



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**STUDY SESSION
TUESDAY, JANUARY 21, 2020
5:00 P.M.**

**Council Chambers
202 N. State Route 89
Chino Valley, Arizona**

AGENDA

- 1) CALL TO ORDER; ROLL CALL
- 2) Presentation by Pat Walker with Pat Walker Consulting and discussion regarding Impact Fees. (Joe Duffy, Finance Director)
- 3) Presentation and discussion regarding Town Manager's recruitment. (Laura Kyriakakis, Human Resources Director)
- 4) Consideration and discussion regarding developing engineering standards. (Frank Marbury, Public Works Director/Town Engineer)
- 5) ADJOURNMENT

Dated this 16th day of January, 2020.

By: *Jami C. Lewis, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at <http://www.chinoaz.net/agendacenter>, and in the Public Library and Town Clerk's Office.

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____ Time: _____ By: _____
Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

3)

Meeting Date: 01/21/2020
Contact Person: Laura Kyriakakis, Human Resources Director
Phone: 928-636-2646 x-1204
Department: Human Resources
Estimated length of Staff Presentation: 30 minutes
Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding Town Manager's recruitment. (Laura Kyriakakis, Human Resources Director)

SITUATION & ANALYSIS:

Please see attached Town Manager Recruitment Timeline.

Attachments

Town Manager Recruitment Timeline



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646
928-636-9129
humanresources@chinoaz.net
www.chinoaz.net

Town Manager Recruitment Timeline

Develop Ideal Candidate Profile - Based on discussions with elected officials and key staff relating to the position and the town's vision, mission, goals, objectives, as well as strengths and opportunities, the job description will be updated and an ideal candidate profile will be developed.	2/2020 - 3/2020
Development of Selection Process - A recommended selection process can be developed which may include a written exercise, panel interview with prepared interview questions, and a meet & greet with key staff, community and/or town council. Interview panel will consist of both town council and key staff.	3/2020 – 4/2020
Development of Recruitment/Advertisement Material - Recruitment material will be developed listing information regarding the Town, the position, and the selection process.	4/2020
Recruitment of Prospective Candidates - Search of qualified candidates through select networks and relevant websites. • External Executive Search Firm - \$15,000 - \$20,000 • Internal Succession Plan – Developmental Training and Recruitment for Replacement \$10,000-\$15,000	5/2020 – 7/2020
Review and pre-screening of applicants - A thorough review of applicants will occur along with general pre-screening of recommended candidates.	6/2020 – 8/2020
Presentation of Recommended Candidates - A package with resumes and related documents presenting the most highly qualified candidates will be presented to the mayor and town council for determination of candidates to invite to the selection process.	9/2020
Administration of Selection Process - HR staff and Executive Search Firm will schedule key participants and implement Selection Process.	10/2020
Offer/Contract - After decision is made by the mayor and town council, contract negotiations occur. A conditional job offer will be presented to selected candidate and a formal background investigation, pre-employment drug test, and applicable town pre-employment process will be initiated. Once conditional requirements have been met, an official start date will be set.	11/2020 – 12/2020
Anticipated start date of new Town Manager.	2/2021