

## **MUNICIPAL ADMINISTRATOR**

NOTE: Typically evaluations are held in executive session, however, your employee can choose to have the evaluation held in public.

Keith has requested to have his held in public.

**Employment Agreement  
Between  
City and Borough of Sitka, Alaska  
And  
P. Keith Brady**

This Employment Agreement ("Agreement"), made and entered into this 22 day of August, 2017, by and between the City and Borough of Sitka, Alaska, a home rule municipality, (the Municipality") and P. Keith Brady ("Employee").

**Recitals**

1. The Municipality desires to employ the services of Employee as Municipal Administrator serving at the pleasure of the Municipal Assembly; and
2. It is the desire of the Municipal Assembly to provide certain benefits and conditions of employment for the Employee; and
3. Employee desires to accept employment as the Municipal Administrator of the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**Section 1  
Employee Employment and Duties**

The Municipality employs Employee as Municipal Administrator to perform the function and duties specified in the Charter of the City and Borough of Sitka and the Sitka General Code, and to perform other legal duties and functions as the Municipal Assembly shall from time-to-time assign.

**Section 2  
Term, Discharge and Resignation**

**A. Term.**

1. Desiring to establish a commitment by both parties for this Agreement, it is understood and agreed that this Agreement shall have a term commencing September 05, 2017, or the first day of work, no later than September 15, 2017, and ending September 05, 2020 hereinafter the termination date. Employee agrees to remain in the exclusive employment of the Municipality until the termination date unless this Agreement is earlier terminated as provided for below in paragraphs B or C.

2. Should Employee continue working for the Municipality after expiration of this Agreement without an extension or new agreement being signed, the Employee will be employed under the same terms and conditions as contained in this Agreement until the Employee relationship is severed.

3. Nothing in this Agreement prevents the parties from extending the term of this agreement by mutual agreement in writing signed by the Mayor, as approved by the Municipal Assembly, and the Employee.

B. Discharge. Notwithstanding the term of this Agreement set forth above, the Employee understands that the Sitka General Code establishes the Municipal Administrator as an at-will employee. The Employee agrees that he is an at-will employee which means that he is serving at the pleasure of the Municipal Assembly. Consequently, Employee understands and agrees that he may be suspended or discharged without advance notice and without cause at any time during a lawfully scheduled and noticed meeting by a vote of at least four (4) members of the Municipal Assembly.

C. Resignation. Likewise, Employee may terminate this Agreement for any reason, or no stated reason, upon giving ninety (90) calendar days written notice to the Mayor. In the event the Employee terminates this Agreement under this paragraph, the Municipality shall pay the Employee his salary and accrued but unused vacation leave, to the date of the resignation, less the amount of any unpaid balance owed to the Municipality by the Employee at the time of resignation.

### **Section 3 Severance Pay**

A. In the event the Employee is terminated by the Municipal Assembly during the term of this agreement, the Municipality shall give the employee three (3) months of pay as severance. Severance pay shall be equal to the monetary value of all pay and benefits provided for the period of severance pay due. This section does not apply if employee is terminated for commission of a crime or gross misconduct as determined by the Municipal Assembly. Severance pay shall be paid in a lump sum payment, less applicable taxes.

B. The Municipality also agrees to pay the Employee's COBRA health insurance premium coverage for three (3) months after the date of separation.

C. Employee shall be entitled to any accrued but unused vacation leave as of the date of separation.

D. Non-renewal of this Agreement after the expiration of its term shall not entitle the Employee to any severance pay or COBRA benefits paid by the Municipality.

#### **Section 4 Salary**

During the term of this Agreement, the Municipality agrees to pay Employee for services rendered an annual base salary of ONE HUNDRED THIRTY THOUSAND DOLLARS AND NO CENTS (\$130,000.00), less applicable withholdings.

#### **Section 5 Performance Review**

The Municipality agrees to review Employee's performance annually on or before April 17, 2018, and the third Tuesday in April thereafter of each calendar year of this agreement. Upon review, at the sole discretion of the Municipal Assembly, the Municipal Assembly may increase the Employee's salary and benefits.

#### **Section 6 Hours of Work**

As the Municipal Administrator, Employee is exempt from the provisions of the Fair Labor Standards Act ("FLSA") and shall not be paid overtime or be given compensatory time off for hours worked in excess of forty (40) per workweek. Employee shall not be bound to a workweek of any set number of hours. However, Employee is expected to work as many hours as the duties and responsibilities of his position requires.

#### **Section 7 Vacation and Benefits**

A. **Vacation Accrual.** Effective September 5, 2017, or first day of work, the Employee shall have eighty (80) hours of vacation leave that may be used immediately upon hire. Employee shall accrue vacation leave thereafter at a rate of 12.67 hours per month. At the end of the first twelve (12) consecutive months of employment, the Employee shall receive an increase to his accrual rate of vacation leave to 16.67 hours per month. The terms and conditions of the leave are subject to the provisions of the City and Borough of Sitka Personnel Policies Handbook.

B. **Other Benefits and Insurance.** Employer shall provide Employee with sick leave, life insurance, health insurance, retirement, and other benefits provided to other exempt employees as described in the Personnel Policies Handbook. Employer shall provide Employee with Public Officials Liability Insurance currently maintained by the Municipality.

C. Membership dues in professional organizations International City and County Management Association, and the Alaska Municipal League are also provided. Travel may be required for conferences at the expense of the Municipality.

D. Moving Expenses. An amount not to exceed FIFTEEN THOUSAND DOLLARS (\$15,000) payable upon provision of receipts or as a direct payment to moving vendors/landlord. This may be used for transitional housing expenses.

## **Section 8 Indemnification**

Employer agrees to indemnify, defend and hold Employee harmless from any suit or claim brought against him for any actions or claims brought because of, based on, or arising out of his employment by or service to the Municipality so long as the Employee's actions or decisions were within his scope of responsibilities and not gross negligence or malpractice. This indemnification is as per Chapter 2.10 of the Sitka General Code, Defense and Indemnification of Officers and Employees.

## **Section 9 Other Terms and Conditions of Employment**

The Municipality may fix any other terms and conditions of employment, as it may determine from time-to-time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any applicable federal, state or local laws. Such terms and conditions of employment shall only be effective if in writing signed by the Mayor and the Employee.

## **Section 10 Conflicts of Interest**

The Employee shall be sensitive to both actual and perceived conflicts of interest as the Municipal Administrator and the Employee's personal conduct including activities of members of the Employee's immediate family that are within his control which could similarly result in an actual or perceived conflict of interest. When in doubt, the Employee should consult with the Mayor in advance of any potential conflict before proceeding on the matter.

## **Section 11 General Provisions**

A. Assignments and Subcontracts. The Employee may assign any of the work to be performed under this Agreement to third parties, so long as he oversees such assignments and informs the Assembly of such assignments.

B. Applicable Law. This Agreement shall be deemed to have been entered into and shall be construed and governed, except with respect to conflict of laws, in accordance with the laws of the State of Alaska.

C. Waivers. Failure of either party to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this Agreement or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future exercise of such right, but the obligation of the other party with respect to such future performance shall continue in full force and effect.

D. Severability. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or provisions were omitted.

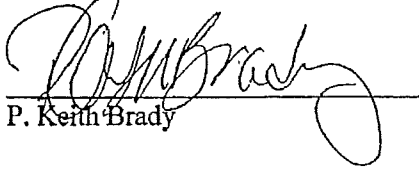
E. Amendments. This Agreement may not be amended, modified, released, discharged, supplemented, interpreted, or changed in any manner except by written instrument signed by duly authorized representatives of both parties.

F. Headings. The headings utilized herein are provided as aids in referencing provisions of this Agreement, but shall not be utilized in interpretation, or construction of terms and conditions of it.

G. Entire Agreement. This Agreement contains the entire and only understanding or agreement between the parties in relation to the employment of the Employee as the Municipal Administrator. Any verbal or written representations, provision, undertakings or conditions hereof not contained in the wording of this Agreement shall be of no effect and shall not be binding on either party.

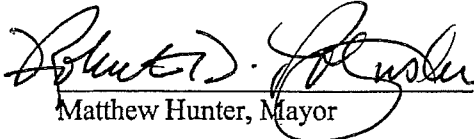
IN WITNESS THEREOF, the City and Borough of Sitka, on a vote of its Assembly on Saturday, August 21, 2017, has approved this Agreement and directed it to be signed and executed on its behalf by its Mayor and duly attested by its Municipal Clerk, and the Employee has signed this Agreement on the dates written below.

EMPLOYEE

  
P. Keith Brady

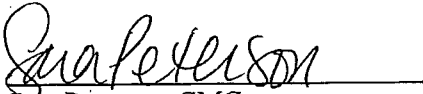
8/22/17  
Date

CITY AND BOROUGH OF SITKA, ALASKA

 - Deputy Mayor  
Matthew Hunter, Mayor

8/22/17  
Date

ATTEST

  
Sara Peterson, CMC,  
Municipal Clerk

SEAL:

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Administrator</b>
<b>Class Code Number</b>	<b>1100</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>42</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Plans, organizes and directs the operations and activities of the City and Borough government of Sitka; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to serve as the chief administrative officer for the City and Borough. The work is performed under the direct supervision of the City Assembly but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Department Heads within the City and Borough Government and subsequent responsibility for all personnel within the municipality. An employee in this class performs the duties of other employees in the City and Borough Administration as is necessary or requested by the City and Borough Assembly. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials, business organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Plans, directs, administers and supervises the work of directors of all City and Borough administrative departments as established by the City and Borough Charter and applicable ordinances;
- Appoints and removes the heads of administrative departments according to City and Borough administrative needs, the City and Borough Charter and all applicable ordinances;
- Oversees all City and Borough department heads, communicating policies and procedures of the City and Borough Assembly and ensuring professionalism, efficiency and effectiveness in all operations;
- Ensures proper custody of municipal property, funds and assets;
- Directs and supervises the construction, maintenance and operation of the Municipal Public Works;
- Prepares a proposed annual City and Borough budget and capital improvement plan and submits all figures to the City and Borough Assembly;
- Monitors the budget and reports to the City and Borough Assembly on the financial condition and the needs of the municipality;



- Provides information to the City and Borough Assembly on the activities and operations of the municipality;
- Plans and organizes administrative actions to implement the policies of the City and Borough Assembly;
- Responds to requests for information from the citizens of Sitka, listens to complaints and seeks to resolve conflicts involving any aspect of City and Borough operations;
- Represents the City and Borough's interest in issues involving State and Federal governmental agencies and/or legislative bodies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisors and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Comprehensive knowledge of the principles and practices involved in municipal and government management;
- Comprehensive knowledge of municipal budgeting practices and procedures;
- Comprehensive knowledge of organizational structure and function;
- Thorough knowledge of the legislative processes involved in local government;
- Thorough knowledge of the function and purpose of all City and Borough departments, divisions, sections and offices;
- Ability to interpret, communicate and implement the policies of the City and Borough Assembly;
- Ability to perform short and long range planning functions for the direction of the various functions within municipal government;
- Ability to make decisions involving the allocation and distribution of resources among various different functions within municipal government;
- Ability to analyze, interpret and compile complicated financial data;
- Ability to make presentations in public involving municipal operations;
- Ability to organize, coordinate, consolidate, combine and/or dissolve municipal functions as necessary;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Public Administration, Business Administration or a closely related field; and
- Extensive experience in a senior management position, preferably in the public sector; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review materials in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

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# Manager or Administrator

## FY18 AML Salary & Benefit Survey

All employees are full time. This is an appointed position.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion	Work Week Hours	Lowest Wage Range	Highest Wage Range	Note:
Municipality of Anchorage	298,908	Municipal Manager	More	1	Non	40	\$102,488.30	\$143,483.60	Annual Wage 102,488 - 143,483
Matanuska-Susitna Borough	102,598	Borough Manager	Same	1	Non	40	\$0.00	\$88.67	Contract 184,433
Fairbanks North Star Borough	97,972	Chief of Staff	Same	1	Non	40	\$51.58	\$73.76	107,286 - 153,421
City & Borough of Juneau	32,739	City Manager	More	1	Non	40	\$0.00	\$79.33	Determined by the Assembly 165,006
Ketchikan Gateway Borough	13,825	Manager	Same	1	Non	40	\$0.00	\$52.88	109,990
Kodiak Island Borough	13,797	Borough Manager	More	1	Non	40	\$60.10	\$62.50	125,008 - 130,000
City & Borough of Sitka	9,061	Administrator	Same	1	Non	40	\$0.00	\$62.50	130,000
City of Kenai	7,247	City Manager	More	1	Non	40	\$0.00	\$0.00	Contract/Appointed
City of Bethel	6,205	City Manager	Same	1	Non	40-OT Ex.	\$0.00	\$62.50	130,000
City of Palmer	6,135	City Manager	Same	1	Non	40	\$0.00	\$59.38	123,510
City of Kodiak	6,124	City Manager	Same	1	Non	40	\$0.00	\$67.79	Contract employee 141,003
City of Soldotna	4,319	Manager	Same	1	Non		\$0.00	\$0.00	\$139,390.00 per year 139,390
City of Valdez	4,011	Manager	More	1	Non	40	\$0.00	\$64.66	Negotiated wage 134,493
City of Nome	3,721	City Manager	Same	1	Non	37.5	\$0.00	\$49.75	103,480
Petersburg Borough	3,209	Borough Manager	Same	1	Non	40	\$0.00	\$116,337.50	Annual Wage 116,337.50
City of Kotzebue	3,153	City Manager	Same	1	Non	40	\$38.47	\$69.23	80,017 - 143,998
Haines Borough	2,466	Borough Manager	Same	1	Non	40	\$0.00	\$0.00	TBD - Contract being negotiated
Lake & Peninsula Borough	1,672	Manager	Same	1	Non	40	\$43.27	\$57.69	90,001 - 119,995