



AGENDA ITEMS #10.5.A.-D.

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: August 4, 2020

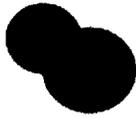
Subject: City Administrator Search Update

Report: Temporary salary increases for the City Clerk/Treasurer and Administrative Assistant retro to July 27, 2020.

Attached please find a Community/Position Profile, Salary Range spreadsheet, City of Pequot Lakes City Administrator Job Description, and a Search Schedule from David Drown Associates. Liza Donabauer from David Drown Associates will be present at the Council Meeting to review this information and address any questions the Council may have.

Council Action Requested:

1. Council motion accepting temporary salary increases for the City Clerk/Treasurer and Administrative Assistant retro to July 27, 2020.
2. Council motion accepting the City Administrator's Community/Position Profile, Salary Range, City of Pequot Lakes City Administrator Job Description, and Search Schedule from David Drown Associates.



DDA

Human Resources, Inc.
a David Drown Associates Company

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July 27, 2020

Honorable Mayor and Council Members
City of Pequot Lakes
4638 Main Street
Pequot Lakes, MN 56472

Dear Members of the Council,

We are nearing the point of posting the City Administrator position, so I will attend your meeting on August 4, 2020, to review the process and seek approval to move ahead with the search.

As you know, the information gathering process for developing the position profile has been taking place for a couple of weeks. Attached to this memo is the draft position profile that will be discussed and modified as needed at the Council Meeting.

Other items of discussion at the meeting include the job description, search timeline, and interview process. You will see the profile includes tentative dates for the final interviews, so I would like to finalize interview dates with you at the August 4th meeting. The interviews can be done in one day or two days depending on which components the Council wishes to include in the process. Some of the options for this part of the process include the following:

- City Tour
- Lunch with leadership staff and Council
- Individual interviews with each Council member
- Community meet and greet event
- Leadership staff interview
- Full Council-formal interview
- Other options

The number of components desired will determine whether the process will take place over one or two days. There is no right or wrong approach to this, as each City has different preferences. The decision about interview components will be made at a future meeting. Information is being provided now so you can contemplate the options.

In summary, the items for discussion at the August 4th meeting include the following:

1. Position Profile: Review and approve
2. Salary Range: Review and approve
3. Job Description: Review and approve
4. Timeline: Determine date(s) of final interviews
5. Any questions from the Council

Thank you.

Sincerely,

Liza M. Donabauer
Management Consultant

Attachments

- Draft Profile
- Draft Timeline
- Salary Comparisons
- Job Description

League of MN Cities Salary & Benefit Survey Results

*voluntarily contributed from member cities

Salaries: City/ County Admin./Manager/Coordinator

Organization	Pop	Region	Job Title	Range Min	Range Max	Actual Avg	Reports To	Entry Date
Foley	2,711	Central	Administrator/Clerk	\$62,496.00	\$97,236.00	\$97,236.00	City Council	4/27/2020
Richmond	1,455	Central	Administrator - Clerk - Treasurer	\$63,003.20	\$98,550.40	\$63,003.20	City Council	4/22/2020
Maple Lake	2,109	Central	City Administrator	\$64,064.00	\$93,620.80	\$65,832.00	City Council	4/20/2020
Rockville	2,445	Central	Administrator/Clerk	\$64,488.00	\$90,228.00	\$90,228.00	Mayor/Council	4/8/2019
Hinckley	1,838	Central	City Administrator	\$65,000.00	\$78,154.00	\$78,154.00	Mayor and City Co	3/28/2019
Winsted	2,296	Central	City Administrator	\$65,208.00	\$88,129.60	\$81,432.00	City Council	6/1/2020
Crosby	2,386	Central	City Administrator	\$71,780.00	\$93,309.00	\$12,303.20	City Council	8/13/2019
New London	1,251	Central	City Admin./Clerk/Treasurer	\$73,008.00	\$73,008.00	\$73,008.00	City Council	3/9/2020
Pequot Lakes	2,346	Central	City Administrator	\$73,028.00	\$87,634.00	\$77,897.00	City Council	4/23/2020
Pelican Rapids	2,496	Central	City Administrator	\$73,486.40	\$97,988.80	\$97,988.80	Mayor	3/11/2020
Perham	3,388	Central	City Manager	\$77,896.00	\$101,254.40	\$101,254.40	City Council	3/12/2020
Milaca	2,946	Central	City Manager	\$79,000.00	\$79,000.00	\$79,000.00	Mayor and City Co	4/14/2020
Long Prairie	3,215	Central	City Administrator	\$79,368.00	\$92,724.00	\$81,552.00	Council	7/1/2020
Granite Falls	2,947	Central	City Manager	\$79,372.80	\$103,168.00	\$84,406.40	Council	1/28/2020
Aitkin	2,136	Central	CITY ADMINISTRATOR	\$81,619.20	\$103,396.80	\$81,619.20	CITY COUNCIL	5/18/2020
Sandstone	2,625	Central	City Administrator	\$83,587.98	\$83,587.98	\$83,587.98	City Council	5/28/2020
Gaylord	2,230	Central	City Administrator	\$84,323.20	\$108,908.80	\$93,412.80	City Council	4/6/2020
Cokato	2,760	Central	City Administrator	\$88,110.29	\$88,110.29	\$88,110.29	City Council	3/9/2020
Nisswa	2,061	Central	City Administrator	\$91,790.40	\$91,790.40	\$91,790.40	City Council/Mayo	3/11/2020
Moose Lake	2,787	Central	City Administrator	\$100,000.00	\$100,000.00	\$100,000.00	Mayor and City Co	5/27/2020
Crosslake	2,230	Central	City Administrator/Treasurer	\$101,250.00	\$101,250.00	\$101,250.00	City Council	5/26/2020
Average:				\$77,232.36	\$92,907.11	\$82,050.75		

Adopted: 7/7/2015
Amended: 10/3/2017

City of Pequot Lakes Job Description

Job Title: City Administrator

Department: Administration

Supervisor: City Council

Positions Supervised: Police Chief, Public Works Supervisor, Fire Chief, Zoning Specialist, City Clerk/Treasurer, and Library.

Position Summary:

Performs responsible administrative and supervisory work coordinating, directing and overseeing city government operations. Provides assistance to the City Council on financial planning and related matters. Attends Council meetings. Oversees the preparation of council agendas, council packet material and minutes of council meetings. Performs human resource functions. Oversees all department head positions and the work of the Planning and Zoning department.

Job Duties:

1. Coordinates, administers, and responds to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, other agencies, and the general public.
2. Develops and implements administrative policies and guidelines in cooperation with the City Council and various City boards and commissions; advises department heads and other employees as to administrative procedures and policies; evaluates performance and results.
3. Supervises and/or assumes responsibility for various municipal services including City Hall administrative office, police, fire, public works, zoning enforcement, city planning/community development.
4. Represents the City in regards to local, regional, state, and federal activities of concern to the community.
5. Serves as budget officer of the City; oversees the development of the annual budget; prepares supporting information and presents them at Council meetings.
6. Develops financial plans and controls and establishes short-term and long-range financial goals and objectives.
7. Coordinates and manages all tax increment financing projects and tax abatement districts.
8. Administers appropriations; approves and investigates major purchases and contracts.
9. Assures that the City Council is advised as to the financial status and needs of City government, coordinates public improvement and bond issue activities.
10. Supervises the preparation of agenda for City Council, Planning Commission, Economic

Development Commission and Park Commission meetings; supervises and participates in the development of supporting information; attends City Council, Planning Commission, Economic Development Committee and Park Commission, and other meetings as required.

11. Serves as the Human Resources Director for the City.
12. Administers personnel matters; makes policy and pay recommendations; makes recommendations on hiring and firing; suspends, and disciplines Department Heads and through them, their subordinates.
13. Reviews and amends City policies relating to personnel and finance.
14. Serves as economic development director; originates, develops and proposes development and redevelopment packages, assistance proposals and grant applications.
 - a. Provides advice and assistance to the Brainerd Lakes Area Economic Development Corporation
 - b. Represents the City with business and industrial clients.
15. Serves as the City's public information representative; confers with media; speaks to schools, civic groups, and other organizations.
16. Cooperates with city attorney on legal affairs as needed.
17. Oversees Planning and Zoning functions
18. Coordinates with the appropriate city employee(s), contractor, and City engineer on the planning and construction of public improvement projects including special assessment procedures.
19. Deals courteously, professionally, tactfully and effectively with the public. Ability to establish and maintain effective working relationships with other employees.
20. Facilitates the collective bargaining process.
21. Serves as the data practices compliance official.
22. Maintains information for pay equity and comparable worth compliance.
23. Coordinates debt financing.
24. Internet Technology (IT) coordinator.
25. Performs other work as required and as directed by the City Council.

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of the principles, practices, and techniques of public administration.
- Considerable knowledge of the principles and standard practices in the field of personnel administration, labor relations, budgeting, and purchasing.
- Considerable knowledge of the organization and functions of City government including ordinances, regulations, and policies controlling its operation.
- Considerable knowledge of business, traditional and innovative development tools, public and private funding sources, and financial assistance package requirements and analysis.
- Thorough ability to communicate effectively, orally and in writing.
- Thorough ability to analyze and research difficult and complex problems and make effective solution-oriented recommendations and policy.
- Considerable ability to operate a telephone, computer, calculator and radio and to hear staff, elected officials and the public.
- Considerable ability to supervise subordinate personnel in a manner conducive to full

- performance and high morale.
- Considerable ability to read, assemble, organize, and present in oral or written form statistical, financial, and factual information derived from a variety of original and secondary sources.
- Considerable ability to establish and maintain effective working relationships with employees, officials, and the general public including making formal presentations.
- Considerable ability to work long hours and perform under highly stressful conditions in a quick and efficient manner.
- Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.

Minimum Qualifications:

Bachelor's Degree in Public Administration, or a related field, and two years of public sector experience. A Master's Degree in one of the above fields may substitute for two years of the required experience.

Preferred Qualifications:

Master's Degree and additional management experience.

Physical Job Requirements:

- Must be able to sit or stand for long periods of time.
- Must be able to hear and speak when conversing in person or by phone.
- Ability to see and read reports, correspondence, computer screens, and other documents.
- Ability to lift 30 pounds.

Pequot Lakes Administrator Search Timeline
 (Items highlighted in yellow require Council action)

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		July 7, 2020
Information gathering	<ul style="list-style-type: none"> ◆ Gather all pertinent background information ◆ Gather salary information and review job description ◆ Meet with staff, stakeholders and each member of the Council 	July 20, 2020
Professional profile	◆ Develop position profile and advertisement	July 28, 2020
Approve position profile	◆ City Council approves profile, job description, salary range, and hiring process	August 4, 2020
Candidate recruitment	<ul style="list-style-type: none"> ◆ Post position immediately upon approval of profile ◆ Comprehensively advertise ◆ Email and phone calls to prospective candidates 	August 5, 2020- September 2, 2020
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	September 3, 2020
Video Interview	Each semifinalist will complete a video interview	September 25, 2020
Personality Index	DDA will administer a work-related personality index to all semifinalists.	September 25, 2020
Selection of finalists	<ul style="list-style-type: none"> ◆ City Council selects finalists for interviews ◆ DDA will notify candidates not selected as finalists 	Special Meeting: October 5, 2020
Background check of all finalists selected for interviews	<ul style="list-style-type: none"> ◆ Includes: <ul style="list-style-type: none"> • Criminal background: county, state, national • Sex offender registry • Social Security number verification • Employment and education verification • Credit Check 	October 20, 2020
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	October 20, 2020
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	October 20, 2020
Finalist Packet	DDA will provide the Council information including: <ul style="list-style-type: none"> • Summary of references • Results of background checks • Personality index reports • Video interview • Resumes, etc. 	October 21, 2020
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that interviews be at a special meeting	October 28 & 29, 2020
Decision	City Council will select candidate for offer	October 29, 2020
Offer and agreement	DDA will negotiate agreement with selected person	October 30 2020
Projected start date	New Administrator begins	November 30, 2020