



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

No. AM 240-2024

Meeting Date: March 19, 2024

1 **FROM: MAYOR**

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3 **SUBJECT: EXECUTIVE APPOINTMENT – CONFIRMATION HEARING.**

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5 Pursuant to the Municipality of Anchorage Charter in sections 5.02, 5.03 through
6 5.05 and the Anchorage Municipal Code sections 2.30.095, 3.20.020, and 3.20.070,
7 I ask the Assembly to confirm the following executive and department head that I
8 have appointed:

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<u>Name</u>	<u>Position</u>
Shay Throop	Maintenance & Operations Director

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13 Resume submitted in accordance with Anchorage Municipal Code section 3.30.173,
14 is attached for your information.

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16 **THE ADMINISTRATION RECOMMENDS APPROVAL.**

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18 Prepared by: David Samsa, Human Resources Executive Assistant
19 Approved by: Tyler Andrews, Chief Human Resources Officer
20 Concur: Kent Kohlhase, P.E. Municipal Manager
21 Respectfully submitted: Dave Bronson, Mayor



MUNICIPALITY OF ANCHORAGE
MAYOR DAVE BRONSON

February 06, 2024

Revised Offer

Shay Throop
[REDACTED]

Dear Shay,

I am pleased you have accepted the executive position of Maintenance & Operation Director with Maintenance & Operations Department. Your executive appointment begins 01/29/2024.

Your salary will be based on an annual salary of \$130,998.40 (\$62.98 per hour) and is paid on a bi-weekly basis. This is a salaried executive position and as such is exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards Act. You will serve in an appointed position capacity at the pleasure of the Mayor.

Upon hire, you will receive 80 hours of non-cashable leave (NCL Awarded) in accordance with Anchorage Municipal Code (3.30.174.J) that will expire on December 31st, 2024. On an annual basis thereafter, you will receive 80 hours of non-cashable leave (NCL Awarded) each January for use within that current year. These hours are not eligible to carry over and will expire December 31st of each year.

In accordance with Anchorage Municipal Code (3.30.173), executive employees shall submit a resume prior to hire or appointment. Under Municipal policy, your resume will be submitted to the Assembly and become part of the public record. In addition, your appointment is subject to confirmation by the Municipal Assembly.

The Maintenance & Operation Department and I look forward to working with you.

Sincerely,

Dave Bronson
Mayor

cc: Personnel File
Central Payroll

SHAY THROOP

Qualifications

20+ years Supervisory experience managing vertical construction, remodels, electrical and mechanical replacement in private and municipal facilities. Planning, directing, and administering construction and maintenance programs through subordinates responsible for projects. Strong ability to communicate and analyze complex facility issues recommending sound solutions. Develop capital program for facilities. Expert supervisor for project and team manager with thorough understanding of safety, scheduling, and municipal codes. Develop and manage construction budget as well as performing other related duties as assigned.

Skills

- Thorough and detailed communication
- Comprehensive planning of projects
- Successful performance enacting project coordination and keeping projects moving forward
- Ability to manage contractors and conflict resolution

Work History/Experience

Acting Director of Maintenance and Operations

June 2023- present

Have been acting in capacity of Director of Maintenance and Operations while being very involved in the Capital Projects Division. Special projects completed since June include opening the Golden Lion, opening the shelter at the SWS building, restoring the Sullivan Arena to functionality.

Manager Capital Projects Division

March 2020-present

Duties include leading the Division through the Capital Project program, working with departments to identify the requirements for their desired facility improvements, assisting departments to identify funding needs and options including grant requests, bond proposals, and other sources.

Project Manager: Capital Projects /Maintenance and Operations

May 2019 – March 2020

Supervisory experience managing vertical construction experience, remodels, electrical and mechanical replacement in municipal facilities. Planning, directing, and administering construction and maintenance program through subordinates who have responsibilities for the projects. Strong ability to communicate and analyze complex facility issues recommend sound solutions. Expert supervisor for project and team manager with thorough understanding of safety, scheduling and municipal codes. Develop and manage construction budget as well as performing other related duties as assigned. Managing and supervising contractors, architects, and engineers in the initial phase of projects, through construction to completion and close out. Work with municipal department heads to identify future projects and secure funding. Trouble shoot problems and determine solutions.

Superintendent/Manager: Pinnacle Construction – Anchorage, AK

January 2005 – April 2019

Managed vertical facility construction, remodels, electrical and mechanical replacements in private and municipal facilities. Planned, directed, and administered construction and maintenance program through subordinates that had responsibilities for the projects. Strong ability to communicate and analyze complex facility issues and recommended solid and sound resolutions. Managed foremen's, supervisors, and sub-contractors. Strong ability to communicate and analyze complex facility issues Expert supervisor for project and team manager with thorough understanding of safety, scheduling, and municipal codes. Developed and managed construction budget as well as performed other related duties as assigned. Worked with owners to identify future projects and secure funding. Identified problems and determined solutions.

Foremen: Osbourne Construction – Anchorage, AK

March 2003 - January 2005

Managed interior build out of government buildings. Directed, and administered construction program through subordinates that had responsibilities for the projects. Managed tradesmen, supervisors, and sub-contractors. Worked on the FY02 barracks renewal project.

Education

Associate applied science	Ferris State University – Big Rapids, Michigan	1992
Graduate High School Diploma	Vestaburg, Michigan	1990