

RESOLUTION NO. R-11 -2024

**A RESOLUTION OF EAGLE MOUNTAIN CITY, UTAH,
APPROVING THE PROCESS FOR HIRING A CITY ADMINISTRATOR**

PREAMBLE

The City Council of Eagle Mountain City, Utah, finds that it is in the public interest to approve a process for hiring a City Administrator.

NOW THEREFORE, BE IT RESOLVED by the City Council of Eagle Mountain City, Utah:

1. The City Council desires to approve a process for hiring a City Administrator as set forth in Exhibit A.
2. This Resolution shall become effective immediately upon its passing.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 19th day of March 2024.

EAGLE MOUNTAIN CITY, UTAH


Tom Westmoreland, Mayor

ATTEST:


Fionnuala B. Kofoed, MMC 19 96
City Recorder

The seal is circular with a double-lined border. The outer ring contains the text "EAGLE MOUNTAIN" at the top and "CORPORATE SEAL" at the bottom. In the center is a large, stylized letter "E". To the left of the "E" is the number "19" and to the right is the number "96".

The above Resolution was adopted by the City Council of Eagle Mountain City, Utah on the 19th day of March 2024.

Those voting yes:

☒ Donna Burnham

☒ Melissa Clark

☒ Jared Gray

☒ Rich Wood

☒ Brett Wright

Those voting no:

☐ Donna Burnham

☐ Melissa Clark

☐ Jared Gray

☐ Rich Wood

☐ Brett Wright

Those excused:

☐ Donna Burnham

☐ Melissa Clark

☐ Jared Gray

☐ Rich Wood

☐ Brett Wright

Those abstaining:

☐ Donna Burnham

☐ Melissa Clark

☐ Jared Gray

☐ Rich Wood

☐ Brett Wright

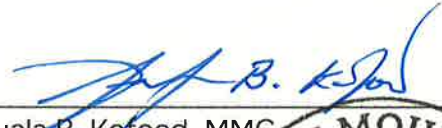

Fionnuala B. Koroed, MMC
City Recorder



Exhibit A

Comparison between Mayor's recommendation and ICMA process

Step	Mayor's Recommendation	ICMA ✓
1	Determine whether hiring or appointing an acting or interim City Administrator will be necessary or whether the Deputy City Administrator should assume the position.	Determine whom to appoint as an interim City Administrator, whether the Assistant City Administrator or someone else.
2	Hire or appoint an acting or interim City Administrator if it is determined that one is necessary.	Initiate recruitment and determine whether to use an in house expertise, outside recruiting firm, or hybrid model.
3	Determine a start date for the new City Administrator.	Develop an administrator profile and determine what level of community engagement to use in doing so.
4	Determine the minimum and preferred qualifications for the position.	Determine compensation, process schedule, geographic scope of search, and advertising strategies.
5	Contact a reasonable number of recruiting firms (at least three) and solicit quotes for how much the process will cost. Determine whether you want to contact a statewide, regional, or national search for the position.	Develop an application form and information packet.
6	Post the position and begin accepting applications.	Determine what, if any, role the media will have in the recruitment process.
7	If a recruiting firm is hired, have them conduct screening interviews to determine their top candidates. Pre-determine how many applicants you would like them to send forward for further consideration.	Determine how the applications will be reviewed. Determine who will screen applications and what candidates will be interviewed.
8	Do a three panel interview with staff, who can question the candidates regarding their knowledge of the various functions that the City departments perform.	The City Council interviews all of the selected candidates and determines whether to involve staff in that process.
9	Mayor conducts interviews with various candidates and forwards the top three to the Council for their interviews.	The City Council determines which candidates to invite for a second interview and whether to involve the community at this point.
10	Council interviews the final three candidates.	The City Council selects a favorite candidate and negotiates terms of employment.
11	Council discusses candidates in closed session and determines the favorite candidate.	
12	Council votes on the candidate, preferably in a separate meeting.	