

CLERK'S OFFICE

APPROVED

Date: 10-21-03

Submitted by: Chair Traini

Prepared by: Department of Assembly

For reading: October 21, 2003

ANCHORAGE, AK

AR NO. 2003-327

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING
RICHARD MICHAEL GUTIERREZ AS UTILITY BUDGET ANALYST**

WHEREAS, the Utility Budget Analyst position within the Assembly Budget and Legislative Services Office has recently become vacant; and

WHEREAS, through an interview process, a new Utility Analyst was selected; and


WHEREAS, in accordance with Anchorage Municipal Code Section 2.80.040, the staff of the Assembly Budget and Legislative Services Office shall be appointed by the Assembly.

NOW, THEREFORE, the Anchorage Assembly resolves that:

Section 1: That Richard Michael Gutierrez is appointed as Assembly Utility Budget Analyst.

Section 2: That this appointment was effective on October 13, 2003.

PASSED AND APPROVED by the Anchorage Assembly this 21st day of October, 2003.


Chair

ATTEST:


Municipal Clerk

Richard Michael Gutierrez

727 West 76th Ave. #3
Anchorage, AK 99518
(907) 360-0557

Education

Ball State University, Muncie, Indiana. Master of Arts, Political Science - 1998
Manchester College, North Manchester, Indiana. Bachelor of Science,
Political Science - 1995

Computer Experience

MS-DOS 3.0, Windows 3.1, Windows 95, Windows 98, Microsoft Word, Power Point,
Excel, Adobe Acrobat, Adobe Pagemaker 6.5, Adobe Illustrator 10, File Maker Pro,
Microsoft Outlook, Outlook Express, Netscape Communicator, Macromedia
Dreamweaver 3.0, Macromedia Fireworks 3.0.

Current Position:

Program Coordinator, Alaska Workforce Investment Board (AWIB), Alaska Department
of Labor and Workforce Development.

- Coordinator of *WorkStar* program - marketing the State of Alaska's welfare to work efforts to employers
- Developed a plan for an online clearinghouse of all state-wide workforce and economic development information
- Coordinated the 2001 WorkStar Awards with Governor Tony Knowles to recognize outstanding employers and employees
- Prepared 2002 and 2003 annual report to the Alaska Legislature on Alaska's training provider performance
- Wrote procedures for amending the State of Alaska Unified Workforce Investment Plan
- Provide professional staff support to the Evaluation and Assessment Committee of the AWIB

Professional Experience:

Legislative Aide and Minority Webmaster - Office of Senator Johnny Ellis, Senate Democratic Leader, December 1999 to November 2001.

- Provided staffing to Senator Ellis on Senate Judiciary Committee
- Provided analysis and history of issues coming before the Judiciary Committee
- Provided analysis and history of education issues for Senator Ellis
- Mobilized citizen participation through action alerts
- Maintained close contacts with community organizations and constituents through newsletters, community meetings, e-mail and attendance at special events
- Authored press releases, media advisories, newspaper editorial pieces and letters to the editor, as well as sponsor statements for legislation

- Handled constituent concerns, issues, and problems with state government
- Designed an all-new web site for the House and Senate Democrats (www.akdemocrats.org) including up-to-date press releases, audio clips, position papers, and public opinion surveys
- Coordinated travel plans for Senator Ellis and maintained the daily calendar

Assistant Director of Admissions, Coordinator of Graduate Admissions, Alaska Pacific University, Anchorage, Alaska. September, 1998 through August, 1999

- Planned and implemented recruitment of graduate students
- Produced promotional materials for the University's graduate programs
- Developed and implemented a marketing strategy for the University's programs and special events
- Acted as liaison between faculty, staff and administration regarding graduate admissions
- Maintained correspondence and personal contact with prospective students

Residence Counselor, Indiana Academy for Science, Mathematics, and Humanities, Muncie, Indiana. August 1995 through June 1998

- Counseled, advised and supervised eighteen high school boys in a multicultural and co-educational environment
- Organized, promoted and implemented educational and social programs
- Responsible for minor discipline

Professional Broadcasting – KGOT FM, Anchorage, Alaska; WRBI FM, Batesville, Indiana; WOOO AM, Shelbyville, Indiana

- Weekend air staff, KGOT, Anchorage December 1998 to December 1999
- Sports Director WOOO AM 1520, July 1991 to July 1993
- Gathered and reported local news for afternoon reports
- Responsible for three daily, live, news and sports casts
- Hosted weekly evening sports talk show
- Received outstanding service award for participation in the Shelbyville High School Mentorship Program in 1992 and 1993
- Mid day air personality WRBI FM July 1989 to July 1991

References:

Senator Johnny Ellis,
716 West 4th Ave, Suite 440
Anchorage, Alaska 99501
(907) 465-3704
Senator_Johnny_Ellis@legis.state.ak.us

Jim Sanders, Former Executive Director, Alaska Workforce Investment Board
4830 Kalenka Ct.
Anchorage, Alaska 99502
(907) 243-6413
jameschesley@hotmail.com

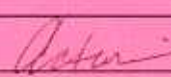
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(907) 269-3600

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716 West 4th Ave, Suite 440
Anchorage, Alaska 99501
(907) 465-3704
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Bill Stewart, Program Director, KGOT FM
800 East Dimond Blvd., Suite 3-370
Anchorage, Alaska 99518
(907) 522-1515



(SEE REVERSE SIDE FOR FURTHER INFORMATION)

1	SUBJECT OF AGENDA DOCUMENT		DATE PREPARED	
	Appointing Richard Michael Gutierrez as Utility Analyst		10/13/2003	
			Indicate Documents Attached <input type="checkbox"/> AO <input checked="" type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM	
2	DEPARTMENT NAME		DIRECTOR'S NAME	
	Assembly		Dick Traini	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY		HIS/HER PHONE NUMBER	
			4751	
4	COORDINATED WITH AND REVIEWED BY	INITIALS	DATE	
	Mayor			
	Heritage Land Bank			
	Merrill Field Airport			
	Municipal Light & Power			
	Port of Anchorage			
	Solid Waste Services			
	Water & Wastewater Utility			
	Municipal Manager			
	Cultural & Recreational Services			
	Employee Relations			
	Finance, Chief Fiscal Officer			
	Fire			
	Health & Human Services			
	Office of Management and Budget			
	Management Information Services			
	Police			
	Planning, Development & Public Works			
	Development Services			
	Facility Management			
	Planning			
	Project Management & Engineering			
	Street Maintenance			
	Traffic			
	Public Transportation Department			
	Purchasing			
	Municipal Attorney			
	Municipal Clerk			
	Other			
5	Special Instructions/Comments			
				
6	ASSEMBLY HEARING DATE REQUESTED		7	PUBLIC HEARING DATE REQUESTED
	10/21/03			

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 2003 OCT 14 AM 9:20
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