



MAYOR & COUNCIL COMMUNICATION

DATE: December 1, 2015

CONSENT

ITEM # 13

AGENDA ITEM: City Administrator Search

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Julie Johnson, City Clerk

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemStaff
- Report/Presentation.....Staff
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Staff

FISCAL IMPACT: \$450 for advertising on the ICMA website and newsletter.

SUMMARY AND ACTION REQUESTED: The contract with the Interim City Administrator was signed on July 21, 2015 and is effective “until such time as a regular City Administrator is appointed, which is anticipated to be no longer than 6 (six) months.” The City Council has elected to move forward at this time with a search for a permanent City Administrator. The City Clerk has been instructed to post an advertisement on the LMC and ICMA websites for recruitment of candidates. An ad is attached for Council approval that will direct candidates to the City’s website for the full posting with the City Ordinance detailing the duties of the City Administrator position. A letter to candidates outlining the process is also attached with the supplemental questions that were used in the process for selecting an Interim Administrator. Once finalists are identified, the Washington County Sheriff’s Office would be asked to conduct criminal background checks and the Council may choose to instruct the City Clerk or another individual to contact references and provide that information to the Council for review.

A salary survey for City Administrator positions provided by the League of Minnesota Cities using data from cities with populations 25% smaller and 25% larger than Lake Elmo was used to arrive at a suggested salary range of \$100,000 to \$105,000.

It is likely that this process will extend past the six month time frame stated in the Interim Administrator's contract. Mr. Schroeder has indicated his willingness to continue in his current capacity as Interim Administrator for the City until such time as a permanent Administrator is hired. Therefore, the position posting has been drafted with a 30 time frame for applicants to apply. 30 days is a typical response time for a position at this level, and with the upcoming holiday season, it is advisable to allow sufficient time for applicants to respond.

BACKGROUND INFORMATION: At the November 17, 2015 City Council meeting, the City Council directed the City Clerk to post the position opening for City Administrator on the LMC and ICMA websites. Additionally, the City Council directed staff to use a professional firm for conducting background checks on the candidates.

RECOMMENDATION: Authorize City Clerk to post the attached advertisement for a City Administrator; and discuss the process and timeline to be used for screening applicants for interviews and hiring.

“Motion to authorize the City Clerk to post the position on the LMC and ICMA websites with a salary range of \$100,000 - \$105,000 and a closing date of January 4, 2016 for applications.”

Attachments:

City Administrator Job Posting

City Administrator Ordinance

Letter to Applicants

Consent for Release of Information