



CITY COUNCIL AGENDA

PUBLIC MEETING ROOM	TUESDAY, JANUARY 16, 2024	6:00 PM
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1. **Call to Order/Roll Call**
2. **Item for Discussion**
 - A. City Administrator Recruitment
3. **Adjournment**

NOTE:

CC Closed Captioning of Council meetings available on FCTV.

Please contact the City Administrator's Office if you need special accommodations related to a disability while attending the City Council meeting.



Request for Council Action

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: January 16, 2024
SUBJECT: City Administrator Recruitment

Background:

Liza Donabauer from David Drown Associates (DDA), the executive search firm retained for the recruitment of a new City Administrator, will be at the meeting to lead the review and discussion of the identified semi-finalists. A memorandum prepared by Ms. Donabauer is attached with more details on the search (with private data removed). Following the review and discussion, it is intended that the Council will select the finalists for the next steps in the process.

In addition, the Council will be asked to provide direction on the interview format/process they would like to use--interviews are currently scheduled to take place on Tuesday, February 20, 2024.

Recommendation:

Review/Discuss Semifinalist Candidates, Select Finalists, and Provide Direction on Conduct of Interviews

Attachments:

1. Cover Memo - Council Packet
2. Timeline

To: Faribault City Council
From: Liza Donabauer
Date: January 9, 2024

The Faribault City Council approved moving forward with the hiring process for the City Administrator position. The position was advertised on November 17, 2023, and applications were received through December 21, 2023. There were 38 applicants for the position, and candidates were initially ranked based on education and experience. The top 12 candidates were chosen to move forward and complete an information disclosure, a video interview, and a Work Personality Index. One candidate declined the opportunity to move forward, as they recently accepted another job offer, and two other candidates withdrew from consideration.

This memo and attachments include general information about the process. The information included here is as follows:

1. Finalist selection guide
 - a. This is what you will use to rank the candidates
2. Position profile
3. Job description
4. Draft of interview schedule
5. Timeline

Below are the links you can use to view each candidate's profile. There is no special software needed to access this information. You can simply follow the links provided, and you will then have access to the following information on each of the candidates:

1. Cover letter
2. Resume
3. Information Disclosure
4. Video Interview
5. Work Personality Index Report

Candidate Profile Links

(links removed due to private/non-public data)

The video interviews from each candidate are less than 10 minutes long. I prepared the questions, and the candidates then self-administered the interview. The candidates received each question, had one minute to prepare a response, and then one and a half minutes to respond to each question.

Prior to the meeting on January 16, 2024, please review the candidates, and determine your top four using the rating guide included in this packet. Please note that reviewing the candidate information may take 30-45 minutes for each candidate, so please allow enough time for this activity.

When reviewing the personality index, please note that this is a self-completed online assessment that is meant to offer a bit of insight into the candidate's personality. This is not a comprehensive assessment and should not be viewed as such.

At the January 16th meeting, I will ask each Council member to list their top four choices and we will then determine the candidates who are the highest rated. Those candidates will be the finalists to be interviewed. If there is no logical cut off point on the number to interview, I will facilitate a brief discussion to determine whether it is appropriate to invite all four semi-finalists to the interview.

During the meeting, we can only discuss candidates using an assigned number, because names and other identifying information are not public information until the finalists have been determined. This is an especially important fact to keep in mind. After the Council selects finalists,

their names can be released. The names of those not selected as finalists can never be made public. In addition, none of the candidate information can be discussed with anyone.

Please be aware that the number I assigned to each candidate is random and does not reflect any rating. The numbers listed below will be the ones used during our meeting on January 16th.

The numbers and names are as follows:

Number	Name
1	<i>Names removed due to private/non-public data</i>
2	
3	
4	
5	
6	
7	
8	
9	

Other discussion items for the meeting on January 16th include:

1. Discuss and finalize the final interview schedule
 - City Tour
 - Coffee with leadership staff and Council
 - Individual interviews with each Council members
 - Community meet and greet event
 - Leadership staff panel interview
 - Formal panel interview with the full Council
 - Other options
2. Discussion of possible travel expense reimbursement for candidates.

MUCH OF THE INFORMATION CONTAINED IN THIS FILE AND IN THE PROVIDED LINKS IS CONFIDENTIAL OR NOT PUBLIC INFORMATION. PLEASE TREAT THESE MATERIALS WITH THE UTMOST RESPECT, AND DO NOT MAKE THIS INFORMATION AVAILABLE TO ANYONE.

Sincerely,



Liza Donabauer
Management Consultant

Faribault City Administrator

Search Timeline

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		October 24, 2023
Information gathering	- Gather all pertinent background information - Gather salary information and review job description - Meet with staff, stakeholders, and each member of the City Council - City provides position profile	October 24, 26, or 27, 2023
Approve position profile	City Council approves profile, job description, salary range, and hiring process	November 14, 2023
Candidate recruitment	- Post position - Comprehensively advertise - Email and phone calls to prospective candidates	November 17, 2023- December 21, 2023
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	December 22, 2023
Personality Index	DDA will administer a work-related personality index to all semifinalists	January 9, 2024
Video interview	Each semifinalist will complete a video interview	January 9, 2024
Selection of finalists	- City Council selects finalists for interviews - DDA will notify candidates not selected as finalists	Special Meeting January 16, 2024
Background check of all finalists	Includes: - Criminal background: county, state, national - Sex offender registry - Social Security number verification - Education verification - Credit check	February 2, 2024
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	February 2, 2024
Finalist packet	DDA will provide the Council information including: - Summary of references - Results of background checks - Personality index reports - Video interview - Resumes, etc.	February 8, 2024
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	Special Meeting February 20, 2024
Decision	City Council will select candidate for offer	February 20, 2024
Offer and agreement	DDA will negotiate agreement with selected candidate	February 28, 2024
Projected start date	New Administrator begins	April 2024