



CITY COUNCIL MEETING

Friday, May 23, 2025 at 9:00 AM

Council Chambers, City Hall at 540 West Hills Circle

**Roll Call: Council Members Svenby, Voss, Dotson,
Burbank, Boeke, McCann, and Raney**

1. **Call to Order**
2. **Roll Call**
3. **Approve Agenda**
4. **Review Search Process - City Administrator**
 - 4.1. Search Process - City Administrator Position
5. **Authorize Conditional Job Offer**
6. **Public Comments** : Please limit comments to 2 minutes. Please approach the microphone, sign-in and state your name and address for the record after being acknowledged by the Council President. Speakers will be limited to two minutes to deliver their comments. Those speaking are asked to conduct themselves in a respectful manner as they deliver their comments. Audience members are asked to refrain from reacting to comments. The City Council will not respond directly to comments in this venue or take immediate action in response to them.
7. **Council Comments and General Information**
8. **Adjourn**



City Administrator - Search Process

City Council Approval of Process

Point person to manage the details of the process – HR Director

Ad-hoc search group to participate in the hiring process – 2 Council Members and City HR

Application Process

Open application in NeoGov with resume and cover letter required.

Open to all candidates that meet the minimum requirements of the position description as detailed in the posting.

Verify training & experience

Responsible: City HR

Interview Invitation Identification

Responsible: Ad-hoc search group

Panel Interview

Panel interview led by ad-hoc search group.

Top scoring candidate(s) from panel interviews will be invited to advance to final interview.

Finalist Interview

Each finalist will spend the day at the City meeting with staff groups, touring the community, participating in an open house to meet and engage with community members, and a final interview with the City Council.

Selection

City Council Special Open Meeting - Council will consider candidate to get offer.

Employment agreement to be signed by the finalist and then presented to the City Council for approval at a regular meeting.

Timeline

April 15

City Council Approval of Process

April 16 – May 6

Position posted internally & externally

Week of May 12

Panel Interviews

May 20

Finalist Interview Day

Week of June 2

Target for conditional offer

August 11

Target start date

Approved by Council, April 15, 2025



Kris M. Busse, City Administrator