
MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: NANCY PETERSON, INTERIM CITY MANAGER
DATE: DECEMBER 5, 2017
RE: CITY MANAGER RECRUITMENT EXTENSION AND INTERVIEW POSTPONEMENT

SUMMARY: Following the December 2, 2017 meeting in which the Council reviewed and selected City Manager Candidates to move forward to on-site interviews, Candidate McGaughey elected to withdraw from the selection process. In order to ensure that there is a broad enough pool of candidates from which the Council is able to select their new City Manager, it is recommended that the application deadline be extended into January and the on-site interviews be postponed accordingly.

PREVIOUS COUNCIL ACTION: Council took action on December 2, 2017 to invite 4 candidates to participate in the on-site interview process for Unalaska City Manager.

BACKGROUND: The City determined that it was in the best interest of the community to attempt to fill the City Manager position as early as possible. Knowing that airline tickets can be a challenge to obtain in January, the Council approved moving forward with an accelerated schedule that would bring candidates to Unalaska in mid-December for interviews – provided there was a strong pool of candidates from which to select a Manager.

DISCUSSION: While the number of qualified candidates in the accelerated application process allowed the Council to have a satisfactory pool of 4 candidates, the loss of one of the candidates does narrow the range of candidates for the final selection process. Other qualified candidates did express interest in the position, but the accelerated schedule may have impacted their decision to apply. In order to expand the current pool of three qualified candidates for this important position, it is recommended that the application deadline be extended into January and the on-site interviews be postponed accordingly. The current candidates already selected for interviews will be re-scheduled at that time.

ALTERNATIVES: Council can choose to move forward with the interviews with the 3 current candidates.

FINANCIAL IMPLICATIONS: None

LEGAL: We have a right to postpone the interviews if it is in the best interest of the City to do so.

STAFF RECOMMENDATION:

PROPOSED MOTION: I move to extend the recruitment process until January and postpone the interviews with candidates to a later date.

CITY MANAGER'S COMMENTS: The assurance was given to the Council in October that we would only move forward with the accelerated schedule for interviews in December if we had a strong pool of candidates. The three candidates we have are very qualified for the position; however a larger pool for the selection process might better serve the interests of the community. Rather than adhere to the accelerated schedule, I think it would be prudent to extend the application process into January.