

## AGENDA



**SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
TUESDAY, June 29, 2010  
5:00 p.m.**

1. Call to Order
2. Roll Call
3. Discussion, consideration, and possible appointment of a Town Manager, contingent upon completion of a satisfactory background check and mutual agreement to the terms of employment. The final candidates for the position are Lawrence Dobrosky, Russell Martin, and Kelly Udall.
4. Discussion, consideration, and possible direction to staff relative to the terms of the offer of employment to the successful candidate. Note: Council may vote to discuss this item in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.
5. Adjournment

Posted by:

*Virginia Jones*

Date/Time:

*6-28-2010*

*1:23 p.m.*

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

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

# L. KELLY UDALL

Pinetop, AZ. 85935

928 •

---

## SUMMARY:

Over eighteen years experience in executive management of administration, budget, finance, personnel, risk management, information systems, grants, economic development/redevelopment, facility design and construction, purchasing, as well as other Municipal and County government operations.

## EXPERIENCE PROFILE

*TOWN OF PINETOP-LAKESIDE, AZ. • 8/04 TO PRESENT*

### TOWN MANAGER/ PERSONNEL DIRECTOR

- Lead staff and Council through multiple initiatives designed to implement a well-articulated and effective communication plan. Including televising Council meetings, redesign and increase distribution frequency of Town Citizen newsletter, creation of Town's first web site, interactive web surveys, overhaul of Town's public records system, etc.
- Hired Town's first IT professional, first in house attorney, first grants coordinator, first code enforcement officer and first planning Tech. These professional technical position have added great value to the Town's professional service output. For example over the past 3 years the Grant Coordinator and staff have amassed over \$1.1 million dollars in various grants.
- Achieved the Government Finance Officers Association Distinguished Budget Presentation Award for 3 consecutive years in FY '08, FY '09 and FY '10.
- Lead staff and Council through first ever Strategic Management Plan process with subsequent plan and report card updates over the past 5 years. This plan has now become an intrical part of how the Town operates. Plan is also widely accepted by residents and business community.
- Lead community through adoption of two development and/or re-development master plans, which identify growth areas of the Town and the type of development the community would like to see within specified nodal growth areas.
- Initiated adoption of Impact fees, updated all Town fees to current levels, installed capital improvement plan as part of budget process.
- Implemented best practices for economic development programs to include adoption of an economic strategy, promotional and interactive tourism and economic development DVDs, Web page, Buxton study identifying psychographic purchasing tendencies of our community, demographic tip sheets, etc.
- Completed construction of a 50 acre recreation complex featuring 3 official sized soccer fields and two regulation size softball fields. Received grant for construction of an adult regulation sized baseball field on same location.
- Created partnership with School District and constructed areas first roundabout at new Jr. High School.
- Took leadership role in establishing improved working relationships with neighboring agencies.

- Developed strategic elements of a transportation plan to include adoption of a small area transportation plan, identification of alternate routes between highway 60 and highway 260 and improved effectiveness of our pavement management system.
- Adopted and implemented the Town's first ever pay and benefit plan.
- Successfully brought into the Town several new businesses, including an assisted living center bringing with it over 150 new well paying professional and non-professional jobs.
- Experienced success in advancing acquisition strategies of purchasing Woodland Lake Park from the U.S. Forest Service. Although not complete, we have advanced this project further in the past 2 years than has been done in the previous 25 years.

CITY OF FEDERAL HEIGHTS, CO.      1/03 TO 3/04

CITY MANAGER/ REDEVELOPMENT DIRECTOR

- Negotiated a \$9.6 million dollar King Soopers remodel with a \$850,000 Sales tax sharing incentives agreement.
- Negotiated a \$250 thousand dollar perimeter landscaping agreement with land owner of King Soopers shopping center to be repaid through Tax Increment Financing (TIF) as based on estimated future assessed valuation of the property.
- Excelled public works (water, sewer, roads) infrastructure budget expenditures within 2003 and 2004 budget to replace badly deteriorating infrastructure. Adopted tier water rates designed to fund future infrastructure needs for water department.
- Lead City through it's first ever Strategic Management Plan process. Process resulted in Council adoption of 6 major goals for the City with defined action steps on how to achieve goals. Establish Mission and Vision Statements through same retreat with Council.
- Enhanced 2004 budget through creation and adoption of a 5 year Capital Improvement Project (CIP) process and vehicle replacement schedule. Funding mechanisms were also established and put in place to assure future funding needs.
- Facilitated Council through adoption of State mandated drought plan and water conservation plan (water use during 2003 dropped by 17%.)
- Commenced negotiations with City of Westminster to simplify existing 550 million gallon per annum water delivery contract.
- Developed Ordinance setting up City as sole proprietor of water sales and distribution for those businesses and residents within City limits.
- Established regional mutual aid agreements for Fire Department and EMS Services.
- Reworked Fire Department shift schedule saving City estimated \$90k in estimated overtime for the year.
- Received \$9,600 for formation and maintenance of a Community Emergency Response Team (CERT). \$32,500 open space grant. \$34,918 CDBG pedestrian curb ramps grant, water main extension/PRV \$102,750 CDBG grant.

- Lead City through the largest snowstorm in 90 years. Held daily update and coordination meetings with critical staff to establish an emergency operation center, and evacuation center. Follow-up meetings presented a need to establish an emergency plan for City and assist all mobile home parks with adoption of their own emergency plan.
- Increased municipal court surcharges/fines by 20%. Increase necessary to add flexibility in defraying costs associated with community justice programs and services.
- Improved City systems efficiency and productivity through hiring an Information Systems Technician replacing contract services that was costing the City \$125/hr.
- Successful implementation of new traffic unit within the Police Department.
- Fostered an aggressive code enforcement approach with methodical and consistent code enforcement sweep of City.

TOWN OF PAYSON, AZ.                      2/95 TO 1/03

INTERIM TOWN MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

- Orchestrated Tonto Tribe land exchange Environmental Assessment report to Forest Service.
- Orchestrated support from Council for Payson Airport Land Exchange involving new congressional approval process.
- Administered purchase of land in Green Valley Redevelopment Area to assist development efforts. Engaged in \$2.8 million dollars of financing for same.
- Assisted 40 unit low income housing project to be located in Green Valley Redevelopment Area with submission of application to State for funding.
- Developed and implemented new Corporate Strategic Plan philosophy for FY 02/03. Concepts will tie directly into FY 02/03 budget and be carried forward for use in future processes.
- Engaged in Water Development Agreements with Local, State and Federal agencies.
- Currently involved in Economic Development endeavors through negotiations with several business prospects in moving their businesses to the Town of Payson. Successful in bringing a cabinet manufacturing company to Payson by facilitating and clearing up code compliance issues that had for the last year proved to be almost impossible.
- Experience involving Emergency Operations as the EOC Director for the Town of Payson during the Rodeo/Chediski fire as the Town operated as an Evacuation Center for over 1,200 people.
- Involved with Green Valley Redevelopment Area plan reflecting construction valuation and investment of over \$3.3 million over the two years of involvement.
- Developed a Market based compensation strategy necessary to keep salaries and benefits competitive, garnered employee support for this plan and Council's unanimous approval.
- Administered over \$1,000,000 of CDBG grants for a variety of projects including ADA barrier removal within our park system, a Senior Center remodel, and Town Hall lobby/restroom addition.
- Coordinate and administer many Intergovernmental Agreements with Forest Service, School District, other Cities and Towns, Gila County, CAAG, etc.

## *EDUCATION*

June 2009 Harvard University, Kennedy School of Government, Senior Executive Program Certificate  
1998-1999 Certified Public Manager (CPM), Arizona State University.  
1991-1993 Master of Public Administration (MPA), University of Colorado at Denver.  
1987-1990 Bachelor of Science Degree, Sociology, Arizona State University.  
1984-1987 Associated Arts, Business. Mesa Community College.

## *WORK HISTORY*

Aug '04-Present Town Manager, Town of Pinetop-Lakeside, AZ.  
March '04 – Aug '04 Vice President, Associated Property Management  
Jan '03-March '04 City Manager, City of Federal Heights, CO.  
Jan '02-Jan '03 Interim Town Manager, Town of Payson, AZ.  
1995-Jan '03 Administrative Services Director, Town of Payson, AZ.  
1993-1995 Resource Director, Routt County, CO.  
1991-1993 Administrative Assistant to the City Manager, City of Steamboat Springs, CO.  
1987-1991 Administrative Supervisor, America West Airlines, Phoenix AZ.

## *BOARDS SERVED*

Board of Directors for Pinetop-Lakeside Advocates Against Drugs (PLAAD)  
NACOG EDC Chair-at-Large  
President of the Arizona Human Resource Directors Association (AHRDA).  
Elected by state wide ballot as trustee to the Arizona Municipal Risk Retention Pool (AMRRP) Served as Vice President.  
Elected by state wide ballot as trustee to the Arizona Municipal Worker's Compensation Pool (AMWCP). Served as Secretary/Treasurer.  
International Personnel Managers Association (IPMA) Arizona Chapter, Board of Directors.  
Vice-Chair for the CAAG Region's Comprehensive Economic Development Council (CEDC).

## *AFFILIATES*

International City/County Management Association (ICMA).  
International Personnel Managers Association (IPMA).  
Arizona Chapter International Personnel Management Association (AzIPMA), served on Board of Directors.  
Arizona Human Resource Directors Association (AHRDA), served as President.  
Colorado City County Managers Association.  
Southwest Leadership Program, University of Arizona.  
Rocky Mountain Leadership Program, University of Colorado.  
Arizona Town Hall Participant.

## *PERSONAL*

### Honors and Activities:

Assistant District Commissioner, Boy Scouts of America, White Mountain District  
Named by Payson Roundup as one of Payson's 10 most influential leaders for 2002.  
All-area Football Wide Receiver, Round Valley High School (1981).  
Eagle Scout.

Salary History  
For  
L. Kelly Udall

Town of Pinetop-Lakeside	AZ.	\$115,677/yr.	Current
City of Federal Heights	CO.	\$90,000/yr.	
Town of Payson	AZ.	\$78,000/yr. (+) \$500/mo. stipend for Interim Town Manager Duties.	
Routt County	CO.	\$40,000/yr.	

May 5, 2010

Town Manager Search  
Town of Camp Verde  
In Care of Az. League of Cities and Towns  
Recruitment Search Committee

To Whom It May Concern:

It has come to my attention that the Town of Camp Verde is in the process of receiving resumes for the position of Town Manager. I wish to express my interest in meeting with you to discuss the possibility of filling this position.

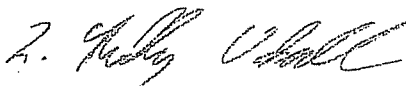
I have over eighteen years management experience with complex and progressive municipal and county government organizations. As my resume will indicate, I have broad experience managing critical concepts and applying vital tools such as strategic planning, budget, finance, economic development, redevelopment, utilities, public works, human resources, intergovernmental relations, community relations, and effective communications, just to name a few.

Scholastically, I have earned my BA degree from Arizona State University, and my Master's degree in Public Administration from the University of Colorado. Since then I have received several professional certifications including John F. Kennedy School of Government Senior Executive Program from Harvard University and Certified Public Manager from Arizona State University.

I am most impressed with the Town of Camp Verde and the potential that exists for this great community. My network in Arizona is well established with a multitude of fellow professionals at the Municipal, County and State levels. I realize I cannot put down on paper the level of detail necessary to explain why I feel I possess the qualifications you are looking for in this position. I would very much like to have an opportunity to visit with you and answer any questions you may have. I can be reached at (928) [REDACTED] at home or by cell phone at (928) [REDACTED].

I look forward to hearing from you.

Sincerely,



L. Kelly Udall

# LAWRENCE S. DOBROSKY JR.

[REDACTED], Surprise, Arizona 85379  
[REDACTED] 623. [REDACTED]. [REDACTED]

May 7, 2010

Camp Verde Executive Recruitment  
League of Arizona Cities and Towns  
1820 West Washington St.  
Phoenix, AZ 85007

Dear Mayor Burnside, City Council and League;

As an professional and motivated manager and leader I have developed a broad range of skills and abilities in municipal government. As my resume illustrates, my experience, education and career path are well-matched with the skills, knowledge and leadership needed to succeed in the capacity of Town Manager for the Town of Camp Verde.

Over the past 22 years in government I've helped build three rapidly growing communities, providing me with a well-balanced executive management background. I have provided leadership and professional development to all levels of staff, from entry level to Department Heads, including unionized employees. This was accomplished by demonstrating integrity, compassion, professionalism, creativity and innovation, accountability and team building.

Through these difficult financial times I worked with the Town of Sahuarita and implemented new financial reporting, budget strategies and approaches to the current and long-term budget process. This improved the overall budget and helped illustrate the Town's financial position more clearly. Department Heads embraced the changes and the Town Council were able to make better financial decisions. Also, as the Revenue Manager for the City of Peoria I was recognized for my outstanding strategic financial planning of a \$224M, fully funded 10-year CIP and a staff development program I had implemented.

My ability to interact well with others, strong leadership and collaboration skills, ability to successfully implement programs, valuable negotiation and problem resolution abilities, excellent communication skills, and diverse work background, are strengths I hope you will deem beneficial to the position of Town Manager for the Town of Camp Verde.

Thank you for taking the time to review my resume. I look forward to speaking with you and elaborating on my experiences and how I can contribute to the Town of Camp Verde team.

Sincerely,

*Lawrence S. Dobrosky Jr.*



# LAWRENCE S. DOBROSKY JR.

[REDACTED] Surprise, Arizona 85379

[REDACTED], 623 [REDACTED]

## OBJECTIVE

---

*A highly motivated, creative and collaborative leader seeking to contribute to the success of a progressive governmental organization.*

## PROFESSIONAL SUMMARY

---

**Arizona Business Partner** Mountain States Metering and Technology Mar 2010 - Present

- Providing solutions and private, public partnership opportunities to municipalities.

**Consulting**

Sept 2009 - Dec 2009

- Assisting Williamson Valley Incorporation Committee in incorporation and developing future Town governmental structure and budget.

**Assistant Town Manager**

Town of Sahuarita, Arizona

Nov 2006 to July 2009

*Full service town (excluding Fire), 30.5 sq miles, 25,000 population, \$90M budget.*

- Responsible for carrying out Town Council vision and goals and providing leadership, direction, support, and collaboration for Public Works, Facility Maintenance, Economic Development, Parks & Recreation, Finance, I.T., Planning and Zoning, Building Safety, Police, Clerk, H.R., and Communications.
- Strategically developed and executed an expansion and operational plan for an over-committed wastewater treatment facility, resolving the Town's highest priority and community issue.
- Reengineered the development review process for commercial plans, reducing the process from 180 days to 60 days.
- Facilitated a partnering with the County and a developer to open the first Town library.
- Facilitated a partnership with a developer to build a 32 acre park, saving the Town millions.
- Served as the Interim Public Works/Engineering Director for approximately 18 months.
- Implemented enhanced financial reporting and budget processes.
- Instrumental in development and implementation of strategic planning including: annexations, roadway improvement and maintenance, vertical and horizontal construction, economic development, parks and recreation master plan and infrastructure.
- Facilitated organizational diagnosis and process improvement - enhancing levels of service and process/outcomes in areas such as: budget and finance, recruitment and retention, procurement, public participation, union negotiations, communication and collaboration.

**Revenue Manager**

City of Peoria, Arizona

1996 to 2006

*Full service city, 178 sq. miles, 158,000 population, \$600M budget.*

- Responsible for more than \$125M in annual revenue; \$224M Utility CIP; managing 52 supervisory, professional, technical and field staff; serving more than 46,000 utility customers and 12,500 business owners; and provided leadership for five major, diverse operations.
- Seamlessly introduced and implemented several new programs, including a sales tax audit program, enhanced field operation techniques and collection programs, generating revenues in the millions.
- Developed several comprehensive management reports, including a five-year Meter Operations strategic plan, 10-year revenue forecasting, and Utility strategic financing planning plans – rate modeling.

- Managed highly sensitive rate/financial analysis – Water, Wastewater, Water Reuse and Sanitation rates and impact fees, and formally presented recommendations to City Council.
- Successfully managed several major complex system improvement projects.
- Developed the first automated on-line Sale Tax reporting system in the State of Arizona.  
Successfully implemented a state-of-the-art advanced electronic meter reading system, meter change-out program and new meter shop, reducing operational cost and increasing efficiency and accuracy.
- Negotiated long-term contracts, resulting in more than \$1.5M in revenues and \$400k in savings.
- Recognized for the creativity and leadership in the successful implementation of several cross training, employee mentoring and development programs, enhancing job knowledge, moral and motivation.
- Turned around four disarrayed operations with vision, leadership, direction and support.

**Budget Liaison**

**City of Glendale, Arizona**

1995 to 1996

*Full service city, 58 sq. miles, 249,000 population, \$262M budget.*

- Developed outstanding budget skills and a clear understanding while assisting in the preparation, analysis and management of the City's \$262M annual budget.
- Participating in a one-year budget liaison program where the City and Budget team received the "Distinguished Budget Presentation" award.

**Utility Supervisor**

October 1989 - November 1996

**Lead Water Service Representative**

June 1989 - October 1989

**Blue Stake Locator**

January 1989 - June 1989

**Utility Worker**

October 1987 - January 1989

**United States Armed Forces**

*United States Navy – Active Duty, 3rd Class Petty Officer*

September 1984 to July 1987

- Leadership role working shifts such as 36 hours straight, with 12 hours off, every other day

*United States Navy – Reserve Duty*

July 1987 to September 1989

**EDUCATION & LEADERSHIP TRAINING**

---

- *Masters Degree in Public Administration* 2005  
Arizona State University
- *Bachelors Degree in Business Administration* 1996  
University of Phoenix
- *Executive Leadership Program* 2009  
Arizona State University
- *Rocky Mountain Program – Advanced Leadership Program* 2002  
University of Colorado
- *Certified Public Manager Program – CPM* 1999  
Arizona State University

**PROFESSIONAL MEMBERSHIPS**

---

International City/County Managers Association  
 Governmental Finance Officers Association  
 Urban Land Institute  
 American Water Works Association

MAY 14 2010

May 11, 2010

Camp Verde Executive Recruitment  
League of Arizona Cities and Towns  
1820 West Washington Street  
Phoenix, AZ 85007

Recruitment Reviewer:


I am currently a very successful Manager in Hayden, Colorado and believe my background and diverse skill set uniquely qualifies me for your Town Manager position. I have the requisite experience Camp Verde is looking for along with the right desire to become a part of Camp Verde's future.

I have not applied for any positions in my over 6 years in Hayden until recently and have informed my Mayor and Council that I will be looking for a new challenge for me professionally that matches community needs much like I have in Hayden. I have decided to apply in Camp Verde because I believe the needs of the City and my background and experience make me the best person to work on the City's future with the Council. Specifically, I have done very similar things recently in Hayden by taking a community visioning process and continue to implement it through a complete and comprehensive revision of the Town's land use code reflecting the promise of the Comprehensive Plan adopted shortly before. I was brought to Hayden to help establish strong development plans and code as well as develop infrastructure in preparation for pending growth. My attraction to Camp Verde is very similar to why we moved to Hayden, a community that prides itself in its history and rural values while being so close to a tourist destination that brings its benefits as well as its unique issues. I am truly a dedicated professional and person you can count on to accomplish priorities for Camp Verde as I have wherever I have been.

I have always done an excellent job for the people I have worked for including most recently in Hayden. I have a great relationship with my current council and 4<sup>th</sup> Mayor while I have been here and would encourage you to freely contact them as they regrettably understand I will be looking for another challenge in my career. I am particularly interested in Camp Verde as my family loves the area and have discussed moving there if the right professional opportunity opened.

I have enclosed my resume and salary history as requested and would appreciate the opportunity to interview as I hope to show you my willingness and ability to work as your next Manager. Thanks for taking the time to review my letter, resume and salary history. Please contact me with any further information you may need for your review.

Sincerely,



Russell A. Martin

Enclosures (2)

## ***Russell A. Martin***

[REDACTED] / [REDACTED] Hayden, CO 81639 (970) [REDACTED]-[REDACTED]  
[REDACTED]

### Objective

*Obtain a public management position that compliments my skills and management style in a community that matches my family's desires.*

### Education/Qualifications

M.S., Human Resource Management, 2001  
Utah State University, Logan, UT

B.S., City and Regional Planning, 1997  
New Mexico State University, Las Cruces, NM

- Experience managing diverse issues and staff under the supervision of Elected Officials.
- Human resource professional with applied experience.
- Community planning, economic development and development negotiation skills.
- Planning, acquiring funds for (grant writing), and constructing community facilities and infrastructure.

### Experience

Manager, March 2004 – Present  
*Town of Hayden, Hayden, CO*

Advised and assisted Council while providing comprehensive day to day direction to staff, worked along with staff to carry out maintenance and operations completing numerous public infrastructure projects and Council priorities.

#### Accomplishments:

- Two successful tax issues (Use Tax and Sales Tax)
- Guided the Town to a successful Home Rule vote
- Major Comprehensive Plan Update
- Developed Comprehensive Land Use Code
- Constructed first Police Station
- Constructed Multiuse Field and Park Facility
- Transitioned difficult longstanding HR issues without incident
- Completed 4 Annexations both Commercial and Residential
- Completed 6 Industrial, Commercial and Residential Developments
- Raised the community profile among other regional communities
- Implemented first capital improvement plan

Planner/Human Resources, Sept. 2001 – March 2004  
*Town of Minturn, Minturn, CO*

Provided broad development services to the community working with the Manager and staff to carry out various community development, facility and policy goals.

Accomplishments:

- Assisted in construction of Fire Station
- Assisted in construction of Public Works Building
- Developed Annexation Plan
- Completed major river restoration
- Redeveloped Human Resources processes
- Assisted in expansion of Downtown Farmers Market

Regional Planner, July 1997 – Sept. 2001  
*Six County Association of Governments, Richfield, UT*

Assisted communities in a variety of community planning needs including mapping, training, ordinance development, and infrastructure requirements and project development.

Accomplishments:

- Redeveloped several Land Use Codes
- Created and trained numerous Planning Commissions
- Provided technical/grant assistance to community infrastructure/facility needs
- Wrote numerous community housing plans
- CDBG/HUD grant preparation and compliance community assistance

Community Involvement/Interests

Yampa Valley Partners, Board Member 2005-present, Chairman since 2007  
*A nonprofit regional board consisting of private business, education and government working to provide data and discussion forums for furthering local and regional initiatives.*

Hayden School District Improvement Team, Community Representative since 2005  
*Regular meetings to review and discuss progress and ways to improve in the school system.*

Club 20, Regional Representative 2004 - 2008  
*An organization with membership consisting of business, industry, private citizens, education, government discussing, defending and lobbying for Western Slope (CO) issues.*

References (more upon request)

[REDACTED]

## ***Russell A. Martin - Salary History***

### **Town of Hayden**

**Current Salary \$ 84,000**

**Starting Salary \$ 52,000**

### **Town of Minturn**

**Ending Salary \$ 44,000**

**Starting Salary \$ 38,000**

### **Six County Association of Governments**

**Ending Salary \$ 34,000**

**Starting Salary \$ 26,000**