



Staff Report

Agenda Item: **CONSIDERATION OF ACCEPTANCE OF A GRANT FROM THE WALTON FAMILY FOUNDATION RELATING TO THE CLARKDALE SUSTAINABILITY PARK** - Discussion and consideration of accepting a grant from the Walton Family Foundation relating to the Clarkdale Sustainability Park.

Submitted By: Town Manager Gayle Mabery

Meeting Date: July 13, 2010

Background: During the Council's February 26, 2010 Strategic Planning Session, the Council identified the solicitation of funding for administrative support for the Clarkdale Sustainability Park project as the highest priority focus for that project. Since that time, the CSP Work Group developed a grant application to be submitted to the Walton Family Foundation and received permission from the Council on April 13th to submit the grant to the Foundation.

On June 14, 2010, the Town was notified that the Walton Family Foundation (WFF) had approved Clarkdale's proposal, an 18-month grant in the amount of \$225,250 to establish the Initial Project Management Team for the Clarkdale Sustainability Park. At the request of the Walton Family Foundation, the Town also included a request for a sub-grant to the Verde River Basin Partnership/USGS in the amount of \$247,922 to collect and analyze critical data and publish a report on water budgets and water resources needed by area resource managers to make informed management decisions. The Town of Clarkdale will receive \$2,479 to act as the pass-through agency for the sub-grant, resulting in a total project cost for the VRBP/USGS grant of \$250,401. The two grants combined total is \$475,651, with a term that is proposed to begin September 1, 2010 and expire February 28, 2012. The grant agreement/award letter is included in your Council packet, along with the finalized grant application.

If the grant acceptance is approved by the Council, the Town will begin advertising to fill the Project Manager position for the CSP immediately, and hope to hire the Project Manager by September 1, 2010. A job description for that position is included in the grant application.

Recommendation: Staff recommends that the Council accept the grant from the Walton Family Foundation in the amount of \$475,651 and authorize the Mayor to execute the agreement.

The
WALTON FAMILY
FOUNDATION

| P.O. Box 2030 | Bentonville | AR 72712-2030

June 23, 2010

Doug Van Gausig
Town of Clarkdale Arizona
P.O. Box 308
Clarkdale, AZ 86324

Dear Mayor Van Gausig,

It is my pleasure to inform you that The Walton Family Foundation, Inc. (the "Foundation") has approved an eighteen-month grant of \$475,651.00 to the Town of Clarkdale Arizona (the "Grantee"). This grant is subject to the following terms and conditions:

1. **Purpose:** The purpose of the grant and deliverables are contained in the proposal from the Town of Clarkdale Arizona to the Foundation dated May 6, 2010 and are incorporated by reference. Grant funds of \$475,651.00 would be used to accomplish two objectives: 1) Hire an initial management team to oversee a feasibility study for the Clarkdale Sustainability Park and 2) In partnership with the U.S. Geological Survey, collect data and produce a report on water in the Verde Valley that analyzes future scenarios for water availability.

Grantee agrees to use all grant funds exclusively for the grant's purposes. Any changes in these purposes must be authorized in advance by the Foundation in writing.

2. **Amount: Four Hundred Seventy Five Thousand Six Hundred Fifty One Dollars (\$475,651.00).**

First Installment	Payable July 15, 2010	\$175,000.00
Second Installment	Payable March 1, 2011	\$150,000.00
Third Installment	Payable September 1, 2011	\$150,651.00

3. **Payable:** An initial payment of \$175,000.00 shall be payable within 14 days of the receipt of a copy of this letter from Grantee acknowledging the terms and conditions set forth herein.

A second installment of \$150,000.00 and the third installment of \$150,651.00 shall be payable upon approval of mid-term programmatic and financial reports that would need to demonstrate progress in achieving the objectives of the grant.

4. **Accounting:** (a) The Foundation encourages, whenever feasible, the deposit of grant funds in an interest-bearing account. For purposes of this letter, the term "grant funds" includes the grant and any income earned thereon.

(b) Grantee will maintain records of receipts and expenditures made in connection with the grant funds and will keep these records during the period covered by the Grantee's reporting obligations specified in paragraph 5 and for at least four years thereafter ("Maintenance Period"). Grantee will make

its books and records in connection with the grant funds available for inspection by the Foundation during normal business hours as the Foundation may request at any time during the Maintenance Period.

5. **Reporting and Evaluation:** Grantee will provide the Foundation with interim financial and narrative reports due February 15, 2011 and August 15, 2011 and a final financial and narrative report due March 15, 2012. Each report should include an account of expenditures of grant funds and a narrative of what was accomplished by the use of such funds during the year (including a description of progress made in fulfilling the purposes of the grant and confirmation of Grantee's compliance with the terms of the grant). Copies of all reports will be sent electronically to Cheryl McFarland at cmcfarland@wffmail.com and key Walton Foundation program staff.

6. **Representations:** Grantee represents and warrants to the Foundation that:

(a) Grantee is an organization in good standing, is either an organization described in section 501(c)(3) of the Internal Revenue Code ("Code") or a governmental unit, and is not a "private foundation" described in section 509(a) of the Code. Grantee will promptly notify the Foundation of any change in Grantee's tax status under the Code.

(b) In no event will Grantee use any grant funds:

(i) to carry on propaganda, or otherwise to attempt, to influence legislation;

(ii) to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive; or

(iii) to undertake any activity other than for a charitable, educational or other exempt purpose specified in section 170(c)(2)(B) of the Code.

(c) Grantee will comply with all applicable laws and regulations.

7. **Repayment:** The Foundation may discontinue any further payments to Grantee, and may direct Grantee to repay any unexpended grant funds to the Foundation, if any of the following events occurs:

(i) Grantee ceases to maintain its tax-exempt status as described in paragraph 6(a) above;

(ii) Grantee fails to comply with the terms of this letter; or

(iii) There is a material change in Grantee's key personnel that in the sole opinion of the Foundation adversely affects Grantee's management of the grant.

8. **Grant Publicity:** The Foundation reserves the right to review and approve any and all publicity concerning the grant prior to release. Any information regarding the grant to be released to the general public should be approved in advance by Foundation staff. This requirement is not intended to prevent Grantee from informing members of its Board, other key personnel or potential donors of the grant. Listing the grant in Grantee's general publications in a manner consistent with other grants is permitted.

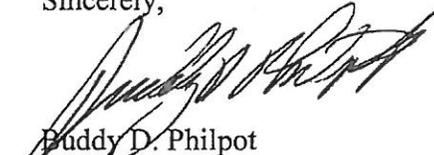
9. **Gratuities:** The Foundation desires that all of Grantee's resources be dedicated to accomplishing its philanthropic purposes. Therefore, Grantee agrees that it will not furnish the Foundation or its Board of Directors, officers, staff or affiliates with any membership, commemorative items, recognition plaques or gratuities or benefits of any kind.

10. **Contact:** For all communications regarding the grant, your point-of-contacts at the Foundation will be Senior Program Officer Margaret Bowman. Margaret can be contacted via email at mbowman@wffmail.com.

We have enclosed two original grant letters. Please sign one copy as Grantee's acknowledgment of the terms and conditions herein stated and return it to me in the enclosed self addressed envelope. If the signed acknowledgment of this letter is not received in the Foundation's office by July 15, 2010, the Foundation will consider the Grantee to have declined the grant.

On behalf of the Foundation, I extend every good wish for the success of your organization's endeavors.

Sincerely,



Buddy D. Philpot
Executive Director

ACKNOWLEDGED AND AGREED

By: _____
Doug Van Gausig (Date)
Town of Clarkdale Arizona

Walton Family Foundation

Proposal Cover Sheet

Date of Request: May 24, 2010

Name of Organization: Town of Clarkdale, Arizona
Address: P.O. Box 308
Clarkdale, AZ 86324
Phone: (928) 639-2400
Fax: (928) 639-2409
Tax ID Number: 86-6005840

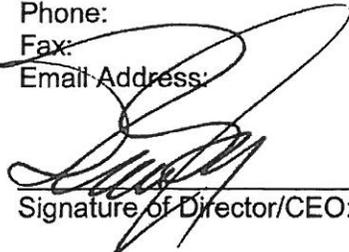
Amount of Request: \$225,250 - Town of Clarkdale
Over what period of time: 18 months

USGS/VRBP Sub-Grant Request: \$250,401 - USGS
Over what period of time: 18 months

Key Project Contact(s): Gayle Mabery, Town Manager
Address: SAA
Phone: (928) 639-2415
Email Address: Gayle.Mabery@clarkdale.az.gov

Name of Project/Proposal: Clarkdale Sustainability Park-Initial Management Team

Person Authorized to sign Grant Agreement: Doug Von Gausig, Mayor
Address (if different than organization address): SAA
Phone: (928) 639-2400
Fax: (928) 639-2409
Email Address: dougvg@commspeed.net



Signature of Director/CEO:

May 24, 2010

Date:

By signing and submitting this request for funding, the requesting organization acknowledges that the Walton Family Foundation has not previously made any promise to provide the funding requested herein and that the requesting organization has not relied to its detriment upon any statement by the Walton Family Foundation or its representatives to obtain the funding requested herein. The requesting organization further acknowledges that any approval of its grant proposal will be communicated only by, and is contingent upon execution of, a written grant agreement between the requesting organization and the Foundation signed by the Foundation's Executive Director.

Proposal Narrative:

Purpose of the Grant, Goals, Activities and Anticipated Results

Summary of Request and Purpose of Grant

The Town of Clarkdale is requesting funds to engage the services of an initial management team for the Clarkdale Sustainability Park (CSP or Park). This team will be under the direct supervision of the Town Manager, and they will be responsible for coordinating and managing the initial Feasibility Study, grant research and administration, partner selection, site evaluation, and public relations for the CSP. We expect that the team will consist of 2 people who bring technical expertise in water and renewable energy, governmental affairs, public relations, organizational development and management oversight.

Background statement of need/problem to be addressed

The Clarkdale Sustainability Park, when complete, will address a range of needs for the Town of Clarkdale, the Verde River, and the State of Arizona. The first phase of the Park will address water sustainability and dewatering of the adjacent Verde River by treating municipal effluent to drinking water standards. This water will then be used as "non-potable reuse" water for irrigation, aquifer recharge and such non-potable uses as secondary water in commercial buildings (toilet flushing, etc.).

Currently few municipalities in the Verde Valley recharge their effluent, due to the high expense of treating their wastewater to standards for recharge. Effluent is therefore disposed of, generally by spray irrigation or other consumptive use. Since virtually all groundwater flow in the Verde Valley discharges into the Verde River, this means that groundwater withdrawn from the Verde Valley is, in a very real sense, withdrawn from the Verde River and consumed. The intent is to collect wastewater and treat it for recharge using sustainable energy. Our figures indicate this will prevent roughly 500 acre-feet of consumptive withdrawal from the Verde River. This estimate may ultimately increase if other Verde Valley communities wish to partner with Clarkdale so that their wastewater is treated to the same standards.

The subsequent phases of the Park will focus on producing roughly 50 megawatts of renewable energy from a suite of renewable energy producers at the Park. The water sustainability elements, combined with a focus on renewable energy industries will combine to further Clarkdale's vision to instill a culture of sustainability in our Town, and provide the core foundation for a comprehensive economic development strategy for Clarkdale. For addition information on the CSP, visit <http://clarkdalesustainabilitypark.org>

Specific Project Goals

The broader project goals for the CSP are:

1. Provide a focused economic development strategy that will provide the Town of Clarkdale with a sustainable stream of revenue, allowing us to enhance the quality of life in our community;
2. Decrease consumptive water use in the Middle Verde River Sub-Basin;
3. Create and distribute 50 MW of clean, carbon-neutral to carbon-negative energy to the grid;
4. Create and maintain a vital educational facility which will educate interns and disseminate techniques to other communities in the United States;
5. Create a crucible of renewable energy innovation and research.

However, the specific project goals associated with our request to the Walton Family Foundation during this first 18 months of the project include:

1. Engage the services of a Project Manager who will:
 - a) Research, prepare and administer grant applications to secure the development of the CSP and to further develop organizational capacity;
 - b) Research and develop an action plan to pursue treatment of the Town's effluent to potable standards;
 - c) Select a qualified individual to provide part-time administrative/technical project support;
 - d) Develop an internship program to provide CSP project support through one or more Arizona colleges or universities; and,
 - e) Coordinate the consultants who undertake the CSP Feasibility Study.
2. Complete Phase I of the CSP Feasibility Study.

Strategies and Activities to Achieve the Project Goals

The Town of Clarkdale has developed a job description (attached as "Exhibit A") for the CSP Project Manager and will begin recruitment for this position upon receipt of grant approval from the Walton Family Foundation. After selection, the Project Manager will play a critical role in selecting the individual who will ultimately provide part-time administrative/technical project support. These two individuals will work as a team to complete the 18 month project goals identified above, and develop a foundation to support our broader CSP goals.

Simultaneously, the Town of Clarkdale will be applying for funding through the U.S. Economic Development Administration (EDA) for a Feasibility Study for the CSP. The Scope of Work for the Feasibility Study is 95% complete at this time, and Clarkdale has received the required support of the Northern Arizona Council of Governments to proceed with an EDA grant application. If our application is successful, we anticipate a grant award for the Feasibility Study in the 3rd quarter of 2010. The Feasibility Study will take approximately 18 months to complete in its entirety, however, Phase I should be complete by March, 2011, with Phase II beginning immediately thereafter.

Specific, Measurable Anticipated Project Results

At the conclusion of this first 18 months, we will have secured additional grant funds to further the goals of the CSP. The first step in that process will be to secure funding for the CSP Feasibility Study.

Additionally, during this first 18 months, the Town of Clarkdale will have developed an action plan to pursue treatment of the Town's effluent to potable standards. The plan will identify timelines, funding options, energy needs and regulatory requirements in order for the Town to begin moving forward with a project.

By the end of the first year, a formal arrangement will be in place with at least one Arizona college or university providing internship opportunities for the CSP.

As requested by the Walton Family Foundation, the Town of Clarkdale, acting as fiduciary agent for the Verde River Basin Partnership, will receive grant funds from the Walton Family Foundation. The Town of Clarkdale shall consider receipt of such funds as authorization from the Walton Family Foundation for immediate disbursement to the United States Geologic Society (USGS) for the project. Results of the project will be to collect and analyze critical data and publish a report consistent in outcome with the first deliverable specified under Title II of Public Law 109-110, the Northern Arizona Land Exchange, Title II and Verde River Basin Partnership Act of 2005 (see "Exhibit B" for USGS/VRBP proposal). The Town of Clarkdale shall act as a fiduciary agent only, and shall have no responsibility for project or grant administration of the USGS/VRBP grant.

Description of how the Project Goals Fit into the WFF Strategic Plan

We strongly believe that both our short and long-term goals for the Clarkdale Sustainability Park fit well with the goals set forth under the Walton Family Foundation's Freshwater Initiative Strategy. The funds we are requesting will be used to pay for 18 months of salary and benefits for the full-time Project Manager position and a half-time supporting position, whose jobs will be to further the goals and planning for the Clarkdale Sustainability Park. One of the primary goals of the Park is to reduce Clarkdale's, and eventually the entire Verde Valley's, dependence on consumptive use of groundwater. The way this will be accomplished is by creating a state-of-the-art wastewater reclamation facility which will allow us to recycle groundwater, thus reducing our consumptive demand.

The connection between consumptive groundwater use and the flows of the Verde River is explained below:

The Middle Verde River enters the middle Verde at an average flow of about 163 cubic feet per second (CFS) and a base flow of around 55 CFS. It leaves the Verde Valley below Camp Verde with an average flow of about 380 CFS and a base flow of around 30 CFS (due to heavy use by agriculture in the valley). The hydrologic function of the river is to discharge groundwater that infiltrates the aquifer from the mountains to the east and west of the river. This groundwater flows from the outer

edges of the Verde Valley toward the river, such that virtually all groundwater eventually is discharged in the river's surface flow. Since, according to the Arizona Department of Water Resources, the Verde Valley's groundwater is already in an "overdraft" status, meaning we are withdrawing more groundwater than is naturally recharged, this also means that any water intercepted and consumed between the outer edges of the valley and the river channel reduces the flow of the river by an amount equal to that consumption.

The 65,000 people in the Verde Valley are 100% reliant upon groundwater for their drinking water supply, so around 9000 acre-feet of groundwater is extracted each year. That means that 9000 acre-feet of water are not reaching the Verde River. This equates to about 13 CFS, or about 25% of the base flow of the river as it enters the valley. The US Bureau of Reclamation's recent estimate for the population of the Verde Valley in the year 2050 is around 200,000 people. Even with a concerted conservation effort between now and then, the future populations will require in excess of 25,000 acre-feet per year.

Challenges or Barriers (if any) to Achieving Results and Description of how the Project Design Addresses Them

Clarkdale Sustainability Park will operate using an organic business model requiring adaptability and resilience as technologies change and improve. The Park must stay on the leading edge of sustainable energy and water practices, and that will require a highly motivated and engaged management team from the inception of the project.

The Town of Clarkdale's approach is to be both deliberative and aggressive in moving forward with the CSP. Securing talented project management at the beginning stages of the project is key, and it is the reason we are seeking funding from the Walton Family Foundation at this time. The simultaneous effort to secure funding for a comprehensive Feasibility Study is also a critical step in aligning the project's early success.

We believe that taking the time to build an appropriate foundation for the CSP in the earliest stages will help assure its success over the long term. The project, as stated before, will operate organically, and this model will lead to constant assessment, adaptation and evolution that will keep the entire project on track and mission-oriented.

Sustainability

Sources of funding for the project, including the percent the WFF grant would represent of overall program costs

The largest initial expense will be a Feasibility Study, which will cost in the neighborhood of \$750,000, and be paid for by a grant from the United States Department of Commerce or similar source. Our best estimation at this time is that overall project costs would be around \$400 million when completed. The Walton Family Foundation grants will represent less than .01% of that total, but will supply the critical funding necessary to provide the initial coordination and management for the start-up of the Clarkdale Sustainability Park.

Plan for sustaining this project after the grant period

The project will become a public-private partnership, and will be sustained primarily by profits on the sale of several renewable energy products. Educational tuitions, water treatment fees, tourism opportunities, and local excise and property taxes will also contribute. The WFF grant is a "seed" grant which will be used to create the basis and foundation for the continued success of the Park.

Organizational Management and Background

Short biography and description of key staff's project responsibilities

Exhibit A includes the job description for the CSP Project Manager.

Town Manager Gayle Mabery will have ultimate oversight over this project, and direct supervisory responsibility for the CSP Project Manager. Ms. Mabery has been the Clarkdale Town Manager in Clarkdale since 1998, is a Past President of the Arizona City/County Manager's Association, and is a Credentialed Manager through the International City Manager's Association. She obtained a BSBA from Northern Arizona University with an emphasis in Small Business Management in 1992 and completed Harvard University's Senior Executives in State and Local Government Program in 2006.

Short description of the organization's history, scope and mission

While this is a new project for the Town of Clarkdale, the Town has been incorporated for 53 years. Clarkdale has operated under the Council/Manager form of government since 1981 and is responsible for a full scope of municipal services including, but not limited to: 1) Planning and Community Development; 2) Public Works; 3) Public Safety/Police; 4) Magistrate Court; 5) Utilities/Enterprise Funds including Water, Wastewater and Solid Waste Operations; 6) Cemetery; 7) Library; 8) Parks and Recreation and other general municipal services.

During a Strategic Planning Retreat in November, 2009, the Clarkdale Town Council adopted the following Vision for the Clarkdale Sustainability Park: To Be an Evolutionary Solution for a Sustainable Community.

List of any past grants to the organization from the Walton Family Foundation

None

Evaluation

Overall plan for evaluation of anticipated project results

The project results will be evaluated continually by Town of Clarkdale management and Town Council. Periodic performance audits will be performed to assess our progress in meeting goals, as they are for numerous other Town of Clarkdale projects.

Description of how evaluation information will be gathered

Evaluation data will be gathered by the Project Manager and the Town management team, and are relatively straightforward during the first year. Coordination meetings will be held at least 2 times per month in order to review project status and assess evaluation data.

Description of how evaluation results will be used and/or disseminated

The Town of Clarkdale is committed to transparency of all records and project data. Formal project updates will be given during Town Council meetings once per quarter during the first 18 months of the project. The Clarkdale Sustainability Park web site will also provide periodic updates on progress and evaluation data.

Person(s) involved in the evaluation process

During the 18 months of this project, the CSP Work Group (presently including the Mayor, Town Manager, Community Development Director and Human Services Director) will provide the first level of evaluation of data, with ultimate review by the Clarkdale Town Council during the quarterly project updates.

Budget

Itemized request for WFF Funds for Clarkdale/CSP Initial Management Team

Expense Categories	WFF Grant Request	Clarkdale Commitment	Total Project Budget	Grant Request Narrative
Personnel				
Salary	\$150,000	\$52,923	\$202,923	100% of funding for 18 months of one full-time Project Manager and one part-time administrative/technical support position
Benefits	\$ 52,500	\$18,523	\$ 71,023	Benefits @ 35% of salary costs, which is

				the average percentage for benefit costs in the Town of Clarkdale, for 18 months
Other	\$ 0	\$ 0	\$ 0	
Personnel Subtotal	\$202,500	\$ 71,446	\$273,946	
Direct Expenses				
Travel	\$ 10,000	\$ 1,500	\$ 11,500	2 out-of-state trips @\$3,000 each; 4 in-state trips @ \$1,000 each - to conferences or meetings with project specific applicability
Meetings/Events				
Printing/Publications	\$ 1,500	\$ 1,500	\$ 3,000	Printing/Publications of public information and outreach about the project
Postage	\$ 250		\$ 250	Postage primarily for public information about the project
Telephone				
Supplies	\$ 2,500	\$ 500	\$ 3,000	General office Supplies
Equipment	\$ 4,500		\$ 4,500	Primarily IT and office related Equipment
Other	\$ 4,000		\$ 4,000	Other miscellaneous project expenses totaling 1.78% of total project request
Direct Expenses Subtotal	\$ 22,750	\$ 3,500	\$ 26,250	The Town of Clarkdale typically assigns 10-18% of project costs to "administration", which, for this application covers the same types of costs as "direct expenses". The \$22,750 in Direct

				Expenses equates to 10.10% of total project request.
Overhead	\$ 0	\$ 11,263	\$ 11,263	
Total Clarkdale Request	\$225,250	\$ 86,209	\$311,459	
Expense Categories	WFF Grant Request	USGS/VRBP Commitment	Total Project Budget	Grant Request Narrative
Partner Expenses				
Consultants				
Sub-Grants-USGS/VRBP	\$247,922		\$247,922	
Partner Expenses Subtotal	\$247,922	\$50,000	\$297,922	See "Exhibit B" for USGS/VRBP Project Draft Budget Proposal
Overhead	\$2,479		\$2,479	1% of Total Project Budget charged as by Clarkdale to act as Fiscal Agent for USGS/VRBP
Total USGS/VRBP Request	\$250,401	\$50,000	\$300,401	

Other funding sources for the proposed project

The CSP Feasibility Study will be an 18-month study defining the operating parameters of the project as well as the environmental assessments, legal and regulatory considerations, and financial prospectus. Our best estimation at this time is that the study will cost around \$750,000, and will likely be funded by an economic development grant from the US Department of Commerce. Other grants will be aggressively pursued as part of the initial management team's responsibilities.

Finances

Attached please find the Town of Clarkdale's:

- Most Recent Audited Financial Statements
- Most Recent Budget for FY 2009-10
- List of Organization's Elected Town Council ("Exhibit C")
- Evidence that this Project has Organizational Support (sign-off by Executive Director/CEO or Board President, Included on Proposal Cover Sheet)

"Exhibit A"

CSP Project Manager Job Description

TOWN OF CLARKDALE



CLARKDALE SUSTAINABILITY PARK
PROJECT MANAGER
(Grant Funded)

Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION AND PRIMARY FUNCTION:

Under direction of the Town Manager, the Clarkdale Sustainability Park (CSP) Project Manager performs highly responsible administrative work relating to the CSP. The Project Manager will exercise direct supervision over volunteers, interns, and consultants, and will work closely with professional staff, elected officials and the community.

The Project Manager is responsible for carrying out a wide range of research and representational activities requiring good judgment, analytical ability, diplomacy and, at times, confidentiality. Persons in this class are characterized with a high degree of professionalism and executive administration abilities and extensive knowledge of the principles and methods of public and business administration. This classification is an FLSA exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities may be modified at any time at the discretion of the Town Manager. Abnormal working hours may be required. Typical duties include, but are not limited to the following:

- 1) Researches, prepares and administers grant applications; seeks grants for CSP development and to build organizational capacity for the project;
- 2) Directs and manages the development and implementation of the CSP's Strategic Plan (Vision, Mission, Goals, and Objectives); develops metric systems that monitor and assess progress towards achieving performance goals;
- 3) Coordinates, supervises and evaluates the activities of consultants, volunteers, and other departments as they relate to the CSP including those conducting the CSP Feasibility Study;
- 4) Researches and develops an action plan to pursue treatment of municipal effluent to potable standards;
- 5) Prepares and/or communicates clear, accurate and comprehensive CSP programs, policies, and activities to elected officials, outside agencies and the community; and, negotiates and resolves issues pertaining to the CSP;

- 6) Manages communications relating to the CSP, including development of marketing and educational materials, website and electronic outreach;
- 7) Coordinates with educational institutions to develop strong academic component within CSP;
- 8) Conducts organizational and administrative studies, and directs complex forecasting and cost/benefit analysis of a wide range of policies and issues relating to the CSP in order to enable Town leadership to make informed decisions.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A combination of education and experience equivalent to a Bachelor's degree from an accredited four (4) year college or university with major coursework in Public or Business Administration, Environmental Management, Environmental Science, Urban Planning, Architecture, or another job related field, and six (6) years of managerial and administrative experience in government or business, including three (3) years experience in a senior management position. A blend of government and private sector experience and a Master's degree in any of the disciplines identified above is highly preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge, skills and abilities may include but are not limited to the following:

Knowledge of:

- principles and practices of municipal grant administration, budgeting and finance, economic development, public participation and communications;
- the current social, political, and economic trends of federal, state and local government and the renewable energy industry;
- current concepts of conservation and sustainable development including energy conservation, solid waste recycling, green building, and resource and water conservation;
- the challenges associated with the consumptive use of groundwater in an arid region, and increasing demands for both the human population and the environment on finite supplies of water;
- the principles and practices of municipal administration and organization;
- the principles and practices necessary to operate successfully in an organic business model;
- federal and state legislative functions, procedures and organizational structures.

Skills and ability to:

- analyze problems and make sound recommendations using high-level planning, budget and financial management experience; understand and communicate the long and short-term benefits of the CSP;
- demonstrate superior project management skills and have the ability to effectively facilitate the development of a strategic plan; establish meaningful performance metrics to track and measure success;
- work collaboratively with elected officials, business, organizations, institutions and residents to develop solutions and implement action plans to address the challenges and opportunities inherent in the CSP's relationship to the environment, society and the economy;
- influence people at all levels and functions, articulating the CSP as a comprehensive economic development plan, and helping to instill a culture of sustainability in the community;
- undertake detailed systems development and program evaluation studies and recommend solutions to complex problems;
- interpret federal, state and local ordinances, rules and regulations;
- understand sustainable technology as it relates to energy, waste, water reclamation, carbon emissions, green building, and other areas;
- be equally comfortable working closely as part of a team or isolated on defined tasks with limited support;
- commit to a culture of innovation and be comfortable working with an organic business model;
- effectively educate, persuade and mobilize resources towards the advancement and development of the CSP;
- be a highly approachable leader, who can openly accept and work effectively in a climate of interaction, communicating within all levels of the organization.

Further, the abilities to:

- quickly acquire knowledge of the diversity of the Town of Clarkdale and work well in a team-oriented environment;
- exhibit flexibility in the face of change;
- be a master collaborator who will work effectively in relationship building to ensure that the CSP's short and long term goals, and strategic plan meet and exceed the Town's goals of instilling a culture of sustainability without compromising the quality of life for future generations.;
- demonstrate strong leadership and innovative thinking in the development of exemplary policies and programs.

WORKING CONDITIONS:

General office environment utilizing computers and standard office equipment. Abnormal working hours may be required. Travel out of town or state may be requested of this classification.

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 low to moderate, such as found in a normal business office with computers.

SPECIAL CONDITIONS:

This position is an 18-month, grant funded position. Continuation of the position beyond the first year is desirable, but contingent upon securing additional grant funding.

Salary Range is negotiable, depending on qualifications and desired benefit package.

Pre-employment drug testing is mandatory.

“Exhibit B”

USGS/VRBP Project Draft Budget Proposal

Task	Description	Hours	Personnel	Hourly Rate	Cost
A	Compile, interpret existing data (Labor)	160	GW-9 hydrologist	\$48	\$7,706
B	Use model to derive water budget information (Labor)	40	GS-13 hydrologist	\$91	\$3,646
C	Evaluation of water-use scenarios (Labor)	80	GS-13 hydrologist	\$91	\$7,293
D1	Diversion quantification + (Labor)	40	GS-9 hydrologist	\$48	\$1,920
D2	Remote ET analysis (Labor)	160	GS-11 hydrologist	\$67	\$10,733
D3	Field water use confirmation				
	Labor		Various		\$8,000
	Travel				\$4,710
	Vehicle				\$1,290
D4	Seepage run				
	Labor		Various		\$81,520
	Travel				\$20,000
	Vehicle				\$6,880
	Supplies				\$8,600
	Equipment rentals				\$8,000
	Report	1,400	GL-13 hydrologist	\$91	\$127,624
	Total				\$297,922
	+ Hours indicated here are for interpretation and incorporation of results in this study from a Northern Arizona University study on diversions from the Verde River.				

“Exhibit C”

Clarkdale Town Council



Founded 1912 ★ Incorporated 1957

Clarkdale Town Council

Doug Von Gausig, Mayor

1st Term of Office: June, 2004-June, 2008
2nd Term of Office: June, 2008-June, 2012 (current)

J.R. "Jerry" Wiley, Vice Mayor

1st Term of Office June, 1992-June, 1996
2nd Term of Office June, 2006-June, 2010 (current)

Curt Bohall, Council Member

1st Term of Office June, 2006-June, 2010
Re-elected for 2nd Term: June, 2010-June, 2014

Richard Dehnert, Council Member

1st Term of Office: June, 2008-June, 2012

Patricia Williams, Council Member

1st Term of Office: June, 2004-June, 2008
2nd Term of Office: June, 2008-June, 2012 (current)