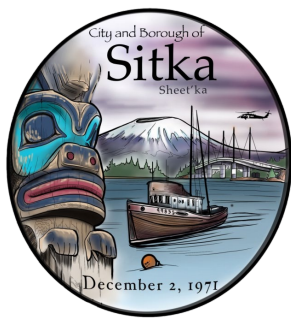


POSSIBLE MOTION

I MOVE TO approve the Acting Administrator list for 2024: Amy Ainslie, Melissa Haley, Ron Vinson, Sara Peterson, Melissa Henshaw.

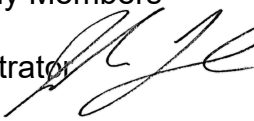


CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator 

Date: December 14, 2023

Subject: Approval of the Acting Administrator List for 2024

Background

Per Sitka General Code (SGC) 2.08.015, "No later than January 15th of each calendar year, the administrator shall provide in writing to the assembly a list of at least three department heads from which the administrator can select a person to serve as acting administrator for a given period of time during the next twelve months. The administrator will select from that list unless unforeseen circumstances require the administrator to select another person not on the list. If another person is selected, the assembly will be informed as soon as possible. The assembly by majority vote may direct the administrator to change the list or the selection."

In accordance with SGC 2.08.015, the following is the submitted Acting Administrator list for the 2024 calendar year for Assembly consideration. These Department Heads are authorized to serve in my capacity, in no particular order, should I be absent.

- Amy Ainslie, Planning & Community Development Director
- Melissa Haley, Finance Director
- Ron Vinson, Public Works Director
- Sara Peterson, Municipal Clerk
- Melissa Henshaw, Public & Government Relations Director

Analysis

Several updates have been made to the list since its approval in 2023:

1. Ron Vinson was promoted to Public Works Director in mid-2023. As the Public Works Director, Ron oversees the largest team at the CBS. This role demands exceptional skills in leadership, emergency management, and prioritization. Given Ron's demonstrated leadership capabilities, I recommend his appointment for 2024.
2. Scott Elder is no longer on the list following his voluntary departure from the CBS in October 2023.

3. Melissa Henshaw has been included on the list to enhance her skills in leadership and emergency management. Although not currently in a managerial role, Melissa has completed specialized Public Relations training at the FEMA Emergency Management institute. Her participation in local mock emergency drills alongside other government agencies has been noteworthy. Additionally, in her role in Government Relations, Melissa reliably represents CBS during trips with our lobbying team to Juneau and Washington, D.C. She is also an active member of the AML Legislative Committee.

Fiscal Note

Any fiscal impact from this list would be due to existing policy outlined in Section 6.10 of the CBS Personnel Policies Handbook which states:

6.10 ACTING IN A HIGHER POSITION

- A. Employees who are assigned by their immediate supervisor to perform work of a higher classification for more than eight (8) hours and for a limited duration thereafter will be paid at Step A of the higher position or the appropriate step equal to at least 5% increase in pay above the employee's current rate of pay, whichever is greater.
- B. Acting assignments must be made in writing and approved by the Department Head with notice to the Municipal Administrator for the increased pay authorized by this section to be effective.

Recommendation

Review and approve the Acting Administrator list for the 2024 calendar year in accordance with SGC 2.08.015.