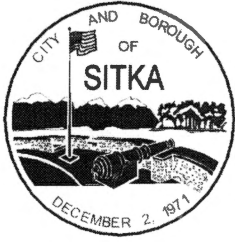


## **POSSIBLE MOTION**

**I MOVE TO** approve the hire offer for Assessor Larry Reeder as recommended by the Interim Municipal Administrator.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

To: Mayor Gary Paxton and Assembly Members

From: Hugh Bevan, Interim Municipal Administrator *HB*

Date: December 10, 2019

Subject: Borough Assessor

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### Background

Wendy Lawrence, our current Assessor, has relocated to Washington State. For the past month she has been working remotely on Sitka's property tax revaluations.

During this period we advertised for an Assessor and received two qualified applicants. Our interview committee met with both of them via video conference. The committee voted unanimously to bring Larry Reeder to Sitka, for a face-to-face interview. That interview was held on December 9, 2019 and subsequently the committee voted unanimously to offer the job to Mr. Reeder.

### Analysis

Larry Reeder has been a County Assessor and Chief Appraiser in Oregon for 19 years. He understands the processes of tax appraisals and petitions for modifications to tax bills, etc.

If approved by the Assembly, Larry will start work February 1, 2020. Wendy will travel to Sitka and spend time with Larry bringing him up to speed on the inner workings of the Assessor's department.

The job description requires Larry to obtain a Level 3 Assessor/Appraiser license from the State of Alaska within 18 months of his date of hire.

### Fiscal Note

The Assessor position is funded at Range 36H in the current budget. I made the following offer to Mr. Reeder which he has accepted:

Starting wage Range 36A

After six months increase to Range 36B with a satisfactory job evaluation

Increase to Range 36C when he achieves the Level 3 State license.

Beginning annual leave balance of 40 hours  
Annual leave accrual rate of 104 hours per year per the personnel policy  
Sick leave accrual rate of 12 hours per month per the personnel policy  
Moving allowance up to \$10,000 based upon approved receipts.

Recommendation

Hire Lawrence Reeder as Sitka's Assessor under the terms stated above.