



CITY OF WASILLA

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WASILLA, ALASKA 99654-7091

Area Code (907)

Administration
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Clerks Office
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Finance
Ph: 373-9070
Fx: 373-9085

Library
Ph: 376-5913
Fx: 376-2347

Museum
Ph: 373-9071
Fx: 373-9072

Planning
Ph: 373-9074
Fx: 373-9085

Ph: 373-9077
Fx: 373-9051

Public Works
Ph: 373-9095
Fx: 373-9085

Ph: _____
Fx: _____

COUNCIL MEMORANDUM NO. 96-24

From: Mayor Stein

Date: February 28, 1996

Subject: Appointment to Planning Commission

I respectfully request Council approval of the appointment of Don Bennett to the Planning Commission seat vacated by Gene Wicker expiring December 1996.

John C. Stein, Mayor

APPROVED

DATE: 3/11/96

BY: [Signature]

DONALD E. BENNETT

Home:

541 W. Lakeview
Wasilla, Alaska 99654
(907)376-2965

Work:

3640 E. Tudor Rd., Warehouse N^o1
Anchorage, Alaska 99507
(907)786-8454

PROFESSIONAL QUALIFICATIONS

- Strong management and supervisory skills
- Excellent communications skills
- Programs, policies & procedures analysis
- Short and long range planning
- Excellent personal relationship skills

EXPERIENCE SUMMARY

I have been employed by the Municipality of Anchorage for over 22 years in various capacities. My previous experience in engineering, planning, supervisory and project management, both for the Anchorage Water & Wastewater Utility, M.O.A. Property and Facility Management and within the private sector, has given me the broad background necessary for responsible supervision and management.

WORK HISTORY

1991 to Present	Contract Administrator	-	M.O.A./Prop. & Fac. Mgmt
1989 to 1991	Manager, Technical Services Division	-	Anch. Water & Wastewater
1987 to 1989	Manager, Utility Planning	-	Anch. Water & Wastewater
1984 to 1987	Supervisor, Utility Planning	-	Anch. Water & Wastewater
1981 to 1984	Supervisor, Private Development	-	Anch. Water & Wastewater
1980 to 1981	Supervisor, Engineering Design	-	Anch. Water & Wastewater
1975 to 1980	Lead Supervisor, In-house Design	-	Anch. Water & Wastewater
1972 to 1975	Engineering Technician	-	Anch. Water & Wastewater
1971 to 1972	Engineering Aid	-	Anch. Water & Wastewater
1967 to 1971	U.S. Navy		
1967	Northern Consolidated Airlines,		Anchorage, Alaska
1965 to 1966	Air Van Lines,		Anchorage, Alaska

EDUCATION

West Anchorage High School
Hartnell College - Architectural Engineering
Columbia Pacific University - B.S. in Civil Engineering,
Working on Masters in Public Administration
Courses and Seminars on Management, Surveying, Computer Systems, Cost Estimating

ACCOMPLISHMENTS

Served as a project administrator over contracted capital construction projects. As Technical Services Manager, coordinated efforts to update Municipal Wastewater Disposal Ordinance (TITLE 15), securing agreement on amendments by citizens, City, State, and Federal Regulators, granting agencies, and city administration.

While Utility Planning Supervisor, I drafted and implemented the Utility's Design Criteria, which has also been adopted by other communities in Alaska. This document received wide approval from the Anchorage engineering community.

Developed currently implemented long-range (Year 2005) planning in both water and wastewater for Anchorage Bowl, Eagle River and Girdwood.

Developed and received approval from State Department of Environmental Conservation where they delegated the plan review authority to the Utility. This was a major saving to the development community in time and money.

Result: In time and money, for the private sector as well as at the Utility, a savings of 20+%.

As Engineering Design Supervisor, introduced and implemented Request-for-Proposals (RFP) process that saved the Utility and engineering community 25% plus labor costs, eliminating one RFP per project by going out with one RFP with all that year's projects.

RELEVANT EXPERIENCE

1991 to Present: Contract Administrator - M.O.A./Property & Facility Mgmt.

- Direct A/E firms in the design of Capital Projects.
- Current on Construction codes applicable to new, alterations and repair of M.O.A. facilities.
- Interact with P&Z, UDC, Building Safety, and other Departments and agencies as required.

1989 to 1991: Manager, Technical Services Division - Anch. Water & Wastewater

- Manage Management Support, Capital Funding/Grants Administration, Management Information Systems (MIS) and Support Services Sections.
- Insure that Utility programs are responsive, integral to and in conformance with the Utility Mission.
- Coordinate Utility response to legislative issues and questions. Conduct studies for management information and analysis.
- Interact with EPA/ADEC to secure grant funds from Federal and State sources and assess impact of regulations.
- Insure provision of data processing services for the Utility including: System and software development; Data base administration; System operation and maintenance and business and technical applications.
- Direct the provision of support services for the Utility Divisions including: Word Processing; Central files; Copy services; Data input; Courier Service; Telephone (voice) control.

1987 to 1988: Manager, Utility Planning - Anch. Water & Wastewater

- Directed, coordinated and managed the operation of the Utility Assessments, Planning and Private Development Sections.
- Coordinated interdisciplinary projects, programs and services of the Utility to insure timeliness, cost-effectiveness and satisfactory work completion; consistency with priorities and objectives of the Utility; fiscal compliance through direct management of each unit and daily interaction with staff.

RELEVANT EXPERIENCE (continued)

- Directed, coordinated and motivated a staff of sixteen in all phases of Utility Planning including, Utility six-year Capital Improvement Program, computer water and sewer modeling, improvement district formation and assessing, private development agreements and plan review, maintained continuous property records system.
- Conducted Public Hearings, represented the Utility at Planning and Zoning Commission meetings, Community Council meetings.

1984 to 1987: **Supervisor, Utility Planning** - **Anch. Water & Wastewater**

- Preserved thorough knowledge of Utility planning, design, construction standards and Utility policies. Planned, organized and administered work.
- Directed Utility planning within the Anchorage Water & Wastewater Utility.
- Reviewed, analyzed and evaluated submitted plans and design documents to ensure conformity with Utility and Municipal standards.

1981 to 1984: **Supervisor, Private Development** - **Anch. Water & Wastewater**

- Administered and directed review and approval of private development improvement plans, water and sewer agreements, permits and customer service.
- Set up and implemented the drafting of water and sewer agreements at the Utility.

1980 to 1981: **Supervisor, Engineering Design** - **Anch. Water & Wastewater**

- Ensured that in-house and outside designs on water and sewer projects were performed in accordance with accepted engineering standards and criteria.
- Administered budget allocated for the performance of capital improvement designs.
- Monitored cost and schedules.
- Dealt with engineers, developers, contractors, general public.

1975 to 1980: **Lead Supervisor, In-house Design** - **Anch. Water & Wastewater**

- Provided training to improve a technical staff of eighteen. Oversaw the administrative and technical direction for the design of capital improvement projects in-house.
- Negotiated contracts with engineering firms for the performance of professional engineering services for the Utility.

1972 to 1975 **Lead Supervisor, In-house Design** **Anch. Water & Wastewater**

- Designed and drafted water and sewer projects; compiled materials specifications into a set of special contract provisions; prepared engineer's estimates for each project that was advertised for competitive bidding.
- Reviewed architectural and engineering proposals to achieve maximum cost effectiveness.
- Reviewed and commented on plats, zoning requests, A95 reviews, Public Works' designs and other Utilities' proposed projects.

1971 to 1972 **Engineering Aid** **Anch. Water & Wastewater**

- Performed cross sections, grade, level work and staking of water, sewer and road projects. Calculated assessments and square footages of lots for assessment rolls.

1967 to 1971 **United States Navy**

- Performed maintenance on hydraulic systems, airframes, and pneumatic systems on aircraft. Titles held: Plane Captain, Trouble Shooter, Collateral Duty, and Quality Assurance Inspector.
- Made an eleven month around the world cruise; stopped at nine different ports of call.

JOBS HELD WHILE IN SCHOOL

1967 Northern Consolidated Airlines, Anchorage, Alaska Fleet Service and Cargo

- Loading and unloading cargo on large aircraft. Performed the weight and balance for the cargo on the aircraft. Cleaned aircraft on turnarounds at terminal.

1965 to 1966 Air Van Lines, Anchorage, Alaska Warehouseman and Swamper

- Drove semi's, loaded and unloaded vans. Took inventory of items being loaded also packed up household goods.

1964 Susitna Lodge Assistant Guide

- On meat hunts, packed meat to aircraft pick-up location. Assisted in party hunts of up to two weeks. Worked on and maintained the aircraft.

1963 Bill Moore Air Service, Anchorage, Alaska Mechanic's Helper

- Worked on scheduled maintenance of aircraft. While in this position helped in the restoration of a Widgeon.

1961 to 1962 Lorenz Building Home Building Construction

- Worked from the foundation, blockwork to the final finishing on a number of homes.

CONSULTANT EXPERIENCE

1979 to 1984: Owner, Engineering Contractual Services

- Worked on a system to dispose of grey water generated in the Alyeska pipeline camps. Designed and documented for State of Alaska review and approval.
- Did design work on water and sewer system for the cities of Nome, Homer, Unalaska, and Bethel including utilidor for the water and sewer in Nome and Bethel.
- Performed computer modeling for Alyeska pipeline and Fort Richardson on resistivity survey to determine if water was available in an area prior to drilling.

TECHNICAL COURSES TAKEN

Alaska Surveying & Mapping "New Techniques of Mapping, Drafting, Reproduction"

Alaska Surveying & Mapping "Fundamentals of Real Estate Law"

State of Alaska "Industrial First Aid"

Harco Corporation "Corrosion and Cathodic Protection"

North Slope "Computer Systems Short Course"

Alaska Pacific University "Introduction to Computers and Program in Basics"

Pacific Lutheran University "Construction Cost Estimating & Bidding"

MANAGEMENT COURSES TAKEN

Dale Carnegie Course "Effective Speaking & Human Relations" Instructor: Brandon B. Allen
U.S. Civil Service Commission "Management Orientation for Administrative, Clerical & Technical Employees"
Career Track Inc. "Stress Treatment"
Batten, Batten, Hudson & Swab, Inc. "Productivity a Pay Check Can't Buy"
APWA Education Foundation "Basic Supervision in Public Works"
Municipality of Anchorage "Supervisory Management Course"
Fred Pryor Seminars "Managing People", "Delegating for Results"

MILITARY EDUCATION AND TRAINING

AFUN "P" School, NATTC, Memphis, Tennessee
(Physics and advanced math school)
AFUN "A" School, NATTC, Memphis, Tennessee
(Hydraulics School)
AMH "A" School, NATTC, Memphis, Tennessee
(Advanced Hydraulics School)
Airframes & Hydraulics Systems Maintenance School, NAS, Miramar, California

PROFESSIONAL MEMBERSHIP

American Public Works Association
American Water Works Association