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TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: February 2, 2022

RE: **City Council Discussion of City Manager/General Manager Recruitment Process Participation**

At its meeting of January 20, 2022, the City Council authorized the award of Contract No. 21-19, City Manager/General Manager Recruitment Services, to Strategic Government Resources, Inc. (SGR), who will assist the City Council with the recruitment of a new City Manager/KPU General Manager.

On February 1, 2022, Mayor Kiffer, the Human Resources Division Manager and I met with lead recruiter Lynn Barboza to discuss the process for this engagement. Attached for City Council review and discussion is a process overview document provided by Ms. Barboza. The highlighted portions of the document require City Council direction, particularly the question of whether the City Council would like to appoint a search committee to be involved with the majority of this process or if the City Council as a whole should be involved in each of the highlighted steps and serve as the search committee.

As Ms. Barboza points out in her document, both options are effective and it is ultimately the City Council's preference. If a search committee is appointed, the entire City Council will be involved once finalist candidates are invited to onsite interviews. All City Councilmembers will be interviewed as stakeholders in the Position Profile Development task (step #1). Should the Council as a whole want to be involved in all steps and serve as the search committee, Councilmembers will need to commit to the time and effort outlined in the document to ensure the process is consistent and well-vetted. Additionally, should 3 or more City Councilmembers participate in this process as a whole governing body or as part of the search committee, special City Council meetings will need to be held to comply with the Alaska Open Meetings Act and many of these discussions would need to be held in executive session to protect the privacy and confidentiality of the prospective candidates.

Ms. Barboza will attend the City Council meeting of February 3, 2022, in order to address any questions and/or concerns that Councilmembers may have.

I will be asking for City Council direction on this matter at the meeting of February 3, 2022. Any formal action necessary will be brought back to the City Council at the meeting of February 17, 2022.

**City of Ketchikan**  
**City Manager/General Manager Search**

**City Council Discussion – 2/3/22**

**PROCESS OVERVIEW**

1. Position Profile Development
  - a. Recruiter speaks to select stakeholders within and outside the City to gain insight regarding the community, organization, priorities, potential challenges and the most important skills/strengths for our incoming City Manager/General Manager.
  - b. Typically, the interviews are 45-60 minutes each and we interview between 12-16 individuals. \*NOTE: Lacey and I discussed the possibility of additional interviews being conducted for this search due to the extended tenure of the City's most recent City Manager.
2. DRAFT Position Profile to City for approval.
3. Ad Placement Recommendations to City for approval,
4. Position is Posted for 30-day Application Period (can be extended to 45 days).
5. Outreach, marketing and candidate sourcing by Recruiter.
6. Recruiter evaluation of resumes.
7. Recruiter Conducts "Candidate Review Session" in person or virtually with Search Committee to facilitate the selection of 10-12 Semi-Finalists.
8. Semi-Finalists complete Pre-Recorded Interview and Written Questionnaire and Stage 1 Media Search is completed.
9. Search Committee evaluates Semi-Finalist materials. This is typically at least a 5 to 6-hour commitment to review all materials in advance of #10 below.
10. Recruiter conducts "Selection of Finalists Session" virtually with Search Committee with the goal of advancing 4-6 candidates to final step (#11 below.)
11. Search Committee reviews all materials in advance of #12.
12. Finalists are invited to onsite interviews (minimum of two weeks' notice.) Onsite activities typically include:
  - a. Welcome/Meet & Greet on Day 1
  - b. Community Tour on Day 1
  - c. Panel Interview on Day 1 (with Department Directors, etc.)
  - d. Interview with Mayor and Council on Day 2
13. SGR is completing Stage 2 Media Search, Background Checks, Reference Checks, etc. prior to onsite interviews. \*NOTE: the timing of Reference Checks will need to be discussed. Some candidates cannot risk those being conducted prior to conditional offer.

**OPTIONS FOR DISCUSSION**

1. I've highlighted (in yellow) the steps that will require Search Committee or City Council participation.
2. The City can form a Search Committee with representatives from the Council, Staff, Community Partners and/or Citizens. Typically, the Committee would have no more than 6 members.
3. The City can decide to have the Mayor and all members of the Council participate in each of the steps highlighted above.
4. Both are effective and efficient approaches. Ultimately, the path forward depends on who the Council feels should be part of the decision-making process (narrowing the pool to semi-finalists and finalists.) Keep in mind that we can involve other stakeholders in the Position Profile Development process (#1 above) and Onsite Activities (#12 above) to ensure that other voices are heard.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

**Request to Declare Obsolete Telecommunications Equipment as Surplus, and Authorizing the Sale of Such Equipment**

Moved by Bradberry, seconded by Kistler, pursuant to Section 3.12.070(b) of the Ketchikan Municipal Code, that the City Council declare obsolete Open Mesh telecommunications equipment as surplus, and authorize the Acting General Manager to sell said equipment at a cost of \$3,000 in accordance with the Acting General Manager's memorandum dated January 11, 2022.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

**UNFINISHED BUSINESS**

**Ordinance No. 22-1940 – Repealing Subsection (A)(5) of Ketchikan Municipal Code Section 10.88.080 Entitled, “Parking Violations”; and Adding a New Section 10.60.055 Entitled “Regulation of Camping” to Title 10, Chapter 60 of the Ketchikan Municipal Code – Second Reading**

Copies of Ordinance No. 22-1940 were available for all present.

Moved by Gass, seconded by Kistler, the City Council approve in second reading Ordinance No. 22-1940 repealing Subsection (A)(5) of Ketchikan Municipal Code Section 10.88.080; entitled, “Parking Violations;” and add a new section 10.60.055 entitled, “Regulation of Camping” to Title 10, Chapter 60 of the Ketchikan Municipal Code; and establish an effective date.

Councilmember Gass said he didn't enjoy the thought of handing out tickets to people, but we do have to have consequences to illegal camping, and said he would be in support of the motion.

Councilmember Kistler said the fine is up to \$300 and at the judges' discretion. She said the ordinance states they would have 90-days to reclaim their personal property.

Motion passed with Mahtani, Kistler, Gass, Zenge, Bradberry and Flora voting yea; Gage absent.

**NEW BUSINESS**

**Contract No. 21-19 – City Manager/General Manager Recruitment Services, Strategic Government Resources, Inc.**

Moved by Kistler, seconded by Mahtani, the City Council accept the proposal of Strategic Government Resources, Inc. in an amount not to exceed \$24,900 for Contract No. 21-19, City Manager/General Manager Recruitment Services; establish a contingency of \$30,100, bringing the total initial project cost to \$55,000; authorize funding from the City Manager's and KPU Administration's 2022 Management & Consulting Services Accounts Nos. 640.04 in the amounts of \$27,500 respectively; and direct the Acting City Manager to execute the contract documents on behalf of the City Council.

Acting City Manager Simpson summarized the recruitment efforts that was started back in late 2021, which necessitated the City issue an RFP for services, and the City received four proposals. She indicated a staff level committee was established to review and score the proposals. She stated the recommendation of that committee was unanimous in selecting Strategic Government Resources Inc. (SGR) and is the recommendation before you. She said they specialize in hiring municipal managers and have significant experience recruiting in the Northwest.

Lynn Barboza, Senior Vice-President and Cindy Stanfield, Director of Recruitment Services introduced themselves and gave a brief overview of SGR.

Lynn Barboza and Cindy Stanfield answered questions from the Council.

Motion passed with Zenge, Bradberry, Flora, Gass, Kistler and Mahtani and voting yea; Gage absent.

### **Discussion of Grant Writing – Councilmember Bradberry**

Councilmember Bradberry stated in the near future there will be a lot of grant opportunities and after going through the budget we are at the point where we need any and all help we can get to fix our aging infrastructure. She said tonight she would like to know from the Council which projects that are at the top of our list that we would want to put out for bid , however, staff has made it very clear the City does not have the staffing for grant writing. She said we need to ensure for the future that our docks are not falling apart, Beaver Falls generators are replaced and other important projects. She asked for Council support tonight to put out a request for proposal (RFP) to hire a contractor to assist in grant writing to get our infrastructure to a decent level without a cost to our citizens. She informed her top two projects would be the Schoenbar Culvert and the Port Cathodic Protection.

Acting City Manager Simpson clarified that Councilmember Bradberry would like staff to prepare an RFP for a grant writing contractor. She stated staff intends to look at all of these projects to determine which ones would make viable grant candidates that staff can write and submit, but there are a lot of projects and needs that staff could not possibly write grants for and administer. She said the first step is determining which projects staff can reasonably handle in house. She said the cost is based on how they structure their proposal, noting it could be a percentage or a flat fee.

Vice-Mayor Flora said if the Council decides to bring this back as an action item, then we would ask staff to give us their top priority list, have them define the RFP process and whatever else the Council would like to see to move forward.

Vice-Mayor Flora asked for a show of hands to have staff review the list of City projects, define the RFP process for a grant writer and bring it back to the Council, and at least four hands were shown.

### **Offer of Employment – Port & Harbors**

Moved by Bradberry, seconded by Kistler, the City Council authorize the Acting City Manager to offer the position of Port & Harbors Director to Darryl Verfaillie of Valdez, Alaska based upon a compensation level of Grade 778, Step T an annual salary of \$129,571, an annual vacation accrual rate of 15 working days and use of a take-home vehicle.

Acting City Manager Simpson answered questions from the Council.

Councilmember Gass expressed his concerns of not hiring local candidates and the extra costs in bringing them here.

Motion passed with Mahtani, Kistler, Zenge, Bradberry and Flora voting yea; Gass voting nay; Gage absent.