

If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve the Acting Administrator list for 2025: Amy Ainslie, Josh Branthoover, Sara Peterson, Ron Vinson.

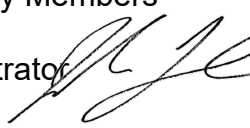


CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator 

Date: December 15, 2024

Subject: Approval of the Acting Administrator List for 2025

Background

Per Sitka General Code (SGC) 2.10.015, "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 2.10.015, the following is the submitted Acting Administrator list for the 2025 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
- Josh Branthoover, Human Resources Director
- Sara Peterson, Municipal Clerk
- Ron Vinson, Electric Utility Director

Analysis

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

1. Ron Vinson transitioned to the role of Electric Utility Director in September 2024.
2. Melissa Haley has submitted her resignation, effective March 30, 2025, and is therefore no longer included on the list.
3. Melissa Wileman was added to the list in 2024; however, her frequent travel, which often aligns with mine for legislative conferences, has limited her availability to serve in my absence.
4. Josh Branthoover assumed the position of Human Resources Director in August

2024, providing full-time personnel management support aligned with organization-wide policies. His experience as a former Coast Guard Commanding Officer equips him well to lead a large workforce, particularly during emergency operations.

The inclusion or exclusion of individuals for 2025 reflects logistical considerations rather than performance assessments. Factors like planned travel, conferences, and personal leave that may conflict with my schedule primarily influence these decisions.

I am privileged to lead such a capable team. Every Department Head is prepared to step into these responsibilities if required and would serve admirably. Additionally, should those on the list be unavailable, other Department Heads may be called upon to fulfill these roles. A majority vote by the assembly may also introduce further adjustments.

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 2025 calendar year in accordance with SGC 2.10.015.