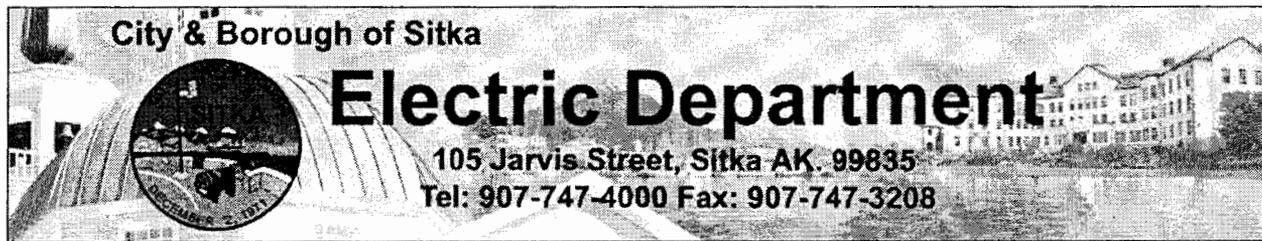


POSSIBLE MOTION

I MOVE TO approve a Contract Coordinator position Class 28, Step A specifically assigned for the Blue Lake Expansion Project within the Electric Department.



May 16, 2012

To: Assembly, City and Borough of Sitka
Via: Jim Dinley, Municipal Administrator
From: Christopher Brewton, Utility Director

Subject: Department Staffing Changes - May 22, 2012 Assembly Meeting

I request your recommendation and conveyance to the Assembly for approval of a Contract Coordinator position specifically assigned for the Blue Lake Expansion Project. The position is graded as a Class 28 and will be filled at the Step A level. The request for this position was included in my FY2013 draft budget submitted on February 6, 2012.

The effective completion of the Blue Lake Expansion project will require additional staffing. The bid documents for the General Construction Contract 9 were advertised on May 1, 2012, and a mandatory pre-bid meeting is scheduled for May 22-23, 2012. To date there have been over 50 parties that have signed the plans holders list. This is the beginning of an onslaught of administrative work and the workload will escalate exponentially as we move into the final licensing and construction phase.

Following the award, contract management and document control are critical for the timely and cost-effective completion of this project. As we begin construction, it is imperative that adequate project administrative staffing (Contract Coordinator) is in place to manage the contractor(s), grant, regulatory and other contract requirements.

In order to respond to the administrative needs during construction, the City needs to employ a Contract Coordinator that has the requisite skills to manage the diverse documentation. The Contract Coordinator will be working strictly on the Blue Expansion Project, and this, as well as other required positions, is budgeted under the construction management portion of the Blue Lake project.

The City has been very fortunate to have a dedicated project team, specifically; Dean Orbison and Bob Dryden that have put in countless overtime hours, performing administrative tasks in addition to their engineering work. Their expertise must be entirely focused on the engineering challenges and construction of the project. Effective project management dictates that administrative tasks be reassigned.

Memorandum to Jim Dinley

Re: Department Staffing

May 15, 2012

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The most efficient way to build a project management team is to utilize local people and more specifically, people who work for the Department and are already familiar with the project. There are certain critical skills that will necessitate the hiring of outside consultants, but to the extent possible, utilizing local resources is a huge benefit for the ratepayers. Hiring of outside consultants to manage the project will be many times more expensive, less effective, and the money does not stay in the Sitka economy. Further, utilizing local resources builds redundancy into the project as critical tasks are shared and understood by more than one person. It is my recommendation to fill this position with existing department staff and backfill any vacancies that are created.

The Blue Lake Expansion Project is one of the most complex and expensive projects in the City's history. I cannot overstate the importance of having skilled and competent contract administrative support in place for the overall success of this project. The skills developed for this project will also be invaluable to the Department in the future. Additional capital projects are required to maintain and improve system capabilities including; new diesel generation, and a future HPR substation. Contract management skills developed during the Blue Lake Expansion will be utilized for the construction of these future capital projects. Therefore, I urgently request immediate consideration and approval of this staffing proposal.

Cc: Theresa Hillhouse, Municipal Attorney
Jay Sweeney, Finance Director
Mark Danielson, Human Resources Director
File

Sitka, Alaska Pay Schedule
 April 7, 2008

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
17	12.17	12.47	12.79	13.11	13.43	13.77	14.11	14.47	14.83	15.20	15.58	15.97	16.37	16.78	17.20
18	12.77	13.09	13.42	13.75	14.09	14.45	14.81	15.18	15.56	15.95	16.35	16.75	17.17	17.60	18.04
19	13.41	13.74	14.09	14.44	14.80	15.17	15.55	15.94	16.34	16.74	17.16	17.59	18.03	18.48	18.95
20	14.08	14.43	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93	19.41	19.89
21	14.79	15.16	15.54	15.93	16.32	16.73	17.15	17.58	18.02	18.47	18.93	19.40	19.89	20.39	20.90
22	15.53	15.92	16.32	16.72	17.14	17.57	18.01	18.46	18.92	19.39	19.88	20.38	20.89	21.41	21.94
23	16.31	16.72	17.14	17.57	18.00	18.45	18.92	19.39	19.87	20.37	20.88	21.40	21.94	22.48	23.05
24	17.12	17.55	17.99	18.44	18.90	19.37	19.86	20.35	20.86	21.38	21.92	22.47	23.03	23.60	24.19
25	17.99	18.44	18.90	19.37	19.85	20.35	20.86	21.38	21.91	22.46	23.02	23.60	24.19	24.79	25.41
26	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.00	23.58	24.17	24.77	25.39	26.02	26.68
27	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	25.38	26.01	26.66	27.33	28.01
28	20.82	21.34	21.87	22.42	22.98	23.55	24.14	24.75	25.36	26.00	26.65	27.31	28.00	28.70	29.41
29	21.86	22.41	22.97	23.54	24.13	24.74	25.35	25.99	26.64	27.30	27.99	28.69	29.40	30.14	30.89
30	22.95	23.52	24.11	24.71	25.33	25.96	26.61	27.28	27.96	28.66	29.38	30.11	30.86	31.64	32.43
31	24.10	24.70	25.32	25.95	26.60	27.26	27.94	28.64	29.36	30.09	30.85	31.62	32.41	33.22	34.05
32	25.29	25.93	26.57	27.24	27.92	28.62	29.33	30.07	30.82	31.59	32.38	33.19	34.02	34.87	35.74
33	26.56	27.23	27.91	28.60	29.32	30.05	30.80	31.57	32.36	33.17	34.00	34.85	35.72	36.62	37.53
34	27.89	28.59	29.30	30.04	30.79	31.56	32.35	33.16	33.98	34.83	35.70	36.60	37.51	38.45	39.41
35	29.28	30.01	30.77	31.53	32.32	33.13	33.96	34.81	35.68	36.57	37.48	38.42	39.38	40.37	41.38
36	30.75	31.52	32.31	33.12	33.95	34.80	35.67	36.56	37.47	38.41	39.37	40.35	41.36	42.40	43.46
37	32.29	33.09	33.92	34.77	35.64	36.53	37.44	38.38	39.34	40.32	41.33	42.36	43.42	44.51	45.62
38	33.90	34.75	35.62	36.51	37.42	38.36	39.31	40.30	41.31	42.34	43.40	44.48	45.59	46.73	47.90
39	35.61	36.50	37.41	38.34	39.30	40.29	41.29	42.32	43.38	44.47	45.58	46.72	47.89	49.08	50.31
40	37.38	38.32	39.27	40.26	41.26	42.29	43.35	44.44	45.55	46.69	47.85	49.05	50.28	51.53	52.82
41	39.25	40.23	41.24	42.27	43.32	44.41	45.52	46.66	47.82	49.02	50.24	51.50	52.79	54.11	55.46
42	41.21	42.24	43.30	44.38	45.49	46.62	47.79	48.98	50.21	51.46	52.75	54.07	55.42	56.81	58.23