



City Manager
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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: January 31, 2022

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 three management level positions currently vacant within General Government and Ketchikan Public Utilities as of January 31, 2022.

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: Mayor, Acting City Manager and Human Resources Division Manager working with recruiter to provide information for the position profile and discuss process.

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; 21* national (* one in-house candidate and one national candidate withdrew from consideration)
- Candidates interviewed: 6
- Status: Completed a second round of first interviews.

KPU Electric Division Manager:

- Position vacated: January 3, 2022, retirement
- Date advertisement began: in-house and nationally November 16, 2021
- Applications received to-date: 1 in-house; 2 local; 3 in-state; 14 national
- Candidates interviewed: not applicable
- Status: review committee reviewing applications received.

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.