

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, APRIL 19, 2006
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

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) April 5, 2006 – Regular Session
- 2) March 30, 2006 – Special Session

b) **Set Next Meeting, Date and Time:**

- 1) Council Hears P&Z – April 26, 2006 at 6:30 p.m.
- 2) Regular Session – May 3, 2006 at 6:30 p.m.
- 3) Joint Work Session with P&Z – May 10, 2006 at 6:30 p.m.
- 4) Regular Session – May 17, 2006 at 6:30 p.m.
- 5) Council Hears P&Z – May 24, 2006 at 6:30 p.m.

c) **Possible approval of Proclamation declaring April 30 through May 6, 2006 as *Municipal Clerks Week*.**

d) **Possible approval of a Proclamation declaring the month of April as *Fair Housing Month*.**

5. **Call to the Public for Items not on the Agenda.**

6. **Presentation of Certificates of Recognition to Lynnette Escoffier for being chosen as "Leader of Tomorrow".**

7. **Yavapai Apache Nation Chairman Jamie Fullmer will update the Council on the Nation's activities and will present a check to the Town as a contribution from the Cliff Castle Gaming Facility, pursuant to Section 12(d)(1) of the Tribal-State Gaming Compact.**

8. **Presentation by Jason Williams regarding the Arizona Wilderness Coalition.**

9. **Discussion, consideration, and possible appointment to the Planning & Zoning Commission to fill the term that expires in September 2008.**

10. **Discussion, consideration, and possible approval to partner with the Verde Valley Rangers Sheriff's Posse on a 60/40 split of alcohol sales at the following events: Main Street Stampede, Crawdad Festival, Cornfest, Block Party, and Fort Verde Days.**

11. **Possible award of bid for Project #06-020 "Supply and Delivery of Liquid Asphalt Products" and authorization to execute contract documents.** This is a budgeted item in HURF.
12. **Possible award of bid for Project #06-021 "Supply or Supply and Delivery of Aggregate Base Course, 1 1/2" Borrow, Washed Sand, and 3/8" Chips" to Yavapai Apache Sand & Rock and Rinker Materials, and authorization to execute contract documents.** This a budgeted item in HURF.
13. **Discussion, consideration, and possible approval of an increase in the Town Manager's 05/06 travel budget line item in the amount of \$1,000.** This is an unbudgeted item from Contingency.

Councilor Hauser requested item #14:

14. **Discussion, consideration, and possible appointment of a replacement member to serve on the Library Design Committee.**

Councilor Smith requested item #15:

15. **Review, discussion, consideration, and possible approval of changes to the Council-appointed evaluation guideline verbiage, timeframe, and retroactive merit raise if a review date is changed.**
16. **Discussion, consideration, and possible direction to staff to negotiate the purchase of a 3-bedroom home in the Cliff's subdivision for use in the Town's Housing Program.**
Note: Council may vote to go into executive session pursuant to ARS §38-431.03.A7 for discussions or consultations with designated representatives of the Council in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property.
17. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

18. **Advanced Approvals of Town Expenditures**
19. **Manager/Staff Report**
20. **Council Informational Reports** Individual members of the Council 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 have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
21. **Adjournment**

Posted by: _____



Date/Time: 4-14-06 10:30 AM

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.

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 5, 2006
at 6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Gioia, Councilors Hauser, Smith, Kovacovich, Parrish and Parry were present; Vice Mayor Baker was absent due to illness.

Also Present: Town Manager Bill Lee, Town Attorney Brad Woodford, Project Coordinator Wendy Escoffier, Community Development Director Will Wright, Library Director Gerry Laurito, P&Z Commissioner Jim Bullard, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Councilor Smith.

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) March 22, 2006 – Council Hears Planning & Zoning
- 2) March 15, 2006 – Regular Session
- 3) March 15, 2006 – Executive Session

b) **Set Next Meeting, Date and Time:**

- 1) Joint Work Session – April 12, 2006 at 6:30 p.m.
- 2) Regular Session – April 19, 2006 at 6:30 p.m.
- 3) Council Hears P&Z – April 26, 2006 at 6:30 p.m.

c) **Possible approval of Resolution 2006-680, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to the submission of projects for consideration in Arizona's 2007 Fiscal Year Highway Safety Plan.**

d) **Possible approval of a change order in the amount of \$1,863.00 to supply and install security lights in the holding cells at the new Marshal's facility.**

On a motion by Hauser, seconded by Kovacovich, the Council unanimously approved the Consent Agenda, with the correction, addition and pulling Item d).

Mayor Gioia requested that the Minutes of March 22, 2006, Page 5, No. 12, next to the last line, "...transfer of well rights..." be corrected to, "...transfer of **water** rights..."; that a meeting be set for April 17, 2006 at 3:00 p.m. in Council Chambers with State Parks to discuss their improvements in the Fort area; and that Item 4.d) be pulled for discussion.

d) **Possible approval of a change order in the amount of \$1,863.00 to supply and install security lights in the holding cells at the new Marshal's facility.**

Staff was directed to seek more palatable financial alternatives as discussed.

Mayor Gioia commented on the discussion between himself, Marshal Smith and the construction superintendent regarding the excessive expense for the lights. Marshal Smith explained the need for security lights; however, in the discussion with the superintendent it was agreed that something else can be found that would cost less.

5. **Call to the Public for Items not on the Agenda.**

Robert Johnson said he had sent in an application for the free rides for older or disabled people for medical or shopping trips and was informed that having a car on the property that runs would disqualify an applicant; he suggested a way to counter that by disconnecting the battery cable.

Stan Bullard, Camp Verde Water System, requested an agenda item to discuss the water rights being acquired from Equestrian Estates; the water system has funds to acquire those water rights and would like to discuss that possibility. Also, Bullard advised the Council regarding details of testing to be commenced at the arsenic treatment plant at Verde River Estates that will include discharge from the treatment plant down Verde River Drive, under a 404 General Discharge Permit.

There was no further public input.

6. **Presentation of Certificates of Recognition to Taylor Phillips and Sarah Chagolla for their Outstanding Community Service efforts.**

There was no action taken.

Mayor Gioia highly commended the two young girls for their community involvement, personally thanking them while presenting the Certificates of Recognition. Councilor Hauser also offered the appreciation of the entire Council for the girls' service to the community.

Daria Wier, Counselor at Camp Verde Middle School, described in detail the involvement of the girls in the many various community activities, including the difference they have made through their participation in the Adopt-A-Grandparent program at Infinia. Ms. Wier said the girls are an exceptional pair, are top students, are very respectful and dependable, and commended their parents for a job well done on raising them.

7. **Discussion, consideration, and possible approval of Ordinance 2006-A321, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 3-2-8 Director of Housing and Neighborhood Revitalization to the Town Code Chapter 3 – Administration.** This item will include discussion of recommending an amendment to the Town Code to include a Director of Housing and budget scenarios to fund the department from April 1, 2006 through June 30, 2006.

On a motion by Gioia, seconded by Smith, the Council unanimously approved Ordinance 2006-A321, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 3-2-8 Director of Housing and Neighborhood Revitalization to the Town Code Chapter 3 – Administration.

Staff was directed as follows: That if the RD grant is received, Budget Scenario 1 will be adopted; if not, then Budget Scenario 2 will be adopted; neither of which will cut into the General Fund.

Projects Coordinator Wendy Escoffier reviewed the work staff has done pursuant to direction of Council on February 15 to proceed with creation of a Housing Department by preparing an amendment to the Town Code. Escoffier said that the amendment was in response to the effort to meet the housing needs of Camp Verde citizens, particularly those in the service-type jobs, such as fire, police and education. Two budget scenarios, each to fund the department until the remainder of the budget year, were included in the agenda packet, the first one based on the Town receiving the rural Development (RD) pre-development grant if it is determined that the self-help housing program is feasible in Camp Verde; and the second scenario reflecting the amount needed if the Town does not receive the RD grant. Neither scenario would have a negative impact on the existing budget. The Housing Commission has unanimously recommended approval of Ordinance 2006-A321 to establish the Housing Department, with the

proposed budget scenarios, and also recommended that a budget for the Housing Department be included in the 2006-07 fiscal year.

The Council commended the efforts of the staff and the Housing Commission.

PUBLIC INPUT

Norma Garrison, Vice Chairperson on the Housing Commission, thanked the Council for its vision in recognizing the need for such a Commission, and commended Escoffier for arming the Commission members with a wealth of information to help them from the start. She realizes the Council has presented a big challenge, but feels that the Commission will be equal to the challenge because of their diverse backgrounds and passion for what needs to be accomplished. Garrison added that Escoffier will be a most important factor in the Commission being able to do their job.

Robert Johnson, Camp Verde, described a TV program called, "Flip This House," and suggested that the Town might learn from that approach one way to provide affordable housing.

Jeremy Bach, Housing Commission Chairperson, said that it is an honor and a privilege to work on the effort and commended Debbie and Wendy for the information they have gathered from other communities in developing a solid plan. Bach said the Commission hopes to have the approval and support of the Council for many projects to come.

There was no further public input.

8. **Discussion, consideration, and possible direction to staff to prepare a Request for Proposals to develop the 5-acre site adjacent to Cliff's Parkway that was donated to the Town for the library.**

On a motion by Hauser, seconded by Smith, the Council voted unanimously to direct staff to prepare a Request for Proposals to develop the 5-acre site adjacent to Cliff's Parkway that was donated to the Town for the library.

Town Manager Lee reviewed the background of the subject 5-acre site, explaining that staff has been considering different solutions on how to best benefit the library as well as how to best benefit the newly-formed housing program; Lee said he also has discussed possible approaches with the Town Attorney. Lee said that after a Power Point presentation to be made by Escoffier, he would ask for direction from Council on how to proceed further.

Wendy Escoffier showed a view of the vacant 5-acre parcel and the surrounding area, reminding Council that if the parcel were to be sold and the Town would be receiving more than \$500,000 such a sale would have to be approved by the voters. The existing zoning on the parcel is R1L-5 which would allow site-built homes on lot sizes of 5,000 square feet. Escoffier described several options for developing the property, with the goal of a portion being used for below-market housing, and said that staff was requesting direction to proceed with preparing an RFP from developers interested in building such a mixed development, such as the City of Flagstaff has done successfully. The Housing Commission is recommending the same density pattern as the surrounding lots.

Lee explained that the RFP process would allow developers to present a wide range of ideas that would include both the cash to be realized by the Town as well as the percentage of lots that would be put into the housing program as discussed. The Council would make the final decision as to which developer to work with. The Council discussed several different possibilities for maximizing proceeds from the 5-acre parcel, and the question of the possible need for voter approval of a sale together with input from the Town Attorney, while continuing to stress the goal of creating workforce housing. Creating a community land trust as a method of providing affordable housing was also discussed.

PUBLIC INPUT

Jeremy Bach said that Camp Verde has a unique opportunity, the same as Flagstaff had with a 40-acre parcel, and described a joint venture with Flagstaff where the developer purchased the land and gave workforce housing back to the Council. Bach described a process that would include selling municipal bonds and the method of repayment, which Attorney Woodford confirmed was a description of an improvement district that would be a definite possibility. Bach also said that he had prepared a pro forma on that process that he has given to Escoffier.

Robert Johnson questioned whether the Town currently has enough funds to build the Library at this time and that perhaps the parcel should just be left to increase in value until the funds are available.

Dave Smith, Camp Verde Marshal, confirmed that at least 4 or 5 of his personnel live outside of the Town limits and are unable to take their patrol cars home which would be a good presence in the neighborhood.

Barbara Parsons said that she understands that there are still plenty of homes available in the \$150,000 range, and that those are affordable and represent the best prices in the Verde Valley and Prescott, and questioned why they are still available, suggesting that if one had really wanted to take advantage of that low price the houses would be sold. Ms. Parsons objected to the idea of lower-cost housing being built in an area of "nice homes." The land was donated for everyone to use, not to be turned into a private area being sold for private purposes.

Council reminded the public that, as an example, a Marshal starting at the range of \$31,000 could only afford a \$100,000 home; they cannot afford a \$150,000 house.

George Young agreed that everyone has good ideas for what would be good for the community; however, the property was earmarked specifically for the Library. He questioned the concept of leasing the lots for a certain block of years, and Council confirmed that the land would be leased in perpetuity.

There was no further public input.

9. **Discussion, consideration, and possible determination to over-grout or dry-stacked the limestone at the new Marshal's facility.**

On a motion by Smith, seconded by Gioia, the Council voted unanimously to deny the expenditure of \$3,569 for the over-grout.

The members described their visit today to the site of the new Marshal's facility and expressed their general preference to not spend the money for the over-grout but to go with what was looked at today.

There was no public input.

10. **Discussion, consideration, and possible approval to purchase a vehicle from Steve Coury dealership in an amount not to exceed \$10,000.**

On a motion by Gioia, seconded by Hauser, the Council unanimously directed staff to purchase the 2002 Chevrolet Malibu sedan from Steve Coury dealership.

Community Development Director Wright said that two vehicles had been found, and requested approval to move forward and purchase the Malibu, explaining that it would be somewhat more economical and had less miles; the other vehicle was luxurious, but the Malibu would better serve the purpose for which it is needed. Council agreed with that choice.

There was no public input.

11. **Discussion, consideration, and possible approval of the Clerk's Office Policies and Procedures Manual and the Agenda Handbook.**

Staff was directed to proceed with the Policies and Procedures Manual and Agenda Handbook as discussed.

Town Clerk Barber said that the Policies and Procedures Manual, first developed in 2000, was subsequently updated with legal input with regard to time lines, records management and election procedures. In the process, comments from the Council members have also been incorporated into the Manual. The latest update this year ensures that the Town is compliant with statutes, and is now submitted to the Council for review and formal approval.

Barber reviewed and discussed with the Council, with input from Attorney Woodford, suggested changes in the draft Policies and Procedures Manual and Agenda Handbook, including discussion regarding determining fees for commercial requests for copies of Town records, and the benefit of and increasing need to use the Consent Agenda procedure. Barber also pointed out that pursuant to legal advice there will also be a reference in the Policies and Procedures Manual to the Records Management Manual, which is a separate document.

12. **Call to the Public for Items not on the Agenda.**

There was no public input.

13. **Advanced Approvals of Town Expenditures**

There were no advanced approvals of Town expenditures.

14. **Manager/Staff Report**

There was no Manager/Staff report.

15. **Council Informational Reports**

Hauser commented on the baseball season, had a ballgame today that was not canceled because of rain.

Smith reported on riding some Arizona historic trails on a backpacking trip from Kirkland Junction up to Crown King.

Parrish urged anyone with spare time to volunteer to help the Historical Society.

Gioia reported that test kits for private well owners are available through the Yavapai County National Water Stewards during the National Drinking Water Week May 1 through 7, 2006; anyone interested can call 928-445-6590, Ext. 227. Gioia also reported on efforts regarding the mandate from Senators McCain and Kyl for working on policy-making in the Verde River Basin and the status of the Verde River Basin Partnership and a conflict over Prescott wanting the Partnership to be run by only elected officials as opposed to the Verde Valley wanting to include stakeholders. Hauser added that the Bill indicates stakeholders.

16. **Adjournment**

On a motion by Hauser, seconded by Kovacovich, the meeting was adjourned at 8:19 p.m.

Tony Gioia, Mayor

Margaret Harper, Recording Secretary

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 the 5th day of April 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2006.

Debbie Barber, Town Clerk

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
Thursday, March 30, 2006
6:30 p.m.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motion to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

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

2. **Roll Call**

Mayor Gioia, Vice Mayor Baker, and Councilors Hauser, Kovacovich, Parrish, Parry, and Smith were present.

Also Present:

Manager Lee, Finance Director Bullard, Parks Director Moore, Community Development Director Wright, Marshal Smith, and Town Clerk Barber

3. **Pledge of Allegiance**

Councilor Kovacovich led the pledge.

4. **Discussion with the Town Manager concerning his performance review.**

Manager Lee advised that he had met with individual Council members to discuss their review of his performance. He said that he wished to have the discussion regarding his performance in open session.

Mayor Gioia went over the summary of the review and a copy is attached and becomes a permanent part of this record. Council also discussed the importance of working as a team and moving forward in a manner that is in the best interest of the Town.

Public Input

Bob Reuna said that he and his wife moved here in 1998 and that Lee had gone out of his way to ensure that they were satisfied after they approached him with a complaint. Reuna said that as a result of Lee's compassion and interest in their satisfaction, that he and his wife have donated in excess of 1,500 in community service. He encouraged Council not to fire Lee.

Jerry Tobish said that he moved his business here because of Lee. He said that it would be hard to convince him and other business owners that it would be in the best interest of the Town to fire Lee. He advised that he was speaking on behalf of lots of people and that it was not in the Town's best interest to fire him.

Jim Lawson said that there have been more activities in this Town since Lee started and that it would be a poor business decision to let him go.

Jim Ellington said that he witnesses business culture through his own business. He noted that moral support is essential to the success of people and the businesses. He said that he's been working with the Town since 1992 and he's seen a lot throughout the years – disgruntled employees and people leaving, but he has not seen any of that in the Town government since

Lee became the manager. He said that when employees are happy, Council should take notice. He said that Lee has proven himself.

Helen Zimmerli said that she has had good dealings with Lee and she encouraged Council not to take a wonderful leader from the Town.

Mitch Dickinson said that Lee's review was due in September and suggested that it was delayed because the Mayor had been busy. He said that he knew after the last election that Lee would suffer the next two years. He said that it has been the same three Council members that wanted Lee gone and that they keep banging the same drum – ethics. He noted that the Council launched an investigation and that nothing had come from it and that the time had come for them to let it go. He said that Lee is a doer and gets things done despite the many layers of government. He said that as long as things are getting done, Council should be willing to overlook it if Lee stubs his toe once in a while. He noted that the evaluations were consistent with the 3-4 Council. He said that it did not make sense for Council to fire Lee in the face of this much opposition. He also said that Lee was underpaid and Council could not replace him without spending an additional \$30,000 to \$40,000 per year. He said that Lee was not only underpaid, but mistreated during this evaluation process. He said that if Council was going to get rid of him, they needed to do it and move on, but if they decide to keep him, they should allow him to skip the next September review process.

Bob Johnson said that he agreed with Dickinson in that a decision should be made tonight and that it was time to move on.

Rob Witt read a letter from Scott Simonton that supported Lee, a copy of which is attached and becomes a permanent part of this record.

Witt agreed with Simonton and said that it was time to move on. He said that it was time for Council members to ask themselves if they were considering the best interest of the Town or for them. He said that Lee is the one that makes things happen. He also said that Lee is a promoter and a dreamer and that he would hate to see us lose that. He said that this is a time to be united and move on.

Tap Parsons said that it would not be good for the Town to terminate Lee.

Perry Haddon said that he was on the Prescott City Council when they voted to terminate the city manager that had been with the city for 20 years. He noted that Prescott had solid evidence that the manager routinely circumvented their charter. He said that if Council decides to terminate Lee that they should be sure to consider honestly that each member took Lee to task on every issue that was in question. He said that Lee should have been warned when something was wrong and that if they had not done this, then they should give him a chance. He said that everyone deserves the opportunity to change. He noted that Lee has done an admirable job.

Henry Shill said that it would not be good for the Town to let Lee go. He said that if Council waits awhile, some of the concerns might clear up.

There was no other public input.

Council discussion continued with Smith stating that if Council demands perfection, then they need to be perfect as well. He noted that Council has to give direction and that if they continue to micromanage Lee; he will not have the opportunity to grow. He asked if Camp Verde Councils, both past and present, had done such a good job, the why did Cottonwood have a \$45 million dollar budget compared to Camp Verde's \$5 million dollar budget and we're on I-17. He encouraged the audience to consider running for Council in the upcoming election.

Parry noted that ethics is all that a person has and that they can be misconstrued if one is not careful. He said that he did not believe that Lee has a problem, but that it is Council's job to keep him away from the line. Parry then went over the Manager's goals for the upcoming year.

5. **Discussion, consideration, and possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager.**

On a motion by Baker, seconded by Smith, the Council voted to raise Lee to the next step, with the raise retroactive to September. Gioia, Hauser, and Parry voted no.

6. **Discussion, consideration, and possible approval of Resolution 2006-681, Relocation Assistance Plan as required under section 104(d) as amended, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting a residential antidisplacement and relocation assistance plan for 2006, as required under section 104(d) of the Housing and Community Development Act of 1974 as amended.**

On a motion by Baker, seconded by Gioia, the Council voted unanimously to approve Resolution 2006-681, Relocation Assistance Plan as required under section 104(d) as amended, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting a residential antidisplacement and relocation assistance plan for 2006, as required under section 104(d) of the Housing and Community Development Act of 1974 as amended.

Barber explained that this was a last minute requirement from the Arizona Dept. of Housing to complete the FY06 CDBG application. She advised that the resolution passed for the 2005 CDBG program was to have been effective for five years, but that it would not hurt to pass another one.

7. **Adjournment**

Following a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 7:24 p.m.

Tony Gioia, Mayor

Deborah Barber, Town Clerk

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 the 30th day of March 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2006.

Deborah Barber, Town Clerk



TOWN OF CAMP VERDE PROCLAMATION

MUNICIPAL CLERKS WEEK April 30 through May 6, 2006

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk proves the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on function of local government community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

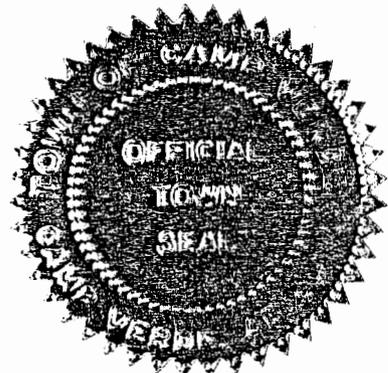
Now, Therefore, I Tony Gioia, Mayor of Camp Verde do recognize the week of April 30 through May 6, 2006, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerks and to all Municipal Clerks for the vital service they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the Town of Camp Verde, Arizona, this 19th day of April 2006.

Tony Gioia, Mayor

ATTEST:

Deborah Barber, Town Clerk





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

PROCLAMATION
Declaring April as:

Fair Housing Month

- Whereas,** the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and
- Whereas,** the 1986 and 1988 federal *Fair Housing Acts* declare that it is a national policy to ensure equal opportunities in housing; and
- Whereas,** April has traditionally been designated as *Fair Housing Month* in the United States,

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde, Camp Verde, Arizona, do hereby proclaim April as:

Fair Housing Month

In the Town of Camp Verde, and do hereby urge all residents of this community to comply with, and show their support for the letter and spirit of the *Fair Housing Acts*.

Issued this 19 day of April 2006.

Tony Gioia, Mayor

ATTEST:

Deborah Barber, Town Clerk

Town of Camp Verde

Certificate of Recognition

Presented to:

Lynnette Escoffier

*For
being chosen as
"Leader of Tomorrow"*



Tony Gioia

Tony Gioia, Mayor

3.24.06

Date

CVHS sophomore chosen as 'Leader of Tomorrow'

Group honors CVHS student with trip to Washington

*By Greg Ruland
LARSON NEWSPAPERS*

She cut her long, beautiful hair for a good cause.

Camp Verde High sophomore Lynette Escoffier said she was glad to cut her hair if it meant helping a stranger endure the temporary baldness that goes with cancer treatments.

The hair cut made her feel "kind of light-headed," Escoffier joked.

Her donation Thursday, March 9, to Locks for Life shows why the National Young Leader Conference chose Escoffier to join 400 other high school students from across the nation to meet with members of Congress and federal judges in Washington D.C. July 1 to 8.

"The Leaders of Tomorrow Meeting Leaders of Today" conference selected students to participate based on "scholastic merit, community involvement and leadership," according to the NYLC.

With her grades, the sophomore was a likely candidate. Escoffier currently enjoys a 4.0 grade point average.

"I hope it stays that way," she said.

The sophomore, who turns 16 on Wednesday, March 15, said she's selling homemade cheesecakes to raise at least \$3,000 for the trip.



Lynette Escoffier

Expenses include \$2,300 for tuition, plus hotel costs, airfare and professional attire.

The future leader said she stays busy by participating in many extra-curricular activities.

Escoffier sings with a Camp Verde community choir called Kids Chorus that performed in the 2004 Macy's Thanksgiving Day Parade.

While in New York, the group volunteered at a food bank and made personal care kits for homeless children, Escoffier said.

A recent National Honor Society inductee, Escoffier said she considers science and math her best subjects.

When she's not studying homework, volunteering with Key Club or singing with the community choir, Escoffier said she enjoys launching high-altitude weather balloons with the CVHS Science Club.

Escoffier described how she soldered circuits, attached a tiny

camera to a helium-filled balloon, then launched the package for a trip to the stratosphere.

During the most recent launch, the balloon rose 95,000 feet into the air, snapped photographs and gathered data.

"Our goal was to reach 100,000 feet, but this year we didn't make it because we had extra boxes and payloads," she said.

Escoffier also founded the CVHS Hiking Club.

"My favorite hike is off Hwy. 260 down in the direction of Verde Lakes," she said. "The trail doesn't have a name and it's not posted, but there's some Indian ruins up there and it's just so beautiful."

Escoffier credits Camp Verde Middle School teacher Tim Lawrence with inspiring her interest in mathematics.

"I like the way [math] doesn't change," she said, "You can't influence the numbers."

Escoffier said she hopes to turn her interest in math into a career.

"I want to teach math at this point, I've got years to decide. I'm thinking about going to [Northern Arizona University], but I get letters from colleges all over the country," she said.

For information on ordering cheesecakes or to make donations, call 821-1796.

Escoffier said she charges at least \$12 for each cake, but larger donations are encouraged.

Contact Greg Ruland at 567-3341 or at CVEditor@larsonnewspapers.com.

**STAFF
AGENDA ITEM REPORT**

Council meeting of: April 19, 2006

Title: Discussion, consideration, and possible appointment to the Planning & Zoning Commission to fill the term that expires in September 2008.

Budgeted item: N/A

Description of Item: Robert Foreman resigned from the P&Z Commission. His term ends in September 2008.

Staff Recommendation: Appoint a candidate to the P&Z Commission.

Comments: We have advertised for this position for 3 weeks and received 2 applications.

Attachments: Yes

Prepared by: Debbie Barber

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

04 10-1-03P11:51 RCVD
05-19-05P04:02 RCVD 04
04-02-00A 10:24 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: ROBERT P. JOHNSON
PHYSICAL ADDRESS: 3385 E. MESQUITE TRAIL, CAMP VERDE 86322
MAILING ADDRESS: SAME
PHONE (HOME): (928) 567-2655 (WORK): _____

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | |
|--|--|
| <input type="checkbox"/> ADOT ADVISORY COMMITTEE | <input type="checkbox"/> LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> BOARD OF ADJUSTMENTS | <input type="checkbox"/> PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> BOARD OF APPEALS | <input checked="" type="checkbox"/> PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> TRAILS COMMITTEE | <input type="checkbox"/> TOWN COUNCIL (vacancy in middle of term) |
| <input type="checkbox"/> HOUSING COMMITTEE | |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? THERE ARE MANY CHANGES COMING IN THE NEAR FUTURE FOR CAMP VERDE AND I FEEL ALL OF US MUST DO WHAT WE CAN TO HELP GUIDE IT IN THE RIGHT DIRECTION.
2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I HAVE RETIRED FROM WORK WITH THE DEVELOPMENTALLY DISABLED FOR THE STATE OF ARIZONA. I HAVE ALSO WORKED AS A LAB GROUP LEADER FOR A PAPER CO. AND AS A FOREMAN IN CONSTRUCTION. I HAVE LIVED IN CAMP VERDE FOR 5 YEARS & LOVE IT HERE.
3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? I HAVE A B.S. IN BIOLOGY PLUS EXPERIENCE IN ROAD CONSTRUCTION AND HOUSE CONSTRUCTION. I HAVE SPENT MY LIFE ORGANIZING ANIMALS AND WORKING WITH OTHERS TO ACCOMPLISH A GOAL. I AM AN ACTIVE STUDENT OF THE DEMOCRATIC PROCESS.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? 5 HRS. / WEEK

DUTIES ARE REVIEWING PLANNING & ZONING
ISSUES AND STUDYING DEVELOPMENT PROBLEMS.
USING BONDING, GRANTS, CONSERVATION EASEMENTS,
ARIZONA PRESERVE INITIATIVE, MATCHING FUNDS PROGRAMS,
LAND EXCHANGES, ETC. TO ACQUIRE KEY PRIVATE LANDS FOR
OPEN SPACE.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? YES

VERDE VALLEY OPEN SPACE PLAN HAS TWO MAJOR
OBJECTIVES: MAINTAIN SIGNIFICANT OPEN SPACES
BETWEEN COMMUNITIES AND ALONG MAJOR HIGHWAYS,
THE URBAN ENVIRONMENT SHOULD HAVE A DISTANCE
BOUNDARY. I LIKE THE GENERAL PLAN AS IT WAS
PRESENTED LAST WEEK. OBVIOUSLY MOST OF THE NEW
DEVELOPMENT WILL BE ON 260 WEST OF I-17.

SIGNATURE: MTA. Jones

DATE: 9-30-03

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL	<u>2-22-06</u>	<u>3-30-06</u>
STAFF CONTACTING INDIVIDUAL	<u>D. Jones</u>	
DATE APPEARED BEFORE COUNCIL	_____	
DATE APPOINTED	_____	

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (928) 567-6631

02-15-06P02-10 RCVD

02-15-06P02-10 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: AL RODDAN
PHYSICAL ADDRESS: 1487 N. HORSESHOE BEND # 79 CAMP VERDE
MAILING ADDRESS: SAME
PHONE (HOME): 928 567 3944 (WORK): _____
E-MAIL HOME or WORK : ARODDAN@IX.NETCOM.COM CELL PHONE: 928 301 9476

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | |
|--|--|
| <input type="checkbox"/> ADOT ADVISORY COMMITTEE | <input type="checkbox"/> EQUESTRIAN FACILITY COMMITTEE (EFC)
<i>For EFC fax to (928) 567-8291</i> |
| <input type="checkbox"/> BOARD OF ADJUSTMENTS | <input type="checkbox"/> LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> BOARD OF APPEALS | <input type="checkbox"/> PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> TRAILS & PATHWAYS COMMITTEE | <input checked="" type="checkbox"/> PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> HOUSING COMMITTEE | <input type="checkbox"/> TOWN COUNCIL (vacancy in middle of term) |
| <input type="checkbox"/> OTHER _____ | |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

- Why do you want to serve on this commission? I LIVE AND WORK IN Camp Verde AND HAVE A STRONG INTEREST IN HELPING MOLD OUR GROWTH. I ALSO WANT TO GIVE BACK TO THE COMMUNITY IN THIS IMPORTANT AREA
- Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent. MY WIFE AND I HAVE LIVED IN CAMP VERDE FOR 3 YEARS. WE OWN THE WILLOWS AT CAMP VERDE, A 55+ COMMUNITY OF ~~ONE~~ 100 RESIDENTS. WE ALSO ARE STARTING A NEW MANUFACTURED HOME BUSINESS. I BELIEVE IN AFFORDABLE WORK-FORCE HOUSING IN THE COMMUNITY ALONG WITH A BALANCE OF COMMERCIAL AND RESIDENTIAL USE.
- What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? I HAVE A DEGREE IN ENGINEERING. I WAS A BUSINESS UNIT DIRECTOR OF A FORTUNE 500 COMPANY AND WORKED ON THE TECHNICAL AND SCIENTIFIC SIDE OF AIR POLLUTION MONITORING AND CONTROL.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks?

It is the duty of the commission to balance use of
our valuable resource, land, for the benefit of
the town and its residents. I expect to spend
8-10 hr. per mo.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future?

I have reviewed
the general plan. Once the plan is adopted, issues
before the commission will be weighed against it
and if consistent with plan, then approved. If not,
then rejected. The town of Camp Verde will grow.
We must be sure the infrastructure grows before
development

SIGNATURE: Al Roddan DATE: 6/15/06

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL	<u>3-30-06</u>	<u>ph</u>	<u>sjones</u>
STAFF CONTACTING INDIVIDUAL	<u>sjones</u>		
DATE APPEARED BEFORE COUNCIL	_____		
DATE APPOINTED	_____		

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

STAFF REPORT

Council meeting of:	April 19, 2006 – Regular Session
Title:	Discussion, consideration, and possible approval to partner with the Verde Valley Rangers Sheriff's Posse on a 60/40 split of alcohol sales at the following special events; Main Street Stampede, Crowdad Festival, Cornfest, Block Party and Fort Verde Days.
Budgeted item:	Yes
Description of Item:	Camp Verde Parks & Recreation would like to partner with the Verde Valley Rangers on alcohol sales at the above named events. Parks & Recreation would provide the liquor license and insurance for the events and have a staff member on duty to see that all rules and regulations are properly followed. The Verde Valley Rangers will attend a class on alcohol serving at special events along with the Parks & Recreation staff held by the Dept. of Liquor. The Verde Valley Rangers will provide all security, ID check, sale of tickets, serving of alcohol and clean up of area when event closes. All Town of Camp Verde Cash Handling Procedures will be followed.
Staff Recommendation:	Approve partnership with the Verde Valley Rangers, giving them 60% of alcohol sales and Parks & Recreation getting 40%.
Comments:	Partnering with the Verde Valley Rangers Sheriff's Posse would relieve staff of many hours of work, including getting enough volunteers, finding security, and the overtime hours that staff works during the events. It would cost almost the amount that we would give to the club, just to hire proper security at the events. I would much rather see the money go to a local group who gives back to the community, rather than a security company from Prescott. The money raised by the Verde Valley Rangers goes back into our community by way of scholarships and the upkeep and improvements at Arena Del Loma. The Verde Valley Rangers is one of the oldest non-profit groups in Camp Verde. They are still 50 plus members strong and have the manpower to provide Parks & Recreation with the service needed.
Attachments:	Yes
Prepared by:	L. Moore

Scenario for 2005 FVD

Total number of volunteer hours used during the weekend for beer sales alone was 148 hours. You can figure an equivalency of \$10.00 per hour x 148 hours = \$1,480.

We probably spent 14-20 hours of staff time alone the week or so prior to the event just trying to get enough volunteer help.

Staff overtime during the weekend for beer sales alone included 3 staff members getting overtime pay and also myself which I did not figure in because of my salaried position. Total hours for the three staff members was 19 hours each at approx. overtime pay of \$21.00 per hour. 19 hours x 3 staff members = 57 hours. 57 hours x \$21.00 = \$1197.00 in overtime pay.

We all worked and provided our own security because it costs so much less than bringing in security guards from the security company. We have 2-4 deputies on duty to provide any assistance if we had any situations we could not handle on our own.

By using the figures from last years beer sales this scenario is what we would see with a 60/40 split with the Verde Valley Rangers. This would also mean that we would only need one person (Events Coordinator) on duty during any hours that we are serving alcohol. We would also not have to spend time finding volunteers or security.

Main Street Stampede

Profit: \$4250
60% to V V R : \$2490
40% to P & R: \$1660

Fort Verde Days

Profit: \$6532
60% V VR: \$3919
40% P & R: \$2613

Crawdad Festival

Profit: \$5043
60% to V V R: \$3025
40% to P & R: \$2017

Total amount of the 60%: \$11,117
Total amount of the 40%: \$7,412

Cornfest

Profit: \$1290
60% to V V R: 774
40% to P & R: 516

Block Party

Profit: \$1516
60% to V V R: \$909
40% to P & R: \$606

As you can see, letting the Verde Valley Rangers take the beer sales, with us getting 40% is still a savings for the Town. It would cost us much more than the \$11,117 to pay staff overtime and hire security for each event. Not having to find so many volunteers would also free up our time to take care of other much needed business.

STAFF REPORT

Council Meeting of: April 19th, 2006

Title:

Discussion, consideration, and possible award of bid for Project # 06-020 Supply and Delivery of Liquid Asphalt Products and authorization to execute the contract documents.

Budgeted item:

Yes – HURF

Description of item:

The Town goes out to bid on an annual basis for Supply and Delivery of Liquid Asphalt Products

Staff Recommendation:

Staff recommends awarding the bid to Cactus Transport Inc. since they were the lowest bidder. We have contracted with Cactus Transport Inc. in the past and we are satisfied with their product and they are a good company to do business with.

Comments:

Attachments: Yes, Bid summary

Prepared by: Marvin Buckel

Town of Camp Verde
Supply and Delivery of Liquid Asphalt Products
Tabulation of Bids Received Tuesday, April 4th, 2006, 3:00 P.M.

BIDDER

CITY/STATE

TOTAL BID
AMOUNT

1.	Cactus Transport Inc	Tolleson, AZ	mc250 - 620.00 per ton SS1H - 246.00 per ton
2.			22 ton min. load inc 2 hrs. spread
3.			Additional hours billed at 145.00 per hour
4.	Ergon Asphalt	Chandler, AZ	mc250 - 685.00 per ton SS1H - 275.00 per ton
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



CONTRACT

THIS AGREEMENT made and entered into this _____ day of _____, 2006, by and between the **TOWN OF CAMP VERDE**, State of Arizona, acting by and through its Mayor and Common Council, party of the first part, hereinafter designated the **OWNER**, and, Cactus Transport, Inc., party of the second part, hereinafter designated the **CONTRACTOR**.

WITNESSETH: That the said Contractor, by these presents does covenant, contract and agree with the said Owner, for and in consideration for the payments made, as provided for in the Specification and in the Proposal, to the Contractor by the said Owner at his proper cost and expense to do all the work and furnish all materials, tools, labor, and all appliances and appurtenances called for by this agreement free from all claims, liens, and charges whatsoever, in the manner and under the conditions hereinafter specified, that are necessary for **SUPPLY AND DELIVERY OF LIQUID ASPHALT PRODUCTS IN THE TOWN OF CAMP VERDE, PROJECT NUMBER 06-020**. The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the Specifications and Plans. The drawings or prints and other information furnished by the Contractor in accordance with the Specifications, are made a part of this agreement. The said Specifications and Plans prepared by the Town Engineer, or his designated representative, are intended to be complimentary. Any work appearing in or upon the one and not mentioned in the others shall be executed according to the true intent and meaning of said Specifications and Plans, drawings or prints, the same as though the said work was contained and described in all. The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

The "Call for Bids", "Special Conditions", "Specifications", "Proposals", "Plans", and "Addenda" and any other attachment in the Town's official contract documents are hereby understood to be a part of this contract.

It is further covenanted and agreed that the work shall be executed under the direction and supervision of the Town Engineer or his properly authorized agents, on whose inspection all work shall be accepted or rejected. The said Engineer shall have full power to reject or condemn all materials furnished or work performed under this Contract, which do not conform to the terms and conditions herein expressed.

In the event said Engineer exercises his right to reject work and the deficiency is not corrected, a notice of noncompliance shall be issued to the contractor. Payment may be withheld because of defective work not remedied. All claims or disputes arising out of this Contract or the breach of it may be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

This Contract is subject to cancellation pursuant to A.R.S. §38-511.

In return for the performance of this Contract by the Contractor, the Town agrees to pay the amount **PER THE PROPOSAL (including all applicable taxes)** through a payment schedule

as described in the Contract documents and as may be modified and executed by change orders and by final quantities.

IN WITNESS WHEREOF, three (3) identical counterparts of this Contract, each of which shall for all purposes be deemed as original thereof, have been duly executed by the parties named, on the date and year first herein written.

Town of Camp Verde:

Contractor:

By: _____
Mayor

By: J. R. Doming
President/Owner

APPROVED AS TO FORM:

140347 AE
Contractors License No.
[Signature]
Secretary

Town Attorney

ATTEST:

The Mayor and Council approved this contract for execution at their regular session of _____.

Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Contractor on _____, 2006 by _____.

STAFF REPORT

Council Meeting of: April 19th, 2006

Title: Discussion, consideration, and possible award of bid for Project # 06-021 Supply or Supply & Delivery of Aggregate Base Course, 1 ½” Borrow, Washed Sand and 3/8” Chips and authorization to Execute the contract documents.

Budgeted item: Yes – HURF

Description of item: The Town goes out to bid on an annual basis for Supply or Supply & Delivery of Aggregate Base Course, 1 ½” Borrow, Washed Sand and 3/8” Chips and we had two companies submit a bid, Yavapai Apache Sand & Rock and Rinker Materials.

Staff Recommendation: Staff recommends awarding the annual bid to both companies Yavapai Apache Sand & Rock and Rinker Materials because this will allow the Town the option to purchase from either company at the lowest bid.

Comments: We would like to have this option to purchase ABC, 1 ½” Borrow, Washed Sand and 3/8” Chips from either company because it would give us the flexibility and timing to purchase the products at the lowest costs based on the bid amounts. See attached bid summary for their costs for each product.

Attachments: Yes, Bid summary

Prepared by: Marvin Buckel

Town of Camp Verde

Supply or Supply & Delivery of ABC, 1 1/2" Borrow, Washed Sand and 3/8" Chips

Tabulation of Bids Received Wednesday, April 5th, 2006, 3:00 P.M.

<u>BIDDER</u>	<u>CITY/STATE</u>	<u>TOTAL BID AMOUNT</u>
1. Yavapai Apache Sand & Rock	Camp Verde, AZ -	
2. Type I ABC		4 ⁵⁵ per ton
3. Borrow		4 ³⁵ per ton
4. Washed Sand		8 ⁹³ per ton
5. 3/8" Chips		9 ¹⁰ per ton
6. Delivery Cost		NA
7.		
8. Rinker Materials		
9. Type I ABC		4 ⁵¹ per ton
10. Borrow		4 ³³ per ton
11. Washed Sand		9 ²⁰ per ton
12. 3/8" Chips		9 ²⁰ per ton
13. Delivery Cost		5 ⁴² per ton
14.		
15.		



CONTRACT

THIS AGREEMENT made and entered into this 5 day of APRIL, 2006, by and between the **TOWN OF CAMP VERDE**, State of Arizona, acting by and through its Mayor and Common Council, party of the first part, hereinafter designated the **OWNER**, and YAVAPAI Apache, party of the second part, hereinafter designated the **CONTRACTOR**.
Sand & ROCK

WITNESSETH: That the said Contractor, by these presents does covenant, contract and agree with the said Owner, for and in consideration for the payments made, as provided for in the Specification and in the Proposal, to the Contractor by the said Owner, at his proper cost and expense to do all the work and furnish all materials, tools, labor, and all appliances and appurtenances called for by this agreement free from all claims, liens, and charges whatsoever, in the manner and under the conditions hereinafter specified, that are necessary for **SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND AND 3/8" CHIPS IN THE TOWN OF CAMP VERDE, PROJECT NUMBER 06-021.**

The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the Specifications and Plans. The drawings or prints and other information furnished by the Contractor in accordance with the Specifications, are made a part of this agreement. The said Specifications and Plans prepared by the Town Engineer, or his designated representative, are intended to be complimentary. Any work appearing in or upon the one and not mentioned in the others shall be executed according to the true intent and meaning of said Specifications and Plans, drawings or prints, the same as though the said work was contained and described in all. The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

The "Call for Bids", "Special Conditions", "Specifications", "Proposals", "Plans" and "Addenda" and any other attachment in the Town's official contract documents are hereby understood to be a part of this contract.

It is further covenanted and agreed that the work shall be executed under the direction and supervision of the Town Engineer or his properly authorized agents, on whose inspection all work shall be accepted or rejected. The said Engineer shall have full power to reject or condemn all materials furnished or work performed under this Contract, which do not conform to the terms and conditions herein expressed.

In the event said Engineer exercises his right to reject work and the deficiency is not corrected, a notice of noncompliance shall be issued to the contractor. Payment may be withheld because of defective work not remedied. All claims or disputes arising out of this Contract or the breach of it may be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

This Contract is subject to cancellation pursuant to A.R.S. §38-511.

In return for the performance of this Contract by the Contractor, the Town agrees to pay the amount **PER THE PROPOSAL (including all applicable taxes)** through a payment schedule as described in the Contract documents and as may be modified and executed by change orders and by final quantities.

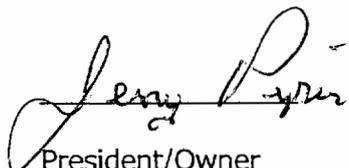
IN WITNESS WHEREOF, three (3) identical counterparts of this Contract, each of which shall for all purposes be deemed as original thereof, have been duly executed by the parties named, on the date and year below.

Town of Camp Verde:

Contractor:

By: _____

Mayor

By: 

President/Owner

APPROVED AS TO FORM:

Town Attorney

NA

Contractors License No.

Secretary

ATTEST:

The Mayor and Council approved this contract for execution at their regular session of _____.

Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Contractor on _____, 2006 by _____.



CONTRACT

THIS AGREEMENT made and entered into this 30 day of March, 2006, by and between the **TOWN OF CAMP VERDE**, State of Arizona, acting by and through its Mayor and Common Council, party of the first part, hereinafter designated the **OWNER**, and Rinker Matls., party of the second part, hereinafter designated the **CONTRACTOR**.

WITNESSETH: That the said Contractor, by these presents does covenant, contract and agree with the said Owner, for and in consideration for the payments made, as provided for in the Specification and in the Proposal, to the Contractor by the said Owner, at his proper cost and expense to do all the work and furnish all materials, tools, labor, and all appliances and appurtenances called for by this agreement free from all claims, liens, and charges whatsoever, in the manner and under the conditions hereinafter specified, that are necessary for **SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND AND 3/8" CHIPS IN THE TOWN OF CAMP VERDE, PROJECT NUMBER 06-021.** The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the Specifications and Plans. The drawings or prints and other information furnished by the Contractor in accordance with the Specifications, are made a part of this agreement. The said Specifications and Plans prepared by the Town Engineer, or his designated representative, are intended to be complimentary. Any work appearing in or upon the one and not mentioned in the others shall be executed according to the true intent and meaning of said Specifications and Plans, drawings or prints, the same as though the said work was contained and described in all. The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

The "Call for Bids", "Special Conditions", "Specifications", "Proposals", "Plans" and "Addenda" and any other attachment in the Town's official contract documents are hereby understood to be a part of this contract.

It is further covenanted and agreed that the work shall be executed under the direction and supervision of the Town Engineer or his properly authorized agents, on whose inspection all work shall be accepted or rejected. The said Engineer shall have full power to reject or condemn all materials furnished or work performed under this Contract, which do not conform to the terms and conditions herein expressed.

In the event said Engineer exercises his right to reject work and the deficiency is not corrected, a notice of noncompliance shall be issued to the contractor. Payment may be withheld because of defective work not remedied. All claims or disputes arising out of this Contract or the breach of it may be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

This Contract is subject to cancellation pursuant to A.R.S. §38-511.

In return for the performance of this Contract by the Contractor, the Town agrees to pay the amount **PER THE PROPOSAL (including all applicable taxes)** through a payment schedule as described in the Contract documents and as may be modified and executed by change orders and by final quantities.

IN WITNESS WHEREOF, three (3) identical counterparts of this Contract, each of which shall for all purposes be deemed as original thereof, have been duly executed by the parties named, on the date and year below.

Town of Camp Verde:

Contractor:

By: _____

By: Brian Dyer

Mayor

President/Owner

APPROVED AS TO FORM:

N/A
Contractors License No.

Town Attorney

Secretary

ATTEST:

The Mayor and Council approved this contract for execution at their regular session of _____.

Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Contractor

on _____, 2006 by _____.

STAFF REPORT

Council meeting of: April 19, 2006

Title: Discussion, consideration, and possible approval of an increase in the Town Manager's 05/06 travel budget line item 01-50-50-6010 in the amount of \$1000. This is an unbudgeted item from contingency.

Budgeted item: NO

Description of Item: The Town Manager's travel budget line item has had unanticipated costs associated with housing seminars/meetings and legal matters. As of 3/31/06 the travel line item is over budget by \$386.62. Please see attachment for list of current over budget amount and other anticipated expenses.

Staff Recommendation: Approve additional requested line item amount.

Comments: None

Attachments: Yes

Prepared by: Bill Lee

Town Manager Travel Line Item
01-50-50-6010

Over budget line item as of 3/31	\$386.62	
Legal Matters in Phoenix - 3 Nights Stay	\$366.24	
ASU Training - Newly Elected Official Seminar	\$125.00	
Subtotal		\$877.86

Run date: 04/03/2006 @ 16:02
 Bus date: 03/31/2006

TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select.: AXX XX-XX XXXX
 GLREAB4.L02 Page 8

01 50-50 TOWN MANAGER/ADMINISTRATION

Description	Fiscal year thru period ending 03/31/2006					
	Month to date	Year to date	Ytd encumbrnce	Annual budget	Annual var	% used
6000 SALARIES	12,847.44	120,284.58	.00	151,998.00	31,713.42	79.1%
6002 HEALTH INSURANCE	836.52	13,057.32	.00	16,938.00	3,880.68	77.1%
6003 DENTAL INSURANCE	35.19	598.23	.00	921.00	322.77	65.0%
6009 TRAINING	.00	2,107.41	.00	2,500.00	392.59	84.3%
6010 TRAVEL	.00	1,636.62	.00	1,250.00	(386.62)	130.9%
6011 SUBSCRIPTIONS/MEMBERSHIPS	.00	266.00	.00	800.00	534.00	33.3%
6020 FUEL/OIL/LUBE	84.89	442.09	.00	1,000.00	557.91	44.2%
6021 REPAIR/MAINTENANCE AUTO	.00	757.91	.00	2,000.00	1,242.09	37.9%
6031 OFFICE EQUIPMENT/MAINTENANCE	.00	145.53	.00	1,000.00	854.47	14.6%
6040 OFFICE SUPPLIES	669.09	2,389.86	.00	3,000.00	610.14	79.7%
6041 PRINTING	.00	98.61	.00	600.00	501.39	16.4%
6042 BOOKS/TAPES/PUBLICATIONS	.00	96.65	.00	200.00	103.35	48.3%
6201 COMPUTER SERVICES/SOFTWARE	.00	.00	.00	500.00	500.00	.0%
6204 COMPUTER EQUIPMENT	.00	1,766.48	.00	4,500.00	2,733.52	39.3%
7011 UNEMPLOYMENT INSURANCE	.00	105.00	.00	218.00	113.00	48.2%
7012 WORKMAN'S COMPENSATION	.00	366.82	.00	426.00	59.18	86.1%
7013 MEDICARE	186.18	1,742.78	.00	2,204.00	461.22	79.1%
7014 FICA	796.03	7,451.82	.00	9,424.00	1,972.18	79.1%
7015 RETIREMENT	950.69	8,900.90	.00	11,248.00	2,347.10	79.1%
7030 PUBLIC RELATIONS	.00	202.15	.00	500.00	297.85	40.4%
Total EXPENDITURE	16,406.03	162,416.76	.00	211,227.00	48,810.24	76.9%

**COUNCIL
AGENDA ITEM REPORT**

Council meeting of: April 19, 2006 – Regular Session

Title: Discussion, consideration, and possible appointment of a replacement to serve on the Library Design Committee.

Budgeted item: N/A

Description of Item: I was assigned to the Library Design Committee shortly after my election. I am requesting that I be relieved of this commitment and that another Council Member be appointed to serve.

Council Member's Recommendation: Council may wish to consider appointing Council Member Parry to the committee.

Comments: At the time of my appointment, the design and location for the new library had been selected. After serving on the committee for a year, I have come to realize that I do not have much to contribute to the committee's efforts. Perhaps someone with more experience in the building trades and/or fund raising would be better suited to serve on this committee.

Attachments: No

Prepared by: D. Barber for Councilor Hauser

**COUNCIL
AGENDA ITEM REPORT**

Council meeting of: April 19, 2006

Title: Review, discussion, consideration and possible adoption of changes to Council appointed position evaluation guideline verbiage, evaluation time frame and retroactive merit raise if review date is changed.

Budgeted item: N/A

Description of Item: The attached evaluations, their guidelines, time of year that the evaluations are completed and adjustment for a possible delay of a merit raise may need to be reconsidered.

Council Member's Recommendation: Recommend review of Council appointed positions be the 1st meeting in February.

Comments: Let us review this item while it is fresh in our minds and we are not under pressure from an upcoming evaluation.

Attachments: Yes

Prepared by: Councilmember Ron Smith

approved by Council 10-6-01

Performance Evaluation Procedures

A. Purpose

Sets the procedures regarding the performance evaluation process of Council appointed staff and regular staff employees.

B. Procedures

1. General Guidelines:

- a. The Human Resources Department (Finance) will notify Department Heads of employee anniversary dates and provide evaluation forms.

2. Classified employees

Classified Service

- a. Classified service includes all employees whose positions have been approved and budgeted by Town Council in the line item "Salaries" and have not been included in the unclassified service.
- b. Tenure of employees in classified service is subject to satisfactory work performance, necessity for the position, the availability of funds, or other appropriate reason.

3. Guidelines specific to Council appointed staff:

- a. All evaluations are the same as above except performed by Council and as outlined below:
 - i. Performance review dates are hereby set on an annual basis to be completed by the last day of September. Merit increases, if appropriate, will be given at this time.
 - ii. The Finance/Personnel Director will provide the Mayor and Council with a copy of the Council-appointed position evaluation form(s) by September 1 of each year. The Finance/Personnel Director will also provide forms to Key Work Partners. Some Key Work Partner(s) may receive blank copies of the form to ensure anonymity.

E-SESSION?

When

What is a timely
MANNER

- iii. The Mayor, individual Council Members, and chosen Department Heads will complete the evaluation forms in a timely manner and submit them in a sealed envelope to the Town Manager's Assistant.
- iv. The Assistant will provide the sealed copies to the Mayor, who will then call a meeting of Council to review the evaluations.
- v. Copies of the evaluation forms will be provided to Council at least ten (10) working days prior to an Executive Session for review of the evaluations. The Mayor will then prepare a *Summary* of the evaluation to present to the Council-appointed employee. This summary (not the individual review forms) becomes a permanent part of the employee's performance record.
- vi. Council will then meet with the individual in a duly convened meeting to discuss his or her performance. A copy of the Evaluation Summary and individual evaluation forms will be provided to the individual at least three (3) working days prior to the meeting for review of the evaluation.

Individual Reviews
Are They kept by
FINANCE?

Keyword Patterns
Summaries ARE
not provided to
the individual to
ensure anonymity

List of Council's Annual Consideration of Items

January

Fee Adoption
Campaign Finance Reports

February

March

Budget
Primary Election

April

Budget

May

Budget
General Election

June (1st mtg)

Appoint Vice Mayor (1st mtg)
New Member Oath of Office (1st mtg)
Council Assignments (1st mtg)
New Councilmember – Introduction, information exchanged, ASU/League –training
Summer Vacations
League Resolutions

July –

Annual IGA's - YAN, Emergency Mgmt, Prosecution (bi-annual), Magistrate (bi-annual)

Summer Vacations
League Resolutions

August

League Conference (occasionally)
Summer Vacations

September

League Conference
Council Appointed Reviews
Commission Members Appointed

October

Fort Verde Days

November

1 Regular Session and Council Hears P & Z Meeting is combined (one less meeting in the month)
Holidays

December

1 Regular Session and Council Hears P & Z Meeting is combined (one less meeting in the month)
Holidays

By Sept 4 - Finance Dir. Provides Mayor & Council Key Work Plans } with Evaluations

Completed Evaluation Forms Submitted in a timely manner to the Town Manager's Assistant

Assistant Provides Sealed Copies to Mayor
Copies of Eval - Given to Council
to working days. BY E-session
Does not Distinguish

10 days

E-session scheduled?

3 days

Evaluation Forms Provided to the Individual 3 days prior to evaluation

Last Working day of September Performance Review / Meet Increase (if Approp)

minutes of Council Appointed 1 min...

CITY OF NEW BRIGHTON, MINNESOTA

Evaluation of Chief Executive Officer

Explanations and Directions

Performance Evaluation as Team Building

Evaluation as Team Building

If an evaluation is to be, in the truest sense, a means of team building, certain conditions must prevail. The two processes must be compatible and interrelated in the following ways:

1. Evaluation is basically a means, not an end in itself.
2. The trust level between the evaluatee and evaluators must be high.
3. The roles each are to fulfill must be clearly indicated and accepted.
4. Responsibilities are matched with pre-determined standards of performance.

Definition of Roles

- A. City Council
 1. Conduct annual assessments of performance of the Chief Executive Officer (CEO).
 2. Respect the prerogatives of the CEO insofar as operation management function of the organization is concerned and the policy function of the Council.
 3. Make assessments in general terms except in instances where specific improvements are needed or when explicit commendations are due.
- B. Chief Executive Officer
 1. Accepts the prospects of annual evaluation.
 2. Understands the scope and thrust of the evaluations.
 3. Expects the evaluations to adhere to the established procedures for evaluating the performance of the CEO.

Pre-determined Performance Standards

A performance standard is defined as a condition that will exist when a responsibility or function is successfully performed. It is essential that a performance standard be established, at the outset, for each of the eight major areas of responsibility of the CEO. This is necessary in order to use the rating scale effectively.

Major Areas of Responsibility

It should be reiterated that in determining the appropriate level of expectations, actual performance must be measured in relation to the indicated standard of performance. Eight major areas of responsibility as the basis upon which assessment are to be made. Descriptors as provided under each to clarify the meaning and content of the area. However, the evaluation is made of the major area.

Rating Symbols

Rating symbols are used to make assessments; and these symbols fall into three main categories:

E = Exceeds Expectations (performance has been above reasonable expectations)

M = Meets Expectations (performance has attained a level of reasonable expectations)

B = Below Expectations (performance has been below reasonable expectations)

To allow for further refinement of these assessments, each of the three categories can be indicated with a (+) or (-) symbol. This allows for a continuum of nine rating categories from B- which indicates the lowest rating to E+ which indicates truly exemplary performance.

As indicated earlier, without more precise definition of the term "expectations", it is possible that ambiguity will result in the use of the term. In order to help avoid this possibility, the concept of performance standards is used.

It will be noted that in connection with each area, a performance standard is stated, including the condition that have to be met in order to decide the extent to which the "expectations" have been met.

EIGHT MAJOR AREAS OF RESPONSIBILITY

- I. Organizational Management
- II. Fiscal/Business Management
- III. Program Development and Follow-Through
- IV. Relationship with the Mayor/Council
- V. Long Range Planning
- VI. Relationship with Public/Public Relations
- VII. Intergovernmental Relations
- VIII. Professional/Personal Development

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
____ E+	I. Organizational Management	Organizational Management will be considered effective when a majority of the conditions have been successfully fulfilled.
____ E		
____ E-	<i>Plans and organizes the work that goes into providing services established by past and current decisions of the Council.</i>	a. <i>Well qualified, promising persons are recruited and employed.</i>
____ M+		
____ M	<i>Plans and organizes work that carries out policies adopted by the Council and developed by Staff.</i>	b. <i>Employees are appropriately placed contributing to a high retention rate.</i>
____ M-		
____ B+	<i>Plans and organizes responses to public requests and complaints or areas of concern brought to the attention of the Staff by Council and Staff.</i>	c. <i>Supervisory techniques motivate high performance.</i>
____ B		
____ B-	<i>Evaluation and keeping up with current technology.</i>	d. <i>Complaints to Council are not common.</i>
	<i>Selecting, leading, directing, and developing staff members.</i>	e. <i>The organization is aware of new trends in technology.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
____ E+	II. Fiscal/ Business Management	Fiscal/Business Management will be considered effective when a majority of the conditions have been successfully fulfilled.
____ E		
____ E-	<i>Plans and organizes the preparation of an annual budget with documentation etc. that conforms to guidelines adopted by the Council.</i>	a. <i>Budget preparation and management are thorough and effective.</i>
____ M+		
____ M		
____ M-	<i>Plans, organizes, and administers the adopted budget with approved revenues and expenditures.</i>	b. <i>Cost-effective measures are persistently pursued.</i>
____ B+		
____ B	<i>Plans, organizes and supervises most economic utilization of manpower/ materials/machinery.</i>	c. <i>Financial reporting is timely and readily understandable.</i>
____ B-	<i>Plans and organizes a system of reports for Council that provide most up-to-date data available concerning expenditures and revenue.</i>	d. <i>Physical facilities management is efficient.</i>
	<i>Plans and organizes maintenance City-owned facilities, buildings and/or equipment.</i>	

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
<u> </u> E+	III. Program Development and Follow Through.	Program planning techniques and procedures will be considered effective when a majority of the conditions have been successfully fulfilled.
<u> </u> E		
<u> </u> E-	<i>Plans and organizes on-going programs and services to City government.</i>	a. <i>Ongoing programs and services are fully responsive to the City's needs.</i>
<u> </u> M+		
<u> </u> M	<i>Plans and organizes work involved by Council and Staff and the reporting of the results of analysis.</i>	b. <i>Monitoring procedures are in place and functioning well.</i>
<u> </u> M-		
<u> </u> B+	<i>Maintains knowledge of current and innovative trends in the area of services being provided by local government, and incorporates that knowledge in program suggestions and research.</i>	c. <i>Measurable outcomes (to the extent possible) are used to determine success in programs planning.</i>
<u> </u> B		
<u> </u> B-	<i>Plans and organizes work assigned by the Council so that it is completed with dispatch and efficiency.</i>	d. <i>The CEO can be depended upon to follow through.</i>
	<i>Plans, organizes and supervises implementation of programs adopted or approved by the Council.</i>	e. <i>Makes most effective use of available Staff talent.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
<u> </u> E+	IV. Relationship with Mayor and Council.	Relations with the Mayor/Council will be considered effective when a majority of the conditions have been successfully fulfilled.
<u> </u> E		
<u> </u> E-	<i>Maintains effective communication both verbal and written, with Council.</i>	a. <i>Materials, reports, presentations and recommendations are clearly and convincingly made.</i>
<u> </u> M+		
<u> </u> M	<i>Maintains availability to Council, either personally or through designated subordinates.</i>	b. <i>Communications are made in a timely, forthright, and open manner.</i>
<u> </u> M-		
<u> </u> B+	<i>Establishes and maintains a system of reporting to Council current plans and activities of the Staff.</i>	c. <i>Responses to requests are made promptly and completely.</i>
<u> </u> B		
<u> </u> B-	<i>Plans and organize materials for presentations to the Council, either verbally or written, in the most concise, clear, and comprehensive manner possible.</i>	d. <i>Recommendations appear to be thoroughly researched.</i>
		e. <i>Adequate information is provided to Council to make decisions.</i>
		f. <i>A system is in place to report to Council current plans, activities, events of the City.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
<u> </u> E+	V. Long Range Planning	Strategic planning will be considered effective when a majority of the conditions have been successfully fulfilled.
<u> </u> E		
<u> </u> E-	<i>Maintains a knowledge of new technologies, systems, methods, etc. in relation to City services.</i>	a. <i>A well-constructed long-range (strategic) plan is currently in operation.</i>
<u> </u> M+		
<u> </u> M	<i>Keeps Council advised of new and impending legislation and developments in the area of public policy.</i>	b. <i>Annual operational plans are carried out by Staff members.</i>
<u> </u> M-		
<u> </u> B	<i>Plans and organizes a process of program planning in anticipation of future needs and problems.</i>	c. <i>An on-going monitoring process is in operation to attain <u>quality assurance</u> in program and project implementation.</i>
<u> </u> B+		
<u> </u> B-	<i>Establishes and maintains an awareness of developments occurring within other cities or other jurisdictions that may have an impact on City activities.</i>	d. <i>Program evaluation and personnel evaluation are inter-related with the strategic planning process.</i>
	<i>Plans, organizes and maintains a process for establishing community goals to be approved or adopted by Council and monitoring and status reporting.</i>	e. <i>Legislative knowledge is current and complete.</i>

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
____E+	VI. Relationship with Public/Public Relations.	Communication services will be considered effective when a majority of the conditions have been successfully fulfilled.
____E		
____E-	<i>Plans, organizes and maintains training of employees in contact with the public, either by phone or in person.</i>	a. <i>Contacts with the media are timely and credible.</i>
____M+		
____M		
____M-	<i>Ensures that an attitude and feeling of helpfulness, courtesy, and sensitivity to public perception exists in employees coming in contact with the public.</i>	b. <i>Publications are varied and consistently well-received by the citizens.</i>
____B+		c. <i>Feedback from the public and the community leadership is positive.</i>
____B	<i>Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.</i>	d. <i>City has good image with comparable organizations.</i>
____B-	<i>Establishes and maintains a liaison with private non-governmental agencies, organizations and groups involved in areas of concern that relate to services or activities of the City.</i>	

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___E+	VII. Intergovernmental Relations	Intergovernmental relations will be considered effective when a majority of the conditions have been successfully fulfilled.
___E		
___E-	<i>Maintains awareness of developments and plans in other jurisdictions that may relate to or affect City government.</i>	a. <i>Sufficient activity with municipal and professional organizations.</i>
___M+		b. <i>Regarded as leader by municipal officials.</i>
___M	<i>Establishes and maintains a liaison with other governmental jurisdictions in those areas of service that improve or enhance the the City's programs.</i>	c. <i>Provides examples of good ideas from other jurisdictions.</i>
___M-		d. <i>Positive relationship with surrounding cities.</i>
___B+		e. <i>Good cooperation with County and State agencies.</i>
___B	<i>Maintains communications with governmental jurisdictions with which the City is involved or interfaces.</i>	
___B-		

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

<u>RATING</u>	<u>RESPONSIBILITY</u>	<u>PERFORMANCE STANDARD</u>
___E+	VIII. Professional/Personal Development.	Professional and personal competencies will be considered effective when a majority of the conditions have been successfully fulfilled.
___E		
___E-	<i>Maintains awareness and value of broadening professional and personal development.</i>	a. <i>Management techniques show evidences of innovation, imagination, and decisiveness.</i>
___M+		
___M	<i>Demonstrates imaginative leadership initiatives.</i>	b. <i>Synergetic techniques are fostered.</i>
___M-		
___B+	<i>Ability to build cohesiveness in Staff.</i>	c. <i>Verbal communication is commendable.</i>
___B		
___B-	<i>Decisiveness in leadership performance.</i>	
	<i>Effectiveness in the verbal Communications.</i>	

Comments: Observations of Evaluators: (use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvements: (Specific area(s) that need strengthening)

Commendations: (Area(s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Confidential
City Manager Performance Evaluation
City Of Garden City, Kansas

Rate from 1-10, 10 being excellent

<u>Responsibility or Characteristic</u>	<u>Circle Rating</u>
---	----------------------

General Administration

Manpower Development: Does he/she appoint and train effective subordinates? Is he/she able to recruit and retain quality employees?	1 2 3 4 5 6 7 8 9 10
--	----------------------

Leadership: Does he/she motivate others to maximum performance? Is he/she respected as demanding but fair? Does he/she get enthusiastic response to his/her new ideas and needed reorganizations?	1 2 3 4 5 6 7 8 9 10
--	----------------------

Supervision: Does he/she adequately supervise and direct the activities of the Department Heads and staff? Is he/she able to control the operational activities of the City through others? Is he/she available to his/her employees for guidance and counseling? Does he effectively develop Department Heads and staff people?	1 2 3 4 5 6 7 8 9 10
---	----------------------

Job Organization: Does he/she delegate responsibility effectively? Does he/she use his/her time productively? Does he/she program activities in an orderly and systematic way?	1 2 3 4 5 6 7 8 9 10
---	----------------------

Execution of Policy: Does he/she understand and comply with the overall policies, laws and philosophy of the City? Do his/her efforts lead towards successful accomplishment of goals? Does he/she measure results against goals and take corrective action?	1 2 3 4 5 6 7 8 9 10
---	----------------------

Planning: Does the Manager translate policies and objectives into specific and effective programs? Does the Manager independently recognize problems, develop relative facts, formulate alternate solutions and decide on appropriate recommendations.	1 2 3 4 5 6 7 8 9 10
---	----------------------

Budget: Is the budget developed in a systematic and effective manner? Is the budget proposal for the Manager normally reasonable and appropriate? Does he/she carry out the budget satisfactorily and control expenses within the levels set in the budget?	1 2 3 4 5 6 7 8 9 10
--	----------------------

Communication: Does he/she keep appropriate people informed? Does he/she present his/her thoughts in an orderly and understanding manner? Is he/she able to be persuasive? 1 2 3 4 5 6 7 8 9 10

Reporting: Does he/she submit accurate and complete staff reports on schedule? Do the reports adequately convey information on the City? 1 2 3 4 5 6 7 8 9 10

Commission Communication: Does the Manager provide the Commission with adequate information to make decisions? 1 2 3 4 5 6 7 8 9 10

Written Communication: How effective are the Manager's letters, memoranda and other forms of written information? 1 2 3 4 5 6 7 8 9 10

Response to Commission: Does the Manager respond in a positive way to suggestions and guidance from the Commission? Is the Manager attuned to the Commissions attitudes, feelings and needs? 1 2 3 4 5 6 7 8 9 10

Productivity: Can the Manager be depended on for sustained productive work? Does the Manager readily assume responsibility? Does the Manager meet time estimates within his/her control? 1 2 3 4 5 6 7 8 9 10

Stress Management: Is the Manager able to resolve problems under strain and unpleasant conditions? How well does the Manager tolerate conditions of uncertainty? Does the Manager respond well to stressful situations and adequately deal with the stress inherent to the position? 1 2 3 4 5 6 7 8 9 10

External Relationships

Community Relations: Is the Manager skillful in his/her dealing with the News media? Does he/she properly avoid politics and partisanship? Does he/she show an honest interest in the community? Does he/she properly convey the policies and programs of the City? 1 2 3 4 5 6 7 8 9 10

Community Reputation: What is the general attitude of the community to the Manager? Is he/she regarded as person of high integrity and ability? Is his/her public credibility an asset or liability to the City? 1 2 3 4 5 6 7 8 9 10

Professional Reputation: How does the Manager stand among his/her colleagues? Does he/she deal effectively with other public managers? Is he/she respected by professional and staff representatives of other cities and counties? Does he/she attend and participate in seminars and conferences for professional development? 1 2 3 4 5 6 7 8 9 10

Intergovernmental Relations: Does the Manager work effectively with federal, state, and other local government representatives? Is the relationship with other local government officials beneficial to the City? Is he/she able to facilitate cooperative efforts among various local agencies and the City? 1 2 3 4 5 6 7 8 9 10

Personal Characteristics

Imagination: Does he/she show originality in approaching problems? Does he/she create effective solutions? Is he/she able to visualize the implications of various alternatives? 1 2 3 4 5 6 7 8 9 10

Objectivity: Is he/she unemotional and unbiased? Does he/she take a rational and impersonal viewpoint based on facts and qualified opinions? Is he/she able to divide his/her personal feelings from those which would most effectively convey the City's interest? **1 2 3 4 5 6 7 8 9 10**

Drive: Is the Manager energetic and willing to spend the time necessary to do a good job? Does he/she have good initiative and is he/she a self-starter? Does he/she have good mental and physical stamina? **1 2 3 4 5 6 7 8 9 10**

Judgment and Decisiveness: Is he/she able to reach quality decisions in a timely fashion? Are his/her decisions generally good? Does he/she exercise good judgment in making decisions and in his/her general conduct? **1 2 3 4 5 6 7 8 9 10**

Attitudes: Is he/she enthusiastic? Cooperative? Willing to adapt? Does he/she have an enthusiastic attitude toward the City, both professional and personally? **1 2 3 4 5 6 7 8 9 10**

Integrity: Does the Manager fulfill his/her responsibilities and duties in accordance with the ICMA Code of Ethics? Is he/she honest and forthright in his/her professional capacities? Does he/she have a reputation in the community for honesty and integrity? **1 2 3 4 5 6 7 8 9 10**

Self-Assurance: Is the Manager self-assured of his/her abilities? Is he/she able to be honest with himself /herself and take constructive criticism? Does he/she take responsibility for mistakes which are his/her? Is he/she confident enough to make decisions and take actions as may be required without undue supervision from the Commission? **1 2 3 4 5 6 7 8 9 10**

Composite Performance Rating

General Administration _____

External Relationships _____

Personal Characteristics _____

STRONG POINTS

WEAK POINTS

SUGGESTIONS AND SPECIFIC DIRECTION

GENERAL COMMENTS/DIRECTION FOR IMPROVEMENT

Pearland, TX

City Manager Evaluation Checklist

This form may be used by each member of the city council to evaluate the city manager's performance in fulfilling each of the roles which he/she plays in the city's government. The city manager is graded 1-4, with the following scale: 1 is poor; 2 is fair; 3 is good; 4 is excellent. Each member of the council should sign the form and forward it to the mayor who will be responsible for compiling the comments. The forms and accompanying summary should then be presented to the city manager for his/her permanent file.

1. Personal

- Invests sufficient efforts toward being diligent and thorough in the discharge of duties.
- Composure, appearance, and attitude fitting for an individual in his/her executive position.

2. Professional Skills and Status

- Knowledgeable of current developments affecting the management field.
- Respected in management profession.
- Has a capacity for innovation.
- Anticipates problems and develops effective approaches for solving them.
- Willing to try new ideas proposed by council members or staff.

3. Relations with Council

- Carries out directives of the council as a whole rather than those of any one council member.
- Assists the council in resolving problems at the administrative level to avoid unnecessary council action.
- Assists the council in establishing policy while acknowledging the ultimate authority of the council.
- Responds to requests for information or assistance by the council.
- Informs the council of administrative developments.
- Receptive to constructive criticism and advice.

4. Policy Execution

- Implements council action in accordance with the intent of the council.
- Supports the actions of the city council after a decision has been reached.
- Enforces city policies.
- Understands city's laws and ordinances.
- Reviews enforcement procedures periodically to improve effectiveness.
- Offers workable alternatives to the council for changes in the law when an ordinance or policy proves

impractical in actual administration.

5. Reporting

- Provides the council with reports concerning matters of importance to the city.
- Reports are accurate and comprehensive.
- Reports are generally produced through own initiative rather than when requested by the council.
- Prepares a sound agenda which prevents trivial, administrative matters from being reviewed by the council.

6. Citizen Relations

- Accommodates complaints from citizens.
- Dedicated to the community and to its citizens.
- Skillful with the news media--avoiding political positions and partisanship.
- Has the capacity to listen to others and to recognize their interest --work well with others.
- Willing to meet with members of the community and discuss their real concerns.
- Cooperates with neighboring communities.
- Cooperates with the county, state and federal governments.
- Cooperates with the governmental units within the city such as the park board or school board.

7. Staffing

- Recruits and retains competent personnel for city positions.
- Aware of weak or inefficient administrative personnel and works to improve their performance.
- Committed to the council's affirmative action policy.
- Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- Impartially administers the merit system.

8. Supervision

- Encourages department heads to make decisions within their own jurisdictions without city-manager approval, yet maintains general control of administrative operations.
- Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the manager office.

___ Evaluates personnel periodically and points out staff weaknesses and strengths.

9. Fiscal Management

___ Prepares a balanced budget to provide services at a level intended by the council.

___ Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.

___ Prepared budget is in an intelligible format.

10. What have been the finest accomplishments of the city manager this past year?

11. What areas need the most improvement? Why? What constructive, positive ideas can you offer the city manager to improve these areas?

Signature

Date

CITY OF ALBANY

MANAGEMENT PERFORMANCE AND DEVELOPMENT EVALUATION

FOR THE CITY MANAGER

PURPOSE

In order to establish and maintain effective City Council and City Manager relations, it is essential that the Council establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the Manager. This evaluation should focus on how effectively the Manager is accomplishing the goals established by the Council and how s/he is carrying out her/his responsibilities in key performance areas.

Specifically, the evaluation should serve the following needs:

- (1) Allow the City Manager and the Council to test, identify, and refine their respective roles, relationships, expectations of responsibilities to each other.
- (2) Allow discussion of the City Manager's strengths and weaknesses as demonstrated by past performance with the objective of increasing the Manager's effectiveness; that is, give the Council the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the Manager could become more effective through improved performance.

PROCESS

- (1) One month before the evaluation is scheduled, the City Manager completes the City Manager's Self-Evaluation Form.
- (2) Two weeks before the evaluation is scheduled, the Mayor will provide each Councilor with a copy of the evaluation form and the completed City Manager Self-Evaluation Form.
- (3) Each Councilor and the Mayor completes an evaluation form, signs it, and returns one copy to the Mayor
- (4) The Mayor tabulates the results of the evaluation forms.
- (5) The composite evaluation of the Mayor and City Council, along with the City Manager's Self-Evaluation Form, are distributed by the Mayor to the Council prior to the executive session evaluation meeting. A copy of the composite evaluation is provided by the Mayor to the City Manager prior to the evaluation meeting.
- (6) The Mayor and Council meet with the City Manager in executive session to jointly review the evaluation.
- (7) The operating ground rules shall be established by the Mayor and Council for the executive session including, but not limited to, such considerations as location, time, or time considerations for any particular subject matter.
- (8) The evaluation process shall occur in December of each year, except that the Council may require an additional evaluation at any time during the year.
- (9) Following the evaluation, the City Manager shall present to the Mayor any requests regarding changes to the Employment Agreement including salary adjustments with the Council-authorized "Executive Salary Schedule."

- (10) In executive session, the Mayor shall present to the City Council the City Manager's Employment Agreement adjustment requests. At the executive session, the Mayor shall also solicit additional adjustment suggestions from the Council. At any point during the executive session, the Council may choose to excuse the City Manager from deliberations regarding these items. Following the reaching of a majority consensus on any adjustments, the Council shall inform the Manager of its pending decision in executive session and then reconvene in open session to ratify the changes.

INSTRUCTIONS

Attached is the evaluation form for the City Manager. It encompasses three primary areas: (1) evaluation of key performance areas; (2) goal accomplishments as well as establishing future goals; and (3) general strengths and areas for improvement.

The rating system for key performance areas has been established for an "exceeds standards," "meets standards," or "fails to meet standards" determination by the evaluator.

A space has been provided for each performance area to include your comments. Each person preparing the form is encouraged to select specific examples of why a particular rating has been chosen. The comments included should give the City Manager enough information to correct problem areas and allow her/him to place specific items on her/his work plan for the following year.

Upon completion of the form, please return it to the Mayor for tabulation.

**CITY MANAGER
SELF-EVALUATION FORM**

The response to the questions on this form should be completed and provided to the City Council two weeks before their evaluations of the Manager are due. Additional pages may be added as needed. Your comments on these self-evaluation questions will be attached to the performance evaluation.

1. What progress have you made in accomplishing your goals and/or work assignments since your last evaluation?

2. What other job-related accomplishments have you had that were not part of the goals set at your last evaluation?

3. What obstacles or setbacks did you encounter during the year?

4. What do you see as your major goals for this next evaluation period?

5. What can the Council do to help you accomplish these goals?

6. What suggestions do you have for improving the effectiveness between you and the Council?

7. Do you have specific training needs which the Council can facilitate, and how will these needs help you in meeting your goals?

8. Are there any other issues or comments you wish to share?

City Manager's Signature _____ DATE: _____

CITY OF ALBANY

CITY MANAGER PERFORMANCE EVALUATION FORM
(If additional pages are needed for comments, please attach them.)

1. *Communication with Council, including effective written and oral presentation and openness to Mayor and Council feedback or direction.*
___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

2. *Implementation of Council policy and assists Council in the development of annual and long-range goals.*
___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

3. *Staff support for Council; anticipates and provides reports and recommendations as required by the Council.*
___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

4. *Staff relations; demonstrates leadership and promotes professional staff performance.*
___ Exceeds Standards
___ Meets Standards

___ Fails to Meet Standards

5. *Financial planning and administration; prepares and administers annual budget, which maintains a multiyear vision.*

___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

6. *Personal and professional development; strives to maintain current knowledge and skill levels.*

___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

7. *Effective delivery of City services and community relations.*

___ Exceeds Standards
___ Meets Standards
___ Fails to Meet Standards

8. *Intergovernmental relationships at the state and local levels.*

___ Exceeds Standards
___ Meets Standards

___ Fails to Meet Standards

9. Overall evaluation of City Manager's performance.

___ Satisfactory
___ Unsatisfactory

10. Accomplishments: Has the City Manager accomplished or worked toward accomplishing the goals established by the Council? Why or why not?

11. Strengths: Based upon your overall evaluation of the City Manager, what areas would you list as her/his strong points as a manager?

12. Improvements suggested: Based upon your evaluation, what areas would you suggest the City Manager work on to improve her/his skills and to be more effective in specific areas or situations?

13. Goals for next year: What are the major goals on which the City Manager needs to focus in the coming year?

Evaluator's Signature Date

GENERAL PURPOSE: Performs high level administrative, technical, and professional work in directing and supervising the administration of city government.

SUPERVISION RECEIVED: Works under the broad policy guidance of the City Council.

SUPERVISION EXERCISED: Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, leads, and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups, and the general public.
4. Communicates adopted plans, policies, and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
6. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Issues written and oral instructions; assigns duties and examines work for exactness, professional presentation, and conformance to policies and procedures.
8. Facilitates positive, professional attitude among workers and resolves grievances.
9. Performs or assists subordinates in performing duties; adjusts errors and complaints.
10. Prepares a variety of studies, reports, and related information for decision-making purposes.
11. Appoints and removes all department heads, officers, and employees of the City, except the Judge and members of the Council.
12. Attends all meetings of the City Council at which attendance may be required by the Council.
13. Ensures that all laws and ordinances are executed.
14. Prepares and submits a preliminary annual city budget. Administers the adopted budget of the City.
15. Advises the City Council and Budget Committee of financial conditions and current and future city needs.

16. Operates a motor vehicle safely and legally.
17. Maintains regular job attendance and adherence to working hours.

PERIPHERAL DUTIES:

1. Recommends for adoption by the City Council such measures as Manager may deem necessary or expedient.
2. Prepares and submits to the City Council such reports as may be required by the Council or deemed advisable by the Manager.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Master's degree in public administration, political science, business management, or a closely related field and five years of experience as a municipal administrator or manager of a public agency or department with related duties; or an equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

1. Considerable knowledge of modern policies and practices of public administration. Working knowledge of municipal finance, human resources, public works, public safety, and community development.
2. Skill in: preparing and administering municipal budgets; planning, directing, and administering municipal programs; and operation of listed tools and equipment used.
3. Ability to: prepare and analyze comprehensive reports; carry out assigned projects to their completion; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, city officials, and the public; and efficiently and effectively administer a municipal government

SPECIAL REQUIREMENTS:

1. Possession of or ability to obtain a valid Oregon driver's license.
2. Must be able to speak, read, and write English language fluently.
3. Qualification standards include a requirement that the individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

TOOLS AND EQUIPMENT USED: Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator; telephone; copy and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:

Mayor: _____

George Barry, Human Resources Manager

Effective Date: November 1, 1995

Revision History: November 7, 1978

City of Aiken, South Carolina

Rating Scale, Rating 1 – 5
1=Very Dissatisfied, 5=Very Satisfied
1-2-3-4-5

Overall
Impressions

1. In general, how well do the services of the City seem to be operating?
Rating: _____

Comments: _____

2. Is the City's image the image that you expect? Is the City perceived as positive, progressive, and efficient?

Rating: _____

Comments: _____

3. Are the City's customers satisfied with City services?
Rating: _____

Comments: _____

4. Has the City been effectively marketed over the past 12 months?
Rating: _____

Comments: _____

5. Have the difficult issues facing the City been addressed?
Rating: _____

Comments: _____

6. Has the City faced unnecessary controversy?
Rating: _____

Comments: _____

7. Has the controversy been productive? Has the City benefited with clear policies? Have questions been resolved?
Rating: _____

Comments: _____

City of Aiken, South Carolina

The City Council

1. Has City Council been kept adequately informed about current issues? Are you comfortable with the amount of information you receive?

Rating: _____

Comments: _____

2. Has the City Manager provided equal information to all members of City Council?

Rating: _____

Comments: _____

3. Is the City Manager helping City Council to address the City's future? Is the City developing adequate plans to meet future needs?

Rating: _____

Comments: _____

4. Is the City Manager responsive to your calls? Does the Manager provide adequate, timely information, and provide follow-up to your requests?

Rating: _____

Comments: _____

The City Team

1. Is the City Manager providing the necessary leadership to the City's staff and volunteers?

Rating: _____

Comments: _____

2. Has the City staff operated well as a team?

Rating: _____

Comments: _____

3. Is the City Manager sharing credit with volunteers, employees, and City Council?

Rating: _____

Comments: _____

4. Are City operations innovative? Have the Departments anticipated problems, and prepared solutions?

Rating: _____

Comments: _____

City of Aiken, South Carolina

Departmental
Operations

Finance Department

1. Is the Department perceived as efficient? Rating: _____
2. Do services seem to be effective, and meeting community needs?
Rating: _____
3. Is the Department innovative, and does it anticipate problems?
Rating: _____

Comments: _____

Legal Services

1. Does the City Attorney meet your needs as a Corporate Counsel? Is the Attorney knowledgeable about City issues and about legal trends that may impact the City?
Rating: _____
2. Is the City Attorney innovative, and does the City Attorney anticipate problems?
Rating: _____

Comments: _____

Personnel Department

1. Is the Department perceived as efficient? Rating: _____
2. Do services seem to be effective, and meeting community needs?
Rating: _____
3. Is the Department innovative, and does it anticipate problems?
Rating: _____

Comments: _____

Department of Planning and Community Development

1. Is the Department perceived as efficient? Rating: _____
2. Do services seem to be effective, and meeting community needs?
Rating: _____
3. Is the Department innovative, and does it anticipate problems?
Rating: _____

City of Aiken, South Carolina

Comments: _____

Department of Public Safety

1. Is the Department perceived as efficient? Rating: _____

2. Do services seem to be effective, and meeting community needs? Rating: _____

3. Is the Department innovative, and does it anticipate problems? Rating: _____

Comments: _____

Department of Parks and Recreation

1. Is the Department perceived as efficient? Rating: _____

2. Do services seem to be effective, and meeting community needs? Rating: _____

3. Is the Department innovative, and does it anticipate problems? Rating: _____

Comments: _____

Public Works Department

1. Is the Department perceived as efficient? Rating: _____

2. Do services seem to be effective, and meeting community needs? Rating: _____

3. Is the Department innovative, and does it anticipate problems? Rating: _____

Comments: _____

City of Aiken, South Carolina

This discussion has considered many different aspects of the City, and City operations. Is there any other area that you feel should have been addressed? Are there additional comments or suggestions that you may have to improve the Manager's contributions to the City, and to City Council?

Comments: _____

Name (Optional) Date

**2003 League Annual Conference
Early Riser Forum
August 28, 2003**

**Evaluating The
City Manager**

**Terry Ellis
City Manager
City of Peoria**



CITY MANAGER PERFORMANCE EVALUATION PROCEDURE

PURPOSES OF EVALUATION

The five purposes of the performance evaluation system are:

1. To clarify the role and responsibilities of the City Manager.
2. To strengthen the relationship between the Council and the City Manager.
3. To give the incumbents feedback on their performance and to identify areas where improvement may be needed.
4. To establish personal performance objectives for the Manager.
5. To provide a basis for compensation decision.

FREQUENCY

The Council will evaluate the City Manager at least annually. The schedule for the evaluation will be established jointly by the Council and the City Manager.

WHO IS INVOLVED

All members of the Council and the City Manager will participate in the evaluation process.

EVALUATION PROCEDURE

The evaluation procedure will include the following steps:

1. A preliminary meeting is held annually including the Council, and the City Manager to review evaluation procedures, evaluative criteria and set timetables for completion of steps.
2. Following the above preliminary meeting, individual Council members complete the evaluation form prior to the evaluation session.
3. The City Manager completes a self-assessment using the evaluation forms.
4. Conduct the evaluation session. The session should include the City Manager and all Council members and address the following:
 - a. The City Manager's performance.
 - b. Discussion of personal performance objectives for the City Manager.
5. Preparation of a performance evaluation report that includes personal performance objectives for the City Manager. Such written report will then be included in the employee's personnel file.

expenses necessary for such official functions, including, but not limited to membership in the International City-County Management Association (ICMA) and the Arizona City-County Management Association (ACMA).

SECTION 12. Residency.

Employee agrees to maintain residence within the corporate boundaries of the City of Peoria, Arizona.

SECTION 13. Performance Evaluation.

The City Council shall review and evaluate the performance of the City Manager on or before the anniversary date of this Agreement, but in no event later than January 31 of each year following the anniversary date of this Agreement. The review shall be in accordance with specific criteria developed jointly by the City Council and the City Manager. Said criteria may be added to or deleted from as the City Council may from time to time determine, in consultation with the City Manager.

Annually, the City Council and the City Manager shall jointly define such goals and performance objectives that they determine necessary for the proper operation of the City of Peoria, Arizona, and in the attainment of the City Council's policy objectives and shall further establish a relative priority among those various goals and objectives; said goals and objectives to be reduced to writing.

SECTION 14. General Provisions.

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. This Agreement shall become effective upon date set forth above upon its adoption and approval by the City Council of the City of Peoria, Arizona.
- D. If any provisions or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

IN WITNESS THEREOF, the City of Peoria has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the City Manager has signed and executed this Agreement, both in duplicate, the day and year first written above.

**CITY OF PEORIA
CITY MANAGER PERFORMANCE EVALUATION CRITERIA**

1. Relationship with City Council

- Is honest and trustworthy
- Respects confidences
- Is equally available and accessible to all councilmembers
- Is personally loyal to all councilmembers
- Doesn't play favorites – takes direction from council as a whole
- Maintains a high level of communication and personal relationship with each council-member

2. Staff Support to City Council

- Provides “complete staff work” to council
- Provides staff recommendations and gives the council options
- Is responsive to council requests and needs
- Provides high level of information to council relating to city programs, services, issues – keeps them well informed
- Effectively carries out council policy direction
- Helps councilmembers field issues and concerns

3. Relationship with City Employees

- Demonstrates that he cares about the welfare and success of staff
- Is approachable, accessible and friendly
- Works to maintain and improve employee morale
- Demonstrates appreciation and praise for good work and efforts
- Effectively manages relationships with employee unions

4. Leadership to the Organization

- Inspires teamwork and cooperation
- Provides effective link between staff and city council
- Maintains high standards of honesty, integrity, trust
- Holds staff accountable for results
- Delegates sufficiently – while being aware of details
- Provides guidance and direction to the staff
- Is action and results oriented – and expects this from staff
- Encourages continuous improvement and responsible risk-taking
- Serves as both a teacher and coach to staff

5. Productivity/Accomplishments of the Organization

- Effectively carries out the policy direction of the council
- Provides for quality programs and services
- Implements the approved C.I.P.
- Encourages and leads productivity improvements
- Establishes high standards and holds staff accountable for results

6. Strategic Issue and Crisis Management

- Designs processes and provides leadership on big issues or crises
- Maintains order, professionalism, and confidence during difficult times
- Provides good advice and policy options to council on big issues
- Manages public information and perceptions on big issues

7. Customer Service and Communication with the Public

- Engenders customer satisfaction as a value in the organization
- Provides high level of public information regarding city programs and services
- Encourages citizen feedback and acts on this information
- Is accessible to the public
- Insures quick follow up and resolution to citizen complaints and requests for service
- Deals efficiently with the media and represents the city well in this medium

8. Innovation and Creativity

- Encourages innovation and creativity and responsible risk-taking
- Introduces new ideas and concepts
- Exercises leadership in identifying new methods and best-practices
- Encourages education and professional research to stay current on new methods and technology

9. Financial Management

- Recommends policies, practices and strategies to insure long-term financial health
- Provides oversight and guidance in financial matters
- Provides for high quality budget and C.I.P. processes
- Recommends a high quality annual budget and C.I.P.
- Keeps council informed regarding overall financial condition and key issues

10. Intergovernmental Relations

- Effectively represents the city with outside agencies
- Contributes to regional cooperation and the resolution of regional issues
- Serves on regional boards/committees as required

10. Intergovernmental Relations (con't)

- Maintains effective and cooperative relationship with local cities and Peoria Unified School District
- Maintains an effective relationship with the business community, including the Chamber of Commerce and P.E.D.G.
- Provides leadership and coordination of intergovernmental relations program

11. Personal Characteristics

- Is a person of high integrity, honesty, and trustworthiness
- Is friendly, personable, approachable
- Demonstrates leadership
- Is optimistic, enthusiastic, idealistic and cooperative

****SAMPLE EXHIBIT**

Mayor and City Council
SUMMARY OF EVALUATIONS

****SAMPLE EXHIBIT**

CRITERIA	1	2	3	4	5	6	7
1. Relationship with City Council	4	3	3	4	3	3	4
2. Staff Support to City Council	4	4	3	4	3	3	4
3. Relationships with City Employees	4	3	4	3	3	3	4
4. Leadership to the Organization	4	4	4	4	3	3	4
5. Productivity/Accomplishments of the Organization	3	3	4	4	4	4	4
6. Strategic Issue and Crisis Management	4	4	4	4	3	3	4
7. Customer Service and Communication	3	3	4	3	2	4	4
8. Innovation and Creativity	3	4	3	4	3	3	4
9. Financial Management	4	4	4	4	3	4	4
10. Intergovernmental Relations	4	3	4	3	3	3	4
11. Personal Characteristics	4	4	4	4	4	4	4
OVERALL RATING	4	3	4	4	3	3	4

NOTE: This is not a real evaluation summary - it is an example of what one might look like.

*Legend: Exceeds Standards = 4
Satisfactory = 3
Needs Improvement = 2
Unsatisfactory = 1*

GENERAL EXPECTATIONS

1. Relationship with City Council

Indicators of successful performance. The City Manager:

- Is honest and trustworthy
- Respects confidences
- Is equally available and accessible to all council members
- Is personally loyal to all council members
- Doesn't play favorites -- takes direction from council as a whole
- Maintains a high level of communication and personal relationship with each council member

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

2. Staff Support to City Council

Indicators of successful performance. The City Manager:

- Provides “complete staff work” to council
- Provides staff recommendations and gives the council options
- Is responsive to council requests and needs
- Provides high level of information to council relating to city programs, services, issues – keeps them well informed
- Effectively carries out council policy direction
- Helps councilmembers field issues and concerns

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsati:

COMMENTS:

3. Relationships with City Employees

Indicators of successful performance. The City Manager:

- Demonstrates that he cares about the welfare and success of staff
- Is approachable, accessible and friendly
- Works to maintain and improve employee morale
- Demonstrates appreciation and praise for good work and efforts
- Effectively manages relationships with employee unions

Exceeds
Standards

Satisfactory

Needs
Improvement

COMMENTS:

4. Leadership to the Organization

Indicators of successful performance. The City Manager:

- Inspires teamwork and cooperation
- Provides effective link between staff and city council
- Maintains high standards of honesty, integrity, trust
- Holds staff accountable for results
- Delegates sufficiently – while being aware of details
- Provides guidance and direction to the staff
- Is action and results oriented – and expects this from staff
- Encourages continuous improvement and responsible risk-taking
- Serves as both a teacher and coach to staff

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

5. Productivity/Accomplishments of the Organization

Indicators of successful performance. The City Manager:

- Effectively carries out the policy direction of the council
- Provides for quality programs and services
- Implements the approved C.I.P.
- Encourages and leads productivity improvements
- Establishes high standards and holds staff accountable for result

Exceeds
Standards

Satisfactory

Needs
Improvement

COMMENTS:

6. Strategic Issue and Crisis Management

Indicators of successful performance. The City Manager:

- Designs processes and provides leadership on big issues or crises
- Maintains order, professionalism, and confidence during difficult times
- Provides good advice and policy options to council on big issues
- Manages public information and perceptions on big issues

Exceeds
Standards

Satisfactory

Needs
Improvement

COMMENTS:

7. Customer Service and Communication with the Public

Indicators of successful performance. The City Manager:

- Engenders customer satisfaction as a value in the organization
- Provides high level of public information regarding city programs and services
- Encourages citizen feedback and acts on this information
- Is accessible to the public
- Insures quick follow up and resolution to citizen complaints and requests for service
- Deals efficiently with the media and represents the city well in this medium

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

8. Innovation and Creativity

Indicators of successful performance. The City Manager:

- Encourages innovation and creativity and responsible risk-taking
- Introduces new ideas and concepts
- Exercises leadership in identifying new methods and best-practices
- Encourages education and professional research to stay current on new methods and technology

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

9. Financial Management

Indicators of successful performance. The City Manager:

- Recommends policies, practices and strategies to insure long-term financial health
- Provides oversight and guidance in financial matters
- Provides for high quality budget and C.I.P. processes
- Recommends a high quality annual budget and C.I. P.
- Keeps council informed regarding overall financial condition and key issues

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisf.

COMMENTS:

10. Intergovernmental Relations

Indicators of successful performance. The City Manager:

- Effectively represents the city with outside agencies
- Contributes to regional cooperation and the resolution of regional issues
- Serves on regional boards/committees as required
- Maintains effective and cooperative relationship with local cities and Peoria Unified School District
- Maintains an effective relationship with the business community, including the Chamber of Commerce and P.E.D.G.
- Provides leadership and coordination of intergovernmental relations program

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

11. Personal Characteristics

Indicators of successful performance. The City Manager:

- Is a person of high integrity, honesty and trustworthiness
- Is friendly, personable, approachable
- Demonstrates leadership
- Is optimistic, enthusiastic, idealistic and cooperative

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

COMMENTS:

ACHIEVEMENTS

List the three top achievements or strong points of the City Manager for the past 12 months.

FUTURE DEVELOPMENT

List three performance objectives for this individual you feel are the most important targets for this year.

OVERALL

Exceeds
Standards

Satisfactory

Needs
Improvement

Unsatisfactory

Council Member _____

Date _____

RATING SCALE

EXCEEDS EXPECTATIONS

- This level translates to an A or A+ rating.
- City Manager must consistently exceed Council expectations.

SATISFACTORY

- Fully consistent level of performance which translates to a B rating.
- This is the minimum level of acceptable performance.
- The assumption is that a chief executive can not perform below this level and effectively lead the organization.

NEEDS IMPROVEMENT

- This level of performance translates to a D.
- While some aspects of performance may be satisfactory, other aspects are unacceptable.
- This level requires negative feedback from Council with specific corrective action.

UNSATISFACTORY

- This level is unacceptable and requires immediate and substantial remediation.

May 9, 2003

You have been identified as a Key Working Partner of *Town Manager*, the Town Manager of Queen Creek. As the Town Council works on her annual performance review, we would greatly value knowing your perspective on her skills.

Would you please take a few minutes to complete the enclosed evaluation form and return it to Town Clerk Jennifer Robinson at Town Hall?

Please be assured that your responses will be kept confidential.

If you have any questions about this, please contact Vice Mayor David Dobbs at (480) 891-2469.

Please return this evaluation form as soon as possible. We need to compile all the results by May 28, 2003

Thank you for your assistance with this important work.

Sincerely,

Wendy Feldman-Kerr
Mayor

Key Work Partner Feedback Information

Employee Name: _____ **Title:** Town Manager, Town of Queen Creek

Annual Review performed by: Mayor and Town Council **Date:** May 2003

You have been identified as a Key Work Partner of the Town Manager. Please provide constructive feedback and an overall rating score on each of the items below. We are looking for feedback on as many of the following behaviors / skills that you can provide to us. Whenever possible, please site examples of specific observances related to your direct interaction with the Town Manager. If you have additional information that may be beneficial please include that information as well.

Please use the following scale to provide an overall rating of *Town Manager's* use of behaviors and skills with regards to effectiveness and proficiency:

- 3 = Uses very effectively and proficiently
- 2 = Uses somewhat effectively and proficiently
- 1 = Needs improvement
- 0 = Have not had the opportunity to observe

1. Communication Skills

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

2. Ethics (see explanation below)

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

3. Leadership

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

4. Negotiation Skills

Overall Rating (circle one)

Very Effective**Somewhat Effective****Needs Improve****Not Observed****3****2****1****0**

Comments:

5. Professionalism

Overall Rating (circle one)

Very Effective**Somewhat Effective****Needs Improve****Not Observed****3****2****1****0**

Comments:

6. Organizational Skills

Overall Rating (circle one)

Very Effective**Somewhat Effective****Needs Improve****Not Observed****3****2****1****0**

Comments:

7. Envision (see explanation below)

Overall Rating (circle one)

Very Effective**Somewhat Effective****Needs Improve****Not Observed****3****2****1****0**

Comments:

8. Consensus Building

Overall Rating (circle one)

Very Effective**Somewhat Effective****Needs Improve****Not Observed****3****2****1****0**

Comments:

9. Effectively Representing the Town

Overall Rating (circle one)

Very Effective**Somewhat Effective****Needs Improve****Not Observed****3****2****1****0**

Comments:

Energize (See explanation below)

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

10. Team Work

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

12. Edge (see explanation below)

Overall Rating (circle one)

Very Effective	Somewhat Effective	Needs Improve	Not Observed
3	2	1	0

Comments:

Note: Examples of types of Behavioral observations

ENVISION

Identifies meaningful and innovative change that produces positive results. Comes up with the vision, strategies and viable plan that achieves it.

Strategic Planning

Provides strategies and solutions that recognize the interrelationships among business units, activities, processes and/or outcomes. Considers future needs and global trends; shares vision of a new future.

Maintains Local, Regional and National Awareness

Stays current on Public Management developments and understands the impacts to the community and economic environment in which the community operates.

Innovation

Comes up with ideas that are outside of the norm; identifies and questions assumptions; questions conventional thinking; chooses to provide options to thinking in new directions.

ENERGIZE

Excites employees, citizens, and Council around winning ideas. Brings extraordinarily high personal energy to everything. Creates an environment where everyone has a passion to excel and an opportunity to contribute.

Builds & Sustains Relationships

Presents an approachable style; proactively seeks input from internal and external sources/work partners; establishes open and trusting relationships; develops a climate where individuals are committed to sharing information.

Coaches for Performance

Provides clear and consistent feedback, encouragement, and developmental guidance; evaluates individual performance regularly based on clearly communicated goals.

Communicates with Impact

Engages the audience and shares information in a manner they comprehend; speaks clearly and actively listens in group and one-on-one settings.

Develops and Leads the Team

Encourages a team spirit of common effort and results; provides structure and direction to enable a team to accomplish its goals.

Demonstrates Personal Energy

Is energized in the face of challenges; maintains high energy, enthusiasm, and a positive attitude.

EDGE

Cuts to the essence of what is important. Makes bold, timely decisions. Insists that the organization outperform expectations. Brings a healthy dissatisfaction with the way things are. Makes tough calls when the organization or individuals are not performing.

Demonstrates Boldness

Makes bold moves, and takes calculated risks. Challenges the organization and people to be the best they can be; holds self and others responsible for personal actions.

Demonstrates Decisiveness

Makes timely decisions without undue fact gathering or deliberation. Stands by decisions; solves complex problems effectively and in a timely manner.

Demonstrates Incisive Thinking

Cuts to the heart of complex situations to achieve clarity about what is most important; considers critical implications; concentrates on important, valued activities; bases judgments on facts.

EXECUTE

Achieves results significantly better and faster by employing innovative, proven and rigorous management practices. Personally meets commitments and keep promises.

Plans and Organizes

Prioritizes, organizes, and coordinates work activities to complete work efficiently; uses financial information for planning purposes, foresees potential obstacles and creates plans to meet timetables.

Builds Benchstrength

Assesses capabilities of staff/ and provides equitable development opportunities to build the skills, abilities, and experience necessary for success. Bases staffing decisions on the needs of the service levels expected by the community and cost vs benefit analysis.

Demonstrates Personal Productivity

Achieves high levels of productivity by managing time, priorities, and effort; ensures tasks are completed on time and within budget.

Focuses on Client Service

Anticipates and responds to council/community needs by seeking and acting on their feedback and ensuring that the staff values the “customer’s” perspective.

ETHICS/CHARACTER

Conducts business ethically always and everywhere. Treats all people and all cultures with respect and dignity. Keeps one’s personal ambitions and emotional reactions from interfering.

Demonstrates Respect for Others

Treats others with respect and dignity regardless of culture, gender, or other differences.

Displays Professional Integrity

Does not let his or her personal ambitions interfere with the organization's best interests. Conducts business ethically at all times. Is truthful and composed.

Employee: *Name of Town Manager*

Review Year: FY 2003 - 2004

Overall Scope of Position - The purpose of my job is:

Goals

Goal-setting -- all council goals for which I am responsible and the achievement or progress made, and how they can be measured: (use additional space as needed)

1.

2.

3.

4.

5.

6.

7.

8.

Behaviors - The 5 behaviors I used to achieve results and how I demonstrated them:

1. Envision:

2. Energize:

3. Execute:

4. Edge:

5. Ethics:

Key Work Partners - Who I need input from and how I will get it:

1.

2.

3.

4.

5.

Job Match - Training and development actions that I took to be successful at my job:

What issues interfered with success in my job, and how did I deal with them:

TOWN OF CAMP VERDE EMPLOYEE EVALUATION

Type of Review: Annual 6 Month Review Period: From _____ To: _____ Next Review Date: _____

Employee Name:
Title:
Department:
Current Salary:
Vacation Accrued:
Sick Leave Accrued:

DEFINITION OF RATINGS

Exceeds Expectations: Performance is consistently above adequate skill levels. Achieves performance objectives beyond expectations.

Meets Expectations: Performance consistently meets job requirements. Achieves Performance objectives as stated.

Needs Improvement: Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory: Performance in several skills is substantially weak. Performance objectives are not met even under close supervision. Substantial improvement by the employee is required.

PART I: PERFORMANCE DIMENSIONS - COMMENT ON PART III

ORAL COMMUNICATION: Speaks in a clear, distinct and understandable manner. Is effective in explaining Town positions, policies, procedures, services, programs and activities. Listens attentively to others. Uses correct grammar, vocabulary and sentence structure.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

WRITTEN COMMUNICATON: writes in a clear and meaningful manner. Is able to summarize facts so that they are logical, coherent, and clear and can be understood by the reader. Uses appropriate grammar, vocabulary, and sentence structure; is able to write technical and analytical reports clearly and concisely using terms and style which are easily understood by the intended reader.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

INTERPERSONAL SKILLS: Has a genuine interest and a desire to assist, participate, and supervise others. Treats people as he/she would like to be treated and handles their problems in a manner that shows sensitivity to their needs and circumstances. Is effective in dealing with people without arousing antagonism and demonstrates an understanding of situations. Is cooperative in dealing with others and functions as part of the "team". Is capable of treating others in a fair, consistent, impartial manner. Remains calm under difficult situations. Maintains an open and approachable manner. Controls feelings and emotions so that they do not influence judgment and performance. Maintains composure and self-control.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PLANNING/ORGANIZATION: Schedules and plans most efficient use of time. Organizes and plans priorities so that they can be accomplished. Establishes a course of action for self and others to accomplish a specific goal. Plans proper assignments for personnel and appropriate use of resources. Understands and applies the concept of "completed" staff work. Keeps appropriate manager advised of the status of projects and work assignments.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

FLEXIBILITY/ADAPTABILITY: Is able to adapt to changing circumstances, policies, and attitudes of others. Listens to supervisor's suggestions and considers others points of view. Changes behavior or attitudinal responses to fit the situation and work assignment in order to obtain the desired goals.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PROBLEM SOLVING/DECISION MAKING: Knows how to analyze and size up a situation. Isolates and identifies the problem. Evaluates alternative courses of action and makes a logical decision; uses good judgment and common sense in making decisions. Takes action to achieve goals. Is able to anticipate events and respond appropriately. Recognizes problems and develops alternative solutions for consideration by appropriate higher-level staff.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADERSHIP: Demonstrates assertive initiative in perceiving and dealing with problems. Is able to elicit respect from those he/she comes in contact with and in particular those whom he/she supervises. Is effective in motivating others and firm in handling problems. Is sensitive to opportunities to improve the quality, efficiency and effectiveness of Town services. Accepts responsibility for the behavior of those he/she supervises. Is assertive and self-confident. Maintains an effective manner and demeanor and sets an example for subordinates. Presents a positive outlook and is willing to devote the time and effort necessary to get the job done. Demonstrates the initiative to learn new procedures and to accept new challenges. Elicits and encourages new ideas, processes and procedures.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

JOB SKILLS: Has a thorough knowledge and is able to effectively perform the work of the assigned organizational unit. Fully understands the organization and interrelationship of applicable Town functions, programs and services. Has a full working knowledge of the administrative and technical duties of the assigned organizational unit. Is able to operate necessary tools and equipment. Understands applicable methods, techniques and procedures. Has a thorough understanding of the organization and functions of local government. Is familiar with applicable local, state and federal legislation and regulations related to Town services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

DEVELOPMENT, ADMINISTRATION AND CONTROL OF BUDGET/LOSS CONTROL: Prepares department budgets based on prioritized needs and objectives of the Town. Budgets are prepared in prescribed format, submitted on schedule and adhere to the "completed" staff work concept. Manages budgets to balance expenditures and revenues unless otherwise approved by the Department Director/Town Manager. Assures that work safety standards are met. Allow subordinates to determine where improvements may be needed before losses occur, and promptly takes appropriate corrective action. Follows up after a loss has occurred, providing appropriate reports and taking required action including, but not limited to, discipline, policy or procedural changes, and any activity required (including training) to minimize or prevent future losses.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

GOALS AND OBJECTIVES: Develops challenging goals and objectives which correspond with overall Department and Town goals and objectives. Is able to develop qualitative and quantitative measurement criteria and standards in order to achieve goals and objectives. Effectively implements mid-year revisions in order to meet changing needs and directions.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PART II: OVERALL PERFORMANCE SUMMARY AND SIGNATURES

Given the performance ratings and review of accomplishment of performance objectives, employee's overall performance is rated as:

EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY

Comments: (Attach additional sheets if necessary)

Actions for Improvement/Development: (Attach additional sheets if necessary)

Immediate Supervisor's Signature: _____ **Date:** _____

Comments, Department Head:

Department Head Signature: _____ **Date:** _____

Comments, Town Manager

Town Manager Signature: _____ **Date:** _____

Comments, Employee:

I understand the contents of this appraisal and it has been discussed with me.

Employee Signature: _____ **Date:** _____

PERFORMANCE GOALS

GOALS - List Smart Goals in the Column	GOAL OUTCOME - Specify how goal was met in this column
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
Percentage of Goals Met (0% - 100%) = (i.e. 45%, 75%, 100%)	
Recommended Annual Salary Adjustment	
Department Head Signature: _____ Supervisor Signature: _____ Employee Signature: _____	

COMMENTS

DEPARTMENT	COMMENTS
ADMINISTRATION:	
CLERK:	
COMMUNITY DEVELOPMENT:	
COURT:	
FINANCE:	
LIBRARY:	
MARSHAL:	
PARKS & RECREATION/ MAINTENANCE:	
STREETS:	

Memo

To: Council
From: Mayor Gioia
Date: April 14, 2006
Re: Agenda Item #15, Review Procedures

I prepared the attached evaluation form for Council-appointed positions. I would like Council to consider using this form for future evaluations.

Thank you.

**TOWN OF CAMP VERDE
EMPLOYEE EVALUATION**

Type of Review: Annual 6 Month Review Period: From _____ To: _____ Next Review Date: _____

Employee Name:
Title:
Department:
Current Salary:
Vacation Accrued:
Sick Leave Accrued:

DEFINITION OF RATINGS

Exceeds Expectations: Performance is consistently above adequate skill levels. Achieves performance objectives beyond expectations.

Meets Expectations: Performance consistently meets job requirements. Achieves Performance objectives as stated.

Needs Improvement: Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory: Performance in several skills is substantially weak. Performance objectives are not met even under close supervision. Substantial improvement by the employee is required.

PART I: PERFORMANCE DIMENSIONS - COMMENT ON PART III

ORAL COMMUNICATION:

Speaks in a clear, distinct and understandable manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is effective in explaining Town positions, policies, procedures, services, programs and activities.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Listens attentively to others. Uses correct grammar, vocabulary and sentence structure.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

WRITTEN COMMUNICATON:

Writes in a clear and meaningful manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to summarize facts so that they are logical, coherent, and clear and can be understood by the reader.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Uses appropriate grammar, vocabulary, and sentence structure.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to write technical and analytical reports clearly and concisely using terms and style which are easily understood by the intended reader.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

INTERPERSONAL SKILLS:

Has a genuine interest and a desire to assist, participate, and supervise others.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Treats people as he/she would like to be treated and handles their problems in a manner that shows sensitivity to their needs and circumstances.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is effective in dealing with people without arousing antagonism and demonstrates an understanding of situations.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is cooperative in dealing with others and functions as part of the "team".

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is capable of treating others in a fair, consistent, impartial manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Remains calm under difficult situations.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Maintains an open and approachable manner.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Controls feelings and emotions so that they do not influence judgment and performance.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Maintains composure and self-control.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PLANNING/ORGANIZATION:

Schedules and plans most efficient use of time.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Organizes and plans priorities so that they can be accomplished.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Establishes a course of action for self and others to accomplish a specific goal.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Plans proper assignments for personnel and appropriate use of resources. Understands and applies the concept of "completed" staff work.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Keeps appropriate manager advised of the status of projects and work assignments.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

FLEXIBILITY/ADAPTABILITY:

Is able to adapt to changing circumstances, policies, and attitudes of others.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Listens to supervisor's suggestions and considers others points of view.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Changes behavior or attitudinal responses to fit the situation and work assignment in order to obtain the desired goals.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PROBLEM SOLVING/DECISION MAKING:

Knows how to analyze and size up a situation.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Isolates and identifies the problem.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Evaluates alternative courses of action and makes a logical decision.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Uses good judgment and common sense in making decisions.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Takes action to achieve goals.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to anticipate events and respond appropriately.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Recognizes problems and develops alternative solutions for consideration by appropriate higher-level staff.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

LEADERSHIP:

Demonstrates assertive initiative in perceiving and dealing with problems.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to elicit respect from those he/she comes in contact with and in particular those whom he/she supervises.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is effective in motivating others and firm in handling problems.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is sensitive to opportunities to improve the quality, efficiency and effectiveness of Town services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Accepts responsibility for the behavior of those he/she supervises.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is assertive and self-confident.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Maintains an effective manner and demeanor and sets an example for subordinates.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Presents a positive outlook and is willing to devote the time and effort necessary to get the job done.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Demonstrates the initiative to learn new procedures and to accept new challenges.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Elicits and encourages new ideas, processes and procedures.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

JOB SKILLS:

Has a thorough knowledge and is able to effectively perform the work of the assigned organizational unit.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Fully understands the organization and interrelationship of applicable Town functions, programs and services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Has a full working knowledge of the administrative and technical duties of the assigned organizational unit.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to operate necessary tools and equipment.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Understands applicable methods, techniques and procedures.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Has a thorough understanding of the organization and functions of local government.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is familiar with applicable local, state and federal legislation and regulations related to Town services.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

DEVELOPMENT, ADMINISTRATION AND CONTROL OF BUDGET/LOSS CONTROL:

Prepares department budgets based on prioritized needs and objectives of the Town.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Budgets are prepared in prescribed format, submitted on schedule and adhere to the "completed" staff work concept.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Manages budgets to balance expenditures and revenues unless otherwise approved by the Department Director/Town Manager. Assures that work safety standards are met.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Allow subordinates to determine where improvements may be needed before losses occur, and promptly takes appropriate corrective action.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Follows up after a loss has occurred, providing appropriate reports and taking required action including, but not limited to, discipline, policy or procedural changes, and any activity required (including training) to minimize or prevent future losses.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

GOALS AND OBJECTIVES:

Develops challenging goals and objectives which correspond with overall Department and Town goals and objectives.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Is able to develop qualitative and quantitative measurement criteria and standards in order to achieve goals and objectives.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Effectively implements mid-year revisions in order to meet changing needs and directions.

Rating: Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

PART II: OVERALL PERFORMANCE SUMMARY AND SIGNATURES

Given the performance ratings and review of accomplishment of performance objectives, employee's overall performance is rated as:
 EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY

Comments: (Attach additional sheets if necessary)

Actions for Improvement/Development: (Attach additional sheets if necessary)

Immediate Supervisor's Signature: _____ **Date:** _____

Comments, Department Head:

Department Head Signature: _____ **Date:** _____

Comments, Town Manager

Town Manager Signature: _____ **Date:** _____

Comments, Employee:

I understand the contents of this appraisal and it has been discussed with me.

Employee Signature: _____ **Date:** _____

PERFORMANCE GOALS

GOALS - List Smart Goals in the Column	GOAL OUTCOME - Specify how goal was met in this column
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
<p align="center">Percentage of Goals Met (0% - 100%) = (i.e. 45%, 75%, 100%)</p>	
<p align="center">Recommended Annual Salary Adjustment</p>	
<p>Department Head Signature: _____</p> <p>Supervisor Signature: _____</p> <p>Employee Signature: _____</p>	

COMMENTS

DEPARTMENT	COMMENTS
ADMINISTRATION:	
CLERK:	
COMMUNITY DEVELOPMENT:	
COURT:	
FINANCE:	
LIBRARY:	
MARSHAL:	
PARKS & RECREATION/ MAINTENANCE:	
STREETS:	

STAFF REPORT

Council meeting of: April 19, 2006

Title: **Discussion, consideration, and possible direction to staff to negotiate the purchase of a 3-bedroom home in the Cliff's subdivision for use in the Town's Housing Program.**

Budgeted Item: **No, however, depending on which option the Council chooses, there may not be an impact to the contingency fund.**

Description of Item:

By purchasing the house and lot, the Town would be able to include it as the first lot in a municipal land trust. There are two scenarios for purchasing the property and for reselling the house. Both scenarios include the Town retaining ownership of the land.

Scenario One: The Town uses the Revolving Loan Fund to purchase the house. It is projected that the fund will have a balance of approximately \$153,000 by May 1, 2006. Under this scenario, the house could be resold to a qualifying buyer with a family income limited to 80% of our Area Median Income (AMI). That would mean that if we used the Revolving Loan Fund to purchase the house, the final homeowner's family income could not exceed 80% of the AMI.

The Town would hold the note on the house with all payments and interest going back into the Revolving Loan Fund for the next project. A nominal lease fee for the property would also be charged and would go into the fund as well.

The following chart shows the maximum family income allowed under this scenario:

Max. Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
80%	\$27,040	\$30,880	\$34,800	\$38,640	\$41,760	\$44,800

Scenario Two: The Town purchases the house and property using contingency funds. Under this scenario, the house could be resold to a qualifying buyer with a family income limited to 115% of our Area Median Income (AMI). That would mean the final homeowner's family income could not exceed 115% of the AMI.

The Town would hold the note on the house with all payments and interest going back into the Contingency Fund. A nominal lease fee for the property would also be charged and would be used for creating Town-sponsored housing programs for.

The following chart shows the maximum family income allowed under this scenario:

Max. Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
115%	\$ 38,870	\$ 44,390	\$ 50,025	\$ 55,545	\$ 60,030	\$ 64,400

Other

Considerations: Base price for houses in the Views, as of March 1, 2006, range from \$168,400 to \$211,400. As staff has previously presented to Council, in order to afford a house at the \$168,400 range, a yearly salary of over \$50,000 is needed. A yearly income of approximately \$72,000 is needed to purchase a house in the \$211,400 range.

Although this expense is not budgeted, Scenario Two – allowing a higher income, would be more likely to assist a police officer, firefighter, teacher, or other key community member the opportunity to become an owner of a safe and decent home.

Housing Commission

Recommendation: As of the preparation of this staff report, the Housing Commission has not had an opportunity to review this request and make a recommendation. The Housing Commission meets April 18, 2006 and will review this request. Staff will bring their recommendation to the Council meeting.

Attachments: None

Prepared by: Wendy Escoffier.