



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
330 Harbor Drive  
Sitka, AK  
(907)747-1811

## Meeting Agenda

### City and Borough Assembly

*Mayor Steven Eisenbeisz,  
Deputy Mayor Kevin Mosher,  
Vice Deputy Mayor Timothy Pike,  
Thor Christianson, Chris Ystad,  
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Thursday, April 25, 2024

6:00 PM

Assembly Chambers

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#### **SPECIAL MEETING**

**I. CALL TO ORDER**

**II. FLAG SALUTE**

**III. RECITAL OF LANDS ACKNOWLEDGEMENT**

**IV. ROLL CALL**

**V. NEW BUSINESS:**

- A**      [24-058](#)      Municipal Attorney applicant interview - Annmarie Billingsley (via zoom)

**Attachments:** [Billingsley Application](#)

- B**      [24-059](#)      Municipal Attorney applicant interview - Wayne Cary (via zoom)

**Attachments:** [Cary Application](#)

- C**      [24-060](#)      Discussion/ Direction/ Decision regarding tonight's interviews (possible executive session)

**Attachments:** [Item C](#)

**VI. PERSONS TO BE HEARD:**

*Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.*

**VII. ADJOURNMENT**

*Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 907.747.1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.*

*Sara Peterson, MMC, Municipal Clerk  
Publish: April 22*



# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** 24-058      **Version:** 1      **Name:**

**Type:** Item      **Status:** AGENDA READY

**File created:** 4/11/2024      **In control:** City and Borough Assembly

**On agenda:** 4/25/2024      **Final action:**

**Title:** Municipal Attorney applicant interview - Annmarie Billingsley (via zoom)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Billingsley Application](#)

Date	Ver.	Action By	Action	Result
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# **Municipal Attorney Candidate Interview**

Annmarie Billingsley

April 25, 2024  
6:15 p.m. via zoom

## ANNMARIE BILLINGSLEY

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March 25, 2024

City & Borough of Sitka  
Human Resources  
100 Lincoln Street  
Sitka, Alaska 99835  
hr@cityofsitka.org

Dear Mayor Eisenbeisz and the Sitka Assembly:

Please consider my application for the Municipal Attorney position at the City and Borough of Sitka. I have been practicing law in Alaska for the past fourteen years, six of which were focused exclusively on municipal law as an attorney for the Fairbanks North Star Borough. During my tenure with the Fairbanks North Star Borough, I had the opportunity to conduct legal research and draft legal opinions on a wide range of legal issues unique to Alaskan municipalities and local governments. I prosecuted violations of Borough Code and represented the Borough at both the trial and appellate levels in front of administrative agencies, in the District and Superior Courts of the State of Alaska, and in Federal District Court for the District of Alaska. I also provided legal advice to the Assembly, Boards and Commissions, and various departments (human resources, community planning, animal control, library, parks and recreation, code enforcement, emergency operations, assessing, mayor's office, public works, transportation, air quality, financial services, digital services, Borough clerk's office, general services, health & social services, natural resources development, rural services, and solid waste).

One of my greatest strengths is my ability to maintain positive working relationships and collaborate effectively with diverse stakeholders. Whether working alongside elected officials, department heads, or the public, I prioritize clear communication and a solutions-oriented approach. I am well versed in making complex legal concepts accessible to my clients and managing multiple tasks with competing priorities and time sensitive deadlines.

I am excited about the opportunity to bring my skills and passion to the City and Borough of Sitka. My resume, application, and reference list are attached. I look forward to hearing from you.

Sincerely,

Annmarie Billingsley

**City and Borough of Sitka**

An Equal Opportunity Employer

100 Lincoln St. Sitka, AK 99835

Phone No. (907)747-1816 Fax No. (907)747-1846

**Applicant Information**

Last Name	First Name	Middle Name
Billingsley	Annmarie	
Residence Address	Street	City State Zip Code
Mailing Address	Street	City State Zip Code
Telephone Number	Email Address	

<b>Position(s) Applying for:</b> Municipal Attorney	<b>Date</b> 3/24/2024
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<b>How did you learn of this job opportunity?</b>	
<input type="checkbox"/> City of Sitka Website	<input type="checkbox"/> Job Service/ALEXsys
<input type="checkbox"/> Local Organizations (specify: _____)	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Alaska Municipal League	<input type="checkbox"/> Radio
<input type="checkbox"/> Other (_____)	<input checked="" type="checkbox"/> On-Line (website AK Bar Assn.)

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. **All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

**Criminal Convictions:** A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

**Thank you for your interest in serving the citizens of Sitka!!**

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Do you have a valid Driver's License? <i>If yes, please provide State and number</i> AK 7400832		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have you ever worked for the City and Borough of Sitka in any capacity (i.e., temp, contract, etc.)		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Are you enrolled in Alaska PERS system? If so, what Tier? 4		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Available to work:	Full Time	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Part Time	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Temporary	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Date available to work: negotiable					
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Nights	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Weekends	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Holidays	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been convicted of a felony?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Have you been convicted of a misdemeanor within the last five years?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<p><i>If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.</i></p>					

Education			
<b>High School</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
John Jay High School 60 N. Salem Rd #1104 Cross River, NY 10518		4	HS Diploma
<b>Undergraduate College</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
University of Richmond 410 Westhampton Way Richmond, VA 23173	Communication Studies and Spanish	4	BA
<b>Graduate Professional</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Lewis and Clark Law School 10101 S. Terwilliger Blvd, Portland, OR 97219	Environmental Law	3	JD
<b>Others (specify)</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>

Employment History		
Most Recent /Current Employer		Address
Chena Legal, LLC		
Date Started	Starting Salary <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Starting Position
January 2024	\$ 250	Owner/Solo Practioner
Date Left	Salary on Leaving <input type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Position on Leaving
N/A	\$	N/A
Name and Title of Supervisor		Reason for Leaving
		N/A
Duties/Responsibilities		
See Resume		
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Previous Employer		Address
Fairbanks North Star Borough		907 Terminal Street Fairbanks, AK 99701
Phone Number		907-459-1318
Date Started	Starting Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Starting Position
July 2017	\$ 95,009.00	Assistant Borogh Attorney
Date Left	Salary on Leaving <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Position on Leaving
July 2023	\$ 141,512	Assistant Borough Attorney V
Name and Title of Supervisor		Reason for Leaving
		Spend time with family
Duties/Responsibilities		
See Resume		
Past Employer		Address
Chena Legal, LLC		
Phone Number		
Date Started	Starting Salary <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Starting Position
July 2013	\$ 125	Owner/Solo Practitioner
Date Left	Salary on Leaving <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Position on Leaving
July 2017	\$ 150	Owner/Solo Practitioner
Name and Title of Supervisor		Reason for Leaving
		Hired at the FNSB
Duties/Responsibilities		
See Resume		

<b>Include explanation of any gaps in employment.</b>
I took off six months after I left the FNSB to spend time with my family.

<b>Other Qualifications</b>
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Completed the National Institute for Trial Advocacy Trial Skills Program 2018 Graduated from Inspire Leadership Academy 2020 Former Board Member of the Fairbanks Co-op Market
Describe any job-related training received in the United States military.
N/A
List professional, trade, business, or civic activities and offices held.
Alaska Network on Domestic Violence and Sexual Assault pro bono attorney 2011-2017 UAF Community and Technical College, Paralegal Studies Program Adjunct Professor 2014-2017 Alaska Court System CCMVP, Guardianship, and CINA Mediator 2016-2017
List professional, trade or business licenses held.
Alaska Bar Association, November 2010-Present Alaska Municipal Attorneys Association 2017-2023 International Municipal Lawyers Association 2017-2023 Licensed to practice in State and Federal Court

<b>Additional Information</b>												
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.												
FNSB's primary prosecuting attorney for code enforcement and animal control minor offense violations. FNSB's primary attorney advisor to the Planning Commission, BOE, Animal Control Commission, Climate Action Committee, Risk Committee, and the Assembly Regional Emergency Services Advisory Committee. Regularly provided trainings on the Open Meetings Act and Public Records Act. Represented the FNSB in civil matters as well as appeals to the Board of Adjustment and Superior Court. Supervised the work of outside counsel retained by the FNSB in worker's compensation matters. Directed the work of less experienced attorneys and support staff. Regularly acted as Borough Attorney during her absences. Served as a member of the FNSB's collective bargaining team. Won six FNSB merit awards for "exemplary contributions and effort which directly impacted the efficiency, economy and effectiveness of borough operations."												
<b>References</b>												
Do not include family members or past supervisors.												
<table border="1"> <thead> <tr> <th>Name</th> <th>Phone Number</th> <th>Occupation</th> </tr> </thead> <tbody> <tr> <td>██████████</td> <td>██████████</td> <td>██████████</td> </tr> <tr> <td>██████████</td> <td>██████████</td> <td>██████████</td> </tr> <tr> <td>██████████</td> <td>██████████</td> <td>██████████</td> </tr> </tbody> </table>	Name	Phone Number	Occupation	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Name	Phone Number	Occupation										
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**Note to Applicants:**

**DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.**

☒ Yes
 ☐ No

**APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE** the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. **I DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. **I RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

**I CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

**I AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

**For e-mail submissions only:** By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

Annmarie Billingsley

Signature

3/24/2024

Date

# ANNMARIE BILLINGSLEY

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## EDUCATION & QUALIFICATIONS

Alaska Bar Association, November 2010—Present

United States District Court for the District of Alaska, admitted to practice 2019—Present

Alaska Municipal Attorneys Association, 2017—2023

International Municipal Lawyers Association, 2017—2023

**National Institute for Trial Advocacy**, Trial Skills, August 2018

**Lewis and Clark Law School**, Portland, Oregon: JD, *cum laude*, May 2010

**University of Richmond**, Richmond, Virginia: BA, *cum laude*, May 2003

## EXPERIENCE

**Fairbanks North Star Borough**, Fairbanks, Alaska

Assistant Borough Attorney, July 2017—July 2023

- Provided legal advice to the Mayor, Assembly, staff members, and boards and commissions
- Drafted ordinances, resolutions, contracts, leases, and other documents for use by the Borough
- Prepared legal opinions concerning correct procedures, statutory interpretation, and status of law
- Represented the Borough in all types of adversarial proceedings and litigation before State and Federal courts and in administrative forums
- Prosecuted violations of the Fairbanks North Star Borough Code of Ordinances
- Prepared pleadings and briefs, interviewed witnesses, investigated claims, and negotiated settlements

**Chena Legal, LLC**, Fairbanks, Alaska

Solo Practitioner, July 2013—July 2017 and January 2024—Present

- Operate a full service law practice
- Litigate civil cases in Fairbanks and Anchorage Superior Courts
- Draft contracts, agreements, wills, deeds, petitions, power of attorneys, advanced health care directives, and other documents for clients

**Alaska Network on Domestic Violence and Sexual Assault**, Fairbanks, Alaska

Pro Bono Attorney, February 2011—September 2017

**Alaska Court System**, Fairbanks Alaska

CCVMP, Adult Guardianship, and CINA Mediator, September 2016—June 2017

**UAF Community and Technical College, Paralegal Studies Program**, Fairbanks, Alaska

Adjunct Professor, January 2014—May 2017

**Foster & Rogers, LLC**, Fairbanks, Alaska

Associate Attorney, October 2010—June 2013

- Handled a full range of domestic relations cases from client intake through trial
- Drafted multiple appeal briefs to the Alaska Supreme Court

**Oregon Department of Justice**, Portland and Salem, Oregon

Law Clerk, General Counsel Division, Natural Resources Section, May 2009—November 2009

Law Clerk, Trial Division, Torts Section, May 2008—November 2008

## INTERESTS

Member of the Nordic Ski Club of Fairbanks, Bluegrass Running Group, and Northern Literati Book Club.

Approved volunteer with the Fairbanks North Star Borough School District.

**ANNMARIE BILLINGSLEY**

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**REFERENCES**

[REDACTED]

[REDACTED]

[REDACTED]



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 24-059      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 4/11/2024      In control: City and Borough Assembly

On agenda: 4/25/2024      Final action:

Title: Municipal Attorney applicant interview - Wayne Cary (via zoom)

Sponsors:

Indexes:

Code sections:

Attachments: [Cary Application](#)

Date	Ver.	Action By	Action	Result
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# **Municipal Attorney Candidate Interview**

Wayne Cary

April 25, 2024  
7:30 p.m. via zoom

T. Wayne Cary



February 16, 2024

City & Borough of Sitka  
Human Resources  
100 Lincoln Street  
Sitka, Alaska 99835

Dear Sir or Madam:

I am writing in response to your job announcement for the Municipal Attorney posted on the Alaska State Bar's website. My resume is attached for your review.

This position is of particular interest because of the opportunity to continue to deal with issues involving municipal law and its location in Sitka. I have experience working on a wide variety of matters and cases which would be helpful in the Municipal Attorney position. In my recent job, as Borough Attorney, I have provided legal advice on a variety of issues to the Mayor, Assembly and every department in the North Slope Borough. I was responsible for operations of the Law Department, consisting of five attorneys and four office staff. I have also served as the acting Mayor and acting Chief Administrative Officer on numerous occasions. In addition to my legal background, I enjoy the outdoors, hunting and fishing. I believe that based on my interests and work experience I would fit into the community and become an asset to the City and Borough of Sitka.

I would very much like the opportunity to introduce myself to you and learn more about the position. I am available to meet with you by telephone at your convenience. Thank you for your consideration.

Sincerely yours,

A handwritten signature in blue ink that reads "wayne cary".

T. Wayne Cary

Attachment

**T. WAYNE CARY**



**EDUCATION**

**CUMBERLAND SCHOOL OF LAW**, Samford University  
Birmingham, Alabama

J.D., May 1998

*Studies Abroad:* University of Durham, England, Summer Semester 1996

**AUBURN UNIVERSITY**

Auburn, Alabama

B.A., Political Science, June 1994

*Activities:* Football 1990-1993

**ADMISSIONS**

1999-Alabama and United States District Court, Middle District of Alabama

2001-Alaska and United States District Court, District of Alaska

2018-United States Court of Appeals for the Ninth Circuit

**EXPERIENCE**

**BOROUGH ATTORNEY, NORTH SLOPE BOROUGH**

Utqiagvik, Alaska June 2021 – November 2023

Provided legal advice to the Mayor, Assembly and Department Directors on municipal government issues. Drafted contracts, ordinances and resolutions.

Supervised department of five attorneys and four office staff. Served as Acting Mayor and Acting Chief Administrative Officer.

**ASSISTANT BOROUGH ATTORNEY, NORTH SLOPE BOROUGH**

Utqiagvik, Alaska November 2014 – June 2021

Provided legal advice on planning, zoning, contract and municipal government issues. Drafted contracts, permit stipulations, ordinances and resolutions. Served as Acting Borough Attorney and Acting Deputy Director of the Department of Planning and Community Services.

**ASSISTANT DISTRICT ATTORNEY**

Nome, Alaska November 2008 – November 2010

Represented the State in prosecution of criminal cases. This included daily court appearances, motion work, trial and appellate work.

**ASSISTANT ATTORNEY GENERAL**

Nome, Alaska December 2005 – March 2007

Represented the State in child-in-need-of-aid cases.

**ASSOCIATE – Cooke, Roosa & Valcarce, LLC**

Bethel, Alaska August 2001 – August 2004

Represented clients in various stages of civil cases and defense of criminal cases. Civil proceedings included municipal law, torts, probate, family law, eviction, child-in-need-of-aid and administrative hearings.

**ASSISTANT PUBLIC DEFENDER**

Palmer, Alaska June 2001 – August 2001

Defended clients in misdemeanor criminal cases.

**LEGAL INTERN – Office of Public Advocacy**

Anchorage, Alaska March 2001 – June 2001

Conducted legal research and represented clients at bail hearings.

**ASSOCIATE – Morris & Cary, LLC**

Dothan, Alabama September 2000 – December 2000

Defended clients in criminal cases.

**LAW CLERK – Wilkerson & Associates**

Anchorage, Alaska October 1999 – June 2000

Conducted legal research and assisted in discovery preparation.

**ASSOCIATE – Devereaux & Hamlett, LLC**

Montgomery, Alabama October 1998 – August 1999

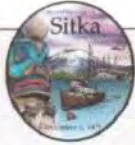
Conducted legal research and assisted with discovery, client correspondence and trial preparation in family law proceedings.

**AWARDS/  
ACTIVITIES**

Eagle Scout

2005 and 2007 - Hiked Appalachian Trail

2/22/24 Recieved. 18



# City and Borough of Sitka

An Equal Opportunity Employer

100 Lincoln St. Sitka, AK 99835

Phone No. (907)747-1816 Fax No. (907)747-1846

## Applicant Information

Last Name		First Name		Middle Name
Cary		Thomas		Wayne
Residence Address	Street	City	State	Zip Code
[REDACTED]				
Mailing Address	Street	City	State	Zip Code
[REDACTED]				
Telephone Number		Email Address		
[REDACTED]		[REDACTED]		

Position(s) Applying for:	Municipal Attorney	Date	February 1, 2024
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How did you learn of this job opportunity?			
<input type="checkbox"/> City of Sitka Website	<input type="checkbox"/> Job Service/ALEXsys	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio <input type="checkbox"/> Friend
<input type="checkbox"/> Local Organizations (specify: _____)		<input type="checkbox"/> On-Line (website _____)	
<input type="checkbox"/> Alaska Municipal League	<input checked="" type="checkbox"/> Other (SITKA VAL ASSOCIATI)		

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. **All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

**Criminal Convictions:** A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid Driver's License? <i>If yes, please provide State and number</i> Alaska 6991930.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you ever worked for the City and Borough of Sitka in any capacity (i.e., temp, contract, etc.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are you enrolled in Alaska PERS system? If so, what Tier? 3.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Available to work:	Full Time	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Part Time	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Temporary	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date available to work: April 2024		
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Nights	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Weekends	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Holidays	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have you been convicted of a misdemeanor within the last five years?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.</i>		

Education			
<b>High School</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Lee High School, Huntsville, Alabama	General	1986-1990	High Schol Diploma
<b>Undergraduate College</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Auburn University, Auburn, Alabama	Political Science	1990-1994	B.A.
<b>Graduate Professional</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Cumberland School of Law, Birmingham, Alabama	Law	1995-1998	J.D.
<b>Others (specify)</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
N/A			

Employment History		
Most Recent /Current Employer		Address
North Slope Borough		1274 Agvik Street, Utqiagvik, Ak 99723
Phone Number		(907) 852-0300
Date Started	Starting Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Starting Position
November 2014	\$ 126,000	Assistant Borough Attorney
Date Left	Salary on Leaving <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Position on Leaving
November 2023	\$ 230,000	Borough Attorney
Name and Title of Supervisor		Reason for Leaving
[REDACTED]		New Mayor elected and I was replaced as a mayoral appointee
Duties/Responsibilities		
Provided legal advice to the Mayor, Assembly and Department Directors on municipal government issues. Drafted contracts, ordinances and resolutions. Supervised department of five attorneys and four office staff. Served as Acting Mayor and Acting Chief Administrative Officer.		
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Previous Employer		
Address		Phone Number
State of Alaska		103 Front Street, Nome, AK 99762
(907) 443-2296		
Date Started	Starting Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Starting Position
November 2008	\$ 105,000	Assistant District Attorney
Date Left	Salary on Leaving <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Position on Leaving
November 2010	\$ 105,000	Assistant District Attorney
Name and Title of Supervisor		Reason for Leaving
[REDACTED]		Moved to Alabama to spend time with family
Duties/Responsibilities		
Represented the State in prosecution of criminal cases. This included daily court appearances, motion work, trial and appellate work.		
Past Employer		
Address		Phone Number
State of Alaska		103 Front Street, Nome, AK 99762
(907) 443-2296		
Date Started	Starting Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Starting Position
December 2005	\$ 100,000	Assistant Attorney General
Date Left	Salary on Leaving <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Position on Leaving
March 2007	\$ 100,000	Assistant Attorney General
Name and Title of Supervisor		Reason for Leaving
[REDACTED]		Left to backpack the Appalachian Trail for the second time
Duties/Responsibilities		
Represented the State in child-in-need-of-aid cases.		

**Include explanation of any gaps in employment.**

August 2004 through December 2005 backpacked the entire Appalachian Trail and spent time with family in Alabama.

March 2007 through November 2008 backpacked 1500 miles of the Appalachian Trail and spent time with family in

November 2010 through November 2014 moved back to Alabama to spend time with friends and family.

### Other Qualifications

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Eagle Scout

Walk-on Auburn University football 1990-1993

Describe any job-related training received in the United States military.

N/A
-----

List professional, trade, business, or civic activities and offices held.

N/A
-----

List professional, trade or business licenses held.

Alabama State Bar and United States District Court, Middle District of Alabama, 1999

Alaska State Bar and United States District Court, District of Alaska, 2001

United States Court of Appeals for the Ninth Circuit, 2018

### Additional Information

State any additional information you feel may be helpful to us in considering your application.

Summarize special job-related skills and qualifications from employment or other experience.

I have been interested in moving to Sitka for a considerable amount of time and intend to make it my home if given the opportunity. My experience as a Borough Attorney and handling both prosecution and defense of criminal cases would be an asset to this position.

## References

Do not include family members or past supervisors.

Name \_\_\_\_\_

Phone Number

Occupation

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**Note to Applicants:**

**DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.**

☒☒ Yes[illegible]

No

**APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE** the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. **I DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. **I RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

**I CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

**I AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

**For e-mail submissions only:** By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

Wayne Ay  
Signature

2-16-24  
Date



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 24-060      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 4/11/2024      In control: City and Borough Assembly

On agenda: 4/25/2024      Final action:

Title: Discussion/ Direction/ Decision regarding tonight's interviews (possible executive session)

Sponsors:

Indexes:

Code sections:

Attachments: [Item C](#)

Date	Ver.	Action By	Action	Result
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## **Discussion/ Direction/ Decision** regarding tonight's interviews *(possible executive session)*

Municipal Attorney Candidates Annmarie Billingsley and Wayne Cary have been notified that in conjunction with their zoom interviews, the Assembly may desire to convene in executive session (closed to the public) to discuss matters involving character and reputation. Each candidate has been informed they may request Assembly discussion of their application be held in public or authorize the Assembly to discuss their application in executive session.

If the Assembly desires to convene in executive session to discuss the applications, the desire of each candidate is indicated below:

- Annmarie Billingsley (executive session)
- Wayne Cary (executive session)

### **POSSIBLE MOTIONS – *if desired***

#### **EXECUTIVE SESSION**

**I MOVE** to go into executive session\* to discuss subjects that may tend to prejudice the reputation and character of Municipal Attorney Candidate \_\_\_\_\_, invite in Human Resource Generalist Denise Salter, and Municipal Attorney Candidate \_\_\_\_\_ when and if desired.

**I MOVE** to reconvene as the Assembly in regular session.

\*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.