

# memo



To: Mayor Fasbender  
Members of the City Council  
Hastings, Minnesota

From: Jim Miller  
Senior Vice President  
The Mercer Group, Inc.

Date: 6/13/2019

Re: Semi-finalist City Administrator selection

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At its June 3<sup>rd</sup> meeting, the City Council appointed the members of the Administrative Committee to serve as an ad hoc committee for the purpose of interviewing semi-finalist candidates for the City Administrator position. The ad hoc committee will meet on the late afternoon/early evening of Wednesday, June 19 and Monday, June 24 to conduct the interviews. These interviews will be the basis for selecting finalists for interview by the City Council in July.

At the June 17 City Council meeting, the City Council is being asked to select the candidates to be interviewed by the ad hoc interview committee. You will separately receive a candidate report which identifies all 43 applicants and provides comments about each. The City Council is asked to select no more than eight semi-finalists based on the information in the candidate report and discussion at the June 17 City Council meeting.

As previously discussed, the names and all other identifying information about candidates must, by law, remain confidential until finalists are named. This can make the City Council's public discussion and selection of semi-finalist candidates somewhat awkward as no candidate revealing questions can be asked or information disclosed in response.

Therefore, at the June 17 meeting it is suggested that the City Council refer to candidates only by the number assigned to each in the candidate report when asking questions of the consultant or in discussions with each other. Likewise, using pronouns rather than names will be necessary and all reference to current or previous employment must be generic.

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The candidate report divides the applications into three categories based on my assessment of how each meets the required and desired qualifications for the new City Administrator as approved by the City Council for the recruitment profile: most qualified, potentially qualified (these would require additional research into their respective backgrounds if they are further considered), and not qualified (because of no relevant local government experience or their background). It is suggested that the City Council begin its discussion on those candidates identified as being most qualified in the report.

The consultant will be present at the June 17 City Council meeting to answer questions concerning the candidates and process.