

UNFINISHED BUSINESS

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MEMO

DATE: January 24, 2024

TO: **Mayor Alice Ruby**
Council members: Bertram Luckhurst, Michael Bennett, Steven Carriere, Curt Armstrong, Kaleb Westfall, Kevin McCambly
City of Dillingham
alice.ruby@dillinghamak.us

FROM: **Tim Pearson**, Pearson Consulting timpearsonak@gmail.com (907) 952-3498 c

RE: **City Manager Search – update for February 1, 2024 Council Meeting**

Three Phases of a Search	Key Dimensions	macro criteria (along with Council's criteria)
- Phase 1: Sourcing - Phase 2: Screening - Phase 3: Selecting	Character Competence Chemistry	Positive Energy High Integrity Ability to Learn and Grow

1. Current status: updating the Council

2. Key metrics as of 1/24/24 @ 5:00 pm

Total current applications: 10
Municipal manager experience: 7
Municipal manager and Alaska experience: 3
For Profit experience: 2
Not-For-Profit experience: 1

3. Qualifications: as posted in 2021 and 2023

- financial management skills
- good communicator and public relations skills
- strong leadership ability
- budget, grant, and capital project experience
- strong work ethic, action & goal-oriented, assertive
- conflict resolution and people skills
- ability to motivate others
- ability to build teams / supervisory experience
- ability to develop direct reports and others
- ability to learn, grow, and manage innovation
- familiarity with Emergency Operation Centers useful
- familiarity with Bush Alaska useful
- municipal experience in management, planning, finance, project management or other areas preferred

DISCUSSION:

- One applicant has withdrawn since the January 11th Council meeting.
- Kimberly Johnson has submitted a resume expanding on her Executive Director experience.
- Susanna Stinnett has recently completed her MPA.

Applicants know that the Council has their applications. Next steps as taken in the past:

Phase 2. Screening -- a decision on the Semi-finalists (3-4) that the Council wishes to interview by Zoom.

Phase 3. Selection -- a site visit by Finalists (2-3) to interview with Department Heads who give input to the Council; a Community reception to meet the public for their involvement and input to the Council; a tour of City facilities and community; and in-person interview with the Council. I remain available to assist as wished.

Appendix 1. Summary information about the applicants. Also attached are their resumes so that the Council has all current resumes in one document.

We have advertised a starting salary of \$140,000+ DOE & excellent benefits: PERS, health, deferred comp, housing, vehicle. At least five other municipalities in Alaska are also looking for Municipal Managers:

- City of Bethel (as of 7/03/23) --City of McGrath (as of 9/28/23)
- City of Egegik (as of 9/28/23) --Borough of Wrangell (as of 10/11/23)
- City of Kake (as of 6/26/23)

Appendix 1. City of Dillingham -- City Manager Applicant List 2024

--applications received as of January 24, 2024
version 1.0

Last Name	First Name	City	State	Last/Relevant Position	Last/Relevant Employer	Municipal Manager (# municipalities)	Work Experience yrs	Education	comments	
Applicants -- Municipal Manager experience										
municipal manager:										
1	Chronis	Fonda	Watkins Glen	NY	County Administrator	Schuyler County, NY	1	31	MPA	NY: 2.5 yrs County Administrator; 5 yrs Asst. City Administrator; 18+ yrs private sector management
2	Dyal	Paul	Lake City	FL	City Mgr / Exec Dir Utilities	City of Lake City, FL	1	24	BA	FL: 9 mo. City Mgr & Dir Utilities; 1 yr Interim City Mgr & Dir Utilities
3	Heck	Thomas	Reno	NV	Town Manager (1 yr)	Town of Manalapan, FL	1	35	MBA, MPA	FL, CA & NV: Lt. Col., USAF (Ret) -- Logistics; 860 personnel; Dep Dir Pub Works (5yr); Gen Serv Dir (2yr)
4	Johnson	Kim	Dillingham	AK	Interim City Manager	City of Dillingham, AK	1	28	MPA	AK: Interim City Manager (7 mo) // 3 Executive Director positions
5	Pilgrim	Carlo	City	ME	City Manager & Town Administrator	City of Weirton, WV	5	35	MBA	ME, AZ, VT, WV, ME: Municipal Manager, 5 yr, 5 yr, 5 yr, 16 mo, 4 mo, 2 mo
6	Stinnett	Susana	Anchorage	AK	City Manager	City of Unalakleet, AK	2	30	MPA	AK: 2 rural Alaska communities (4 yrs; and 7 mo)
7	Zimmerman	Kim	Lewistown	PA	Borough Manager	Borough of Lewiston, PA	2	34	MS	AK: Fairbanks, Operations Manager, Privatized Military Housing // PA: Borough Manager (2yr, 8 mo); Borough Manager (2yr, 4 mo); US Army Logistics Officer, Lt. Col. (Ret) (24 yrs); Dep. Cmdr. for 3,000 soldiers for 2 yrs in AK. Avid hunter.
Applicants -- For Profit experience										
experience:										
8	Gosselin	Brandon	Burlington	OK	Founder & Private/Public Partnership Liaison	The Empowering B.A.C.K. Fndn	0	7	MBA	OK: private sector and self-employed; writer and speaker
9	Moniz	Jacob	Sweetwater	TX	Sales Manager	Stanley Ford	0	9+	courses	AK: courses in Poli Sci, APU
Applicants -- Not-For-Profit experience (transferable skills)										
experience:										
10	Reilly	Adam	Lusby	MD	Air Traffic Control Specialist	RT&T	0	12	FAA and USAF Certificates	AK: Bethel and Anchorage air traffic control

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