



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: January 22, 2020
SUBJECT: City Manager Report for Jan. 27th, 2020 City Council Meeting

Assistant EMS Chief Hired

I am pleased to announce that the Homer Volunteer Fire Department has selected Lillian Hottmann for the position of Assistant Chief of EMS. Lillian brings over eight years of experience to the position and began her career right here in Homer. Lillian was an EMT for Homer and a graduate of the 2011 firefighter-I class. She then moved to Colorado to pursue her career as a paramedic and for the past three years she has been supervising a very fast paced ambulance service in the Dallas, Texas area. She has been instrumental in teaching new paramedics and mentoring them through their probationary periods. Lillian still has family in Homer and an obvious deep seated love for the area. We eagerly await her arrival and the leadership and mentoring that she will bring to the department. Her expected start date is March 1st.

Hiring Update for Public Works Director Position

The Public Works Director position closes on January 24th. Application review will be conducted the week of January 27th, with telephonic and in-person interviews to follow. We are aiming for telephonic interviews the week of February 10th, and in-person interviews to be conducted the week of February 24th. I am currently putting together an interview committee to offer their expertise in the hiring of this very key position, including recruiting expertise in Public Works from a neighboring community to help with technical questions.

Next Steps on Seawall

City Attorney Gatti and his colleague, Bond Attorney Cindy Cartledge, are scheduled to come to Homer the first week of March to spend a day with staff reviewing files, responding to the legal opinion passed by Council at the last meeting, and brainstorming potential solutions that would provide long term maintenance to the Seawall that is fair to all City residents.

Meeting With Chamber on Contract Amendments

Councilmember Aderhold and I met with Chamber Director Brad Anderson regarding the proposed amendments to the Chamber contract discussed during the January 13th Council meeting, including their proposed \$14,000 increase to staff the 'derby shack' during the summer and the Mayor's request to look at providing special event insurance. I shared hesitancy on the part of City Council to fund a service that would have otherwise been covered through the Halibut Derby without more explanation and justification. T

Chamber was very open to the idea of facilitating special event insurance for the many grassroots events that color our town. One suggestion was that, in exchange for a fee, the Chamber provide the insurance for a predetermined list of community wide events and provide assistance to other community groups who want to hold an event by helping them either navigate the event insurance landscape or facilitate a one day policy through the Chamber. I will be working with Brad on details to bring to the Council once he has had a chance to get numbers from their insurance company.

PARCAC’s Recommendation concerning Tesiho Art Display

On September 20th, 2018, PARCAC recommended Council allocate funds to install signage on the front of City Hall and UV film protection for the windows in order to make the conference room suitable to host the gifts the City has received from our sister cities over the years. This was the last action taken by PARCAC on the subject, and I have included their September 13th and 20th, 2018 meeting minutes; the August 2018 proposal provided by the Pratt Museum; and the resolution that originally tasked PARCAC with finding a suitable venue to display the Sister City art collection. I have met with Library Director Berry regarding the potential for the library to host the art and asked him to get back to me with suggestions on how their space could accomodate either a special exhibit, rotating display, or some other way to give these unique pieces more public promenance in our community.

Evaluation of Land Listed for Sale

Two private parcels currently listed for sale (outlined in red) may be of interest to Council given their proximity to City parklands (outlined in green); descriptions of each parcel are provided below. Land acquisition procedures are outlined in HCC 18.06 and the City contracts with Angie Newby of Homer Real Estate to provide her expertise on these matters. As of January 22nd, the Land special reserve account (150) has a balance of roughly \$200,000.



Parcel between Early Spring Street and Jack Gist Park

14.84 acres. List price is \$285,000.

This property is an attractive location for new housing, and may sell quickly.

During the planning phase of Jack Gist Park, this lot was considered for future soccer fields and equestrian areas. In recent years a smaller 2.33 lot adjacent to the park was for sale. PARCAC recommended against purchasing it because that lot was too small to add much utility to the park, and this 14.84 acres parcel is much more desirable, if it ever came up for sale.

As Jack Gist Park stands now, additional parking areas are needed as well as a buffer from any potential new residential development. The western ball field hugs the property line. If Council is interested in exploring the purchase of this land, a sponsor is needed and I would suggest getting input from PARCAC.



Parcel Directly West of Hornaday Park

39.5 acres. List price is \$929,000.

A portion of the City campground and road may encroach on this property. Council may want to consider purchasing a portion of the land, so the park facilities are all on city property, as well as gaining access to the city property above Hornaday Park. A new buyer may or may not be concerned with the encroachment issue, but it's something that is likely to come up during the property transaction and may require council action. Staff is working to both quantify the potential encroachment and determine recommendations for how to remedy this land issue and will report back to Council.

Police Station Change Order Report

I have asked Project Manager McNary to provide a verbal update to accompany the attached memo during the Committee of the Whole on the police station budget, including the use of contingency funds, as there have been many questions in regards to the contingency and change orders. While the City of Homer Procurement Manual gives the City Manager the authority to approve change orders, there are important limitations on that authority and reporting requirements to Council. While change orders are not routine, monthly reporting has not been common practice for many years. I will be better at flagging this in the future and look forward to working with Council and the Mayor on proposed improvements to this section of the Procurement Manual.

3.16.100 Change orders – Manager Authority. The City Manager or his designee is authorized, without Council approval. To enter into change orders where the amount of additional expenditure occasioned by the change order or orders does not, in the aggregate, exceed any contingency fund previously established with respect to the particular project or change the scope of work. The Manager or his designee shall report monthly to the Council the nature and amount of such change orders. Change orders exceeding in the aggregate the foregoing limitation or which change the scope of work are not binding without prior approval of the Council.

Enc:

September 13th, 2018 PARCAC meeting minutes and August 2018 Pratt Museum proposal

September 20th, 2018 PARCAC meeting minutes

Resolution 16-129

Memo RE: Homer Police Station Budget/ Contingency Status



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Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: SEPTEMBER 13, 2018

SUBJECT: SISTER CITY ART CURATION PROJECT PROPOSAL AND RECOMMENDATION TO CITY COUNCIL

At the August 16, 2018 regular meeting the Commission reviewed the proposal submitted on the Teshio Art Collection. The Commission determined a brief worksession prior to the regular meeting was needed to familiarize themselves with the collection.

Motion before the Commission:

ROEDL/LEWIS MOVED TO RECOMMEND CITY COUNCIL ALLOCATE FUNDS TO INSTALL SIGNAGE ON THE FRONT OF CITY HALL AND UV FILM PROTECTION FOR WINDOWS.

Following page is the excerpt from the meeting minutes related to the discussion and motion before the commission.

Recommendation

Take action on the motion before the commission.

Make any additional motions the commission feels are appropriate to address the direction of the City Council.

NEW BUSINESS

E. Pratt Proposal for Teshio Sister City Art Collection

Chair Lowney asked if anyone would like to propose a motion.

Commissioner Sharp did not want to propose a motion at this time as he believed they really needed to discuss what they are going to do and where they are going to put the collection. The proposal was very thorough and he appreciated all the details. He related the various ideas of locating pieces of the collection in various city buildings around the city, he liked the idea of a teaser collection placed on the spit for cruise ship visitors and the like to see. Commissioner Sharp did not see how reasonable it would be to get one of those cabinets at this time.

Chair Lowney was questioning if there would an option to place the collection in various public buildings such as Land's End.

Deputy City Planner Engebretsen explained that security is a concern as there is very limited staff that would be able to care and track this collection. It would also take staff to move and relocate the collection each time.

Commissioner Lewis suggested that they should get the information on the pieces, details on how big the collection is, care needed and value if any before they figure out where to put it. He related that Teshio has installed a large monument that honors the sister city relationship with Homer.

Deputy City Clerk Krause explained that the collection is 37 pieces and security is a major concern and then the issues with staffing. If they split the collection up that increases the burden of tracking the collection, care, and security. It would also lose the effect as a whole collection it would just be pieces of art then.

Commissioner Roedl commented that one of the reasons they were given this project was to make it more accessible to the public. The biggest deterrent is that the public doesn't know where it is. That is why they spoke about signage on the front of City Hall with a small teaser collection out at the Harbor so cruise ship passengers and visitors would be aware of the collection and where it was displayed.

Commissioner Archibald commented that he felt a photographic Library of the collection would be a good way to go. He stated getting one of those cabinets may not be possible now but placing a small collection out at the Harbor would let the public know.

Commissioner Fair responded that they do have one, that was professionally done and exhibit quality, it is kept in the City Clerk's Office.

Deputy City Clerk Krause stated that she is in the process of making it accessible on the website but it is a tedious process and time constraints have delayed the completion of the project.

ROEDL/LEWIS MOVED TO RECOMMEND CITY COUNCIL ALLOCATE FUNDS TO INSTALL SIGNAGE ON THE FRONT OF CITY HALL AND UV FILM PROTECTION FOR WINDOWS.

Discussion followed on using photo collages placed at various points around town; the staff recommendation to postpone for further discussion at the September meeting; viewing the collection prior to the developing the recommendation so that they present clear direction on the best care for the collection; supporting the motion to fund the signage and UV film on the windows; taking the time to make sure they are concise in what they want to do.

LEWIS/FAIR MOVED TO POSTPONE THE RECOMMENDATION FOR FURTHER DISCUSSION AT THE SEPTEMBER MEETING THEN PRESENT THEIR RECOMMENDATION AFTER THE NEW COUNCIL IS SEATED IN OCTOBER.

There was a brief clarification from Deputy City Clerk Krause on the motion to postpone while a motion is pending in response to questions from the commission.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Pratt Museum:

Recommendations for City of Homer's Teshio Art Collection

August 8, 2018



This proposal was created in response to a discussion on May 31, 2018 that included Peter Roedel (PARCAC), Renee Krause (City of Homer), Laurie Stuart (Pratt Executive Director), Scott Bartlett (Pratt Exhibits Curator), and Savanna Bradley (Pratt Collections Manager).

From this conversation, it is understood that PARCAC's priorities for an exhibit about our sister-city relationship with the city of Teshio, Japan include:

- That the exhibit be secure
- That the artifacts are appropriately preserved for posterity
- That the exhibit be free to the public
- A high visitation rate: that the exhibit be in a highly visible/accessible site, where visitors to Homer can easily engage with it
- That Homer's exhibit about the sister-city relationship is as visible as the exhibit at Teshio's city museum, so that it is a destination for delegation visits.
- That there is interpretation and ongoing collaboration beyond the artifacts. [In this case, "interpretation" is the mission-based communication process that forges emotional and intellectual connections between the audience and a resource.]
- Preference for the collection (~35 pieces) to stay together at the same site for security reasons.

The group discussed PARCAC's preference for the exhibit to be a high-traffic, high-visibility site. However, no city-owned site other than City Hall was identified as a possibility. We also discussed creating a small "teaser" exhibit of 1-2 objects in a high visibility area that would draw visitors to City Hall to view the rest of the collection. This idea raised concerns about security for the objects at the satellite location. Therefore, this proposal assumes that the conference room on the northeast side of the City Hall building, where the artifacts are currently stored and on display, is still the most appropriate site for the exhibit.

Caring for the Collection

The Museum recommends the following activities to best protect and provide longevity for the collection art/artifacts:

- Move fragile objects (especially textiles, featherwork, paper) away from light sources.
- Cover windows with UV reduction filters.
- Plan to rotate artworks on display at least once per year.

- Relocate non-display items to an interior storage space with improved environmental stability (temperature and humidity).
- Ensure glass cases for any items on display (to reduce inherent vice and incidental damage from contact).
- Acquire acid-free, inert packing material and create custom storage as necessary for all collections items in storage (including items that rotate out on an annual basis).
- Fabricate inert passive display mounts for object on exhibit (as necessary)
- Acquire more robust display cases which will help to stabilize the internal microclimate (possibly with built-in LED lighting, dessicant storage, etc.).
- Develop and implement simple Integrated Pest Management (IPM) program and a basic “housekeeping” schedule.

Curating the Exhibit

The Museum recommends the following activities to create a public exhibition from the Teshio artifact collection:

- Solicit from Teshio representative (museum or government) the significance of the existing gifts. What do they represent? (i.e. is Teshio famous in Japan for making golf clubs? Was any of the artwork created by a venerated master artist seen as a city/national treasure? **This information is critical metadata to keep associated with the collection, and may also be used/extracted for interpretive labels. This data should be catalogued with an inventory of the entire collection. [Have we provided this information to Teshio on the gifts that we have given? Do we have an inventory of the gifts that are in Teshio’s exhibit?]
- Identify suites of objects for exhibit which can provide a focused storyline for interpretation, i.e. “leisure and sport in Teshio,” “Two Fishing Villages on the Pacific”, “Discovering the history of Japan through an exchange of gifts.”
- Create interpretive text outlining the history and nature of the Homer/Teshio sister-city relationship.
- Create signage on an exterior door (on Pioneer Street) identifying access to the “City of Homer Art Collection” (actual title to be determined). PARCAC has identified the goal of drawing general tourist visitation to the exhibit, which will require clear signage and inclusion on tourist maps.
- Consider creating a satellite exhibit or a poster in a higher traffic site (e.g. at the harbor) to market access to the exhibit at City Hall.
- Make access to the exhibit space available on cruise ship/high traffic days (with a docent, when possible).

Budget Considerations

The following activities would need budgeted to meet the priorities set by PARCAC for this exhibit:

SUPPLIES

Acid free storage boxes/tissue for collection	\$300
1-2 display cases with gasket seals, tempered glass, UV protection, LED lights	\$16,185 /ea
UV film for conference room windows	\$200
Exterior signage for City Hall	\$50-500
Satellite Poster/Signage	\$100-500
Gloves, desiccant, basic supplies	\$100
Fabrication of exhibit signs for each exhibit	\$300

PERSONNEL/CONTRACT

Collection of metadata/information on Teshio artifacts	40 hours
Inventory of collection with metadata, storage creation	40 hours
Creating exhibit signage (text, graphics)	40 hours
(Note: This would increase if new stories are included)	
Installing exhibit and signage	40 hours

To create the Teshio exhibit, the Museum recommends that the City of Homer consider applying for a grant through the Rasmuson/Museums Alaska Collection Management. Governmental entities holding objects in the public trust are eligible for this collection management grant, which could provide for assistance with UV protection, display cases, storage, and storage supplies. The Pratt Museum would commit to partnering on the writing of such a grant, and would help to select appropriate casework and materials to suit the City's decisions on this exhibit.

Additional Programming/Partnerships

There are many ways to keep the sister-city relationship active, which would give a Teshio art exhibit deeper context and make it more relevant to the community and our visitors. The Museum and the school district could be partners on a program that connected students from Homer and Teshio by videoconference, for example. Other community exchanges and partnerships potential exists. Funders for these exchanges could include (and are not limited to) the Homer Foundation, Rotary, and the Rasmuson Foundation. To initiate these partnerships, it is recommended that the benefits of the sister-city relationship be clearly outlined in a whitepaper that could be shared with potential partners and funders.

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Gaylord Archival® Curator™ Gallery Museum Case with LED Light Hood



\$14,115.00

Reference the color swatches sheet for all color and finish selections below.

[VIEW SWATCHES](#)

Selected Options [Clear](#)

Overall Dimensions : 78H x 48W x 16"D

Base Colors:

RAL Beige Grey 7006

Linen Colors:

Ultra IV Natural 406

Ship By Date:

Quantity:

1

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UV-Filtering Vitrine	Yes
Silica Gel Tile Compartment	No
Security Lock	Yes
Lighting	Yes
Number of Shelves	2
Adjustable Shelves	2
Interior Height (in.)	68
Overall Height (in.)	78
Overall Depth (in.)	16
Brand	Gaylord Archival®

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B. Sister City Art Collection Proposal and Recommendation to City Council

Chair Lowney inquired if there was a motion.

Deputy City Clerk Krause stated that there is a motion on the floor from the August meeting.

Chair Lowney read the motion from the memorandum:

ROEDL/LEWIS MOVED TO RECOMMEND CITY COUNCIL ALLOCATE FUNDS TO INSTALL SIGNAGE ON THE FRONT OF CITY HALL AND UV FILM PROTECTION FOR THE WINDOWS.

Discussion on relocating the art collection to the main upstairs lobby would address the request by Council to make the collection accessible, has a minimal impact to the budget and does not add additional strain to the city staff to be able to maintain and track. The commission also discussed including a photo collage of the collection at various city facilities to advertise the collection and bring people to City Hall.

There was a brief consideration of amending to motion to remove the inclusion of the UV protection but it was noted that all recommendations besides the specialty cabinets were minimal costs and application of the UV protection would still allow art to be placed in the conference room.

Chair Lowney called for a roll call vote.

VOTE. YES. ASHMUN, ROEDL, HARRALD, LOWNEY, SHARP, FAIR, LEWIS, SALZMANN

Motion carried.

NEW BUSINESS

A. Sidewalk Maintenance – Carey Meyer, Public Works Director

This item was postponed to the October meeting.

B. Ordinance 18-37, Karen Hornaday Park Traffic Calming and Safety Improvements

Chair Lowney explained that City Council remanded this back to the Commission based on concerns expressed by Commissioner Archibald and herself when they gathered some additional information after the commission had submitted their recommendations. Also some frustration with procedures on solving some of the issues with the parks in their community, and piece-mealing their way through and not considering the Master Plan in their considerations. So they decided to bring this back to the commission for discussion and to gather more information to consider some other options.

Commissioner Archibald contacted a landscape Architect in Anchorage who approved of the direction they were going with putting some curves in the road but recommended creating more of an “S” curve which may be more appealing and narrow in the pedestrian crossings.

Deputy City Clerk Krause stated that the Commission submitted their recommendation to City Council and the Commission must make the motion as recommended in the memorandum before further discussion or action can be taken, the motion must be made, seconded and approved by a majority vote.

**CITY OF HOMER
HOMER, ALASKA**

Lewis

RESOLUTION 16-129

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
REQUESTING THAT THE PARKS, ART, RECREATION AND
CULTURE ADVISORY COMMISSION EXPLORE A SUITABLE VENUE
TO DISPLAY THE SISTER CITY ART COLLECTION.

WHEREAS, The City of Homer and the City of Teshio, Hokkaido, Japan have been sister cities since taking an Oath to Establish the Sistership on April 17, 1984; and

WHEREAS, Teshio and Homer have enjoyed a profound camaraderie, sharing of families, student exchanges, ideals and memorabilia for more than thirty years; and

WHEREAS, Teshio has established a section within their local museum that is dedicated to the display of the memorabilia and gifts sent to them from Homer; and

WHEREAS, The Sister City Art Collection is currently displayed in the Upstairs Conference Room at City Hall, and not readily viewable by the general public; and

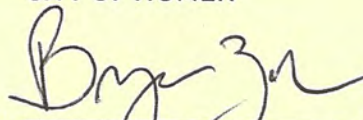
WHEREAS, The Sister City Art Collection should be in a venue that is accessible by the general public.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby requests that the Parks, Art, Recreation and Culture Advisory Commission explore a suitable venue to display the Sister City Art Collection.

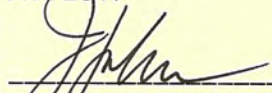
PASSED AND ADOPTED by the Homer City Council this 5th day of December, 2016.



CITY OF HOMER


BRYAN ZAK, MAYOR

ATTEST:


JO JOHNSON, MMC, CITY CLERK

Fiscal Impact: To be determined.



City of Homer

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Public Works

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Memorandum

TO: Katie Koester, City Manager
FROM: Pat McNary, Project Manager
DATE: January 21, 2020
SUBJECT: NEW HOMER POLICE STATION – CONTINGENCY STATUS

The purpose of this memo is to update the City Manager on current construction contingency status on the police station project. Typical changes to the work necessitate use of the contingency. City requested changes and unforeseen site conditions come from the City contingency. Design and execution changes come from the Cornerstone contingency. Any remaining Cornerstone contingency is shared equally with the City of Homer and Cornerstone General Contractors at the end of the project. This project is approximately 51% complete as of December 31, 2019.

Original Cornerstone GC/CM Contract Amount - \$6,064,758

Changes/Contract Modifications to date:

Mod #1 – this modification supplements the initial civil portion to arrive at the total GC/CM contract amount above.

Mod #2 - \$16,467.00. For over excavation required due subsurface condition encountered. No betterments.

Mod #3 - \$5,154.00. Add toilet/sink on cell #6 – not captured in design review. No betterments.

Mod #4 – (-1,552.00) Deductive change/credit for simplification of generator placement.

Current Cornerstone GC/CM Contract Amount - \$6,084,827

Contingency Amounts at GMP Contract:

City of Homer - \$85,000

Cornerstone - \$147,921

Contingency Status:

City of Homer - \$64,931 remains – 24% of this contingency used to date

Cornerstone - \$90,921 remains – 39% of this contingency used to date.

Prepared by: Pat McNary
Project Manager



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City of Homer
491 East Pioneer Avenue
Homer, Alaska 99603

20 January 2019

Dear Mayor Castner, Council Members and City of Homer,

On behalf of Kachemak Bay Family Planning Clinic (KBFPCC) and the R.E.C. Room (a Youth Resource & Enrichment Co-op), I want to thank the City of Homer for its support of area non-profits. In 2019 KBFPCC received a Homer Foundation – City of Homer grant for \$2,989 which provided valuable general operating support. In addition, I thank the Homer Foundation for administering this important program.

The City of Homer grant brings more money into our community by providing important “match” funds that help our organization leverage resources from other funders. As part of our operating expenses, this grant supports good, year-round local jobs at the Clinic and the R.E.C. Room. It also helps us keep our promise to provide accessible reproductive health services all people in our community, regardless of their ability to pay.

Thanks to this grant and other generous support from our community, we provided screenings for breast and cervical cancer, birth control consultation and supplies, infertility and preconception counseling, pregnancy testing, and STD/STI testing and treatment for over 800 men and women in 2019. Each year we provide over 15,000 free condoms to the greater Homer community through our Clinic, outreach events, and the baskets we maintain at community hubs like the Fritz Creek General Store. These services empower people of all genders and sexualities to make informed choices about their health and their relationships.

Teens in Homer know the R.E.C. Room as a safe and welcoming place to meet with friends after school and get connected with other local resources. Over 900 young people participated in our youth education programs and positive afterschool activities, including school-based, peer-led health education, in 10 area schools (three schools in the City).

Community commitment and support make our work possible. Our thanks, again, to the City of Homer, the Homer Foundation, and all our community partners who support KBFPCC to serve as a trusted source of up-to-date, accurate and affordable reproductive health care and education since 1983.

Thank you,
Yours sincerely,

A handwritten signature in cursive script that reads "Amy Woodruff".

Amy Woodruff
KBFPCC Board President



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Memorandum 20-020

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: January 22, 2020
SUBJECT: Next Steps for City Manager Search

The purpose of this memo is to update the Council on the City Manager hiring process and discuss next steps.

At the January 13th Council meeting, at the recommendation of staff, City Council scheduled an executive session for January 31st for initial review of City Manager candidates. Since that time, the City Attorney has recommended the applicant review be held in open session. As you recall, the original schedule was for the review to occur on February 3rd; however because it was in executive session there was a request to hold the meeting on the 31st so everyone could attend (per the Council Operating Manual, members cannot participate telephonically in executive session). However, because the position closes the 30th of January; the earliest Human Resources (HR) could get you materials to review and score would be noon on the 31st. I believe it would be far more productive for members to have the weekend to review and score candidate.

The packet you will be provided on the 31st will only include candidates that meet the minimum qualifications. If there is any question as to whether or not they meet them, the application will be include for review by the body. I have attached a scoring rubric that was used for the initial review of candidates during the last round of City Manager hiring. Council could use this rubric to facilitate individual initial review. Please provide feedback and any changes recommended to the scoring rubric to HR Director Browning.

Another item that needs to be addressed is interview questions. I have attached the excerpt from the International City Manager Guidelines for Selecting a Local Government Administrator to give you an idea of potential questions. If Council would like the questions to remain private, I would recommend each member send HR Director Browning the questions they would like to see asked of the candidate by Tuesday, February 4th so she can combine similar questions and prepare a list of question for telephonic interviews the week of February 10. If Council would like the questions to be public, I would request a similar approach. However I will include questions for Council approval in the February 10th Council meeting packet. Keep in mind, each member has latitude during the interview process to ask follow up questions of each candidate.

Recommendation:

- Reschedule the initial candidate review for a public Special Meeting for 4pm on February 3rd
- Determine if Council would like to approve the final list of telephonic interview questions, and thereby make them public before the interview process, or if having HR collate questions is adequate.

-Determine if Council wants to use the scoring rubric. If so, provide any feedback and suggested changes

Follow-up Needed

-Review City Manager candidates (utilizing scoring rubric if Council determines the desire to use this tool for initial applicant review).

-Provide interview questions to Human Resources no later than Tuesday, February 4th.

-Please reserve the afternoons of February 12th and 13th for telephonic interviews. Council can schedule these at the end of your special meeting on the 3rd.

Enc:

Draft Scoring Rubric for CM Hiring

Appendix E: Potential Interview Questions, an excerpt from the International City Manager Guidelines for Selecting a Local Government Administrator

Draft Timeline for CM Hiring

Appendix E:

Potential Interview Questions³

It is suggested that each member of the governing body ask the same question(s) of each candidate.

Candidate Traits/Experience/Qualifications

1. Provide a brief summary of your education and work experience.
2. Please briefly describe your experience with
 - a. Land use planning
 - b. Economic development/redevelopment
 - c. Tax increment financing
 - d. Business attraction and retention programs
 - e. Beautification programs
 - f. Business assistance programs—e.g., façade improvement, code compliance
 - g. Annexation
 - h. Subdivision policies and regulations, particularly as they relate to storm-water management
 - i. Zoning
 - j. Building code administration
 - k. Municipal facilities expansion—in particular, water and wastewater utility expansions
3. How would you describe your leadership and management styles?

Interaction with Governing Body

1. What do you perceive to be the chief administrator's role in working with the governing body, local government attorney, and clerk?
2. What are your expectations of the governing body in relation to
 - a. Yourself
 - b. Other staff
3. How and when do you communicate with the governing body?

Candidate Thoughts on Role of Administrator

1. In your opinion, what role should the administrator have in the community?
2. Do you believe the administrator should be an active member of a service or fraternal organization? If yes, why?
3. How do you deal with the news media?
4. How do you deal with special-interest or single-interest groups?
5. What is the best way for an administrator to deal with an angry constituent?

Personnel Experience

1. How and when do you delegate responsibility and authority?
2. Have you ever been at the bargaining table and been actively engaged in negotiating an agreement?
3. Have you taken part in mediation, fact finding, or arbitration? Which ones? Please explain your experience in such process(es) including your role/level of involvement and your thoughts regarding the outcomes of these experiences.
4. Have you ever had to discipline, demote, or fire an employee? Please elaborate.
5. How do you educate, encourage, and motivate your staff?
6. Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities, and equal opportunity?
7. Have charges of violation of state or federal employment laws or a grievance ever been filed against you or your city? Please explain.
8. What experience have you had in the preparation and implementation of personnel rules, regulations, procedures, and compensation plans? Please describe.

9. What is your experience with employee benefits administration, group health insurance, and risk management?
10. What in your opinion is the most serious issue today in local government personnel management?
11. How and when should private sector resources (e.g., contractors) be used to provide village services?

Financial Management Experience

1. Is there a difference between a financial plan and a budget? If so, please explain how they differ.
2. Are/were you the designated budget officer for your local government? Did you prepare and present the budget to the council, and upon adoption, were you responsible for implementation? Please explain the outcomes of various budget processes and any challenges you encountered through budget development through council adoption.
3. What is your experience with debt financing? Please give an example.
4. Have you secured and administered any type of loans or grants? Please give an example.
5. Describe the most successful capital improvement project you were responsible for and what made it successful?
6. Have you reviewed our annual budget and/or annual report? If yes, what is your impression of our financial condition?
7. What is your opinion of “pay as you go” financing of maintenance and capital projects? Special assessments? Special taxing districts?

8. What type of financial reports do you provide the elected body and with what frequency?
9. Have you read our comprehensive or general plan? What are your impressions or thoughts?

Intergovernmental Relations Experience

1. What experience have you had in dealing with
 - a. Councils of government/intergovernmental agencies?
 - b. County government?
 - c. Other local governments (schools, parks, etc.)?
 - d. State agencies?
 - e. Federal agencies?
 - f. State legislature?
 - g. Congress?
2. Do you feel comfortable “lobbying”?

External Organizational and Professional Association Relations

1. Have you been an active participant in the activities of a statewide municipal league, statewide city or county management association, the International City/County Management Association (ICMA) or other professional organizations devoted to local government? Please give examples of your activities.
2. Are you an ICMA Credentialed Manager? If so, how do you fulfill your annual professional development requirement?

Relations with Applicants—Do's and Don'ts

Do:

- Keep all candidates informed of their status at all times.
- Identify one point of contact through which everything flows, including contacts with candidates, reference checks, etc., in order to ensure that the information, messages, and details are consistent and that the process is fair and equitable.
- Keep all information strictly confidential throughout the entire recruitment and selection process unless state law requires otherwise.
- Create an outreach strategy that will ensure a diverse candidate pool.
- After carefully reviewing all applicant submittals, select a short list of the most promising candidates.
- While maintaining the confidentiality, carefully check educational credentials and references on those candidates judged best qualified.
- Invite those candidates judged best qualified for initial interviews at the local government's expense.
- Send the candidates under consideration an information packet that may include the outreach brochure and copies of your government's budget, charter, annual report, and other pertinent documents; or provide the information on where to find this material on the agency's website.
- Pay expenses of the candidates invited to a second interview (and of their spouses/partners, if applicable).
- Perform detailed background checks on the final candidate(s).
- Visit, if possible, the local governments in which the most promising candidates work.
- Be prepared to enter into a formal written employment agreement with the successful candidate.
- Promptly notify all other candidates once the selection has been made and the position has been accepted. However, it is best to wait until the selected finalist has accepted the position and the agency and candidate have mutually agreed to the provisions of the employment contract.

Don't:

- Let the selection process last too long.
- Expect to get all the necessary information about the candidates from written material.
- Forget that you are seeking overall management ability, not technical competence in one specialized field.
- Forget to consider candidates who are assistant managers as well as current managers
- Overlook the need for candidates to possess municipal administrative experience and the advantages or value of college or university training, post degree training, and continued professional development.
- Release for publication any names or local governments of candidates unless state law requires it.

Draft Timeline for CM Hiring (from December 10th HR memo on City Manager Hiring Process)

Advertisement/ Position Open: December 19, 2019 – January 30, 2020

February 3, 2020	Applicant Review
February 4, 2020	Background Authorizations sent to finalists
Week of February 10, 2020	Telephonic Interviews (February 10 th is a Council Meeting date)
Week of February 24, 2020	In Person Interviews (The 24 th is a Council Meeting date)
February 28, 2020	Selection made
Week of March 1 st	Negotiations

If Negotiations are successful

April 6, 2020	Estimated start date (will depend on applicant's notice requirements, provides for 39 days between selection and start date)
April 10, 2020	City Manager Koester's last day. Provides for 1 week of overlap
April 13, 2020	New Manager Sworn in (This is a Council Meeting date)

If Negotiations/hiring process is not successful

March 1- March 18	Solicit interested candidates (City Manager reaches out to interested candidates and provides Council with resumes)
March 23 rd Council meeting	Review candidates (Council could schedule an executive session to discuss). Make selection and provide notice to candidate.
March 13 th Council meeting	Resolution to appoint interim manager
April 3 th	City Manager Koester's last day. Provides for one meeting cycle (3 weeks) of overlap. CM search would occur under direction of interim manager.