

**AGENDA**  
**KENAI CITY COUNCIL – SPECIAL MEETING**  
**SEPTEMBER 14, 2016, 6:00 P.M.**  
**\*\*\*KENAI COMMUNITY LIBRARY\*\*\***  
**163 MAIN STREET LOOP, KENAI, AK 99611**  
<http://www.kenai.city>

**A. CALL TO ORDER**

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

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

**C. NEW BUSINESS**

1. **Action/Approval** – Approve City Manager Candidate Questionnaire and Background Check Matrix.  
*[Council may enter into executive session on the aforementioned agenda item pursuant to AS 44.62.310(C)(2) a subject that tends to prejudice the reputation and character of an applicant]*

**D. ADJOURNMENT**

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Sandra Modigh, CMC, City Clerk  
Posted: September 8, 2016

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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.*

# **CITY MANAGER RECRUITMENT QUESTIONS AND DISCUSSIONS**

1. The Kenai Municipal Charter, Section 3-1, states in part, "...during the City Manager's tenure of office, the City Manager shall reside within the City."

Is it your intent to live within the City of Kenai?

2. Why do you want to be the Kenai City Manager?
3. What motivates you to put forth your best effort?
4. How do you prefer to be managed?
5. What do you believe are the primary duties of the Kenai City Manager?
6. What do you anticipate as the biggest challenge for the next Kenai City Manager?
7. Discuss your philosophy of the roles of a City Manager and a Council in the Council-Manager form of Government. Include a discussion of what you believe are the Manager's responsibilities to Council, as well as the Council's responsibilities to the Manager.

## **Criminal Background-Driving Record-Financial Matrices**

The following Matrices are recommended for use in evaluating financial and criminal background checks to comply with applicable law. The law does not require specific standards, so Council has leeway to make reasonable adjustments as Council sees fit. The Matrices must however be related to the position functions. The Matrices were developed with regard to the City Manager's position in the City as an executive leader, with access to funds and confidential information, public interaction and driving a vehicle for work purposes. Only convictions can be evaluated, not merely charges for the criminal background check or driving record. The Matrices are not an automatic pass fail. Applicants must be notified and given an opportunity to respond to both criminal convictions and financial circumstances within a specific timeframe. Council should give adequate consideration to any responses received.

### **Criminal Background Matrix:**

Any felony or misdemeanor conviction involving fraud, theft, falsification, dishonesty, crimes against children, crimes against property, crimes against a person, violent crimes, crimes for financial gain, crimes involving moral turpitude, public indecency, or felony drug offences (Potentially Disqualified)

The multistate background check only goes back 7 years.

### **Driving Record Matrix:**

A revoked or suspended driver's license (Potentially Disqualified)  
DUI, Reckless Driving or more than 2 traffic infractions in the past 2 years (Potentially Disqualified)

### **Credit Check Matrix:**

\$33,333 in unsecured debt (Potentially Disqualified)

This is based on a 28-36 Rule, (That no more than 28% of a person's gross income should go to housing costs and no more than 36% to total debt, assuming a salary of \$150,000, this leaves \$12,000 a year to service non-housing debt. Assuming a minimum monthly payment on unsecured debt is 3% of outstanding balance, \$1,000 per month of debt service (\$12,000 a year) will service \$33,333 of unsecured debt.)

Credit Score below 700 (Potentially Disqualified)

Industry Standard considers credit score of 700 or better is generally considered good (58% of people have a credit score of 700 or higher)

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2. Discuss your experience in local and State Government. Do you have in-place relationships that would be beneficial for the City of Kenai?
3. Discuss a state of affairs where council needs to be apprised of a critical situation that will require a difficult decision that could result in a 4 – 3 vote.
  - i. Describe how you prepare for the discussion.
  - ii. Assume the administration has a strong opinion. Knowing that the issue is very controversial, do you think that the administration should make a recommendation?
  - iii. If no, why not?
  - iv. If yes, who presents the Administration's recommendation?
  - v. How do you respond in situations where the Council does not follow your recommendation?
4. Discuss your philosophy of the roles of a City Manager and a Council in the Council-Manager form of Government. Include a discussion of what you believe are the Manager's responsibilities to Council, as well as the Council's responsibilities to the Manager.
5. Discuss your areas of strengths and weaknesses as a manager. Copies of performance evaluations may be submitted as part of this discussion.

## **Other Submitted Questions**

1. How will you relate to employees, department heads, advisory committee/commission members , council and the general public?
2. Should you be selected for the position, what would you expect to accomplish during the first three months?
3. What do you think you bring to this job that others might not?
4. Do you consider your management style to be most like a commander or a coach? Please explain your response.
5. What do you see as the threats and opportunities facing Kenai?
6. Please tell us about a time when you made a snap decision that did not turn out well. Follow up: How did you correct the situation?
7. Do you have any questions of us?

Some of the other questions that were submitted to me are probably meant to be questions during oral interviews.