

Session 15-03 a Regular Meeting of the City Manager Selection Committee was called to order on February 11, 2015 at 5:17 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 WYTHER, BRYAN ZAK
	STAFF:	PERSONNEL DIRECTOR BROWNING CITY CLERK JOHNSON

Committee Member Wythe appeared by telephone.

### **APPROVAL OF AGENDA**

Chair Roberts called for a motion to approve 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**

Larry Slone, city resident, commented a city manager must be competent in technical knowledge with an objective aspect and also be attuned to a subjective aspect to address specific needs and concerns of individual citizens. An individual involved in a lawsuit said they were not getting respect and that the City was not listening to them. They had wanted an opportunity for face-to-face time with the city manager. Lawsuits cost the City time and money. A city manager needs to be able to deal with citizens on a one to one basis.

### **RECONSIDERATION**

### **APPROVAL OF MINUTES**

A. Minutes of January 28, 2015

Chair Roberts called for a motion to approve the minutes of January 28, 2015.

ZAK/VAN DYKE – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **VISITORS**

## **STAFF REPORTS**

Personnel Director Andrea Browning reported the March dates work for applicant Jeffrey Trinker. Chris Johnson pulled out. He had applied for numerous jobs and has offers on the table that are sure things. He thanked us for our time and was honored to be considered. Carey Meyer is available anytime.

Personnel Director Browning cited speculation of the salary may have been a factor in discouraging potential applicants. She was only able to provide the salary City Manager Wrede was paid, \$111,000. Headhunters said that salary would not work. It may have been a concern to Mr. Johnson who was at the top end of the pay scale. Information from other states with bigger cities list a salary of \$120,000 to \$170,000 for the city manager position.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

### **A. Interview Procedures and Process**

The committee discussed the rubric and how it would be used for face-to-face interviews. Committee Member Van Dyke suggested a rubric that would assign 0-10 to each question.

Chair Roberts called for a recess at 5:36 p.m. and reconvened the meeting at 5:39 p.m.

The 14 questions for face-to-face interviews were provided to the committee and reviewed. Committee Member Van Dyke suggested a rating of 0-10 for each of the 13 questions. Committee Member Wythe suggested the management aspects have a higher weight than the softer questions.

Interview questions are available at the Clerk's office.

ZAK/VAN DYKE – MOVED TO AMEND QUESTION 4 TO INCLUDE “HOW WOULD YOU DEAL WITH CITIZEN COMPLAINTS AND HAVE YOU HAD ANY EXPERIENCE WITH LAWSUIT RESOLUTION?”

The motion was opposed by all committee members.

Motion failed.

ZAK/VAN DYKE - MOVED TO ADD A NEW QUESTION #5 "HOW WOULD YOU DEAL WITH CITIZEN COMPLAINTS AND HAVE YOU HAD ANY EXPERIENCE WITH LAWSUIT RESOLUTION?"

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ZAK/VAN DYKE - MOVED THAT THE RUBRIC BE 10 POINTS FOR QUESTIONS AND ONLY A VALUE FOR THE 13 OF 15 QUESTIONS.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

WYTHE/VAN DYKE - MOVED TO OFFER THE OPPORTUNITY OF EXECUTIVE SESSION FOR CHARACTER COMMENTS THE COUNCIL MAY MAKE OR OBSERVATIONS WITH BOTH CANDIDATES HAVING THE OPTION TO HAVE IT PUBLIC OR PRIVATE AND THEN WOULD PROCEED WITH THE BASIC REVIEW OF SKILL QUALIFICATIONS.

The Council may need candid conversations of characteristic things instead of technical qualifications.

Personnel Director Browning will reach out to both applicants in writing and ask them if they would like discussion on their character to be open.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## B. Public Input on Candidates

The committee discussed notifying the candidates ahead of the interviews if they would like public input to be public or private. If they would like it to be public anyone could make a comment that could impact their character.

Committee Member Wythe expressed her reservation of extremely sensitive things that should not be said in the public. It eliminates the employees' ability to have a public opinion.

Committee Member Zak expressed concern the last time of the added cloud of what was said in Executive Session. We are trying to protect the employees and applicants, but it clouds the whole process.

WYTHE/VAN DYKE - MOVED TO HAVE THE FORUM INTERVIEW BOTH CANDIDATES, HAVE PUBLIC COMMENTS, AND COUNCIL DELIBERATIONS.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **NEW BUSINESS**

### **A. Face to Face Interview Dates**

Personnel Director Browning reflected on Sheri's notes from the last time a city manager was hired. Tours were conducted by one or two councilmembers who drove the applicants around town and the candidates then came to City Hall for a reception with department heads. Although Mr. Meyer will not need the tour, he needs to be offered the same face time. On Monday, March 2 the schedule will be: tour at 10:00 a.m. for Jeffrey Trinker with a reception at noon in council chambers; tour at 12:00 a.m. for Carey Meyer, with a reception at 2:00 p.m. The receptions will be limited to department heads in the council chambers.

Interviews are scheduled for Tuesday, March 3: Jeffrey Trinker at 4:00 p.m. and Carey Meyer at 6:00 p.m.

ZAK/VAN DYKE - MOVED THAT VANDYKE AND ZAK PROVIDE THE TOURS TO OUR TWO CANDIDATES AND THE CITY DIRECTORS AND THE MAYOR ATTEND THE RECEPTION.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **INFORMATIONAL MATERIALS**

**COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)**

Larry Slone, city resident, expressed disappointment but not surprise about Mr. Johnson who was overqualified for the job. He is pleased with the attempt to include the public in the final decision process and to modify questions relating to management style and resolution of complaints.

**COMMENTS OF THE CITY STAFF**

Personnel Director Browning will include a score section of 1-10 on the questions.

**COMMENTS OF THE COMMITTEE MEMBERS**

There were no comments of the committee members.

**ADJOURNMENT**

There being no further business to come before the Committee, Chair Roberts adjourned the meeting at 6:10 p.m. A future meeting will be scheduled if needed.

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JO JOHNSON, MMC, CITY CLERK

Approved: \_\_\_\_\_