



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9050  
FAX: (907) 373-9085

### COUNCIL MEMORANDUM NO. 93-119

From: John C. Stein, Mayor  
Date: December 13, 1993  
Subject: Appointment of Lee Wyatt

The Mayor has selected Mr. Lee A. Wyatt as new Deputy Administrator and Public Works Director.

Mr. Wyatt was chosen from the three top candidates of nine interviewed by the Mayor and advisory selection committee. Committee members included Cindy Bettine, Wasilla business owner, and Floyd Dollerhide, professional engineer and city resident. Candidates were interviewed in an hour long face-to-face meeting.

Recruitment notices were placed in the Frontiersman and Anchorage Daily News newspapers, the Alaska Municipal League newsletter and transmitted by fax to about twelve city offices statewide. A total of eleven responses were received.

After review of resumes, applications and references and considering the interest, local knowledge, education, experience and style of communication of each finalist, the Mayor chose Mr. Wyatt for the following reasons:

- (1) Mr. Wyatt's experience, education and training substantially met the requirements of the recruitment notice.
- (2) Professional and personal references speak well of Mr. Wyatt's competence, character and public management skills. Secondary references were checked to confirm Mr. Wyatt's personal integrity and work performance.
- (3) As a fifteen-year resident of the Wasilla area (Woodside Estates) Mr. Wyatt has a good understanding of the local economy, climate, development trends and social culture.
- (4) Twenty years of Alaskan experience with private and public sector employment in planning, project management, personnel management and administration provide Mr. Wyatt an excellent background for this position.
- (5) Mr. Wyatt communicates directly, clearly and in a well-organized, professional manner. A strong point is his verbal and written reporting skills.

Council is respectfully requested to confirm the Mayor's appointment of Mr. Lee A. Wyatt to the position of Deputy Administrator and Public Works Director.

  
John C. Stein, Mayor

Enclosures: Resume  
Application



S J

Box 87-3768  
620 Susitna Drive  
Wasilla, Alaska 99687  
November 24, 1993

RECEIVED

Mr. John Stein, Mayor  
City of Wasilla  
290 E. Herning  
Wasilla, Alaska 99654

NOV 29 1993

City of Wasilla, Alaska

**RE: Interview for Deputy Administrator/Public Works Director**

Dear Mr. Stein:

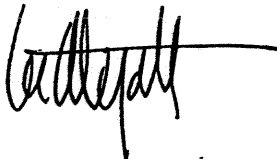
Please extend my gratitude to Ms. Bettine, Mr. Dollarhide and Mr. Harris, as well as yourself, for taking the time out of busy schedules to start and participate in a long and sometimes arduous process.

It is always tough to be the first candidate interviewed in this type of situation because you inadvertently set the standard of comparison in the review process. As the review team participants "settle in" to an interview format they inevitably become more efficient as the selection process runs its course. Often times the first candidates are not able to demonstrate qualities or qualifications that the team begins to look for because those questions were not formulated in the early stages.

I left your office today with a positive feeling we could work well together and that I was able to portray the qualities and expertise that you are looking for to assist you in furthering the goals and aspirations of our community. However, if by chance your team has found other pertinent questions in the process that did not surface during the first interviews, I would welcome the opportunity to respond.

Should the opportunity arise, please do not hesitate to contact me immediately. I can be reached at home 376-6250, work 376-3925 or in Cordova at 424-7161.

Sincerely,



Lee A. Wyatt



CITY OF SILLA  
 EMPLOYMENT APPLICATION  
 PLEASE PRINT CLEARLY AND COMPLETE PAGES 1 THROUGH 3

NAME: LAST <b>WYATT</b>	FIRST <b>LEE</b>	M.I. <b>A.</b>	HOME PHONE <b>376 6250</b>	WORK PHONE <b>376 3925</b>	DATE OF APPLICATION <b>11.22.93</b>
MAILING ADDRESS: P.O.BOX/STREET NO. <b>BOX 87-3768</b>			CITY <b>WASILLA</b>	STATE <b>ALASKA</b>	ZIP CODE <b>99687</b>
PHYSICAL ADDRESS: <b>620 SUSITNA DRIVE - WASILLA</b>			DATE AVAILABLE: <b>NOW/DEC 1</b>		
ARE YOU PREVENTED FROM BECOMING EMPLOYED IN THE UNITED STATES BECAUSE OF VISA OR IMMIGRATION STATUS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			TYPE OF WORK YOU ARE SEEKING: <b>DEPUTY ADMINISTRATOR / DIRECTOR OF PUBLIC WORKS</b>		
APPLYING FOR: PERMANENT JOB <input type="checkbox"/> TEMPORARY JOB <input checked="" type="checkbox"/> SUMMER JOB <input type="checkbox"/>			FULL TIME <input type="checkbox"/> PART TIME <input checked="" type="checkbox"/>		

I certify that all statements made by me on this application are true and complete. I understand that misrepresentation or falsification of statements made in this application constitute grounds for immediate dismissal.

I authorize the release of all high school, college and other educational records pertaining to my attendance, course work and other school activities.  
 I further consent to the disclosure of any and all information about me contained in private and governmental files relevant to this application for employment or relating to my employment history, and I request all former employers and federal, state and local government agencies to supply said information to you on your request. You are also authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

To my former employers named in this application, please furnish the City of Wasilla with personnel information requested by them. I release you, my former employers, from any and all claims and liabilities of any nature that may arise as a result of you providing such information to the City.

I authorize the City of Wasilla to supply my employment record, whole or in part, to any future prospective employer, government agency, or other party, with a proper and appropriate interest and I release the City from any and all claims and liabilities of any nature that may arise as a result of providing such information.

NEW EMPLOYEES MUST TAKE AND PASS A DRUG TEST AS A CONDITION OF EMPLOYMENT.

DATE: 11.22.93 SIGNATURE: [Signature]

POSITION APPLIED FOR: DEPUTY ADMINISTRATOR  
 EDUCATION: DIRECTOR OF PUBLIC WORKS

NAME OF SCHOOL:	LOCATION CITY & STATE:	FROM MO/YR:	TO MO/YR:	INDICATE DEGREE/DIPLOMA:	SUBJECTS STUDIED:
HIGH SCHOOL:	JAMES A. GARFIELD HIGH SCHOOL WASHINGTON	9/58	6/61	DIPLOMA	COLLEGE PREP.
COLLEGE:	ALLAN HANCOCK J.C. SANTA MONICA, CALIFORNIA	9/61	6/62	—	GEN'L
	OLYMPIC J.C. BRAMANTON, WASH.	9/62	6/63	—	GEN'L
GRAD. SCHOOL:	UNIVERSITY OF WASH. SEATTLE, WASH.	9/63	6/66	—	—
	UNIVERSITY OF ALASKA MAT-SU/ANCHORAGE	9/67	6/68	B.L.A.	ARCH./URBAN PLNG.
OTHER: (TECH., SEC., ETC.)	USMC COMBAT BNDR.	1975	VARIOUS	1992	PUBLIC ADMIN./BCAN.
	USN - SEABEE NAVAL CONST. SCHOOL	1967	—	—	USMC FIELD BNDR.
	NAVAL CONST. SCHOOL GULFPORT, MISS.	1979	—	—	USMC/NAVAL CONSTRUCTION

LIST YOUR SPECIAL TRAINING, SKILLS AND EXPERIENCE WHICH YOU FEEL ARE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:

NOTARY; VOTER REGISTRAR; LOCAL KNOWLEDGE OF HISTORY, GOVT AND GEOGRAPHY; KNOWLEDGE OF STATE LEGISLATIVE PROCESS THROUGH LBBYING EFFORTS; BROAD BASE OF ALASKAN EXPERIENCE - PUBLIC AND PRIVATE COMPUTR SKILLS; NUMEROUS SHORT COURSES/SEMINARS RELATED TO PUBLIC ADMIN. BNDR; PLANNING PERSONNEL MGMT. ETC. THROUGH PARTICIPATION IN PROFESSIONAL SOCIETY MEMBERSHIP; CONFERENCES.

EMPLOYMENT HISTORY - LIST JOBS STARTING WITH PRESENT OR MOST RECENT POSITION WITHIN THE LAST 10 YEARS.

NOTE: THIS PORTION MUST BE COMPLETED REGARDLESS OF ATTACHED RESUME, IF ANY.

NAME OF FIRM:	ADDRESS:	FROM MO/YR:	TO MO/YR:	JOB TITLE AND DESCRIPTION OF DUTIES	SUPERVISOR'S NAME AND PHONE NUMBER
THE EYAK CORP.	BOX 340 CONCOVA, ALASKA	10/91	12/93	LAND MGR.	JOHN JOHNSON, CHAIRMAN 424 7243
ACHP, INC.	WASILLA, ALASKA	10/90	6/91	EXECUTIVE DIRECTOR (CONTRACT)	BOARD OF DIRECTORS 373 2247
AHTNA, INC.	GLENNALLEN, ALASKA	4/89	8/90	RESOURCE MGR. (CONTRACT)	ROY EWAN, PRESIDENT 822 3476
CITY OF GALENA	GALENA, ALASKA	10/87	4/89	CITY MANAGER	CITY COUNCIL
TRANSRANT DEVELOPMENT	WASILLA, ALASKA	8/84	10/87	PROJECTS/OFFICE MGR.	DAN CHAPMAN, PRESIDENT 916 723 0953
MAT-SU BOROUGH	PALMER, ALASKA	8/79	6/82	BOROUGH MGR. PLANNING DIRECTOR	NORM LEVESQUE, MGR. BOROUGH ASSEMBLY

MAY WE USE THE ABOVE FIRMS AS REFERENCES:  YES  NO

PLEASE USE ATTACHED REFERENCES PAGE ALSO

LIST ANY VOLUNTEER WORK WHICH RELATES TO THE JOB FOR WHICH YOU ARE APPLYING. START WITH THE MOST RECENT.

NAME OF ORGANIZATION: MAT-SU BOARD OF APPEALS & ADJUSTMENT, VICE CHAIRMAN  
CHAIRMAN, PACE SCOUT REVIEW BOARD  
DIVISION OF ELECTIONS - REGISTRAR

BRANCH OF SERVICE: U.S.M.C.  
UNITED STATES MILITARY SERVICE  
ACTIVE MILITARY SERVICE DATES: ARE YOU A MEMBER OF AN ACTIVE RESERVE/GUARD UNIT?  
FROM: 1966 TO: 1967 YES  NO  IF "YES" GIVE RANK AND UNIT.

DESCRIBE DUTIES IN SERVICE: UNIT FIRST SET. (CHIEF ENLISTED ADMIN. NCO) ACTIVE DUTY - 8TH ENGINEERING  
COMBAT ENGINEER 4TH SHELVE BATT. 4TH AVIATION BATTALION  
HELICOPTER SUPPORT OPERATIONS

DESCRIBE ANY SPECIAL TRAINING YOU RECEIVED IN THE SERVICE, OR ARE RECEIVING AS A MEMBER OF AN ACTIVE RESERVE OR GUARD UNIT. ALL ASPECTS OF SUPPORT CONSTRUCTION FOR MILITARY OPERATIONS - AIR & LAND TRANSPORTATION/MOUMENT OF TROOPS AND EQUIPMENT/SUPPLIES. CURRENTLY INVOLVED IN A JOINT RESERVE UNIT ASSISTING ALCOM/BAFB IN COMPUTERIZED TRAINING EXERCISES.  
HAVE YOU EVER BEEN DENIED A SURETY BOND? YES  NO

PHYSICAL RECORD:  
DO YOU HAVE THE PHYSICAL AND MENTAL ABILITY TO PERFORM THE DUTIES OF THE JOB FOR WHICH YOU HAVE APPLIED? YES  NO

HAVE YOU BEEN CONVICTED OF A FELONY INVOLVING MORAL TURPITUDE OR TAKING MONEY OR PROPERTY IN THE LAST SEVEN YEARS? YES  NO

\*INFORMATION SUPPLIED ON CONVICTION RECORD WILL NOT NECESSARILY BAR APPLICANT FOR EMPLOYMENT. NATURE OF, REASON FOR, AND TIME ELAPSED SINCE CONVICTION WILL BE REVIEWED IN THE LIGHT OF DUTIES OF JOB BEING SOUGHT.

HAVE YOU READ THE JOB DESCRIPTION AND DO YOU UNDERSTAND THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING? YES  NO

POSITION APPLIED FOR: DEPUTY ADMINISTRATOR  
DIRECTOR OF PUBLIC WORKS

DO NOT WRITE BELOW THIS LINE

REVIEWED BY: John Steiu DATE: 12/2 Jan 12/10/93  
 REFERENCES CHECKED:  YES  NO  
Dennis Nottingham Kathryn Andersen Paul Campbell  
Pat Carney Bruce Davison  
Lee Sharp Sharon Peabody

INTERVIEWED BY: J. Steiu (f. Dellerwick C. Bettne) DATE: 11/24/93 2:00 PM  
 REMARKS: Wm Distler? Close to home, career goal, community involvement, stable home. Pub Works exp? Quadrant Out, Galena  
water project and water/sewer; part permitting. City Council? dealt with city councils, boards of directors. Same \$?  
at staff vs. contract cost benefits, be visible on job site for supervisors, consider work week hours adjustment.  
possible observations? annexations could be good, upgrade existing roads rather than build new, troubled about lack of  
a sense of place. Contract mgt.? well connected w/ state agencies, work w/ contractors for clear understanding; compromise.  
 NEATNESS: Very CHARACTER: Creative, sample reports show good thinking  
 PERSONALITY: Jumped right in - Assertive ABILITY: Education/Experience/Intelligent fits job.  
Good writer, operates own computer.

HIRED:	Fri Dec 10 Subject to council confirmation 12/13/93	FOR DEPARTMENT:	Admin / P.W.
POSITION:	Deputy administrator / Public Works Dr.	SALARY/WAGES:	Start \$50,588 (7-0) After 6mo \$52,611
WILL REPORT FOR DUTY:	Jan 1 (Jan 2)	APPROVED:	



**RESUME**

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Lee A. Wyatt  
Box 87-3768  
620 Susitna Drive  
Wasilla, Alaska  
99687  
(907) 376-6250  
Msg. (907) 376-3925

**OBJECTIVE:**

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Meet the challenges of performing above the expectations of the **DEPUTY CITY ADMINISTRATOR/PUBLIC WORKS DIRECTOR** in a rural, full service community where balanced importance is placed on organized growth, environmental sensitivity, and quality of life....from both the private sector and the political arena.

**EXPERIENCE:**

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**LAND/RESOURCE MANAGER \* ANCSA NATIVE CORPORATIONS**

Anchorage/Cordova, Alaska (1991 - present)

Anchorage/Glennallen, Alaska (1989 - 1990)

**EXECUTIVE DIRECTOR \* ACHP - NON-PROFIT CORPORATION**

Wasilla/Anchorage, Alaska (1990 - 1991)

**CITY MANAGER/PLANNER/CLERK \* CITY OF GALENA**

Galena, Alaska (1987 - 1989)

Chief Administrative official for this 1st-class, full-service, Interior Alaskan City. Duties included: City records (Clerk's office), Finance Officer, City Planner (Planning and Zoning), Public Works Director, Budget Officer, and supervision of police, fire and health services in addition to management of City owned water, sewer, and power utilities.

**PROJECTS MANAGER/OFFICE MANAGER \* QUADRANT REAL ESTATE DEVELOPMENT**

Anchorage/Kenai/Wasilla, Alaska (1984 - 1987)

**BOROUGH MANAGER \* MATANUSKA-SUSITNA BOROUGH**

Palmer, Alaska (1980 - 1981)

During this one-year absence of the Borough having a permanent Manager, job responsibilities included serving as chief administrative official to the Borough Assembly with direct supervision over six professional Department heads and approx. 126 professional, technical, and clerical employees carrying out the day-to-day delivery of services to the general public.

**PLANNING DIRECTOR \* MATANUSKA-SUSITNA BOROUGH**

Palmer, Alaska (1979 - 1982)

**PLANNING/ENGINEERING SERVICES MANAGER \* R&M CONSULTANTS, INC.**

Anchorage/Fairbanks/Juneau, Alaska (1974 - 1979)

## WYATT RESUME (continued)

### EDUCATION:

- \*Diploma, James A. Garfield High School  
Seattle, Washington
- \*BLA, University of Washington (5-year curriculum)  
Seattle, Washington
- \*MPA in progress, University of Alaska  
Anchorage, Alaska

### COMPUTER SKILLS

- \*Wordperfect 5.1
- \*Lotus 1-2-3 Release 2.2
- \*DBASE III Plus

### REGISTRATION/CERTIFICATION:

- \*Certified Professional Planner (AICP)

### PROFESSIONAL AFFILIATIONS

- \*Member, American Institute of Certified Planners
- \*Member, American Planning Association
- \*Member, Urban Land Institute
- \*Member, American Society of Landscape Architects
- \*Member, International Right-of-Way Association
- \*Member, International City Managers Association

### COMMUNITY SERVICE

- \*Vice-Chairman, Matanuska-Susitna Board of Adjustment & Appeals  
(1983 - present)
- \*Member, United States Marine Corps Reserve  
(1966 - present)
- \*Member, Alaska Naval Militia  
(1985 - present)

**REFERENCES:**

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Lee A. Wyatt  
Wasilla, Alaska

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✓ Dennis Nottingham, P.E., L.S., President,  
Peratrovich, Nottingham & Drage, Inc.  
1506 West 36th Avenue  
Anchorage, Alaska 99503  
(W) 907-561-1011

✓ Pat Carney, Representative  
Alaska State Legislature  
165 E. Parks Hwy, Suite 104  
Wasilla, Alaska 99687  
(W) 907-373-2518

Ron Larson, Representative  
Alaska State Legislature  
535 West Evergreen, Suite 210  
Palmer, Alaska 99645  
(W) 907-745-1046

Col. John C. Roots, USMC  
7001 Crooked Tree Drive  
Anchorage, Alaska 99516  
(H) 907-346-1232  
(W) 907-265-6468

Steve Van Sant, State Assessor  
State of Alaska  
333 West 4th Avenue, Suite 220  
Anchorage, Alaska 99501-2341  
(W) 907-269-4500

✓ Gerald Lee Sharp, Esq.  
Preston, Thorgrimson, Ellis &  
Holman  
420 L Street, Suite 404  
Anchorage, Alaska 99501  
(W) 907-276-1969

✓ Bruce E. Davison, Esq., P.E.  
Davison & Davison  
1407 W. 31st Ave, Fifth Floor  
Anchorage, Alaska 99503  
(W) 907-276-6555

✓ Kathryn S. Andersen,  
Board Member  
The Eyak Corporation  
P.O. Box 62  
Cordova, Alaska 99564  
(H) 907-424-7352

John Johnson,  
Chairman of the Board  
The Eyak Corporation  
P.O. Box 1179  
Cordova, Alaska 99564  
(H) 907-424-7243

*Job over 12/1/93*

Lee A. Wyatt  
Wasilla, Alaska

Donna Worthington, E.E., President,  
Worthington & Dixon, Inc.  
1500 West 50th Avenue  
Anchorage, Alaska 99501  
(907) 561-1011

Don Larson, Representative  
Alaska State Legislature  
505 West Eyedrum, Suite 210  
Barrow, Alaska 99801  
(907) 548-1041

Bob Carney, Representative  
Alaska State Legislature  
105 E. Barrow Hwy, Suite 104  
Wasilla, Alaska 99801  
(907) 573-2118

Steve Van Hook, State Assessor  
State of Alaska  
515 West 4th Avenue, Suite 220  
Anchorage, Alaska 99501-2201  
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Gerale Lee Berg, Rep.  
Treston, Thompsonson, Ellis &  
Boyd  
430 E. Street, Suite 404  
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(907) 276-1952

Tom Johnson,  
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P.O. Box 117  
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(907) 554-7503

Kathryn S. Anderson,  
Board Member  
The Ryk Corporation  
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(907) 554-7503