

MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

CLERK'S OFFICE

No. AM 653-2009

APPROVED

Date: 11-17-09

Meeting Date: November 17, 2009

RECONSIDERATION FAILED 11-17-09

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From: Mayor

**Subject: BOARD OF ETHICS APPOINTMENTS
(Thomas J. Burgess and Keith N. Silver)**

I have appointed the following individuals to the Board of Ethics:

Thomas J. Burgess To Replace: Constance Jones

Term Expires: 10/14/2012

Keith N. Silver To Replace: Jessica Graham

Term Expires: 10/14/2012

Resumes and a letter from William E. Starr, Chairman of the Assembly Ethics Committee, are attached for your information. Confirmation is requested at the regularly scheduled meeting on November 17, 2009.

Respectfully submitted,

Daniel A. Sullivan
Mayor

Attachments

Thomas J. Burgess

3106 Pleasant Dr Anchorage Alaska 99502 Day Phone: (907) 632-0132, Night Phone: (907) 243-4641

1993-1995: Business Consultant and Instructor, Alaska—Alaska State Dtr. for the Procurement Tech. Assist. Program, University of Alaska. Counseled and trained business owners in government contracting, contract law and various aspects of bid development and contract execution. Duties included development and conducting of contracting seminars throughout Alaska, to include remote native villages. Instructed businesses in Federal, State, and Local government contracting rules such as the FAR, US Commercial Code, as well as minority business development programs.

1990-1993: USAF/RAAF Senior Acquisitions and Contracting Officer-Royal-Australian Air Force—Assigned to the US Embassy in Australia as a senior acquisitions officer with the RAAF, Logistics Grounds Systems Division. Supervised 103 personnel in purchasing munitions, uniforms, combat gear, radars, computers, and communications installation. Awarded and administered construction contracts. Also managed operations & maintenance contracts for electronic data collection in remote Australia.

1988-1990: USAF Squadron Commander & Chief of Supply, Cheyenne Wyoming—Directed and managed the logistics and supply support activities in support of a Peacekeeper and Minuteman Ballistic Missile Program. Responsible for the performance of six material management functions including: personnel & equipment, document control, material storage and distribution, data automation, procedural auditing, and fuel storage and distributions.

1987-1988: Air Command and Staff College—One-year resident training, equivalent to a Masters in Organization Management and Strategic Military Studies.

1984-1987: Director of Resources Inspections Division, Anchorage Alaska—Office of the Inspector General, USAF Alaska. Evaluated military operations, management and resource utilization throughout the State of Alaska including contracting, transportation operations, supply operations, financial administration and logistics planning. Interpreted government regulations on all topics to include contracting rules and regulations such as the Federal Acquisition Regulation and the US Commercial Code.

1983-1984: USAF Squadron Commander & Chief of Supply, Shemya Alaska—Directed the activities of inventory management, property storage, equipment accounting and distribution of supplies/fuel at a remote intelligence gathering facility. Duties also included harbormaster, member of the command post emergency response team. Supported contractor operations with supply & quality assurance.

1980-1983: USAF Site Commander, Makah AFS Washington-Neah Bay Washington—Directed 115 personnel at an autonomous air defense radar unit, part of the United States Air Defense Network. Directed activities including: radar operations, facility maintenance, construction, logistics, food and billeting, administration, supplies & services purchasing, and other support services.

1976-1980: USAF Maintenance & Supply Liaison Officer, McChord AFB Washington—Managed Aircraft Maintenance activities to include: acquisitions and management of aircraft spare parts for the F-106 Interceptor aircraft.

1966-1976: Combat & Special Instrument Photographer—USAF combat photographer working in numerous locations around the world. Additional experiences included work with Presidential Photo Detail, NASA, and intelligence systems.

Thomas J. Burgess

3106 Pleasant Dr. Anchorage Alaska 99502 Day Phone: (907) 632-0132, Night Phone: (907) 243-4641

Thomas.Burgess@dhs.gov/tomsagenda@gci.net

MANAGEMENT AND TECHNICAL EXPERIENCE SKILLS SUMMARY:

Business Management and Marketing	Government Program Mgt.
Base & Airfield Operations & Security Mgt.	Quality Programs Mgt.
Supply Inventory & Fuels Mgt.	Security Mgt
Construction & Environmental Project Mgt.	Contracting Mgt & Negotiation
Human Resources/Industrial Relations	Cargo & Vehicle Transportation Mgt.
Seaport & Petroleum Facility Mgt.	Grants Program Development and Mgt.

PROFESSIONAL EXPERIENCE:

PRESENT: Protective Security Advisor (PSA), Alaska-Critical Infrastructure and vulnerability assessment specialist, represent the Federal Department of Homeland Security to the state of Alaska. Provides guidance on established security practices, supports comprehensive risk analysis, coordinates training provide by federal agencies, provide information to state, and local jurisdictions regarding national security practices and polices relative to critical infrastructure and key resources.

2003-2005: Director Division of Homeland Security, State of Alaska-Developed and managed the first Alaska organization dedicated to the protection of lives and property against terrorism. At the request of the Commissioner for the Department of Military and Veterans Affairs, assumed the challenging duties of creating an organization with the processes and procedures needed to implement the US National Response Plan.

2002-2003: Municipal Contracting Officer, Alaska-Directed all activities relative to purchasing of good and services, distribution for goods, and services required to support activities of the municipal government. Determined contracting policies and procedures for acquisition of engineering services, facility construction, and materials acquisition

2000-2002: General Manager, Alaska-Directed all activities and financial resources for an Alaskan Native owned environmental and construction company to include: business development and operations management; dealt with customer relations and personnel issues daily; marketed to customers nationwide; supervised bid submissions; developed and implemented all business plans; worked with various partnering companies on teaming arrangements; and dealt with regulatory issues of government small business requirements.

1995-2000: Galena Airfield and Facility Manager, Alaska-Directed all airfield operations, maintenance and support activities at Galena Airport (USAF) on a BOSS contract. Managed activities including aircraft launch & recovery, refueling, cargo handling, local area weather reporting, purchasing and physical security. Supervised maintenance teams working, aircraft, facilities, vehicles, communications, and other equipment maintenance activities. Managed subcontractors. Led facility emergency and hazardous response teams.

Keith N. Silver
2155 W. 29th, #1
Anchorage, AK 99517
(907) 242-1618
knsilver@acsalaska.net

Experience

NANA Management Services August 2007 to current

Business Development Director

Working directly for the Vice President of Operations, Workforce Solutions. I assist with and am primary respondent on all bids within the Workforce Solutions division. I monitor the oil, gas, and mining industries and inform the senior management of NMS of opportunities. I developed and implemented a short and long range marketing strategy. I develop new and potential accounts, handle contract negotiations, on going client relationships and am responsible for client retention. I assist in other marketing and sales development efforts and selection of new personnel.

Veco Alaska, Inc November 2006 to July 2007

Project Support Service Manager, Veco Base

Part of the senior management team and reported to the Vice Presidents of Operations and Finance. I managed the administrative staff on the North Slope and was responsible for all financial reporting to the officer level management of the company. I wrote procedures for many jobs and performed the duties of financial analyst while the position was vacant. Wrote capital improvement AFE's and oversaw implementation. I was responsible to maintain good business relationships with our customers.

Colville Logistics, LLC April 2006 to November 2006

Manager, Finance & Risk

Colville Logistics was spun off from Colville, Inc. I supervised all aspects of the start up of the new company. I managed the account for the primary customer and source of revenue: the State of Alaska Division of Forestry for which we provided aviation fuel. I instituted the company's new accounting system from the ground up. I stayed with this company to get it set up while actively searching for full employment commensurate with my skills and salary requirements out of loyalty with the owner, the former president of Colville, Inc.

Colville, Inc June 2000 to March 2006

Vice President, Finance and Administration

I was responsible for all financial aspects of Colville, Inc., a North Slope oilfield service company with 75 employees, of which 12 reported to me directly. My responsibilities included: cash flow, collections, payables, loan negotiations, personnel administration, financial reports, internal auditing, risk management and customer relations. I was the primary contact in the company for the bankers, insurance brokers, lawyers, CPA's, state and federal agencies, and various consultants. I responded to RFP's, prepared proposals, and handled contract negotiations. I was also a Vice President, Finance and Administration, and Director for Colville's subsidiary Brook Range Supply, Inc., the North Slope's largest retailer and industrial supply house.

Electrolux April 1997 to June 2000

Promoted to Branch Manager January 1998. I was responsible for all branch operations including training, personnel and service.

Randall Moss Insurance, Inc. May 1996 to February 1997
 Insurance Agent Responsible for developing and enhancing relationships with major mortgage brokerage brokers in Alaska and selling homeowners coverage to their clients. In my short tenure, I generated over \$100,000 in new annual recurring premiums.

Alaska State Insurance Agency, Inc. April 1993 to April 1996
 I was the Secretary-Treasurer of the corporation. My responsibilities also included the personal lines side of the agency. I brought in new insurance companies to the agency, wrote all personal lines products that we had markets and kept on top of the personal lines marketplace. During my tenure, I arranged to sign with several new insurance companies including Safeco Insurance Company.

City Insurance Agency July 1986 to April 1993
 Owner and manager of my own agency. The agency did well and dominated the market for high-risk auto insurance. City Insurance offered a full line of personal insurance such as homeowners, auto, life, and health. City Insurance was an attractive acquisition target, and eventually Alaska State Insurance Agency, Inc purchased the business from me so they could offer a broader spectrum of products. I continued on with the new company as Secretary and Treasurer.

From October 1974 to July 1986, I worked in various positions in the insurance industry.

Education

West Anchorage High School

Air Force Academy

University of Alaska, Anchorage. Graduated with a Bachelor in Business Administration with a Management major.

I attended many educational development classes available in the community in my professional career since graduating college.

Professional Organizations

I served a one-year term as President of the Alaska Independent Insurance Agents and Brokers, Inc. (AIIAB) October 95-96. (See Underwriters Report) I served on the board of directors of AIIAB since October 1991 and held several committee chairmanships including education, Conventions 91 and 95, InsurPAC, Alaska Assigned Risk Auto, markets development and membership. I served on the Alaska Division of Insurance task forces on licensing, continuing education, and unfair discrimination. I was awarded the Ed Dimock award (Agent of the Year) at the AIIAB convention in October 1995. I served two terms as Chairman of the Merrill Field Airport Commission after two years as a member. I resigned this position to take the job with Colville, Inc in June 2000 as this job took me out of town. I served as a board member of the Airport Heights Community Council. I am a co-chair of the Tokosha Citizens Council and president of the Prudhoe Bay Community Council. I serve on the Board of Directors for the Resource Development Council for Alaska.

Jackson, Jay A.

From: Keith Silver [Keith.Silver@nmsusa.com]
Sent: Wednesday, September 02, 2009 8:23 AM
To: Jackson, Jay A
Subject: Boards and Commissions

Yesterday I submitted my information and application for boards and commissions to be appointed by the mayor. I would also be interested in planning and zoning. I concentrated on the open list and missed the fact that many seats will become open in October.

Thanks for your consideration

Keith N. Silver
Business Development Director
NMS Workforce Solutions
3230 C Street, Suite 200,
Anchorage, AK 99503
907-729-5519
907-242-1618 Cell
keith.silver@nmsusa.com



Anchorage Assembly



Debbie Ossiander, Chair
Harriet Drummond, Vice Chair
Chris Birch
Matt Claman
Dan Coffey

Patrick Flynn
Elvi Gray-Jackson
Mike Gutierrez
Jennifer Johnston
Sheila Selkregg
Bill Starr

Municipality of Anchorage

Mayor Dan Sullivan
Municipality of Anchorage
Post office Box 196650
Anchorage Alaska 99519

Re: Board of Ethics

November 4, 2009

Dear Mayor:

As Chairman of the Assembly Ethics Committee, per AMC 1.15.050, I am pleased to participate in the selection and appointment of members to the Board of Ethics for the Municipality

After reviewing the candidates qualifications, application information, and conducting selective interviews, I am pleased to recommend the following persons for your consideration:

- Mr. Keith Silver
- Mr. Tom Burgess

I look forward to your appointment and Assembly confirmation of these citizens to this important Board.

Sincerely,

William E. Starr, Member
Anchorage Assembly

Content ID: 008374

Type: MayorAppointments -

Title: BOARD OF ETHICS APPOINTMENTS
(Thomas J. Burgess and Keith N. Silver)

Author: croxtonm

Initiating Dept: Mayor

Date Prepared: 11/5/09 3:27 PM

Assembly Meeting Date: 11/17/09

<u>Workflow Name</u>	<u>Action Date</u>	<u>Action</u>	<u>User</u>	<u>Security Group</u>	<u>Content ID</u>
Clerk_Admin_SubWorkflow	11/6/09 10:59 AM	Exit	Joy Maglaqui	Public	008374
MuniManager_SubWorkflow	11/6/09 10:59 AM	Approve	Joy Maglaqui	Public	008374
Mayor_SubWorkflow	11/6/09 10:59 AM	Approve	Joy Maglaqui	Public	008374
BoardCommissionApptWorkflow	11/6/09 10:58 AM	Checkin	Mary Croxton	Public	008374
Mayor_SubWorkflow	11/6/09 10:48 AM	Reject	Joy Maglaqui	Public	008374
BoardCommissionApptWorkflow	11/5/09 3:28 PM	Checkin	Mary Croxton	Public	008374