

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 www.jerome.az.gov

AGENDA

SPECIAL MEETING OF THE JEROME TOWN COUNCIL VIA ZOOM WEDNESDAY, APRIL 6, 2022 AT 3:00 P.M.

Notice is hereby given pursuant to A.R.S. 38-431.02 that members of the Town Council will attend this meeting.

PUBLIC PARTICIPATION IN THE MEETING

Members of the public are welcome to participate in the meeting via the following options:

1. Zoom Conference
 - a. Computer: <https://us02web.zoom.us/j/9286347943>
 - b. Telephone: 1 669 900 6833 Meeting ID: 928 634 7943
2. Submitting questions and comments:
 - a. If attending by Zoom video conference, click the chat button and enter your name and what you would like to address.
 - b. Email c.gallagher@jerome.az.gov (Please submit comments at least one hour prior to the meeting.)

NOTE: FOR THOSE WITHOUT HOME INTERNET: A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. Bring your device and access the internet while sitting in your car. The network is **Sparklight Yavapai Free WIFI** and no password is required.

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
ITEM #2:	RESIGNATION OF VICE MAYOR MANDY WORTH Vice Mayor Mandy Worth may formally announce her resignation from Council, effective this date.	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
ITEM #3:	INTERVIEW WITH TOWN MANAGER APPLICANT Council will conduct an interview via Zoom with Brett Klein, out-of-state applicant for the position of Town Manager.	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
ITEM #4:	SELECTION OF VICE MAYOR / FILLING OF COUNCIL VACANCY Council may appoint one of its members as Vice Mayor and may discuss the process for filling the vacancy on Council resulting from the resignation of Mandy Worth.	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
ITEM #5:	ADJOURNMENT	

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before _____ on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

970 Gulch Road, side of Gulch Fire Station, exterior posting case
600 Clark Street, Jerome Town Hall, exterior posting case
120 Main Street, Jerome Post Office, interior posting case

Kristen Muenz, Deputy Town Clerk

Brett Klein

March 4, 2022

Ms. Candace Gallagher, Town Manager / Clerk
Town of Jerome
P.O. Box 335
Jerome, AZ 86331

RE: Town Manager / Clerk Position

Dear Ms. Gallagher,

Thank you for taking the time to review my resume, application, and cover letter for the position of Town Manager / Clerk for the thriving Town of Jerome. After carefully reviewing the job posting and essential functions of the job, and researching the community, I feel my background and capabilities are perfectly aligned with the position. My vast and diverse experiences have provided me with the necessary knowledge, skills and abilities to successfully serve the Town Council, Town Mayor, residents, businesses, visitors, guests and employees of Jerome.

This is a good time for my wife, children and I to relocate to Arizona and join the rest of our family and friends who live in Flagstaff, Dewey-Humboldt, and the Phoenix area. We targeted the Verde Valley area and figured we may have to compromise that location or wait a considerable time for an exceptional opportunity to become available. We were prepared to wait a long time because we desire to relocate to an area we would feel comfortable living and serving in the community for many years to come. When I noticed this opportunity, we were extremely excited for the chance to join the Town of Jerome team. I think Jerome offers amazing scenery, big town amenities, and an abundance of arts and recreational activities, all within a close-knit and vibrant small town.

I have considerable experience with financial planning and forecasting. In order to attain the highest bond rating possible, we regularly conduct an extensive financial analysis of all city funds and forecast using carefully and objectively selected criteria and assumptions. We are continuously analyzing the open bond market and updating assumptions in our finance schedule to determine the best time, if any, to call or refund a bond issue and / or roll into a new issuance. We also utilize this analysis to determine if we will take a bond issue to the public, or instead utilize a fixed-rate revolving loan fund. For the past 15+ years I have coordinated and overseen the completion and presentation of the annual budget and been the financial liaison for the external auditors. In addition, my current duties include overseeing the development and management of the annual Capital Equipment Plan, annual 5+ year Capital Improvement Plan and the City's fixed capital assets.

I have written / applied for over fifteen state, local, federal and non-profit grants, on my own and in cooperation with contracted personnel and staff. I draft comprehensive, detailed grants that conform to and exceed all elements and requirements of the grant awarding party to ensure our grant application is highly competitive. I have administered over ten grants ensuring that all funding opportunities are taken advantage of and no detail is omitted that would preclude continuing and future eligibility. Those grants include: U.S.D.A. rural housing project grants, Department of Commerce economic development incubator grant, E.P.A. Brownfield grants, and numerous Community Development Block grants (CDBG) to name a few. One of the successful federal grants was for the acquisition of a building and subsequent small business incubator for local and regional artists, similar to the Jerome Art Center but on a smaller scale.

In my current and past roles, I have led or participated in the community development team. We enjoyed significant successes related to residential and commercial development along with implementing innovative approaches to downtown revitalization and commercial redevelopment. These approaches have led to sustained smart growth and a continuous infusion of a variety of developments and people.

As an administrator I have significant experience in human resources and risk management, policy design and analysis, budget preparation and management, and allocating limited resources toward accomplishing the goals and objectives of the Council and Mayor. In addition to my chief administrative officer experience, which included supervision of the municipal clerk, I also have ten years of practical experience as a municipal clerk. During that time I became a certified election official; drafted agendas for the Council as well as its boards, committees and commissions; maintained all code updates and the codification process; updated the website; prepared press releases, newsletters, and social media updates; administered all permits and licenses issued; and was the public records custodian.

My leadership style is best defined as adaptable. I am most comfortable utilizing a servant, coaching or transformational leadership style, but also employ a transactional leadership style and others as necessary based on the circumstances. My desire is to obtain a challenging and rewarding position where I can make a positive impact and continue to grow in that role for many years to come, while positively contributing to a successful team. Thank you again for reviewing my resume and application which highlight my qualifications. I look forward to meeting with you, the elected officials and other members of the selection committee to discuss in detail my related training, education, and experience, and how I can contribute to the Town successes.

Sincerely,

Brett Klein

Brett Klein

Objective

To become the Town Manager / Clerk for the vibrant Town of Jerome, where I can utilize my extensive experience, education, knowledge, skills, and abilities to guide the Town team in accomplishing the strategic goals and policy objectives of the Mayor and Town Council.

Experience

2016 - Present City of Johnston Johnston, IA

Finance Analyst / Deputy Clerk

I was hired for the newly created position to manage and account for the City's fixed capital assets, provide professional finance and accounting services, and perform a variety of budget and finance functions, including: budget preparation, Capital Improvement Plan (CIP) development and management, financial oversight of grants, and bank and investment account reconciliation, etc. In addition, I perform all clerk-related functions, provide support for Information Technology and Human Resources, and complete a variety of economic development and special administrative projects.

2014 - 2016 City of Windsor Heights Windsor Heights, IA

City Administrator / Clerk

I was hired to provide leadership and evaluate organizational effectiveness while carrying out the goals and objectives of the City Council. As the Chief Administrative Officer I led all departments of the City and oversaw several large-scale redevelopment initiatives. We lowered the levy rate and enhanced services through a team-oriented approach to contract administration, and planning exercises, including: comprehensive plan, strategic plan, economic development plan, recreation plan and a staff succession plan. I served as the Human Resources Director, Clerk, Communications Director, Economic Development Director and Public Information Officer among other responsibilities.

2011 – 2014 City of Adel Adel, IA

City Administrator / Economic Development Director

As the City Administrator, my chief responsibilities included financial management, personnel management, and oversight of all City departments. I was responsible for carrying out the goals and objectives of the City Council, planning for smart growth and enacting community and economic development initiatives. I oversaw the City's thriving Urban Renewal Plan, Urban Revitalization Plan, and managed the numerous grants we secured including local, state and federal grants as well as grants awarded by foundations. Most of my tenure with Adel, I served as the Finance Officer, and Clerk / Communication Director due to retirements and separations.

2008 – 2011 City of Hillsboro Hillsboro, WI

City Administrator / Economic Development Director

As the Chief Administrative Officer of the City of Hillsboro, Wisconsin, I carried out the goals and objectives of the Council and Mayor in an efficient and effective manner. I negotiated all contracts, provided project oversight and strategic planning, prepared and managed the budget and financial controls, and drafted resolutions, ordinances and grant proposals. Other main responsibilities included managing numerous grants, development of policies and ordinances, and providing supervisory direction and leadership to all City personnel. I operated as the Economic Development Director, Director of Public Works, Zoning Administrator, Human Resources Director, and coordinated and managed all clerk and treasurer functions.

1995 - 2008 Lake County Sheriff's Office Waukegan, IL

Deputy Chief

Administrative and operational supervisory responsibility for over 250 sworn and non-sworn law enforcement and civilian personnel including line, mid-management, and upper management staff, and contracted personnel.

Main responsibilities included:

- Budget Preparation and Financial Management
- Policy Design, Analysis and Implementation
- Special Project and Grant Management
- RFQ and RFP Drafting and Management
- FMLA and Workman's Comp. Manager
- Internal Affairs Administrator
- Human Resources and Risk Management Lead
- Recruitment and Employee Testing / Hiring
- Information Technology Management Liaison
- Labor Relations and Contract Negotiations
- Professional Services Contract Management
- Citizen Complaint and Dispute Resolution

2007 – 2008 Village of Round Lake Round Lake, IL

Police Accreditation Officer (Part-Time)

I was hired to analyze and design policies and procedures to aid in the Round Lake Police Department's pursuit of the goal of CALEA accreditation and ensure the Department operated under nationally accepted best practices. I assisted the administration with policy and procedure, and special research and statistical analysis projects.

2006 - Present Stanard and Associates / Independent Contractor Chicago, IL

Assessor – Consultant

I am hired by various agencies through Stanard and Associates, and on my own, as an assessor for rating pre-hire and promotional candidates, provide interim administrator and chief services, and other local government consulting services. My work with Stanard includes rating candidates who participate in a variety of pre-determined verbal and written assessment exercises based on criteria and skills desired of the hiring agency.

Education

2001 - 2006 DePaul University Chicago, IL

- **M.S., Public Services Management – Public Administration**
- MPS Fellows Student / Honors

1995 – 2000 Northeastern Illinois University Chicago, IL

- **B.A., General / Political Studies**

University of Wisconsin-Madison School of Public Affairs and Continuing Education Madison, WI

- **C.P.M., Certified Public Manager Program – (2011)**

Affiliations and Committees

- Iowa City / County Management Association
- International City and County Management Association
- Government Finance Officers Association
- Mississippi River Regional Planning
- National Certified Public Manager Consortium
- Wisconsin Municipal Clerk and Manager Association
- Illinois Integrated Justice Information Sharing
- UW Clerk Institute Curriculum Dev. Committee

5899 Marble Circle
Johnston, Iowa 50131

(515) 478-4553
brett.klein23@gmail.com

Brett Klein

References

<u>Name:</u>	<u>Title:</u>	<u>Employer:</u>	<u>Relationship:</u>
Patrick Firman	Chief	Lake County Sheriff's Office	Immediate Supervisor
	[REDACTED]		
Dave Burgess	Mayor	City of Windsor Heights	Elected Official / Supervisor
	[REDACTED]		
Shirley McAdon	Council Member/ Mayor ProTem	City of Adel	Elected Official/ Supervisor
	[REDACTED]		
Alan Picha	Mayor	City of Hillsboro	Elected Official/ Supervisor
	[REDACTED]	[REDACTED]	
Cliffton Metaxa	Chief	City of Round Lake	Supervisor / Previous Co-Worker & Subordinate
	[REDACTED]	[REDACTED]	
Kyle Michel	City Manager	City of Ashland	Colleague / Previous Direct Report
	[REDACTED]	[REDACTED]	



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EMPLOYMENT APPLICATION

March 4, 2022

Date: _____

Applicant Name: Brett Klein

Mailing Address: REDACTED

Johnston, IA 50131

Contact Phone: REDACTED Email Address: REDACTED

Date you can start work: 5/1/22 Do you have the legal right to work in the U.S.? Yes
Town Manager / Clerk

Position applied for: _____ Age if under 18 years old: _____
No

Have you worked for the Town of Jerome before? _____ If yes, when: _____

Do you have a valid Arizona driver license? No Commercial driver license? _____

Have you ever been employed under another name? No If yes, list: _____

Have you ever been discharged from employment? No If yes, explain: _____

Do you have any relatives working for the Town of Jerome? No

If yes, who: _____

Are you able to perform the essential functions of the position you have applied for, with or without accommodation? Yes

If no, explain: _____

WORK HISTORY beginning with the most recent employer:

Name of Company: City of Johnston

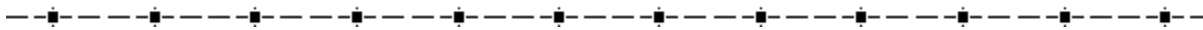
Address: 6221 Merle Hay Road Johnston, IA, 50131

Job Title: Finance / Dep Clerk Supervisor: Teresa Rotschafer

Phone #: 515-278-2344 May we contact employer? Prior to offer

Describe duties performed: Finance and budget functions including budget preparation, management of Capital Improvement Plan, H.R., Clerk and Development (See Resume)

Reason for leaving: Only to relocate for ideal job near family in Arizona / currently employed



Name of Company: City of Windsor Heights

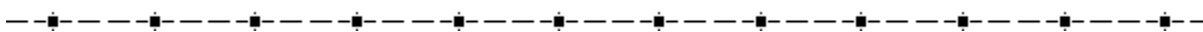
Address: 1145 66th Street, Suite 1, Windsor Heights, IA, 50324

Job Title: City Administrator / Clerk Supervisor: Dave Burgess

Phone #: 515-720-9250 May we contact employer? Yes

Describe duties performed: Chief Administrative Officer - led staff team in accomplishing the goals, objectives and policy initiatives of the Council and Mayor.

Reason for leaving: Opportunity for evening coaching of children's sports / volunteering



Name of Company: City of Adel

Address: 301 South 10th Street, Adel, IA, 50003

Job Title: City Administrator Supervisor: Shirley McAdon

Phone #: 515-993-4862 May we contact employer? Yes

Describe duties performed: Chief Administrative Officer - led staff team in accomplishing the goals, objectives and policy initiatives of the City Council and Mayor.

Reason for leaving: Opportunities for further professional growth

EDUCATION: High School, College, University, Business, Vocational or Technical

Name of School: DePaul University

Location: Chicago, Illinois

Area of study: Public Services / Public Administration

Degree awarded: Master's - Public Admin Professional license or certification: _____

License / certificate #: _____ Expiration date: _____ Licensed in AZ _____



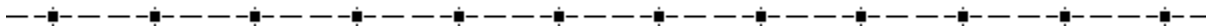
Name of School: Northeastern Illinois University

Location: Chicago, Illinois

Area of study: Legal and Political Studies

Degree awarded: Bachelor of Arts Professional license or certification: _____

License / certificate #: _____ Expiration date: _____ Licensed in AZ _____



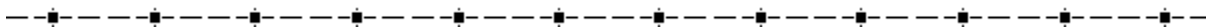
Name of School: University of Wisconsin Madison

Location: Madison, Wisconsin

Area of study: Certified Public Manager Program

Degree awarded: C.P.M. Professional license or certification: _____

License / certificate #: _____ Expiration date: _____ Licensed in AZ _____



SKILLS: Please list any additional skills or information relevant to the position for which you are applying:

Certified Election Official; 14 years experience as administrator including 7 as a city administrator and 7 as a law enforcement administrator; 11 years experience as a clerk in municipalities ranging from rural communities with a population of 1300 to urban communities with a population of 25,000. Further skills and experience detailed in resume

The Town of Jerome supports a drug-free work environment through pre-employment drug testing.

EOE / F / M / D / V

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Town of Jerome to provide equal opportunity employment. Selection and employment of applicants shall be made on the basis of qualifications without regard for disability, national origin, race, color, religion or sex.

**Read the following statement carefully.
The application is invalid unless signed by the applicant.**

I hereby certify that the facts set forth on this application are true and complete and that any misrepresentation, falsification, or willful omission shall be sufficient reason for refusal of employment. I authorize the Town of Jerome to investigate all information contained in this application including contacting employers. I also grant permission to any previous employer to disclose any and all information concerning my previous employment. I understand if I am interviewed or selected as a finalist with the Town of Jerome, my application will be considered “public record” and may be subject to publication.

Brett Klein	3/2/2022
Applicant signature	Date

After employment, information will be sent to e-verify as well as Arizona New Hire.

All applications are kept on file for six months.

Subject: Town Manager - Clerk

Date: Thursday, March 3, 2022 at 12:58:57 PM Mountain Standard Time

From: Brett Klein

To: Candace Gallagher

Hi Ms. Gallagher,

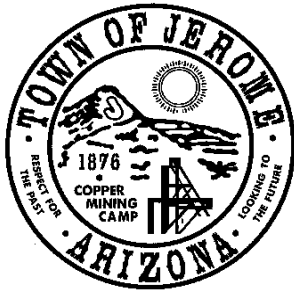
I was excited to see the posting for the Town Manager / Clerk for the vibrant town of Jerome. I just noticed it today as I have been checking the Arizona listings approximately once per week since my wife, children, and I decided we would pursue opportunities in Arizona to be closer to all our extended family. I was hoping to find an opportunity in the Verde Valley area that I could utilize both my experience as an administrator / manager and clerk, while being near family and friends in Flagstaff, Dewey-Humboldt area, and not too far from family in the Phoenix metropolitan area.

With my wife and I having 15-20 years of work remaining, along with active children, we would love to settle into Jerome. I will submit application materials by tomorrow and although we are presently in the midwest, I hope that will not have a negative impact on my application materials. We are being very selective in order to ensure a great, long-term fit. We feel Jerome would be outstanding for us and allow us to relocate near all our family and friends. We are the last of the family in the midwest who have not relocated to Arizona.

I appreciate your time and consideration and look forward to pursuing this fantastic opportunity with the Town of Jerome. And, congratulations on your retirement!!

Sincerely,

Brett Klein



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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: **Item #4: Selection of Vice Mayor / Filling of Council Vacancy**

MEETING DATE: April 6, 2022

In light of the resignation from Council of Vice Mayor Mandy Worth, there exists the need to appoint a new Vice Mayor from among the remaining Council members and to determine how to proceed in filling the vacancy on Council.

Selection of Vice Mayor: This is done by nomination, motion and vote. Although not a legal requirement, tradition has generally been that the member with the most number of votes at the election is selected as Mayor, and the member with the second most number of votes as Vice Mayor. In the August 2020 Primary Election, votes received by remaining Council members were:

Alex Barber – 140
Jane Moore – 138
Sage Harvey – 103

Filling Council Vacancy: A.R.S. 9-235 provides that Council shall fill a vacancy by appointment for the remainder of the unexpired term. The appointee must meet the same qualifications as a candidate for Council; that is, at least 18 years of age, a qualified elector, and a resident of the town for at least one year. While the statute states that Council “shall” fill the vacancy, there is no time limit established for doing so.