



Kenai City Council - Special Meeting

November 16, 2022 – 8:00 AM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. INTERVIEWS

1. City Council Interviews of City Manager Applicant Finalists.

C. PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

D. EXECUTIVE SESSION

1. City Council Discussion of Interviews and Qualifications of City Manager Applicant Finalists. [AS 44.62.310(C)(2)(D)(5) a Subject that Tends to Prejudice the Reputation and Character of an Applicant, and Meetings of the Governmental Body when Holding a Meeting Solely to Act Upon Matters of Professional Qualifications.]
 - a. **Action/Approval** – Council Action Related to City Manager Recruitment and Hire Process.

E. ADJOURNMENT

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

EMPLOYMENT APPLICATION

CITY OF KENAI
 210 Fidalgo Ave
 Kenai, Alaska 99611
 (907) 283-8242
<http://www.kenai.city>
Doom, Elke B
00187 CITY MANAGER

Received: 10/26/22 3:54 AM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID#: 00187
NAME: (Last, First, Middle) Doom, Elke B		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Master's Degree		

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES: From: 8/2007 To: 7/2009	SCHOOL NAME: Siena Heights University	
LOCATION: (City, State/Province) Adrian , Michigan	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Public Administration		

WORK EXPERIENCE

DATES: From: 1/2022 To: Present	EMPLOYER: Royal Oak Township	POSITION TITLE: Interim Township Manager/Project Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 21131 Garden Lane, Ferndale, Michigan, 48220		COMPANY URL: royaloaktwp.com
PHONE NUMBER: 248-5427540	SUPERVISOR: Donna Squalls - Township Supervisor	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 10	
DUTIES: Served in the capacity of township manager. Overseeing operations for the community.		
REASON FOR LEAVING: Working through GovHR temp division, a national recruitment and interim placement firm. My role is to serve as interim township manager while assisting with the recruitment of a permanent manager. This has been accomplished as the new manager came on board October 17,2022. I continue to serve in the capacity of project manager to assist the community.		
DATES: From: 12/2019 To: 12/2021	EMPLOYER: City of Eastpointe	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Eastpointe, Michigan, 48021		
PHONE NUMBER: 586-303-8283	SUPERVISOR: Elke Doom - Appointed City Manager	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED: 135	
DUTIES: Managed, supervised and directed staff of 11 with a total staffing of 135. I wore many hats, City Manager, Personnel Director, Clerk and directly oversee social media content for the City of Eastpointe.		
REASON FOR LEAVING: Contracted for a two-year period in which time I mentored our assistant city manager to take on the role of permanent manager when my contract expired.		

DATES: From: 2/2017 To: 3/2019		EMPLOYER: City of Valdez	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 212 Chenega Ave, Box 307, Valdez, Alaska, 99686			
PHONE NUMBER: (907) 835-4313		SUPERVISOR: Mayor and Council - Mayor and Council	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50		# OF EMPLOYEES SUPERVISED: 130	
DUTIES: Managed a city of 4,000 year-round residents (12,000 summer). Responsible for planning, directing, and implementation of projects, residential and commercial development. Responsible for a 55-million-dollar budget, 130 employees, of which includes 11 direct reports: Police Chief, Fire Chief, Public Works Director, Community Development Director, Human Resources Director, Parks and Recreation Director, Ports and Harbor Director, Community Facilities Director, Civic Center General Manager, Economic Development Director, and IT Director.			
REASON FOR LEAVING: 2-year contract ended in February, stayed on another month for a smooth transition with new city manager. Needed to return to Michigan to assist with a terminally ill family member, then Covid hit and I stayed put.			
DATES: From: 4/2016 To: 12/2016		EMPLOYER: City of Oxford	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 300 Williamsboro St , Oxford, North Carolina, 27565			
PHONE NUMBER: (919) 603-1110		SUPERVISOR: Mayor and Council - Mayor and Council	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50		# OF EMPLOYEES SUPERVISED: 96	
DUTIES: Responsible for a \$20.7-million-dollar annual budget with 96 full time employees. The City of Oxford is a full-service community, which includes full-time Police, Fire, Engineering, Planning, Department of Public Works, Code Enforcement and Building departments.			
REASON FOR LEAVING: Stunned to encounter open racism in what is touted as a progressive area of N.C. I could not ethically or morally continue working and living in an area where white supremacy is openly embraced.			
DATES: From: 1/2013 To: 1/2016		EMPLOYER: City of Princeton	POSITION TITLE: City manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 100 Courthouse Road, Princeton, West Virginia, 24740			COMPANY URL: cityofprinceton.org
PHONE NUMBER: 304-487-5025		SUPERVISOR: Mayor and Council - Mayor Tim Ealy	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50		SALARY: \$7,840.00/month	# OF EMPLOYEES SUPERVISED: 65
DUTIES: Managed a city of 6,400 while providing services to the greater Princeton area of 30,000 residents. Was responsible for planning, directing, and implementation of programs, grants, and community events. Served as Economic Development Director to redevelop and revitalize downtown Princeton. Managed a \$7.4 million dollar budget, 65 full time employees, of which include full service administrative services, general office, safety, public works, community development, parks and recreation departments.			
REASON FOR LEAVING: New leaders wanted to move in a different direction. Amicable parting.			
DATES: From: 4/2006 To: 3/2011		EMPLOYER: York Charter Township	POSITION TITLE: Tax Assessor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 11560 Stony Creek Rd., Milan, Michigan, 48160			
PHONE NUMBER: (734) 439-8842		SUPERVISOR: Joe Zurawski - Township Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30		SALARY: \$4,500.00/month	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Directed and supervised support staff overseeing 3,300 real and personal property parcels. Valuation specialist in residential, commercial, and industrial properties. Managed assessing department budget, prepared monthly reports to the Board of Trustees. Prepared State, County and Local Reports. Prepared and defended Michigan Tax Tribunals on behalf of the township. Oversaw Board of Review sessions for assessment appeals. Accomplishments <ul style="list-style-type: none"> • Worked with state and local government entities for tax abatements for Toyota North America new Headquarters. • Complete appraisal of newly constructed Toyota Technical Center and Crash Test Building. • Prepared and defended at the tax tribunal, millions of dollars of property value on behalf of the township. • Trained new staff to bring accuracy, professionalism and customer service to the department. • Revamped the operations of the assessing department for increased efficiency. 			
REASON FOR LEAVING: Elected to be Huron Township Supervisor in 2008. Continued to serve and work as York Township Assessor with an assistant. Eventually it became too much to work two jobs.			

CERTIFICATES AND LICENSES

TYPE:
State of Michigan Appraisal/ Assessing

LICENSE NUMBER: 6746	ISSUING AGENCY: Michigan Department of Treasury
TYPE: Michigan Certified Election Clerk	
LICENSE NUMBER:	ISSUING AGENCY: State of Michigan

Skills

OFFICE SKILLS: Typing: 50 Data Entry: 0
OTHER SKILLS:
LANGUAGE(S): German - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Martha Barberio	POSITION: Valdez Economic Development Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Valdez, Alaska 99686		
EMAIL ADDRESS: martha929@gmail.com		PHONE NUMBER: 308-214-0812
REFERENCE TYPE: Professional	NAME: Chad Bailey	POSITION: Princeton Fire Chief
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 100 Courthouse Road, Princeton, West Virginia 24740		
EMAIL ADDRESS:		PHONE NUMBER: 304-920-9801
REFERENCE TYPE: Professional	NAME: Kim Homan	POSITION: Economic Development Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 23200 Gratiot, Eastpointe, Michigan 48120		
EMAIL ADDRESS: khoman@eastpointecity.org		PHONE NUMBER: 586 303 8283

Agency-Wide Questions

1. Are you currently, or have you ever been employed by the City of Kenai?
No
2. If yes, please provide Position Title and dates of employment.
3. Are you related to any person currently working for the City of Kenai?
No
4. If Yes, please list their names(s), department(s), and your relationship(s):
5. How did you learn about this job posting?
ICMA job site

Job Specific Supplemental Questions

1. Have you carefully read the minimum qualifications for this position, and do you certify that you possess the required education and/or experience to meet the minimum qualifications?
Yes
 2. To complete your application for this position a cover letter is required. Have you attached the required cover letter? Failure to submit a cover letter may lead to a determination your application is incomplete and removal from consideration for this position with the City of Kenai.
Yes
-

The following terms were accepted by the applicant upon submitting the online application:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omission of any fact in my application, resume or any other materials can be justification for refusal of employment, or if employed, termination from the City's employ. I understand that by signing this application, I am giving the City of Kenai the authority to investigate and inquire as to the accuracy of the information contained in the application, and to contact the personal references and previous employers (if agreed to above).

This application was submitted by Elke B Doom on 10/26/22 3: 54 AM

Signature_____

Date_____

1*Elke Doom*



October 26, 2022

I respectfully submit my resume for consideration for the Kenai City Manager position. As I reviewed the advertisement on the ICMA job site, I was very pleased to see that my experience, professional expertise and education fit extremely well with the desired capabilities and ideal candidate traits as described in the job description.

My resume outlines my ability to work closely with partners on the local, county and state level to achieve maximum results with business growth and expansion, retention and redevelopment.

I have extensive experience and expertise in budgeting and finance, intergovernmental and community relations, downtown redevelopment, capital improvement projects and affordable housing.

I would welcome an opportunity to meet with you at your convenience to discuss how I may be of service to the City of Kenai.

Sincerely,

A handwritten signature in purple ink that reads "Elke Doom".

Elke Doom

12Elke Doom



Summary

Results oriented Municipal Manager with over 20 years progressively responsible experience in public administration. Demonstrated proficiency interfacing with professionals of all levels. Proven results in building excellent relationships with diverse individuals while maintaining the highest level of professionalism. Areas of expertise include:

- Budget and Finance
- Project Management
- Intergovernmental Relations
- Economic Development
- Labor Relations/Contract Negotiations
- Policy Development

Professional Experience

Project Manager, Royal Oak Township, Ferndale MI, October 2022 to present

Interim Township Manager, Royal Oak Township, Ferndale MI, January 2022 – October 2022

Working through GovHR Interim Services to oversee the operations of the township while assisting in recruitment for a permanent manager.

- Working with the county and township to replace lead water lines throughout the community.
- Facilitated temporary move of township offices as the building is being renovated.
- Working with developers interested in in-fill housing and commercial opportunities.

City Manager/Clerk/HR Director, City of Eastpointe, Eastpointe MI, December 2019 –December 2021

Managed a city of 32,000 residents. Responsible for planning, directing, and implementation of projects, downtown redevelopment, residential and commercial development. Responsible for a \$59-million-dollar budget, 140 employees, of which include 9 direct reports.

Major Accomplishments

- Actively worked with engineers in preparation of a multi-million-dollar 9 Mile Road reconstruction project.
- Obtained state and county grants for 8 ½ mile multimillion dollar flood relief drainage project.
- Developed a Façade Improvement grant program for commercial properties.
- Awarded the 2021 “Golden Hammer” award from Habitat for Humanity for successful partnering to provide affordable housing opportunities for families.

City Manager/ Incident Commander City of Valdez, Valdez AK, February 2017 – March 2019

Managed a city of 4,000 year-round residents. Oversaw planning, directing, and implementation of projects, residential and commercial development. Responsible for a \$55-million-dollar budget, 130 employees, of which include 11 direct reports.

Major Accomplishments

- Actively worked with project manager to facilitate the completion of 83-million-dollar new boat harbor.
- Recognized in 2018 as having the highest number of residential housing construction in the state.

- Collaborated with Silver Bay fish processing facility to expand in 2017 and again in 2019.
- Facilitated 10-year Comprehensive Growth and Development Plan.
- Finalized Waterfront and Recreation Master Plans.
- Collaborated with University of Alaska to purchase 160 acres in Valdez to preserve open space.
- Obtained 450K in grant funding for Police, Fire, Ports and Harbor and Emergency Management.
- Facilitated design and community open house meetings for the new 16-million-dollar Fire Station.

City Manager, City of Oxford, Oxford NC, April 2016 – December 2016

Responsible for a \$20.7-million-dollar annual budget with 96 full time employees. The City of Oxford was a full-service community, which included full-time Police, Fire, Engineering, Planning, Public Works, and Building departments.

Major Accomplishments

- Awarded a 3.5-million-dollar infrastructure water and sewer improvement grant from the state of NC.
- Awarded a 4-million-dollar 0% loan from the state of NC for water and sewer replacement program.

City Manager/Treasurer City of Princeton, Princeton, WV. January 2013 – January 2016

Managed a city of 6,400 while providing services to the greater Princeton area of 30,000 residents. Oversaw planning, directing, and implementation of programs, grants, and community events. Responsible for a \$7.4 million-dollar budget, 65 full time employees, of which include full service General office, Police, Fire, Public Works and Recreation Departments.

Major Accomplishments

- Developed a revitalization program for historic downtown.
- Facilitated an agreement with New River Community and Technical College to locate a permanent campus in historic downtown Princeton.
- Worked to facilitate the acquisition of 34-acre, office/ warehouse property for new Municipal and Recreational Complex.
- Led the City through the process of becoming a Home Rule community.
- Completed a 10-year Comprehensive Growth and Development Plan.
- Recognized as 2014 best “Up and Coming Town” in West Virginia.

Township Supervisor /HR Director, Huron Charter Twp., New Boston, MI. November 2008 – November 2012

Full time elected position overseeing the daily operations of a community of 16,000. Oversaw planning, directing, and implementation of programs, grants, and community events. Responsible for a \$7.3 million-dollar budget, 49 full and 34 part time employees of which included full service General office, Police, Fire, and Public Works, Planning, Building and Assessing.

Major Accomplishments

- Negotiated new labor contracts and restructured health care benefits and structured new employee hiring/benefits resulting in savings to the township of 1.1 million.
- Reduced operating budget by 13% without decreasing services to the residents.
- Facilitated intergovernmental agreement for 911 dispatch services with Sumpter Township.
- Awarded State of Michigan Grant for costs associated with 911 transfer of services.
- Worked with county and state economic development agencies to bring 130 million dollars in new construction to the township.
- Worked with county officials on 30 million dollars in sewer and drain improvements.
- Worked with local and county officials to begin \$7 million in road expansion projects.

Prior Professional Experience 1994-2012

- Licensed Michigan Municipal Tax Assessor – Contracted to manage assessing departments for several communities. Oversaw and conducted commercial and residential appraisals for taxation purposes. Licensed Personal Property Auditor. Provided assessing, auditing and appraisal services in Michigan counties of Oakland, Washtenaw and Monroe.

Education

- **Saginaw Valley State University**, Saginaw, Michigan
Certified Public Manager, 2012
- **Siena Heights University**, Adrian, Michigan
Master, Degree in Public Administration, 2009
- **Siena Heights University**, Adrian, Michigan

Bachelor Degree in Business Management, 2007
- **Henry Ford Community College**, Dearborn, Michigan
Associate Degree in Business Management, 1996

Teaching Experience

- Concord University, Athens WV Business Administration 2015 - 2016
- Great Lakes Educational Program, Michigan State University, Environmental Youth Program 2001-2007

Professional Training, Development & Memberships

- **Alaska Municipal League Managers Association**, Executive Board member 2019-2019
- **Prince William Sound Economic Development District**, President 2019
- **Providence Hospital (Valdez Ak.) Advisory Board**, Ex Officio, 2017-2019
- **Michigan State University**, Planning and Zoning, Citizen Planner Program, 2012, 2021
- **Michigan Municipal Clerks Association**, Accredited Elections Clerk, 2020, 2021
- **FEMA Emergency Management/Incident Command** training, 2018, IC 100, 200, 300, 700, 800
- **West Virginia University/LAW**, Mountain State Land Use Academy, 2014
- **Leadership West Virginia**, Public/Private Leadership Program, 2014
- **Harvard University**, John F. Kennedy School of Government, 2012
- **Michigan Township Governance Academy**, Excellence in Governance Program, 2012
- **Michigan State University** Institute for Public Policy and Social Research, 2010

EMPLOYMENT APPLICATION



CITY OF KENAI
 210 Fidalgo Ave
 Kenai, Alaska 99611
 (907) 283-8242
<http://www.kenai.city>

Graff, Anton L
 00187 CITY MANAGER

Received: 10/24/22 3:52 PM

For Official Use Only:

QUAL: _____

DNO: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER	EXAM ID# : 00187
NAME: (Last, First, Middle) Graff, Anton L	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Master's Degree	

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES:	SCHOOL NAME: Lewis University	
LOCATION: (City, State/Province) Romeoville , Illinois	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Organizational Leadership		
DATES:	SCHOOL NAME: Lewis University	
LOCATION: (City, State/Province) Romeoville , Illinois	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Criminal Justice		

WORK EXPERIENCE

DATES: From: 11/2016 To: 7/2021	EMPLOYER: City of Menominee Michigan	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2501 10th Street, MENOMINEE, Michigan, 49858		COMPANY URL: menominee.us
PHONE NUMBER: 9068632656	SUPERVISOR: William Plemel - City Council - Personnel Committee Chairman	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$9,250.00/month	# OF EMPLOYEES SUPERVISED: 10
DUTIES: A full service municipality of 8,400 people with 62 full time employees, 3 collective bargaining units, with a 12 million dollar budget and supervise 10 department heads..Police, Fire, Library, Parks/Recreation, Water, Sewer, Public Works, Finance, Legal, Assessor, and Building, also the manager is responsible as the human resource department		
REASON FOR LEAVING: Contract clause with a cancellation without cause (change of management)		

CERTIFICATES AND LICENSES

TYPE: Credential City Manager - Recognized by the International City Manager Association	
LICENSE NUMBER:	ISSUING AGENCY: International City Manager Association

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Brett Botbly	POSITION: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2511 10th Street, Menominee, Michigan 49858		
EMAIL ADDRESS: bbotbly@menomineemi.gov		PHONE NUMBER: 906-863-1747
REFERENCE TYPE: Professional	NAME: Jeff Sjoquist	POSITION: Engineer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 635 Circle Drive, Iron Mountain, Michigan 49801		
EMAIL ADDRESS: jsjoquist@coleman-engineering.com		PHONE NUMBER: 906-282-3901
REFERENCE TYPE: Professional	NAME: Michael Ceello	POSITION: Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 100 East "C" St., Iron Mountain, Michigan 49801		
EMAIL ADDRESS: mpc@mouwceello.com		PHONE NUMBER: 906-396-0944

Agency-Wide Questions

1. Are you currently, or have you ever been employed by the City of Kenai?
No
2. If yes, please provide Position Title and dates of employment.
3. Are you related to any person currently working for the City of Kenai?
No
4. If Yes, please list their names(s), department(s), and your relationship(s):
5. How did you learn about this job posting?
ICMA Web Site

Job Specific Supplemental Questions

1. Have you carefully read the minimum qualifications for this position, and do you certify that you possess the required education and/or experience to meet the minimum qualifications?
Yes
 2. To complete your application for this position a cover letter is required. Have you attached the required cover letter? Failure to submit a cover letter may lead to a determination your application is incomplete and removal from consideration for this position with the City of Kenai.
Yes
-

The following terms were accepted by the applicant upon submitting the online application:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omission of any fact in my application, resume or any other materials can be justification for refusal of employment, or if employed, termination from the City's employ. I understand that by signing this application, I am giving the City of Kenai the authority to investigate and inquire as to the accuracy of the information contained in the application, and to contact the personal references and previous employers (if agreed to above).

This application was submitted by Anton L Graff on 10/24/22 3:52 PM

Signature_____

Date_____

October 24, 2022

Brian Gabriel, Mayor
210 Fidalgo Ave
Kenai, AK 99611

Dear Mayor Gabriel,

It is with great enthusiasm that I submit my resume for the City Manager position for the City of Kenai, Alaska. I have twenty five plus years of public service experience within the Chicago Metropolitan area and recently 4 ½ years with the City of Menominee, Michigan along with being recognized as a ICMA Certified Credential Manager. I would welcome the opportunity to discuss my credentials with the City Council members and you. Relocation is highly desirable.

During my years of public service, I had the opportunity to work closely with the elected officials, city staff and community partners while developing long lasting relationships throughout my career. The skills, experience and education throughout my career have provided the ability to be successful in the following areas:

- Financial Management and Budgeting – Capital Plans, Fiscal Policies, Budget Presentations
- Project Management – Utilities Improvements and Upgrades, Water Facility expansion, Capital Project Planning & Implementation, Comprehensive Land Use Plans, Multi-Million Dollar Road projects and Utility Projects, Marina upgrades and improvements, City Facility Construction Projects, Environmental & Brownfield Projects.
- Collaboration Partnerships – Economic Development Corporation, Boundary Agreements, Consolidating 911 Operations, Municipal Insurance Pools, School/Community Projects, Historic Preservation and Restoration Project.
- Economic Development Initiatives – 1500 Acre Business Logistic Park, Downtown TIF District, Industrial TIF District and Enterprise Zone & Tourism/Hospitality & RT 66 Corridor planning and marketing.
- Human Resource Management – Collective Bargaining, Personnel Manuals, Succession Planning, Career Development, Risk Management, Benefits and Labor Relations.

Furthermore, I have a proven track record for obtaining grants and finding other revenue sources either in the public or private sector specifically working with regional partners, community foundations and other governmental agencies.

I believe the City Manager's position is an important connection between the policy work of the elected officials and the administration of municipal services while working closely with the department heads, city boards, and citizens along with local and regional partners.

Throughout my public service career, I have been approachable and accessible to residents, participate in community activities and developed successful partnerships with the other units of local government and the business community. I believe this experience and approach to municipal management is compatible with the expectations for the Kenai community.

Please let me know if I can provide you with additional information. I am not requesting confidentiality and I can be reached at [REDACTED] or email [REDACTED]

Sincerely,

Anton L Graff

Anton L. Graff, ICMA-CM

Anton L. Graff, ICMA-CM



EDUCATION

Masters of Arts, Organizational Leadership, Lewis University, 2014
Graduate Coursework, Public Adm., Northern IL University, 2005
Bachelor of Arts, Criminal/Social Justice, Lewis University, 1997
Executive Management Certificate, FBI National Academy, Session 181, 1995
Diploma Criminal Justice Management Program, Aurora University, 1990

PROFESSIONAL CAREER EXPERIENCE

City Manager, City of Menominee, MI

November 2016 – July 2021

Where the BEST of Michigan Begins! Nestled on 5½ square miles along the shores of Lake Michigan's Green Bay, Menominee, Michigan offers a unique, community environment, within its Historic Waterfront Downtown District one can enjoy a variety of dining and shopping experiences. The City's full service marina features a beautifully restored historic building with unique amenities for boaters.

The City has a supportive business environment in which companies and entrepreneurs can start or expand their businesses. Menominee continues to develop its infrastructure and maintain its rail, water, air and road assets to encourage business growth. These community efforts provide the foundation for an exciting, prosperous future for both Menominee's residents, businesses and its visitors. Visit Menominee's web site www.menomineemi.us.

A full service municipality of 8,400 people with 62 full time employees, 3 collective bargaining units, with a 12 million dollar budget and supervise 10 department heads...Police, Fire, Library, Parks/Recreation, Water, Sewer, Public Works, Finance, Legal, Assessor, and Building, also the manager is responsible as the human resource department.

- COVID-19 Preparedness and Safe Return Work Plan
- Completed 6 year Capital Improvement Plan
- Updated the Downtown Redevelopment Master Plan & expanded the boundaries
- Key leader developing downtown business association strategic plan
- Partnered with Menominee County to create Brownfield Authority
- Updated the 5 Year Park & Recreation Plan
- Completed the Readiness Redevelopment Communities Evaluation & Project Plan
- Police Department initiatives: Officer Body Cameras, K9 Program & Use of Drones
- Received 2 place making grants for the downtown district to improve signage
- Collaboration grant to develop destination public art design
- Currently updating the Master Use Plan (Draft completed)

City Administrator, City of Wilmington, IL
January 2010 – November 2016

A full service municipality of 6,000 people with 36 full time employees, 2 collective bargaining units, with a 10 million dollar budget and act as the liaison for the mayor and city council.

- Managed the annexation for the incoming 1500 acre logistic business park project which included a TIF district and zoning for 14 million sq ft of industrial buildings and 70 acre commercial site which was completed May 2010.
- Successfully won the site selection for 1.7 million sq. ft. facility for Michelin Tires Distribution Center a 70 Million Dollar Investment with 200 jobs
- Updated job descriptions, personnel policies, financial policies with a S & P upgrade to an A+ bond rating (2014)
- Received ICMA-Credential Manager's certificate
- Route 66 Corridor Tourism Regional Planning Project (\$200,000 grant)
- Received a \$150,000 grant for a new downtown pedestrian bridge & parking lot
- Received a \$1,250,000 Drug Free Grant
- Received a \$260,000 Open Space Acquisition Grant
- Received a \$60,000 Transportation Corridor Planning Grant
- Island Park Community Vision Plan for 35 acre river park site
- Revaluated all insurance premiums and conducted a RFP solicitation which resulted in a 30% savings for the City
- Negotiated collective bargaining agreements with M.A.P. (4 yr. police contract) and AFSCME (4 yr. contract)

Public Safety Security Supervisor, Chicago Premium Outlets Center, Aurora, IL
June 2009 – January 2010

The supervisor duties consist of managing the security department for the shopping Center which has 435,000 sq ft, 120 retail stores with an annual customer count of 5 million people. I worked for the IPC International Corporation, Bannockburn, IL to oversee the security contract; budget, hiring, scheduling, site assessments, crime prevention, special events and traffic control.

Interim Chief of Police, Morrison Police Department, IL
September 2008 – February 2009

An interim Chief of Police fills, on a short term basis, the vacancy created by the unscheduled departure of a department's Chief Executive Officer. The objective of the appointment is to provide short term counsel, experience and support to manage a municipal police department until a permanent replacement can be found. City population is 4,600 people, annual budget of \$460,000 with 7 full time officers.

Consultant/Real Estate Broker, Brummel Realty, LLC Yorkville, IL
June 2006 – January 2010

Real Estate Broker & Management consulting services representing land owners, commercial developers and real estate investors to facilitate governmental approval for annexation, zoning and development projects

City Manager, City of Rochelle, Illinois (population 10,000)
October 2005 – May 2006

Working closely with the City Council, city staff, community organizations, the business community and citizens, to ensure quality services and programs are available to meet the growing needs of the City with an annual budget of \$20 million dollars and 130 full time employees.

- Managed union negotiations for renewal of 3 union contracts, Fire, Police and Utilities
- Presented 5 year financial plan adopted by City Council which included capital projects for the Electric Utilities, Roads, Water, Sewer, Parks and Facilities.
- Prepared and coordinated City Landfill study for city council to approve moving forward with an application.
- Assisted with development of new mission and vision statements while working closely with the Greater Rochelle Economic Development Corporation and creating economic incentives with short and long term plans.
- Selection process to appoint Chief of Police to replace retiring Chief.

United City of Yorkville, IL

City Administrator, July 2001 – Sept. 2005

Chief of Police, January 1992 – June 2001

Responsible for managing overall operations of a City with 12,000 citizens located within 45 miles of the City of Chicago, with 70 full time employees, with an annual budget of 15 million dollars, supervising five department heads and coordinating all administrative services, along with preparing reports for the Mayor and City Council. Yorkville is a growth community transitioning from rural like to suburban like with a projected population 20,000 people by 2013.

- Updated Comprehensive Plans adopted and revised 2002 & 2005.
- Updated and expanded public infrastructure needs to prepare for a population of 35,000 people without any increase to property taxes or user fees, all developer driven funds.
- Approval of 20+ newly annexed developments which added 12,000 housing units to the inventory, 325 acre industrial park, and five commercial sites (200 acres).
- Coordination of 5 year capital and personnel plans for all departments.
- Completed a Master Facility Plan addressing space, costs and needs assessment for all future public facilities.

Experienced and highly successful with developing community partnerships in the areas of economic development, intergovernmental cooperatives, and non-profit organizations, supporting and promoting community initiatives/events:

- Proven experience working with an Economic Development cooperative known as the Yorkville Economic Development Corporation and extremely strong with building relationships while being responsive to the needs of the business community.
- Strong leadership role in obtaining 400 acres of open space on the Fox River working cooperatively with the Kendall County Forest Preserve, Chicago Boy Scout Council, Corporation for Open Land Protection, The Conservation Foundation and the Yorkville Park Board.
- Coordinated and facilitated, in addition to the comprehensive plan, the Bristol/Kendall Fire Protection District Facility Plan, Yorkville School District Facility Plan and Yorkville Bristol Sanitary District Facility Expansion Plan.
- Assisted with the planning for the City Library Building Referendum for 8.5 million dollars, which was successfully approved by the voters in 2005, and assisting with coordination on the design, financing, and construction.

Experienced and knowledgeable with labor relationships, staff development and selection/appointment of key personnel as demonstrated below:

- Updated the employee manual which was approved in 2004 to meet the new labor relations challenges while addressing career development policies, salary schedules, benefit analysis, retention and enhance recruitment opportunities.
- Experience and knowledgeable with negotiating collective bargaining agreements with the local FOP police union.
- Developed and created an internship program and manual.
- Assisted with the recruitment and selection process for key staff positions.

Chief of Police, United City of Yorkville, IL

- Participated with the implementation of the Kendall County E-911 cooperative centralized dispatch center with in-car computer technology, computerized records management system, computer aided dispatch, E-911 center, shared resources and revenue.
- Involved with the creation and implementation of the Kendall County Chiefs of Police Association, served in the capacity of all executive officers position.
- Space assessment for new police/city hall facility, managed the design and construction of 16,000 sf facility with a costs of 3.2 million dollars.
- Participated with the implementation of the Kendall County Cooperative Police Assistance Team to share resource and manpower for major crime and drug investigations.
- The following initiatives are related to improving efficiency, accountability, delivery of services, career development and fiscal management.
 - Updated and revised employee manual
 - Implemented Employee Performance Based evaluation system
 - Implemented an internship program, Recruitment program

- Developed 5 year budget forecasting
- Comprehensive crime initiatives and community programs which engaged citizens, community stakeholders and police...building trust, accessibility, accountability and safe neighborhoods.

Chief of Police, Village of Dixmoor, IL (population 4,000)

December 1985 – April 1991 (Chief)

August 1982 – December 1985 (Detective)

Police Officer, City of Harvey, IL (population 30,000)

October 1978 – December 1981

Finally, throughout my public service career I have been recognized as an ethical and trustworthy leader who is community oriented, problem solver, promotes organizational pride, public policy advocate, with a high understanding of community engagement, history of low personnel turnover, excellent recruitment record while recognizing the high value related to career development as an asset to the municipality and builds organizational pride.

MANAGEMENT STYLE:

- People-oriented, approachable, walk around type of management style, (manage budgets), whereas leadership inspires and motivates people to perform. Here are my leadership characteristics I acquired or demonstrated throughout my career...lead by example, coach, be accessible to the citizens, employees, and council members, participatory, team building, be respectful, encourage through praise, correct in private, treat people as people not objects. With this type of style I have always been successful motivating employees and volunteers while forecasting problems early. Received high citizen ratings regarding police services and citizens feeling safe in their neighborhoods. Furthermore, employee recruitment, retention, and advancement were above average and the successful negotiations of numerous collective bargaining agreements.
- Developed good working relationships with community partners while being active in civic and community affairs.

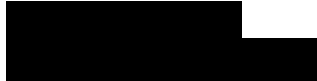
PERSONAL TRAITS:

- Honest, Trustworthy, Ethical
- Decision maker, Leader, Ethical, Accountable
- Caring, Understanding, Fair
- People person, Light hearted at times, Family person
- Hard worker, Dedicated, Patient, Team player
- Good public speaker, Community Advocate

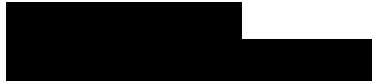
Anton L. Graff

Professional References:

Michael Celello, City Attorney (Menominee MI)
Mouw Celello P.C
100 East "C" St.
Iron Mountain, MI 49801
906-774-2480 office



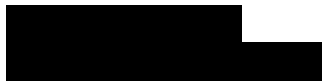
Brett Botbly, Chief of Police/Interim Manager
City of Menominee
2511 10th Street
Menominee, MI 49858
906-863-1747 office



Jeff Sjoquist, P.E.
Coleman Engineering
635 Circle Drive
Iron Mountain, MI 49801
906-774-3440 office



Robert Smith, Attorney. (Labor) (Yorkville & Wilmington)
Clark, Baird, Smith, LLP
6133 North River Road
Rosemont, IL 60018
847-378-7703 office direct line



Arthur Zwemke, Partner
Property Partners of Fox Valley
Formerly Robert Arthur Land
902 S. Randall Road, Suite C286
St. Charles, IL 69174



EMPLOYMENT APPLICATION

CITY OF KENAI
 210 Fidalgo Ave
 Kenai, Alaska 99611
 (907) 283-8242
<http://www.kenai.city>
Eubank, Terry
00187 CITY MANAGER

Received: 10/26/22 2:02 PM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID#: 00187
NAME: (Last, First, Middle) Eubank, Terry		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Bachelor's Degree		

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES: From: 9/1989 To: 5/1994	SCHOOL NAME: University of Alaska	
LOCATION: (City, State/Province) Anchorage, Alaska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting and Finance		UNITS COMPLETED: 156 - Semester

WORK EXPERIENCE

DATES: From: 7/2008 To: Present	EMPLOYER: City of Kenai	POSITION TITLE: Finance Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 210 Fidalgo Ave., Kenai, Alaska, 99611		COMPANY URL: www.kenai.city
PHONE NUMBER: 907-283-7535	SUPERVISOR: Paul Ostrander - City Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$12,180.75/month	# OF EMPLOYEES SUPERVISED: 6
DUTIES: Manage the City's Finance Department, including overseeing financial reporting, accounting, grant reporting, utility, special district billing, budget development, payroll, investments, information technology, personnel, and related activities. Exercise independent judgment in planning, directing, and coordinating all activities of the Finance Department. Supervise a staff of six. As a member of the City's executive management team, I have been appointed Acting City Manager during City Manager absences and appointed Interim City Manager during City Manager transitions. I assist in the establishment and execution of organizational goals, objectives, and strategic initiatives. I work closely with city staff and the City Council, to cooperatively develop legislation, provide information and recommendations, and participate in City Council meetings.		
REASON FOR LEAVING: Still employed.		
DATES: From: 11/2005 To: 7/2008	EMPLOYER: Kenai Peninsula Borough	POSITION TITLE: Controller
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 144 N Binkley St, Soldotna, Alaska, 99669		COMPANY URL: www.kpb.us
PHONE NUMBER: 907-262-4441	SUPERVISOR: Craig Chapman - Finance Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		

DUTIES: Supervisor of all general ledger accounting functions to include cash receipts, accounts payable, and payroll. Direct supervision of six staff including three accounting input clerks and three borough audit staff members. Responsible for the development of the Borough's Annual Comprehensive Financial Report.		
REASON FOR LEAVING: Professional growth and opportunity.		
DATES: From: 3/1998 To: 11/2005	EMPLOYER: Kenai Peninsula Borough	POSITION TITLE: Accountant / Auditor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 144 N Binkley St, Soldotna, Alaska, 99669		COMPANY URL: www.kpb.us
PHONE NUMBER: 907-262-4441	SUPERVISOR: Craig Chapman - Controller	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		
DUTIES: Assisted in preparation of Annual Audited Financial Statements as well as Annual Operating and Capital Budgets. Provided monthly financial reporting to borough assembly on operations and quarterly reporting on capital projects. Assisted in the accounting for and implementation of new accounting standards and pronouncements. As management team member, participated in strategic planning including expense and revenue forecasting, taxing policy review and revision, and review of new legislation and its potential revenue impacts. Worked with public in performance of sales tax audits. Reported directly to Controller.		
REASON FOR LEAVING: Promoted to Controller.		

CERTIFICATES AND LICENSES

TYPE: Certified Public Accountant	
LICENSE NUMBER: 1828	ISSUING AGENCY: State of Alaska
TYPE: Certified Public Finance Officer	
LICENSE NUMBER: 596	ISSUING AGENCY: Government Finance Officers of the United States and Canada

Skills

OFFICE SKILLS: Typing: 40 Data Entry: 0
OTHER SKILLS:
LANGUAGE(S):

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Paul Ostrander	POSITION: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) City of Kenai, 210 Fidalgo Ave., Kenai, Alaska 99611		
EMAIL ADDRESS: postrander@kenai.city		PHONE NUMBER: 907-283-8222
REFERENCE TYPE: Professional	NAME: Barbara Thurston	POSITION: Executive Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Alaska Public Entity Insurance, 2233 Jordan Ave., Juneau, Alaska 99801		
EMAIL ADDRESS: bthurston@akpei.com		PHONE NUMBER: 907-523-9440
REFERENCE TYPE: Professional	NAME: Tim Dillon	POSITION: Executive Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Kenai Peninsula Economic Development District, 14896 Kenai Spur Hwy., Kenai, Alaska 99611		
EMAIL ADDRESS: tim@kpedd.org		PHONE NUMBER: 907-283-3335

Agency-Wide Questions

1. Are you currently, or have you ever been employed by the City of Kenai?
Yes
2. If yes, please provide Position Title and dates of employment.
Finance Director. July 2008 to present.
3. Are you related to any person currently working for the City of Kenai?
No
4. If Yes, please list their names(s), department(s), and your relationship(s):
5. How did you learn about this job posting?
I am currently employed at the City.

Job Specific Supplemental Questions

1. Have you carefully read the minimum qualifications for this position, and do you certify that you possess the required education and/or experience to meet the minimum qualifications?
Yes
 2. To complete your application for this position a cover letter is required. Have you attached the required cover letter? Failure to submit a cover letter may lead to a determination your application is incomplete and removal from consideration for this position with the City of Kenai.
Yes
-

The following terms were accepted by the applicant upon submitting the online application:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omission of any fact in my application, resume or any other materials can be justification for refusal of employment, or if employed, termination from the City's employ. I understand that by signing this application, I am giving the City of Kenai the authority to investigate and inquire as to the accuracy of the information contained in the application, and to contact the personal references and previous employers (if agreed to above).

This application was submitted by Terry Eubank on 10/26/22 2:02 PM

Signature_____

Date_____

TERRY EUBANK

██████████ Kenai, AK 99611

| C: ██████████

Terry Eubank

██████████
Kenai, AK 99611

City of Kenai
Attn: Ms. Cunningham, Human Resources Director
City Manager Recruitment

Dear Ms. Cunningham:

I am excited to submit my name for consideration for the position of City of Kenai, City Manager. I am proud to have called Alaska my home for over 45 years, 34 of which have been spent right here in Kenai, and cannot imagine living anywhere else. The City of Kenai is the bustling business hub for the peninsula, thriving on its diverse economy. Kenai possesses a strong retail sector, the Central Peninsula's regional airport, a strong and growing Native Alaskan Community, and historic fishing industry. Most important to me is the City's strong commitment to its residents, both young and senior, and the quality of life it provides and fosters for its citizens and visitors. The City Manager position offers a unique opportunity to lead a team that is making a difference in the community I call home.

Kenai is the City it is today because of forward-thinking and good governance. The City's strong fiscal condition will serve it well when facing Alaska's new fiscal realities. Because of my years as a Finance Director, I possess a deep understanding of municipal finance as well as the fiscal situation facing the state and local governments. My experience as an Acting and Interim City Manager and as a member of the City's executive management team has provided a diverse background in municipal and organizational management including personnel management, land management, and public procurement and contracting.

My experience in local government, at both the city and borough level in Alaska, provides me the unique knowledge and tools to continue the city's success by maintaining and growing its economy while being mindful of the needs and desires of residents.

Provided the opportunity, I would like to further discuss my approach to leadership and local government. Thank you in advance for your consideration.



Terry Eubank

TERRY EUBANK

Kenai, Alaska 99611

Professional Summary

Forward-thinking manager excited to bring twenty-four years background to your dynamic and growing organization. Expert in setting financial goals and devising strategies to meet those goals with an emphasis on long-term sustainability. Successful in advising elected officials on financial and operational strategies driving both short-term and long-term growth.

A manager who possesses a collaborative leadership style and value system that embodies ethics, integrity and dedication to public service.

Skills

- Broad and substantial financial management experience
- Self-motivated, honest, hardworking and reliable leader who leads by direction and example
- 24 years of local government work experience
- Ability to work through conflict to achieve results and participant buy in
- Excellent and effective written and oral communication skills
- Open to and encouraging of feedback
- Strong sense of personal responsibility and ethics
- Effective team member and leader

Work History

Finance Director

07/2008 to Current

City of Kenai – Kenai, Alaska

Manage the City's Finance Department, including overseeing financial reporting, accounting, grant reporting, utility, special district billing, budget development, payroll, investments, information technology, personnel, and related activities. Exercise independent judgment in planning, directing, and coordinating all activities of the Finance Department. Supervise a staff of six.

As a member of the City's executive management team, I have been appointed Acting City Manager during City Manager absences and appointed Interim City Manager during City Manager transitions. I assist in the establishment and execution of organizational goals, objectives, and strategic initiatives. I work closely with city staff and the City Council, to cooperatively develop legislation, provide information and recommendations, and participate in City Council meetings.

Controller

11/2005 to 07/2008

Kenai Peninsula Borough – Soldotna, Alaska

Supervisor of all general ledger accounting functions to include cash receipts, accounts payable, and payroll. Direct supervision of six staff including three accounting input clerks and three borough audit staff members. Responsible for the development of the Borough's Annual Comprehensive Financial Report.

Accountant / Auditor

03/1998 to 11/2005

Kenai Peninsula Borough – Soldotna, Alaska

Assisted in preparation of Annual Audited Financial Statements as well as Annual Operating and Capital Budgets. Provided monthly financial reporting to borough assembly on operations and quarterly reporting on capital projects. Assisted in the accounting for and implementation of new accounting standards and pronouncements. As management team member, participated in strategic planning including expense and revenue forecasting, taxing policy review and revision, and review of new legislation and its potential revenue impacts. Worked with public in performance of sales tax audits. Reported directly to Controller.

Education

BBA: Accounting and Finance

1994

University of Alaska Anchorage - Anchorage, AK

Certifications

Certified Public Accountant

State of Alaska License #1828

Certified Public Finance Officer

Government Finance Officers Association of the United States and Canada Designee #596

Community Involvement & Leadership Activities

Board President, Alaska Municipal League Investment Pool

Board Treasurer, Alaska Municipal League Joint Insurance Association

Past Board President, Alaska Public Entity Insurance

Past Board Treasurer, Alaska Government Finance Officers Association

Past Board Member and Assistant chef de mission Team Alaska, Arctic Winter Games

Past Board President, Kenai Peninsula Hockey Association

Past Board President, Kenai High School Hockey Booster Club

References

Paul Ostrander

City Manager
City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611
907-283-8222

Barbara Thurston

Executive Director
Alaska Public Entity
Insurance
2233 Jordan Ave.
Juneau, AK 99801
907-523-9440

Tim Dillon

Executive Director
Kenai Peninsula
Economic Development
District, Inc.
14896 Kenai Spur Hwy.
Kenai, AK 99611
907-283-3335 ext. 2

EMPLOYMENT APPLICATION



CITY OF KENAI
 210 Fidalgo Ave
 Kenai, Alaska 99611
 (907) 283-8242
<http://www.kenai.city>

Ross, David
 00187 CITY MANAGER

Received: 10/28/22
 10:02 AM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: CITY MANAGER		EXAM ID#: 00187
NAME: (Last, First, Middle) Ross, David		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: [REDACTED] Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of education? Associate's Degree		

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES:	SCHOOL NAME: University of Virginia	
LOCATION:(City, State/Province) Charlottesville , Virginia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Criminal Justice Certificate - earned at FBI National Academy		UNITS COMPLETED: 17 - Semester
DATES: From: 7/2001 To: 10/2001	SCHOOL NAME: University Of Alaska Southeast	
LOCATION:(City, State/Province) Juneau , Alaska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Sitka DPS Academy Training / Education		UNITS COMPLETED: 12 - Semester
DATES: From: 9/1989 To: 5/1992	SCHOOL NAME: University Of Alaska	
LOCATION:(City, State/Province) Anchorage , Alaska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Associate of Arts		UNITS COMPLETED: 62 - Semester
DATES: From: 1/1992 To: 5/1992	SCHOOL NAME: Boise State University	
LOCATION:(City, State/Province) Boise , Idaho	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: No Degree
UNITS COMPLETED: 12 - Semester		
DATES: From: 8/1985 To: 5/1989	SCHOOL NAME: Kenai Central High School	
LOCATION:(City, State/Province) Kenai , Alaska	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

WORK EXPERIENCE

DATES: From: 7/2001 To: Present	EMPLOYER: City of Kenai	POSITION TITLE: Police Chief
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 107 S. Willow St., Kenai, Alaska, 99611		COMPANY URL: www.kenai.city
PHONE NUMBER: 907-283-7879	SUPERVISOR: Paul Ostrander - City Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	SALARY: \$11,500.00/month	# OF EMPLOYEES SUPERVISED: 32
DUTIES: The duties include coordinating the activities of the Kenai Police Department including Police, Communications, and Animal Control Divisions. Activities include: planning, public relations, managing department budgets, managing personnel, grant management, project management, keeping the Department current on changes in the law and changes in police practices, and overseeing major police cases. The duties have also included acting as the the City Manager on occasion. **The dates of employment above include my time spent as the Police Chief since 2016, and my time as the Police Lieutenant, Police Sergeant, Investigator, and Patrol officer going back to 2001.		
REASON FOR LEAVING: Only considering leaving for City Manager opening.		
DATES: From: 7/1986 To: 7/2013	EMPLOYER: Ross Services	POSITION TITLE: Estimator, Equipment Operator, Foreman
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Soldotna, Soldotna, Alaska, 99669		
PHONE NUMBER: 0000000000	SUPERVISOR: Byron Ross (Deceased) - Owner / Operator	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40		
DUTIES: Ross Services was a general contractor engaged in site work, road construction, underground utility installation, and similar projects. The company was owned by my uncle, Byron Ross, and I worked in many capacities in the 20+ years I worked there. I worked as a laborer, a truck driver, and a heavy equipment operator. I also worked as a project estimator and foreman on projects. There were times that I ran all the facets of the company from bidding on projects, to managing projects, to hiring staff, and leading projects in the field. One of the areas we specialized in was underground municipal utilities including water lines, sewer lines, and storm drain systems. My salary and number I supervised are not included above because they varied widely over that time.		
REASON FOR LEAVING: To take a job with the Kenai Police Department in 2001. I worked full time for Ross Services until 2001 and then sporadically on my time off from work at the City of Kenai until 2013.		

CERTIFICATES AND LICENSES

TYPE: Advanced Police Certificate	
LICENSE NUMBER:	ISSUING AGENCY: Alaska Police Standards Council

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Professional Associations Alaska Association of Chiefs of Police - Member (2015-2022) FBI National Academy Associates - Member (2014-2022) Alaska Police Officers Association - Member (2012-2022) International Association of Chiefs of Police - Past Member
Volunteer Experience Calvary Baptist Church of Kenai - Treasurer (2021-present) Calvary Baptist Church of Kenai - Assistant Treasurer (2013-2020) Boys & Girls Club of the Kenai Peninsula - Past Board Member Police Explorer Program - Past Advisor
Professional Memberships Alaska Police Standards Council - Council Member appointed by the Governor in 2021 and currently serving Alaska Municipal League Joint Insurance Association (AMLJIA) - current Chairman of the Police Professional Advisory Committee (2020-Present) Kenai Peninsula Borough's Emergency Services Communications Advisory Board - appointed in 2022 Local Emergency Planning Committee (LEPC) - serving as the current alternate member for the City of Kenai High Intensity Drug Trafficking Area (HIDTA) - past Board Member (2018-2019) Crime Stoppers of the Kenai Peninsula - past Law Enforcement Coordinator (2007-2008)

REFERENCES

REFERENCE TYPE: Professional	NAME: Paul Ostrander	POSITION: City Manager - City of Kenai
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 210 Fidalgo Ave., Kenai, Alaska 99611		
EMAIL ADDRESS: postrander@kenai.city	PHONE NUMBER: 907-283-8223	
REFERENCE TYPE: Professional	NAME: Phil Reemtsma	POSITION: Pastor - Calvary Baptist Church of Kenai
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 208 Lawton Dr., Kenai, Alaska 99611		
EMAIL ADDRESS: phil.reemtsma@gmail.com	PHONE NUMBER: 907-252-2399	

REFERENCE TYPE: Professional	NAME: Paul Cushman	POSITION: Corporate Security Director - Alaska Native Tribal Health Consortium
ADDRESS: (Street, City, State/Province, Zip/Postal Code) PO Box 875013, Wasilla, Alaska 99654		
EMAIL ADDRESS: cushmanpj@hotmail.com		PHONE NUMBER: 907-395-7181

Agency-Wide Questions

1. Are you currently, or have you ever been employed by the City of Kenai?

Yes

2. If yes, please provide Position Title and dates of employment.

Police chief. Employed with the City of Kenai from July 3, 2001 to present. Since 2016 as the Police Chief, and prior to that as a police officer, Sergeant, and Lieutenant.

3. Are you related to any person currently working for the City of Kenai?

Yes

4. If Yes, please list their names(s), department(s), and your relationship(s):

[REDACTED]

5. How did you learn about this job posting?

From the current City Manager.

Job Specific Supplemental Questions

1. Have you carefully read the minimum qualifications for this position, and do you certify that you possess the required education and/or experience to meet the minimum qualifications?
Yes
 2. To complete your application for this position a cover letter is required. Have you attached the required cover letter? Failure to submit a cover letter may lead to a determination your application is incomplete and removal from consideration for this position with the City of Kenai.
Yes
-

The following terms were accepted by the applicant upon submitting the online application:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omission of any fact in my application, resume or any other materials can be justification for refusal of employment, or if employed, termination from the City's employ. I understand that by signing this application, I am giving the City of Kenai the authority to investigate and inquire as to the accuracy of the information contained in the application, and to contact the personal references and previous employers (if agreed to above).

This application was submitted by David Ross on 10/28/22 10:02 AM

Signature_____

Date_____

David Ross

10/21/2022

Attn: HR Director
City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611

Dear Mayor and City Council Members,

I am very interested in the position of City Manager for the City of Kenai. I have worked for the City of Kenai for over 21 years and have lived in the area for over 51 years. I am well acquainted with the City of Kenai and well acquainted with the staff and operations of the City.

My time at the City of Kenai has been in the Police Department where I have served in a position of leadership since 2009 and as the Police Chief since 2016. In my time at the City, I have worked with a large number of City administrative staff, other government and private sector leaders, and political representatives. I have always been able to build and maintain those professional relationships. By the nature of the work in a police department a chief must build and maintain relationships even in tense or difficult circumstances, and I will bring to the position the willingness and ability to work with anybody. I have also served as the Acting City Manager several times for the current and prior City Managers.

I feel like I have been part of building an excellent team of dedicated staff in the police, dispatch, and animal control departments. Thirty-two of the City's approximately 122 staff members work in one of my departments and a little over \$5 million of the general fund budget falls in my departments. In this regard, I am well acquainted with the City's personnel processes in addition to budgeting.

The Department I lead has been goal-oriented and has accomplished a great number of things in the recent years including: staffing changes, personnel rule changes, a multitude of grants to purchase or update equipment, and Accreditation of the Police Department, in addition to keeping the community safe, reducing crime, and accomplishing the basic mission of the Department.

I am excited for Kenai's future and for the opportunity to continue to be a part of it. My experience, knowledge, and temperament will all be well-suited to carrying out the role of the City Manager. I look forward to hearing from you, and I can be reached at [REDACTED] or by email at [REDACTED].

Thank you for your consideration,

David Ross

David Ross
Police Chief
City of Kenai

██████████
Kenai, AK 99611
██████████
████████████████████

OBJECTIVE

The position of City Manager for the City of Kenai.

SKILLS & ABILITIES

- Personnel management
- Budget management
- Critical Incident management
- Building professional relationships
- Setting and accomplishing organizational goals
- Team building
- Problem solving
- Public Relations

EDUCATION

Associate of Arts
University of Alaska

Criminal Justice Certificate
University of Virginia
FBI National Academy

EXPERIENCE

CITY OF KENAI

JULY 2001-PRESENT

Police Chief, 2016- Present

- Department Head in charge of the City Police Department, Dispatch Center, and Animal Control
- Manage up to 37 employees
- Manage and prepare Department budgets in excess of \$5 million annually
- Grant application and management
- Managed capital upgrades to department equipment and facilities
- Incident Management Team experience
- Acting City Manager experience

Police Lieutenant, 2010-2016

- Managed two patrol teams and one investigations unit
- Conducted Internal Affairs investigations
- Coordinated officer training
- Police public information officer

Police Sergeant, 2009-2010

Police Officer, 2001-2009

ROSS SERVICES, GENERAL CONTRACTOR SOLDOTNA, ALASKA

1986-2013

Performed in various roles including:

- Estimator – bid on government and private sector work.
- Job Foreman – supervised crews and even the entire company at times.
- Heavy equipment operator
- Commercial truck driver
- Experience in government contracting including:
 - Building site work
 - Underground utilities
 - Road Construction
 - State Park Construction

██████████
Kenai, AK 99611
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REFERENCES

Paul Ostrander, City Manager
City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
907-283-8223

Paul Cushman
Corporate Security Director
Alaska Native Tribal Health
Consortium
PO Box 875013
Wasilla, AK 99654
907-395-7181

Phil Reemtsma, Pastor
Calvary Baptist Church of Kenai
208 Lawton Drive
Kenai, AK 99611
907-252-2399

AFFILIATIONS

- *Alaska Police Standards Council* – current Council Member appointed by Governor on 8/9/2021
- *Alaska Municipal League Joint Insurance Association (AMLJIA)* – Chair of Police Professional Advisory Committee (2020-present)
- *Kenai Peninsula Borough Emergency Services Communications Advisory Board* – current Member appointed 2022 by the City of Kenai
- *Kenai Peninsula Borough Local Emergency Planning Committee* – Alternate Member (2016-present)
- *Calvary Baptist Church*
 - Treasurer (2021-present)
 - Assistant Treasurer (2013-2020)
- *High Intensity Drug Trafficking Area (HIDTA)* – Board Member (2018-2019)
- *Crime Stoppers of the Kenai Peninsula* – Law Enforcement Coordinator (2007-2008)
- *Boys and Girls Club of the Kenai Peninsula* – Board Member (2007-2009)
- *Alaska Association of Chiefs of Police* – Member (2015-present)
- *FBI National Academy Associates* – Member (2014-present)
- *Alaska Peace Officers Association* – Member (2012-present)
- *International Association of Chiefs of Police* – Past Member
- *Police Explorer Program* – Past Advisor