

Update and discussion / direction on next steps
for the Municipal Administrator recruitment process
and discussion of memo from Interim Municipal
Administrator Dave Miller.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
From: Dave Miller, Interim Administrator / Fire Chief
Date: August 8, 2019

Thank you for the opportunity to serve the City and Borough of Sitka. We live in a wonderful community.

I would like to offer my thoughts for consideration as they relate to the recruitment/hiring of an Administrator.

Until an Administrator is hired, I am committed to serving as Interim Administrator / Fire Chief. I realize this may take some time, as it should, to find the right candidate for the position.

Once a new Administrator is in place, I propose the Assembly consider moving me to a transitional position, "Assistant Administrator / PIO". At this time a new Fire Chief would also be hired. I see this as a win-win situation for everyone involved in a time of transition. The new Administrator and I would work closely together to create a strong team for the City. Concurrently, I would mentor the new Fire Chief to ensure the success of that individual in his/her new role.

My goal is to retire in the near future; two years or less. I firmly believe we need to provide a pathway to success for our new Administrator and future Fire Chief. My proposal does just that.

Thank you for your consideration.