

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
 - A. Minutes of January 14, 2015 Page 3
- 6. VISITORS**
- 7. STAFF REPORTS**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Interview Procedures and Process
 - B. Date for Telephonic Interviews – February 2, 2015 at 5:00 p.m.
 - C. Dates for Face-to-Face Interviews
 - D. Public Input on Candidates Page 9
- 10. NEW BUSINESS**
 - A. Memorandum from City Clerk, Re: Executive Session for Selection of Final Candidates for City Manager Position. Page 11
- 11. INFORMATIONAL MATERIALS**
- 12. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COMMITTEE MEMBERS**
- 15. ADJOURNMENT/NEXT REGULAR MEETING** is to be determined.

Session 15-01 a Regular Meeting of the City Manager Selection Committee was called to order on January 14, 2015 at 4:03 p.m. by Chair Francie Roberts at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMITTEE MEMBERS: FRANCIE ROBERTS, GUS VAN DYKE,
BETH WYTHE, BRYAN ZAK

STAFF: HR COORDINATOR BROWNING
CITY CLERK JOHNSON

Mayor Wythe was not present and Councilmember Zak appeared by telephone.

APPROVAL OF AGENDA

Chair Roberts called for a motion for the approval of the agenda.

VAN DYKE/ZAK – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

Ken Castner, city resident, requested the seventeen interview questions. He hopes risk management is the number one thing the in-coming city manager is keyed in on. The interview/hiring process should be more open since it is a public process. He is happy the committee is not going into Executive Session today.

RECONSIDERATION

APPROVAL OF MINUTES

A. Minutes of December 10, 2014

Chair Roberts called for a motion for the approval of the minutes of December 10, 2014.

VAN DYKE/ZAK – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

STAFF REPORTS

PUBLIC HEARING

PENDING BUSINESS

A. Finalize City Manager Interview Questions

The committee is satisfied with the telephonic interview questions that were reviewed and finalized at the December 10th meeting.

The committee reviewed the 14 city manager interview questions and amended the following to read:

#8 - What is your approach to risk management as it pertains to municipal government?

#9 – What experiences have you had with labor relations, personnel matters, and grievance procedures?

#11 – Comparing Homer with your previous employment, what is your perception of Homer’s economic base and diversity of employment opportunities? What ideas do you have for economic diversification?

Chair Roberts called for a motion to approve the changes as discussed.

ZAK/VAN DYKE - SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

HR Coordinator Browning asked if the candidates should be given the interview questions.

The committee discussed having the questions open to the public and decided to place the telephone interview questions, the in-person interview questions, and the scoring matrix in the notebook with the applications. The notebook with applications and questions is maintained in the Clerk's office.

Chair Roberts called for a motion to include those provisions.

VAN DYKE/ZAK - SO MOVED.

There was no additional discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. Hiring Process
 - 1. Dates for telephonic and face to face interviews

VAN DYKE/ZAK - MOVED THAT THE COUNCIL MEET FEBRUARY 2, 2015 AT 5:00 P.M. FOR TELEPHONIC INTERVIEWS.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VAN DYKE/ZAK – MOVED TO DEFER THE SCHEDULING FOR FACE TO FACE INTERVIEWS TO THE COUNCIL.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mayor Wythe arrived at 4:44 p.m.

- 2. Public Input

HR Coordinator Browning suggested there be a form for the public to provide comments. When deliberating, the Council can discuss the public's comments.

WYTHE/VAN DYKE - MOVED THAT PUBLIC INPUT BE PROVIDED BY HAVING SLIPS OR CARDS AVAILABLE WITH CANDIDATES' NAMES AND THAT THEY BE RETURNED TO THE CLERK.

HR Coordinator Browning asked if the cards will be provided for both telephonic and face to face interviews.

WYTHE/VAN DYKE - MOVED TO AMEND THAT THE OPPORTUNITY FOR PUBLIC COMMENT CARDS BE MADE AVAILABLE FOR BOTH TELEPHONIC AND FACE TO FACE INTERVIEWS.

VOTE: (amendment) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE: (main motion as amended) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

The interviews for city manager will be advertised on the City's website along with a press release.

INFORMATIONAL MATERIALS

COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)

Ken Castner, city resident, commented the questions are to probe the people not to get canned answers. He wants to know the candidates' perception of Homer. He suggested notifying people there will be face to face interviews in February. In review of the 49 applications he came up with 5 people. This is a deliberative process with the Council making the final decision. In past hiring practices of a city manager there was always an audience who commented. A person's qualifications are fair game for everyone to hear and must be done in public. If someone is involved in a legal dispute in court and you ask them about it you can do that in Executive Session. Other than something that gets into a person's character, it has to be open to the public.

Larry Slone, city resident, commented he is late to the process. He has reviewed the applications and hopes people were whittled out that were involved in a billion dollar operation, those with no experience in city government, those who make an inordinate amount of money, and short-timers in past positions. We want someone who is stable, knowledgeable of operations, and can hit the ground running. He advocated that Carey

Meyer would be an exceptional candidate. He has extensive background and knowledge of the City, education, public policy, administration, etc. He is not flashy but has always been very accessible and informative. He would serve the City well. The City doesn't need a flashy individual; it needs an old shoe.

Michael Armstrong, Homer resident and Homer News reporter, commented that a public meeting provides opportunity for public comments. It is outlined by statute or city code and public comment is routine.

COMMENTS OF THE CITY STAFF

There were no comments of the staff.

COMMENTS OF THE COMMITTEE MEMBERS

Committee Member Zak had no comment.

Committee Member Van Dyke thanked the audience for showing up and providing fairly good information.

Mayor Wythe apologized for being late.

Chair Roberts thanked the audience as their input is valuable.

ADJOURNMENT

There being no further business to come before the Committee, Chair Roberts adjourned the meeting at 5:01 p.m. The next Regular Meeting will be held on Wednesday, January 28, 2015 at 4:00 p.m. in the Homer City Hall Conference Room, 491 E. Pioneer Avenue, Homer, Alaska.

JO JOHNSON, MMC, CITY CLERK

Approved: _____

Jo Johnson

From: Thomas Klinkner <tklinkner@BHB.com>
Sent: Wednesday, January 21, 2015 11:44 AM
To: Jo Johnson
Cc: Marvin Yoder; Andrea Browning
Subject: RE: Selection Process for City Manager

Jo,

The Council may, if it elects to do so, meet in public session for the entire city manager selection process.

The Council may meet in executive session to consider "subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion." The Council may elect to meet in executive session to discuss the merits of city manager candidates under this authority. The candidates who will be considered must be notified in advance so that they can request that the session be held in public. If one or more, but fewer than all, candidates request a public session, then the Council either may hold the entire session in public, or consider candidates serially, discussing in public session those candidates that requested a public discussion.

Thomas F. Klinkner
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From: Jo Johnson [<mailto:JJohnson@ci.homer.ak.us>]
Sent: Thursday, January 15, 2015 1:28 PM
To: Thomas Klinkner
Cc: Marvin Yoder; Andrea Browning
Subject: Selection Process for City Manager

Tom,

At the City Manager Selection Committee meeting yesterday the committee requested I get direction from you on the public process.

The committee's intent was to have the interviews (both telephonic and face-to-face) be open to the public, but deliberations on the candidates were to be held in Executive Session. Each candidate would be asked the same questions. A "suggestion box" would be available for written comments from the public. Those comments would be read and considered while the Council deliberated on the candidates in Executive Session.

A member of the public suggested a deliberative process. A person's qualification is fair game for everyone to hear. The audience could come up and say what they liked or didn't like about a candidate. The Council would deliberate in the open meeting.

Please advise how the Council should handle the public process.

Jo Johnson, MMC
City Clerk

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Memorandum

TO: CITY MANAGER SELECTION COMMITTEE

FROM: JO JOHNSON, CITY CLERK

DATE: January 22, 2015

SUBJECT: EXECUTIVE SESSION PURSUANT TO AS §44.62.310(C)(2), SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION. (REVIEW AND DISCUSSION OF APPLICANTS FOR CITY MANAGER POSITION.)

Review and selection of the final candidates for the City Manager position will be discussed in Executive Session.

The Committee may elect for either or both HR Coordinator Browning and Deputy City Clerk Krause to join the Executive Session.

RECOMMENDATION:

Approve the request for Executive Session and conduct immediately in the Conference Room.