

TO: MAYOR AND CITY COUNCIL
FROM: LANELL ENDRES, INTERIM CITY ADMIN/FINANCE DIRECTOR
SUBJECT: DISCUSS PROCESS FOR CITY ADMINISTRATOR HIRING
MEETING DATE: AUGUST 7, 2018

BACKGROUND

We received a total of 33 applications for the City Administrator position. These applications have been pointed by staff based upon job requirements and key criteria.

I would like direction from the Council as to how you would like to proceed with the interview and hiring process. One possibility would be to have the Personnel Committee determine the top candidates and perform first round interviews. The second round interviews could then be conducted by the Council at a meeting which is required to be open to the public.

The Personnel Committee will meet prior to the Council Meeting and may have a recommendation to discuss.