



# CITY AND BOROUGH OF SITKA

*A COAST GUARD CITY*

## MEMORANDUM

**To:** Assembly Members  
**From:** Mayor Eisenbeisz  
**Date:** 1/3/24  
**Subject:** Brian Hanson Retirement

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Assembly,

Our municipal attorney has given notice of retirement, effective June 30, 2024. This position is one of two who is hired by the assembly. As such, we need to start a hiring process to facilitate the retirement of our attorney. The municipal attorney is not only needed by City staff on a daily basis, but is required by Charter. It is anticipated that a hiring process will take considerable time and effort in recruitment, given the nationwide challenges with staffing.

A brief timeline as I see it now. At our January 23 meeting we will review the job description and pay scale for the position. Any edits will be made then, and the job posted on multiple outlets. It is suggested that the advertisement stay open until April 1 at the earliest, and remain open until filled. After that point we will review initial applications and determine if we desire to move along to Zoom interviews with any of the applicants. The next step could be in person interviews, or another round of Zoom. It is up to the assembly if they desire in person interviews for the final round.

I have asked John Leach and HR for assistance in this process. They will be working with the assembly as this process moves forward. I thank them for the time and effort in this process as it unfolds. Please let us know what questions you might have.