

CITY OF KODIAK
RESOLUTION NUMBER 2024-07

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ESTABLISHING
A HIRING COMMITTEE FOR AN INTERIM CITY MANAGER AND CITY MANAGER
AS REQUIRED**

WHEREAS, the Council of the City of Kodiak has determined that it is in the best interest of the City to create a hiring committee in order to facilitate and administer the recruitment and selection of City Manager position in an interim and long-term capacity as needed; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a City Manager Hiring Committee is established as follows:

Section 1. Purpose: Facilitate and administer the recruitment process, collect and review applications and resumes, conduct preliminary interviews and meetings, narrow down qualified candidates and determine finalist candidates to be presented to the City Council for ultimate selection and appointment to the position of Interim and / or City Manager for the City of Kodiak.

Section 2. Membership/Quorum: There are four voting members of the Hiring Committee, which shall consist of the Mayor Pat Branson, and three (3) Councilmembers, Richard Walker, Annika Woods, and John Whiddon. The Mayor will serve as the presiding officer of the City Manager Hiring Committee. Three (3) members of the Committee shall constitute a quorum for conducting the business of the Committee. An affirmative vote of three (3) members shall also be required for approval of all motions.

Section 3. Terms of members: The Committee shall exist until the position of City Manager is hired and appointed into office in accordance with the City Charter. The committee will dissolve and terminate automatically upon the City Council's selection and appointment of a City Manager for the City of Kodiak.

Section 4. Powers/Duties:

- a) Administer and manage the recruitment process of the interim City Manager and City Manager
- b) Collect and review applications and resumes
- c) Conduct interviews with final candidates
- d) Select, recommend, and negotiate an interim City Manager position or City Manager position

Section 5. Time Limits for Public Comments: Public Comments will be scheduled on an agenda and a timer will be used during the meeting. Each public comment will be set for three minutes.

- Section 6. Agenda Setting/Meeting Materials:** The agenda for each meeting of this committee shall be prepared by the City Clerk after consultation with the Mayor.
- Section 7. Meetings/Duration:** The Committee shall meet as frequently as needed. The frequency will be determined by the Mayor and routed to the City Clerk. The meetings shall adhere to the Alaska Open Meetings Act and follow the general practices of the City regarding public meetings including but not limited to meeting publishing practices, locations and timeliness of posting meeting notices, and technology use.
- Section 8. Meetings and Frequency/Recordkeeping:** Meetings shall be open to the public, and public notice shall be provided at least three days prior to each meeting. Records or minutes shall be kept of the vote of each member upon every question.
- Section 9. Administrative Support:** The City Clerk's staff will provide administrative support and the Human Resource Manager shall provide technical recruitment support.
- Section 10. Parliamentary Authority:** The current edition of *Robert's Rules of Order, Newly Revised* shall be the Committee's parliamentary authority.



ATTEST:

Michelle Skovlyff-Jensen
CITY CLERK

CITY OF KODIAK

Pat Brown
MAYOR

Adopted: March 14, 2024