



Request for Council Action

TO: Mayor and City Council
FROM: Tim Murray, City Administrator
MEETING DATE: January 22, 2019
SUBJECT: Accept Proposal for Finance Director Search from DDA Human Resources, Inc.

Background:

The Finance Director position has been vacant since December 14, 2018, due to the resignation of the previous director. Staff advertised for the position, accepted applications, and held interviews on January 11, 2019. Based upon the results of the interviews, it is recommended that we do a new search to fill the Finance Director position, and utilize an executive search firm to assist with that process.

We have a proposal from DDA Human Resources, Inc. to conduct a search process to fill the Finance Director position, for a total cost of \$11,000, a copy of which is attached. This is the same firm that the City used to fill the City Administrator position. The search process is estimated to take approximately three (3) months.

Recommendation:

Accept Proposal for Finance Director Search from DDA Human Resources, Inc.

Attachments:

- Proposal for Finance Director Search

January 17, 2019

Sent via email only

Mr. Tim Murray
City of Faribault
208 1st Ave NW
Faribault, MN 55021

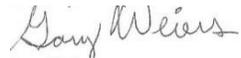
Dear Mr. Murray,

Thank you for the opportunity to submit a proposal to assist the City of Faribault with a search for your next Finance Director. Attached is the proposal which articulates the detailed process we suggest for this process.

Since our firm is well know to the City of Faribault, we can get up to speed quickly and begin the process immediately. We are committed to assisting the City with finding a candidate with the right skillset and who will fit well within the organizational culture.

Thank you for your consideration.

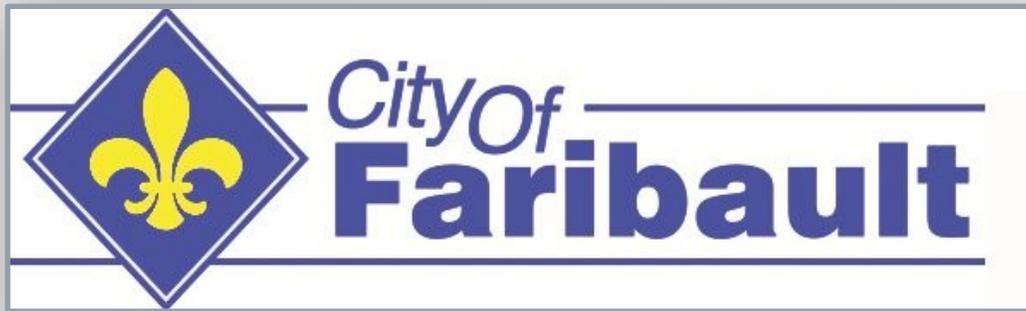
Sincerely,



Gary Weiers
DDA Human Resources, Inc.

Enclosures

DDA HUMAN RESOURCES, INC.



PROPOSAL FOR THE CITY OF FARIBAULT **FINANCE DIRECTOR SEARCH**

JANUARY 17, 2019



CONTENTS OF THE PROPOSAL

◆ Description of the Firm	◆ Timeline
◆ Approach to the Process	◆ Process Details
◆ Service Team	◆ Fees

DESCRIPTION OF THE FIRM

David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up-to-date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new Human Resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs seven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers. In addition, the scope and breadth of experience levels we bring to this project is second to none.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of Faribault. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts.

Communication with the City is a high priority. In addition to our Consultant Gary Weiers being on site regularly, the City will receive weekly email updates, and he will always be available for questions.

SERVICE TEAM

Gary Weiers

Gary joined DDA in 2013 and has conducted over 65 executive searches and numerous organizational studies. Prior to joining DDA, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary will be the lead Consultant on this project.

Liza Donabauer

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.

During her four years in Arlington as a City Administrator, Liza completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up and coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development.

Since joining DDA, Liza has assisted with several Administrator searches and Compensation and Classification Studies.

Liza will assist with reference checking the final candidates.

Liz Foster

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.

TENTATIVE TIMELINE

This timeline is tentative. The final timeline will be set after the City Council's decision to proceed.

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		January 22, 2019
Professional profile	Update the recently developed position profile and advertisement for approval by City Administrator	February 1, 2019
Candidate recruitment	<ul style="list-style-type: none"> ◆ Post position immediately upon approval of profile ◆ Comprehensively advertise ◆ Email and phone calls to prospective candidates 	February 4, 2019- February 26, 2019
Screening of applicants	DDA and City Administrator will review and rank applicants based on job related criteria and select semifinalists	February 27, 2019
Personality Index	DDA will administer a work-related personality index to all semifinalists.	March 7, 2019
Initial Interview	Initial interviews with panels of staff and others as determined by the City	March 13, 2019
Selection of final candidates	City Administrator determines candidates for final interview process	March 13, 2019
Background check of all persons selected for final 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 	March 27, 2019
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	March 27, 2019
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	March 27, 2019
Finalist Packet	DDA will provide the Interview panel information including: <ul style="list-style-type: none"> • Summary of references • Results of background checks • Personality index and intellectual reports • Resumes, etc. 	March 27, 2019
Final Interviews	DDA will prepare all interview materials and be present at all interviews and other functions.	March 29, 2019
Decision	City will select candidate for offer	March 29, 2019
Offer and agreement	DDA will negotiate agreement with selected person	March 30, 2019
Projected start date	New Finance Director begins	April 29, 2019

PROCESS DETAILS

Step 1: Development of Position Profile

DDA will update the position profile that was used for the 2018 City Administrator hiring process. The revised document will be presented to the City Administrator for review and approval.

Step 2: Advertisement and Recruitment

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: Minnesota Government Finance Officers Association, Minnesota Society of Certified Public Accountants, League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through Minnesota State University Mankato, St. Cloud State University, and the University of Minnesota. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology.

Step 3: Initial Screening and Interview

DDA and the City Administrator will complete a comprehensive analysis of every application received and determine six candidates to participate in the initial interview process. Each of the selected candidates will complete a work related personality index in advance of the interviews.

DDA will work with the City to structure the initial interviews and be present for all interview related activities.

After the initial interview process, the City will determine finalists to return for the final interview process.

Step 4: Final Interview

After the City selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of recent employment, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will check employment references on each person.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Prior to the final interview process, the City will have access to each candidate's application materials, background check results, reference information, a work personality report, and an intellectual profile on each person.

Prior to interviews, Gary will prepare questions and then facilitate all interviews and other activities the City determines appropriate.

Step 5: Offer

After interviews are complete, we will assist the City with deliberations and facilitate the offer to the selected candidate. We will negotiate the terms with the candidate based on the parameters established by the City.

LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

Entity	Type of Search	Entity	Type of Search
Albert Lea Econ. Dev. Agency	Executive Director	City of Prior Lake, MN	Manager
Yellow Medicine County, MN	Administrator	Mower County, MN	Administrator
City of Dodge Center, MN	Administrator	City of Brainerd, MN	Comm. Development Director
City of Winsted, MN	Administrator	City of Springfield, MN	Manager
Todd County, MN	Coordinator	Houston County, MN	Administrator
City of Waseca, MN	Manager	Crow Wing County, MN	Human Resource Director
City of Hector, MN	Administrator	City of Wadena, MN	Administrator
City of Mountain Lake, MN	Administrator	City of Lake City, MN	Administrator
Wadena County, MN	Coordinator	City of Breezy Point, MN	Administrator/Clerk/Treasurer
Rice County, MN	Chief Financial Officer	City of Plainview, MN	Administrator
City of Redwood Falls, MN	Chief of Police	City of Faribault, MN	Administrator
City of Brainerd, MN	Administrator	City of Fairfax, MN	Clerk/Treasurer/Administrator
City of Amery, WI	Administrator	City of Marshall, MN	Administrator
City of Arlington, MN	Administrator	City of Staples, MN	Clerk/Finance Director
City of Warroad, MN	Public Works/Utility Director	City of Mayer, MN	Administrator/Clerk
City of Nisswa, MN	Administrator/Clerk	City of Granite Falls, MN	Finance Director
City of Lake City, MN	Ambulance Director	Goodhue County, MN	Finance Controller
Pope County, MN	Coordinator	City of Isanti, MN	Finance Director
City of Baxter, MN	Administrator	City of Willmar, MN	Administrator

In addition to the specific references listed on the following page, the City of Faribault is encouraged to speak with any of the entities listed above.

DDA is currently conducting searches for the Cities of Olivia, Sleepy Eye, New Ulm, Dundas, and Maple Lake, as well as Mahnomon County and the Kitchigami Regional Library System.

FEES

The fee for the search process is \$11,000. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.