

MEMORANDUM

TO: Honorable Mayor and City Councilmembers
FROM: Dave Osberg, City Administrator
DATE: February 28, 2013
SUBJECT: a.) Process to fill the Vacancy in the Position of City Administrator
b.) Appointment of Melanie Mesko Lee as the Interim
City Administrator

RECOMMENDED CITY COUNCIL ACTIONS

1.) The Administrative Committee is recommending the City Council take action appointing current Assistant City Administrator Melanie Mesko Lee to the position of Interim City Administrator effective March 23, 2013. In addition, the Committee recommends authorization of a \$400.00 per month car allowance; compensation adjustment to Step "E" in the City Administrator compensation schedule and any additional accumulation of compensatory time shall be suspended while serving in the role of Interim City Administrator. (Upon completion of the process and the hiring of a different City Administrator, Assistant City Administrator Melanie Mesko Lee would return to her current status, accruals and compensation.)

2.) The Administrative Committee is recommending the City Council take action "to provide notice of the position opening of City Administrator and begin the process of accepting letters of interest and resumes for the position of City Administrator for the City of Hastings with a deadline of March 21, 2013, (this is one day prior to the original date suggested, and is explained later in this memorandum) and to strongly encourage Assistant City Administrator Melanie Mesko Lee to submit a letter of interest and resume for the position of City Administrator for the City of Hastings."

3.) Authorize the release of the attached position announcement.

BACKGROUND

The position of City Administrator for the City of Hastings will be vacant at the end of the day on Friday March 22, 2013. Administrative Committee members Tony Alongi (Chair), Ed Riveness and Danna Elling Schultz conducted a meeting on Thursday February 21, 2013 to discuss the pending vacancy in the position of City Administrator. At the meeting, Staff was asked to provide information on possible steps and a schedule for two options under consideration for filling the vacancy. One option would be providing notice of the position opening and accepting letters of interest and resumes for the position of City Administrator. The second option was appointment of current Assistant City Administrator Melanie Mesko Lee to the position of City Administrator effective March 23, 2013. A majority of the Committee recommend the first option.

During the meeting on February 21, 2013 the Administrative Committee was supportive of publishing the position vacancy in resources such as the League of Minnesota Cities

and the International City/County Management Association and other similar resources, without expending much money to advertise.

City Attorney Dan Fluegel has offered some assistance in this process, and the City Council can determine any role you would like me to play in assisting during my free time following my employment start date in Eagan on March 25, 2013. In the meantime, the application material can be sent to my attention one day prior to my last date of employment to allow for transfer of the received application material.

The City Council and in particular the Administrative Committee will need to be diligent during the next several months, should you wish to abide by the schedule and process supported by the Administrative Committee:

- a.) Closing date of March 21 (I suggested this date), one day different than originally proposed to the Administrative Committee, to allow for forwarding of the application materials received, prior to my last date of employment set for March 22.
- b.) Week of April 1: Administrative Committee selects 3-5 candidates to interview
- c.) Week of April 15: Interviews conducted by the full City Council. (The Council may wish to select a date now, so schedules can be firmly established with potential candidates.)
- d.) Same week of April 15, thus the need for a quick turnaround: City Council selects 1 or 2 candidates for personality profile, leadership assessment, background check and reference check.
- e.) Week of April 22: Another meeting of the full City Council to select the finalist to begin to negotiate an employment agreement.
- f.) May 6 City Council Meeting: Council approval of agreement with the new City Administrator.

Please keep in mind as this schedule is contemplated, all meetings of the Administrative Committee and City Council are public meetings and proper advanced notification must be provided.

The process for filling the vacancy in the position of City Administrator will result in the need to appoint an Interim City Administrator. Administrative Committee members are recommending current Assistant City Administrator Melanie Mesko Lee be appointed to that position, based on the parameters as identified earlier in this memorandum.

David M. Osberg
City Administrator

VIII-C-1 & 2

The City of Hastings is accepting letters of interest and resumes for the position of City Administrator. Hastings has a population of approximately 23,000 serving as the County Seat in Dakota County, 30 miles south of St. Paul, Minnesota, near the Wisconsin border. Hastings is a historic City, proud of its rich history, yet progressive enough to recognize the need and benefits of sustained and planned growth, residentially, industrially and commercially.

Hastings is a Home Rule Charter City, with a seven member City Council. The Mayor and two Councilmembers are elected at large, and the other from each of four different wards. The Administrator is responsible for an approximate \$25 million budget. Currently there are 110 FTE.

Qualifications: Master's Degree required in public administration or closely related field. A minimum of 10 years experience in a high level management position is expected, with a preference given to municipal government. Proven leadership skills and knowledge of the primary principles and practices of municipal government management are required. Experience in active City Council relations and interactions, community engagement, communication, budgeting, human resources and labor relations and experience working and collaborating with other levels of government are extremely important qualities the City Council will be seeking in their next City Administrator.

Send resume, letter of interest, recent salary history and four work related references to current City Administrator David M. Osberg, no later than the end of the work day on Thursday March 21, 2013. Address: Hastings City Hall, 101 East 4th Street, Hastings, MN 55033.
(dosberg@ci.hastings.mn.us).

The established compensation schedule for the City Administrator position is a seven step range: \$103,013-\$128,766.