



# MEMORANDUM

---

**Resolution 24-080, A Resolution of the Homer City Council Approving the City Manager Contract with Melissa Jacobsen and Authorizing the Mayor to Execute the Appropriate Documents.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 10, 2024  
**From:** Andrea Browning, HR Director

---

At the July 2, 2024 Special Meeting, following the conclusion of Zoom interviews, the City Council agreed unanimously to offer the position of City Manager to Melissa Jacobsen. As a routine screening, HR conducts a thorough background that includes a full criminal history and credit check. This has been completed.

In order to expedite a successful contract negotiation, I provided draft contract language to Interim City Manager Jacobsen for her input and review. Both Mayor Castner and Jacobsen have gone over the contract, made suggestions and revisions, and we now have a draft contract for City Council consideration with a start date of August 1, 2024.

City Council conducted a Special Meeting on July 17, 2024 to discuss that draft contract and the final amended contract is on the agenda for approval. Please let me know if you have any questions!