

**Office of the City Clerk
City of Ketchikan, Alaska**

**Kim Stanker, City Clerk
Taylor Lee, Deputy City Clerk**

To: Mayor and City Council

From: Kim Stanker, City Clerk

Date: August 25, 2022

Subject: Request for Executive Session – Annual Evaluation of the City Clerk

Pursuant to Section 5 of my employment contract with the City of Ketchikan, the City Council is to conduct an annual evaluation of my performance as city clerk. Traditionally, such an evaluation has been done in the fall of each year. The Ketchikan Municipal Code and Alaska Statute 44.62.310(c)(2) provide that “subjects that tend to prejudice the reputation and character of a person, may be discussed in executive session, provided that the person may request the discussion be in public.” I am requesting the evaluation be held in executive session.

Recommended Motion:

I move that the City Council go into executive session in accordance with KMC 2.04.025(a)(2) for the purpose of conducting the annual evaluation of the city clerk, which may involve discussion of “subjects that tend to prejudice the reputation and character of any person, provided that person may request a public discussion.”