



City Administrator Report  
February 15, 2023

Dear Council:

I had a debrief with MURAD about the PIDP grant. It was very good news. The project scored very well, the suggestions they had will be easy to change in this years grant application. They said the application was impressive for a first-time submission.

The RFP for the accounting firm was posted. We have a full response from Teuscher-Walpole. There were no other accounting firms with emails in Ketchikan. I delivered via USPS 3 other RFPs announcements.

I have been filling in the accounting requirements that staff knows how to do, like end of the month reconciliation, deposit reports, transfers, billings, ect.

I have submitted 3 projects for Senator Murkowski's ear-mark budget.

I am preparing an application to the Denali Commission for the community plan and the fires station plans and construction.

I am working with Rain Coast data to update the BCA for the PIDP grant.

I need direction from the Council for a rental lease with OVS while ownership gets decided.

I was reminded these last few weeks that my job to the Council is one of information and advisement. With that said I would like to start the following discussion:

In November I asked the Council for leniency in my attendance due to a debilitating illness. A member of the Council asked if I had everything I needed to work from home, and I said that I did. I asked for 3 months of no more than 6 hours a day in the office. In December I took 44 hours of paid time off, or approximately 1 work week. Many of these hours I continued to work from home but any time I was not in the office I used paid time off that I have been accruing for the last 4 years. I had told the Council it might take as much as 3 months to get better but I have been very lucky and have not had any work from home days in January/February. I took a day off last week but had plenty of "over worked" hours to cover it.

I understand the frustration when staff gets sick, especially if it is chronic or long term illness. It is less a problem of staff "always" being gone and more an issue of having the lowest staffing we have had in recent years. When the last City Administrator left the then accountant would answer the door or phone if the finance clerk was gone. The grant manager was also here and as well as 2 full time public works employees and Councilor Watson would come sit and answer phones when the Finance Clerk wanted off.



You will never be able to hire an employee and know what off work life will look like for them. It is best practice in the human resources world to worry more about why an employee is taking off a lot of time and much cheaper to try to keep them employed. It is true that you can write up discipline action for attendance, but if you follow that to it's conclusion you are out an employee anyway when you release them, and that is the complaint that started the discussion in the first place.

Respectfully Submitted,

Lori Richmond  
City Administrator