

William Bean Jr.



EDUCATION


Kake High School – Kake, Alaska – Diploma 5/87

University of Alaska-Southeast – Juneau, Alaska – Bachelor of Business Administration/Management 5/93

WORK EXPERIENCE

City Administrator – October 15, 2012 to current

40 hours per week - \$64,400 annual salary

Current Supervisor: Mayor Lloyd Davis, 

City of Kake

P.O. Box 500

Kake, Alaska 99830

(907) 785-3804

- Administration of all City services through the supervision of administrative staff and department heads.
- Performs duties under the directives of City laws in accordance with City of Kake ordinances.
- Oversee department activities and personnel issues. Appoints, trains, disciplines, and removes, if necessary, staff personnel. Conducts background checks, when necessary.
- Assist Council in long and short term planning of Administrative, Utility, and Harbor Enterprises and goal setting.
- Prepare and manage the annual budget as adopted by the Council.

- Prepare and manage Administrative, Utility, and Harbor Enterprise budgets, planning activities and goals.
- Develop and oversee the annual Capital Improvement Program
- Negotiate, contract, solicit and administer contracts (State of Alaska, Forest Service, FAA) in accordance with procurement process and Councils direction.
- Negotiate Maintenance Agreement with State of Alaska for Airport maintenance (snow removal/runway lights/fencing).
- Monitor state and federal legislative activity that may affect the City.
- Represent the City and Council in municipal matters and concerns. Interfaces with state and federal government agencies, legislators, and the general public.
- Serve as staff for all City council meetings, and assists the City Clerk in establish agendas. Implement Council decisions.
- Draft and codify City ordinances and prepare resolution(s) for Mayor approval.
- Management of construction projects, daily inspections, approving deliverables.
- Negotiates leasing contracts with State of Alaska Court System and private local customers.
- Grant writer: Awarded grant from State of Alaska (Community Development Block Grant) for a new boat launch and floating ramp at Kake Portage Harbor - \$755,000; from State of Alaska (DOT) for Kake Dock and seaplane float rehabilitation - \$450,000; from Federal Highways to pave road from Kake to federal lands - \$7 million; and from Alaska Energy Authority for LED lighting upgrade at Kake Portage Harbor- \$50,000. Current grant application to EDA in review status for new fuel dock - \$2.4 million.
- Procurement Officer – responsible for the management of the daily procurement activities from the request to the delivery of goods, works and services. Review purchase requisitions, awarding supplier tenders and supervising the performance of contractors ensuring that approved purchases are cost-efficient and of high quality.
- Supervision of 10 City employees.
- Election Supervisor
- Part-Time Harbormaster
- Transportation Worker Identification Credential (TWIC) card.

- Port Security Officer.

Self-Determination Specialist – Nov 22, 2004 to Oct 5, 2012

Most recent supervisor: Kathy Cline – Fairbanks Agency


Bureau of Indian Affairs
Juneau, Alaska 99802
Fairbanks, Alaska 99701

- Implementation and maintenance of Self Determination contracts and grants.
- Served as Level 1 Awarding Official for award and management of contract and grants through the Alaska Regional Office.
- Negotiated terms, conditions, budgets and scope of work with Federally Recognized Tribes throughout the State of Alaska.
- Conducted off-site contract monitoring in the review of program deliveries.
- Submitted financial and narrative reports to funding agencies and Regional Director.
- Cooperated with program auditors in the remedy of audit findings and questioned costs.
- Evaluated contractors Financial Management, Property Management, Procurement Policies and Records Management systems.
- Self Determination presenter at the BIA Providers Conference.

Significant Accomplishments as City Administrator for the City of Kake

As City Administrator for the City of Kake, my office provides citywide leadership, management, oversight, evaluation, strategic planning, budget coordination, grant planning, and financial planning. My office ensures that services are delivered in an efficient and effective manner. Day-to-day support of City Services and Development Services is the primary function of my office. In nine years under my administration, my office was busy bringing \$15 million in new infrastructure grant projects to the community and updating the 1984 Kake Comprehensive Policy Plan. Bringing these projects to Kake highlighted areas in the Plan to meet goals of maintaining financial stability and supporting our economic development efforts, cultural activities and sustainability.

William Bean Jr.

Michael Robert Burgess



OBJECTIVE

To find an organization that can best use my experience and education.

EDUCATION

- Juris Doctorate, University of Oregon Law School, 1994
- Fulbright Scholar, 1990-1991
- Bachelor in International Studies, Magna Cum Laude, University of Oregon, 1990
- East European and Russian Studies Certificate

SUMMARY OF QUALIFICATIONS

- Real estate development expert. Keen understanding of legal, management and technical issues
- Strong background in analytical methods and broad experience in customer service, project management, and contract negotiation
- Transferable skills: legal supervision, financial management, procurement, capital sourcing, contract negotiations, environmental compliance and supervision, general management, regulatory compliance, risk assessment, quality assurance, technical writing, project analysis
- Excellent interpersonal and technical skills
- Easy adaptation to in-house software

PROFESSIONAL EXPERIENCE

*Advisor for Businesses, Small Business Development Center,
Southwestern Community College
(05/10/2021 – Present)*

- Offer businesses assistance to help re-plan their futures and help them get access to government and private funding

*Contracts Officer, Procurements and Contracting Services, University
of Oregon
(03/15/2020 – 04/01/2021)*

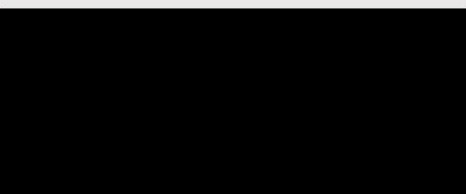
- Procurements and contracting

*Independent Consultant, Budapest, Hungary
(09/03/1994 – 01/05/2020)*

- Source capital/funding for all projects
- Managed architects and engineers for all projects
- Lead on all legal issues and contract negotiations
- Lead multiple real estate developments exceeding customer expectations
- Implement multiple land/building acquisitions
- Develop efficient and effective procedures and processes
- Local permitting supervision
- Promote an excellent work environment
- Team building activities

MICHAEL R BURGESS

CONTACT



- Financial management
- Local and national government relations
- Audit quality and compliance
- Development lead with engineers and architects

Project Reference List

Industrial/Agro Development:

1. Nokia Plant - Szekesfehervar, Hungary
2. Shell Gas Hungary Zrt. Plant – Szekesfehervar, Hungary
3. Pepsi Cola Distribution Center – Szeged, Hungary
4. Denso Plant – Szekesfehervar, Hungary
5. Pioneer Hi-Bred Plant – Szarvas, Hungary
6. Syngenta Seeds Plant, - Mezőtúr Hungary
7. Monsanto Seeds Plant – Bucharest, Romania

Commercial Development

1. Alba Plaza Shopping Center – Szekesfehervar, Hungary
2. Csepel Plaza Shopping Center – Budapest, Hungary
3. Monte Carlo Casino – Budapest, Hungary
4. Boom and Brass Restaurant – Budapest, Hungary

Residential Development:

Vigyazo Haz Luxury Condominiums – Budapest, Hungary

Hospitality Development:

Marriott Hotel – Budapest Hungary

LANGUAGES

Hungarian, Russian, German (also studied Turkish and Norwegian, currently studying Spanish)

PUBLICATIONS

Translator, ALOMA or Memoirs of an Old Film Projectionist, Published Authorhouse UK, 2015

Translator, The Marsh and Other Stories, Published Authorhouse UK 2015

Currently translating my third novel

RE: Professional position

I am pursuing a professional position in which my qualifications, skills, and education will be used to optimize the goals of the organization I will work for. I offer comprehensive knowledge of legal, procurement, real estate and business processes based on experience and education. My organizational, language, and communication skills are exceptional.

As an independent consultant in Budapest, Hungary for twenty-five years, I directed multimillion dollar real estate developments in the commercial, industrial, hospitality and residential sectors. I was also involved in many acquisitions during this period. In addition, I secured several large construction projects in the 20-30 million-dollar range (with international project management and Hungarian or Romanian general contractors) for agro-industrial companies including Monsanto, Syngenta and others. My background involves detailed work in legal and financial analytical methods and broad experience in project development, procurement and management. I propose my years as an independent, self-motivated consultant would be of great benefit to you.

Prior to living in Budapest, I was in the US Army from 1983-1987, I spent three of those years in Germany working in nuclear munitions.

In addition, I started and finished a one-year contract as a Contracts Officer for University of Oregon, between March 15, 2020, and April 1, 2021, learning procurement and contracting for public entities.

Since May 10th, I have been working as a business advisor for Southwestern Community College in Coos Bay, assisting local businesses dealing with re-planning their futures after COVID-19.

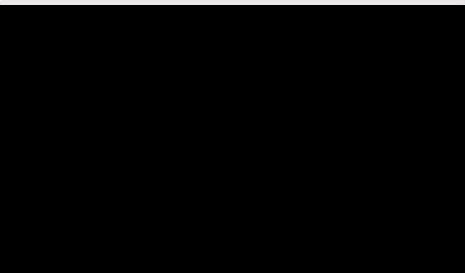
Overall, I will bring a heightened sense of duty and expertise immediately into the position. I look forward to meeting with you. Thank you for your time and consideration.

Kind Regards,

Michael Robert Burgess

MICHAEL R BURGESS

CONTACT



Lukas Benjamin Darling



EDUCATION

- Master of Public Administration** - Public Management Track 2020-2021
Arkansas State University (expected)
NASPAA accredited
- Bachelor of General Studies in History** *summa cum laude* 2016-2019
Youngstown State University
Thesis: *Scottish Independence and Nationalism in Modern Perspective*
Award: Dr. Saul Friedman Award in Jewish Studies
- Certificate in Historic Preservation** 2016-2019
Youngstown State University
- Washington Program on National Security** June 2019
Alexander Hamilton Institute for the Study of Western Civilization

EXPERIENCE

- Regional Planner** September 2021 - Present
Stark County Regional Planning Commission Canton, Ohio
- Processes and prepares plat, site improvement plans, and sub-division applications in accordance with Commission, county, and state regulations.
 - Develops comprehensive plans for local communities under contract with SCRPC.
- Property Enforcement Officer** June 2019 - August 2021
Boardman Township Department of Planning and Zoning Boardman, Ohio
- Coordinated and kept records regarding the Rental Registration Program. Including fee payments, registration forms, and the issuing of Certificates of Registration for over 2,000 rental properties.
 - Performed field inspections of targeted enforcement areas and registered rental properties, alongside property maintenance and zoning code inspections.
 - Participated in the rewriting of Boardman Township's zoning resolution alongside a committee of local government agencies, residents, and community stakeholders.
 - Carried out special projects including the digitization of historic records, drafting records retention policies, writing and submitting grant applications, and worked on various planning activities.
- Planning and Zoning Intern** May 2018 - June 2019
Boardman Township Department of Planning and Zoning Boardman, Ohio
- Lead the implementation of the Rental Registration Program in accordance with Township resolutions.
 - Worked with the Planning and Zoning team and other township departments to create and develop an active transportation plan, Safe Routes to School travel plan, and a comprehensive plan with community and neighborhood engagement.
- Student Researcher** October 2017 - May 2018
Regional Economic Development Initiative (YSU-REDI) Youngstown, Ohio
- Prepared and submitted grant applications on behalf of the City of Youngstown and the Economic Action Group.
 - Worked with students and neighborhood residents to prepare and coordinate community work days, neighborhood plans, and resource catalogs.

References and additional work history can be provided upon request.

Lukas Benjamin Darling



October 19, 2021

Accomplishment Statement

While working for Boardman Township, I lead a strategic analysis of the Zoning Department, which resulted in establishing a 'digital-first' policy. The strategic analysis process involved going through various steps including interviewing department members, having open discussions on our strengths, weaknesses, challenges, and future opportunities, as well discussing how we understood ourselves in relation to citizens and developers. This process had a tremendous impact on the department over the pandemic as the department transitioned to a cloud-based software system which allowed remote access to vital records during the local stay-at-home order. Additionally, I lead the department's records digitization project which lead to the digitization and reorganization of over 70 years of department records, increasing access to these records and farther pushing a digital-first approach.

Lukas Benjamin Darling

[REDACTED]
City of Dillingham Manager Search
% Pearson Consulting
P.O. Box 190694
Anchorage, AK 99519

To whom it may concern,

I am writing to apply for the position of City Manager for the City of Dillingham, Alaska. I am confident that my previous experience and strong educational foundation will prove me an ideal candidate for this position.

In my past and current positions, I have gained experience compiling data, writing, editing, and submitting grant applications, and balancing multiple projects to maximize capacity. I am a strong believer in government efficiency, maximizing capacity through automation and promoting transparency in government.

While I served at Boardman Township, I worked on the Connecting Boardman Active Transportation Plan, the Boardman Safe Routes to School Plan, and launched our records digitization project. While managing the Rental Registration Program, I oversaw the registration of over two thousand rental properties, worked with owners and property managers to bring rental units into compliance with our codes, and administered citations filed in court.

I graduated from Youngstown State University in December 2019 with a Bachelor of General Studies in History and a Certificate in Historic Preservation. I recently completed the final semester of the Master of Public Administration program at Arkansas State University, and my degree will be conferred in December.

I am very interested in the City Manager position and I know that my education and experience would make me a great fit. I look forward to speaking with you about this position.

Thank you for your time and consideration.

Best Regards,



Lukas Darling

Blinn H. Dull Jr



EXPERIENCE | Community Health Services Division Manager, Bristol Bay Area Health Corporation

2014 to Present

I oversee the Community Health Aide Program, Dental Program, Optometry, and Audiology. The Community Health Aide Program is vital to the health care of the Bristol Bay Villages. The other departments also service the whole Bristol Bay Area. I manage all departments to ensure all are Joint Commission accredited, and that they provide quality patient care within the annual budget.

Juvenile Probation Officer III, State of Alaska, Division of Juvenile Justice, Department of Health and Social Services

2004-2014

Juvenile Probation Officer III is a District Supervisor position responsible for assuring quality deliver of probation services by holding juvenile offenders accountable for their behaviors, promoting the safety and restoration of victims and the communities and assisting offenders and their families in developing skills to prevent crime in the Bristol Bay area. This is a hybrid supervisory position that supervises a Juvenile Probation Officer II and a Social Services Associate II while also carrying a caseload personally. Community outreach and development, coordination of services to youth, interacting with Tribal Councils, Native Associations, Tribal Health Corporations, treatment programs, schools and various state agencies are all essential of the job.

Bristol Bay Drift Commercial Fishing Business Owner

2012-Present

I am a Bristol Bay drift permit holder I run and operate my own fishing boat during the June and July months in the Nushagak Bay. I manage all aspects of the business from permits, to maintenance, supplies and financial management. In the first year of operation I purchased a vessel and paid it off in my first year of fishing, while leasing a permit. In the second year I purchase my own fishing permit. My business is profitable

and sustainable. I recently added a property to the business for boat and supply storage, and crew housing.

EDUCATION | University of Alaska Anchorage

Bachelor of Arts Degree in Justice with Minors in Alaska Native Studies and History

LEADERSHIP | I worked with Juvenile Probation for 10 years and with the Health Cooperation for the past 6 years in the Bristol Bay Region working out of Dillingham and serving the population of the Region as a whole. I understand the culture, traditions and the people of this area. I take pride in serving the people of Bristol Bay. My understanding of this area and my knowledge of the culture have helped me in being a successful manager in the region. My commercial fishing business has helped me in building my business management skills to help my business thrive.

Blinn H. Dull Jr.



September 22, 2021

City of Dillingham Manger Search
c/o Pearson Consulting
P.O. Box 190694
Anchorage, Alaska 99519
Email: timpearsonak@gmail.com

I am interested in the Dillingham City Manger position. I have a bachelor's degree in criminal justice, as well as 10 years of experience working with children and families as a Juvenile Probation Office.

I worked as a probation officer in the Dillingham office for 9 years as a probation officer and a supervisor. During this time, I worked with families, Tribal Governments, Courts, and District Attorney and the Public Defender in advocating for juveniles in the region.

For the past 7 years I have been the Community Health Services Division Manager at the Bristol Bay Area Health Corporation. I oversee the Community Health Aide Program that encompasses 21 villages 60 staff and spread across 40,000 square miles. The CHAP program is responsible for providing all the health care needs for 21 villages served by BBAHC. I am responsible for all areas and regulations to ensure a quality delivery of care. I also manage the budget for the program. In the past I have worked with the State of Alaska on managing a grant for the training of staff in the program.

I am a Bristol Bay Drift Commercial Fishing business owner. I run and operate my own business during the summer, and fish primarily in the Nushagak district.

I own multiple properties both in Dillingham, Aleknagik and the Nushagak River I am very invested in this region and the opportunities it offers to the residents.

I have grown up in Bristol Bay and lived in Dillingham for the past 26 years, and this position would be a great opportunity to give back to the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Blinn H. Dull Jr.', written in a cursive style.

Blinn H. Dull Jr.

PAUL DYAL



SUMMARY OF QUALIFICATIONS

I have over thirty-years' experience working with state, federal, and local government agencies to get projects completed. I have a thorough understanding of the bureaucracy of different agencies that consist of ten-years working strictly in municipal government and twenty-four years' experience working in the utility and construction industry. Dedicated leader who performs well in different environments. Adept at managing all phases of project life cycle, from needs assessment through implementation. Hired, trained and was the leader to hundreds of employees during my career. Work well under pressure, on my own, or as part of a team. Hard worker, adaptable, quick learner, and ability to assume responsibility. Perform effectively despite sudden deadlines and changing priorities. Excellent record of dependability and reliability.

PROFESSIONAL EXPERIENCE

2018-Present City of Lake City Lake City, FL

Executive Director of Utilities

- Responsible for all City Utility, Public Works, and Information Technology activities and personnel issues.
- Honest communication to Management, Council, and Public on City issues.
- Administer \$20 million budget.
- Liaison for citizens and city government.
- Building community relationships.
- Responsible for writing policies and procedures.
- Budget negotiations
- Grant Writing and submission.
- Grant Manager for \$2,700,000 grant for sewer expansion.
- Grant Manager for \$1,800,000 grant for wetland expansion.
- Grant Manager for \$1,000,000 grant for Effluent disposal.
- Grant Manager for \$200,000 grant for sewer capacity study.
- Increased economic development by working with our county leaders to expand utility services.
- Responsible for \$6,000,000 in ongoing repairs to the city's current Water Reclamation Facility.
- Leader to 120 employees.

2017-2018 City of Lake City Lake City, FL

Assistant City Manager- Utilities and Public Works

- Responsible for all day-to-day city utility/public works operations.
- Honest communication to Management, Council, and Public on City issues.
- Administer \$30 million budget.
- Building community relationships.

- Increased economic development by working with our county leaders to expand utility services.
- Land use initiatives for annexation to increase size of the city.
- Repair deteriorating infrastructure.
- Liaison for citizens and city government.
- Responsible for writing/enforcing policies and procedures.
- Leader to 120 employees.
- Contract/Grant submissions and budget negotiations.
- Responsible for the budget and construction of a new \$18,000,000 Water Reclamation Facility.
- Responsible for \$1,500,000 in repairs and upgrades to the city's Public Access Reuse System.
- Oversight of a new \$5,000,000 Spray Field to Wetland conversion.
- Responsible for \$6,000,000 in ongoing repairs to the city's current Water Reclamation Facility.

2015-2017 City of Lake City Lake City, FL

Executive Director of Utilities

- Responsible for all day-to-day city utility activities.
- Honest communication to Management, Council, and Public on City issues.
- Administer \$20 million budget.
- Building community relationships.
- Increased economic development by working with our county leaders to expand utility services.
- Land use initiatives for annexation to increase size of the city.
- Repair deteriorating infrastructure.
- Responsible for the budget and construction of a new \$18,000,000 Water Reclamation Facility.
- Responsible for \$1,500,000 in repairs and upgrades to the city's Public Access Reuse System.
- Oversight of a new \$5,000,000 Spray Field to Wetland conversion.
- Responsible for \$6,000,000 in ongoing repairs to the city's current Water Reclamation Facility.
- Submitted and awarded \$2,700,000 grant for sewer expansion.
- Liaison for citizens and city government.
- Responsible for writing/enforcing policies and procedures.
- Leader to 90 employees.
- Contract/Grant submissions and budget negotiations.

2014-2015 City of Lake City Lake City, FL

Assistant Executive Director of Utilities

- Responsible for all day-to-day city utility activities.
- Honest communication to Management, Council, and Public on City issues.
- Responsible for all personnel issues.
- Liaison for citizens and city government.

- Responsible for writing/enforcing policies and procedures.
- Leader to 90 employees
- Contract/Grant submissions and budget negotiations.
- Responsible for the budget and construction of a new \$18,000,000 Water Reclamation Facility.
- Responsible for \$1,500,000 in repairs and upgrades to the city's Public Access Reuse System.
- Oversight of a new \$5,000,000 Spray Field to Wetland conversion.
- Responsible for \$6,000,000 in ongoing repairs to the city's current Water Reclamation Facility.

2012-2014 City of Lake City Lake City, FL

GIS / CAD Tech. / Crew Leader

- Collect GIS data on city assets.
- Update GIS address, zoning, land use, city limit boundary, political, and utility databases.
- Maintained and updated local, state, and congressional district lines.
- Maintained and updated fire and police dispatch 911 databases.
- Maintained National Census data.
- Annexations and other city acquired property changes.
- Created engineering drawings for city projects.
- Easements, permitting, and subordination submissions on behalf of the city.
- Collect and assimilate data for grant submissions.
- Attended Council and various city committee meetings to give updates.

1999-2012 Comm Tech. Inc. / P.E.A. Inc. Gainesville, FL

Project Manager / Engineering and Design

- Project management – design to stakeholder acceptance.
- Liaison for local, state, and federal agencies.
- Reviewed engineering practices for clients.
- Ensured company rules and regulations were followed.
- Budget preparation.
- Coordinated with stakeholders to understand their needs and troubleshoot problems.
- Maintained company standards and quality/quantity of work.
- Designed, inspected, and managed utility, cable, and pipeline projects.
- Designed specs for buildings and underground vaults.
- Designed right-of-way, permit, construction, and as-built drawings.
- Compiled GPS, GIS, State Plane and coordinate data for projects.
- Coordinated with federal, state, and local agencies to resolve any problems that pertain to permitting, design, placement, R/W, or acquisition issues.

EDUCATION

2016	Florida State University	Tallahassee, FL
	<ul style="list-style-type: none">• Certified Public Manager• Certified Supervisory Manager	
2016	Columbia Southern University	Orange Beach, AL
	<ul style="list-style-type: none">• B.S. Business Administration• Graduated Summa Cum Laude	
2005	Lake City Community College	Lake City, FL
	<ul style="list-style-type: none">• A.A. Liberal Arts and Science Degree• Graduated Magna Cum Laude	
2004	Lake City Community College	Lake City, FL
	<ul style="list-style-type: none">• A.A.S. Business Administration and Management• Graduated Magna Cum Laude	
1999	Lake City Community College	Lake City, FL
	<ul style="list-style-type: none">• Computer Drafting II (Certificate)	
1998	Lake City Community College	Lake City, FL
	<ul style="list-style-type: none">• Computer Drafting (Certificate)	

SELECTED AWARDS/HONORS/MEMBERSHIPS

- Member Phi Theta Kappa Honor Society
- Member of Who's Who Among College Students
- 2004 Business Student of the year
- Valedictorian 2004 Spring Graduating Business class
- 2014 Dale Carnegie Highest Achievement Award Winner
- Member of ICMA

INTERESTS

Spending time with family, church activities, scouts, gardening, working in the yard, and learning new software applications.

TIPS

My management style is collaborative and one that bolsters of a Team Leader/Facilitator. I believe in being visible to my team and keeping my employer informed with information they need to hear so that they can make sound decisions. I strive to learn something with each new task assigned and I am open to new ideas that make my job more productive. I pride myself on being a good listener who values and solicits ideas and feedback from others. My background includes budget management and administrative supervision within the public and private business sector. This gives me a unique understanding of public and private ways and has given me a better understanding of my interactions with both.

Paul Dyal

November 21, 2021

City of Dillingham Manager Search
c/o Pearson Consulting
P.O. Box 190694
Anchorage, AK 99519

Dear Recruiting Agency:

It is with great enthusiasm that I submit my qualifications for the City Manager position for the City of Dillingham.

I have ten years' experience working hands-on in municipal government serving as a GIS/CAD Crew Leader, Assistant Executive Director of Utilities, Executive Director of Utilities, and Assistant City Manager for Utilities and Public Works. Overall, I have thirty-years' experience working with state, federal, and local government agencies to get projects completed. I have experience in grant writing/management, budgets, capital projects, and project management. I believe in being fiscally responsible as I currently oversee a \$20,000,000 departmental budget, over \$6,000,000 in grant funds, and over \$6,000,000 in bond re-financing. I have been working with our local County Government on economic development projects for the past several years. All of these are skills that relate to the day-to-day operations of running a successful city infrastructure.

Some of my greatest strengths are my ability to solve problems, listening to others, treating people with respect, being a man of my word, and leading by example with integrity and good humor based in "Servant Leadership".

Lastly, I am excited about becoming an essential part of helping to take the City of Dillingham to the next level of excellence. I sincerely hope you will consider my skills, experience, expertise, and enthusiasm that I would bring to the city worthy of granting me an interview for the position.

Sincerely,

Paul Dyal

Paul Dyal

Enclosure: Resume

Employment Application

All applicants are considered for positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position Applied For: General Manager Date of Application: 08/31/20

Last Name: Fawcett First Name: Arthur Middle Initial: G.



Are you legally eligible for employment in this country? Yes No
 If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
 Have you filed an application with us in the last year? Yes No
 Have you been employed with us before? Yes No
 If yes, give date ___/___/___



Are you available to work: Full-Time (please indicate 1 2 3 shift)
 Part-Time (please indicate Mornings Afternoons Evenings)
 Temporary (please indicate dates available ___/___/___ - ___/___/___)

As an adult have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
 Answering yes to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, nature of the violation, rehabilitation, and position applied for will be taken into account. If yes, please provide date(s) and details:

References

List the name and telephone number of three business or work references we may contact who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Phone Number	Year Known
<u>Diana Yliniemi</u>	<u>Trucker</u>	<u>Friend</u>	[Redacted]	[Redacted]
<u>Genelle Winter</u>	<u>Maintenance Manager</u>	<u>Friend</u>	[Redacted]	[Redacted]
<u>Rachael Askren</u>	<u>AISM Director</u>	<u>Friend</u>	[Redacted]	[Redacted]

Education: Upon hire official transcripts may be required.

	Name and Location of School	Course of Study	Years Completed	Diploma/Degree
High School	Metlakatla High Metlakatla, AK.	General	4	Diploma
Undergraduate College				
Graduate/Professional				
Other (Specify)	Oregon Institute of Technology	Accounting	2	Degree

Employment Experience: Start with your present or last job and include any job-related, military service assignments, and volunteer activities related to this position.

Employer Name and Address	Position Title/Duties & Skills:	Dates Employed From To
Metlakatla Indian Community Box 8 Metlakatla, AK. 99926	Chief Magistrate In charge of court personnel, budget	2014 Present
		Reason for leaving:
Employer Name and Address	Position Title/Duties & Skills:	Dates Employed From To
Metlakatla Indian Community P.O. Box 8 Metlakatla, AK. 99926	General Manager - Mayor - Police Commissioner	2010 2011
		Reason for leaving: Term limit
Employer Name and Address	Position Title/Duties & Skills:	Dates Employed From To
Arthur Fawcett	Sole Proprietor Lawn care business	2000 2009
		Salary:
		Reason for leaving: Seasonal

If you need additional space, please continue on a separate sheet of paper.

List any additional information you would like us to consider: FOR EXAMPLE : professional, trade, business, or civic activities and offices held; military service; or specialized training.

Housing Board of Commissioner 1995 - 2009
Chairman - Boys & Girls Club 1998 - 2005

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

141 Main Street • PO Box 889 • Dillingham, Alaska 99576
City Hall (907) 842-5211 • Fax (907) 842-2060

www.dillinghamak.us

Applicant's Statement: Please read carefully, initial each paragraph, and sign below.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. AF Initials

I hereby authorize the City of Dillingham to thoroughly investigate my references, Work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. AF Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative. AF Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. AF Initials

I waive receipt of a copy of any public record described in the paragraph above. AF Initials

Any dispute or claim concerning Employee's employment with the City of Dillingham or the terms, conditions, or benefits of such employment, will be settled by binding arbitration. AF Initials

I have received and reviewed the job description for the position that I am applying. AF Initials

This application for employment shall be considered for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. AF Initials

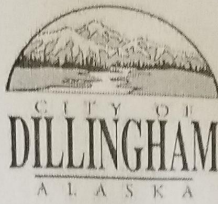
I also understand that if hired, I am required to abide by all policies and procedures of the employer. AF Initials

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Arthur Zawacki
Signature of Applicant

9/3/2021
Date



Waiver and Authorization to Release Information

I authorize you to furnish the City of Dillingham, its Officers, Department Heads, Human Resource Department, and representatives, with information that you have concerning my employment records and history, including performance evaluations, reprimands, disciplinary actions, character, reputation, educational record, work related medical history, military service records, polygraph examination history, driving record, criminal history, credit rating, if applicable, and other pertinent information for employment purposes.

The information requested will assist in determining my qualifications and fitness for employment with the City of Dillingham. I release you, your organization, the City of Dillingham, its officers, employees and representatives from all liability or damage whatsoever incurred in furnishing such information requested.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Codes, Section 552, and specifically waive those rights, understanding that the information furnished will be used by the City of Dillingham and its departments in conjunction with employment procedures. I will make NO attempt to gain access to the information provided by you in conjunction with this employment process and hereby waive any rights I may have to request disclosure of information provided by you in conjunction with employment procedures.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

May we contact your present employer? YES NO

Name: <i>Arthur Fawcett</i>	Signature: <i>Arthur Fawcett</i>	Date: <i>9/3/2021</i>
Maiden Name:	Alias or AKA:	



COMMANDER LEE M. FOLEY, COMMANDER, U.S. NAVY (RET)

PROFESSIONAL EXPERIENCE

PRESIDENT

May 2001 – Present

Save The Wolves Foundation, Inc., Bethel, Alaska

A non-profit, 501(C)3 organization advocating and supporting the reintroduction and preservation of wolves in the wild.

- Merge efforts with other advocacy groups in seeking protection for all wolf species
- Utilize social media venues to lobby for wolves to remain on the Endangered Species Act
- Market wolf-inspired items to heighten awareness for protection of wolves
- Develop and implement concepts to highlight attempts to eradicate wolves

CITY MANAGER

July 2008 – May 2014

City Council, Bethel, Alaska

Directed and managed highly advanced programs responsible for the operation and maintenance of City processes and procedures.

- Established vision of capital initiatives and improvements uniting diverse business units to achieve and maintain optimum fiscal and operational health
- Led and directed efforts that achieved five consecutive unqualified annual financial audits, the last resulting in the City being designated as a low-risk audit municipality
- Successfully managed multiple upgrades and improvements with projects ranging from \$2 Million to \$24 Million Dollars
- Directed day-to-day operations of the sixth largest city in Alaska through nine (9) municipal departments with a workforce of 126 full-time employees
- Consistently presented annual balanced budgets with surpluses for Council approval

PORT DIRECTOR

June 2007 - July 2008

City Manager, Bethel, Alaska

Served as Chief Administrator of the only medium-draft port in southwestern Alaska

- Allocated and regulated use of port facilities including the Seawall, Petroleum Dock, Cargo Dock, and Small Boat Harbor
- In collaboration with the Assistant Port Director, rewrote the Terminal Tariff that included rates, rules, and regulations for all terminal services
- Implemented steps that returned the Seawall Maintenance Fund to solvency

SENIOR HOMELAND SECURITY SPECIALIST November 2004 – May 2007
Innovative Emergency Management, Inc., Salt Lake City, Utah

Worked in team environment to broaden emergency management understanding and applications with State and Local Governments

- As Team Lead for the National Plan Review, conducted reviews for States nation-wide
- Researched, developed, and wrote grant requests applicable for Improvised Explosive Device (IED) and Underwater Hull Explosive Device (UHED) Detection and Prevention Systems. Played central role in the Port of Los Angeles (POLA) ultimately being awarded a \$12 Million Dollar Grant for improvement of port security
- Assisted in identifying weapons of mass destruction (WMD) and deterring terrorist-related incidents for the Department of Homeland Security's Office of Grants and Training
- As Task Lead for Multi-Jurisdictional Prevention and Response Plan Guidance Development and Technical Assistance Deliveries for FEMA, oversaw deliveries which were made on or before established deadlines and under budget by \$100 Thousand Dollars
- Created terrorist and natural-hazards scenarios to support development of Infrastructure Mitigation Plans for various States.

EDUCATION

Graduate, San Diego, California Police Academy	May 1975
Associate Degree, Business Administration and Finance National University, San Diego, California	May 1977
Bachelor Degree, Public Administration (Magna Cum Laude) National University, San Diego, California	May 1981
Master of Arts, International Relations Salve Regina University, Newport, Rhode Island	May 1989
Master of Arts, National Security and Strategic Studies U.S. Naval War College, Newport, Rhode Island	May 1989

OTHER

Author: MUSTANG – FROM MESSDECKS TO WARDROOM
Published by Heritage Books, Inc., Berwyn, Maryland

Author: EARLY COMMAND – WAY TO GO
Published by Surface Warfare Magazine, U.S. Navy

Author: DESTROYER TENDERS – A COMPARISON
Published by the United States Naval Institute Press

SIGNIFICANT ACCOMPLISHMENTS IN MUNICIPAL MANAGEMENT

As Bethel City Manager I initiated steps and processes that dramatically improved the financial picture of the City. Debts that had languished for years were paid off and the City's Credit Rating was elevated to 5-Star Status. The history of failed, or qualified, financial audits was reversed, culminating in successive unqualified audits that led to the City's designation as a low-risk audit entity. Annual unbalanced budgets immediately became consistently balanced budgets with modest surpluses.

Supervisory and leadership skills learned and honed in the Navy led to the successful command of a naval warship. I used these same abilities as a City Manager to build a cohesive team of nine departments acting in unison to accomplish the goals of the Bethel City Council.

As the Bethel City Manager, I oversaw and managed myriad projects successfully, none more so than the \$24M construction of the Bethel Health and Aquatic Center.

Thank you.

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City of Bethel Investigation Reveals Improper Contracts and Perks

by [Ben Matheson](#) on June 24, 2014



Redacted page in the investigation report.

The Bethel City Council has released a redacted version of its investigation into city contracts, nepotism, and personnel issues. The investigation led to the firing of Bethel’s city manager in May. The investigation reveals improperly awarded contracts, special agreements, and violations of the city’s previous nepotism rule. It chronicles mismanagement by former city manager, Lee Foley. Bethel Mayor Joe Klejka says the case was clean cut.

“We just have to have a city manager who follows the Bethel Municipal Code,” said Klejka.

The Council hired attorney Michael Gatti in February to conduct the investigation for \$40,000. The result was a 46-page report and the council fired Foley in May. KYUK and six other news organizations made a public records request for the document that same month. The report was released Monday.



The investigation outlines problems with contracts, including special agreements with the former finance director, Bobby Sutton who was being flown up from Kentucky to do budget work.

Foley apparently made an agreement with Sutton, without seeking competitive bids, kept an account for his personal expenses, and provided him with numerous other perks. KYUK was not able to reach Sutton Tuesday.

The investigation also describes several improper agreements with a local business, Faulkner Walsh Constructors. The demolition of the old police station was not opened to competitive bidding, but instead done by Faulkner Walsh to pay off debts owed to the city.

“There was code that told him exactly how to do it so there would be documentation, so taxpayers would get their best purchases with the money we’re using for the city,” said Klejka. “That was consistently not followed. Special deals were given to whoever was most convenient for him to pass it out to. In fact it’s not even always clear why he chose what he did choose, because the documentation just isn’t there.”

Attorneys also found informal agreements with Faulkner Walsh to level the teen center for \$19,000, which ended up costing double that and another for vehicle removal.

In addition, attorneys say Foley backdated a lease for the company at the airport sandpit where he had been trespassing several months at the rate of 450 dollars a month. Owner Harry Faulkner declined to speak with KYUK.

Besides Foley’s mismanagement of agreements and contracts, investigators faulted the city for some problems, such as a bad billing system and incomplete record keeping for leases.

In an analysis of nepotism, the report highlights former City Manager Lee Foley’s son Bo, who works in the I-T department. He is apparently the only union employee for whom the city pays full masters degree tuition. He also flew first class on city travel due to his height of about 6 feet 8 inches. The report found several situations that could be in violation of the previous nepotism ordinance, but many details are blacked out. It clears Council Member Heather Pike for her long-term relationship with a city employee.

In a memo listing 29 past and present related employees included in the investigation, Lee Foley made an argument that hiring family members was quite common at the city. None had a waiver from the manager.

KYUK could not reach Foley by phone Tuesday.

It also reveals inconsistency in credit card usage by city employees for personal business.

“We believe the majority of the credit card purchases were probably reimbursed, the big things would be...basically if they don’t pay it back immediately, within the same month, you’re giving them an interest free loan,” said Klejka.

The report includes four pages of bullet pointed recommendations, including several redacted lines. Klejka says a person to deal with all of the many personnel concerns is at the top of the city’s list.

“Probably something we didn’t expect. We found out that we really needed to tighten up our human resources department. Several years ago we eliminated that position, that’s clearly been a mistake,

that's left a lot of holes in the city, a lot things that needed to be shored up a lot. So that's what we really discovered," said Klejka.

The city is currently recruiting for that position. The council recently made its nepotism rules more explicit and tightened up its policies for credit card usage, tuition reimbursement, leave cash out, and city leases. Several sections of the report are blacked out, including what appears to be the portion about allegation of harassment. The investigation has been sent to the District Attorney's office for review. The [full report is available here](#).

Tagged as: [City of Bethel](#), [investigation](#)

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Contact Us

Monday-Friday 8am-5pm

907.543.3131

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CITY OF BETHEL INVESTIGATION

On June 24, 2014, KYUK's Ben Matheson published an article entitled "City of Bethel Investigation Reveals Improper Contracts and Perks." Because the article is slanted and plays loosely with facts, I would like to make the following statement for the record.

The case was not as clean cut as Mayor Klejka stated in the article although he was correct in stating that that the City has to have a City Manager that follows the rules. What he failed to say was that the Council and previous managers operated in a similar manner, but those actions were ignored.

As City Manager, I did in fact enter into a working agreement with former City Finance Director Bobby Sutton without seeking bids. At the time Mr. Sutton was preparing to relocate to Kentucky, the City was gearing up in preparing for the annual financial audit. While basic accounting is the same for all accountants, a complete understanding of the City, the auditing team, and what it would take to achieve an unqualified audit for Bethel was knowledge only Mr. Sutton had. A contracted accountant may, and I emphasize may, have gotten the City through the audit, but I feel confident that the audit would not have been unqualified and the City would not have been designated as a future low-risk financial audit entity without Mr. Sutton. Bobby was also tasked with working with the City Manager and department heads to develop a balanced budget to present to Council. Since the current Finance Director was unable to report for duty until January 20, 2014, Mr. Sutton's involvement in the budget process was critical. The end result was a balanced budget with modest surplus being presented to Council for consideration. It should be noted that in the several years prior to my hiring as City Manager, the City had a negative credit rating, balanced budgets had not been submitted to the Council, and the City had consistently qualified (negative results) financial audits. A solid and

consistent team effort by department heads, Mr. Sutton, and myself reversed these negatives. When I *chose* to be terminated rather than resign on May 12, 2014, Bethel enjoyed a five star credit rating and the financial picture of the City was positively solid. To claim, or suggest, that my agreement with Mr. Sutton did not evolve from a competitive process would be correct. To claim, or suggest, that the agreement was detrimental to the City is an outright falsehood. The facts unequivocally show that the City benefited greatly from achieving an unqualified audit and receiving a low-risk audit designation. The City also benefited by achieving a balanced budget with surplus despite facing a potential shortfall of \$1,000,000.00 in sales tax revenue.

With respect to improper agreements with Faulkner Walsh Constructors, the City benefited financially by employing this company to demolish the old police station. At least 3 local entities responded to verbal inquiries as to interest in the job, but all declined. The Council was urging the Administration to move forward expeditiously and not waste time in getting this job done (a review of Council meeting minutes will bear this out as well as checking with the Acting Public Works Director), so I viewed it as a win-win situation. We got the building demolished and removed and Faulkner-Walsh Constructors worked off a debt owed to the City. This method, although unorthodox and not in accordance with the BMC, enabled the taxpayers to get the best bang for their buck. None of their tax dollars were used, or paid out, and in fact, \$30,000.00 in debts owed to the City were recovered through work that had to be done. The Mayor's statement that the Code was consistently not followed and that I routinely made special deals that were convenient to me is an out and out lie and borders on slanderous. Any actions I took while serving as City Manager, correctly or incorrectly, benefited the City and the taxpayers. To state otherwise is not true.

There was an agreement with Faulkner Walsh to level the Teen Center for \$19,000.00, but it didn't end up costing double as Mr. Matheson's article states. Other items were factored in and the current Parks & Rec Director has meticulous records. I would suggest interviewing her to obtain the facts instead of writing fiction. Nevertheless, this work was not accomplished strictly in accordance with the BMC.

I did, in fact, backdate the lease for the airport sandpit. When Council brought it to my attention that "some entity" was using City land without authority, I investigated and determined that the land was being occupied by equipment belonging to Faulkner Walsh. FWC was previously occupying that space and the lease payments were being made by Unit Company. The area was being used as a laydown area for Unit Company and for the subcontractor (FWC) while building the new National Guard Armory. Following completion of subcontract work on the National Guard Armory, FWC's equipment continued to occupy the space, but Unit Company stopped paying the lease. Subsequently, I took steps to ensure that occupation of the land was paid for so that the City, and thus the taxpayers, were not being cheated. Since it was brought to my attention after the fact, the only way to fix it was to backdate the lease and collect monies owed to the City.

Our billing system could have been better and it was something the Finance Department was constantly tweaking to make it more efficient and user friendly. Record keeping of leases was addressed and corrected before my termination.

To suggest that I, in any way or manner whatsoever, interfered in by son's employment, training, or travel, with the City is patently untrue. Many employees over the years obtained Bachelor Degrees and did graduate work that was paid for by the City as an incentive to retain quality folks. Nepotism in various forms in violation of the Code have taken place over the last 10-12 years and included City Managers and

sitting Council members. A partial listing was provided to Mr. Michael Gatti during the course of the investigation, but that listing has not been released to the public. To imply that I was the lone violator of this portion of the Code is ludicrous. As to first class travel for my son, he has every receipt for every trip he took on City business. If you interview him and view the receipts, it'll be readily apparent that he only traveled first class once and that was because the airline screwed up his schedule and upgraded his seating to make amends.

On several occasions, including travel to the last AML Winter Conference in Anchorage, several Council members traveled first class. I know this to be true because I was on the plane with them. If first class travel for employees is prohibited, why can Council members travel first class on the City's dime. You may want to solicit travel records of Council members from the City Clerk to see why this happened more frequently than one would expect.

I have the utmost respect for Councilmember Heather Pike and, in fact, voted for her each time she ran for Council. I believe she does a superb job for the City and truly represents the voters. However, I obtained a legal opinion at my own expense, that was ultimately concurred in by a local attorney, that determined a direct blood relationship between Councilmember Pike and the City employee did exist through the recent birth of their biological child. Whether or not they are married is immaterial. In the law's view, their biological child relates them by blood. The Council can put whatever spin they want on this topic, but it is quite easy to verify the blood relationship. When the Council revised the nepotism rule in the Code recently, they essentially made retroactive something that they were adamant in saying they would never do.

I never received a phone call from Mr. Matheson. I did receive and email to which I responded from the Philippines, explaining the time

and date differences and offering to respond to questions via email. These efforts were never responded to by Mr. Matheson.

It was Councilmember Pike's push that finally resulted in the City reverting back to a professional Human Resources Manager rather than an HR Assistant. The HR Manager's position had been abolished by a previous Council and never reinstated despite efforts by my Administration to do so. This is a vital position and I applaud Councilmember Pike's efforts to make this a reality.

Because of various media requests for copies of the report, the investigation was sent to the DA's office for review. In this way it could be released to the public in redacted form.

A handwritten signature in black ink that reads "Lee M. Foley". The signature is written in a cursive style with a long, sweeping tail that ends in an arrowhead pointing to the right.

DLG -- Dillingham -- Foley, Lee -- application -- 2021

Tim Pearson <timpearsonak@gmail.com>
To: Tim Pearson <timpearsonak@gmail.com>

Wed, Feb 3, 2021 at 3:49 PM

----- Forwarded message -----

From: **Lee Foley** [REDACTED]
Date: Sat, Jan 16, 2021 at 9:41 PM
Subject: Dillingham
To: Tim Pearson <timpearsonak@gmail.com>

Hi, Tim,

Per my earlier email, attached is my resume and significant accomplishments statement submitted in consideration for the CM position in Dillingham.

--

Thanks again.


Best Regards,
Lee

##

3 attachments

 **Resume 2021.pdf**
372K

 **Significant Accomplishments.pdf**
152K

 **ADN Article and Rebuttal.pdf**
2077K

Ryan Harrison

Summary

Ryan E. Harrison has worked in the mortgage industry for 16 years. During those years he's worked in management, sales production, origination and processing positions. Throughout his entire lending career, Ryan has worked on VA Loans on a daily basis and knows the intricacies of this specific loan product. His passion is helping service members and their families achieve their homeownership dreams through the VA Loan. When he's not in the office, Ryan enjoys everything outdoors: hunting, fishing, hiking, camping and skiing.

PROFESSIONAL SUMMARY:

Innovative and results-driven executive with progressive career focused on advancement in an organization utilizing my organizational, communication, analytic and relationship-building skills. Motivational leader who demonstrates outstanding team development, thought leadership, national project management and individual development capabilities. Extensive operations management experience with broad expertise that spans sales, finance, marketing, analytics and digital management.

Experience

Sales Manager/VP of Mortgage Lending

Guaranteed Rate

Aug 2020 - Jun 2021 (11 months)

Branch Manager/Senior Mortgage Loan Originator

Veterans United Home Loans

Jul 2018 - Jun 2020 (2 years)

Ryan E. Harrison is a senior loan officer at Veterans United Home Loans. He's worked in the mortgage industry for 16 years in management, processing and origination. Throughout his entire lending career, Ryan has worked on VA Loans on a daily basis and knows the intricacies of this specific loan product. His passion is helping service members and their families achieve their homeownership dreams through the VA Loan.

Mortgage Loan Originator

Alaska USA Mortgage Company, LLC License #157293

Apr 2016 - Feb 2018 (1 year 11 months)

Mortgage Loan Originator.

Project Manager

Harrison Masonry

Jun 2014 - Sep 2015 (1 year 4 months)

Controlled the time, cost and quality of construction projects from residential to commercial and industrial buildings. Planned and coordinated all aspects of the construction process, including hiring contractors and working with engineers, architects and vendors. Determined the scheduling of different

phases of a project based on established deadlines. Negotiated contracts with architects, vendors, contractors and other workers. Secured building permits and licenses and ensured delivery of materials and equipment to construction sites. Ensured that a project is completed according to schedule, managed and resolved problems that arose due to inclement weather, emergencies or other issues that may cause delays.

Production Manager/Senior Mortgage Loan Originator NMLS# 42363

Veterans United Home Loans

Mar 2003 - Jun 2014 (11 years 4 months)

Oversaw all day-to-day operations for full-service home mortgage lender. Performed hands on sales, business development, promotions and planning. Responsible for financial business needs including payroll, P&L, and annual budgets. Developed and led a diverse team of 12 loan officers and loan officer assistants. Gave presentations and speeches for corporate events and public seminars. Individually developed and implemented several efficiency modules used by all employees company wide.

Mortgage Sales Manager

Veterans United Home Loans

Mar 2003 - Jun 2014 (11 years 4 months)

Oversaw all day-to-day operations for full-service home mortgage lender. Performed hands on sales, business development, promotions and planning. Responsible for financial business needs including payroll, P&L, and annual budgets. Developed and led a diverse team of 12 loan officers and loan officer assistants. Gave presentations and speeches for corporate events and public seminars. Individually developed and implemented several efficiency modules used by all employees company wide.

Education

David H Hickman High School

Self taught, Business and Finance

2001 - 2003

Licenses & Certifications

NMLS #42363 - National Mortgage Licensing System

Skills

Hiring • Business Development • Operations Management • Project Management • Sales Force Development • Emerging Technologies • Strategic Planning • Financial Services • Business Networking • Customer Service

Honors & Awards

Top 5 sales producer - Veterans United Home Loans

Jan 2010

Top 5 sales producer within the company.

Top 5 sales producer - Veterans United Home Loans

Jan 2011

Top 5 sales producer within the company.

 **Top 5 sales producer** - Veterans United Home Loans

Jan 2012

Top 5 sales producer within the company.

 **Top 5 sales producer** - Veterans United Home Loans

Jan 2013

Top 5 sales producer within the company.

 **Top 5 sales producer** - Veterans United Home Loans

Jan 2014

Top 5 sales producer within the company.

 **Top 5 sales producer** - Veterans United Home Loans

Jan 2009

Top 5 sales producer within the company.

 **Outstanding Customer Service Award** - Veterans United Home Loans

Dec 2013

Award is given to those within the company that had the highest ratings on their customer service surveys for the year.

 **Outstanding Customer Service Award** - Veterans United Home Loans

Dec 2014

Award is given to those within the company who received the highest customer service ratings on completed customer surveys.

 **Inc. 500 National Recipient** - Inc. 500

Sep 2007

Inc. 500s top 500 national small companies with the largest annual growth award.

 **Top Efficiency Producer Recipient** - Veterans United Home Loans

Jan 2009

Annual award is given to the top 5 individuals within the company who were the most efficient sales producers.

 **Top Efficiency Producer Recipient** - Veterans United Home Loans

Jan 2010

Annual award is given to the top 5 individuals within the company who were the most efficient sales producers.

 **Top Efficiency Producer Recipient** - Veterans United Home Loans

Jan 2011

Annual award is given to the top 5 individuals within the company who were the most efficient sales producers.



Top Efficiency Producer Recipient - Veterans United Home Loans

Jan 2012

Annual award is given to the top 5 individuals within the company who were the most efficient sales producers.



Top Efficiency Producer Recipient - Veterans United Home Loans

Jan 2013

Annual award is given to the top 5 individuals within the company who were the most efficient sales producers.



Top Efficiency Producer Recipient - Veterans United Home Loans

Jan 2014

Annual award is given to the top 5 individuals within the company who were the most efficient sales producers.

Phillip W. Hathcock, Jr

Education

B.S. Degree in Chemistry
Virginia Commonwealth University
Richmond, Virginia
May, 1993

Employment History

May 2016-Present

Barton County, KS, County Administrator. Primary duties include serving as the chief administrative officer for the county, carrying out policies as adopted by the Board of Barton County Commissioners, and development of the annual county budget by statute. Responsible for the management of fourteen department heads and elected officials as well as facilities maintenance of five county owned buildings. Accomplishments include the planning and implementation of a comprehensive COVID 19 pandemic response, successfully planning and operating one of the first COVID 19 vaccination drive through events in Kansas, developing and executing a community-based plan to distribute SPARK funding for maximum taxpayer benefit, and maintaining a revenue neutral tax rate while growing county reserve funds without incurring or servicing any county debt.

July 2014-Present

Barton County, KS, Landfill Director. Responsibilities include daily operation, annual budget, permitting, and customer service needs of the subtitle-D landfill owned by Barton County. Successfully enhanced the Household Hazardous Waste program by constructing a drive through facility to collect and recycle household chemicals and paints that otherwise would have been disposed in the landfill. Revised the landfill operating permit through Kansas Department of Health and Environment to include previously unpermitted airspace that lengthened the life of the landfill by approximately 90 years without expanding the landfill footprint.

September 2005-July 2014

Farm Manager- Burkey Family Farms. Responsible for the daily operation of cattle and farming practices. Daily decision making for family owned and custom farming operation, management of seasonal employees, and repair and maintenance of equipment. Planted and harvested approximately 1000 acres of alfalfa hay and custom cut 2000 acres for area farmers, maintained a herd of 200 black angus cattle.

1998-August 2005

Director of Operations-TEG Southeast, Atlanta, GA. Responsible for operations of full-service environmental laboratory and drilling company. Duties include oversight and client liaison of mobile laboratory and environmental drilling projects throughout the southeast, maintenance of equipment, project invoicing, collections, and supervision of employees. Coordinated five environmental drilling crews for projects throughout Georgia, Alabama, Tennessee, and Florida.

1993-1998

Instrumental Analyst- EnviroCompliance Laboratories, Richmond, VA. Responsible for analyzing environmental water and soil samples for metal contaminants and reporting following EPA procedures.

Professional Affiliations and Certifications

Commercial Rated Pilot

SWANA Certified Manager of Landfills

40 Hour Hazwopper

TSA Security Awareness

Solid Waste Association of North America, Kansas Chapter, Board of Directors 2015-Present

Center for Counseling, Great Bend KS, Board of Directors 2018-Present

Barton County Sheriff Reserve Deputy 2015-Present

Phillip Hathcock, Jr. -- accomplishment

In March of 2020 when COVID-19 was declared a pandemic, and the Health Director of Barton County resigned without notice. These events allowed me to work closely with the Health Department and the Commission to develop emergency policies, adapt policies to best suit the needs of the citizens, and to enact one of the most proactive and successful vaccination programs in the state. I believe acting in the County Administrator capacity during the pandemic was one of my greatest accomplishments, listening to the concerns of the public and working to find the best course of action during a very arduous time. This experience not only allowed me to grow as a leader but as a person as well, I had the pleasure of working many hours along side great nurses and volunteers.

Phillip W. Hathcock, Jr



June 19, 2021

Mr. Tim Pearson
P.O. Box 190694
Anchorage, AK 99519

Mr. Pearson,

Please accept this letter expressing my interest in the City of Dillingham, Alaska City Manager opportunity. Over the course of my professional career, I have gained experience managing people, customer service, and project planning.

Since moving to Barton County in 2005 to be close to family and raise my children, I have been fortunate to be a part of a great community and to work in a public service capacity. I also have had the opportunity to lead my community as the county administrator through the COVID-19 pandemic working with 5 Commissioners, 14 department heads, and 200 employees.

In March of 2020 when COVID-19 was declared a pandemic, and the Health Director of Barton County resigned without notice. These events allowed me to work closely with the Health Department and the Commission to develop emergency policies, adapt policies to best suit the needs of the citizens, and to enact one of the most proactive and successful vaccination programs in the state. I believe acting in the County Administrator capacity during the pandemic was one of my greatest accomplishments, listening to the concerns of the public and working to find the best course of action during a very arduous time. This experience not only allowed me to grow as a leader but as a person as well, I had the pleasure of working many hours along side great nurses and volunteers.

It is my belief that a public servant is just that, a servant to the citizens of the community. While I truly enjoy the community I serve now, my wife and I are looking forward to moving to a place that we can eventually retire.

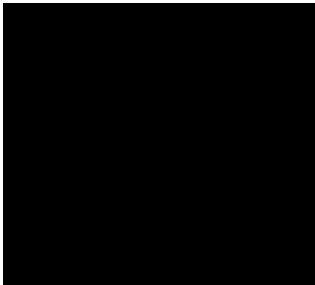
I look forward to speaking with you more in the future regarding my attached resume and my interest in this opportunity.

Sincerely,

Phil Hathcock

Patrick Marsh

ICMA – Credentialed Manager



EDUCATION

Master's Degree

Major: Public Administration
Northern Illinois University - 2004

Bachelor of Arts

Major: Business/Public Adm.
Augustana College - 1988

EXPERTISE

Leadership

Team Management

Economic Development

Tax-Increment Finance

Finance & Budgeting

Planning & Zoning

Land-Use

Sustainability

Transportation

CAREER OBJECTIVE

To utilize my thirty years of local government experience, including eighteen years of local government management, to provide exceptional local government management in an effort to increase quality of life for residents, business, and, visitors to the community.

EXPERIENCE

City Administrator – City of Fitchburg

Fitchburg, Wisconsin – September 2015 to January 2021

- Chief Appointed Official for the City of Fitchburg
- Primary contact for elected officials (Mayor and eight Common Council members)
- Primary contact for business recruiting, retention and expansion
- Responsible for the day-to-day management of fifteen department heads.
- Lead staff for annual budget preparation and management
- Liaison between local organizations such as the Chamber of Commerce and the City

City Administrator & Economic Development Director – City of Monona

Monona, Wisconsin – November 2007 to September 2015

- Chief appointed official for the City of Monona
- Primary contact for elected officials (Mayor and six Common Council members)
- Primary contact for business recruiting, retention and expansion
- Responsible for the day-to-day management of ten department heads
- Served in the role of Deputy Clerk and assisted with elections, etc.

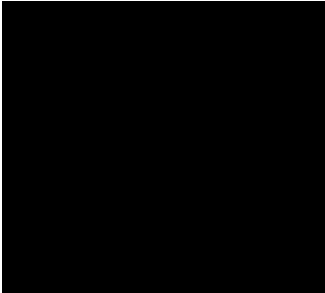
Village Administrator & Economic Development Director –

Coal Valley, Illinois – June 2003 to November 2007

- Chief appointed official for the Village of Coal Valley
- Primary contact for elected officials (Village President and six Trustees)
- Primary contact for all planning and economic development activities
- Responsible for the annual budget and daily management of four department heads

Patrick Marsh

ICMA – Credentialed Manager



EXTRA

Board of Directors

Illinois City/County Managers Association, 2005-2007

Board of Directors

Wisconsin City/County Managers Association, 2008-2012

Board of Directors

Cities & Village Mutual Insurance Company, 2014-2015

Volunteer Coach

Monona Youth Recreation
Baseball, Football, Wrestling
2010-2015

TECHNICAL SKILLS

Efficient in Microsoft software

Word, Excel

EXPERIENCE CONTINUED

Assistant City Manager – City of Eldridge

Eldridge, Iowa – December 2002 to June 2003

- Assisted the City Manager with day-to-day operation of the City
- Assisted the City Manager with budget preparation and management
- Lead staff person for all economic development, planning and zoning activities
- Primary contact for all property maintenance complaints
- Primary liaison between the City Council and City staff

Director of Operations – iPower Distribution Group

Rock Island, Illinois – July 2000 to December 2002

- Lead staff member for a multi-disciplinary, twelve business conglomeration focused on providing one-stop opportunities for industrial material replacement and operation (MRO)
- Reported to a twelve member Board of Directors on monthly operations of company operations
- Lead staff liaison between member companies and industrial clients (Case IH, John Deere, and, Honeywell)
- Managed eight employees

Senior Planner – Bi-State Regional Commission

Rock Island, Illinois – February 1989 to July 2000

- Lead staff person for all transit and park and recreational activities in a two state, five county and forty plus local governments in the Quad City Metropolitan Area and adjacent rural counties
- Assisted local governments with land and right-of-way acquisition for multi-use trails throughout the region
- Coordinated multi-use trail development with the state-wide network of regional trail systems in northern Illinois
- Assisted local governments with comprehensive planning and park and recreation master plans

Intern – Duane Olivier Associates & City of Moline

Moline, Illinois – September 1987 to March 1988

- Assisted local governments with planning documents and asset management inventory systems
- Assisted business consultant with various planning and economic development projects for local governments
- Reviewed local government ordinances for compliance
- Attended city council and village board meetings to experience governing operations of local government

City of Dillingham – City Manager

Most significant accomplishments in municipal management

Patrick Marsh

Mr. Pearson, thank you for the opportunity to tell you about my most significant accomplishments in municipal management. I will start with building a successful staff. I have in both of my most recent positions took the time to evaluate the department heads of the community over an eighteen-month period, prior to making the decisions which of them was on-board to improve the community moving forward. I have successfully replaced six department heads and replaced them with team members that have rejuvenated other staff as well as committee members, commissioners and elected officials. I believe having a quality team in place is the only way to succeed.

Another significant accomplishment that has occurred over the past five years is that of successful growth. I have led the City of Fitchburg, Wi. to be one of the fastest growing communities in the state. We have done so with smart growth, not growth at all cost. we have built housing for all income categories, created employment opportunities for all, ranging from \$15/hours to \$150,000/year plus jobs by focusing on the technical industry, specifically biotech. Coordination with the University of Wisconsin, Madison (located less than five miles away) has assisted in attracting start-ups, new innovative businesses and expansion of existing business in the community.

Thank you for the opportunity to bring this forward.



Theada H. Missick

Manager, Supervisor and Department Head

Professional Summary

Successful at presenting business concepts in an organized and persuasive manner. Deadline-driven and highly motivated. personable and self-motivated team player with strong attention to detail. Maintains a high level of professionalism while supplying consistent and quality service. Collaborative, passionate, motivating leader in everything I put my mind to, and have been officially commended by colleagues and superiors for ingenuity and a high degree of professionalism. Management professional effective at building highly motivated groups, as well as leading cross-functional personnel in a fast-paced environment. Dynamic Customer Service Manager who leads diverse teams to achieve company goals. Ambitious Customer Service Manager experienced with managing complex projects and driving productivity improvement. Management professional effective at building highly motivated employee teams, who serve company goals while enhancing the company name, reputation, and bottom line.

Education

1993

High School Diploma:

Hawksbill High School - Hawksbill Freeport Bahamas

Top 5 of class

Student government representative

Coursework in Human Anatomy, Physiology and Organic Biochemistry

Coursework in Business Management

Coursework in Healthcare Administration

Coursework in Human Resources Management and Accounting

1998

Bachelor of Arts: BUSINESS MANAGEMENT

COLLEGE OF THE BAHAMAS - NASSAU BAHAMAS

Student government representative

Top 3 of class

Recipient of Honors Scholarship

Bachelor of Science: PHARM D

BROWARD COLLEGE - Coconut Creek, FL Currently Attending

Top 5 of class

Student government representative

Coursework in Economics

Coursework in Fundamentals of Communication, Strategic Sales and Retail Marketing

Coursework in Healthcare Management

Coursework in Molecular Genetics, Statistics, and Immunology

Neurological Disorders CEU

Core Competences

- **Customer-oriented**
- **Point of Sale (POS) system operation**
- **Quick learner**
- **Organized multi-tasker**
- **Able to lift 50 pounds or more**
- **Valid Florida driver's license**
- **Late-night shift availability**
- **Good with numbers and math**
- **Skilled up seller**
- **Accustomed to shift work**
- **Dedicated team player**
- **Account management**
- **Traffic analysis**
- **Natural leader**
- **Exceptional attention to detail**
- **Calm under pressure**
- **Crisis communication**
- **Superior verbal and written communication skills**

Skills and Accomplishments

Billing –

- **Cooperated with Medicare, Medicaid, and private insurance providers to set up relationships and resolve billing issues.**
- **Monthly Reporting –**
- **Organized billing and invoice data and prepared accounts receivable and expected revenue reports for controllers.**
- **Scheduling –**
- **Organized technician schedule for customer jobs.**

Technological Proficiency –

- **Developed a strong knowledge of hardware and software while keeping abreast of new applications that increased efficiency and productivity for management and clients.**

Professional Experiences

01/2008 to 01/2010

RETAIL/STOCK MANAGER

TARGET – Dania, Florida

- **Consistently supplied friendly guest service and heartfelt hospitality.**
- **Promptly and empathetically handled guest concerns and complaint**
- **Demonstrated integrity and honesty while interacting with guests, team members and managers**
- **Built loyal clientele through friendly interactions and consistent appreciation.**
- **Reported to each shift on time and ready to work.**
- **Performed all position responsibilities accurately and on time.**

01/2006 to 01/2018

CPHT PHARMACY TECHNICIAN

CVS PHARMACY – 5501 West Oakland Park Blvd. Florida

- **Maintained correct records of patient care, condition, progress, and concerns.**
- **Continually kept and improved the company's reputation and positive image in the markets served.**
- **Reviewed customer survey information to prioritize areas of improvement.**
- **Strategically planned methods to achieve operational goals and targets.**
- **Greeted customers entering the store to find what each customer wanted or needed.**
- **Politely assisted customers in person and via telephone.**
- **Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.**
- **Organized store merchandise racks by size, style, and color to promote visually appealing environment.**

01/2005 to 01/2006

ASSISTANT MANAGER

WENDYS RESTAURANT – Pembroke Pines, Florida

- **Reported to all shifts wearing a neat, clean, and unwrinkled uniform.**
- **Reported to each shift on time and ready to work.**
- **Performed all position responsibilities accurately and on time.**
- **Communicated openly and honestly with the management team during each shift to ensure it ran smoothly**
- **Routinely moved and stocked food products weighing up to [50] pounds.**
- **Strictly followed all cash, security, inventory and labor policies and procedures.**

- **Handled currency and credit transactions quickly and accurately.**
- **Placed food trays over food warmers for immediate service or stored them in refrigerated storage cabinets.**
- **Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.**
- **Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.**
- **Cross-trained and coordinated scheduling with team members to ensure seamless service.**
- **Operated the drive-through window and sales register quickly and efficiently.**
- **Consistently provided friendly guest service and heartfelt hospitality.**

2018-2019

**HEALTH FIRST Melbourne Florida
PHARMACY TECHNICIAN**

- **Maintained correct records of patient care, condition, progress, and concerns.**
- **Continually supported and improved the company's reputation and positive image in the markets served.**
- **Reviewed customer survey information to prioritize areas of improvement.**
- **Strategically planned methods to achieve operational goals and targets.**
- **Greeted customers entering the store to find what each customer wanted or needed.**
- **Politely assisted customers in person and via telephone.**
- **Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.**
- **Organized store merchandise racks by size, style, and color to promote visually appealing environment.**

2019-2020

**HEALTH FIRST Melbourne Florida
BUYER II**

- **Works in a non-intrusive manner with customers to support the adoption of product formularies based upon proved best clinical practice.**
- **Follows established Health First policies, procedures, aims, performance improvement, attendance, safety, environmental, and infection control guidelines.**
- **Supplies clerical support for the creation of purchase orders, including potentially complex orders for capital equipment or projects.**
- **Proactively develops and keeps product catalogs (e.g., e-Procurement) to simplify requisitioning process for customers and promote Health First standards.**
- **Actively listens and interviews customer(s) to decide their needs and requirements.**

- Supports sourcing activities including acquiring information necessary to fulfill customer requirements (e.g., product specifications, equipment cut sheets, scope of work for services)
- Correctly reports in good faith any violation of the compliance policies or ethics violations.
- Finds product substitutions as proper for savings or to avoidance of supply shortages.
- Ensure alignment of purchases with Health First standards, including that product meet Federal and State requirements such as FDA market clearance for intended application.
- **Additional Skills**
- financial management skills
- good communicator and public relations skills
- strong leadership ability
- budget, grant, and capital project experience
- strong work ethic, action & goal-oriented, assertive
- conflict resolution and people skills
- ability to motivate others
- ability to build teams
- supervisory experience –
- ability to develop direct reports and others
- ability to learn, grow, and manage innovation –
- familiarity with Emergency Operations Centers (EOC - COVID) useful –
- familiarity with Bush Alaska useful –
- municipal experience in management, planning, finance, project management or other areas preferred

Theada Missick



Why I would Like to Become Dillingham City Manager

The City Manager should be trustworthy, respectful, ethical, and having good approachable character and the utmost integrity. He/she should have strong listening skills and own the ability to communicate with the Mayor, the City Council, community members, and staff at all levels. A city manager is an executive in charge of the administration of a city's government. He or she is sometimes referred to as the administrative manager or chief operating officer of a city's government. In most municipalities, managers are not elected to the position, but are specifically hired.

As the administrative officer of a city, the city manager may create the city's budget, oversee the day-to-day operations of the individual departments, make personnel decisions, and provide advice to and carries out the specific policies of the mayor and city council.

I would like to say as a strong woman. I have all the skills and experience that you are looking for. I am pretty confident that I am the best candidate for this job role. It is not just my background in the past projects, but also my people skills, which will be applicable in this position

Cathy Perry



To contribute my skills set and experience to advance my organization and its constituents while also expanding and increasing my skill set and knowledge base to enhance my work product.

Skills

- Budgeting and management of multiple program, bond, and grant fund sources
- Management, training, mentoring and evaluation of multiple staff
- Knowledge of State budget cycles to include annual allocations, amendments and net zero budget standardization efforts
- Knowledge of GSFIC bonds, arbitrage milestones, and allowable expenditures
- Extensive use of State of Georgia financial accounting software systems (Peoplesoft, PBCS, eBonds)

Experience

MARCH 2019 TO PRESENT

Director, Budget Services / Ga. Dept. of Corrections, Forsyth, Georgia

- Responsible for overseeing and monitoring the approx. \$1.2 billion dollar budget for the Ga. Department of Corrections, the largest law enforcement agency in the State.
- Review monthly projections with staff for accuracy and completeness.
- Present monthly expenditure reporting and annual projection forecasting to leadership monthly explaining assumptions and detecting anomalies. Present projections to Legislators and Office of Planning and Budget staff as needed and requested.
- Identify extreme monthly budget variances, research causality, determine the net effect (positive/negative) to the overall budget and informed leadership of such variances.
- Monitor, review, and ensure procedural compliance for Department Property and Insurance claims. Ensure deductibles are applied properly and any necessary re-rates are completed.
- Manage the Bond Specialist, review the bond ledger on a monthly basis and ensure ECS meetings are scheduled and attended to regularly.
- Manage the daily budget operations for assigned programs, to include reviewing purchase requests, making recommendations based on sound projections, communicating fiscal analysis requests, reviewing and overriding purchases in Peoplesoft, and directing staff in ongoing fiscal/budgetary matters.
- Use of annual legislation and OPB AOB figures to develop and enter program budgets into Peoplesoft and the Planning and Budget Cloud Service. Update and amend budgets on a quarterly basis as needed.

- Oversee and direct Office of Information and Technology project tracking. Ensure the Georgia Technology Authority, Verizon, and Southern Linc invoices are processed on a monthly basis and re-rates are completed as needed and necessary.

AUGUST 2018 TO MARCH 2019

Bond Manager / Ga. Dept. of Corrections, Forsyth, Georgia

- Development and monthly reconciliation of the bond ledger spreadsheet that tracked 26 open Ga. Department of Corrections bonds consisting of 175 million dollars and 1 million in budgeted cash for bond disallows.
- Ensured GDC bond funds are used as specified in the legislative intent of the bond, within the required benchmarks (6, 36 and 60 months).
- Complete various monthly analysis using Peoplesoft, GSFIC, Luminist, and eBond queries to ensure the bond allocations and remaining balances are reconciled.
- Use of Planning and Budget Cloud Service (PBCS) for direct entry of vehicle capital outlay requests and review of capital outlay requests pertaining to State Prison, Probation Detention Center, and Transitional Center buildings.

DECEMBER 2014 TO AUGUST 2018

District Operations Manager / Ga. Dept. of Human Services, District 3

- Planned, developed, and operated Coordinated Human Service Transportation systems.
- Personnel management; training, monitoring, mentoring and evaluation of the eight (8) regional staff and four (4) Human Service Transportation contractors/contracts.
- Reviewed the annual FTA and DOT (Job Access Reverse Commute) grant applications.
- Followed DOAS and DHS policies, procedures and guidelines for procurement to include the negotiation and execution of contracts and processing vendor payments.
- Received, reviewed, compiled and monitored each Regional Offices monthly expenditures, annual projections, and remaining fund balances (approx. \$6.5 million).
- Created and maintained the expenditure control reports for the twelve (12) regional transportation offices State-wide.
- Collected and compiled data related to the entire Transportation Services Section budget consisting of Federal, State, Local, and Grant funds spread across 20+ fund sources (approx. \$22.2 million).
- Prepared and delivered presentations for City/County Commission meetings, Conferences, State-level partner agencies, Regional Transportation Committees, and Human Service Providers in District 3.

AUGUST 2013 TO NOVEMBER 2014

Assistant Director of Fleet Operations / Ga. Dept. of Corrections, Forsyth, Georgia

- Assisted in the supervision and coordination of the daily operations for the 13-bay fleet facility located in Forsyth which included managing and directing eight (8) GDC employees and fifteen (15) inmates.
- Negotiated, coordinated and executed service maintenance contracts, purchase orders, receipts and requisitions as needed and necessary to keep the facility and equipment in proper maintenance.
- Researched, identified, and presented grant opportunities that would assist Fleet Operations in the development and implementation of the Automotive Service Excellence (ASE) certification program.
- Responsible for vehicle management, purchasing, inspection, monitoring, and disposal of 1900+ Department of Corrections vehicles.

DECEMBER 1999 TO JULY 2013

Receptionist, Admin Ops I, Admin Ops II, Regional Transportation Coordinator / Ga. Dept. of Human Services, Various locations

- Responsible for updating, maintaining, and trouble-shooting expenditure control reports for twelve (12) regional transportation offices monthly. Reviewed reports monthly to ensure accuracy and consistency with Peoplesoft reporting.
- Monitored multiple grants with differing local match and reporting requirements. Use of awarded grant funding to develop, implement, and manage multiple transportation projects that expanded transportation options for the citizens of Georgia.
- Coordinated meetings with multiple state, county, and local entities to discuss transportation options, funding, policies, and programs.
- Worked to ensure budget and contract goals and objectives were met.

Education

MAY 2015

Bachelor of Science; Business: Public Administration / Liberty University, Lynchburg Virginia

Achievements

Co-developer of the award winning Southern Georgia Regional Commission, Transportation Disadvantaged Shuttle Grant Project

Graduate of the 2016 Department of Human Services, Leadership Academy

Creation and implementation of the Georgia Department of Corrections Bond Ledger document. Utilized to track and monitor approximately \$175,000,000 in bond funds over 36 open bonds.



Tim Pearson <timpearsonak@gmail.com>

City Manager, City of Dillingham

Cat Perry [REDACTED]
To: timpearsonak@gmail.com

Mon, Sep 27, 2021 at 11:11 AM

I am interested in the City Manager position currently open with the City of Dillingham, AK. I have included my resume for your review.

I have a Bachelor of Business/Public Administration and 26 years of progressively responsible Government experience. As the Budget Services Director for the Georgia Department of Corrections, my experience covers fiscal analysis, projection, and management of the Department's annual budget (\$1,222,720,787) comprising a multitude of programs, accounts, and fund sources. I have extensive knowledge in State budget cycles, capital outlay bonds, grants, COVID relief funds, Oracle applications, Microsoft, funds management, purchasing and contract negotiation/monitoring.

One accomplishment I am significantly proud of is the development and implementation of the attached GDC Bond Ledger. Upon arriving at GDC in 2018, there was no one location to access, review, and monitor the 24 bonds for GDC. I was asked to develop a tracking mechanism that could be utilized to monitor expenditures and track arbitrage milestones. Through the use of this document, GDC is now consistently meeting arbitrage milestones.

I look forward to hearing from you once you have a chance to review my qualifications.

Sincerely,

Cat Perry

[REDACTED]

2 attachments

 **Cathy Perry Resume (9.27.2021).docx**
80K

 **GDC Bond Ledger 9.24.21.xlsx**
2225K

6 month 5%	Dec-17	Arbitrage Dates
36 month 85%	Jun-20	
60 month 100%	Jun-22	

GDC-133/ 5 Yr/ Locking Controls and Perimeter Detection Improvements Statewide

Facility	Department/ Org Code	Project	Project Description	Total Budget	FY2022			
					FY22 Expenses	FY22 Encumbrances	FY22 Ending Balance	FY22 Proj Comments
Smith SP	4672422401	9120703	LCS Renovations (Add'l Funds)	\$ 614,945.86			\$ 0.00	
Augusta SMP	4672192401	9120902	LCS Renovations (Add'l Funds)	\$ 933,452.64			\$ 10,394.94	
Metro Re-Entry Facility	4672452401	912110	Repair and Replace CCTV Equipment, Isolation Fencing and New Construction Gate	\$ 1,239,983.45			\$ 0.00	
Dooley SP	4672372401	9121103	LCS Renovations	\$ -			\$ -	
Montgomery SP	4672272401	9121222	Replace Floors and Drains in Kitchen	\$ 172,284.70			\$ -	
Calhoun SP	4672442401	9121901	Multiple Buildings - Replace Locking Controls	\$ -			\$ -	
Johnson SP	4672362401	9121901	Multiple Buildings - Replace Locking Controls	\$ -			\$ -	
Various Facilities	4670772401	9121902	PDS Repairs and (Front Sally Ports for Macon & Smith)	\$ 742,808.65			\$ (0.00)	
Macon Warehouse	4672622401	9121903	CCTV Replacements for Macon Warehouse	\$ 11,196.00			\$ (0.00)	
Various Facilities	4670772401	9121903	Repair and Replace CCTV Equipment	\$ 1,029,135.66			\$ 0.00	
Various Facilities	4670772401	9121904	Repair Fire Alarms	\$ 234,081.96			\$ (0.00)	
Various Facilities	4670772401	9121905	Parts for Statewide Lock Repair Shop	\$ 131,473.73			\$ 2,200.00	
Various Facilities	4670772401	9121906	Fencing Repairs and Installation	\$ 258,468.98			\$ (0.00)	
Macon SP	4672432401	9121906	Fencing for 8 Interior Tier Program Pens	\$ 88,449.88			\$ 0.00	
Various Facilities	4670772401	9121907	Roof Leak Repairs	\$ 35,677.52			\$ 0.00	
Appling ITF	4673912401	9121907	Education Building Roof Replacement	\$ 15,093.00			\$ -	
Augusta SMP	4672192401	9121908	Telecomm Cable Upgrades, Campus	\$ -			\$ -	
Wilcox SP	4672412401	9121909	Replace Floors and Drains in Kitchen	\$ -			\$ -	
Various Facilities	4670772401	9121910	Repair Locking Control Systems	\$ (0.00)			\$ (0.00)	
Coastal SP	4672172401	9121910	Repair Locking Control Systems, Replace Flat Top Range Doors	\$ 332,719.49			\$ -	
Autry SP	4672382401	9121910	Repair Locking Control Systems	\$ 16,083.46			\$ -	
Pulaski SP	4672392401	9121910	Locking Control Repairs in E-3 and E-9, E-8, Add'l Funds ACS	\$ 272,792.23			\$ (0.00)	
Macon SP	4672432401	9121911	Key Tracers	\$ 29,850.83			\$ (0.00)	
Wilcox SP	4672412401	9121911	Key Tracers	\$ 28,092.74			\$ -	
Smith SP	4672422401	9121911	Key Tracers	\$ 27,243.44			\$ 0.00	
Washington SP	4672342401	9121906	Hardening of Rear Gate	\$ 29,618.10			\$ -	
Coastal SP	4672172401	91224	Chiller Fencing	\$ 5,237.90			\$ -	
Valdosta SP	4672222401	9121906	Security Fence	\$ 81,580.40			\$ -	
Ware SP	4672262401	9121902	Emergency Repair of PDS, PDS Fiber, PDS Cameras (see 9121904), PDS System Replacement	\$ 223,100.16			\$ -	
Ware SP	4672262401	9121904	Emergency Repair of PDS, PDS Fiber, PDS Cameras (see 9121902)	\$ 270,806.00			\$ -	
Dooley SP	4672372401	9121906	Hardening of rear gate, Vehicle Gate	\$ 58,576.84			\$ 0.00	
Autry SP	4672382401	9121906	Hardening of Rear Gate	\$ 31,689.41			\$ (0.00)	
Calhoun SP	4672442401	9121906	Hardening of Rear Gate	\$ 47,340.10			\$ -	
Johnson SP	4672362401	9121906	Hardening of Rear Gate	\$ 31,632.10			\$ -	
Pulaski SP	4672392401	9121906	Store Gates	\$ 5,944.90			\$ -	
Baldwin SP	4672142401	9121906	Interlock Bypass on Gates	\$ 10,945.00			\$ -	
Central SP	4672062401	9121910	LCS Repairs	\$ 71,280.00			\$ -	
Lee SP	4672212401	9121910	LCS Repairs	\$ 142,408.85			\$ -	
Calhoun SP	4672442401	9619104	LCS-Insurnace Add'l hours (GDC-131)	\$ 14,583.81			\$ -	
Autry SP	4672382401	9120703	Surface Mount Lock Retrofit (GDC-121)	\$ 180,670.81			\$ 2,000.00	
Phillips SP	4672012401	9619138	Entrance LC ACS Lightning Claim Damage	\$ 19,374.97			\$ -	
Washington SP	4672342401	9122602	Phase 2 CCTV	\$ 64,091.04			\$ -	
GDCP	4672032401	9120012	Steam Damage (Emergency repairs)	\$ 33,022.00			\$ -	
Macon SP	4672432401	9123903	LCS	\$ 88,435.83			\$ -	
Augusta SMP	4672192401	9121903	CCTV	\$ 25,827.56			\$ -	
2.11.21 All Assets Updated in eBonds				\$ 7,650,000.00	\$ -	\$ -	\$ 14,594.94	

GDC-133

Project Allocations \$ 7,650,000.00

Bond Allocation	\$	7,650,000.00
Difference	\$	-
Previous Years Exp	\$	-
FY18 Exp	\$	2,470,130.09
FY19 Exp	\$	3,901,368.42
FY20 Exp	\$	1,079,521.20
FY21 Exp	\$	142,091.44
FY22 Exp	\$	-
Total Exp	\$	7,593,111.15
GSFIC Balance	\$	41,898.85
Open Encumb	\$	14,345.66
August	\$	-
September	\$	12,906.00
Open Vouchers	\$	-
FY22 Open Projects	\$	14,594.94
Contingency	\$	52.25
GSFIC Expenditures	\$	7,608,101.15
PS Expenditures	\$	7,593,111.15
Over/(Under)	\$	(14,990.00)

Shayna Rowe



Professional Summary

Dedicated, results-oriented, master-level business development consultant with an entrepreneurial mindset and over 10 years of success in the areas of business and operations management, new business development, and marketing. Analytical, innovative professional with strong business acumen and deep technical knowledge dedicated to leading teams in meeting and exceeding operational targets. Versatile, strong work ethic, strong leadership ability, action & goal-oriented, team building & public relations experience, assertive, and offering experience founding and managing non-profit organizations. Passionate, dependable professional seeking role as a Dillingham City Manager.



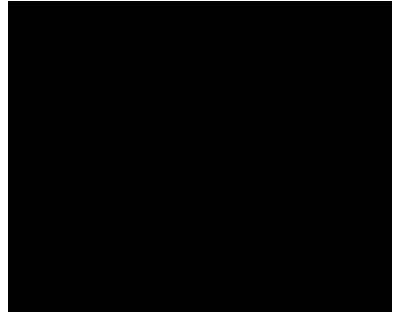
Employment history

Founder & Executive Director, ACTS - Animals Called to Service. Bath Springs, TN

Mar. 2007 – Present

- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Examine, evaluate, or process applications.
- Recruit staff members and oversee training programs.
- Direct or coordinate organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Serve as liaisons between organizations, shareholders, and outside organizations.
- Preside over or serve on boards of directors, management committees, or other governing boards.
- Establish departmental responsibilities and coordinate functions among departments and sites.
- Implement corrective action plans to solve organizational or departmental problems.
- Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals.
- Direct or conduct studies or research on issues affecting areas of responsibility.
- Attend and participate in meetings of municipal councils or council committees.

Personal info



Skills

Fundraising



Leadership



Marketing



Project Coordination



Innovation



Public Relations



- Deliver speeches, write articles, or present information at meetings or conventions to promote services, exchange ideas, or accomplish objectives.
- Represent organizations or promote their objectives at official functions or delegate representatives to do so.
- Prepare bylaws approved by elected officials and ensure that bylaws are enforced.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Prepare budgets and approve budget expenditures.
- Confer or consult with department heads to plan advertising services and to secure information on equipment and customer specifications.
- Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.
- Develop risk management programs to ensure continuity of supply in emergency scenarios.
- Test equipment to ensure proper operation.
- Set up and execute video transitions and special effects such as fades, dissolves, cuts, keys, and supers, using computers to manipulate pictures as necessary.
- Direct or coordinate activities of project personnel.
- Establish and execute a project communication plan.
- Initiate, review, or approve modifications to project plans.
- Monitor the performance of project team members, providing and documenting performance feedback.
- Assess current or future customer needs and priorities through communicating directly with customers, conducting surveys, or other methods.
- Analyze impact on, and risk to, essential business functions or information systems to identify acceptable recovery time periods and resource requirements.
- Review existing disaster recovery, crisis management, or business continuity plans.
- Create or administer training and awareness presentations or materials.
- Recommend or implement methods to monitor, evaluate, or enable resolution of safety, operations, or compliance interruptions.
- Create scenarios to re-establish operations from various types of business disruptions.
- Prepare reports summarizing operational results, financial performance, or accomplishments of specified objectives, goals, or plans.
- Attend professional meetings, read literature, and participate in training or other educational offerings to keep abreast of new developments and technologies related to disaster recovery and business continuity.
- Identify individual or transaction targets to direct intelligence collection.
- Network within communities to find and attract new business.
- Recruit staff members and oversee training programs.

Professional Pet Groomer, Pet Care. Adamsville, Tennessee

Sep. 2006 – Aug. 2018

- Custom or breed style hair cuts.
- Bathe, clip or file nails, glad expressions, brush teeth, and clean ears.
- Overall exams to ensure pet does not have skin conditions or other allergies.
- Communicate with owners behavior and condition of pet and provide professional assesments and suggestions.



Education

University of Alaska Fairbanks, Fairbanks, Alaska

Bachelor of Arts, Alaska Native Studies; Dual Concentration in Indigenous Peoples in Law, Governance and Politics and Alaska Native Knowledge, Cultural Resources and Expression, Present

University of Alaska Fairbanks, Fairbanks, Alaska

Occupational Endorsement Certificate, Tribal Governance, Present

Austin Peay State University, Clarksville, Tennessee

Bachelor of Arts, Pre-Law; Philosophy; Leadership and Organizational Administration; International Studies

Maddie's University, Pleasanton, California

Certificate, Disinfection and Disease Control in Animal Shelters; Intake Mitigation and Managed Intake, Aug. 2017



Accomplishments

FOUNDATIONS OF LEADERSHIP CERTIFICATE 1

Issued by [The National Society of Leadership and Success](#)

- **Communication**
- **Critical and creative problem-solving**
- **Collaboration**

FOUNDATIONS OF LEADERSHIP CERTIFICATE 2

Issued by [The National Society of Leadership and Success](#)

- **Cultural intelligence & diversity**
- **Emotional intelligence**
- **Resilience & confidence**

ADVANCED LEADERSHIP CERTIFICATE

Issued by [The National Society of Leadership and Success](#)

- **Communication**
- **Critical and creative problem-solving**
- **Cultural intelligence & diversity**
- **Emotional intelligence**

- **Resilience & confidence**
- **Collaboration**



Affiliations

National Society for Leadership and Success APSU Chapter

2018-2019 Community Service Chair

Lifetime Member

Austin Peay State University Student Government Association

2019 Sophomore Senator



Additional information

Qualified for hiring under Schedule A hiring authority.



Tim Pearson <timpearsonak@gmail.com>

Resume for Dillingham City Manager

Shayna Rowe [REDACTED]
To: timpearsonak@gmail.com

Thu, Aug 19, 2021 at 7:44 PM

Waqaa and hello,

My name is Shayna Rowe, I am 33 years old, and I am a Curyung Tribal citizen. I have almost 15 years of experience in non-profit sector leadership and management. I am interested in the Dillingham City Manager position because I am committed to serving the people of Dillingham, preserving culture, and protecting the waters, lands, and salmon for future generations.

I am a hard worker, a visionary, and I do what it takes to get the job done correctly. I am the Founder and Director of ACTS where we train service dogs for veterans, provide animal rescue services for the community, and most importantly where we connect people and animals in order to create a better world. My most significant accomplishments in management is successfully saving over 15,000 unwanted rescue animals and uniting them with over 15,000 loving families across 48 states. I've envisioned and created multifaceted programs to serve veterans and their families and to serve the community through outreach, educational programs, and various services. The leadership, logistics, financial management, and vision it took to accomplish this was no small feat.

This was all accomplished without a college education. I feel that speaks to my character, my commitment to service, my commitment to do what is best for all involved, and my entrepreneurial visionary spirit. In 2018 I was enrolled at Austin Peay State University in Clarksville, Tennessee to study Pre-Law; Political Science, Philosophy, and Leadership and Organizational Administration with a minor in International Studies because I envision an upward trajectory of creating a better world. I have transferred to the University of Alaska Fairbanks for Alaska Native Studies with dual concentrations in Indigenous Peoples in Law, Governance and Politics and Alaska Native Knowledge, Cultural Resources and Expression while also being enrolled in the Tribal Governance O.E.C. program to follow my dreams and align with my highest potential. The Bristol Bay region is DNA deep for me, and I strongly desire to serve the people, the land, and the spirit of our globally unique geographical area.

Both of my paternal grandparents were commercial fishermen/women from Bristol Bay, and I have countless family members and ancestors that have done the same. I respect the people, the culture, the lands, the animals, and the waters of the region and I have a strong desire to manage and preserve yuuyaraq, our way of life, for the benefit of future generations.

I appreciate your time and consideration in potentially appointing me as a Schedule A Manager of the City of Dillingham. I am available anytime for an informational interview for the City Counsel, Board, or Commissions if they so choose.

Qayana,
Shayna Rowe
[600 US Highway 64,](#)
[Adamsville, Tennessee 38310](#)
slrowe@alaska.edu
(931)266-7996

 **Dillingham City Manager resume.pdf**
61K