



City Manager  
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TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: December 8, 2021

RE: **Status of Recruitment Efforts for Vacant Department Head/Division Manager Positions**

At its meeting of October 21, 2021, the City Council gave direction to staff to prepare a regular Manager's Report on the status of recruitment efforts for vacant department head and division manager positions.

Below for City Council consideration is a summary of the recruitment efforts for the five management level positions currently vacant within General Government and Ketchikan Public Utilities as of December 7, 2021.

**City Manager/KPU General Manager:**

- Position vacated: August 31, 2021, retirement
- Date advertisement began:
  - For recruitment firm bid proposals: City Bid Site, November 12, 2021; nationally week of November 15, 2021.
  - For job applicants: not applicable
- Applications received to-date:
  - For recruitment firm bid proposals: 4 as of the December 8, 2021 deadline
  - For job applicants: not applicable
- Candidates interviewed: not applicable
- Status: staff has received proposals and will review for a recommendation to the City Council

**Port & Harbors Director:**

- Position vacated: November 1, 2020, retirement
- Date advertisement began: in-house August 18, 2020 (5 days); nationally March 26, 2021
- Applications received to-date: 0 in-house; 6 local; 5 in-state; 35 national
- Candidates interviewed: 5
- Status: completed in-person/secondary interviews; background check process in progress

**Police Chief:**

- Position vacated: June 22, 2021, retirement
- Date advertisement began: in-house March 31, 2021 (5 days); nationally May 10, 2021
- Applications received to-date: 3 in-house\*; 0 local; 2 in-state; 26 national (\* one in-house candidate withdrew from consideration)
- Candidates interviewed: 5
- Status: completed background check process; December 16, 2021 agenda item regarding compensation and vacation accrual

**Fire Chief:**

- Position vacated: October 16, 2021, retirement
- Date advertisement began: in-house July 29, 2021 (5 days); nationally August 25, 2021
- Applications received to-date: 1 in-house\*; 1 local; 1 in-state; 16\* national (\* one in-house candidate and one national candidate withdrew from consideration)
- Candidates interviewed: 6
- Status: conducted one in-person/secondary interview

**KPU Electric Division Manager:**

- Position vacated: pending; January 3, 2022, retirement
- Date advertisement began: in-house and nationally November 16, 2021
- Applications received to-date: 1 in-house; 0 local; 0 in-state, 8 national
- Candidates interviewed: not applicable
- Status: receiving applications for screening and future review

Should City Councilmembers have any questions and/or concerns with the above information, staff can respond accordingly.

**VOUCHERS** – None

**CITY MANAGER’S REPORT**

Acting Manager Simpson reminded the Council that future meetings will resume in Council Chambers at City Hall. She stated the WebEx equipment has been installed in the Council Chambers and the executive session room. She said it has been a collaborative project, and thanked the Information Technology Department, Building Maintenance Department and KPU Telephone personnel that have put a lot of time and effort into this project.

Councilmember Bradberry questioned the status of the recruitment process for the Port & Harbors Director, Police Chief, and Fire Chief.

In answer to Councilmember Bradberry Acting Manager Simpson informed, they had a full week of recruitments effort. She stated they had an out-of-town police chief interview as well as with internal candidates. She continued, they had several WebEx interviews with Port & Harbors Director candidates, and are considering invitations to those candidates who would like to come to town for more in-depth interviews. She answered questions from the Council.

Councilmember Gass questioned who the hiring committee is comprised of, and who has the final say in the hiring for these positions.

In answer to Councilmember Gass Acting Manager Simpson stated the group was comprised of Acting Police Chief Mattson, Acting Port & Harbors Director Hilson, Human Resources Manager Miller and herself. She said ultimately she has the final say on who is hired to each of these positions.

Councilmember Flora requested a brief agenda item under the Manager reports on every open department head position, to include actionable steps and the number of candidates so the community can understand how many department head positions we are trying to fill and where staff is at with each of the positions.

Mayor Kiffer asked for a show of hands to give direction to staff to add a manager’s report regarding Councilmember Flora’s request, and at least four hands were shown.

**Schedule of General Government and KPU Appropriated Reserves Through the City Council Meeting of October 7, 2021**

In her report, Acting Manager Simpson attached for Council review a schedule of the current balance of Appropriated Reserves of the various funds of General Government and KPU through the City Council meeting of October 7, 2021.

**Report of Federal Lobbyist**

Acting Manager Simpson included for Council review a copy of the October 5, 2021 report of the City’s federal lobbyist, Steve Silver.

**Update on Staff Efforts for the Vacated City Manager/KPU  
General Manager Position**

Acting Manager Simpson provided information to the Council regarding the recruitment of a City Manager/KPU General Manager. She stated staff is also conducting a financial analysis of cost associated with the separation of duties as well for the reasons for the consolidation of duties in 1999 to present to the Council at the November 4, 2021 meeting.

**Appointment of Acting Fire Chief**

Acting Manager Simpson informed the Council she has appointed Assistant Fire Chief Scott Brainard to serve as Acting Fire Chief. She stated Mr. Brainard performed admirably as acting Fire Chief during what became an extended and unexpectedly lengthy term of service while Fire Chief Hoage fulfilled Emergency Manager and Incident Commander responsibilities for the community.

**City Council Meetings to Resume at Council Chambers –  
November 4, 2021**

Acting Manager Simpson stated the November 4, 2021 City Council meeting will take place in Council Chambers beginning at 7:00 p.m. She informed City Councilmembers, staff and the general public attending the meeting may enter through the rear alley entrance to City Hall beginning at 6:30 p.m.

**K.P.U. MANAGER'S REPORT**

**Project Status Reports of the KPU Division Managers –  
September 2021**

Acting General Manager Simpson attached for Council review the project status reports of the KPU division managers for the month of September 2021.

**Notice of Retirement – Electric Division Manager**

Acting General Manager Simpson attached a memorandum from Electric Division Manager Donato advising the general manager's office of his intent to retire on January 3, 2022. She stated the recruitment effort for the electric division manager has also begun. She felt this position will take a highly skilled person, and will be harder to fill.

She said his retirement represents a great loss for the Electric Division and KPU as a whole. She expressed her appreciation to him for his years of service, and was pleased to know he will remain in Ketchikan to enjoy a well-earned retirement. She wished him all the best in his next adventures.

**CITY CLERK'S FILE**

Clerk Stanker informed all the Council equipment will be removed from the Civic Center over the next few days to City Hall, and the personnel involved with the install of the WebEx room kit will be testing next week. She said the project came within the budget and thanked the Information Technology Department and the KPU personnel for all their time they have spent in order to make this happen as they did a great job.