

HOMER CITY COUNCIL  
491 E. PIONEER AVENUE  
HOMER, ALASKA  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)



**SPECIAL MEETING**  
**4:00 P.M. TUESDAY**  
**MARCH 3, 2015**  
**COWLES COUNCIL CHAMBERS**

MAYOR BETH WYTHE  
COUNCIL MEMBER FRANCIE ROBERTS  
COUNCIL MEMBER DAVID LEWIS  
COUNCIL MEMBER BRYAN ZAK  
COUNCIL MEMBER BEAUREGARD BURGESS  
COUNCIL MEMBER GUS VAN DYKE  
COUNCIL MEMBER CATRIONA REYNOLDS  
CITY ATTORNEY THOMAS KLINKNER  
CITY MANAGER MARVIN YODER  
CITY CLERK JO JOHNSON

### **SPECIAL MEETING AGENDA**

- 1. CALL TO ORDER, 4:00 P.M.**
- 2. AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 5)
- 3. INTERVIEWS FOR CITY MANAGER CANDIDATES**  
  
Jeffrey Trinker *Page 5*  
  
Carey S. Meyer *Page 11*
- 4. Memorandum 15-026**, from City Clerk, Re: Request for Executive Session Pursuant to AS 44.62.310 (c)(1)-(2) Matters, the Immediate Knowledge of Which Would Clearly Have an Adverse Effect Upon the Finances of the City, and Matters Which by Law, Municipal Charter, or Ordinance are Required to be Confidential (Determine Parameter of Public Discussion of City Manager Candidates). *Page 23*
- 5. COMMENTS OF THE AUDIENCE**
- 6. ADJOURNMENT**

Next Regular Meeting is Monday, March 9, 2015 at 6:00 p.m., Committee of the Whole 5:00 p.m., and Worksession 4:00 p.m. A Special Meeting is scheduled for Monday, March 16, 2015 at 6:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



## City Manager Interview Questions

### 0-10 Points for questions 1-13

\_\_\_\_\_ 1. What do you believe are your most significant achievements or accomplishments to date? How would those achievements apply to Homer and its operation?

\_\_\_\_\_ 2. Please identify what you feel are your strengths and weaknesses.

\_\_\_\_\_ 3. Describe your management style in relation to communicating, decision-making, morale-building, and effecting change. What do you do to maintain your leadership and management skills?

\_\_\_\_\_ 4. What do you think the primary role of the City Manager is relative to involvement with the community and accessibility to the public?

\_\_\_\_\_ 5. How would you deal with citizen complaints and have you had any experience with lawsuit resolution?

\_\_\_\_\_ 6. Describe your philosophy and experience regarding the relationship between private development and planning and zoning.

\_\_\_\_\_ 7. Describe your thoughts on the role of government and its relationship to the private sector.

\_\_\_\_\_ 8. The Council has recently embraced a “Strategic Doing” concept. Are you familiar with this concept? Describe your approach to strategic planning and/ or goal setting with the Council and staff.

\_\_\_\_\_ 9. What is your approach to risk management as it pertains to municipal government?

\_\_\_\_\_ 10. What experiences have you had with labor relations, personnel matters, and grievance procedures?

\_\_\_\_\_ 11. After reviewing City information and your meetings today, what general comments do you have regarding the City?

\_\_\_\_\_ 12. What is your perception of Homer’s economic base and employment opportunities? What ideas do you have for economic diversification?

\_\_\_\_\_ 13. If you are selected as City Manager, what would your plan be for the first 30 days?

**No Points for questions 14 & 15**

\_\_\_\_\_ 14. If offered the position, when could you start?

\_\_\_\_\_ 15. Do you have any questions?

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## Employment Application

Job Applied For: City Manager / Administration / Homer, AK

Date Submitted: 09-Oct-2014

Trinker, Jeffrey

### Employment History

#### City of Sugar Land, TX

Address: 2700 Town Center Blvd. North, Sugar Land, TX, UNITED STATES

Phone: 281-275-2700

Supervisor Name: Karen Daly

Job Title: Management Assistant Dates Employed: 07/2008-03/2010 Ending Rate of Pay: \$40,000

Duties: Provided management and policy assistance.

Reason For Leaving: Professional advancement

May We Contact?: Yes

#### City of Rosenberg, TX

Address: 2110 4th Street, Rosenberg, TX, UNITED STATES

Phone: 832-595-3300

Supervisor Name: Robert Gracia

Job Title: Executive Director of Support Services Dates Employed: 03/2010 - Present Ending Rate of Pay: \$80,000

Duties: Oversight of three departments, several City contracts (including solid waste services) and special projects as assigned. Responsible for approximately \$8 million of combined budget funds and 22 employees.

Reason For Leaving: Still employed

May We Contact?: No

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### Education

#### University of Tennessee Knoxville

Name: University of Tennessee Knoxville

Graduated? Yes

Degree: M.A. Major: Political Science (Public Administration)

#### Florida State University

Name: Florida State University

Graduated? Yes

Degree: B.S. Major: International Affairs

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### Resume

**Resume Files**

*Click on the link to open the resume file if you wish to print the formatted resume.*

[Trinker\\_2014.pdf](#)

**Text Resume**

No text resume on file

## Admin Uploaded Files

File

No Admin Uploaded Files

## References

**Reference 1**

Name: Matt Fielder Relationship: Former supervisor Phone: 817-617-3700  
Years Known: 5

**Reference 2**

Name: Karen Daly Relationship: Former supervisor Phone: 512-759-4030  
Years Known: 6

**Reference 3**

Name: Pat Pollicoff Relationship: Former colleague Phone: 281-275-2700  
Years Known: 6

## Job Questions – City Manager

Question	Answer	DQ?
Do you have a Bachelor's Degree in business or public administration or a related field?	Yes	

## Additional Questions

### Employment

Question	Answer	DQ?
Have you previously filed an application? If yes, Please give dates applied	No	
Have you ever been employed with the City? If yes, Please give dates:	No	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment)	No	
On what date would you be available for work?	Negotiable	
Can you travel if the job requires it?	Yes	

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) No

If yes, Please explain

Are you 18 years of age or older? Yes

## Education

Question	Answer	DQ?
Describe any specialized training, apprenticeship, skills and extra-curricular activities.	Extensive training related to city management.	
Describe any job-related training received in the United States military.	N/A	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status.	Texas City Management Association board member (2009-2010)	

## Additional Information

Question	Answer	DQ?
Knowledge and Specialized Skills:	Extensive knowledge of municipal governance.	
What type of computers and software have you used?	Windows and Apple operating systems.	
Other qualifications specific to this position?	N/A	
List any certifications you have received:	NIMS training.	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse.	N/A	
State any additional information you feel may be helpful to us in considering your application	Passionate about city administration and Alaska.	
<b>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</b>	Yes	
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied?		

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## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above. Signature: Jeffrey D. Trinker Date: 09-Oct-2014 IP Address: 107.1.121.201

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth



**Jeffrey D. Trinker**

**Education**

**Master of Arts, Political Science, May 2007**

**The University of Tennessee, Knoxville (GPA: 3.93)**

Areas of Study: Public Administration/Comparative Politics

**Bachelor of Science, International Affairs, August 2004**

**Florida State University, Tallahassee (GPA: 3.7)**

**Professional Experience**

**Executive Director of Support Services, City of Rosenberg, TX** (June 2013 – Present)

**Budget**

Manage a combined budget of approximately \$8,000,000.

**Civic Center**

Manage the Rosenberg Civic Center department of seven (7) employees.

**Contracts**

Provide oversight for the City's janitorial, solid waste/recycling and mosquito control contracts.

**Facilities Maintenance**

Developed a multiyear plan to identify, fund and implement maintenance, repairs and renovations to City facilities.

Developed and secured funding for a separate Facilities Maintenance Division.

**Facilities Master Plan**

Developed the criteria used to select an architecture firm that will create a Facilities Master Plan for the City. This plan will be utilized to plan and fund large capital projects such as building renovation and the construction of new City facilities.

**Fleet Services**

Manage the Fleet Services division of five (5) employees and 122 rolling stock assets.

**Parks and Recreation Department**

Managed a Parks and Recreation Department consisting of ten (10) employees and 450 acres located within nine (9) parks.

Also provided oversight for the City's recreational programs and special events.

**Strategic Planning**

Developed a process to determine priorities and work objectives at the department level.

**Assistant Economic Development Director, City of Rosenberg, TX** (2010-2013)

**Communications**

Wrote the Rosenberg Development Corporation's (RDC) monthly economic development article for the City newsletter.

Maintained the Rosenberg Development Corporation's website. Developed and maintained the RDC's Facebook page.

Wrote the Mayor of Rosenberg's public presentations and led the planning of his State of the City event.

**Community /Professional Relations**

Maintained professional working relationships with local agencies, businesses, developers, citizen groups, private consultants and others. Represented the City at various professional events and conferences.

### **Contract Management**

Managed the RDC's contracts related to community development efforts.

### **Economic Development:**

Experience with tax abatements and infrastructure incentives. Researched and provided information for prospective companies seeking to relocate their operations to Rosenberg. Planned and coordinated special and public meetings related to economic development. Marketed Rosenberg as a business-friendly location. Assisted businesses with state and local statutes and regulations compliance. Facilitated an improved searchable commercial land database on the RDC website.

### **Intergovernmental Relations**

Served as the City's liaison for the Houston-Galveston Area Council (H-GAC), an organization that conducts regional planning and distributes state and federal funds to local communities.

### **Planning**

Served as the Economic Development liaison regarding planning matters. Member of H-GAC's Subregional Planning Initiative steering committee.

### **Transportation Planning**

Worked closely with a consultant to develop and implement a Transit and Pedestrian Plan.

### **Management Assistant, City of Sugar Land, TX (2008- 2010)**

#### **Emergency Management**

Participated in numerous crisis management projects associated with the Hurricane Ike recovery.

#### **Policy / Management Analysis**

Provided policy and management analysis for the Public Service (operations) departments.

#### **Utilities**

Member of the utility franchise renewal strategic project team, which was responsible for the renegotiation of the gas and electric franchises. Conducted an analysis of the annual costs budgeted for City electricity use.

### **Graduate Intern, Department of State, Washington, D.C. (2006)**

Worked in the Department of State's Office of Weapons Removal and Abatement (WRA), specifically on the collection, destruction and management of land mines, small-arms and light weaponry. Prepared presentations on office activities for use before US House Representatives and Senators.

### **Library Clerk, University of Tennessee Map Library (2005-2007)**

Provided a variety of map and GIS related assistance to students, faculty and outside visitors.

### **Professional Organization Affiliations**

**International City Management Association (2008-Present)**

**Texas City Management Association (2008-Present)**

- o State board Representative (2009-2010)

**Texas Economic Development Council (2010-Present)**

**Urban Management Professionals of Southeast Texas (2008-Present)**

- o President (2010 – 2011)
- o Vice-President (2008-2010)

### **Professional Training**

- o TexPool Municipal Financial Planning
- o Texas Municipal League Supervisor Training

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# Employment Application

Job Applied For: City Manager / Administration / Homer, AK

Date Submitted: 03-Oct-2014

Meyer, Carey S

## Employment History

### City of Homer

**Address:** 491 E. Pioneer Avenue, Homer, AK, UNITED STATES

**Phone:** 907-235-8121

**Supervisor Name:** Walt Wrede

**Job Title:** Public Works Director/City Engineer **Dates Employed:** August 1999 – Present **Ending Rate of Pay:** \$100,443 annually

**Duties:** Manage the Public Works Department operations and maintenance activities; manage City construction projects; staff support for various Councils, commissions and committees.

**Reason For Leaving:** Looking for opportunity to serve community at a higher level

**May We Contact?:** Yes

### HBE Corporation – Adam's Rib Development

**Address:** PO Box 659, Eagle, CO, UNITED STATES

**Phone:** 888-760-2326

**Supervisor Name:** Fred Kummer

**Job Title:** Project Engineer **Dates Employed:** January 1999 – August 1999 **Ending Rate of Pay:** \$90,000 annually

**Duties:** Project Engineer for 5000 acre Adam's Rib residential, hotel and golf course development which included 1650 home sites; 120 room hotel; four golf courses, raw water irrigation; water, sewer, drainage and road improvements; stream, lake and trail improvements.

**Reason For Leaving:** Preliminary plat rejected by local planning commission

**May We Contact?:** Yes

### Leedshill-Herkenhoff, Inc.

**Address:** 500 Copper Ave. Suite 500, Albuquerque, NM, UNITED STATES

**Phone:** 505-247-0294

**Supervisor Name:** no longer works for firm

**Job Title:** Senior Project Manager **Dates Employed:** November 1997 – January 1999 **Ending Rate of Pay:** \$65,000 annually

**Duties:** Senior Project Manager in the Water/Wastewater/ Environmental/Planning Division responsible for civil site, bridge, water, sewer, environmental and community planning projects. Project manager/engineer for various New Mexico, Arizona, and Alaska projects

**Reason For Leaving:** No advancement potential

**May We Contact?:** Yes

### ASCG, Incorporated (now WHPacific)

**Address:** 301 Arctic Slope Avenue, Suite 200, Anchorage, AK, UNITED STATES

**Phone:** 907-339-5327

**Supervisor Name:** Dale Merrell/Ross Dunfee

**Job Title:** Associate Vice President **Dates Employed:** September 1991 – October 1997 **Ending Rate of Pay:** \$80,000 annually

**Duties:** Responsible for division administrative and technical supervision (20-30 FTE's); hiring, evaluating, mentoring, promoting and terminating employees; organizing project teams; overseeing work of engineers, technicians, inspectors and administrative staff; coordination with clients, affected agencies and the public; coordinating the work of subconsultants.

**Reason For Leaving:** Transfer to branch office

**May We Contact?:** Yes

### **Tryck, Nyman and Hayes (now URS Corporation)**

**Address:** 901 W 8th Avenue, Anchorage, AK, UNITED STATES

**Phone:** 907-562-3366

**Supervisor Name:** John Chapman/Ted Trueblood

**Job Title:** Project Engineer/Manager **Dates Employed:** May 1988 – August 1991 **Ending Rate of Pay:** \$65,000 annually

**Duties:** Responsible for the design of rural and urban road projects, residential subdivisions, airport fuel storage facilities, completing drainage studies, designed water and sewer extensions, storm drainage facilities, traffic channelization improvements, well/septic systems, and commercial/industrial/institutional site development. Projects included municipal, private development, Corps of Engineers, Air Force, Air National Guard and Navy civil public works engineering projects.

**Reason For Leaving:** Better opportunity

**May We Contact?:** Yes

### **U.S. Army Corps of Engineers**

**Address:** Alaska District, Anchorage, AK, UNITED STATES

**Phone:** 907-753-2504

**Supervisor Name:** Wayne Rowe

**Job Title:** Project Manager **Dates Employed:** August 1987 – May 1988 **Ending Rate of Pay:** \$55,000 annually

**Duties:** Responsible for preparing plans, coordinating consultant design, and securing program approvals for the clean-up of abandoned military sites under the Defense Environmental Restoration Program. Projects included debris, POL, PCB, underground tank, and groundwater clean up

**Reason For Leaving:** Better opportunity

**May We Contact?:** Yes

### **Besse, Epps and Potts**

**Address:** 2220 East 88th Avenue, Anchorage, AK, UNITED STATES

**Phone:** 907-349-6451

**Supervisor Name:** Dale Merrell

**Job Title:** Project Engineer **Dates Employed:** February 1984 – May 1987 **Ending Rate of Pay:** \$50,000 annually

**Duties:** As project engineer and manager of various engineering projects in urban and rural Alaska, was responsible for the design and construction inspection of urban roadway, water, sewer, and storm drain improvements. Met with clients, municipal public works officials and the public.

**Reason For Leaving:** Better opportunity

**May We Contact?:** Yes

### **Wright Forrsen Associates**

**Address:** 4201 Tudor Center Drive, Anchorage, AK, UNITED STATES

**Phone:** 907-000-000

**Supervisor Name:** Norm Gucher

**Job Title:** Project Engineer **Dates Employed:** February 1983 – February 1984 **Ending Rate of Pay:** \$40,000 annually

**Duties:** Responsible for the design and construction of road, traffic signal interconnect, water, sewer and storm drainage improvements. Prepared civil site plans for private developments, water transmission and sewer interceptors, modeled municipal water system, and designed residential, industrial and commercial subdivisions.

**Reason For Leaving:** Better opportunity

**May We Contact?:** Yes

### City of Roseburg, Oregon

**Address:** 900 SE Douglas Ave., Roseburg, OR, UNITED STATES

**Phone:** 541-492-6866

**Supervisor Name:** City Engineer

**Job Title:** Utility Engineer **Dates Employed:** October 1977 – February 1983 **Ending Rate of Pay:** \$29,000 annually

**Duties:** As leader of the Utilities Section was responsible for the engineering functions associated with road, water, sanitary and storm systems; and the coordination of the placement of public and private utilities within street right-of-way. Preparation of comments on the availability of public utilities for proposed annexations and land partitions; engineering comments on land use variances, street vacations, zone changes, flood plain locations and building site plans for the Planning and Building Departments in support of City Council decisions.

**Reason For Leaving:** Better opportunity

**May We Contact?:** Yes

### City of Saint Louis, Missouri

**Address:** City Hall, 1200 Market Street, Saint Louis, MO, UNITED STATES

**Phone:** 314-622-4800

**Supervisor Name:** Art Krueger

**Job Title:** Civil Engineer I and II **Dates Employed:** September 1976 – October 1977 **Ending Rate of Pay:** \$19,000

**Duties:** Responsible for the development of funding requests, preliminary design, monitoring consultant and in-house final design, and consultant payment, acquiring federal funding approvals, coordinating public/private utility relocation for the City's major street widening and bridge replacement projects. Prepared environmental impact statements, air /noise quality studies and organized public hearings.

**Reason For Leaving:** Better opportunity

**May We Contact?:** Yes

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## Education

### University of Missouri – Rolla

**Name:** University of Missouri – Rolla

**Graduated?** Yes

**Degree:** B.S. Degree **Major:** Civil Engineering

### University of Alaska – Southeast

**Name:** University of Alaska – Southeast

**Graduated?** Yes

**Degree:** Masters Degree **Major:** Public Administration

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## Resume

### Resume Files

*Click on the link to open the resume file if you wish to print the formatted resume.*

[cover ltr - City Manager application.pdf](#)

[2014 CM resume - carey meyer.pdf](#)

**Text Resume**

No text resume on file

## Admin Uploaded Files

File

No Admin Uploaded Files

## References

**Reference 1**

Name: Bob Brant Relationship: Friend/City Project Contractor(Owner) Phone: 907-299-1969

Years Known: 15

**Reference 2**

Name: Helene Herndon Relationship: Friend/City Project Contractor(Owner) Phone: 907-235-8741

Years Known: 15

**Reference 3**

Name: Carol Swartz Relationship: Friend/KPC Director Phone: 907-235-1656

Years Known: 9

## Job Questions - City Manager

Question	Answer	DQ?
Do you have a Bachelor's Degree in business or public administration or a related field?		

## Additional Questions

### Employment

Question	Answer	DQ?
Have you previously filed an application?	Yes	
If yes, Please give dates applied	July 1999	
Have you ever been employed with the City?	Yes	
If yes, Please give dates:	August 1999 - Present	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment)	No	
On what date would you be available for work?	November 15, 2014	
Can you travel if the job requires it?	Yes	

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) No  
 If yes, Please explain  
 Are you 18 years of age or older? Yes

**Education**

Question	Answer	DQ?
Describe any specialized training, apprenticeship, skills and extra-curricular activities.	National Incident Management System (NIMS) Incident Command System (ICS) ICS-100, 200, 300, 700 and 800 certifications Administrative Law – University of Alaska – Juneau Introduction to Public Administration – University of Alaska – Juneau Organizational theory and Behavior – University of Alaska – Juneau Intergovernmental Relations – University of Alaska – Juneau Economics and Public Policy – University of Alaska – Juneau Public Financial Management – University of Alaska – Juneau Human Resource Administration – University of Alaska – Juneau Research Methods in Administration – University of Alaska – Juneau Program Evaluation and Performance Measurement – University of Alaska – Juneau Fraud and Forensic Accounting – University of Alaska – Juneau Community/Restorative Justice – University of Alaska – Fairbanks	
Describe any job-related training received in the United States military.	N/A	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status.	Alaska Public Works Association – President 2000	

**Additional Information**

Question	Answer	DQ?
Knowledge and Specialized Skills: What type of computers and software have you used? Other qualifications specific to this position?	N/A Office computers – windows,word,excel,autocad,outlook • Master's Degree in Public Administration from University of Alaska – Southeast. • Professional Registered Civil Engineer with 30 years of Alaskan experience. • Familiarity with Homer City Code, fee schedules, procurement and personnel policies. • Making recommendations regarding half the City's operating budget. • In-depth familiarity with the City's infrastructure; assisting in preparation of CIP. • Developing good relationships with the City Attorney, other Department heads and staff. • Working with local organizations and neighborhoods to solve problems. • Making presentations (commissions, neighborhood meetings, climate action plan). • Applying for, lobbying, acquiring and administering capital project grants and loans. • Cutting budgets	

during hard times, growing them when appropriate. •  
Preparing ordinances and resolutions for Council  
action, recommending agenda items. • Hiring,  
motivating, reprimanding, terminating, and  
evaluating employee performance.

List any certifications you have received: N/A

List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. None

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

I have over 37 years experience working in both the public and private sectors with citizens, businesses and organizations; solving community problems and managing groups of people to effectively deliver services the community wants. My 21 years of experience working in local government (the last 15 in the town I consider home) uniquely qualifies me for the City Manager position here in Homer. I am honest, fair, respectful, and ethical. I am familiar with local politics and the traditions of the City. I have strong listening skills. Customer service is important to me; citizens deserve help when possible. I have shown patience and sensitivity to the needs of our coastal community. I will continue to foster an open-door policy, welcoming feedback and suggestions. I believe I have the ability to embrace out of the box ideas for addressing the struggles associated with managing a small, full-service City with limited resources.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.** Yes

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied?**

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## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on



any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.    **Signature: Carey S. Meyer Date: 03-Oct-2014 IP Address: 65.74.104.73**

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Signature

Date

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Date of Birth

Council Selection Committee  
City of Homer, Alaska  
491 E Pioneer Avenue  
Homer, AK 99603

October 1, 2014

**RE: Application Submittal  
City Manager Position**

Selection Committee;

Please consider me for the City Manager position.

I have over 37 years experience working in both the public and private sectors with citizens, businesses and organizations; solving community problems and managing groups of people to effectively deliver services the community wants. My 21 years of experience working in local government (the last 15 in the town I consider home) uniquely qualifies me for the City Manager position here in Homer. Attached is my resume.

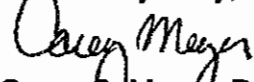
Highlights of my knowledge and experience include:

- Master's Degree in Public Administration from University of Alaska – Southeast.
- Professional Registered Civil Engineer with 30 years of Alaskan experience.
- Familiarity with Homer City Code, fee schedules, procurement and personnel policies.
- Making recommendations regarding half the City's operating budget.
- In-depth familiarity with the City's infrastructure; assisting in preparation of CIP.
- Developing good relationships with the City Attorney, other Department heads and staff.
- Working with local organizations and neighborhoods to solve problems.
- Making presentations (commissions, neighborhood meetings, climate action plan).
- Applying for, lobbying, acquiring and administering capital project grants and loans.
- Cutting budgets during hard times, growing them when appropriate.
- Preparing ordinances and resolutions for Council action, recommending agenda items.
- Hiring, motivating, reprimanding, terminating, and evaluating employee performance.

I am honest, fair, respectful, and ethical. I am familiar with our local politics and the traditions of the City and the community. I have strong listening skills and have experience engaging stakeholders in the decision making process. Customer service is important to me; citizens deserve help whenever possible. I have shown patience and sensitivity to the needs of our coastal community.

I will continue to foster an open-door policy, welcoming feedback and suggestions. I believe I have the ability to embrace out of the box ideas for addressing the struggles associated with managing a small, full-service City with limited resources.

Yours Very Truly;



Carey S. Meyer, P.E., MPA  
685 Fireweed Avenue  
Homer, AK 99603

Resume of: Carey S. Meyer, P.E., MPA

Registration: Professional Engineer - Alaska #6353  
Education: Bachelor of Science - Civil Engineering  
1976 - University of Missouri-Rolla  
Masters Degree - Public Administration  
2008 - University of Alaska - Juneau

Organizations: Alaska Public Works Association - President 2000

## EMPLOYMENT HISTORY

**August 1999 – Present**  
**PUBLIC WORKS DIRECTOR/  
CITY ENGINEER**  
**City of Homer, Alaska**  
**491 E. Pioneer Avenue**  
**Homer, Alaska 99603**

As the Public Works department head, responsible for effective and efficient administration of Department activities; operating and maintenance budget preparation; capital budget preparation and cost accounting; oversight of operations and maintenance activities; supervises all procurement; enforcement of regulations applicable in public rights-of-way, water and sewer service; coordination with private utilities, community relations;

investigating complaints; prepares City Council agenda items; evaluates performance, supervises and directs work, hires and terminates employees; reviews plats and conditional use permits for conformance with utility, access, and engineering standards, coordinates with outside consultants, federal, state and borough personnel and agencies; coordinates planning, design and construction of capital projects. Works closely with other Department heads (Port/Harbor, City Clerk, Finance, Planning, Police, Fire, Library, and City Administration) in support of overall City services delivery.

Manages 30 full time employees/8 seasonal employees. Annual Public Works operating budget - \$2.5M; Water/Sewer Enterprise Fund - \$3.6M. Serves as Acting City Manager on rotating basis. Public Works responsibilities includes operation of water storage, treatment and distribution; sanitary sewer collection and treatment; road maintenance, including dust control, signing, striping, snow removal; maintenance of storm drainage improvements; port and harbor facilities maintenance; vehicle and equipment maintenance for fire, police, harbor and parks and recreation; City building maintenance and repair; cemetery operations; issuing all utility and development permits; and summer campground fee collection, parks maintenance, and City beautification. Developed annexation transition plan and successfully implemented extending services to new area of City (5 square miles, double road miles). Developed and implemented a budget with a 10% reduction due to decreasing revenues. Developed and implemented new policy and procedures. Participated in the development of the City's Climate Action Plan, utilized City's Revolving Energy/State grant funds to implement energy savings and reduce carbon emissions. Presents City's Sustainability program progress to area organizations.

Capital projects included \$11M dock replacement, \$11M water treatment plant, \$4M small boat harbor expansion, \$8M harbor float improvements, \$6M LEED certified public library, water/sewer master plan development, \$25M road/water/sewer main improvement local improvement districts, \$1M animal shelter building, \$2.3M City Hall Expansion/Renovation, and \$6 Cruise Ship Passenger Enhancements. Developed and implemented federal Economic Stimulus capital project program. Writes grant applications, prepares environmental analyses, secured state and federal funding, administers grants/loans from State and Federal agencies. Provides staff support to City Council, Planning Commission, Transportation Advisory Committee, and Parks & Recreation Commission. Prepares ordinances and resolutions for action by City Council.

**January 1999 – August 1999**  
**PROJECT ENGINEER**  
**HBE Corporation**  
**Adam's Rib Development**  
**215 Broadway**  
**Eagle, Colorado 81631**

Project Engineer for 5000 acre Adam's Rib residential, hotel and golf course development which included 1650 home sites; 120 room hotel; four golf courses, raw water irrigation; water, sewer, drainage and road improvements; stream, lake and trail improvements. Responsibilities included engineering support in settling water rights issues, oversight of engineering, coordinating consultant planning, platting, design, and bidding for all necessary improvements

coordination with in-house real estate and home building operations. Coordination with local, state and federal government agencies. Creation of Metro District to maintain and operate development after construction is complete. Established wetland monitoring program designed to determine if previously identified wetlands were still COE jurisdictional after elimination of flood irrigation. Prepared raw water irrigation plan documenting stream diversion amounts for dry and average years to supply golf courses and residential lots with adequate water and enhance Brush Creek stream flows. Identified on-site gravel source, sampled and crushed material to prove viable resource.

**November 1997 – January 1999**  
**SR. PROJECT MANAGER**  
**Leedshill-Herkenhoff, Inc.**  
**an ASCG company**  
**500 Copper Ave., Suite 500**  
**Albuquerque, New Mexico 87102**

Senior Project Manager in the Water/Wastewater/ Environmental/Planning Division responsible for civil site, bridge, water, sewer, environmental and community planning projects. Project manager/engineer for various New Mexico, Arizona, and Alaska projects including civil site design of \$120 million hospital, spill prevention control and counter measure plans, water source intake modifications, quality control reviews for community water

and sewer improvement projects and correctional facility water system improvements. Responsibilities include assisting New Mexico Finance Authority establish statewide guidelines for review and approval of water system improvement projects funded by the Safe Water Drinking Act. Respond to request for proposals and coordinate marketing efforts. Secure local, state and federal permits. Work with public works departments, organize and make presentations at public meetings. Prepare reports and provide engineering recommendations to governing boards and councils. Coordinate the work of surveyors, architects, engineers and technicians.

**September 1991 - October 1997**  
**ASSOC. VICE PRESIDENT**  
**ASCG, Incorporated**  
**301 Arctic Slope Ave, Suite 200**  
**Anchorage, Alaska 99518**

Responsible for division administrative and technical supervision; hiring, evaluating, mentoring, promoting and terminating employees; organizing project teams; overseeing work of engineers, technicians, inspectors and administrative staff; coordination with clients, affected agencies and the public; coordinating the work of subconsultants. Preparation of division budgets for 20-30 person

engineering department. Acted as engineer of record on various rural public works projects; developed master plans and established zoning and development standards for 500 acre subdivision; rural and urban community road/water/sewer projects, civil site plans for commercial and institutional buildings, and fuel storage facilities. Assisted communities establish capital improvement programs. Completed design and construction inspection of residential subdivisions, designed traffic signals, POL tank removals, prepared environmental assessments, designed solid waste landfills, prepared operation and maintenance plans and obtained local, state and federal permits. Coordinated in-house and sub-consultant survey, geotechnical, mechanical, electrical, and structural efforts. Made public presentations at planning and zoning boards, local community councils and municipal assembly.

**May 1988 - August 1991**  
**PROJECT ENGR/MANAGER**  
**Tryck, Nyman and Hayes**  
**901 W. 8th Avenue**  
**Anchorage, Alaska 99501**

Force, Air National Guard and Navy civil public works engineering projects. Prepared proposals and represented firm in various marketing efforts. Prepared plans, specifications, bid documents and cost estimates for road, water/sewer, drainage and solid waste projects. Made presentations at planning/zoning boards and local community councils.

**August 1987 - May 1988**  
**PROJECT MANAGER**  
**U.S. Army Corps of Engineers**  
**Alaska District**  
**Anchorage, Alaska**

waste training. Evaluated test results and secured all state permits. Designed and acquired state permits for solid waste disposal site. Prepared funding request reports and secured DoD funding approvals. Reviewed plans and specifications for environmental restoration projects.

**February 1984 - May 1987**  
**PROJECT ENGINEER**  
**Besse, Epps and Potts**  
**2220 East 88th Avenue**  
**Anchorage, Alaska**

Gateway subdivisions. Wrote specifications; prepared reports and proposals; coordinated the work of other consultants; coordinated municipal and state agency reviews; and met with clients, municipal public works officials and the public.

**February 1983 - February 1984**  
**CIVIL ENGINEER**  
**Wright Forrsen Associates**  
**4201 Tudor Center Drive**  
**Anchorage, Alaska**

and evaluated personnel to assure successful completion of design, bid procurement, administration of construction contracts, and inspection and approval of construction.

**October 1979 - February 1983**  
**UTILITY ENGINEER**  
**City of Roseburg, Oregon**  
**Public Works Department**  
**900 SE Douglas**  
**Roseburg, Oregon**

As leader of the Utilities Section was responsible for the engineering functions associated with road, water, sanitary and storm systems; and the coordination of the placement of public and private utilities within street right-of-way. Preparation of comments on the availability of public utilities for proposed annexations and land partitions; engineering comments on land use variances, street vacations, zone changes, flood plain locations and building site plans for the Planning and Building Departments in support of City Council decisions; supervised the issuing of sewer, water meter and right-of-way permits and all in-house plan preparation. Bridge inspection team leader and T.V. sewer inspection crew supervisor. 30" water transmission design, acquisition of liquid sludge disposal equipment, 4 MG water reservoir, cathodic protection and sanitary sewer rehabilitation. Assisted in

Engineering and Utility Department operation budget preparation. Organized reorganization of City engineering records. Coordinated with State Highway Department. Met with the public and civic groups. Created local assessment districts for water/sewer service area expansion and road extensions.

**September 1976 - October 1979**  
**CIVIL ENGINEER I and II**  
**City of Saint Louis, Missouri**  
**Department of the President**  
**Board of Public Service**  
**Saint Louis, Missouri**

Responsible for the development of funding requests, preliminary design, monitoring consultant and in-house final design, and consultant payment, acquiring federal funding approvals, coordinating public/private utility relocation for the City's major street widening and bridge replacement projects funded under the Federal Aid Urban Program. Coordinated traffic signal, sewer, and street light design. Supervised right-of-way acquisition including participation in

negotiations with property owners. Coordinated utility relocations and prepared utility and railroad agreements. Prepared environmental impact statements, air /noise quality studies and organized public hearings. Procurement of construction contract/reconciliation of field problems.

#### Advanced Courses and Training:

National Incident Management System (NIMS) Incident Command System (ICS)  
ICS-100, 200, 300, 700 and 800 certifications  
Administrative Law - University of Alaska - Juneau  
Introduction to Public Administration - University of Alaska - Juneau  
Organizational theory and Behavior - University of Alaska - Juneau  
Intergovernmental Relations - University of Alaska - Juneau  
Economics and Public Policy - University of Alaska - Juneau  
Public Financial Management - University of Alaska - Juneau  
Human Resource Administration - University of Alaska - Juneau  
Research Methods in Administration - University of Alaska - Juneau  
Program Evaluation and Performance Measurement - University of Alaska - Juneau  
Fraud and Forensic Accounting - University of Alaska - Juneau  
Community/Restorative Justice - University of Alaska - Fairbanks  
Physical/Chemical Water/Wastewater Treatment - University of Alaska - Anchorage  
Groundwater Dynamics - University of Alaska - Anchorage  
Arctic Engineering - University of Alaska - Anchorage  
Cornell Pump Hydraulic Seminar - Cornell Pump Company  
Evaluating a Contractor's Performance - U.S. Civil Service Commission  
Missouri Asphalt Conference - University of Missouri  
Industrial Heat Trace Seminar - Raychem Corporation  
Interim Bridge Training Course - Oregon State Highway Department  
Architect/Engineer Contracting - Corp of Engineers  
Avalanche Hazard Evaluation - Alaska Avalanche School  
Corrosion Control Seminar - National Association of Corrosion Engineers  
Toxic and Hazardous Waste Operation/(40-hour) - Corp of Engineers  
Western Oregon Regional Wastewater Short Course - Pacific Northwest  
Pollution Control Association  
Alaska Certified Erosion and Sediment Control Lead (AK-CESCL) Storm Water Training



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

### Memorandum 15-026

TO: MAYOR WYTHER AND CITY COUNCIL

FROM: JO JOHNSON, MMC, CITY CLERK

DATE: FEBRUARY 25, 2015

SUBJECT: REQUEST FOR EXECUTIVE SESSION PURSUANT TO AS 44.62.310 (C)(1)-(2) MATTERS, THE IMMEDIATE KNOWLEDGE OF WHICH WOULD CLEARLY HAVE AN ADVERSE EFFECT UPON THE FINANCES OF THE CITY, AND MATTERS WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCE ARE REQUIRED TO BE CONFIDENTIAL (DETERMINE PARAMETER OF PUBLIC DISCUSSION OF CITY MANAGER CANDIDATES).

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Pursuant to Council's Operating Manual – "Any Councilmember, the Mayor or City Manager may place consideration of an executive session on the agenda..."

City Manager Yoder has requested an Executive Session regarding "Determine Parameter of Public Discussion of City Manager Candidates" for the Special Meeting of March 3, 2015. This has been publicly and internally noticed since that time.

City Attorney Klinkner will participate by telephone.

#### RECOMMENDATION:

Approve the request for Executive Session and conduct immediately in the Conference Room.