

Jim Dinley
Municipal Administrator
City and Borough of Sitka
100 Lincoln St.
Sitka AK 99835
P: 907-747-1808 F: 907-747-7403
jimdinley@cityofsitka.com

ADMINISTRATION

Memo

To: Mayor and Assembly
From: Jim Dinley, Municipal Administrator
Date: March 14, 2013
Re: Electric Department Engineers

The CBS Electric Department currently has 2 Engineer vacancies. Bob Dryden elected to retire and David Hawkins elected to return to his home in Micronesia.

Bob Dryden served as the Systems Engineer and most recently provided in-house design for the Blue Lake Expansion project.

David Hawkins was the Transmission and Distribution Manager primarily responsible for the distribution and upgrade of the new capacity of the Blue Lake Expansion.

The third vacancy could be Chris Brewton if we are unable to persuade him to be our Electric Department Head through the completion of the Blue Lake project.

I asked Mark Danielson and Chris Brewton to request proposals from several search firms. The search firms basically charge 30% of the first year wages and bonus payable when the candidate(s) is hired. With this 30% fee the City and Borough of Sitka would be billed approximately \$40,000 per candidate.

Past efforts to recruit in the Alaska market have not been successful.

I request approval to contract with a search firm for a direct hire of up to three engineers in the Electric Department.