



STAFF REPORT

DATE: 4/2/2024

REGULAR

TO: Lake Elmo City Council

FROM: Clark Schroeder

AGENDA ITEM: Search for City Administrator

REVIEWED BY: Clark Schroeder

BACKGROUND:

The city of Lake Elmo is looking for a new city administrator. Interim City Administrator Schroeder has been working with Public Administration Associates (PAA) to facilitate the search for a new administrator. This will be the first sort of candidates.

ISSUE BEFORE COUNCIL:

The council should pick 3-4 semi-finalists to be finalists and come to the city on April 9th for interviews.

PROPOSAL DETAILS/ANALYSIS:

The semi-finalists will be submitting 6-minute video interviews to council ahead of the meeting. Additionally, PAA will be presenting complete resumes submitted by the semi-finalists. As was the case for all the applicants, there will be no names listed in this selection, council will be using numbers assigned by PAA. When the city names finalists, those names will be public record.

FISCAL IMPACT:

The city is paying \$15,750 plus direct costs for testing of candidates, written reference reports, advertising, and other miscellaneous expenses. Upon selecting a final candidate, PAA can assist with the negotiation of the employment agreement. The city's employment offer to the finalist will be contingent upon the city conducting successful criminal and financial background investigations.

OPTIONS: City Council should select 3-4 finalists for in person interviews.

RECOMMENDATION:

Motion to advance candidates numbered _____ to be finalists for the Lake Elmo City Administrator position.