

City of Shelbyville
Mayor & City Council Special Called Meeting

Special Called Meeting: August 3, 2022

Time: 12:00 PM

Place: Shelbyville Recreation Center, 220 Tulip Tree Road, Shelbyville, TN 37160

I. Call to Order

II. Roll Call

III. Adopt the Agenda

IV. Business Items

A. 2nd Interview – City Manager Applicant

V. Announcements

VI. Adjourn

Mayor Wallace Cartwright

August 3, 2022, Schedule

Gregory Scott Collins – City Manager Candidate

- 7:30 am Gather at City Hall (City Council and City Officers)
Mayor Wallace Cartwright & City Councilmembers
Interim City Manager & City Treasurer Kay Parker
City Recorder Lisa Smith

Introductions and tour of City Hall – Purchasing Director Lori Saddler, Planning Director Waleed Albakry and Building & Codes Director Bryan Stevens
- 8:00 am Leave City Hall to tour Police Dept. – Chief Jan Phillips
- 8:30 am Leave Police Dept. to tour Animal Control – Chief Jan Phillips and/or Deputy Chief Brian Crews
- 9:15 am Leave Animal Control to tour Public Works, Transfer Station, Burn Pit, other Public Works Points of interest and Cemetery – Public Works Director Buck Vallad
- 10:30 am Leave Cemetery to tour Recreation Center – Parks & Recreation Director Mike Alsup
- 11:15 am Department Directors Luncheon with City Council and City Officers – Recreation Center Meeting – Lunch will be provided.
- 12:00 pm Interview Meeting – Recreation Center Meeting Room
- 1:30 pm Leave for tour of Parks Department locations – Parks & Recreation Director Mike Alsup
- 2:30 pm Arrive at Fire Hall #1 for tour of Fire Hall 1, 2 and 3. – Chief Matt Doak
- 3:30 pm Arrive at Airport for tour of Airport facilities – Airport Director Paul Perry
Also tour 231 N. Business Park – Frank Martin Road
- 4:30 pm Return to City Hall

City of Shelbyville – City Manager In-Person Interview Questions

1. As City Manager being involved in a community is very important. Please describe your civic and community involvement in your past positions and the benefits of such involvement.
2. The City is looking for a City Manager who provides leadership to effect positive change and innovation in the delivery of services to the community. Please provide examples of how you have demonstrated these abilities throughout your career.
3. What is your most significant work-related accomplishment while working in municipal government? Be specific and note your role and why this accomplishment was important.
4. What is your biggest work-related failure? Why did it occur and what did you do to resolve?
5. The role of City Manager at times must deal with conflict. Please share an example from your past experience in addressing conflict and what was your role in the process and what was the outcome?
6. Based upon your past professional experience, how do you manage your time and set priorities to organize your work and that of staff members reporting to you? Provide examples.
7. What strategies and/or methods have you utilized in your past management roles to build effective working relationships with elected officials, municipal staff, and the public?
8. The role of City Manager may require addressing personnel matters. Please share an example from your past experience (without providing names of individuals) in addressing a personnel matter, how you addressed the matter, and what was the outcome?
9. What strategies and initiatives have you utilized in your past management experience to manage the cost of government while providing essential services to the community? Provide a specific example and describe your role and the outcome of the strategy or initiative.

10. Based upon your past experience in city management, what aspect of city management did you find most difficult and how did you address? Provide example.

Wrap-up Question:

What do you see as the greatest challenges and opportunities facing the City of Shelbyville and how has your past professional experience in city management prepared you to address such challenges and opportunities?

Applicant In-Person Interview Rating

Evaluate the applicant on a scale of 1 to 5 with "1" being "Poor" and "5" being "Outstanding". The use of decimal points (i.e., "3.75" for example) is an acceptable format using the scale provided with "1.00" being the minimum and "5.00" being the maximum possible for an applicant.

Rating Scale

1	2	3	4	5
Poor		Average		Outstanding

SCORE: _____

Lawful and Unlawful Inquiries During Pre-employment Interviews

Any inquiry is forbidden which, although not specifically listed among those below, is designed to elicit information as to race, color, ancestry, age, sex, religion, or arrest and court record unless based upon a bona fide occupational qualification.

SUBJECT **LAWFUL INQUIRIES**

UNLAWFUL INQUIRIES

NAME:

Have you worked for this company under a different name?

Inquiries about the name which would indicate applicant's lineage, ancestry, national origin or descent.

Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work and educational record? If yes, explain.

Inquiry into previous name of applicant where name has been changed by court order or otherwise.

MARITAL/FAMILY STATUS:

Whether applicant can meet work schedules or activities, commitments or that may hinder the meeting of work attendance requirements.

Indicate: Miss, Mrs., or Ms.

Inquiries as to duration of stay job or anticipated absences which are made to males and females alike.

Any inquiry indicating whether an applicant is married, single, divorced, engaged, etc.

Number and age of children. Information on childcare arrangements.

Any question concerning pregnancy.

Any such question which directly or indirectly results in limitation of job opportunity in any way.

AGE:

If a minor, require proof of age in the form of a work permit or a certificate of age.

Require proof of age by birth certificate after being hired.

Requirements that applicants state age or date of birth.

Requirement that applicant produce proof of age in the form of a birth certificate or baptismal record.

SUBJECT LAWFUL INQUIRIES

AGE (cont):

Inquiry as to whether or not applicant meets the minimum age requirements as set by law and requirements that upon hire proof of age must be submitted in the form of a birth certificate or other forms of proof of age.

If age is a legal requirement: "if hired, can you furnish proof of age?" or that hire is subject to verification of age.

Inquiry as to whether or not an applicant is younger than the employer's regular retirement age.

DISABILITY:

Can you perform the "essential functions" of the job with or without a reasonable accommodation".

UNLAWFUL INQUIRIES

The Age Discrimination in Employment Act of 1967 forbids discrimination against persons over the age of 40.

The Rehabilitation Act of 1973 and the Americans With Disabilities Act forbids employers from asking job applicants general questions about whether they are disabled or asking them about the nature and severity of their disability.

An employer must be prepared to prove that any physical and mental requirements for a job are due to "business necessity" and the safe performance of the job.

Except in cases where undue hardship can be proven, employers must make "reasonable accommodations" for the physical and mental limitations of an employee or applicant.

SUBJECT LAWFUL INQUIRIES

SEX:

RACE OR COLOR:

General distinguishing physical characteristics such as scars, etc.

ADDRESS OR DURATION OF RESIDENCE:

Applicant's address.

Inquiry into place and length of and previous address.

How long a resident of this state or city?

UNLAWFUL INQUIRIES

Sex of the applicant.

Any other inquiry which would indicate sex.

Sex is not a bona fide occupational qualification because a job involves physical labor (such as lifting) beyond the capacity of some women nor can employment be restricted just because the job is traditionally labeled "men's work" or "women's work".

Sex cannot be used as factor for determining whether or not an applicant will be satisfied in a particular job.

Applicant's race.

Color of applicant's skin, eyes, hair, etc., or other questions directly or indirectly indicating race or color.

Applicant's height of weight where it is not relative to job.

Specific inquiry into foreign addresses which would indicate national origin.

Names or relationship of persons with whom applicant resides.

Whether applicant owns or rents home.

SUBJECT LAWFUL INQUIRIES

UNLAWFUL INQUIRIES

BIRTHPLACE:

Can applicant, after employment, submit a birth certificate or other proof of U.S. citizenship?

Birthplace of Applicant.

Birthplace of applicant's parents, spouse, or other relatives.

Requirement that applicant submit a birth certificate, naturalization or baptismal record before employment.

Any other inquiry into national origin.

RELIGION:

An applicant may be advised concerning normal hours and days of work required by the job to avoid possible conflict with religious or other personal conviction.

Applicant's religious denomination or affiliation, church, parish, pastor, or religious holidays observed.

Applicants may not be told that any particular religious groups are required to work on their religious holidays.

Any inquiry to indicate or identify religious denomination or customs.

MILITARY:

Type of education and experience in service as it relates to a particular job.

Type of discharge.

PHOTO:

May be required after hiring for identification.

Request photograph before hiring.

Requirement that applicant affix a photograph to his application.

Request that applicant at his option, submit photograph. Requirement of photograph after interview, but before hiring.

SUBJECT LAWFUL INQUIRIES

UNLAWFUL INQUIRIES

CITIZENSHIP:

Are you a citizen of the United States?

Of what country are you a citizen?

If you are not a U.S. citizen, have you the legal right to remain permanently in the U.S.?

Whether applicant or his parents or spouse are naturalized or native born U.S. citizens.

Do you intend to remain permanently in the U.S.?

Date when applicant or parents or spouse acquired U.S. citizenship.

Statement that if hired, applicant may be required to submit proof of citizenship.

Requirement that applicant produce his naturalization papers.

If not a citizen, are you prevented from lawfully becoming employed because of visa or immigration status?

Whether applicant's parents or spouse are citizens of the U.S.

ANCESTRY OR NATIONAL ORIGIN:

Languages applicant reads, or writes fluently.

Inquiries into applicant's lineage ancestry, national origin, descent, birthplace or mother tongue.

National origin of applicant's parents or spouse.

Any inquiry asking specifically the nationality, racial or religious affiliation of a school.

Inquiry as to what is mother tongue or how foreign language ability was acquired.

EDUCATION:

Applicant's academic or professional education; school attended.

Inquiry into language skills such as reading, speaking, and writing foreign languages.

SUBJECT LAWFUL INQUIRIES

UNLAWFUL INQUIRIES

EXPERIENCE:

Applicant's work experience; names and addresses of previous employers, dates of reasons for leaving, salary history. Other countries visited.

CONVICTION:

Inquiry into actual convictions which relate reasonably to fitness to perform a particular job. (A conviction is a court ruling where the party is found guilty as charged. An arrest is merely the apprehending or detaining of the person to answer the alleged crime.)

Any inquiry relating to arrests.

Asking or checking into a person's arrest, court, or conviction record not substantially related to functions and responsibilities of the prospective employment.

RELATIVES:

Names of applicant's relatives employed by this company.

Name or address of any relative of adult applicant.

Names and addresses of parents or guardians of minor applicants.

NOTICE IN CASE OF EMERGENCY:

Names of persons to be in case of accident emergency.

Name and address of relatives to be notified in case of accident or emergency.

ORGANIZATIONS:

Inquiry into the organizations of which an applicant is a member providing the name or character of the organization does not reveal the race, religion, color, or ancestry of the membership.

List all organizations, clubs, societies, and lodges to which you belong.

What offices are held, if any?

The names of organizations to which the applicant belongs if such information would indicate through character or name the race, religion, color, or ancestry of the membership.

SUBJECT LAWFUL INQUIRIES

UNLAWFUL INQUIRIES

CREDIT RATING:

None

Any questions concerning credit rating, charge accounts, etc.

REFERENCES:

By whom were you referred for position here?

Require the submission of a religious reference.

Names of persons willing to provide professional and/or character references for applicant.

Request reference from applicant's pastor.

MISCELLANEOUS:

Notice to applicants that any misstatements or omissions of material facts in the application may be cause for dismissal.