



"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
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www.ci.kenai.ak.us

October 10, 2005

[REDACTED]
 P. O. Box 18
 Kenai, AK 99611

Dear [REDACTED]:

On September 27, 2005, the City of Kenai became aware of your reports of Chuck Kopp's behavior when you informed Sergeant Gus Sandahl of your concerns. We immediately launched an investigation into the behavior and conduct in question. Our goal was to stop, immediately, any type of harassment that was occurring and then to determine whether remedial action was necessary to correct any problems and ensure that your workplace was absolutely free of any type of sexual harassment.

As a result of our investigation, Chuck Kopp was removed immediately from his supervisory role relating to your position. He will have absolutely no supervisory authority over you. Sergeant Sandahl is charged and directed to report any problems or concerns regarding any type of harassment of you by Chuck Kopp to the City Attorney. Once a full time City Manager is hired, Sergeant Sandahl will report such concerns to the new City Manager. Chuck Kopp is not in the chain of command for this process. Your job evaluations will be done by Sergeant Sandahl.

Mr. Kopp's position as Acting City Manager *does not* place him in a position of authority over your position as Administrative Assistant. If you feel any type of retaliatory conduct or action by Chuck Kopp, or any type of behavior that you feel is in any way inappropriate, you are to report it immediately to Sergeant Gus Sandahl, or me. The City of Kenai will not tolerate harassment of its employees from anyone, regardless of his or her position.

You may want to know what action has been taken against Chief Kopp as a result of this investigation. That is certainly understandable; but Title 23 of the Kenai Municipal Code

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requires personnel matters, regardless of their nature, to be kept confidential. Neither I, nor anyone on the City Council, can discuss those matters with you.

It may be that further action is necessary. However, our intent in the actions taken thus far was one of *immediate* remedial action to ensure that you work in a harassment-free environment. You and I have discussed the above actions at length over the telephone. The City of Kenai is open to any other suggestions or requests regarding actions we might take to make your work environment free of any type of sexual harassment.

Sincerely,

CITY OF KENAI



Cary R. Graves
City Attorney