

CENTERVILLE WORK SESSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS WORK SESSION MEETING AT 5:30 PM ON October 16, 2018 AT THE CENTERVILLE CITY COMMUNITY CENTER, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

A. ROLL CALL

B. NEW BUSINESS

- 5:30
1. Discuss Process for Recruiting New City Manager
 2. Preparation for October 23 Interviews re Island View Park Design Services

C. ADJOURNMENT

Mackenzie Wood
Centerville City Recorder

**CENTERVILLE
CITY COUNCIL
Staff Backup Report
10/16/2018**

Item No. 1.

Short Title: Discuss Process for Recruiting New City Manager

Initiated By: City Council

Scheduled Time: 5:30

SUBJECT

RECOMMENDATION

Review proposed outline for City Manager Recruitment Process and provide direction for finalizing process.

BACKGROUND

On October 2, 2018, the City Council discussed the need to prepare for the hiring of a new City Manager in light of Steve Thacker's recent announcement of his retirement for March 30, 2019. The Council directed Staff to prepare a draft recruitment plan and timeline addressing the tasks and time needed to properly advertise, recruit and hire a new City Manager. The attached bullet point outline has been prepared for the Council in response to this request. The bullet point outline provides a sample framework for the recruitment process along with estimated time frames for each task. The outline is intended to provide a starting point for discussion.

ATTACHMENTS:

Description

- City Manager Recruitment Process - Draft Outline

City Manager Recruitment Process – Second Draft Version
October 11, 2018

- Job Description and Profile (3-5 weeks) – (*October 16 – November 20*)
 - Review job description for City Manager position
 - Review ordinances regarding City Manager duties
 - Review salary range and compensation package
 - Make necessary changes to any of the above documents
- Advertising for Job Posting (6-8 weeks) – (*November 1 – January 11*)
 - Prepare job posting and advertisement – (*November 1 – December 7*)
 - Decide where and when to post advertisement
 - Standard practice is to post job opening for at least four weeks
 - Some publications require advanced notice for posting
 - Suggested places for posting
 - Centerville City Website
 - Utah City Management Association
 - Utah League of Cities and Towns
 - Utah Workforce Services (State law)
 - International City Management Association
 - Suggested posting and closing dates – (*December 10 to January 11*)
- Acknowledgment Letters – (*December 10 – January 18*)
 - Prepare sample acknowledgment letter to go out to all applicants
 - Send individual acknowledgment letter to each applicant when receive application
- Resume Review Panel (1 week) – (*January 14 – January 18*)
 - Select persons to constitute “resume review panel” to review applications and resumes
 - Prepare criteria form for ranking applications
 - Review and rank applications and resumes
 - Select top six to ten candidates for interviews (*by January 18*)
 - Suggested two to four persons resume review panel
 - Current City Manager
 - Mayor
 - Department Head and/or City Council Member
 - Alternatively could have entire recommending committee also function as resume review panel
- Recommending Committee (1 week) – (*January 21 – February 8*)
 - Select persons to constitute “recommending committee” to interview top candidates
 - Schedule interviews (may need to allow week or two lead time for travel) – (*January 21 – January 25*)
 - Conduct interviews - (*January 28 – February 1*) or (*February 4 – February 8*)
 - Prepare standard interview questions and ranking criteria
 - Outline legal restrictions on interview questions
 - Interview top six to ten candidates and recommend top three to City Council (*by February 1 or 8*)
 - Suggested persons for recommending committee
 - Department heads (excluding any Department Head that applies for position)
 - City Manager (current or from neighboring community)
 - Mayor (current or former)
 - Municipal Expert (such as UCLT member or local City Attorney)

- Optional Fieldtrip Scenario (*concurrent with interviews by recommending committee*)
- City Council (1 week) – (*January 28 – February 8*)
 - Meet with recommending committee to receive recommendation on top three candidates
 - Schedule interviews with Council (allow for combined travel) (*January 28 – February 1*)
 - Conduct interviews with top three candidates – (*February 4 – February 8*)
 - Prepare standard interview questions and ranking criteria
 - Outline legal restrictions on interview questions
 - Select top candidate
- Hiring (2 weeks) – (*February 11 – February 19*)
 - Make conditional offer of employment to top candidate
 - Conduct criminal background check and medical evaluation (with release forms)
 - Prepare and negotiate employment contract
 - Approve final appointment in open session
- Notice to Current Employer (4 weeks) – (*February 20 – March 22*)
 - Most employees may need to give 30 day notice to current employer
 - Allow for notice in timeline
 - Allows for one week overlap if needed (*March 25 – March 29*)
 - Start date April 1
- Regret letters
 - Prepare sample regret letter to go out to interviewed candidates
 - Send individual regret letter to candidates not selected
- Travel Budget
 - Consider allowing \$500 travel budget for each selected finalists (if out of area)

CENTERVILLE

Staff Backup Report

10/16/2018

Item No. 2.

Short Title: Preparation for October 23 Interviews re Island View Park Design Services

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

Review proposed process and content for October 23 interviews regarding Island View Park design services.

BACKGROUND

The City Manager will provide at the work session a proposed outline for conducting the interviews of respondents to the City's Request for Qualifications for design services for the Island View Park Renovation Project. The Council has agreed to interview the finalists on October 23. If there is not enough time in the October 16 work session to fully address this matter, the regular meeting agenda will allow continuation of this discussion under "City Manager's Report".