President and CEO



Kathleen Duffy is president and CEO of Duffy Group, Inc., one of the most respected recruiting firms in the country. Kathleen's passion for helping individuals find their path is matched by her deep knowledge of the recruitment industry. Her commitment to serving candidates and clients alike motivated Kathleen to develop the Recruitment Research model, which enables Duffy Group to harness marketplace intelligence, work as a discrete (and transparent) partner, and deliver quality candidates at about half of the cost of traditional recruitment fees. This proven approach to recruitment inspired her to write a book, *Revolutionizing Recruitment: How Recruitment Research is Reshaping the Industry*.

In addition to leading her now-global company and building an engaged team of recruitment leaders, Kathleen gives back generously to the community. She lends her expertise to business and HR-related groups on smart hiring and retention practices; serves as a mentor for social entrepreneurs; and advocates for women through her role on 50/50 Women on Boards, a global initiative to increase the number of women in company leadership positions and by corporate boards to 50% by 2050. She also works tirelessly for myriad philanthropic causes. Kathleen is also the recipient of numerous local and national awards, including the prestigious ATHENA Award bestowed on women who exemplify leadership, community service and mentoring of other women.

As a proud graduate of Arizona State University, she is deeply committed to education, too, representing the President's Club, a philanthropic group of the school, along the College of Liberal Arts and Science's Futures Center Advisory Board. She is a member of the board of trustees and also served as chair of the ASU Alumni Association national board of directors and council. Kathleen is a member of the TTI Success Insights Board of Directors.

MELISSA BARKER

VP Practice Development



Melissa Barker's extensive experience in multiple facets of organizational management makes her an invaluable asset to the Duffy Group team. Her 20-plus years of experience managing teams, directing operations, and creating a strategy for multiple organizations help her understand the value of finding just the right candidate. Skilled at creative sourcing and attracting passive candidates, her range of candidate placement spans from high-level executives to supervisors in the government, construction, gaming, healthcare, and non-profit industries.

Working in diverse industries since joining Duffy Group, Inc., Melissa has built a strong foundation within government. She understands that connecting candidates with a passion for public service is as important as the skill set specified by her clients. Her relationships with top-tier talent in government are the framework for her success.

Her heart for philanthropy and public service is part of her DNA. Melissa's family believed that giving to others is expected by those with the ability. That philosophy, and watching her parents and brother selflessly share their talents in public service careers, inspired her to give back in similar ways.

Melissa worked for the State of New Mexico for many years and served as a founding member of the New Mexico Children's Foundation, a visionary, grassroots organization that funds small, non-profit children's organizations throughout the state. Since then, Melissa has served on several professional, non-profit, and community boards. She currently serves on the McDowell Sonoran Conservancy Board of Directors and is the Chair of their Governance Committee. As a mother of two boys, she participates in many activities and they are all actively involved in Boy Scouts of America

Melissa earned a bachelor's degree in Political Science from the University of New Mexico.

LinkedIn:

<https://www.linkedin.com/in/melissa-barker-9186257/>

PERFORMANCE GUARANTEE

Duffy Group's team of highly trained staff are expected to meet the client's expectations.

Our Guarantee

- We talk to potential candidates who are currently in the stated position or those who's next logical career step would advance them to this position.
- Provide factual information, as provided by candidates, relating to their employment history and relevant work experience.
- Act and think like an extension of your team.
- We will provide you with a slate of thoroughly vetted candidates who we believe best meet your requirements.

Client's Role

Our experience shows that projects are most successful when we work in close partnership with you. Additionally, our clients positively impact their search when they:

- Spend time up front with the Duffy team to develop and refine the strategy.
- Respond as quickly as possible to inquiries from the Duffy team during the search process. Conversely, we will respond immediately to your inquiries as well. We are committed to helping you get the most for your investment in our services.
- Contact potential candidates quickly after the slate presentation. They have many choices and we want their choice to be you!
- Keep the Duffy team in the loop as the process moves forward so we can assist with the prospects "behind the scenes" in order for you to yield the most from the research.

FLEXIBLE PRICING MODEL

Duffy Group, Inc. offers a flexible pricing model, which means clients pay for only the effort required and the value delivered and not fixed fees or contingency fees. As a result, they are saving traditional recruiting costs. Our hourly rate is \$150.00.

Our pricing model is all inclusive. We do not expect to charge additional staff costs, or travel expenses related to this search. Our average number of hours for a search like this is generally around 200 or more hours. Contracts can be written to include a number of hours not to exceed without Town approval.

We customize each project based on the organization's specific needs and the agreed-upon strategy.

- Our flexible pricing model enables clients to have control over their recruiting spend.
- Should the search be completed in less time than anticipated, the client pays only for hours worked, and ultimately, less than the fixed price model.
- Should an internal candidate be selected, the individual will be vetted in the same manner as external candidates since this pricing model is not based on the candidate's salary.

Duffy Group guarantees to speak with potential candidates who are currently in the stated position, or those whose next logical career step is to advance to this position. We will provide factual information, as provided by candidates, relating to their employment history and relevant work experience. We will act and think like an extension of the Town's team. We will also provide a shortlist of thoroughly vetted candidates who we believe are the best match with the requirements of the position. Our fees are associated with the work already completed. A client does not pre-pay, and therefore, will not be eligible for a refund.

DIVERSITY, EQUITY AND INCLUSION

Constantly evolving, Duffy Group, Inc. embraces the unique abilities and perspectives each team member brings to our organization. A psychologically safe environment at Duffy Group starts with our investment in an equitable, inclusive, and diverse team. We have the opportunity to recruit for an array of industries and are excited to support diversity and inclusion in more companies and communities than just our own.

As a female-owned business, Duffy Group values diversity and is committed to equity and inclusion as a matter of principle. We will work closely with the Search Committee and will strive to have a diverse representation of candidates in the applicant pool. As a result, Duffy will unleash a diverse set of networks and partnerships to source and enhance our reach.

REFERENCES

<p>Mayor Jerry Bien-Willner Town of Paradise Valley jbienwillner@paradisevalleyaz.gov (602) 908-7227</p>	<p>Mayor Scott Jablow City of Sedona sjablow@sedonaaz.gov 928-204-7191</p>
<p>Katie Gregory City Manager City of Prescott katie.gregory@prescott-az.gov 602-478-2667</p>	<p>Mayor Corey Woods City of Tempe Corey_Woods@tempe.gov (480) 858-2216</p>



Town of Camp Verde

Executive Search Services - Town Manager

PROPOSAL / December 19, 2023



December 19, 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 160 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 350 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



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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.

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 160 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.

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 160 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 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.

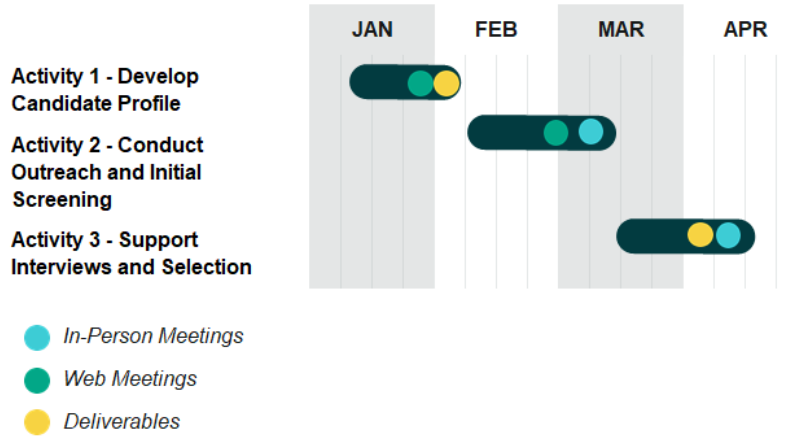
We also can assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the candidate's salary. We will keep candidates apprised of their status and release them at the appropriate time.

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, 2023) 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"> Assistant City Manager (2023) Chief Sustainability Officer (2023) Community Development and Neighborhood Services Director (2020) Community Services Director (2021) Deputy City Attorney (2023) Deputy City Manager (2020, 2022) Environmental Services Director (2021) Environmental Sustainability Director (2023) 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)
- Chief Building Official (2023)
- City Manager (2020)
- Chief Human Resources Officer (2022)
- HRIS Manager (2020)
- Human Resources Senior Manager (2020)
- Human Resources Director (2017)
- Independent Police Monitor (2020, 2023)
- 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

City of Lafayette, Colorado

- City Administrator (2018)
- Deputy Public Works Director (2023)

Sarab Khalsa, Human Resources Director
(303) 661-1234
sarab.khalsa@lafayetteco.gov

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

- Raftelis: 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

LEAD RECRUITER

Senior Manager

PROFILE

Heather has over 20 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 15 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 75 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 as the Director of the City of Charlotte's Housing & Neighborhood Services Department, leading a team of over 200 staff across five key divisions. Pamela shaped Charlotte's affordable housing landscape and managed the oversight of millions of public dollars. She helped create and preserve over 5,000 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. Pamela is a highly sought after speaker for her expertise in affordable housing and has spoken on numerous panels across the country. 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 on the Board of Directors for the United Way of Greater Charlotte and the Children and Family Services Center. She is a member of the International City/County Management Association and the National Forum for Black Public Administrators.



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: Senior 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

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 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

Cost

The total fixed fee to complete the Town Manager recruitment, as outlined in this proposal, is \$36,200. This includes all professional fees and expenses for Raftelis. This proposal includes two in-person meetings: one for finalist interviews and one that can be used for candidate review or for input meetings in Activity 1.

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 – \$10,448	After delivery of the recruitment documents <ul style="list-style-type: none">• Recruitment plan• Recruitment brochure• First-year goals
Activity 2 – \$14,786	After the candidate review
Activity 3 – \$10,966	After the interviews are completed

Within six (6) months of the final interview process, should an additional candidate be hired by the Town from the pool of candidates presented by Raftelis for this project, the additional fee shall be \$15,000.

FACILITATED EVALUATION

An effective performance evaluation process provides for two-way discussions between the Town Council members and the appointed official. It is an opportunity for the Council and the appointee to strengthen their partnerships in carrying out their respective roles. The result of the performance evaluation process should be a collective Council view about both the appointed official's performance along with goals for their achievement in the coming year. The facilitator's role throughout this process is to serve as a neutral party in gathering feedback from the Council, summarizing the results of interviews, facilitating a constructive discussion in closed session, and documenting agreements resulting from the process. For this project, the facilitator would collect feedback from each member of the Town Council, as well as collect a self-evaluation from the Council appointee. Our facilitator would then prepare a document for Council discussion and facilitate the evaluation. The closed session will be facilitated in such a way that there is an open and productive discussion by all members of Council and the appointee, so that the result is mutually beneficial. The outcome of the closed session will be an understanding of expectations and goals for next year. The cost for a six-month or twelve-month evaluation would be \$11,500.

Appendix: Additional Relevant Experience



Recent Executive Search Experience

Client	Position
AZ Central Arizona Project	General Manager
AZ Clarkdale	Town Manager
AZ Cottonwood	City Attorney
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 Building Official
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	Assistant City Manager
CO Fort Collins	Deputy City Manager
CO Fort Collins	Chief Sustainability Officer
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 Jefferson County	County Manager
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 Summit County	ACM - Administrative Services
CO Summit County	ACM - Human Services
CO Summit County	ACM - Public Works
CO Summit County	County Manager
CO Summit County	Interim County Manager
CO Summit County	Human Resources Director
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

Client	Position
DE Milford	City Manager
DE Milton	Town Manager
DE Rehoboth Beach	City Manager
IA Cedar Rapids	Utilities Director
IA Cedar Rapids	City Attorney
IA Cedar Rapids	Finance Director
IA Cedar Rapids	Human Resources Director
IA Cedar Rapids	IT Director
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
LA Sewerage & Water Board of New Orleans	Chief of Communications
LA Sewerage & Water Board of New Orleans	Deputy General Superintendent for Operations
LA Sewerage & Water Board of New Orleans	General Superintendent
LA Sewerage & Water Board of New Orleans	Utility Human Resources Director
MD Aberdeen	Director of APG Privatization
MD Aberdeen	Police Chief
MD Aberdeen	Public Works Director
MD Baltimore	Solid Waste Bureau Head
MD Berwyn Heights	Code Supervisor
MD Berwyn Heights	Town Administrator
MD Cambridge	City Manager
MD Charles County	Director of Community Services*

Client	Position
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
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

Client	Position
MN Rochester Public Utilities	General Manager
MO Chesterfield	City Administrator
MO Clayton	City Manager
MO Lee's Summit	Human Resources Director
MT Helena	City Manager
NC Greensboro	Parks and Recreation Director
NC Guilford County	Assistant County Manager for Strong Communities
NC Guilford County	Assistant County Manager for Successful People
NC Guilford County	Building Inspections Services Director
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	MWBD Program Director
NC Guilford County	Public Relations Director
NC Guilford County	Security Director
NC High Point	Assistant City Manager
NC High Point	Planning Director
NC Matthews	Assistant Town Manager
NC Rolesville	Human Resources Director
NC Winston-Salem	Police Chief
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

Client	Position
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
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

Client	Position
OH Westerville	City Manager
OH Westerville	Deputy Director of Planning and Development
OH Westerville	Finance Director
OH Worthington	Assistant Fire Chief
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 Clean Water Services	Chief Utility Operations Officer
OR Confederated Tribes of Grand Ronde	Grant Program Manager
OR Confederated Tribes of Grand Ronde	Tribal Civil Engineer
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 Metro	Planning, Development, and Research Director
OR Multnomah County	Transportation 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

Client	Position
OR Tigard	IT 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
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*

Client	Position
VA Arlington County	Housing Director*
VA Ashland	Town Manager
VA Bedford County	County Administrator
VA Bedford County	Deputy Fire Chief*
VA Bedford County	Finance Director
VA Chesapeake	Chief Information Officer
VA Fairfax	City Manager
VA Fairfax	Police Chief
VA Fairfax County	County Executive
VA Fairfax County	Deputy County Executive
VA Fauquier County	County Administrator
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

Client	Position
VA Loudoun County	Parks, Recreation, and Community Services Director
VA Loudoun County	Planning and Zoning Director
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 Prince William County	Fire and Rescue System Chief
VA Suffolk	Human Resources Director
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



December 22, 2023

Hon. Dee Jenkins, Mayor, and
Camp Verde Town Council
Town of Camp Verde
473 S. Main St., Suite 106
Camp Verde, AZ 86322
(via electronic mail to julia.kaiser@campverde.az.gov)

Dear Mayor Jenkins and Council Members:

Thank you for inviting Columbia Ltd to compete for the opportunity to assist the Town of Camp Verde in the recruitment of a new Town Manager.

I founded Columbia Ltd in 2016 and have successfully completed over 100 executive recruitments in seven western states. I have a particular interest in, and familiarity with, Arizona, specifically north-central Arizona.

I successfully completed the City/Town Manager recruitments in Flagstaff (2019), Chino Valley (2020), Prescott Valley (2021), and Prescott (2023), as well as the Deputy City/Town Manager recruitments in Sedona and Payson.

I would serve as Camp Verde's Recruiter. I have served 24 of the last 26 years in local government, including experience as a county manager, city manager (acting), county attorney, and district counsel, including 18 years at the executive level, both full- and part-time. In addition to the recruitments listed above, I have also served Glendale, the Arizona Fire and Medical Authority (Sun City), and the Central Arizona Fire and Medical Authority in Prescott Valley, as well as additional positions in Chino Valley, Payson, Prescott, and Prescott Valley.

The attached proposal includes more detailed information regarding Columbia Ltd, the search process and timeline, professional fee and expenses, a placement guarantee, references, and two sample candidate profile documents, so you can see how Columbia Ltd would present your opportunity nationally.

Please feel free to call me directly at (970) 987-1238 if you have any questions.

Sincerely,

/s/ Andrew Gorgey

Andrew (Drew) Gorgey
CEO and Founder

Attachment

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Columbia ltd

In General

Columbia ltd provides executive search services to local government agencies throughout the western United States. Founded and incorporated in 2016 by Chief Executive Officer and lead recruiter Andrew Gorgey, the firm maintains its principal place of business and headquarters in Colorado Springs, Colorado. Please visit: <https://columbialtd.com>.

Mayors, commissioners, supervisors, council members, trustees, directors, and board members trust Columbia ltd to help them with one of the most important decisions they will ever make, choosing their next manager. Similarly, managers and human resources professionals trust Columbia ltd to find high-performing professionals to complete their leadership teams.

“Excellence in executive recruiting since 2016.”

The essence of our motto, “Excellence in executive recruiting,” is a deep commitment to our clients and the communities we serve. We listen actively, and carefully. Through diligence, a strong work ethic, working with a sense of urgency, attention to detail, and anticipation of every client agency’s unique needs, we are able to find the chief executive, director, manager, or department head, who best fits the community, its elected officials, the organization, and its professional management. We help you find the ideal candidate to address the challenges you are facing now, to execute faithfully your policy priorities, to help develop strategy and meet your goals, and to provide solid, consistent leadership and management for years to come.

Values-based. Mission-driven.

Columbia ltd is the executive recruiter of choice in the western United States. This is because we are completely committed to a principle-centered, values-based approach to the essential local government function of bringing the best-qualified professionals into the organization. Everything we do is fueled by five values: **Excellence, Professionalism, Ethics, Courage, and Adaptability**. These are not just words – these are core values to which we adhere every day. Living our values allows us to meet

Our Mission:

We serve local governments and their citizens through excellence in executive recruiting, advancing organizations, improving teams, and enhancing communities, one recruitment at a time.

We ensure each client agency has meaningful choice between highly-qualified candidates, who meet the needs of the organization and community, in every professional discipline for which we recruit.

We are committed to maintaining a positive, professional working environment, and to the professional development of every Columbia ltd team member.

Experience

Columbia ltd will celebrate its seven-year anniversary in December, 2023. In its early years, Columbia ltd provided executive recruiting services to an established, California-based executive search firm. At that time, client contracts were with that firm. Columbia ltd and Andrew Gorgey provided professional services, served as lead recruiter, and successfully completed the recruitments. With that in mind, Columbia ltd has successfully completed several dozen city/county manager and other recruitments in five states, and over 50 other executive recruitments in seven western states in every major discipline.

Commitments to Local Government and Professional Development

Columbia ltd is an associate member of the Colorado Municipal League and a cooperating member of the Washington City/County Management Association. At the invitation of the International City/County Management Association (ICMA), Columbia ltd offers training annually to local government managers in career transition. Columbia ltd is also a proud sponsor of the City/County Management Associations in Arizona, Colorado, Montana, North Dakota, South Dakota, Washington, and Wyoming. Andrew Gorgey has lectured on various topics at the state management conferences in multiple states, and at the Schools of Public Affairs at the University of Colorado and Arizona State University, and at Arizona’s Next Generation Leadership Conferences at the University of Arizona in Tucson, and in Scottsdale.

THE Columbia ltd TEAM

Philosophy

The philosophy of Columbia ltd is that citizens are the ultimate client in every executive recruitment we perform, so that in addition to our values-based, mission-driven approach, we are always aware of the public service underlying our professional services. In this way, we help elected officials hire the best chief executives, and we help chief executives hire the best new additions to their executive leadership teams.

Although we have considerable geographic reach, we carefully manage both the number of recruiting assignments we accept, and more important, when and how we accept them. This allows us to maintain the highest possible service level for all clients, because each recruiter maintains a limited, manageable number of assignments at any given time. Furthermore, each recruiter's assignments are appropriately scheduled, so that clients never compete against each other for the same talent, and every client, recruitment, and process step receive the recruiter's full, effective attention.

Your Team

Andrew Gorgey, CEO and Founder

Since founding Columbia ltd in 2016, Andrew (Drew) Gorgey has established himself as one of the premiere executive recruiters in the United States. A sought-after industry professional, Mr. Gorgey has completed dozens of major executive recruitments in Arizona, California, Colorado, New Mexico, Oregon, Utah, and Washington.

Mr. Gorgey has served in Colorado local government for 24 of the last 26 years, including 19 years full- and part-time at the executive and management levels, making his first executive hire in 2004. Mr. Gorgey served as County Manager and County Attorney for Garfield County in Glenwood Springs, Colorado. He also served as First Assistant and Chief Deputy County Attorney in El Paso County in Colorado Springs, Colorado. In addition, Mr. Gorgey served as Acting City Manager for the City of Glenwood Springs. Mr. Gorgey continues to serve local government as District Counsel to and Administrative Manager of the Garfield County FML District, part-time executive positions he has held since June 2011. He continues to serve local governments throughout the United States as an executive recruiter.

Mr. Gorgey is gifted at organizational assessment and accurate analysis of an entity's business case, critical in effective executive recruitment. His candid, genuine, and respectful style, discretion, professionalism, and legendary work ethic are all major benefits to client agencies, as are his experience and expert-level communications skills. Mr. Gorgey's strong skills in talent identification, recruitment, development and retention, and his commitment to excellence in the hiring process, have helped many diverse organizations advance, improve, and meet their strategic objectives quickly.

Moving to Colorado in 1987, Mr. Gorgey began his career in the resort and hospitality industry, serving as a Corporate Trainer for The Broadmoor, a Forbes Five-Star and AAA Five-Diamond Resort in Colorado Springs. He later served as Editor of *The Colorado Springs Business Journal*. Since his youth, Mr. Gorgey has been an enthusiastic student of leadership, dedicating substantial volunteer hours to leadership positions in various professional associations. The El Paso County Bar Association in Colorado Springs named Mr. Gorgey "Outstanding Young Lawyer" in 1999 and elected him one of the Association's youngest Presidents in 2003-04. Mr. Gorgey twice served the Colorado Bar Association as Vice President. He is also Past President of the Association of Colorado County Administrators. Mr. Gorgey has lectured on leadership at the American Bar Association's prestigious Bar Leadership Institute in Chicago, the Colorado Bar Association's Bar Leadership Training course (COBALI), and the Special District Association of Colorado's Leadership Academy, among others. He has lectured on recruitment, interviewing, and related topics at the City/County Management Association conferences in Arizona, Colorado, and Washington, as well as at the Arizona State University School of Public Affairs and Arizona's Next Generation Leadership Conference at the University of Arizona. He completed the International City/County Management Association's (ICMA's) Gettysburg Leadership Institute in 2017.

Mr. Gorgey holds an undergraduate degree in English from the University of Colorado, as well as a Juris Doctor from the University of South Carolina School of Law. He has been a member of the Glenwood Springs Sunset Rotary Club since 2015, serving as the club's Scholarship Chairman for many years.

Sue Autry, Senior Executive Recruiter and Strategist

Based in Greenwich, CT, Sue Fowler Autry has a reputation for professionalism in human resources and executive recruitment enjoyed by few others in the United States. Following successful careers in banking, elite private-sector executive recruiting (Texas), employment law, finance, and manufacturing, Ms. Autry held executive leadership and management positions for 20 years in local government human resources.

Creative and resourceful, Ms. Autry meets the challenges of every assignment, regardless of difficulty, with a “can do” attitude. Her career started in banking, where she was the first female Officer Candidate in a large Atlanta bank. Under a Consent Decree at the time, the bank retained Ms. Autry to focus on affirmative action, compliance, and recruiting. After a few years, Ms. Autry’s talent and excellent reputation drew the attention of several executive search firms.

A private sector executive search firm noticed Ms. Autry’s success managing the bank’s college recruiting, executive hiring, and manpower planning. The firm’s partners invited her to Dallas and within a year made her an equal partner. Ms. Autry’s strong intuition and relationship-building skills with clients brought success. Her work in affirmative action and compliance piqued her interest in law, so after years of successful recruiting practice, she sold her company shares to her partners and was admitted to the Southern Methodist University School of Law.

After graduation, she practiced employment and labor law at Haynes and Boone, LLP (Dallas). In the years that followed, Ms. Autry was recruited away from the firm to major private sector assignments including with First National Bank of Texas, where she improved operations of the \$9 billion personal trust administration department. She was recruited a second time to the team that brought Northern Trust of Chicago to Texas. Northern Trust as Statewide Marketing Director. In an unexpected turn, family health issues led her to assume responsibility for her spouse’s footwear manufacturing company. As President and CEO, Ms. Autry transformed the company from manufacturing to licensing of the company’s patents and trademarks.

Ms. Autry transitioned to the public sector as a human resources consultant, but the City of Colorado Springs, Colorado, quickly hired her full-time to manage employee relations, disciplinary hearings, executive recruitments, pay for performance, performance management, and benefits. She redrafted all of the City’s policies and procedures. El Paso County, CO, recruited her to a similar role, but the City soon recruited her back to serve as Human Resources Manager for the police department. The police chief quickly promoted her, giving Ms. Autry responsibility for Management Services (finance, human resources, information technology, records and ID, the volunteer program, fleet, facilities, and asset management). In Colorado’s second-largest city, Ms. Autry was the only civilian on the chief’s command staff.

Her years of success in both the private and public sectors uniquely position Ms. Autry to help clients resolve difficult organizational challenges. She understands city and county organizations in a way most search consultants never will. Ms. Autry excels in identifying candidates in alignment with Columbia ltd’s mission of advancing organizations, improving teams, and enhancing communities, one recruitment at a time.

Ms. Autry holds bachelor’s and master’s degrees from Georgia State University, as well a Juris Doctor from the Southern Methodist University School of Law.

Elizabeth (Liz) Eubank, Administrative Assistant

Elizabeth (Liz) Eubank came to Columbia ltd as an award-winning customer service specialist from Vail Resorts (Colorado), where she earned the Spirit of Beaver Creek (Ski Resort) Award in recognition of her professionalism and her exemplification of corporate values. During her tenure, Ms. Eubank led The Ambassadors, an essential guest service group, and Street Team “On the Spot,” an employee engagement program. She also completed extensive leadership training in emotional intelligence, the DISC assessment, managing expectations, team dynamics, leadership communications, delivering performance feedback, developing talent on the team, championing change, coaching to develop, and navigating conflict. In addition to over 17 years of experience in hospitality and customer service, Ms. Eubank previously worked for the Town of Vail, Colorado, as a local government concierge. Ms. Eubank also has

considerable direct experience with information technology, and diverse experience in emergency medicine, health care, and live theater.

Ms. Eubank brings a formidable work ethic and strong sense of professionalism to Columbia ltd, where she creates a highly-organized, welcoming environment, which is a solid base for true teamwork and excellent client relations.

Ms. Eubank holds a bachelor's degree (Sociology), *magna cum laude* and with distinction, from the University of Colorado. She also has certifications in Yoga Teacher Training, Health Coaching, and running a chainsaw.

Michelle Holder, Research Manager

Formerly with the City of Aspen, Colorado, Michelle Holder brings skill and excellence to Columbia ltd in several areas pertaining to local government: project management, community engagement, program management, priority-based budgeting, sustainability reporting, and research. A Certified Professional Project Manager, Lean Six Sigma Green Belt, and graduate of the highly-regarded Roaring Fork Leadership Academy (Aspen), she is passionate about empowering communities by helping them realize their largest goals. Ms. Holder earned her bachelor's degree (Political Science and Criminology) from the University of Florida and her Master of Public Administration degree from the University of North Carolina at Chapel Hill. She is based in Portland, Oregon.

Kathy Callaway Conarro, Art Director

Kathy Callaway Conarro has been a graphic designer for over twenty years. The art director and production manager at a reputable alternative news weekly in the United States for over ten years, she also served for over five years as creative director at a fast-growing, international professional sports corporation, before relocating to Central America. Ms. Conarro ensures every local government client is marketed in a genuine, positive, and impactful way and offers creative guidance in corporate marketing.

Ms. Callaway Conarro holds a bachelor's degree in art with an emphasis in graphic design from Western Washington University. She works from her office in Roatán, Honduras.

Background Checking, Candidate Evaluation, Social Media, Marketing, and Cybersecurity

Columbia ltd retains experts and contracts with established vendors in key areas related to background checking, emotional intelligence and integrity testing, social media, marketing, and cybersecurity, all essential aspects of an effective, confidential, successful, and safe recruitment process.

RECRUITMENT PROCESS

Professional executive recruitment generally follows the service steps described below. Columbia ltd can customize the recruitment process to meet your specific needs.

First Steps

The recruitment begins with a brief, organizational conference call or videoconference meeting, a time when we get to know each other, manage initial administrative details, and discuss a preliminary schedule for the recruitment. Your Recruiter is the project manager for Columbia ltd, and likewise, we ask that you identify a single point of contact to serve as a project manager on behalf of the Town of Camp Verde (Camp Verde). During this meeting, we will finalize the professional services agreement, make arrangements to gather data from you relevant to the recruitment (current job description, salary range, organizational and departmental budget basics, etc.), submit our initial invoice, and identify a date for the Kickoff Meeting. We will share some thoughts about how to plan the Kickoff Meeting in a way that maximizes the benefit of that time for you. We'll give you other information you'll need, such as specifications for photos to be used in the Candidate Profile, etc.

Kickoff Meeting (On-Site Meeting No. 1)

The Kickoff Meeting is the first of three on-site meetings when your Recruiter is physically present in Camp Verde, meeting in person with you and your team. Your Recruiter will listen actively, and carefully, interviewing whomever you designate and gathering information about the community, the organization, the department, and the position you are trying to fill. This is cultural immersion: the goal for the day is for your Recruiter to leave Camp Verde with the best possible understanding of who you are, where you've been, where you're going, and what you're looking for. We will coordinate a marketing and advertising plan and discuss recruiting strategies and tactics used to find your next Town Manager. The kickoff meeting can include one-on-one interviews with elected officials, a group meeting with the executive leadership team, meetings and interviews with key stakeholders and community representatives, and whatever else you may need. All recruitments are a little different, and we will make sure we address your unique situation. During the kickoff process, we are working together to define, then describe precisely the Ideal Candidate for the Town Manager position, the person best suited to meet your needs, both immediately and for the long-term.

The Candidate Profile is the work product resulting from the interviews, meetings and cultural immersion at the Kickoff Meeting. More than a marketing brochure or advertisement, the Candidate Profile is a carefully written document that drives the recruitment process, the central point of reference that literally keeps everyone on the same page. We describe your community, organization, and opportunity accurately and specifically. We also announce the final recruitment schedule, so everyone has the same expectations and can plan accordingly. Columbia ltd uses electronic and digital distribution, and also still uses targeted direct mailing to deliver the Candidate Profile to approximately 400 to 450 qualified candidates.

Go Live Date

Although word about the Town Manager opportunity will be out well before this, it's helpful to declare a Go Live Date, the earliest, reasonable date at which the search responsibly "opens." This is the day the completed Candidate Profile is posted to the Camp Verde and Columbia ltd websites. As legendary basketball Coach John Wooden famously said, "Be quick, but don't hurry." In order to keep the recruitment on schedule, it is very important that both Columbia ltd and Camp Verde quickly meet their respective responsibilities regarding group drafting and final approval of the Candidate Profile.

Active Recruitment Period

The Active Recruitment Period is the four to six weeks (depending on your needs) between the Go Live and Filing Deadline dates. During this time, Columbia ltd executes the national marketing and advertising campaign, including use of the Professional Diversity Network (and its eight affinity sites), and the outlets most relevant to the professional discipline at issue. We also begin targeted direct mailing and digital distribution of the Candidate Profile to approximately 400-450 qualified candidates. Your Recruiter serves as the point of contact for all interested persons and prospective candidates, answering their questions about Camp Verde, the position, and the recruitment process. Columbia ltd is your agent and responds in full to all inquiries on your behalf, treating each person with respect and professionalism, just as you would want them to be treated. We acknowledge all cover letters and resumes within two business days after receipt.

Filing Deadline

The Filing Deadline is the date by which Columbia ltd receives cover letters and resumes.

Initial Review, Preliminary Screening, and Research

To ensure fairness to applicants, your Recruiter will review all submittals in the same way, at the same time after the Filing Deadline. The Recruiter's initial task is to narrow the field to those candidates best qualified for the position and who most closely fit the description of the Ideal Candidate. Some number of leading candidates are then invited to initial interviews with Columbia ltd. These candidates will receive a written questionnaire to be returned in advance of their interview. Later in the process, these written responses will provide you with deeper insights into each candidate's communication skills, philosophy, and qualifications. Columbia ltd conducts first-level research (internet) for all invitees.

Your Recruiter conducts preliminary screening interviews via videoconference or telephone, with the goal of further narrowing this field as necessary to the candidates most qualified for the Town Manager position. Columbia ltd then prepares a written Report of Recommended Candidates for delivery to Camp Verde. You will receive the report with enough time for a meaningful review, before we meet with you in person to discuss it.

Recommendation of Candidates (On-Site Meeting No. 2)

During the Recommendation of Candidates meeting, which usually lasts about an hour or two, Columbia ltd will update you in full as to everything that has happened in the recruitment process so far, including an analysis of the applicant pool. Your Recruiter will be there in person to discuss the contents of the written Report of Recommended Candidates, which also includes a list of all persons who applied, as well as detailed information on those candidates recommended by the firm. Your Recruiter will answer your questions regarding the recruitment, "bring paper to life" in describing candidates, and communicate the results of preliminary research. Camp Verde will then identify which candidates it would like to advance to the Finalist Interview Process. We will work with you to finalize the process steps and establish the preliminary interview schedule for the Finalist Interview Process. We will then carry out your instructions regarding invitations to prospective finalists. On your behalf, Columbia ltd will notify all other applicants of their status at this time.

Finalist Interview Process (On Site Meeting No. 3)

Columbia ltd will notify you immediately after confirming the participation of all finalists, and we will then conduct second-level research (reference, background) as to these persons. We will work with Camp Verde to finalize whichever process steps or components are most appropriate for your Finalist Interview Process, e.g. interview panels, public reception, presentations, etc., provide sample interview questions, and work with you to finalize the schedule. We will again prepare and send timely a written Report of Finalists to Camp Verde.

Your Recruiter will assist you with the Finalist Interview Process (1-2 days) to meet your specific needs, including facilitation services, professional guidance, etc. After you have identified your Preferred Candidate for the Town Manager opportunity, Columbia ltd is happy to work with you to shape your initial offer, and to provide negotiation assistance.

Final Steps

On your behalf, we will obtain a complete, detailed background report on your Preferred Candidate through Sterling Infosystems, Inc. (<https://www.sterlingcheck.com>), the most established, reputable company in the field. We conduct additional, final reference checking, as needed, at this time. Through our reputable referral partners, we offer several other assessment and support tools. (See Optional Services, Page 9). Camp Verde is also encouraged to do whatever other background checking or pre-employment testing it normally would in its established onboarding process. Columbia ltd will continue to offer whatever negotiation assistance you may want or need, working with your professional human resources team and legal counsel, until both sides have reached agreement on the essential terms of an employment contract, offer letter, etc. After contract approval and the first date of employment, we then look forward to observing the successful service of the new Town Manager for years to come!

RECRUITMENT SCHEDULE
(May be modified to meet your specific needs.)

TOWN OF CAMP VERDE, AZ
TOWN MANAGER

<u>Action Step</u>	<u>Timing</u>
I. First Steps <ul style="list-style-type: none"> • Finalize and approve professional services agreement • Conference call to identify kickoff date, initial responsibilities, and scheduling • Advance preliminary recruitment schedule 	Immediate
II. Kickoff Meeting (On Site Meeting No. 1) and Follow Up <ul style="list-style-type: none"> • Active listening, cultural immersion to facilitate drafting of Candidate Profile • On-site, one-on-one interviews with Mayor, all Council Members, and as directed • Group meeting(s) with executive leadership team, stakeholders, and as directed • Draft Candidate Profile and obtain approval of final draft • Coordinate Marketing and Recruitment Strategies 	Two Weeks
III. Go Live Date <ul style="list-style-type: none"> • The earliest, reasonable date at which the search responsibly “opens” • Post Candidate profile to the Camp Verde and Columbia ltd websites • “Be quick, but don’t hurry.” – Coach John Wooden 	ASAP
IV. Active Recruitment Period <ul style="list-style-type: none"> • Execute national marketing and advertising campaign • Targeted direct mailing of Candidate Profile to approximately 400-450 qualified candidates • Execute direct outreach, social media, and networking strategies, actively searching for qualified candidates aligned with Ideal Candidate description • Ensure opportunity is posted with ICMA, Arizona League, and select national websites • Serve as Camp Verde’s agent as to all interested persons and prospective candidates • Maintain contact with Camp Verde, advise as appropriate 	Five or Six Weeks
V. Filing Deadline	TBD
VI. Initial Review, Preliminary Screening, and Research <ul style="list-style-type: none"> • Review of all resumes and cover letters • Invite leading candidates to initial interviews, distribute questionnaire • Conduct preliminary screening interviews via videoconference (preferred) • First level research (internet) • Send written report of Recommended Candidates to Camp Verde 	Three Weeks
VII. Recommendation of Candidates (On Site Meeting No. 2) <ul style="list-style-type: none"> • Brief Town Council on search, review Recommended Candidates (Executive Session) • Answer all questions regarding recruitment and candidates • Finalize process steps for Finalist Interview Process and establish Preliminary Schedule • Obtain instructions from Town Council • Notify all other applicants of their status 	Two Weeks

- V. Finalist Interview Process (**On Site Meeting No. 3**) TBD
- Secure participation of Finalists and Alternates (if any)
 - Conduct second level research (References and Background) for Finalists
 - Finalize Finalist Interview Process Steps, Schedule, Questions, and Exercises (if any)
 - Send written Report of Finalists to Camp Verde
 - Assist Camp Verde with Finalist Interview Process (1-2 days), providing professional opinion, recommendations, and facilitation services, as needed
 - Assist Camp Verde as needed with identification of Preferred Candidate
 - Advise as needed with respect to terms to be negotiated with Preferred Candidate
- VI. Final Steps One Week
- Complete detailed background and additional reference checks on Preferred Candidate
 - Assist with contract negotiation as needed until “essential terms” are agreed to
 - Contract approval and start date
 - Observe the successful service of the new Town Manager for years to come

PROFESSIONAL FEE

Professional Fee

The all-inclusive professional fee to conduct the recruitment process for your next Town Manager is \$25,000. This includes all steps described in the Recruitment Process; three on-site visits (Kickoff, Recommendation of Candidates, and Finalist Interview Process) to include consultant time and travel expenses; preparation, printing, and distribution of the Candidate Profile, including direct mail and digital distribution; national marketing and advertising; direct outreach and candidate management; general expenses related to administration (printing, copying, mailing, postage, internet access, telephone, social media, etc.); background and reference checking as described; preparation, printing, and delivery of two written reports (Recommended Candidates and Report of Finalists); and one complete background report on the Preferred Candidate. Regarding consultant's time, on-site visits include one day each for the Kickoff and Finalist Interview Process, and no more than half a day for the Recommendation of Candidates.

NOTE: It is customary for client agencies to reimburse finalists for travel expenses related to the Finalist Interview Process. These expenses are not included in the Professional Fee above. These costs typically include round-trip airfare (coach); travel to Camp Verde from an Arizona airport (car rental and fuel) OR travel to Camp Verde from a residence (lower cost alternative between car rental and fuel or mileage reimbursement at the current IRS rate); and hotel accommodations (coach-equivalent) for each Finalist candidate. At the appropriate time, you may have other considerations that carry costs: whether to extend your invitation to a spouse or significant other, whether to pay for meals, offer *per diem* reimbursement, etc.

Optional Services and Costs

The all-inclusive professional fee may be supplemented at your option as follows:

Additional meetings (on-site or virtual)	\$1,000/day plus travel expenses
Additional full background reports	\$350/report
Certified Emotional Intelligence Assessment	\$400/assessment
DISC Assessment	\$75/assessment
Integrity Testing	\$50/person
Later hiring additional candidate ¹	\$5,000/candidate

Payment Terms

Columbia ltd bills the all-inclusive professional fee in three, equal monthly installments. The first invoice is due at the time the professional services contract is approved, serving as a retainer before Columbia provides any executive recruitment services. The second invoice is delivered approximately 30 days after the Kickoff Meeting, the third invoice 30 days after that. All invoices are payable on receipt. If any invoice remains unpaid within 30 days of receipt, Columbia ltd reserves the right to suspend all services until payment in full is received. Additional services and costs, if any, will be billed in due course.

Insurance

Columbia ltd carries Commercial General Liability Insurance (Businessowners: \$1,000,000/each, \$2,000,000 aggregate; E&O/Professional Liability: \$1,000,000/each, \$2,000,000 aggregate) through Hiscox Insurance Company, Inc. Automobile liability insurance is provided by Farmers Insurance (\$250,000 / \$500,000 Bodily Injury, \$100,000 Property Damage). Workers compensation insurance is provided by Pinnacol Assurance of Denver, CO, for Columbia employees. Proof of insurance will be provided upon request. Documentation and Certificates of Insurance listing Camp Verde as an additional insured provided on request.

Good Standing

Columbia Consulting, Ltd. is a limited liability company registered with the Colorado Secretary of State, operating under the trade name, Columbia ltd., and with the Arizona Corporation Commission as Columbia, Ltd. of Arizona, LLC.

¹ Due only if Camp Verde hires any candidate recommended by Columbia ltd for another position with Camp Verde no later than one year after the first date of employment of the Town Manager.

GUARANTEE

Placement Guarantee

If a candidate recommended and placed by Columbia ltd (external candidates only) leaves your employment *for any reason within the first year* (exceptions: serious illness, disability, or death; layoff, or position elimination due to reduction in force or budget shortfall; or promotion to another position within the organization), we guarantee to reopen and conduct the recruitment again at no additional professional fee beyond limited expenses, which will be discussed with you in advance. The first year is measured from the first date of full-time employment with you.

Ethics

Ethics is one of the five Values on which Columbia ltd is built. We are completely committed to ethical conduct in every aspect of every recruitment, without exception. In addition, applicants for City and County Manager positions are expected to adhere to the International City/County Association Code of Ethics throughout the recruitment process.

Good Faith, Transparency, and the Council-Manager Form

Good faith on all sides is fundamental to successful executive recruitment. In every aspect of every recruitment, Columbia ltd operates in good faith and, respectfully, insists on the same in return.

We encourage as much transparency and public engagement as possible. That said, candidate confidentiality is protected by law throughout the hiring process in almost all cases. Columbia ltd obeys all laws pertaining to hiring, open meetings, and public records in every state we operate, including those pertaining to executive or closed sessions, which are essential to effective, competitive recruitment. Last, we respect and support the council-manager form of government, and the constitutional and statutory provisions and home-rule charters that control the local governments we serve.

Reopening the Recruitment

It is extremely rare for the recruitment process either not to produce a successful pool of qualified candidates or not to reach agreement with the Preferred Candidate or an alternate from the Finalist Interview Process. In the unlikely event that this occurs, Columbia ltd would meet with you to discuss all alternatives, as well as the reasons, if any, for this outcome. Presuming that both sides made a diligent, good-faith effort in the first recruitment, and if both sides reasonably agree, Columbia ltd would then reopen the recruitment one additional time, conducting the second recruitment at no additional professional fee, beyond limited expenses, which will be discussed with you in advance.

Diversity, Equity, and Inclusion

Columbia ltd is committed to diversity, equity, and inclusion in all aspects of every recruitment — without exception.

Columbia ltd does not discriminate on the basis of race, national origin, ethnicity, color, gender, gender identity, sex, sexual orientation, religion, creed, disability, marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments in every state we operate.

More to the point, we are committed to the development of a diverse, equitable, and inclusive workforce and do our best to help all of our clients achieve those goals. A diverse workforce starts with the Candidate Profile and the candidate pool. We go beyond conventional recruitment tools and use the Professional Diversity Network (and its eight affinity sites) and other tools to construct as diverse, inclusive, and equitable a candidate pool as possible. We ask our clients to consider unconscious bias before and during the Recommendation of Candidates meeting, and encourage the use of bias-awareness training as part of every Finalist Interview Process.

CLIENT REFERENCES

Please feel free to contact any of the following current and recent clients to inquire about their experience with Andrew Gorgey as lead recruiter.

City of Prescott, AZ – City Attorney (2022), City Manager (2023)

Branden Nunez, Human Resources Director
(480) 650-4898, branden.nunez@prescott-az.gov

Town of Chino Valley, AZ – Town Manager (2020), Community Development Director (2021), Finance Director (2023)

Mayor Jack Miller
(928) 713-2408, jwmiller@chinoaz.net
Cindy Blackmore, Town Manager
(928) 636-2646, Ext. 1202, cblackmore@chinoaz.net
Laura Kyriakakis, Human Director
(928) 636-2646, Ext. 1204, lkyriakakis@chinoaz.net

Town of Payson, AZ – Deputy Town Manager (2021), Finance Director (2023), IT Director (2023)

Troy Smith, Town Manager
(928) 474-5242, townmanager@paysonaz.gov

City of Cortez, CO – Town Manager, Parks and Recreation Director, and Public Works Director (all in 2021), and City Attorney (2022)

Mayor Rachel Medina
(720) 261-6844, rmedina@cortezco.gov
City Manager Drew Sanders
(801) 330-8683, dsanders@cortezco.gov

Town of Telluride, CO – Town Manager (2017 and 2022), Chief Marshal (Police Chief) (2019), Water and Wastewater Division Manager (2020), and Public Works Director (2022)

DeLanie Young-Tapson, Mayor of Telluride at the time of multiple recruitments
(970) 799-4430 (cell), (970) 508-4471 (work), dtapson@telluride-co.gov

Central Arizona Fire and Medical Authority (Prescott Valley), AZ – Human Resources Manager (2022)

Fire Chief Scott A. Freitag
(928) 308-5130, SFreitag@cazfire.gov
Human Resources Manager Patty Chute
(928) 759-6983 (direct), (928) 910-9856 (cell), PChute@cazfire.gov

STATE OF ARIZONA



**Office of the
CORPORATION COMMISSION**

CERTIFICATE OF REGISTRATION

I, the undersigned Executive Director of the Arizona Corporation Commission, do hereby certify that:

COLUMBIA, LTD. OF ARIZONA, LLC

ACC file number: 23231745

a foreign limited liability company organized under the laws of Colorado, has been granted authority to transact business in Arizona as of 08/27/2021.

This Certificate relates only to the legal authority of the above named entity as of the date this Certificate is issued, and is not an endorsement, recommendation, or approval of the entity's condition, business activities, affairs, or practices.

IN WITNESS WHEREOF, I have hereunto set my hand, affixed the official seal of the Arizona Corporation Commission, and issued this Certificate on this date: **09/21/2021**.



A handwritten signature in black ink that reads "Matthew Neubert".

Matthew Neubert, Executive Director

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Columbia Consulting, Ltd.

is a

Limited Liability Company

formed or registered on 12/30/2016 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20161889909 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 12/20/2023 that have been posted, and by documents delivered to this office electronically through 12/21/2023 @ 17:07:30 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 12/21/2023 @ 17:07:30 in accordance with applicable law. This certificate is assigned Confirmation Number 15591359 .



A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF TRADE NAME

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office, a Statement of Trade Name for:

Columbia ltd

(Entity ID # 20208128981)

was filed in this office on 12/30/2020 with an effective date of 12/30/2020 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 12/20/2023 that have been posted, and by documents delivered to this office electronically through 12/21/2023 @ 17:07:43 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 12/21/2023 @ 17:07:43 in accordance with applicable law. This certificate is assigned Confirmation Number 15591361 .



A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

City of Prescott, Arizona
CITY MANAGER



 **columbia** ltd

Excellence in executive recruiting since 2016



THE CITY AND SURROUNDINGS

The historic western City of Prescott (pop. 46,833, 45.21 sq mi) is the anchor of the north central Arizona highlands, near the beautiful Mingus and Bradshaw Mountain ranges. While the Valley of the Sun around Phoenix and the Grand Canyon might get more attention nationally, this is, in fact, Arizona’s sweet spot.

Located 96 miles northwest of Phoenix and 90 miles southwest of Flagstaff, and at an elevation of 5,367 feet, Prescott is spared from the Valley’s scorching summer heat, traffic, and density. At the same time, the world-class amenities of a major metropolitan area, including Phoenix Sky Harbor International Airport, are an easy 90-minute drive away, as is the scenic City of Flagstaff, and its ski slopes.

Established in 1864, Prescott was Arizona’s first Territorial Capital and today serves as the county seat of Yavapai County. Together with the Towns of Prescott Valley and Chino Valley (Tri-Cities), Prescott is the state’s third largest (Phoenix, Tucson) metropolitan area. Prescott Regional Airport is the 18th busiest airport in the country with daily service to Denver and Los Angeles and hundreds of connecting cities.

Residents enjoy moderate temperatures, four full seasons (including snow, and monsoons), open spaces, a very high quality of life, and low taxes. Outdoor opportunities include easy escapes to Prescott, Coconino, or Tonto National Forests or to local favorites like the Granite Dells, or to Willow and Watson Lakes. The red rocks and style of Sedona, Jerome’s artistic charm and wonderful views, and the majesty of the Grand Canyon are all easy day trips.

Built around a central plaza and the magnificent Yavapai County Courthouse, Prescott is fiercely proud of its western heritage – it is the home of Whiskey Row and the “World’s Oldest Rodeo.” The city has also retained its warmth and a welcoming, small-city feel, which allows it to be “Everybody’s
January 3, 2024

Hometown.” Residents enjoy numerous museums, art galleries, theatres, and performing arts centers, as well as a 36-hole championship golf complex, state-of-the-art public library, an extensive park and lakes system, and outdoor recreation year-round. Citizens are active in service clubs and nonprofit organizations, and many veterans call Prescott home.

The Dignity Health/Yavapai Regional Medical Center serves the Tri-Cities, as does the Northern Arizona Veteran Affairs Health System Hospital. The Prescott Unified School District provides quality education (pre-K, three elementary, two middle, one high), along with excellent K-12 charter school options, Yavapai College, Northern Arizona University (Yavapai), Prescott College, and the prestigious Embry–Riddle Aeronautical University all within the Tri-City area.

To learn more about the City of Prescott, please visit <https://www.prescott-az.gov> and <https://prescottbiz.com>.

THE ORGANIZATION

Prescott voters approved the city charter in 1958, and Prescott operates under the council-manager form of government. The city council is comprised of
Page 84 of 137

QUICK FACTS

Population	46,833
Size	45.21 sq mi
Elevation.....	5,367 feet
Annual City Budget.....	\$281.2M
City FTE.....	548

six members elected at large on a nonpartisan basis to four-year terms, and the mayor, who is elected directly to a two-year term. None have term limits. Council elections will be held this November, with a total of five seats, including the mayor's, and proposed charter amendments on the ballot.

The city council sets policy, defines the strategic direction for the city, and performs its essential

services; recreation, including the golf course; the airport; and general administration, among others. Water is heavily regulated in Arizona, and Prescott is in one of the state's Active Management Areas: (<https://new.azwater.gov/ama/prescott>).

Issues facing Prescott include: the pace and scope of development and all related issues, including balanced growth, open space, and increased service level

and economic development. The Big Chino Water Ranch is a major project related to area water supply and involves Prescott Valley and the Salt River Project. Finally, continuing consideration of the Airport Vicinity Overlay District concerning the protection of ongoing airport operations and possible future expansion, and ensuring compatible uses given increasing development of the area, is a particularly complex issue. A large regional park is in the works.

CITY MANAGER POSITION

This career opportunity is available with the announced resignation of the current city manager, who has served Prescott capably for 6.5 years. The mayor, all council members, the outgoing city manager, and the city's leadership team collaborated on the preparation of this document. The city enjoys a history of stability in this position.

Working at the direction of the city council, the city manager is the chief executive and administrative officer of the city, responsible for the proper administration of the city's affairs day-to-day and for carrying out her or his duties as set forth in the city charter.

A four-year degree in a relevant field of study, preferably in public administration, business administration, or a related field; at least five to ten years of progressively responsible experience in local government,



legislative functions (budget, ordinances, etc.) They hire the city manager, city attorney, and the city clerk. The FY 2022-23 Budget (July 1 – June 30) is \$ 281.2 million, supporting 548 FTEs.

Prescott provides police and fire protection; street maintenance and construction; water and wastewater systems; refuse collection and transfer; building, planning, and community development; library

expectations; potential new fire stations, a police station, and related staffing; completing relocation to a new city hall, and the redevelopment and repurposing of the old city hall campus; transportation and transit planning; infrastructure and road improvements; employee recruitment and retention; affordable and workforce housing – city council recently formed a Workforce Housing Commission;

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline	March 6, 2023	Recommendation of Candidates.....	March 21, 2023
Preliminary Interviews.....	March 14-16, 2023	Finalist Interview Process.....	March 30-31, 2023

including at least five as a municipal manager, deputy, assistant, or major department head, or any equivalent combination of education and experience are all required. Graduate study in public administration or a related field, experience with water, airports, and development, and a breadth of managerial experience (personnel, budgets, finance, capital projects, public relations activities, etc.) are all preferred. Residency is required during tenure.

THE IDEAL CANDIDATE

Prescott's next city manager is a calm, emotionally intelligent, and experienced leader, who appreciates Prescott not only as an Arizona state treasure, but also as her or his home. The ideal candidate is rushing to embrace the challenges, and corresponding rewards, of managing the city government for a community in transition. A thick skin, strong work ethic, integrity, and a commitment to ethics and transparency are required.

The ideal candidate has well-developed interpersonal skills, including the sophistication and courage to navigate and balance the passionate personalities on the city council, and the ability to guide the council as a group. This includes being politically astute but apolitical, and the courage to say "no" when called for, firmly but politely, as well as a commitment to the council-manager form

of government, respecting the council as a policy-making body. Regular communication with council members is essential.

The next city manager ideally has direct experience with some or all of the following: water rights, allocations, and contracts; community development and growth; and airports. More generally, she or he has good business judgment, effective negotiation skills, and common sense.

The ideal candidate is skilled at creating and maintaining effective relationships in every context: with neighboring municipalities, the county, state agencies, the city's development and business communities, longtime residents, and new arrivals. The ideal candidate has expert-level inward- and outward-facing communication and presentation skills, and the ability to relate to persons from every walk of life.

The successful candidate is an effective manager, who ensures staff provides city council with all information needed to make timely, informed decisions, and the best choices based on all reasonable options. She or he is an effective leader, who inspires the leadership team (a player-coach) and maximizes cross-departmental functionality by breaking down siloes, fostering collaboration, and engaging

in meaningful professional development. The ideal candidate is proactive, results-oriented, and fully engaged, a problem-solver.

To be successful, the city manager must be level-headed, empathetic, patient, and free of ego, fully embracing the public service nature of this role. She or he is quietly confident and listens actively. The ideal candidate has a sense of humor and avoids micromanagement.

TOTAL COMPENSATION

The annual salary range for this position is \$190,000 to \$233,000, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided: comprehensive health, dental, and vision insurances paid 100% (for employee only); group life and short-term disability insurances (paid 100% for employee) and voluntary supplemental options; flexible spending and health savings accounts, EAP and Robust Well-Being Program (wellness); tuition reimbursement; retirement through the Arizona State Retirement System (ASRS) (mandatory), which includes both pension and health benefits; and paid time off, plus 11 paid holidays, including (premium one floating holiday. Relocation assistance, housing assistance, and possible additional incentives subject to negotiation.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com, naming your files Last.First.CL and Last.First.Resume. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.

Town of Chino Valley, Arizona
FINANCE DIRECTOR





THE TOWN AND SURROUNDINGS

The Town of Chino Valley (pop. 13,492, elev. 4,708, 63.4 sq mi) rests peacefully in the central Arizona highlands in Yavapai County, near the beautiful Mingus and Bradshaw Mountain ranges. While the Valley of the Sun around Phoenix and the Grand Canyon might get more attention, this is, in fact, Arizona’s sweet spot.

The town is spared from the Valley’s scorching summer heat, traffic, and density. Instead, residents enjoy moderate temperatures, four full seasons (including snow, and monsoons), open spaces, and a very high quality of life in an Arizona small town. Chino Valley was the first territorial capital (Ft. Whipple), which was then moved to Prescott, and then ultimately to Phoenix.

Founded in 1864 and incorporated in 1970, Chino Valley, along with Prescott and Prescott Valley, both

15 miles to the south, make up the Tri-Cities. The town is proud of its agricultural roots and still cherishes the simplicity of rural living. At the same time, Chino Valley is larger (in land area) by 50 percent than either Prescott Valley (38.1 sq mi) or Prescott (41.5 sq mi).

Outdoor opportunities include easy escapes to Prescott, Coconino, or Tonto National Forest or to local favorites like the Granite Dells, or to Willow and Watson Lakes. Residents have many choices: an aquatics center, a senior center, high-quality parks including the signature Memory Park, cycling, mountain biking, hiking, hunting, fishing, “off-roading,” a shooting range, golf, skiing in nearby Flagstaff, and an equestrian center. The red rocks and style of Sedona, Jerome’s artistic charm and wonderful views, and the majesty of the Grand Canyon are easy day trips.

The Yavapai County Regional Medical Center in Prescott serves the Tri-Cities, and the Prescott Regional Airport is less than ten minutes from downtown Chino Valley. The world-class amenities of a major metropolitan area, including Phoenix Sky Harbor International Airport, are an easy 90-minute drive away, as is the scenic City of Flagstaff.

The Chino Valley Unified School District provides good schools, with Yavapai Community College, January 3, 2024

Northern Arizona University (Yavapai), Prescott College, and the prestigious Embry–Riddle Aeronautical University all within the Tri-City area. The Chino Valley Library enjoys an excellent reputation, due in large measure to an enviable level of volunteer support.

To learn more about the Town of Chino Valley, please visit <https://www.chinoaz.net> and <https://discoverchinovalley.org>.

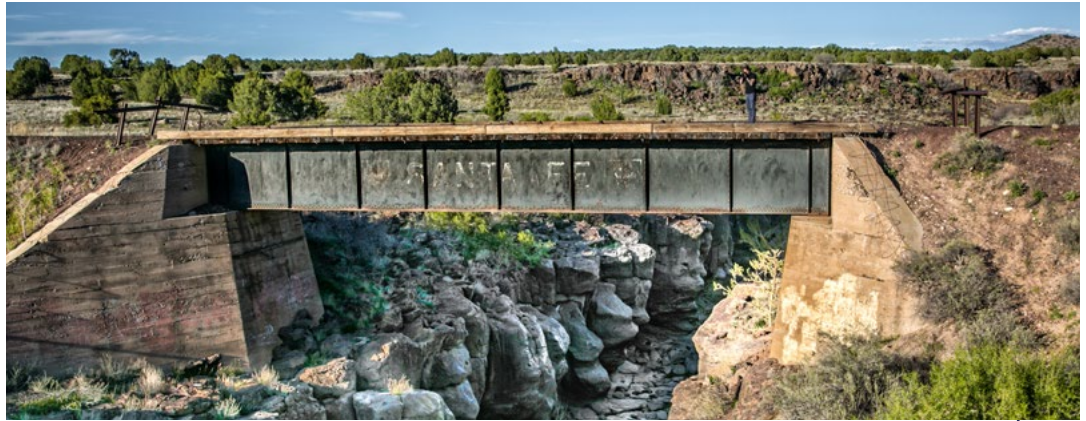
THE ORGANIZATION

Chino Valley has a seven-member town council, elected at large on a nonpartisan basis, and operates under the council-manager form of government. Town council members are elected to four-year terms, and the mayor is elected directly to a two-year term. None have term limits. The town council sets policy, defines the strategic direction for the town, and performs its essential legislative functions (budget, ordinances, etc.) They hire the town manager (chief executive), who directs Chino Valley’s operations day-to-day. The FY 2023-24 Budget (July 1 – June 30) is \$45.15 million and supports 123.5 FTEs.

In recent years, Chino Valley has enjoyed strong population growth, rising revenues, and a stable economy. Town leaders, citizens, and the business and economic development communities have been successful at growing the town beyond its main thoroughfare, SR Page 88 of 137

QUICK FACTS

Population	13,492
Size	63.4 sq mi
Elevation	4,708 ft
2023-24 Budget	\$45.15 M
Town FTE.....	123.5
2022-23 Department Budget ..	\$560K
Department FTE	4



89. A new, \$9 million police station opened in July. The town continues to facilitate the development of a 200-acre business park at Old Home Manor and is excited about the prospect of the development of a new state park within town limits.

Chino Valley enjoys stability and an enviable financial position, the result of fiscal conservatism and discipline over time. Conservative budgeting and careful spending have produced healthy reserves and fund balances. The town recently completed a rate study of its water and sewer enterprise. Perhaps most impressive, without raising taxes, the town is 12-14 months away from funding in full its public safety pension liability. This fiscal conservatism is reflective of the community and its elected town council.

Issues facing the town include the need for roadway improvements, water and sewer infrastructure upgrades, a water reclamation facility expansion, and potential construction of a new town hall, and its funding.

THE FINANCE DIRECTOR AND DEPARTMENT

Reporting directly to the town manager, the finance director oversees the finance department and its annual budget of \$560,000, supporting 4.0 FTE, including the director. The department utilizes Caselle as its main accounting software, Paycom for payroll, and OnBase for document management. The town uses proprietary software for its water utility and express bill pay.

The finance department provides timely, accurate financial information to the Citizens of Chino Valley, the town council, and the town manager. The department is also the strategic business partner of every other town department. The department performs all traditional functions, including financial reporting, purchasing, accounts payable, and accounts receivable. Most important, the director leads the annual budget preparation process, presents the town manager’s proposed budget to the public and the town council, and manages the

budget throughout the year. Issues facing the department include technology upgrades and review and development of the town’s procurement code. Procurement and purchasing are decentralized.

A bachelor’s degree in accounting, finance, business or public administration, or a closely related field, and five years of progressively responsible experience in governmental accounting or finance, including budget development and three years of management and supervisory experience, preferably in a local government setting, are required. An equivalent combination of experience and education may be considered at the town’s sole option. Credentialing through GFOA (CPFO) or as a CPA is preferred.

THE IDEAL CANDIDATE

Chino Valley’s next finance director is a person of character with the highest ethical standards and a demonstrated commitment to professional local government finance. The successful candidate simultaneously exudes both confidence and humility. He or

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline:October 2, 2023 Recommendation of Candidates: ..October 18, 2023

Preliminary Interviews:October 10-12, 2023 Finalist Interview Process: November 2-3, 2023

she embraces forward thinking in the approach to best practices in government finance, and technology. The new director will need to spend considerable time learning the nuances of this deceptively complex community.

The next finance director has significant experience in as many of the following areas as possible: accounting, bonds, budgeting (preparation, presentation, and management), business licensing, capital project financing, enterprise funds, forecasting, accurately predicting and recognizing financial trends, grant management, impact fees, internal controls, payroll, procurement (including laws specific to Arizona), investment of public funds (LGIPs), retirement and benefits costs, sales taxes, impact fees, and utility rates, as well as sources of revenue of every kind and type as applicable in the municipal context.

More important, the successful candidate thinks holistically, taking these individual aspects of the finance function and coordinating them as part of a comprehensive finance strategy, consistently delivering timely, accurate information to the town council, the town manager, department heads, and the public.

The next finance director will be joining an experienced, cohesive, and professional leadership team, that cherishes the positive,

supportive environment they have built. Their standards are high; their mutual respect is real; and they intend to keep it that way. The successful candidate will be expected to offer true strategic partnership to all department heads, including timely responses and meaningful guidance. The ideal candidate has a customer-service mindset and always has the goals of removing obstacles, facilitating collaboration, and finding the way to yes. This also includes delivering truth with tact and candor when that's what's required. She or he is friendly and approachable, with a sense of humor and a positive presence.

The ideal candidate has expert-level presentation and communication skills and is able to communicate complex budget and finance concepts in plain English and in a manner that is easily

understood by anyone, regardless of the listener's experience level or sophistication. The preferred candidate is politically astute but apolitical, and also thick-skinned, with the ability to deflect criticism and maintain a calm, professional demeanor in all situations.

The successful candidate is emotionally intelligent, with the ability to empower and maximize the potential of all members of the department through ample cross-training and meaningful professional development. The ideal candidate is a teambuilder and collaborator, not a micromanager, and someone who practices and promotes work-life balance.

The next finance director wants to make a difference, leave a legacy, and make a long-term commitment to Chino Valley as his or her home.

TOTAL COMPENSATION

The hiring range for this opportunity is from \$110,000 to \$150,000, and appointment will be made depending upon the qualifications and experience of the selected candidate. In addition, the following benefits are provided: comprehensive medical, dental, and vision insurances; group term life, long-term disability, and short-term disability insurances; flexible spending (medical and dependent care) accounts, health savings account, EAP and wellness programs; retirement through the Arizona State Retirement System (ASRS) (mandatory) and voluntary options including 457(b)/ROTH plans and supplemental life insurance; and vacation and sick leave, plus to paid holidays. Relocation assistance, temporary housing, and possible additional incentives subject to negotiation.

APPLY

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PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

**Town Manager
Camp Verde, Arizona**

December 22, 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

December 22, 2023

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

Dear Mayor Jenkins and Town 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.

In accordance with our placement guarantee, the pricing in this proposal includes an estimate of expenses only and waives the professional service fee.

We would like to highlight some key aspects that set SGR apart from other recruitment firms and enable 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 has conducted executive recruitments for over 450 local government clients in 37 states, and we value the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.
- We have a broad community of over 16,000 followers on LinkedIn, one platform we utilize to connect with a wide range of active and passive candidates across the nation.
- Our Servant Leadership e-newsletter, with a subscriber base of over 40,000 in all 50 states, announces all SGR recruitments, further extending our reach. Your position will also be posted on SGR's website and our Job Board.
- In addition, SGR sends targeted emails to our opt-in Job Alert subscriber database including over 5,000 city management professionals.

I look forward to meeting with you and discussing in more detail on January 3, 2024.

Respectfully submitted,



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

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About SGR

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 providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 30 full-time employees, 1 part-time employee, 27 recruiters, 17 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Missouri, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, South Carolina, and Utah.

View all SGR team members and their bios at: <https://sgr.pub/MeetTeamSGR>.

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 40,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about 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 decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

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 diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a “boutique” firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility and Communication

Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded one-way semifinalist interviews.
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

Executive Recruitment Clients

SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>.

DEI in Recruitments

SGR is deeply committed to equal employment opportunity and considers it an ethical imperative. We unequivocally reject any form of bias, expecting that candidates be assessed solely based on their ability to perform the job. Encouraging underrepresented demographic groups to apply is a vital aspect of our commitment. While we cannot guarantee the composition of semifinalist or finalist groups, SGR actively fosters relationships and contacts on a national scale to ensure meaningful participation of underrepresented groups. Our recruitment process is consistently evaluated and refined to incorporate a focus on equity and inclusion.

Statistics are a testament to our commitment to diversity and inclusion. In our 2022 placements, 32% of candidates were female and 20.5% indicated they were a person of color. Within SGR, our team of six executives includes three women and one person of color, and 72% of SGR's staff members are women. Our internal hiring practices are designed to attract diverse talent from various backgrounds and experiences. We understand the importance of words, ensuring our recruitment materials are inclusive and reflect an equity-focused perspective.

We also actively recommend advertising placements to attract a diverse applicant pool, leveraging partnerships with organizations such as the League of Women in Government, the Local Government Hispanic Network, and the National Forum of Black Public Administrators. Tracking candidate demographic data helps us proactively recruit traditionally underrepresented candidates for senior management positions in local government. We welcome feedback from our clients and candidates, using post-recruitment surveys to refine our processes and outcomes.

Approach and Methodology

A full-service recruitment typically entails the following steps:

- 1. Organization/Position Insight and Analysis**
 - Project Kickoff Meeting and Develop Anticipated Timeline
 - Stakeholder Interviews and Listening Sessions
 - Develop Recruitment Brochure
- 2. Recruitment Campaign and Outreach to Prospective Applicants**
 - Advertising and Marketing
 - Communication with Prospective Applicants
 - Communication with Active Applicants
- 3. Initial Screening and Review by Executive Recruiter**
- 4. Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
- 5. Evaluation of Semifinalists**
 - Written Questionnaires
 - Recorded One-Way Semifinalist Interviews
 - Media Searches - Stage 1, as described below
- 6. Search Committee Briefing to Select Finalists**
- 7. Evaluation of Finalists**
 - Comprehensive Media Searches - Stage 2, as described below
 - Background Investigation Reports
 - DiSC Management Assessments (if desired, supplemental cost)
 - First Year Plan or Other Advanced Exercise
 - Press Release Announcing Finalists (if requested)
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (if desired)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determine Terms of an Employment Offer
 - Negotiate Terms and Conditions of Employment
 - Press Release Announcing New Hire (if requested)

Step 1: Organization/Position Insight and Analysis

Project Kickoff Meeting and Develop Anticipated Timeline

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

Stakeholder Interviews and Listening Sessions

Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

Develop Recruitment Brochure

After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

Step 2: Recruitment Campaign and Outreach to Prospective Applicants

Advertising and Marketing

The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 40,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospective Applicants

SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes.

As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of 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 personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

Step 3: Initial Screening and Review by Executive Recruiter

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

In contrast with the triage process mentioned 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 satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists

At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

Step 5: Evaluation of Semifinalists

The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

Written Questionnaires

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

Recorded One-Way Semifinalist Interviews

Recorded one-way interviews, will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

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” or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

Step 6: Search Committee Briefing to Select Finalists

Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

Step 7: Evaluation of Finalists

Comprehensive Media Searches - Stage 2

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate’s press coverage throughout their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

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: <https://sgr.pub/SGRBackgroundReport>.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

DiSC Management Assessments (if desired, supplemental cost)

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate’s preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

First-Year Plan or Other Advanced Exercise

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

Step 8: Interview Process

Face-to-Face Interviews

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

Stakeholder Engagement

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

Deliberations

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite 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, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers 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 finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine Terms of an Employment Offer

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

Press Release (if requested)

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

Satisfaction Surveys

SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

Post-Hire Services

We offer post-hire services, such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit <https://www.governmentresource.com/leadership-development-training-resources>.

Typical Timeline *

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted.

Initial Steps Prior to Posting Position:	
<ul style="list-style-type: none"> Contract Execution Kickoff Meeting to Discuss Recruitment Strategy and Timeline Organization/Position Insight and Analysis Stakeholder Interviews and Listening Sessions Deliverable: Draft Recruitment Brochure Deliverable: Recommended Ad Placements Organization Approves Ad Placements Search Committee Reviews and Approves Brochure 	<p><i>Timing varies and usually takes a minimum of 2-3 weeks, however, depending on the SGR recruiter and the number of edits you desire to the last brochure it may be possible to reduce this time frame to 1-2 weeks.</i></p>

Task	Week
<ul style="list-style-type: none"> Post Position and Firm up Timeline Recruitment Campaign and Outreach to Prospective Applicants Initial Screening and Review by Executive Recruiter 	Weeks 1-4
<ul style="list-style-type: none"> Search Committee Briefing to Review Applicant Pool and Select Semifinalists 	Week 5
<ul style="list-style-type: none"> Questionnaires Recorded One-Way Semifinalist Interviews Media Searches - Stage 1, as described in Approach/Methodology 	Week 6
<ul style="list-style-type: none"> Deliverable: Semifinalist Briefing Books via Electronic Link Deliverable: Recorded Online Interviews, if applicable 	Week 7
<ul style="list-style-type: none"> Search Committee Briefing to Select Finalists 	Week 8
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2, as described in Approach/Methodology Background Investigation Reports Disc Management Assessments (if desired, supplemental cost) First-Year Plan or Other Advanced Exercise (if desired) 	Weeks 9-10
<ul style="list-style-type: none"> Deliverable: Finalist Briefing Books via Electronic Link 	Week 11
<ul style="list-style-type: none"> Face-to-Face Interviews Stakeholder Engagement (if desired) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 12

** Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.*

Fee Proposal

Professional Service Fee: Waived

The estimated total for expenses, excluding recruiter reimbursable travel expenses, is \$10,825.

This estimate assumes 12 semifinalists and 5 finalists.

As described in the contract executed on February 7, 2023, expenses for the repeat search include:

- **Position profile brochure edits, custom graphics, and SGR marketing – normally \$750, SGR will waive this fee.**
- **Ad placements, as approved by the organization, will be placed by SGR and billed back at actual cost with no markup for overhead. Recommended ad placements are estimated to be no more than \$2,500.**
- **Recorded One-Way Interviews - \$225 per candidate**
- **Comprehensive Media Reports - \$500 per candidate**
- **Background Investigation Reports - \$400 per candidate**
- **Reference Checks - \$225 per candidate**
- **Travel Expenses:** 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.

Supplemental (Optional) Services:

- **At your request, SGR can conduct an online stakeholder survey for \$1,000 to help identify key issues or priorities that you may want to consider prior to launching the search. 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. Please note that this type of survey may extend the recruitment timeline.**
- **DiSC Management assessments - \$175 per candidate.**
- **Semifinalist and finalist briefing materials will be provided to the Organization 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.**
- **If the recruiter is requested to travel to Camp Verde more than twice during the recruitment process, travel time and onsite time will be billed at a professional fee of \$1,000 per 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.**
- **The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.**

- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

Billing

All expenses and supplemental services will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Terms and Conditions

- The organization agrees not to 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.
- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.
- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.



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
Page 110 of 137



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:

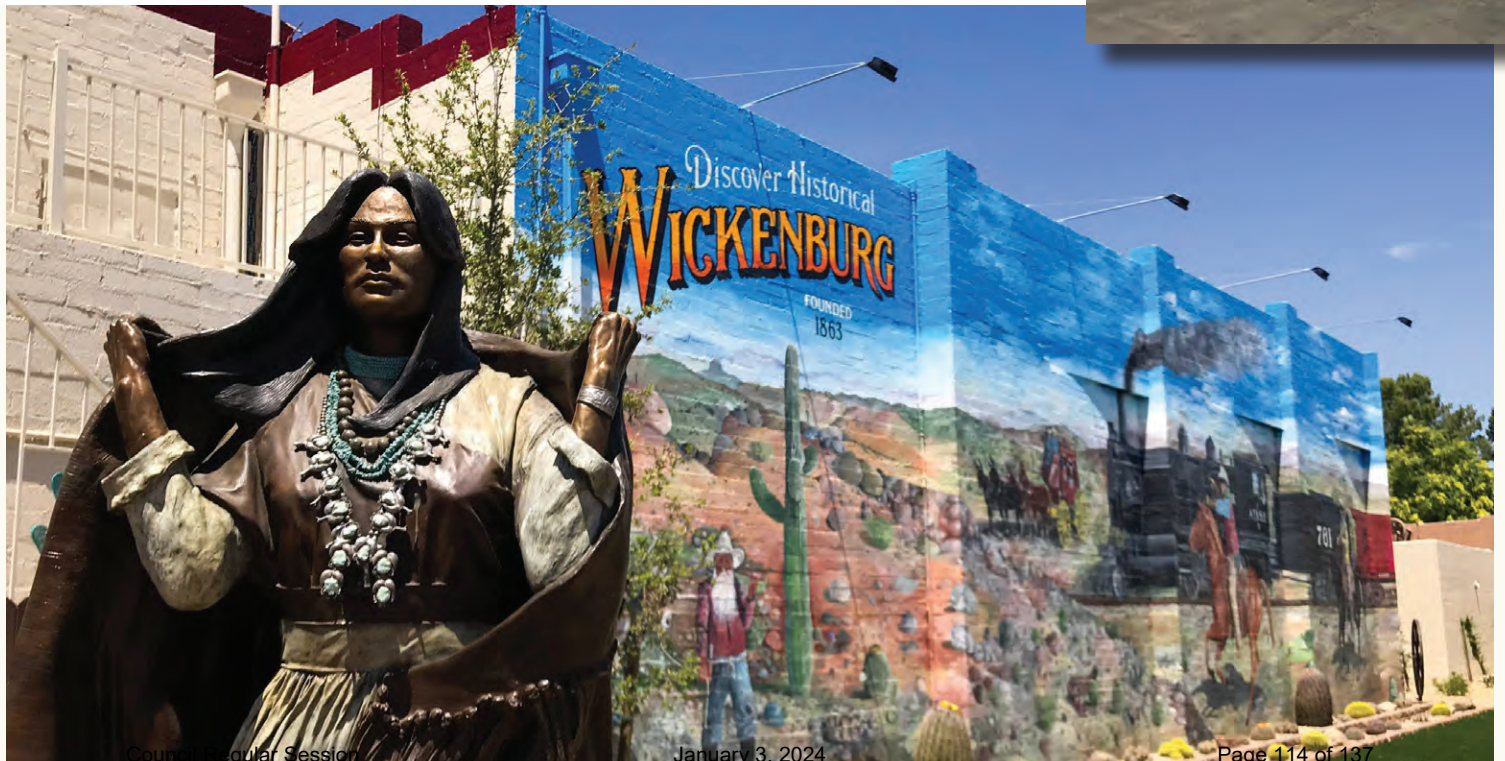
- Ensures that all laws and ordinances of the Town are enforced.
- Provides administrative control and direction to all non-elected Town departments, divisions, staff, and employees.
- Recommends, implements, and monitors the Town's strategic plan.
- Establishes, modifies, monitors, and updates the Town's 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





Agenda Item Submission Form – Section I

Meeting Date: January 3, 2024

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

Requesting Department: Public Works

Staff Resource/Contact Person: Martin Smith, CIP Project Manager; Jeff Kobel, Public Works Maintenance Supervisor

Agenda Title (be exact): Discussion, Consideration, and Possible Award of 300 Building Roof Replacement Project to Hale’s Roofing in the amount of \$118,510.14.

List Attached Documents: Hale’s Roofing project quote, Harvey’s Roofing project quote, Geo Roofing project quote.

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews and comments Completed by:

Town Manager: Gayle Mabery Department Head: Ken Krebbs

Town Attorney Comments: _____

Risk Management: _____

Finance Department
Fiscal Impact:
Budget Code: 03-420-20-751000 **Amount Remaining:** \$120,000.00
Comments:

Background Information: The roof over the entire 300 Building has reached the end of its lifecycle. The existing roof material is showing signs of deterioration and leaks have become an ongoing problem. Staff was directed to obtain quotes to replace the roofing. We approached multiple companies for opinions on what type of roofing material would provide the best results and pricing on that product. Three companies responded with quotes: Hale’s Roofing, Harvey’s Roofing, and Sure Build Roofing. Hale’s Roofing and Harvey’s Roofing would be self-performing the work while Sure Build will subcontract the work to Geo Roofing out of Phoenix. After considering the contractor’s recommendations on roofing material and internal staff discussion it was determined that a thermoplastic polyolefin (TPO) roof system would be the most cost effective option to replace the existing roof on the 300 building. The scope of work for this project includes the complete removal of the existing roofing, inspection of the existing sheathing underneath, verification of adequate slope for drainage, make any necessary repairs, and install the new TPO roof material.

Harvey's Roofing quoted a shingle roof system on the hip sections of the roof with an elastomeric coating on the low slope sections of the roof. This material is different than the TPO material that was requested and is not desirable due to higher maintenance costs. This material is also more fragile and likely to incur damage from inclement weather and/or foot traffic. For these reasons we do not recommend proceeding with this roofing system.

Geo Roofing (subcontractor to Sure Build) quoted a PVC roofing system. The PVC roofing system is very similar to the TPO roofing system but not as durable. As the PVC ages it becomes fragile and difficult to repair. The bid for this work placed the cost at \$105,560, which was the highest of the three quotes.

Hale's Roofing quoted a TPO roof system as requested. The TPO roof system offers greater tear strength, making it more durable than the PVC roof system. This will reduce the likelihood of the roofing system receiving damage from inclement weather or foot traffic on the roof. The bid for this work was quoted at \$98,619.96, making it the lowest bid for the roofing system requested. I requested the contractor add a \$20,000 Owner Allowance to cover any additional work required due to unforeseen damage or additional expense that was not anticipated. The Owner's Allowance will not be spent unless it is absolutely necessary. The new roof material carries a 20-year warranty and a 5-year labor warranty. Hale's Roofing will provide complementary annual roof inspections for the life of the roof (20 years).

Recommended Action (Motion): Move to award the 300 Building Roof Replacement Project to Hale's Roofing in the amount of \$118,510.14.

Instructions to the Clerk:



Hale's Roofing LLC CR42 ROC#085860 / Hale's Construction LLC KB2 ROC#332016

Physical:
2100 Shelby Drive
Sedona, AZ 86336

Mailing:
P. O. Box 3369,
Sedona, AZ 86340
Phone: (928) 282-4794

Fax: (928) 282-0067

Company Representative

Nick Oman
Phone: (928) 821-8018
nicko@halesroofing.com

JEFF KOBEL
TOWN OF CAMP VERDE
395 South Main Street
Camp Verde, AZ 86322
(928) 300-9734

Job: JEFF KOBEL

****THIS ROOF APPLICATION IS A "TOTAL SYSTEMS WARRANTY" FOR 20 YEARS, AND A CLASS "A" FIRE RATED ROOF SYSTEM. PLEASE REVIEW ATTACHED WARRANTY DOC****

ROOF REMOVAL-REMOVE 2 LAYERS OF EXISTING LOW SLOPE ROOFING AND DISPOSE. ((AREAS OUTLINED IN PHOTOS))>> THIS INCLUDES ALL EXISTING FOAM ROOF SECTIONS>>>DOES NOT INCLUDE NEW ASPHALT ROOF- DOES NOT INCLUDE SHINGLE ROOFS<<<

HALES ROOFING TO REMOVE EXISTING ROOFING TO DECKING. HAUL AWAY DEBRIS. IF ROTTEN OR DAMAGED PLYWOOD OR LUMBER NEEDS TO BE REPLACED, THERE WILL BE AN ADDITIONAL CHARGE

ROOF REMOVAL

2 LAYER ROOF REMOVAL- HALES ROOFING TO REMOVE EXISTING ROOFING TO DECKING. HAUL AWAY DEBRIS. IF ROTTEN OR DAMAGED PLYWOOD OR LUMBER NEEDS TO BE REPLACED, THERE WILL BE AN ADDITIONAL CHARGE

LABOR-PROVIDE AND INSTALL CLASS "A" FIRE RATED 60 MIL TPO ROOF SYSTEM AT LOW SLOPE ROOF SECTIONS. ((SEE PHOTOS FOR AREAS)). SEE MORE ROOF NOTES BELOW

HALE'S ROOFING TO PROVIDE AND INSTALL MATERIAL SPECIFIED TO MANUFACTURE INSTALL INSTRUCTIONS. ALL VENTS AND OPENINGS TO BE PROPERLY WATERPROOFED ALL DEBRIS TO HAULED AWAY UPON COMPLETION. » CARLISLE TPO » 60 MIL REINFORCED TPO + SEPARATION UNDERLAYMENT »

LABOR - TPO ROOFING

HALE'S ROOFING TO PROVIDE AND INSTALL MATERIAL SPECIFIED TO MANUFACTURE INSTALL INSTRUCTIONS. ALL VENTS AND OPENINGS TO BE PROPERLY WATERPROOFED ALL DEBRIS TO HAULED AWAY UPON COMPLETION. » CARLISLE TPO » 60 MIL REINFORCED TPO + SEPARATION UNDERLAYMENT »

HALE'S ROOFING TO PROVIDE AND INSTALL MATERIAL SPECIFIED TO MANUFACTURE INSTALL INSTRUCTIONS. ALL VENTS AND OPENINGS TO BE PROPERLY WATERPROOFED ALL DEBRIS TO HAULED AWAY UPON COMPLETION. » CARLISLE TPO » SEPARATION UNDERLAYMENT »

PROVIDE AND INSTALL 2 LAYERS OF FIRE RETARDANT SLIPSHEET TO ACHIEVE CLASS A FIRE RATING

LIFT AC / EVAPORATION COOLER ROOF UNDERNEATH AND RESET UNIT

>>>FULLY WRAP WALLS WITH TPO ROOFING- SHIELD COAT TIE IN AT PARAPET CAPS<<<. WALL TIE-IN > TROPICAL ROOF COATINGS » 5 PLY SHIELD COAT SYSTEM - 2 COAT PRIME BASE = 3 GALLONS, 1 LAYER POLYESTER FABRIC, 2 COATS TOP COAT = 2.5 GALLONS.

INSTALL > TPO BOOTS/FLASHING AT ALL PENETRATIONS

INSTALL CUSTOM DRIP EDGE WITH PRESSURE SENSITIVE TPO COVER STRIP TAPE.

***CUT IN AND INSTALL ATTIC VENTS** (14 TOTAL- EVENLY SPACED THROUGHOUT THE ROOF) INSTALL TPO MEMBRANE VENTS (10 TOTAL)

INSTALL TWO NEW SCUPPERS- SEE PHOTOS FOR LOCATIONS

RE-BUILD CRICKETS/VALLEYS IN ONE LOCATION

**INSTALL TPO WALKWAY PAD AT THE SERVICE SIDE OF THE AC UNITS. INSTALL ONE ROW OF WALKWAY PAD AT THE ROOF ACCESS POINT. ((STARTING FROM THE COURTYARD, TO THE AC/UNITS.))

MATERIALS

>>HALES ROOFING TO INSTALL CARLISLE 60 MIL TPO ROOF SYSTEM - ALL VENTS AND OPENINGS TO BE PROPERLY WATERPROOFED + THOROUGH GROUND CLEAN UP. > ALL DEBRIS TO BE REMOVED UPON COMPLETION OF JOB.

< MATERIALS - TPO ROOFING >

CARLISLE 60MIL TPO - WHITE

Carlisle's Sure-Weld TPO membrane is comprised of three layers—a strong, polyester-reinforced fabric center (scrim) encapsulated between the TPO-based top and bottom plies. Because the top ply is the most vital membrane component for long-term weathering characteristics, Carlisle manufactures its membranes with an industry-leading thicker and smoother top ply. The smooth surface resists dirt pick-up and biological growth better than other thermoplastic membranes

CARLISLE 60MIL TPO INSTALLED AT PARAPET WALLS - WHITE

OWNER'S COLOR CHOICE ((_____)) INITIAL TO ACCEPT _____

ATLAS ROOFING FR-10 FIRE RETARDANT SLIPSHEET 4'X250' ((TWO LAYERS MUST BE USED TO ACHIEVE CLASS A FIRE RATING))

CARLISLE CAV GRIP ADHESIVE - 40LB

CARLISLE CUT EDGE SEALANT

CARLISLE TPO DETAIL FLASHING - STANDARD COLORS - 24"X50'

CARLISLE SYNTEC PRESSURE SENSITIVE TPO COVERSTRIP 6"X100'

CARLISLE TPO PRIMER

HP FASTENER 2" SCREW

2X2 OR GREATER DRIP EDGE FOR TPO ROOFING

12"x12" SQUARE ATTIC VENT - NFVA: 144 SQ IN PER VENT

TWO WAY TPO BREATHER VENT

CARLISLE SURE-WELD MOLDED PIPE SEALS

2 3/8" PIRANHA PLATE

CUSTOM TPO THRU-WALL SCUPPER

CHEMLINK SEALANT - M1 TAN OR CLEAR

MULTIPURPOSE PRIMER - 5 GAL >> AT WALL TIE IN ONLY

6" POLYESTER REINFORCEMENT FABRIC> AT WALL TIE IN ONLY

LUMBER PACKAGE FOR CRICKETS

Carlisle Sure-Weld TPO Walkway Roll - 34"x50' - White

PROVIDE AND INSTALL MISC. MATCH PAINT, SEALANTS AND ADDITIONAL FLASHING AS NEEDED

< WARRANTY >

HALE'S ROOFING TO PROVIDE A 5 YEAR LABOR WARRANTY>>> HALES TO INSPECT ROOF ANUALLY FOR THE DURATION OF THE 20 YEAR TOTAL SYSTEMS WARRANTY.


TOTAL SYSTEMS WARRANTY FOR LABOR AND MATERIALS CARLISLE PROVIDES 20 YEAR PRODUCT WARRANTY FOR COMMERCIAL APPLICATIONS - THE MEMBRANE IS MANUFACTURER ***WARRANTIED*** IN PONDING WATER. (PONDING IS DEFINED AS WATER THAT SITS LONGER THAN 48 HOURS).

TOTAL SYSTEMS WARRANTY

"TOTAL SYSTEMS WARRANTY" FOR 20 YEARS, PLEASE REVIEW ATTACHED WARRANTY DOC**

**AN ALLOWANCE OF \$20,000 HAS BEEN ADDED TO THE OVERALL TOTAL. THIS ALLOWANCE IS FOR UNFORESEEN INCIDENTALS (I.E. WOOD ROT OR STRUCTURAL REPAIRS AS NEEDED) ALL ADDITIONAL WORK IS TO BE DONE ON A TIME AND MATERIAL BASIS (REFER TO CLAUSES BELOW). ANY OF THE \$20K ALLOWANCE THAT IS UN-USED WILL BE CREDITED BACK TO THE PURCHASER. IF REPAIRS EXCEED \$20K, A CHANGE ORDER AND OR NEW ESTIMATE WILL BE PRESENTED TO THE OWNERS/PURCHASERS. ALL ADDITONAL WORK WILL BE BROUGHT FORTH TO THE PURCHASER BEFORE ANY "NON" CONTRACTED WORK IS PERFORMED.

TOTAL	\$118,510.14
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Finance as much as \$100,000 • Starting at \$999/month with  Acorn FINANCE • [APPLY](#)

----- **PLEASE READ** -----

ALL CLAUSES BELOW ARE APPLICABLE TO RESIDENTIAL AND COMMERCIAL PROPERTIES.

*******ADDITIONAL CHARGES*******IF ROTTEN OR DAMAGED LUMBER, INSULATION OR PLYWOOD IS FOUND THERE WILL BE AN ADDITIONAL CHARGE OF-

ROOF SHEATHING- \$98 PER HOUR PLUS MATERIALS (MINIMAL OF 1 SHEET) DOES NOT INCLUDE PAINTING.

FASCIA- \$98 PER HOUR PLUS MATERIALS

PAINTING- \$98 PER HOUR PLUS MATERIALS (((PLEASE NOTE THAT EXISTING PAINT MAY BE FADED; EVERY EFFORT WILL BE MADE TO MATCH EXISITING PAINT AS CLOSE AS POSSIBLE, HALE'S ROOFING LLC CAN MAKE NO GUARANTEE THAT PAINT WORK WILL BE AN EXACT MATCH TO EXISITING)))

INSULATION- \$98 PER HOUR PLUS MATERIALS

SPECIALTY CARPENTRY- SUCH AS T&G SHEATHING, 1X DECKING, LUMBER SUPPORT, RAFTER TAILS, STUDS, SHEAR WALL, STRUCTURAL MEMBERS, ETC ; TO BE BILLED AT \$98.00 PER HOUR PLUS MATERIALS

PLEASE NOTE: IF YOUR ROOF IS A FOAM ROOF THAT IS BEING REMOVED, AND THE EXISTING CRICKETS TO DIVERT THE WATER TO THE DRAINS ARE CONSTRUCTED OF BUILT UP FOAM; HALE'S ROOFING MUST REBUILD THE CRICKETS WITH LUMBER TO ENSURE PROPER WATER DRAINAGE. THIS WORK WILL BE CHARGED AT \$98 PER HOUR PLUS MATERIALS.

*******PAYMENT TERMS *******50% DOWN PAYMENT TO AWARD JOB IF ESTIMATE TOTAL IS \$1000 OR GREATER. BALANCE DUE UPON COMPLETION IF ESTIMATE TOTAL IS UNDER \$1000. WE

ACCEPT VISA AND MASTERCARD

*******GENERAL CONTRACTOR PAYMENT TERMS******* GENERAL CONTRACTOR CAN REQUEST TERMS OF 20% DEPOSIT AND BILLING UPON PHASE COMPLETION. THIS IS JOB SPECIFIC, NOT GUARANTEED, AND MUST BE APPROVED BY MANAGEMENT.

>>>> PLEASE NOTE <<<< HALE'S ROOFING PROVIDES BIDS ON NEW CONSTRUCTION PROJECTS PER THE DETAILS LISTED ON THE PLAN SET PROVIDED FOR BIDDING (UNLESS INSTRUCTED OTHERWISE); IF DETAILS OR SCOPE OF WORK CHANGE DURING THE BUILDING PROCESS OR ANYTIME AFTER EXECUTION OF CONTRACTED WORK; HALE'S ROOFING RESERVES THE RIGHT TO ASSESS ADDITIONAL CHARGES ON THE PROJECT DEPENDING ON MATERIAL OR LABOR CHANGES FROM THE CONTRACTED SCOPE OF WORK.

*******WARRANTY*******WARRANTY ON THE INSTALLATION: HALE'S ROOFING, LLC. WARRANTS THE WORKMANSHIP OF THE INSTALLATION OF YOUR NEW ROOF OR REPAIR FROM THE DATE OF COMPLETION. IF, DURING THE TERM OF YOUR WARRANTY (PROVIDED IN ABOVE DESCRIPTION) THE ROOF LEAKS DUE TO DEFECTIVE WORKMANSHIP, HALE'S ROOFING WILL MAKE REPAIRS NECESSITATED BY THE DEFECTIVE WORKMANSHIP. YOU MUST NOTIFY HALE'S ROOFING IMMEDIATELY OF ANY LEAKS, OR OF ANY APPARENT DEFECTS IN WORKMANSHIP, AS DAMAGES TO THE STRUCTURE AND CONTENTS OF YOUR HOME COULD RESULT FROM YOUR FAILURE TO PROMPTLY NOTIFY HALE'S ROOFING. OF SUCH LEAKS OR DEFECTS. HALE'S ROOFING IS NOT RESPONSIBLE FOR DAMAGES CAUSED BY YOUR DELAY IN PROMPTLY NOTIFYING HALE'S ROOFING. OF THE PROBLEM. FURTHERMORE, HALE'S ROOFING PROVIDES A FREE, ANNUAL INSPECTION OF YOUR ROOF DURING THE WARRANTY PERIOD, UPON REQUEST. HALE'S ROOFING IS NOT RESPONSIBLE FOR DAMAGES THAT COULD HAVE BEEN AVOIDED BY YOUR SCHEDULING OF THE ANNUAL INSPECTION.

- WARRANTY OF THE MATERIALS: THE MATERIALS FOR YOUR NEWLY-INSTALLED ROOF OR ROOF REPAIR ARE PROVIDED BY THE MANUFACTURER OF THOSE MATERIALS. THE LENGTH AND QUALITY OF THE WARRANTY IS, AT LEAST IN PART, A FUNCTION OF THE COST OF THOSE MATERIALS. ACCORDINGLY, YOU AGREE TO LOOK SOLELY TO THE MANUFACTURER FOR YOUR WARRANTY ON THE MATERIALS, AND ACKNOWLEDGE THAT HALE'S ROOFING PROVIDES NO SEPARATE OR ADDITIONAL WARRANTY FOR THE MATERIALS. NO WARRANTY OF THE MATERIALS, BEYOND THE MANUFACTURER'S WARRANTY, IS EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

*******TEMPORARY REPAIRS******* HALE'S ROOFING IN CERTAIN CASES OF EMERGENCY MAY ATTEMPT TO TEMPORARILY REPAIR THE LEAKING AREA BEFORE THE SCHEDULED ROOFING WORK IS STARTED. THIS MAY BE PERFORMED AS A COURTESY TO OUR CUSTOMERS WHO HAVE SIGNED A CONTRACT FOR US TO PERFORM ROOFING WORK. THIS TEMPORARY WORK IS NOT GUARANTEED OR WARRANTIED TO STOP ANY EXISTING OR FUTURE LEAKING BEFORE THE CONTRACTED WORK IS COMPLETED. IT IS ONLY AN ATTEMPT TO LIMIT ANY FURTHER DAMAGE FROM OCCURRING BEFORE THE CONTRACTED WORK CAN BE COMPLETED.

*******SCHEDULING*******PLEASE EMAIL OR CALL US IF WE MUST CONSIDER A PARTICULAR TIME FRAME FOR YOU. REMEMBER, WHEN IT RAINS, THE CREW DOES NOT WORK AND IT PUSHES ALL OF OUR START DATES FURTHER OUT.

*******COMPLAINTS*******SIMILAR TO PROVIDING LICENSE NUMBERS ON VEHICLES AND BUSINESS CARDS, THE ARIZONA REGISTRAR OF CONTRACTORS REQUIRES THAT LICENSED CONTRACTORS PROVIDE THE FOLLOWING STATEMENT TO CONSUMERS FOR THEIR OWN PROTECTION:

YOU HAVE THE RIGHT TO FILE A WRITTEN COMPLAINT WITH THE REGISTRAR OF CONTRACTORS FOR ANY VIOLATION UNDER SECTION 32-1154, SUBSECTION A. THE WEBSITE IS: WWW.AZROC.GOV. THE PHONE NUMBERS ARE: 602-542-1525 OR TOLL-FREE AT 1-877-692-9762. COMPLAINTS MUST BE MADE WITHIN THE APPLICABLE TIME PERIOD AS SET FORTH IN SECTION 32.1155, SUBSECTION A. PLEASE, CONTACT THE PROPER AUTHORITIES WHEN YOU SUSPECT VIOLATIONS MADE BY ANY CONTRACTOR.

*******EXPIRATION*******THIS ESTIMATE MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS OF ISSUANCE. PLEASE CONTACT THE OFFICE AT 928-282-4794 FOR INSTRUCTIONS IF YOU ARE CONSIDERING APPROVAL OF THIS WORK AFTER 15 DAYS' TIME.



Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date



1451 E Alameda Dr
 Phoenix, AZ 85024
www.GeoAz.com

Office: 623-328-9075
 Fax: 623-328-9665

Licensed – Bonded – Insured
 ROC #'s 254544 & 275963

Contract, Scope of Work, & Specifications

Submitted To:	Contact Information	Date
Town of Campe Verde Jeff Kobel 395 S Main St Campe Verde, AZ 86322	928-300-9734 jeff.kobel@campverde.az.gov	12/11/23

Single-Ply Reroofing Flat Roofing Options

1. Prep the existing roof for recover.
2. Spot repair any rotten plywood at per unit pricing found on the Terms and Conditions.
3. Tear off foam along the parapet walls.
4. Install ½" rigid insulation over the existing roof system.
5. Mechanically fasten a PVC single-ply roof system, hot-air welding all seams.
6. Install factory formed flashings around all roof protrusions, hot-air welding all seams.
7. Remove the parapet wall flashing, wrap roofing membrane up and over, install a PVC clad drip edge welded to the roof system.
8. Replace drains and/or scuppers with new drains and roof flashings welded to the roof surface.
9. Dispose of all debris.

Membrane Roofing Options

PVC 50mil
 20yr Material & Labor Warranty by Mfg.
 Price: \$101,074

PVC 60mil.
 25yr Material & Labor Warranty by Mfg.
 Price: \$105,560

PVC 80mil
 30yr Material & Labor Warranty by Mfg.
 Price: \$119,894

Maintenance Inspection

Annual maintenance inspections can be performed for \$500. CPI rate increases annually.



Roof Sections Planned for Reroof

Payment Schedule: ½ due at contract, Balance Upon Completion

Payment Options: Checks, Money Orders, Zelle, Credit Cards Accepted with a 2.5% convenience fee.

If provided in writing by midnight of the third business day after the sale, owner may cancel without penalty. Pricing is subject to Geo management approval.

Owner Printed Name: _____

Owner Signature: _____ **Date:** _____

Owner signature acknowledges acceptance to the above proposal and agrees to the accompanying Terms and Conditions of Sale & Work. You are authorized to do work as specified. Payment will be made as outlined.

Geo Authorized Signature: _____ **Date:** _____

Quote/Prices Valid for 7 Days or Until Geo Approval by Signature above.

TERMS AND CONDITIONS OF SALE & WORK – Page 3 of 3

1. **Pricing** is based upon the assumption of a sound substrate. Plywood/OSB substrate up to ½” will be repaired at an additional cost of \$ 4.55 per square foot & skip sheathing up to 1” x 10” at \$ 5.55 per square foot.
2. **Perimeter** Fascia up to the size of 2”x8” will be repaired at the additional cost of \$11.00 per linear foot & Frieze Board up to the size of 1” x 4” will be repaired at the additional cost of \$ 3.00 per linear foot. (no paint). Related work (i.e. rafter, soffit, fire blocking, insulation, etc.) will be priced extra and per job if needed.
3. **Concrete Tile** will be replaced at the additional cost of \$ 15.00 per tile. Wood support up to 2”x4” (used under trim tiles at ridge/hip/rake/etc) will be replaced at the additional cost of \$3.00 per linear foot.
4. **Replacement Materials** will not match in color or sometimes profile due to age/wear/availability. Concrete tile can be custom color coated by hand, priced additionally on each project by Salesman upon request.
5. **Geo is hereby authorized** to replace up to \$ 450.00 of damaged Substrate/Fascia/Frieze Board/Tile if needed & without permission. Any amounts over \$450.00 will require approval by Owner prior to said repairs;
6. **Extra Material** is often delivered by Geo at no extra cost to customer, and is owned by and returned to Geo.
7. **Changes to contract** will be effective only upon a separate and written Change Work Order agreement signed by both Geo and Owner. Changes up to \$ 1,500.00 will be paid in full prior to execution.
8. **Owner shall be responsible** for any building permits or engineering required for the contracted work.
9. **Roofing operations are at times noisy and may cause unavoidable vibrations.** Owner shall protect, remove, & be liable for damage to any items which might be dislodged from walls, shelving or ceilings and calm or relocate pets as needed during the roof installation. Geo shall not be held liable for drywall, plaster, siding or stucco cracking caused by the stress of work, or change in weight during or after roofing or repair.
10. **Owner shall disclose** all known or suspected problems associated with the contracted work.
11. **Geo shall not be responsible** for any loss, expense or claim related to pre-existing damages to the owner’s property or new damage resulting from undisclosed or unknown defects that could affect the contracted work.
12. **Geo shall not be responsible** for leaks or other problems caused by or related to skylights, mechanical fixtures, siding, or any other failed building component not addressed within the contract specifications/work.
13. **Geo shall not be responsible** for roof leakage that originates outside of the contracted/specified work area.
14. **Working Around** HVAC units, Water Heaters, Solar panels, antennae’s, and/or other roof mounted equipment can cause damage. To avoid damage, Geo recommends removal by others prior to Geo work and reinstallation by others after Geo work is complete. If left in place, Geo will work around but is not responsible for any damage that may occur to said equipment, breakers, electric lines, interior/exterior, or any other damage. Owner is responsible for any recalibrating, repair/replacement, and/or any other damage.
15. **Geo Warranty & Work** will conform to the Arizona Registrar of Contractors Minimum Standards. Warranty is not transferable unless specifically stated otherwise in writing.
16. **Leaks and/or damage** resulting from non-warranted items, or any Acts of Nature (i.e. storm, hail, fire, lightning, gale winds, wind launched debris, etc.), or items out of Geo’s control will not be the liability of Geo.
17. **Areas that require sealant** to waterproof are considered maintenance upkeep & are not covered by any warranty. Examples include but are not limited to bubbles, drying, peeling, flaking, micro-crack/cracking, and chaffing.
18. **Corrective measures** to address damage to the roof assembly that has been created by anyone other than a Geo employee or authorized representative will not be the liability of Geo. This also includes but is not limited to work/damage by maintenance or installation of equipment such as HVAC, skylights, antennae, solar, etc.
19. **Owner** will pay the cost of investigation of non-warranted problems at a rate of \$60 per man-hour plus costs.
20. **Accounts** more than 15 days past due may be charged interest at the rate of 18% per annum or 1.5% per month.
21. **In the event that Buyer** fails to pay on the due date(s), Buyer agrees to pay reasonable attorney’s fees and collection costs, even though no suit or action is filed hereon: If a suit or an action is filed, the amount of such reasonable attorney’s fees shall be fixed by the court or courts in which the suit or action, including any appeal therein, is tried, heard or decided. The parties hereby agree that if any suit or action is brought to enforce any part of the terms of sale herein, venue of said suit shall be in Maricopa County.
22. **The owners signature** on page 1 of 2 certifies that all the prices, specifications and conditions on both pages 1 and 2 have been read by, are satisfactory, and are accepted by Owner. The same signature further authorizes Contractor to proceed with work as specified and that Payment(s) will be made as outlined.

C O N T R A C T

Harvey's Roofing LLC
 3325 Beaver Creek Rd,
 Suite #106
 Rimrock, AZ 86335
 (928) 301-9015

Sales Representative
 Mike Harvey
 (928) 301-9015
 mike@harveysroofingllc.com



Town Of Camp Verde
300 Building
Camp Verde, AZ 86322
 jeff.kobel@campverde.az.gov

Estimate #	2203
Date	10/23/2023

Item	Description
ROOF REMOVAL	PROVIDE AND INSTALL PROTECTIVE TARPS AT ALL LANDSCAPING DURING EACH "PHASE " OF PROJECT. REMOVE EXISTING ROOFING TO DECKING ON SECTIONS A,B,C,D,E ONLY.
LABOR - SHINGLE ROOF SYSTEM	PROVIDE AND INSTALL THE FOLLOWING ON SLOPED HIP SECTIONS OF ROOF (B) ONLY. BEGINNING APPROX 6-8" ABOVE VALLEY WATERWAYS. NEW CERTAINTEED LANDMARK ASPHALT SHINGLE ROOF SYSTEM. COLOR CHOICE _____ PROVIDE AND INSTALL SYNTHETIC UNDERLAYMENT. PROVIDE AND INSTALL NEW GALVANIZED BASE FLASHING AS NEEDED. PAINT ALL FLASHING TO MATCH ROOF AS CLOSE AS POSSIBLE. WATERPROOF ALL ROOF VENTS AND OPENINGS. ALL MATERIAL TO BE INSTALLED PER MANUFACTURE INSTALL INSTRUCTIONS. HAUL AWAY ALL JOB DEBRIS & USE MAGNET ON GROUNDS TO REMOVE AS MANY NAILS AS POSSIBLE AT THE END OF THE PROJECT.
LABOR LOW SLOPE ROOF SECTIONS	PROVIDE AND INSTALL CERTAINTEED SELF ADHESIVE BASE AND CAP SHEET AT ALL LOW SLOPE ROOF SECTIONS. SECTION A: PROVIDE AND INSTALL SELF ADHESIVE BASE AND CAP SHEET THROUGHOUT LOW SLOPE ROOF SECTION TERMINATING ROOFING AT WALL, WITH COUNTERFLASHING AS NEEDED. SECTION B: PROVIDE AND INSTALL SELF ADHESIVE BASE AND CAP SHEET AT VALLEY WATERWAY AREAS ONLY. SECTION C: PROVIDE AND INSTALL SELF ADHESIVE BASE AND CAP SHEET THROUGHOUT ENTIRE ROOF SECTION TERMINATING UNDER EXISTING SHINGLE ROOF SECTION ON ROOF ABOVE AND COUNTERFLASHED WITH DRIP EDGE AT EDGE OF ROOF SECTION AS NEEDED. SECTION D: PROVIDE AND INSTALL SELF ADHESIVE BASE AND CAP SHEET THROUGHOUT ENTIRE ROOF SECTION TERMINATING AT WALLS. SECTION E: PROVIDE AND INSTALL SELF ADHESIVE BASE AND CAP SHEET THROUGHOUT ENTIRE ROOF SYSTEM. ALL A/C DUCTS, GAS LINES AND OTHER OBSTRUCTIONS ON ANY/ALL ROOF DECKS MUST BE REMOVED, (AS NEEDED) PRIOR TO ROOF INSTALLATION. ALL MATERIAL TO BE INSTALLED PER MANUFACTURE INSTALL INSTRUCTIONS. HAUL AWAY JOB DEBRIS AT THE END OF PROJECT.

Item	Description
LABOR SHIELD COAT SYSTEM	<p>HARVEY'S ROOFING TO PROVIDE ALL MATERIALS AND LABOR FOR K.M. SHIELD COAT SYSTEM ON ALL PARAPET WALLS BEGINNING APPROX (6 INCHES) ON TO ROOF DECK AND TERMINATING AT TOP OUTER EDGE OF PARAPET WALLS. (SHIELD COAT WILL NOT GO DOWN THE FACE OF ANY WALLS.) ON SECTIONS A,B,C,D.</p> <p>PRESSURE WASH EXISTING WALLS FOR IMPROVED ELASTOMERIC ADHESION.</p> <p>WATERPROOF ALL JOINTS USING K.M. HEAVY BODIED PREMIUM ACRYLICAULK SEALANT.</p> <p>PROVIDE AND INSTALL NEW FLASHINGS AS NEEDED FOR WATERPROOFING</p> <p>PROVIDE AND INSTALL K.M. SHIELD COAT SYSTEM COLOR CHOICE</p> <p>SHIELD COAT SYSTEM>>>> 1 LAYER K.M. PRIME BASE, 1 LAYER POLYESTER REINFORCED FABRIC, 1 LAYER K.M. PRIME BASE, 1 COAT K.M. FINAL COAT AT 1.25 GALLONS PER SQUARE (10'X10') 1 ADDITIONAL LAYER OF K.M. FINAL COAT AT 1.25 GALLONS PER SQUARE (10'X10')</p> <p><<<<</p> <p>ALL MATERIALS TO BE INSTALLED PER MANUFACTURE INSTALL INSTRUCTIONS</p> <p>HAUL AWAY ALL JOB DEBRIS UPON COMPLETION</p>
ADDITIONAL CHARGES	<p>THERE WILL BE AN ADDITIONAL CHARGE OF \$70.00 PER MAN HOUR PLUS MATERIAL FOR ANY ROTTEN OR DAMAGED LUMBER DISCOVERED.</p> <p>NO LUMBER WILL BE REPLACED WITHOUT PRIOR AGREEMENT OF THE HOMEOWNER.</p>
MATERIAL	
MATERIAL - LANDMAKR ASPHALT	CERTAINTeed LANDMARK LAMINATED, FIBERGLASS REINFORCED, ASPHALT SHINGLE.
ROOFRUNNER	CERTAINTeed ROOFRUNNER-10SQR
RIDGE	CERTAINTeed SHADOW RIDGE 45 IF/BNDL
SWIFT STARTER	CERTAINTeed SWIFT STARTER 116.33 IF/BNDL
S/A CAP	SELF ADHESIVE CAP SHEET STANDARD COLORS
S/A BASE SHEET	SELF ADHESIVE BASE SHEET
KM FINAL COATING	K.M. COATINGS FINAL COAT ELASTOMERIC COATING
6" POLYESTER	6 ' POLYESTER REINFORCED FABRIC
12" POLYESTER	12" POLYESTER REINFORCED FABRIC
20" POLYESTER	20" POLYESTER REINFORCED FABRIC
FLATSTOCK	FLATSTOCK FOR CUSTOM FLASHINGS
DRIP 2X2	2" X 2" DRIP EDGE FLASHING - WHITE BLACK BROWN
PIPEFLASH 1.5"	1 1/2" PIPE FLASHING GALV
PIPEFLASH 2"	2" PIPE FLASHING GALV
PIPEFLASH 4"	4" T-TOP GALV
FLASHING 4X6	4" X 6" ROOF TO WALL FLASHING
NAILS-PLASTIC	PLASTIC CAP NAILS 1"
COILNAILS	COIL NAILS 1 1/4"
STAPLES	P10 5/8" STAPLES FOR OVERHANG ONLY

Item	Description
SPRAY PRIMER	TOP SHIELD #3 ASPHALT SPRAY PRIMER
CAULK	CAULKING M1 OR CLEAR
ROOFING CEMENT	KARNAK PLASTIC CEMENT
MISC MATERIAL	MATCH PAINT, SEALANTS, AND ADDITIONAL FLASHING AS NEEDED.
WARRANTY/PAYMENTS	
WARRANTY	<p>5 YEAR WORKMANSHIP WARRANTY ON THE INSTALLATION. SEE MANUFACTURE FOR PRODUCT WARRANTY</p> <p>HARVEY'S ROOFING LLC WARRANTS THE INSTALLATION OF YOUR NEW ROOF FROM THE DATE OF COMPLETION. IF, DURING THE TERM OF YOUR WARRANTY (PROVIDED IN ABOVE DESCRIPTION) THE ROOF LEAKS DUE TO DEFECTIVE WORKMANSHIP, HARVEY'S ROOFING LLC WILL MAKE REPAIRS NECESSITATED BY THE DEFECTIVE WORKMANSHIP AND COVER ALL ASSOCIATED COSTS OF DEFECTIVE WORKMANSHIP .</p> <p>IT IS THE OWNERS OBLIGATION TO PROMPTLY NOTIFY HARVEY'S ROOFING LLC OF ANY LEAKS AS SOON AS THEY OCCUR. FAILURE OR NEGLIGENCE OF PROMPT NOTIFICATION OF ROOF ISSUES WILL VOID WORKMANSHIP WARRANTY.</p>
PAYMENT TERMS	<p>50 % DOWN PAYMENT REQUIRED TO AWARD PROJECT AND BALANCE DUE UPON COMPLETION.</p> <p>COLLECTION COSTS AND LEGAL FEES WILL BE CHARGED IF NECESSARY</p> <p>ANY DELAY IN PAYMENT WITHOUT PRIOR AGREEMENT WITH HARVEY'S ROOFING LLC WILL RESULT IN 3% INTEREST PER WEEK.</p>
COUPON - DISCOUNT	PRICE INCLUDES YOUR COUPON DEDUCTION
CANCELLATION	
CONTRACT CANCELLATION	<p>20% RESTOCKING FEE ON ANY MATERIAL RETURNED IN THE EVENT OF A CANCELED CONTRACT BY A CUSTOMER ONLY. IN THE EVENT A CUSTOMER CANCELS A CONTRACT, REFUND ON CONTRACT DEPOSIT WILL TAKE 7-10 WORKING DAYS.</p> <p>EITHER PARTY MAY CANCEL CONTRACT AT ANY POINT WITH OUT NOTICE.</p> <p>IN THE RARE EVENT HARVEY'S ROOFING CANCELS A CONTRACT, CUSTOMER WILL RECEIVE A FULL DEPOSIT REFUND IMMEDIATELY.</p> <p>NOTE: OUR SUPPLIERS DO NOT ACCEPT RETURNS ON SPECIAL-ORDER MATERIALS SUCH AS LANDMARK PRO, METAL ROOFING, TILE, SKYLIGHTS, ETC. IN THE EVENT A CUSTOMER CANCELED CONTRACT OCCURS, SPECIAL-ORDER MATERIAL WILL BE DELIVERED TO THE PROJECT ADDRESS AND NO MATERIAL REFUND WILL BE GRANTED. HARVEY'S ROOFING WILL NOT STORE OR USE SPECIAL-ORDER MATERIAL AND WILL NOT ASSUME THE COST OF SAID MATERIALS.</p> <p>IF HARVEY'S ROOFING CANCELS A CONTRACT THAT INCLUDES SPECIAL-ORDER MATERIAL, THE CUSTOMER WILL RECEIVE 100% REFUND ON ANY DEPOSITS MADE.</p>

Item	Description
COMPLAINT-COMSUMER PROTECTION	SIMILAR TO PROVIDING A CONTRACTOR LICENSE NUMBER ON COMPANY VEHICLES AND BUSINESS CARDS, THE ARIZONA REGISTRAR OF CONTRACTORS REQUIRE LICENSED CONTRACTORS PROVIDE THE FOLLOWING STATEMENT TO CONSUMERS FOR THEIR PROTECTION: YOU HAVE THE RIGHT TO FILE A WRITTEN COMPLAINT WITH THE REGISTRAR OF CONTRACTORS FOR ANY VIOLATION UNDER SECTION 32-1154, SUBSECTION A. YOU MAY FILE ONLINE: www.azroc.gov OR BY PHONE: 602-542-1525; TOLL-FREE# 877-692-9762. COMPLAINTS MUST BE MADE WITHIN THE APPLICABLE TIME PERIOD AS SET FORTH IN SECTION 32.1155, SUBSECTION A. PLEASE, CONTACT THE PROPER AUTHORITY WHEN YOU SUSPECT VIOLATIONS BY ANY CONTRACTOR.
PAYMENT/ACCEPTANCE	
PAYMENT METHOD	MAKE ALL CHECKS PAYABLE TO: HARVEY'S ROOFING LLC WE ACCEPT ALL MAJOR CREDIT CARDS. (NOTE: A FEE OF 3% WILL BE APPLIED TO ALL DEBIT OR CREDIT CARD TRANSACTIONS).
PROJECT SCHEDULE	UPON RECEIPT OF YOUR SIGNED CONTRACT AND DOWN PAYMENT, YOUR PROJECT WILL TENTATIVELY BEGIN IN APPROXIMATELY 16-18 WEEKS. THIS PROJECTION IS CONDITIONAL DUE TO WEATHER AND OTHER UNFORESEEN CIRCUMSTANCES AND IS NOT A COMMITMENT. WE WILL CONTACT YOU AT LEAST ONE (1) TO TWO (2) DAYS PRIOR TO THE ACTUAL START DATE TO CONFIRM. PLEASE EMAIL OR CALL US IF YOU NEED US TO CONSIDER A PARTICULAR TIME FRAME FOR YOUR PROJECT. PLEASE REMEMBER, WHEN IT RAINS, THE CREW CANNOT WORK AND ANY WEATHER DELAYS FORCE ALL OUR PROJECT START DATES FURTHER OUT.
TIME SENSITIVE	THIS PRICE IS VALID FOR 15 DAYS FROM ESTIMATE DATE. THIS ESTIMATE MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS OF ISSUANCE. PLEASE CONTACT THE OFFICE AT 928-301-9015 AS SOON AS POSSIBLE FOR INSTRUCTIONS IF THIS PROJECT CANNOT BE APPROVED WITHIN 15 DAYS.
SIGNATURE-ACCEPTANCE	UPON SIGNING AND DATING THIS BECOMES A BINDING CONTRACT.

Signature: _____ Date: _____

Harvey's Roofing LLC: _____ Date: _____

Deposit: \$ _____ Ck# _____ Date: _____

Sub Total	\$68,392.63
Total	\$68,392.63

S P E C I A L I N S T R U C T I O N S



Agenda Item Submission Form – Section I

Meeting Date: January 3, 2024

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

Requesting Department: Community Member

Staff Resource/Contact Person: Mike Showers/Diane Scantlebury

Agenda Title (be exact): Discussion, consideration and possible approval to fund the attached request from the Tree Advisory Committee of the Town of Camp Verde in the amount of \$10,000.00.

List Attached Documents: 1) Request packet from the Tree Advisory Committee

Estimated Presentation Time: 3 mins **Estimated Discussion Time:** 3 mins

Reviews and comments Completed by:

- Town Manager: _____ Department Head: _____
- Town Attorney Comments: N/A _____
- Risk Management: N/A _____

Finance Department
Fiscal Impact:
Budget Code: Community Outreach **Available Balance:** \$20,000

Comments: Current year funding under this line item includes: 1) Verde Valley Senior Center - \$30,500 and 2) Friends of the Verde River - \$9,500.

Background Information: The FY24 Community Outreach budget line of \$60,000 is reserved for Council’s selection of which organizations and projects it would like to allocate current year funding towards. Items are reviewed on a case-by-case basis by Council. This request does not come from staff, but the organization requesting the support. In this instance, you will notice the project will occur on Town Property; the community soccer field adjacent to the Town Ramada.

Recommended Action (Motion): Approve funding for the attached request from the Tree Advisory Committee of the Town of Camp Verde in the amount of \$10,000.00.

Instructions to the Clerk: None.

December 1, 2023

Dear Mayor and Council Members,

Request:

I'm Diane Scantlebury, the Chairperson of the Tree Advisory Committee (TAC) for the Town of Camp Verde. The TAC would like to apply for \$10,000 of the Community Outreach funds, to partially pay for a rainwater harvesting project we are working on.

Background:

The TAC is an entirely volunteer group created through a Town Ordinance to maintain our Tree City USA status, one of only 32 communities in the state of Arizona to enjoy that Arbor Day Foundation designation. Working in conjunction with The Old Guys volunteers, we have earned Camp Verde's Tree City USA status for the last nine years. The TAC has maintained a productive working relationship with the Town Maintenance and Parks and Recreation departments, planting over 500 trees on Town property. We've successfully partnered with The Yavapai Apache Nation, the Camp Verde Unified School District, Arizona Public Service and the Camp Verde Historical Society. We have sponsored numerous community education programs on tree planting and pruning and have given away over 100 tree seedlings a year at our community Earth Day Celebration

Project:

During the planning our next project (planting trees and shrubs in the NE corner Community Soccer Field adjacent to the Jim Redinger Ramada), one of our volunteers mentioned rainwater harvesting. He had roofed the Ramada and knew how easy it would be to collect rainwater to irrigate this project. We then met w/ Isaac Dudley, the Flows Manager from The Friends of the Verde River, who helped us determine an appropriate tank size. We subsequently met several times with Town Public Works, Maintenance, Parks and Recreation and Economic Development and have their approval to proceed.

Project Budget:

The 10,000 gal tank would be professionally installed by Southwest Water Tank from Dewey, Arizona. All other labor (approximately 100 hours) would be supplied by TAC and Old Guy volunteers

Tank delivery and installation:	\$18,511
Pad Preparation (sand and gravel):	500
Solar submersible pump 3gpm:	2,500
Irrigation supplies:	500
Total:	\$22,011

Additional Funding Sources:

I have applied with The Friend of the Verde River for a \$5,000 River Friendly Grant and contacted Carter Benton from Salt River Project (he helped fund the Library’s rainwater harvesting project) and Darla Deville from Arizona Public Service (who has been very generous to our group in the past) to inquire about donations. The TAC has \$3,000 from our Spring Plant Sale that we would contribute to the project, in addition to volunteer labor.

Project Benefits:

Our group loves to plant trees but the ongoing drought in the southwest, reduced well and Verde River levels and the longer summers with higher temperatures create a dilemma as we all grow more concerned with using water wisely. We know that rainwater harvesting can help solve this problem. This rainwater harvesting project would benefit the Verde River watershed by limiting the need to water this area with either expensive well water or water that is pumped directly from the Verde River.

The TAC, which has taught several community classes for tree planting and pruning, can add a class about rainwater harvesting which would inspire private homeowners and Town staff alike to install rainwater harvesting systems of their own. The project will enhance the local economy by adding more trees to our already lovely downtown and impress residents, visitors and our community partners with the progressive conservation values that our Town embraces and that rainwater harvesting represents.

The project also adheres to the Town of Camp Verde's General Plan (2016) Water Resource goals. The Town supports the use of a sustainable water supply with harvested rainwater to support "a more drought resilient future (Chapter 11, page 168,C.10).

Thank you for considering using Community Outreach funds to help finance this exciting project.

AZ Strongbox LLC dba Southwest Water Tanks

PO BOX 1513
 Dewey, AZ 86327
 +1 9287130010
 sales@azstrongbox.com



Estimate

ADDRESS
 Diane Scantlebury
 Tree Advisory Committee

SHIP TO
 Diane Scantlebury
 Tree Advisory Committee
 75 E Hollaman Dr
 Camp Verde, AZ 86322

ESTIMATE 2075
DATE 09/27/24
EXPIRATION DATE 11/30/24

ACTIVITY	QTY	RATE
Pioneer Water Tanks: Pioneer XLR 08/2 9,907 gallon Zincalume Tank 15'5"D x 7'2"H. includes Tank body, trusses and roof sheets, matching fascia, top hoop, AQUALINER® Fresh, geotextile underlay, condensation barrier, roof access hatch and ladder, 2" outlet with ball valve, 6" overflow, stainless steel inlet basket strainer, sacrificial anodes. XLR Series tanks do not include engineering documents.	1	12,267.00
08/2 Smart Water Saver Kit Smart Water Savers Efficiently catch water from the corrugated roof	1	257.00
Bolted Steel Tanks:6" Overflow Kit 6" PVC Overflow Penetration, Down Pipe and Elbows, Flapper Valve	1	692.55
4" SDR35 PVC SDR 35 PVC Pipe	20	5.17
4" SDR 90 90 degree hub x hub	2	23.85
Tanks:Maelstrom Rainwater Filter 4" inlet tank mounted pre-filtration system	1	485.99
Tanks:Tank Installation labor for assembly of site erected water tanks by Southwest Water Tank Installations ROC 338763	1	3,500.00
Customer Disclaimer:Terms-Steel Tanks Tank Packages: 50% down, 50% Net 30. A 2% discount if packages are paid in full upon time of order. Line items of Engineering & Installation: 50% down at time of order or mobilization of each line item. Balance of line item due at completion of each individual process.	1	0.00





Agenda Item Submission Form – Section I

Meeting Date: 1/3/24

- 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, Consideration and Possible selection of an Executive Recruitment Firm for the Town Manager position. Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(1), (A)(3) and (A)(4) for discussion of proposals submitted by executive recruitment firms.

List Attached Documents:

Estimated Presentation Time: 0 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:

In order to proceed with the recruitment for the Camp Verde Town Manager’s position, staff is recommending that the Town contract with an Executive Recruitment Firm with specialty experience in recruiting City/Town Managers. Staff has reached out to several firms with City/Town Manager recruitment experience in Arizona, and has asked each for a written proposal and to be prepared to make present their proposals (either in-person or by Zoom) at the January 3rd Regular Council meeting. Following those presentations, staff hopes that the Council will select one of the firms so that we can proceed as rapidly as possible with the recruitment for the position.

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

Instructions to the Clerk: No attachments.