



City of Homer

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Memorandum 20-035

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: March 4, 2020
SUBJECT: City Manager Transition

Negotiations are moving along with City Manager candidate Robertson and he has indicated he will be able to start by June 1. Nevertheless, my final date is April 10 and Council will need to provide direction on how you would like to fill the administrative gap. You have a couple of options, discussed below.

1. Council could appoint a staff member to fill the role. For example, City Planner Abboud currently fills the role of Acting City Manager.

-Pros to this option is staff is already familiar with the routine operations of the City, including the personalities. I could bring staff into conversations and work I am currently doing to keep the ball rolling once I leave.

-Cons include the difficulty in juggling the work load. All City departments are fully tasked and it is hard to imagine how a department head could walk away from a department for 2 months and have their daily tasks absorbed efficiently. For example, in the case of the Planning Department, work would slow down on Planning Commission work items such as the medical district, and codifying edits to the design manual. The processing of permits and CUP could also take longer than it does now, though still within limits set by code.

2. Hire an Interim Manager. If you recall, in the original scheduling memo, if hiring was not success I proposed April 3rd as my end date. If Council brought an interim in the first week of April, they would be here two months. I have reached out to Marvin Yoder, the interim manager who served before I was hired, and he expressed he could be available and was interested.

-Pros to this option include being able to bring someone on and have a degree of overlap in preparation for the April 13th Council meeting. Someone dedicated solely to the position (versus juggling other responsibilities) would allow more time and attention to be focused on Council initiatives. A person from the outside could be fairly candid with staff and Council, which could be helpful. A 2 month time frame may be long enough for a couple of initiatives to be brought to fruition.

-Cons to this option are the unfamiliarity with the community, staff, Council and way things are done in Homer an interim manager would have. The City would be in

somewhat of a holding pattern. There is a cost to this options, but two months of salary is a small piece of the overall picture.

Recommendation: Discuss options of appointing an acting manager in house or hiring an interim manager and give the City Manager direction for Council action at the next meeting.

Enc:

Interim Manager list from Alaska Municipal League

Resolution approving contract for last interim manager and copy of contract