



# Town of Paradise Valley

6401 E Lincoln Dr  
Paradise Valley, AZ 85253

## Legislation Text

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**File #:** 17-059, **Version:** 1

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**TO:** Mayor Collins and Town Council Members

**FROM:** Kevin Burke, Town Manager  
Duncan Miller, Town Clerk

**DATE:** February 9, 2017

**DEPARTMENT:** Town Manager

**AGENDA TITLE:**  
Interview and Appointment of Town Council Member

**Council Goals or Other Policies / Statutory Requirements:**  
A.R.S. §9-235 / Town Code § 2-1-4

**RECOMMENDATION:**  
Interview finalists and make an appointment to fill the Town Council seat vacated by Maria Syms through January 10, 2019.

**SUMMARY STATEMENT:**

Following Maria Syms resignation in December, the Town Council held a study session on January 26, 2017 to develop a process to fill the vacancy. The Council agreed to the following:

**January 27, 2017**

- Develop application packet based on Council's direction
- Issue a press release to Independent
- Post press release and application packet on the Town's Website
- Push out on social media

**February 8, 2017 - 3:00 PM**

- Application are due
- Town Clerk will do initial vetting to verify applicants meet minimum statutory qualifications

**February 9, 2017**

- Town Clerk will distribute all application materials to Mayor and Council Members

**February 14, 2017 - 12:00 PM**

- The Mayor and Council Members will each email the Town Clerk their top two applicants to be interviewed. The names will not be ranked.

**February 14, 2017- 5:00 PM**

- The Town Clerk will notify the finalists and check their availability to be interviewed on February 23.

**February 16, 2017**

- During the Thursday Leadership meeting, the leadership team will determine the start time for the Council meeting on February 23<sup>rd</sup>
- The Town Clerk will contact the finalists and schedule 30 minute interview slots.

**February 23, 2017**

- The Mayor and Council will conduct applicant interviews in a public meeting. There will not be prepared questions.
- Following the interviews, an hour will be scheduled for Council discussion
- The Council will hold its normal study session and business meeting
- During the business meeting the Mayor and Council Members will write the name of their choice for appointment on a notecard and hand it to the Town Clerk
- The Town Clerk will count the ballots and announce the results
- The applicant receiving the most secret ballot votes will be formally nominated and a voice vote will be taken to officially fill the vacancy.
- If the appointee is present, the Town Clerk will swear-in the new Council Member.

Six applications were received by the deadline and the following four finalists will be interviewed.

1. Jeffrey Wincel
2. Keno Hawker
3. Andy Kunasek
4. David Sherf

**ATTACHMENTS:**

1. Applications