



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Office of the Mayor

300 6th Street

605-394-4110

E-mail: mayorsoffice@rcgov.org

January 31, 2017

Rapid City Common Council
300 Sixth Street
Rapid City, SD 57701

Re: Update on the Public Works and Community Planning Director Recruiting Process with Waters & Company

Dear Council Member:

I continue to work with Interim Director Dale Tech, the Human Resources Department, and Waters & Company in search of ideal candidates to fill our Public Works and Community Planning Director vacancies. Here is a basic summary of our search to date:

Community Planning

- Round 1 was completed in the start of September with 14 applicants that met the qualifications listed.
 - 3 candidates were interviewed, but the interview panel concluded they were not a fit for the position vacancy.
- Round 2 was completed in the middle of January this year, with 12 applicants that met the qualifications listed.
 - 1 candidate interviewed; however, several applicants withdrew from consideration before the finalists for an interview were selected.
 - The interview panel concluded the one candidate that interviewed was not a fit for the position vacancy.

Public Works

- Round 1 was conducted this month with 13 applicants that met the qualifications listed.
 - 4 candidates were selected for an initial interview, with 1 declining.
 - Of these candidates, all were offered a second interview, and only 1 accepted.
 - The interview panel concluded this candidate was not a fit to be the Director of our Public Works Department.

Through feedback and observations from the team, we realize that the salaries we are offering do not make us competitive with other communities seeking to fill the same position. Individuals that we have extended interview opportunities to, and those that have been encouraged by the consultant to apply, have voiced just this. Instead of attracting ideal candidates, we are appealing to second tier candidates that we believe are not a fit for these departments.



EQUAL HOUSING
OPPORTUNITY

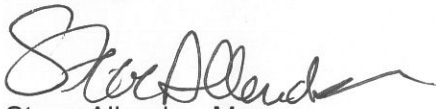
EQUAL OPPORTUNITY EMPLOYER

As I stressed in my correspondence to you in May of 2016, properly selecting the ideal candidates for both vacancies is essential to the successful development and maintenance of our community. I believed at the time, and I still believe, the assistance of Waters & Company is crucial for these two Department Director positions. We alone are not equipped to adequately execute a national level search in terms of marketing Rapid City and researching potential candidates. The Public Works and Community Planning Director positions require this additional effort and expense as they are the exception, not the rule, for filling vacancies.

Therefore, I recommend increasing the current starting salary range of \$96,000 - \$115,000 to a higher starting range of \$105,628 - \$125,260 depending on experience. I urge your support in considering this request for pre-approval to offer a starting salary for these positions up to \$125,260. I intend to place this item on the February 15, 2017 Legal & Finance agenda, and the subsequent February 20, 2017 City Council agenda for discussion.

I am open to your comments, concerns and feedback. The City Council will continue to be represented on the selection committee for both vacancies.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Allender", with a stylized flourish at the end.

Steve Allender, Mayor
Rapid City, South Dakota