



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

### 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 13<sup>th</sup> Council meeting, at the recommendation of staff, City Council scheduled an executive session for January 31<sup>st</sup> 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 3<sup>rd</sup>; however because it was in executive session there was a request to hold the meeting on the 31<sup>st</sup> so everyone could attend (per the Council Operating Manual, members cannot participate telephonically in executive session). However, because the position closes the 30<sup>th</sup> of January; the earliest Human Resources (HR) could get you materials to review and score would be noon on the 31<sup>st</sup>. 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 31<sup>st</sup> 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 4<sup>th</sup> 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 10<sup>th</sup> 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 3<sup>rd</sup>
- 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 4<sup>th</sup>.

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

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