



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
1332 Seward Ave.  
Room 229  
Sitka, AK  
(907)747-1811

## Meeting Agenda

### City and Borough Assembly

*Mayor Mim McConnell  
Deputy Mayor Matt Hunter  
Vice-Deputy Mayor Benjamin Miyasato  
Aaron Swanson, Steven Eisenbeisz  
Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman  
Acting Municipal Attorney: Brian Hanson*

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Tuesday, September 6, 2016

5:00 PM

Assembly Chambers

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**Meeting to be held at the Sealing Cove Business Center 601 Alice Loop**

#### SPECIAL MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

#### IV. PERSONS TO BE HEARD

*Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.*

#### V. NEW BUSINESS:

#### A [16-158](#) In-person interview with Municipal Attorney candidate Brian Hanson

Attachments: [Possible motion AFTER interview.pdf](#)

#### B [16-159](#) Contingent on outcome of item A: Possible discussion on potential employment agreement with Brian Hanson and possible elements to be considered in the Municipal Attorney employment agreement

Attachments: [Item B - Discussion and Possible Motion.pdf](#)

#### VI. EXECUTIVE SESSION

#### VII. ADJOURNMENT

*Sara Peterson, CMC  
Municipal Clerk  
Publish: September 2*





# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** 16-158      **Version:** 1      **Name:**  
**Type:** Item      **Status:** AGENDA READY  
**File created:** 9/1/2016      **In control:** City and Borough Assembly  
**On agenda:** 9/6/2016      **Final action:**  
**Title:** In-person interview with Municipal Attorney candidate Brian Hanson  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Possible motion AFTER interview.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

### **AFTER the interview**

**I MOVE TO** select Brian Hanson as the Municipal Attorney pending successful employment agreement negotiations.



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**Type:** Item      **Status:** AGENDA READY

**File created:** 9/1/2016      **In control:** City and Borough Assembly

**On agenda:** 9/6/2016      **Final action:**

**Title:** Contingent on outcome of item A: Possible discussion on potential employment agreement with Brian Hanson and possible elements to be considered in the Municipal Attorney employment agreement

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Item B - Discussion and Possible Motion.pdf](#)

Date	Ver.	Action By	Action	Result
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## **DISCUSSION FIRST *and then***

### **POSSIBLE MOTION**

**I MOVE TO** direct the Municipal Administrator to have the Human Resources Director prepare an employment agreement with Brian Hanson to include the following elements and bring back to the Assembly for approval:

Starting Salary:	\$125,000 per year, paid bi-weekly, exempt full-time, benefitted (advertised salary)
Salary after 12 months:	\$135,000 per year based on satisfactory performance review
Salary after 24 months:	\$140,000 per year based on satisfactory performance review
Starting Annual Leave Bank:	80 hours, available on the first day of employment
Annual Leave Accrual:	12.67 hours per month for the first year, 20 hours per month (240 hours per year) after the first year anniversary
Severance Pay:	90 days – except for misconduct – no severance pay
Moving Expenses:	None
Other Benefits:	Per City and Borough of Sitka Personnel Policies Handbook – PERS and SBS annuities are the main retirement programs
Starting Date:	To be determined, no later than _____

For Assembly meeting Tuesday, September 6, 2016

Possible elements for Brian Hanson Contract

Wednesday, August 31, 2016

Starting Salary:	\$125,000 per year, paid bi-weekly, Exempt Full-Time, Benefitted (Advertised salary)
Salary after 12 months:	\$135,000/ year based on satisfactory performance review
Salary after 24 months:	\$140,000/ year based on satisfactory performance review
Starting Annual Leave Bank	80 hours, available on the first day of employment.
Annual Leave Accrual	12.67 hours per month for the first year, 20 hours per month (240 hours per year) after the first year anniversary.
Severance Pay	90 days – Except for misconduct – No severance pay

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From Mark Gorman's contract for reference:

Section 3:  
Severance Pay

In the event the Employee is terminated by the Assembly during such time as the Employee is willing and able to perform the duties of Administrator, the City shall give the Employee ninety (90) days of severance pay, unless Employee is terminated for commission of a crime or gross misconduct. Severance pay shall constitute a lump sum cash payment equal to the monetary value of all pay and benefits provided for the period of severance pay due, except that the City shall pay directly for the Employee's City-sponsored health insurance for sixty (60) calendar days after separation under COBRA. Employee shall be entitled to accrued leave as of the date of separation.

Non-renewal of this contract after expiration of its term shall not entitle the Employee to any severance pay.

Section 7:  
Vacation and Benefits

The City will provide 2 weeks (80 hours) annual leave in the bank to start, with an accrual thereafter at a rate of 12.67 hours per month of annual leave to the Employee for first year of employment. Following an overall satisfactory rating at the end of the first twelve months of employment, the employee shall be entitled to receive 25 days of annual leave and will start an accrual rate of 16.67 hours per month. The terms and conditions of the leave are subject to the provisions of the City and Borough of Sitka Personnel Policies Handbook.

Employer shall provide Employee with sick leave and other applicable benefits as described in the City and Borough of Sitka Personnel Policies Handbook.

Employer shall provide Employee with the same Life Insurance, Health Insurance and Retirement benefits as other exempt employees as described in the City and Borough of Sitka Personnel Policies Handbook

Employer agrees to indemnify, defend and hold employee harmless from any suit or claim brought against him for any actions or claims brought because of, based on, or arising out of his employment by or service to the municipality.

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Moving Expenses	None
Other Benefits	Other benefits are as per City and Borough Personnel Policies Handbook. We have PERS and SBS annuities as the main retirement programs for the City and Borough. City and Borough employees pay 10% of the premium for health insurance. Please contact Mark Danielson at 907 747-1816 if you have any questions about the benefit program.
Starting Date	To be determined, no later than _____

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