



City of Homer

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Office of the City Manager

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Memorandum 20-010

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: January 8, 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 that require Council direction.

The position has been advertised by the City and through GovHR, who developed the attached flyer. The City Manager position closes on January 30, 2020. Human Resources will review applicants for any candidates that do not meet minimum qualifications and provide an applicant packet for Council review on January 31. If there is any question as to the eligibility of the applicant, HR will move the candidate to the next stage and let Council make any final determination on eligibility. According to the draft schedule, Council will meet on February 3 to review eligible applicants and select candidates for telephonic interviews. I recommend this meeting be held in executive session to maintain applicant confidentiality. The next stage of review, telephonic interviews, should be held in public. At that time the City will disclose to applicants their applications will be made public.

Council has expressed a desire to incorporate staff and public input into the City Manager hiring process. In the past, we provided comment forms for the public/staff that are given to Council. We will do the same this time around. In addition, Mayor Castner has recommended compiling an advisory group of three members of the public and two city staff to interview the finalists and provide recommendations to Council. Any advisory group that will be interviewing finalists will need to make sure they have time to meet at least once before the interview to come up with questions. It important that all participating public, staff and Council understand that the group is advisory only in nature and that the hiring decision is made by City Council.

I will provide Council with a memo for the January 27th meeting to facilitate discussion on the interview process, including potential questions, and scheduling for telephonic interviews the week of February 10.

Recommendation:

- Schedule an executive session for 4pm on February 3rd to review initial qualified applicants for City Manager
- Authorize a City Manager Hiring Advisory Committee consisting three (3) members of the public and two (2) staff members to be appointed by the Mayor and confirmed by Council at the January 27th Council meeting.

Enc:

List of advertising venues for City of Homer City Manager Position

Hiring Brochure from GovHR

Draft Timeline for CM Hiring

The Selection Process, an excerpt from the International City Manager Guidelines for Selecting a Local Government Administrator