



## Agenda

### City Council Committee of the Whole

Tuesday, May 28, 2024 at 5:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

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#### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

#### Zoom Webinar ID: 953 097 829 Password: 234696

<https://cityofhomer.zoom.us>  
Dial: 346-248-7799 or 669-900-6833;  
(Toll Free) 888-788-0099 or 877-853-5247

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#### CALL TO ORDER, 5:00 P.M.

**AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

#### DISCUSSION TOPIC(S)

- a. City Manager Hiring Process and Timeline
  - City Manager Hiring Advisory Review Committee

#### WORKSESSION AGENDA

#### CONSENT AGENDA

#### REGULAR MEETING AGENDA

#### COMMENTS OF THE AUDIENCE

#### ADJOURNMENT NO LATER THAN 5:50 P.M.

Next Regular Meeting is Monday, June 10, 2024 at 6:00 p.m. and Committee of the Whole at 5:00 p.m. A worksession is scheduled at 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



# MEMORANDUM

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## **Appointment of Douglas Baily, Janie Leask, Ginny Espensshade, Ole Anderssen, Chris Story and Lisa Talbot to the City Manager Hiring Advisory Committee and Identifying their Charge**

**Item Type:** Action Memorandum  
**Prepared For:** Homer City Council  
**Date:** May 28, 2024  
**From:** Mayor Castner

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Douglas Baily, retired attorney and member of the Library Advisory Board; Janie Leask, Community member; Ginny Espensshade, Executive Director, Kenai Peninsula Youth Court; Ole Andersson, Chris Story, Radio Personality and Realtor/Broker; and Lisa Talbot, Pastor are appointed as public members; Andrea Browning, Personnel Director is appointed as Staff member to the City Manager Hiring Advisory Committee.

The Committee Charge is as follows:

- Committee Members are to thoroughly review the written information provided by the candidates. All applications will be provided to the City Clerk's Office in a three ring binder for review by the Committee members May 29-June 5<sup>th</sup>. Committee members are to complete the scoring matrix that will be provided prior to the first meeting.
  - Completed Scoring Matrix documents are to be submitted to the Personnel Director before meeting date.
- The first meeting is to be scheduled for June 6<sup>th</sup> or 7<sup>th</sup>. Time of the meeting is to be determined no later than noon on May 31<sup>st</sup> to meet advertising deadlines.
  - All meetings of the Committee are subject to the notice and meeting requirements of the state's Open Meetings Act.
  - Mayor Castner will facilitate this meeting.
  - The City Clerk's Office will coordinate the meeting time and date.
- A written recommendation is expected from the Committee no later than June 12<sup>th</sup> for the June 17<sup>th</sup> Worksession with City Council at 5:00 p.m.
  - Recommendation is to be submitted to Personnel Director
  - Recommendation will contains selected candidates to be scheduled for Zoom interviews conducted by City Council.

- Committee members are expected to attend the June 17<sup>th</sup> Worksession with Council.
- Deliberations, again, must be done in public and the Committee is not authorized to meet in private for any reason.
- Staff shall coordinate the activities of the Committee with the City Clerk's Office.
- Committee members' work is complete with the submission of the recommendations for Zoom interviews.
- City Council will direct the scheduling of the Zoom interviews.
- Mayor will facilitate the Zoom interviews
- Selection of Candidates for in person interviews will be at the discretion of the City Council.

### **Recommendation**

Confirm the appointment of Douglas Baily, Janie Leask, Ginny Espenshade, Ole Andersson, Chris Story, and Lisa Talbot to the City Manager Hiring Advisory Committee and the Committee Charge.