



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: March 8, 2021

RE: **Resignation of Sr. System Administrator**

As indicated in the attached memorandum from Information Technology Director Curtis Thomas, Senior System Administrator Erick Rangel has submitted his resignation effective the close of business March 10, 2021. Due to previous staffing reductions and the current workload of the department, I have authorized Mr. Thomas to proceed with a formal recruitment to fill the vacant position. Based on previous recruitment efforts of the department, it will likely take some time to identify and hire a candidate to replace Mr. Rangel.

MEMORANDUM
CITY OF KETCHIKAN, ALASKA
Information Technology Department

Curtis Thomas, Information Technology Director
Phone: (907) 225-3111, Extension 382
Facsimile: (907) 225-5075
curtist@city.ketchikan.ak.us

TO: Karl R. Amylon, City Manager

FROM: Curtis Thomas, Information Technology Director

DATE: March 5, 2021



SUBJECT: Sr. System Administrator Resignation – Erick Rangel

Attached to this memo is a resignation letter from Mr. Rangel indicating his last day working for the City will be March 10, 2021. He indicated that he has to return to Oregon to deal with family issues as soon as possible.

As you are aware, IT reduced personnel by 25% over the past decade. Our department relies heavily on having all of the currently budgeted positions filled. I realize there is a hiring freeze in place, but request an exemption from this freeze so we can begin the lengthy process of filling this critical position.

I will be available during the council meeting of March 18 to address any questions that may arise related to this request.

Erick Rangel
615 Main St
Ketchikan AK 99901
971.203.4802
Erick.adrian.rangel@gmail.com

03/5/2021

HR,

Please accept this letter as notification that I am leaving my position with

The City of Ketchikan on 03/10/2021

If I can be of assistance during this transition, please let me know.

Sincerely,

Erick Rangel

A handwritten signature in dark ink, appearing to be 'Erick Rangel', written in a cursive style.

3-5-2021