

Mayor
John Keis



City of Little Canada

515 Little Canada Road E.
Little Canada, MN 55117

Council Members
Tom Fischer
Michael McGraw
Rick Montour
Christian Torkelson

City Administrator
Chris Heineman

**Workshop Meeting of the
Little Canada City Council**

*Wednesday, January 9, 2019 -
7:00 p.m.*

City Center Council Chambers

AGENDA

1. Call To Order - Workshop Meeting - 7:00 P.m.
2. Roll Call
3. Workshop Topics
 - A. Finance Director Hiring Process

Documents:

[FINANCE DIRECTOR HIRING PROCESS UPDATE.PDF](#)

4. Adjourn

This agenda is subject to change by additions and deletions.



STAFF REPORT

TO: Mayor Keis and Members of City Council
FROM: Chris Heineman, City Administrator
DATE: January 9, 2019
RE: Finance Director Hiring Process Update

BACKGROUND:

We received 14 applications for the City of Little Canada Finance Director position including several very strong candidates. Staff (City Clerk Heidi Heller & City Administrator Heineman) conducted a preliminary review of all applications utilizing the attached scoring sheet for each applicant. Based on these evaluations, six applicants were selected to participate in a preliminary interview process. Each of the six applicants was contacted and are now scheduled for interviews.

PROPOSED PROCESS:

The first round of interviews will be conducted by the Leadership Team on January 22 and 23. The goal of the first round of interviews will be to select a finalist / finalists to move forward in the process. If second interviews are needed, they could be conducted during the week of January 28th. Applicants will be provided with additional information on the City of Little Canada as well as a copy of the Comprehensive Annual Financial Report (CAFR). Applicants will also be asked to submit a brief writing sample addressing a current municipal finance issue.

Based on this schedule, finalists could be presented to the City Council in early February and an offer for the Finance Director position could be considered at the February 13th City Council meeting.

At the workshop, staff will provide additional information on the proposal for contracted services from Clifton Larson Allen and discuss options for Council involvement in the hiring process.

**EXPERIENCE RATING FORM
FINANCE DIRECTOR**

Minimum Qualifications:

1. Bachelor's Degree in Accounting or Equivalent _____ 10 pts.
2. Three Years Municipal Accounting Experience or
Five Years Private Accounting Experience _____ 10 pts.
3. Spreadsheet/word processing/computer skills _____ 10 pts.
4. Evidence of communication/interpersonal skills _____ 10 pts.
- (30 pts. minimum to continue) _____ 40 pts.

Desired Qualifications:

1. Certified Public Accountant (CPA) _____ 5 pts.
2. Certified Public Finance Officer (CPFO) _____ 5 pts.
3. Experience in preparation of Annual Financial Report _____ 5 pts.
4. Experience with Accounts Receivable/Payables _____ 5 pts.
5. Experience with Investments and Debt Management _____ 10 pts.
6. Experience with Tax Increment Finance or Abatement _____ 10 pts.
7. Experience with Budget and CIP Development _____ 10 pts.
8. Management or supervisory experience _____ 10 pts.

Subtotal: _____ 60 pts.

Total Points: _____ 100 pts.

Veteran's Preference _____ 10-15 pts.

TOTAL POINTS: _____ 115 PTS.