

## **POSSIBLE MOTION**

**I MOVE** to approve the promotion of Amy Ainslie from Planner I to Planning Director 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:** November 5, 2019  
**Subject:** Planning Director

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### **Background**

The staff position of Planning Director has been vacant off and on for more than one year. During this time our Planner 1, Amy Ainslie, has been performing most of the work of the Planning Office including support for the Planning Commission.

She was assisted temporarily last winter by Scott Brylinsky who acted as Planning Director. Scott has returned this fall to help us with the No Name/Granite Creek Master Plan.

### **Analysis**

Over the past month I have interacted frequently with Amy regarding Planning matters for the City. I have found her to be knowledgeable and thoroughly on top of the matters before her Department.

I have reviewed Amy's education and work history which are attached, and I feel that she will make an excellent Planning Director. Besides her college education in economics and management she has applied for an online graduate degree from Penn State in Community and Economic Development.

### **Fiscal Note**

The Planning Director position is funded in the FY20 budget at Range 35 Step B. I have offered Amy the position at Range 35 Step A which is entry level pay.

If this appointment is acceptable to the Assembly, I will propose in the FY21 budget a training budget for Amy that will help her with the Penn State fees.

In the near term we will advertise for her replacement Planner 1 at a level that is within budget.

### **Recommendation**

Promote Amy Ainslie from Planner 1 to Planning Director effective immediately.

# Amy Ainslie

## Educational Experience:

- Sitka High School  
High School Diploma
- University of Alaska Anchorage  
Bachelors of Business Administration  
Double Major in Economics and Management  
Minor in Communications  
Magna cum Laude  
Graduation Date: 5/2014

## Work Experience:

- Planner I, City and Borough of Sitka  
1/2019 – Present  
Primary duties include code administration (including new proposals for, active management of, and enforcing) for zoning, subdivisions, and land leasing/disposal. Supporting Planning Commission and Historic Preservation Commission. Facilitating public engagement through commission meetings, public notices, and in-person meetings for individual assistance. Collaborating on cross-department and cross-disciplinary work products.
- Store Director, Hames Corporation  
9/2017 – 12/2018  
Management of retail operation including employees, operations, inventory, supply chain, finances, marketing, and external relations (customers, vendors, etc.). Actively managed 16-20 employees including daily task delegation and long-term performance management. Directed hiring and firing as well as disciplinary actions if needed. Member of the corporate-wide strategic management team.
- BP Exploration, Commercial Analyst  
6/2014 – 9/2017  
Analyst on the economic and commercial analysis team. Performed both prospective and retrospective economic analysis for capital investments. Worked on short and long-range activity planning for capital prioritization, as well as meeting external demands for State of Alaska and federal reporting requirements. Served as the finance representative within the Projects department to provide financial and economic input and expertise on corporate-wide finance policy. Engaged heavily with external parties including working interest owners and regulators.