

POSSIBLE MOTION

I MOVE TO authorize the Municipal Administrator to hire temporary personnel.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator

Date: May 9, 2019

Subject: Request for Exemption to Hiring Freeze for Temporary Personnel

Summary

We currently have eight positions not being or no longer being advertised, four positions being advertised, and eight fulltime positions becoming open in the next three months to a year. Out of these twenty positions, five of these listed are temporary personnel. The hiring freeze has left certain departments in a tough situation.

There are some of the positions needing to be filled, more immediately than others. Some departments need temporary personnel to gear up for the summer months to take care of the grounds around Sitka, another to take care of the utility customer desk for gaps in coverage, another to manage the visitors coming to town, and another to continue to digitize our records. We are up against a hard timeline needing to have enough time to adequately train new employees.

Without the exemption to the hiring freeze, our grounds maintenance will need to be reprioritized and may not get done in a timely manner; less hours to serve citizens to answer telephone calls, and accept telephone payments, in addition to safety at the Utility Customer Service Counter; less time to greet visitors, set up and take down events and conferences at Harrigan Centennial Hall; and more money spent on storage for paper records in the Clerk's office.

There are five temporary positions awaiting approval for offers:

- 2x Summer Grounds Crew
- 1x Utility Customer Service
- 1x HCH Summer Seasonal
- 1x Clerk Office Assistant

These five positions have been and are budgeted for. The impact is small to the budget, costing the city approximately \$60k for 5 months of work for 5 temporary personnel, but the impacts are substantial.

Recommendation

Approval of exemption to the hiring freeze to hire five temporary personnel.