


TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council Initials:   
FROM: Lacey G. Simpson, Acting City & General Manager File #: MGR25-271  
DATE: April 25, 2025 Mtg. #: 05/01/25 MRa  
RE: **Acting City Manager's Report to City Council**

April 17, 2025, Meeting Follow-Up

The following items were deferred at the April 17, 2025, meeting and have been included in the May 1, 2025, agenda:

- Discussion of Ketchikan Public Library Lost and Damaged Item Charges on Student Accounts – Mayor Sivertsen and Councilmember Zenge

The City Council requested a copy of the RFP for a portable restroom solution mentioned during the Manager's Report. RFP for Contract No. 25-33, Portable Restroom Unit, was provided to the City Council via email on April 21, 2025, coinciding with the document's publication to the City of Ketchikan bid site <https://www.ketchikan.gov/bids>. The sealed bid deadline is May 1, 2025. It is staff's intent to recommend an award of Contract No. 25-33 to the City Council at the May 15, 2025, meeting.

Wolfe Point Landslide – March 20, 2025

City and the Borough are awaiting State of Alaska guidance on a pathway for seeking reimbursement for the costs incurred in response to the March 20, 2025, landslide in the vicinity of Wolfe Point. A State disaster emergency declaration in response to the incident and local disaster emergency declarations has not been forthcoming. City and Borough staff will be discussing this matter further during the week of April 28, 2025.

Charter Language Changes

At the April 17, 2025, meeting, the City Council provided amendments to the proposed Charter Language Changes developed by staff. Staff is currently planning a public engagement effort and should be able to report to the City Council on the plan within the next week.

City Manager Recruitment

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. It is staff's intent to present a professional services contract with SGR for City Council review at the May 15, 2025, meeting.

#### Interim Electric Division Manager

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 finalized.

The Human Resources Division continues to advertise for the position and has received some response. The General Manager's office will conduct interviews with promising candidates as applicable.

#### April 23, 2025, Meeting with Cruise Lines International Association of Alaska (CLIAA) Follow-Up

As discussed at the April 23, 2025, start of season meeting between the City and CLIAA, representatives of CLIAA have offered to summarize the intent of the draft Memorandum of Agreement and then work with staff from both organizations to refine into a more simplified, high-level document. Tourism Manager Laurie Booyse has been the primary contact for this project and will continue to work with CLIAA to finalize an MOA for further consideration by both parties. Staff will keep the City Council apprised of the ongoing work and dialogue.