



**Kenai City Council Meeting
Special Meeting
November 10, 2022 – 6:00 PM
Kenai City Council Chambers
210 Fidalgo Avenue, Kenai, Alaska**

****Telephonic/Virtual Information Below****

www.kenai.city

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. EXECUTIVE SESSION

1. Review and Discussion of Applications Submitted for the City Manager Position. [AS 44.62.310(C)(2) a Subject that Tends to Prejudice the Reputation and Character of an Applicant.]

C. NEW BUSINESS

1. **Action/Approval** - Selection of Candidates to be Interviewed for the City Manager Position.
2. **Discussion** - Set a Special Meeting for City Manager Candidate Interviews.

D. PUBLIC COMMENT

*(Public comment limited to three (3) minutes per speaker;
thirty (30) minutes aggregated)*

E. ADJOURNMENT

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/86836010773>

Meeting ID: 868 3601 0773 **Passcode:** 153946

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 868 3601 0773 **Passcode:** 153946

**CITY OF KENAI
CITY MANAGER**

TITLE: CITY MANAGER
SUPERVISOR: CITY COUNCIL
NO. SUPERVISED: 110 - 125
NORMAL HOURS/WK: 40
SERVICE TYPE: EXEMPT

GENERAL DESCRIPTION The City Manager serves as the Chief Administrative Officer of the City of Kenai and is appointed by and reports to the Mayor and the City Council. The City Manager performs all duties and assumes all responsibilities required by Alaska Statutes, the City Code and the Charter of the City of Kenai and works with the broadest level of independence. This position requires daily contact with elected, administrative, federal, state and local officials, as well as the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, direct, coordinate, and administer the activities of all departments in carrying out the requirements of City ordinances, rules, regulations, and policies of the City Council.
2. Appoint, supervise, evaluate, discipline, or terminate, all directors, or heads of administrative departments and all other administrative officers and employees of the City in accordance with City personnel policies.
3. Administer the City's personnel program, supervise, directly or indirectly, all administrative departments, agencies, officers, and employees of the City.
4. Prepare an annual budget and submit it to the Council, be responsible for budget administration after appropriations are made, and recommend to the Council any necessary changes in the estimates and appropriations.
5. Submit a report to the Council at the end of the fiscal year on the finances and administrative activities of the City for the preceding year; report regularly to Council concerning the status of all assignments, projects, and functions of the City.
6. Keep the Council advised of the financial condition and future needs of the City, and make such recommendations on matters of policy and other matters to the Council as necessary.
7. Hold staff meetings with all department heads to insure adequate cross-communication between the departments and the City Manager as relates to current and pending actions of the City. In addition, in preparing annual budgets, include informational input from all department heads.

8. Work through duly elected appointees/ representatives of the Planning Commission (City of Kenai and Kenai Peninsula Borough) and the Borough Assembly, so that all matters relating to those bodies may be addressed as a unified City action.
9. Keep an active checklist of Council questions and problems and attempt to answer or dispose of the same as prioritized by the Council.
10. Present all lease applications to the City Council. Where applicable, the applications will first be presented to the Kenai Planning Commission for its consideration.
11. Enter into contracts and purchase agreements not to exceed the amount authorized by the Council or by City Code.
12. Act as the Council's representative before any body, assemblage, or business meeting not within the boundaries of the City of Kenai.
13. Submit proposed ordinances and resolutions.
14. Administer oaths of office and affirmations in any matter pertaining to the affairs and government of the City.
15. Have regular, reliable, and predictable attendance at work.
16. Perform other related duties as requested by the City Council or as required by law.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in public administration or an equivalent combination of experience and training providing at least five (5) years of high level administrative and/or management experience requiring independent judgment and initiative, preferably in the area of municipal government.
2. Possess or obtain a valid Alaska driver's license within thirty (30) days of employment and prior to operating a City vehicle. Applicants will be required to submit a Division of Motor Vehicles record upon request.
3. The applicant (or employee after hire) must pass a background check, including but not limited to a criminal background check and credit report in accordance with the Fair Credit Reporting Act (FCRA).
4. The employee must be available to work varying schedules including weekends, evening, and holidays and the may be asked to respond to emergency call outs when available.

5. At the time of appointment, the applicant need not be a resident of the City or State; but, the employee must reside with the City while serving as City Manager.

WORKING ENVIRONMENT

The work environment is typically in an indoor office and community room setting, adequately heated, lighted, and ventilated. The City Manager must work during daytime and nighttime hours. The employee must attend public meetings, often at night. The appointee must occasionally travel to other areas in the community, particularly public office buildings.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to communicate orally and to use hands dexterously to operate office equipment (e.g., computers, telephones, photocopiers, keyboards, scanners, and other general office equipment). The employee must be able to communicate orally in person and on the telephone. The employee is frequently required to sit for long periods of time and is occasionally required to stand, walk, stoop, bend, crouch, lift, and reach with hands and arms. The employee must occasionally transport up to 40 pounds. Specific vision abilities required include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MISCELLANEOUS INFORMATION

The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: City Council Members
FROM: Mayor Brian Gabriel
DATE: October 24, 2022
SUBJECT: **Discussion – Employee Subcommittee Report on City Manager Recruitment**

The Supervisory Subcommittee met on Friday, October 21 and worked with the Human Resources Director to develop recommended interview questions. The recommended interview questions will be made available for review in executive session and may be reviewed prior to executive session in the Human Resources office.

If there are no objections from the City Council, the proposed schedule for recruitment is as follows:

October 10 – October 28	Receive Applications
November 2, Regular Council Meeting	New Employee Subcommittee Selected Council May Convene into Executive Session to Finalize Interview Questions and Applicant Selection Process
November 3 – November 10	Subcommittee Develops Top Candidate List and Delivers All Applications to Council
November 10, Special Meeting	Executive Session Notice to All Applicants Council Selects Top Candidates for Interviews Council May Convene into Executive Session
November 17/18, Special Meeting	Council Conducts City Manager Applicant Interviews Council May Convene into Executive Session to select a candidate

This schedule may be modified to accommodate additional interviews and selection of finalist contingent upon reference and background checks.