

Pleasant Grove City Council Work Session Minutes
July 14, 2009
6:00 p.m.

PRESENT:

Mayor Pro Tem:

Bruce Call

City Council Members:

Mark K. Atwood

Cindy Boyd

Lee Jensen

Jeffrey D. Wilson

City Recorder:

Colleen A. Mulvey, Deputy City Recorder

Others:

Frank Mills, City Administrator

Gary Clay, Finance Director

Tina Petersen, City Attorney

Marc Sanderson, Fire Chief

Excused:

Kathy T. Kresser, City Recorder

Ken Young, Comm. Dev. Director

Richard Bradford, Economic Dev. Director

Deon Giles, Leis. Services Director

Lynn Walker, Public Works Director

Tom Paul, Police Chief

Michael W. Daniels, Mayor

The City Council Members and staff met in the City Council Chambers at 86 East 100 South, Pleasant Grove, Utah 84062

1. Call to Order

Mayor Pro Tem Call called roll for the Council and noted that Council Members Atwood, Boyd, Jensen and Wilson were present.

2. Opening Remarks

Opening Remarks were given by Attorney Petersen.

Mayor Pro Tem Call stated that he would be leaving the meeting at 7:00 p.m. and then asked to select a member of the Council to take over in his absence and then close the meeting.

ACTION: Council Member Jensen moved to nominate Council Member Atwood to conduct the meeting in the Mayor Pro Tem's absence. Council Member Wilson seconded and the motion passed with Council Members Atwood, Boyd, Jensen and Wilson voting, "Aye."

3. To discuss the criteria process with an independent Application Review Committee (ARC) for selecting a new City Administrator

Mayor Pro Tem started by introducing the members of the Application Review Committee (ARC) who are all in the Master Public Administration (MPA) program at BYU, Paul Dean whose emphasis

is in local government and finance, Ruth Ashton whose emphasis is in human resources and Heather Pack whose area of emphasis is finance and will only be on the committee temporarily. Ms. Pack will be involved only up until the point of creating the criteria and the structure and when the evaluations begin she will be out of the process because of the conflict of interest with her already being involved as a member of the Planning Commission for Pleasant Grove City.

Mayor Pro Tem handed out a copy of the City Administrator's job description and then turned the time over to Paul Dean for their presentation.

Paul Dean started by thanking the Council and staff for the allowing them opportunity to work on this project. Mr. Dean then gave an overview of the agenda that will start with the ARC and the application process and next they will address questions and then on to the brainstorming session.

Mr. Dean stated the four main reasons why the ARC is here; one is because of the economic times; that there should be a lot of applicants applying and this committee will narrow down the choices, secondly it provides an increase in transparency, also it will provide third-party objectivity which reduces bias and fourth it gives them as MPA students the experience. Mr. Dean then explained the timeline, in July with the help of City Council the job description will be finished and after the brainstorming session Ms. Pack will complete the rubric and rating system. In August the job will be posted for the entire month and during this time communication between the ARC and City Council will be suspended. In September to October the ARC will review the applicants and start rating them as well as conduct interviews to result in the top ten applicants. On October 13th the ARC will be back to report to City Council, deliver the applications and resumes of the top applicants and an executive summary of the process also to assist Council with any questions and training on the specific ranking and interviewing process. Mr. Dean stated that at this point their job is done but that they would like to be involved as observers in the interviews for the final ten applicants if that would be acceptable to the Council.

Ruth Ashton then outlined the application process explaining that an email address account pleasantgrovearc@gmail.com has been created with access only to her and the City Recorder. This account includes a Google Form that all applicants will be required to complete and answer the exact same questions they will also be able to email their resumes to this account. The City Recorder will check and indicate if the applicants have completed the information before it is passed along to the applicant database. Ms. Ashton explained the reason for this application process is that it separates names and contact information from qualifications to decrease bias, it makes the application and rating system easy and consistent and it keeps all of the records and ratings in one place.

Council Member Boyd asked if there will be a link on our City website to this account. Mr. Dean stated that it will be posted on the Pleasant Grove City website and that he has also contacted the Utah League of Cities and Towns and the National League of Cities and Towns to have it posted with them as well. Council Member Boyd expressed her concern in keeping this information confidential.

Heather Pack then reviewed the considerations for the criteria and how we are going to go about deciding which candidates are the best. Ms. Pack stated that in looking at the criteria we need to look at the depth of each criterion, the importance of each criterion and the applicant's score for each

criterion. In terms of job applicants we need to think in terms of if the individual is below our expectations, meets our expectations or exceeds our expectations of each criterion. Ms. Pack explained that some criteria may fit under the same categories and that is called sub-criteria such as in scoring education, the sub-criteria can be broken down into formal, informal and continuing education. Ms. Pack explained the criteria rating system and that through this process everything gets weighed, like on a scale by importance and each criterion selected gets compared to the other and it will end up equaling one hundred; for example saying that education weighs in at thirty percent and experience at seventy percent. This number comes from weighing each criteria by which is more important and how much more important is it.

Ms. Ashton mentioned that on the job description that was created that they will need City Council to go through it and either add to it or take out anything that does not apply to the City Administrator's position. Council Member Jensen stated that he had some concerns with the grammar and wording on some of the items. Mayor Pro Tem Call stated that in the interest of time to have this job description complete as soon as possible, that everyone email their concerns and corrections to Mr. Dean so that the corrections can be made and the job description be forwarded to the Council for final review and approval.

Ms. Pack then asked the Council what criteria that they would like to see weighed in this process. The criteria of Education, Experience, Interpersonal and Communication were selected for the first tier. The Education criteria had the sub-criteria of Formal and Continuing, the Experience sub-criteria selected were Networking, Knowledge, Negotiations, Previous Jobs, Management Jobs, Government Knowledge, Budgeting, Future Economic Growth, the Interpersonal sub-criteria were Management of People, Community/Citizens or Public Relations and the Communication sub-criteria selected were Technological/Electronic, Oral, Written and Media Relations.

At 7:00 p.m. Mayor Pro Tem Call left the meeting. Council Member Atwood took over leading the discussion.

The City Council Members discussed and weighed each of these criterion and sub-criteria against each other. Ms. Pack stated that the next stage will be to take the information gathered from this discussion and finish the rubric.

Council Member Atwood asked if they would be getting the results of this rating system sent to them. Mr. Dean stated that they will send the spreadsheet with all the weights and calculations. Council Member Atwood added that any changes will have to go through the entire Council for discussion and approval.

Council Member Atwood brought up the point of the involvement of the newly elected Council Members in this application process. It was agreed by Council Members Atwood, Boyd, Jensen and Wilson that the newly elected Council Members will only observe the final interviews that will take place in November and will not have a vote in the hiring process, they may only listen and observe.

Council Member Atwood thanked the ARC for their work on this project.

Council Member Atwood asked if there was anything else to be discussed in that there was none, Council Member Atwood asked for a motion to adjourn.

ACTION: At 8:24 p.m. Council Member Wilson moved to adjourn the meeting. Council Member Jensen seconded and the motion passed unanimously with Council Members Boyd, Jensen and Wilson voting, "Aye."

4. Adjourn

The meeting adjourned at 8:24 p.m.

This certifies that the Work Session Minutes of July 14, 2009 are a true, full and correct copy as approved by the City Council on August 11, 2009.

Colleen A Mulvey, Deputy City Recorder