

**CITY MANAGER SELECTION COMMITTEE
491 E. PIONEER AVENUE
HOMER, ALASKA**

**DECEMBER 10, 2014
WEDNESDAY, 4:00 P.M.
CITY HALL CONFERENCE ROOM**

**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 November 24, 2014
- 6. VISITORS**
- 7. STAFF REPORTS**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
- 10. NEW BUSINESS**
 - A. Hiring Procedures
 1. Phone Questionnaire
 2. Face to Face Interview Questions
 - B. Review and Discussion of Applicants for City Manager Position/Interim City Manager
 1. Memorandum from City Clerk, Re: Executive Session for Applicant Review Process
- 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 14-04 a Regular Meeting of the City Manager Selection Committee was called to order on November 24, 2014 at 4:02 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

APPROVAL OF AGENDA

Chair Roberts called for a motion to approve the agenda.

WYTHE/ZAK - SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. Minutes of November 12, 2014

WYTHE/ZAK - MOVED TO APPROVE THE MINUTES OF NOVEMBER 12, 2014.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

STAFF REPORTS

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

- A. Hiring Procedures
 - 1. Phone Questionnaire
 - 2. Face to Face Interview Questions

The committee discussed the 17 questions for applicants.

Item 3

WYTHE/VAN DYKE – MOVED TO ADD LEASE NEGOTIATIONS TO NEGOTIATING EXPERIENCE.

The committee discussed the importance of an incoming city manager to negotiate leases.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/ZAK – MOVED TO AMEND TO LEADERSHIP STYLE.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/ZAK – MOVED TO STRIKE ANYTHING IN PARENTHESIS RE: COMMUNITY ACTIVITIES.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/VAN DYKE - MOVED TO REORDER SO LEADERSHIP IS A, B REMAINS THE SAME, AND NEGOTIATING EXPERIENCE REMAINS AS C.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Item 4

VAN DYKE/WYTHER - MOVED TO ADD "WHAT ARE YOUR EXPERIENCES WITH THE STATE OF ALASKA?"

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHER/ZAK - MOVED TO ADD TO ITEM 3: "YOU WILL BE PROVIDING LEADERSHIP TO OVER 100 EMPLOYEES. DESCRIBE YOUR MANAGEMENT APPROACH."

The committee discussed the importance of employee relations with the new city manager.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Questions for the finalists:

WYTHER/VAN DYKE - MOVED TO STRIKE QUESTION #2 AND REWORD: "PLEASE IDENTIFY YOUR STRENGTHS AND WEAKNESSES."

There was brief discussion how a candidate would view the question.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHER/VAN DYKE - MOVED TO STRIKE "HOW DO YOU ORGANIZE YOUR DAY?"

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/VAN DYKE – MOVED TO AMEND TO READ “WHAT DO YOU DO TO MAINTAIN YOUR LEADERSHIP AND MANAGEMENT SKILLS?”

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/VAN DYKE – MOVED TO BREAK QUESTION 4 INTO TWO PARTS: “WHAT IS THE PRIMARY ROLE OF THE CITY MANAGER RELATIVE TO COMMUNICATING WITH CITY COUNCIL AND STAFF?”

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/ZAK – MOVED TO AMEND QUESTION 4 TO: “WHAT DO YOU THINK THE PRIMARY ROLE OF THE CITY MANAGER IS RELEVANT TO INVOLVEMENT WITH THE COMMUNITY AND ACCESSIBILITY TO THE PUBLIC?”

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/ZAK – MOVED TO AMEND QUESTION 5 TO READ: “DESCRIBE YOUR PHILOSOPHY AND EXPERIENCE REGARDING THE RELATIONSHIP BETWEEN PRIVATE DEVELOPMENT AND PLANNING AND ZONING.”

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

The committee will resume on Item 6 at the next meeting.

- B. Review and Discussion of Applicants for City Manager Position/Interim City Manager
 - 1. Memorandum from City Clerk, Re: Executive Session for Applicant Review Process

Chair Roberts called for a motion to adjourn to executive session to discuss applicants for city manager position/interim city manager.

VAN DYKE/ZAK – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/VAN DYKE – MOVED TO INCLUDE THE HR DIRECTOR AND CITY CLERK IN EXECUTIVE SESSION.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/VAN DYKE – MOVED TO ADJOURN TO EXECUTIVE SESSION.

VOTE: YES. WYTHE, ROBERTS, ZAK, VANDYKE

Motion carried.

The committee adjourned to executive session at 4:28 p.m. and reconvened the meeting at 4:49 p.m.

Vice Chair Van Dyke reported the committee met in executive session and reviewed a few more applicants and has a good short list. We have authorized the HR Manager to contact a probable interim city manager and gather information for us.

INFORMATIONAL MATERIALS

COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMITTEE MEMBERS

ADJOURNMENT

There being no further business to come before the Committee, Chair Roberts adjourned the meeting at 4:50 p.m. The next Regular Meeting is scheduled for Wednesday, December 10, 2014 at 4:00 p.m. in the Homer City Hall Conference Room, 491 E. Pioneer Avenue, Homer, Alaska.

JO JOHNSON, MMC, CITY CLERK

Approved: _____