



It's in your hands ~
"Build a stronger community- shop locally"

AGENDA
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
MONDAY, MARCH 22, 2010
at 6:00 P.M.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to salary, expenses, per diem, etc. of an Interim Town Manager provided by the League of Arizona Cities and Towns and/or other possibilities relative to the appointment of an Interim Town Manager. Staff Resource: David R. Smith**
5. **Discussion, consideration, and possible approval of the League of Arizona Cities and Town's Executive Recruitment Proposal as it applies to filling the Town Manager's position. The estimated cost of the recruitment services is \$8,000. There is \$2,600 remaining in the Recruitment Expense line item in the Human Resources budget. If approved, the approval will include the reappropriation of \$5,400 from General Fund Contingency to the Recruitment Expense line item. Discussion may include direction to staff to pursue other avenues of recruitment. Staff Resource: David R. Smith**
6. **Adjournment**

Posted by:

U. Jones

Date/Time:

3-18-2010

1:30 p.m

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

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

**Town Manager
Unexpended Budget Appropriations
FY2009-2010**

	FY09-10 Budgeted	YTD Consumed	Balance Available
Salaries	112,000.20	102,464.09	9,536.11
FICA	6,944.01	6,352.77	591.24
Medicare	1,624.00	1,485.73	138.27
Retirement	10,528.02	8,098.48	2,429.54
Unemployment	68.60	68.60	-
Workman's Comp	244.94	212.88	32.06
Heath Insurance	5,969.52	5,133.00	836.52

Total \$13,563.75

Potential Interim Manager Costs

	Monthly	3 Month (Apr - Jun)		
Salary	6,480.00	19,440.00	Interim Mgr Costs	\$25,859.16
FICA	401.76	1,205.28	Current Available	\$13,563.75
Medicare	93.96	281.88	Difference	\$12,295.41
Workman' Comp	0.00			
Room	840.00	2,520.00		
Meals	444.00	1,332.00		
Travel	360.00	1,080.00		
Total	\$8,619.72	\$25,859.16		

Note: The Total cost of the Interim position would depend on 1) negotiations with the individual appointed and 2) when the individual was appointed. If the individual was not appointed until May 2010 then the total cost would be approx. \$8620 less.

EXECUTIVE RECRUITMENT PROPOSAL

TOWN OF CAMP VERDE

Prepared by

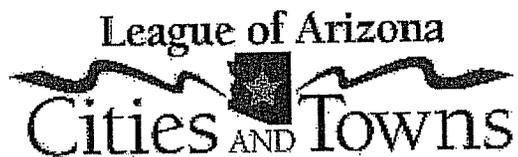


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Background

The League of Arizona Cities and Towns provides an important link among the 90 incorporated cities and towns in Arizona. The League is the only organization that connects each and every municipality regardless of size or geographic location. In these increasingly challenging times, the League continually strives to better assist Arizona's cities and towns with a variety of products and services. We represent the collective interests of cities and towns at the State Legislature, provide timely information on important municipal issues, create skill-sharpening workshops and develop networking opportunities - to name just a few of the services the League provides.

Legislative Advocacy

During the legislative session and throughout the year, the League staff meets with legislators, the Governor, state agencies and other special interest groups to advance the interests of cities and towns. We carefully monitor and track each bill of municipal concern that is introduced during the session. We spend a great deal of time attending and testifying at committee hearings on bills of municipal interest.

Technical Assistance

Technical assistance is provided to cities and towns through a variety of methods including responding to phone inquiries, providing legal advice, writing and editing technical publications and manuals, on-line services, archive collections and historical information.

Information and Inquiry Service

The League is a resource and information service for every city and town. To help keep municipal government well informed in a constantly changing government landscape, the League provides reports on matters affecting cities and towns, as well as reminders on such items as budget and election deadlines and new Federal regulations.

League Publications

The League provides a variety of publications pertaining to municipal government in Arizona. These include:

- Local Government Directory
- Municipal Policy Statement
- So You Got Elected...So Now What?
- You as a Public Official
- Salary & Benefit Survey
- Municipal Budget & Finance Manual
- Municipal Election Manual CD Rom
- Municipal Incorporation in Arizona

- Guide to Preparing and Adopting Local Laws / Municipal Publication Requirements
- Exploring Charter Government for Your City
- Charter Government Provisions in Arizona
- A Guide for Annexation
- Model City Tax Code
- Executive Recruitment Guide

Training & Professional Development

The League sponsors at least one different training session each month of the year. These sessions cover a variety of topics and are designed to help participants sharpen skill sets, share ideas and gather current information pertinent to cities and towns.

The Annual Conference

The Annual Conference is the League's showcase event and is held in a different city or town each year. This four-day meeting brings together more than 900 mayors, council members, appointed officials and guests. The Annual Conference allows members and other municipal officials to share experiences and discuss current local, regional, and national trends affecting municipal government in Arizona.

Affiliate Groups

The League works hand in hand with affiliate organizations including the Arizona City/County Management Association, Arizona Finance Officers' Association, the Arizona Municipal Clerks' Association, and the Arizona Association of Chiefs' of Police, the City Attorneys' Association as well as many others.

Communication and Outreach

The League creates communications tools, newsletters and events to assist cities and towns with getting the word out about the value and importance of city and town government.

Strong Cities Make a Strong State

The purpose of the Strong Cities Make a Strong State program is to draw attention to municipal services, raise public awareness of the value they provide to the quality of life in our communities and heighten overall grassroots support. The program acts as a constituent communication vehicle, which cities and towns can use to send a message that is both targeted to their unique community and consistent with other communities statewide.

Scope of Service

The League will provide the following range of recruiting services to the Town of Camp Verde. The fee covers costs to the League such as staff time, travel and telephone calls. Fees charged to cities are at a member rate, based on population. The direct costs related to ad placement, FedEx, and other similar charges are to be paid by the town. The League will:

1. Assist the council in developing a “manager profile.” The profile is critical to securing the best candidate who meets the Town’s needs.
2. Place advertisements in a number of national, regional and local publications.
3. Receive and screen applications (including drafting and sending acknowledgement letters); field inquiries from applicants.
4. Perform education and reference checks on candidates selected by the council (includes sending letters to those not selected for further consideration).
5. Recommend a list of semi – finalists that most closely match the Town’s requirements.
6. Assist with candidate travel if requested by the Town of Camp Verde and will provide the Town Council with suggested interview questions. *(At this stage the town will have the responsibility of appointing interview panel members, finalizing interview questions, arranging tours of facilities, and sending the applicants additional information about the town, such as the budget, comprehensive plan, charter, etc.)*
7. Provide the town with a model employment agreement.

Steps in the League’s Executive Recruitment Service Process

The following explains each step in the League’s selection process; an estimate of the time that each step may take is indicated below each step.

Step 1. Define Position and Develop Profile

Time Required: up to 2 weeks

The Town Council will need to meet to review recruiting steps and adopt a schedule. A blank profile form is distributed to council members who complete the form at this or a subsequent meeting.

At this meeting, the Town Council should review any charter provisions or ordinances creating the manager/administrator position and the manger’s job description to ensure they continue to accurately reflect the Town’s expectations and job requirements.

Working with the League representative, the council should prepare a profile of the skills, training and qualities of the “ideal” candidate. This step is critical to several steps later in the recruiting and screening process.

Step 2. Prepare Advertisement and Review Salary Range

Time Required: Can be completed within time identified for Step 1.

The League will assist the Town Council in preparing a draft of a complete job announcement. Words saved now will probably cost extra effort and money later in screening unqualified applicants. A closing date should be specified and should be set a minimum of four weeks after publication of the final announcement.

Furthermore, a review of the present salary range is useful in order to ensure the town remains competitive. The annual salary survey published by the League of Arizona Cities and Towns is a useful source on salaries for Arizona Managers and will be provided to the Town Council.

Step 3. Decide Where to Advertise

Time Required: Can be completed within time identified for Step 1.

The League will assist the Town Council in selecting the publications that will elicit the greatest response. The most common publications in which Arizona cities advertise are the League Website, ICMA Newsletter, Jobs Available, Western Cities Online, other national publications, and bulletin boards. These publications will generally reach the vast majority of interested and qualified applicants. Most jurisdictions also choose to advertise in their local newspapers (Arizona Republic, The Tribune). Some choose to include major regional newspapers (Los Angeles, San Francisco, Portland, Las Vegas, Albuquerque, Denver, etc.) although they are more costly. Placing the ad on the Internet is also effective.

Step 4. Application Acknowledgements

Time Required: Ongoing until closing date

A letter thanking the candidate for his or her interest should be sent on Town letterhead over the chief elected official's signature as soon as an application is received. This is a good opportunity to tell the candidate a little more about the town and the geographic area. Many cities and towns insert a brochure describing the community. Details of the selection process should also be provided to avoid numerous phone calls and personal inquiries. The League will assist the Town Council in drafting this acknowledgement letter.

Step 5. Screening of Applicants

Time Required: 2 weeks

Screening can begin following the closing date. Whether the full council or the League conducts the screening of the applicants, the primary documents used in the screening should be the job description and the profile developed earlier in the process by the town council. The League's executive screening process selects a maximum of 12 candidates, which closely fit the profile developed by the town council. However, all applications received are forwarded to the council.

The Town Council may further request the League to narrow down the number of applicants by asking for submission of a writing sample or a response to essay questions relative to the position. The Town Council can use the responses to evaluate the opinions, breadth of experience and expertise of the candidate. The written response is useful to evaluate timeliness, thoroughness, use of English language, etc. From these responses, a smaller number of candidates are selected for background checks or interviews. *Note: If his option is taken, generally allow three to four weeks additional time.*

Confidentiality is an important consideration in any recruitment. The Town Council should determine at the outset the extent to which the recruitment process will be public. Until the finalists are selected, the confidentiality of resumes should be maintained and should be consistent with applicable with state law and advice of local governments.

Regret letters will be prepared by the League and mailed throughout the process at each appropriate step along the way.

Step 6. Background Checks

Time Required: 3-4 weeks depending on the number of candidates and who performs the checks.

Generally, a list of four to seven finalists is a good beginning point for background checks. This should produce three to six suitable candidates for interviews. A larger starting list is necessary if the town wishes to interview more candidates. *However, transportation and other costs may limit the number of candidates that can be interviewed.*

Background checks will be conducted by the League, although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive, and time-consuming process even if it is done well. However, time and money spent during this step of the process will save in the long run by avoiding travel costs for interviewing unqualified candidates. A minimum of three weeks is normally necessary to complete background checks.

Step 7. Interviews

Time Required: 2 weeks

Prior to the interviews, the Town Council may wish to send the applicants additional information about the city, such as the budget, comprehensive plan, charter, etc. Occasionally, applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.

Also prior to interviewing applicants, the Town Council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not

to arrange tours, etc. It is common for a town to pay for transportation costs, meals and lodging for candidates being interviewed. Many cities and counties arrange for tours of the community and facilities for candidates prior to their interview.

The entire Town Council should interview the finalists; however, interviews may have to be conducted in small groups to order to comply with opening meeting laws. Consensus is important in selecting a manager. Consensus is not likely to be achieved if only one or two people are conducting the interviews and informing the rest of the council of the selected candidate.

If requested, the League will provide the Town Council with sample interview questions and suggest possible interviewing approaches, but the Town Council has the responsibility of appointing interview panel members, finalizing interview questions and selecting the approach for the interview process.

Interviews should be scheduled as close together as possible—preferably the same day - in order to assure equal treatment of the candidates. Job-related questions should be prepared in advance and asked of all candidates. The manager profile is useful in deciding which questions to ask and in evaluating responses.

If the Town Council is not able to select a new manager following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the town may want to pay expenses of the candidate's spouses to accompany them.

In recent years, employers have found that interviews alone may not provide all of the best information on how well a professional will perform on the job. An alternative approach is to use an assessment center in addition to the oral interview. The concept of an assessment center is to ask each candidate to perform a task he/she would have to perform on the job.

Step 8. Selection and Negotiations

Time Required: 1-2 weeks

When the Town Council selects its preferred candidate, there will be several decisions to be made. A member of the Council may wish to visit the candidate's present community in order to speak personally with individuals about the manager's performance. Although this can add to the expense, it has proven very worthwhile.

Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The Town Council should also be prepared to discuss an employment contract with the new manager. The League will provide the town with a copy of a model employment agreement. **However, the League recommends that it is always best to seek professional legal advice if you wish to execute a formal written agreement.**

Other finalists should not be rejected until the Town Council has reached a final agreement with the successful candidate. Negotiations between the town and its top candidate occasionally break down, requiring the town to turn to another choice. Sometimes, there will be one finalist who meets the town's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The Council should not shy away from re-advertising if they are not satisfied with applicants the first time around.

Most managers will require a minimum of 30 days to give notice to present employers and relocate to a new community. Notice of 30 days is considered professional and should be honored.

As soon as the new manager has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. The League will assist the town in preparing and issuing a press release or public announcement.

Step 9. The New Manager Arrives

It is desirable to have an initial work session with the new manager to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of the issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship. Any information and introductions that the Town Council can provide to the new administrator will be most welcome and helpful in making the transition to the Town of Camp Verde smooth.

Approximate total time required including relocation: 20-28 weeks

Hiring a manager is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality manager you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job. Some Town Councils have found that the process of recruiting a new manager provides a unique opportunity to review and revise council goals. It can even make the council a stronger, closer team than before.

Schedule

The League of Arizona Cities and Towns anticipates starting this project at the discretion of Camp Verde's Town Council. The approximate total time required to perform the following steps: 18-22 weeks

Develop Manager Profile & Place Advertisements (2 weeks)	March 29 2010
Application closing date (6 week placement)	May 10, 2010
Application acknowledgements	Ongoing until closing date
League screens applicants; makes recommendations To Town Council (2 weeks)	May 24, 2010
Town Council reviews applicants Identifies candidates for reference checks (2 weeks)	June 7, 2010
League sends regret letters to those Candidates no longer considered	June 14, 2010
Education & Reference checks complete Packets prepared and mailed to Council (2 weeks)	June 28, 2010
Town Council selects candidates Arranges for interviews (1 week)	July 5, 2010
Town Council interviews candidates (1 week)	July 12, 2010
Selection of new Town Manager (2 weeks)	July 26, 2010
Town Manager Arrives (4 weeks)	August 23, 2010

Cost of Service

League Recruitment Service

Base fee	\$6,500.00
Advertising expense (estimate)	\$1,000.00
Other expenses (estimate)	<u>\$ 500.00</u>
Total cost of service (estimate)	\$8,000.00

The base fee includes the following services such as:

- Assist Council in Developing Manager Profile
- Develop and Place Advertisements for Position
- Receive Applications and Mail Out Acknowledgements
- Screen Applications Using Manager Profile
- Perform Education and Reference Checks on Candidates
- Review List of Semi-Finalists prior to Interview
- Provide Sample Interview Questions
- Provide Sample ICMA Model Employment Agreement

Payment is due to the League of Arizona Cities and Towns upon the completion of service.

Job Description



TOWN MANAGER

Department:	Town Manager	Revised Date:	September 2008
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GENERAL PURPOSE: Under administrative direction from the Town Council, serves the community through the efficient administration of all the affairs of the Town; responsible for the achievement of tangible results through people; work involves a certain degree of urgency to produce and will require firm dealing with people to achieve results; work involves planning, budget making, problem solving and organizing with the authority to make decisions as well as delegate to others; the work environment is relatively unpredictable and requires the ability to manage many projects at once; although governed by policies, the Manager must frequently act without precedent.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Serves as the principal advisor to the Mayor and Town Council; provides leadership, direction and guidance in all matters of the Town; evaluates and analyzes organizational issues and policies, and recommends and implements solutions; analyzes financial and human resource information on Town operations; evaluates Town's needs, and makes recommendations; reviews and monitors status reports, and recommends appropriate actions and plan modifications; oversees the financial status and accounting of all monies of the Town; makes regular reports to Town Council and assures effective communication of Town issues.
- Maintains the administrative organization of the Town to ensure efficiency of operation; annually prepares a proposed budget for the Town; appoints all department heads and supervises their performance on a day-to-day basis; identifies service and policy needs of Camp Verde and brings to the attention of the Town Council with recommendations for action; maintains a sound public relations posture between the Town and its citizens, the press, and other federal, state and local governmental agencies.
- Coordinates departmental activities, and set attainable goals for all municipal departments; act as purchasing agent for all municipal departments, and oversees the bid process on major purchases; maintains contact with public by handling suggestions, complaints and information requests; carries out the directives of the Town Council.
- Attends meetings of the Town Council, ensuring the preparation of agendas, supporting documents, and information pertinent to agenda items; attends various meetings on behalf of the Town; prepares federal and State grant requests and oversees grant programs; enforces municipal and State codes; interacts with numerous municipal committees as needed
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises Department Heads and indirectly supervises all Town employees.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's Degree in Finance, Business or Public Administration, or a closely related field; AND ten year's progressively responsible experience in government, including extensive administrative and management experience clearly demonstrating the ability to direct the activities of a municipal government.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- ICMA and/or CPM certification desirable.

Required Knowledge of:

- Town organization, operations, policies and procedures.
- Theory and practice of public personnel administration.
- Municipal management and community problems.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Conflict resolution skills.
- Legal, ethical and professional rules of conduct for municipal officers.
- Business and personal computers, and spreadsheet software applications.

Required Skill in:

- Listening to others.
- Organizing, using time effectively, and delegating.
- Analyzing and interpreting financial documents.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Using initiative and independent judgment, to act independently and without precedent in the face of problems
- Planning, organizing, and coordinating the work of Town staff.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with Council, employees, and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.