




TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor & City Council Initials: 

FROM: Shawn Hart, Acting Assistant City & General Manager File #: MGR25-194

DATE: April 16, 2025 Mtg. #: 04/17/25 LOTa

RE: **Acting Assistant City Manager's Report to City Council**

April 3rd, 2025, Meeting Follow-Up

With respect to the downtown portable restrooms options and City Council direction, I have asked Tourism Manager Laurie Booyse to prepare a request for proposals (RFP) that would allow for either a trailerable or Conex solution distributor to submit a bid to meet the City's needs of providing 10 regular units and 1 ADA-compliant unit. An RFP has been established and should be released to the public on or around April 17th, 2025. We should be able to bring a recommended vendor to the May 15th Council meeting.

Wolfe Point Landslide – Expenses to Date (04/11/25)

On March 20, 2025, a significant landslide at Wolfe Point disrupted the North Tongass Highway, dividing Ketchikan's north and south ends, limiting access to critical services, and threatening key infrastructure. The slide impacted an active ADOT rockfall mitigation project.

The City and Borough immediately activated the joint Emergency Operations Center (EOC) and declared local disaster emergencies. A marine-bus shuttle system was launched to maintain connectivity, and ADOT—with contractor SECON—began rapid restoration work. A one-lane detour opened on March 24 and expanded to two lanes by March 26, allowing shuttle operations to end and EOC activation to scale down.

The City continues to track and update all expenses related to the landslide response and is in ongoing discussions with the State of Alaska regarding a potential State disaster declaration, which would open pathways for financial reimbursement. Below are the current expenses received as of April 11, 2025.

Current Expenses Received as of 04-11-2025	
EOC Expenses	\$1,306
Marine Transportation	\$43,103
Land Transportation Estimated	\$50,000

Invoices are coming in under the estimated amounts due to the generosity of some of the companies that stepped in when needed.

Presentation to Ketchikan Gateway Borough for CPV Sharing

At the February 6, 2025, meeting, the City Council directed staff to present three (3) potential projects for consideration under Borough CPV funding. These projects included a feasibility study for port electrification, partial cathodic protection repairs, and the installation of rain shelter canopies, trash cans, and benches — with a total funding request of \$1,000,000.

The Borough Assembly briefly discussed these proposals at their March 10, 2025, meeting. Following that, City staff met with Borough staff, and it was determined that a fourth project, the Stedman Street restroom, should be added. This addition was confirmed by the City Council on April 3, 2025.

City staff then provided a brief presentation at the April 7, 2025, Borough Assembly meeting, requesting funding for any of the proposed projects. Assembly members asked questions and engaged in a discussion with both City and Borough staff. However, no action was taken by the Assembly to include the City's requests in the FY 2026 budget.

Staff recommends continuing coordination with Borough staff to ensure these City projects are considered for future budget discussions with the Borough Assembly.

City Manager Recruitment - Update

Human Resources Manager Jason Alderson has been in contact with Strategic Government Resources (SGR) recruiter Lynn Barboza regarding engaging with the City again for City Manager/KPU General Manager recruitment services. SGR and Ms. Barboza worked with the City Council for the 2021 City/General Manager recruitment. Mr. Alderson will be the City's primary contact and project manager.

A potential recruitment services contract with SGR has been received and is pending review from the City Attorney's office.

Interim Electric Division Manager - Update

Staff has received a draft services contract from Advastar Inc., the firm identified to provide interim utility manager placement services. The Human Resources Manager is currently reviewing this agreement with the City Attorney, which will need City Council approval once it is finalized.

Promotions & Retirements

Congratulations to Andrew Hendrickson of Port & Harbors, who was promoted to Maintenance Worker II effective March 3, 2025.

Staff Travel Report – March 2025

First	Last	Start	End	City	State	Reason for Travel	Department
Matt	McLaren	03/03	03/06	Juneau	AK	ATA Legislative Fly-in	KPU - Telecom
Jared	Anderson	03/09	03/13	San Diego	CA	Tower Climber & Rescue Refresher Training	KPU - Telecom

Ryan	John	03/09	03/13	San Diego	CA	Tower Climber & Rescue Refresher Training	KPU - Telecom
Dan	Lindgren	04/13	04/17	Denver	CO	CCA 2025 Mobile Carriers Show	KPU - Telecom
Matt	McLaren	04/26	05/01	Washington	DC	2025 Legislative & Policy Conference	KPU - Telecom