4a.5

MINUTES
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, MARCH 31, 2010
at 4:30 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**
Mayor Burnside called the meeting to order at 4:30 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, and German were present. Councilor Roulette came in at 4:31 p.m. Councilor Whatley arrived at 4:44 p.m. Councilor Garrison was absent.

Also Present
HR Director Dave Smith and Town Clerk Deborah Barber

3. **Pledge of Allegiance**
Mayor Burnside led the pledge.

4. **Discussion with Ken Strobeck of the League of Arizona Cities and Towns followed by possible direction to staff relative to filling the Town Manager's position and desired qualifications. Discussion may include, but not be limited to the League Proposal to include the scope of service and schedule, the proposed advertisement and Town Manager profile to include, but not be limited to the current job description, salary, qualifications, experience, skills, educational requirements, and criteria from recent advertisements from other communities, etc.** Staff Resource: David R. Smith

Smith introduced Ken Strobeck and explained that Ken would detail the recruitment process. Strobeck assured Council that the recruitment costs would not exceed $8,000. Strobeck advised that the League is involved in several recruitments throughout the State and that they had participated in the recruitment of our last manager. He said that his intent of this meeting was to develop a profile that would be matched with applicants. The League will review the applications and will recommend 10 to 12 candidates for consideration. He noted that they would forward all of the applications. He recommended that Council select no more than five (5) candidates to interview. The League will then perform a background check to include credentials, education, and financial. He advised that some communities form a committee to interview the candidates and recommend the top three (3) for Council interviews. Council would then make the selection. Strobeck reviewed the 2007 profile with Council and recommended ICMA credentials.

Roulette noted the job description required a Masters degree. Smith clarified that Council had the authority to adjust as needed since its intent is to serve as a guide as opposed to a hard and fast rule. German agreed, stating that we should say 7-10 *preferred* years of experience and that a Masters degree is *preferred*, as opposed to required. Strobeck advised that they receive applications 'all over the map' despite what the advertisement states.

Council reviewed the profile and made changes and suggestions. Strobeck asked for any other qualities that Council might desire. Council then reviewed the proposed advertisement. Strobeck said his focus was on the statement, "The Town has commitment to sound planning principles to maintain community character." Baker felt it was important to have someone with the ability to market our community. She said when Mike left; we lost most of the department heads since he was serving in that capacity. Strobeck said he would add that to the profile. German said the budget section of the ad looks good. Strobeck advised that the best response from advertisement was the ICMA newsletter. He recommended that the ad would run for 4 weeks and the closing date would be 4 to 6 weeks out. He also recommended using the local papers, the League website, and a weekly magazine called, Government Jobs. Council supported the proposal to include both the Bugle and Journal. Burnside noted that the Town would pay for the advertising costs.

Kovacovich asked if the suggested pay range considered the 5% pay cut. Smith said it did not. Council agreed that the correct starting salary should reflect the 5% reduction. Strobeck made the adjustments. He then advised that the application and materials would be sent electronically. Burnside asked about the number of full time employees. Smith said he would get the correct number to Strobeck.

Council reviewed the schedule. Strobeck noted that we were just a couple of days off the estimate. He said that he expected at least 50 applications. He reminded Council that the applicants were either out of work, unhappy where they were, or out of something, and that Council should understand that the applicants would come with some baggage. Strobeck said they would send a response letter to all applicants. He advised that the Council could choose to send the letters from the Mayor's office or the League could do it. Council agreed that the Mayor should sign the letters. Strobeck explained that once the finalists were submitted, the League's job was complete. He recommended a candidate meeting with the community and with the department heads.

Smith recommended that Council establish a committee to interview the 10-12 finalists and to come up with a recommendation of three finalists for Council members to interview. He explained that the last committee was comprised of a couple of Council members, citizens, and area managers. Burnside felt that three Council members on a committee were too many. Whatley disagreed. German suggested a rating sheet that would be completed without discussion. Smith said the group as a whole would then decide the top candidates.

Strobeck said he would get the process started. Council thanked him for his assistance,

5. **Adjournment**

On a motion Baker, seconded by Roulette, the meeting was adjourned 5:36 p.m.

Bob Burnside, Mayor

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions 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 March 31, 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27 day of April, 2010.

Deborah Barber, Town Clerk