



City of Homer

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Memorandum 19-164

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: December 11, 2019
SUBJECT: Next Steps for City Manager Search

The purpose of this memo is to outline goals for the special meeting so the Council can move forward on the search for a new City Manager. I am very committed to making sure that the City of Homer has a successful transition and have the flexibility to delay my start date with the City and Borough of Juneau to make sure that happens. That being said, I appreciate that a decision this important should not be rushed. At the request of the Mayor I have provided two tracks for Council to discuss: 1) a schedule to hire an interim city manager and 2) a schedule that, in the best case scenario, would result in some overlap between a new manager and myself keeping in mind that these processes often take longer than we would like and the need for flexibility.

Human Resources Director Browning has outline both of those processes for you in attached memos. The decisions that I believe need to be made to get the ball rolling are enumerated below. There will be more decision points along the way, however some of those can be hammered out at the January 13th City Council meeting.

1. Decide if the Council is would like to proceed with hiring an interim manager or advertise for the permanent position.
 - a. Advertise for permanent position requires:
 - i. Deciding if there is interest in hiring an outside recruitment firm. This probably depends on if your audience is mostly Alaskan or if you want to aggressively recruit nationwide. The posting will be advertised in nationally through the International City Manager Association. The cost of using a firm ranges from \$2,500 to \$18,000, depending on the scope of work.
 - ii. Would you like to add questions to the standard application process? HR Director Browning recommends a list in her memo.
 - iii. Do you have revisions to the job description (since 2015 staff has reviewed the job description and made updates)?
 - iv. At what point in the selection process will applications will be made public (once selected for a telephonic interview, for example or upon submittal?). Some degree of confidentiality may be important to applicants
 - v. Establish a time line. The proposal in HR Director Browning's memo is aggressive. However, if successful, the City could avoid having to hire an interim City Manager. If

the first round does not produce a successful candidate, the City will have to hire an interim regardless; the aggressive schedule is feasible as long as it remains flexible.

- b. Solicit Interim City Manager as quickly as possible:
 - i. This can be a much more informal and expedient process than hiring of a permanent position and is often based on availability of the candidate. HR Director Browning's memo outlines how the process went in 2014. Please provide direction on:
 - 1. The level of council involvement proposed
 - 2. A range for salary
 - 3. The proposed timeline

Enc:

Memo RE: Interim City Manager Hiring and attachments

Memo RE: City Manager Hiring Process