



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

City Council Special Meeting

Wednesday, June 10, 2020 at 4:00 PM

Cowles Council Chambers via Zoom Webinar

Webinar ID: 205 093 973 Password: 610853

Dial 1-669-900- 6833 or 1-253-215 8782; (Toll Free) 888-788-0099 or 877- 853-5247

CALL TO ORDER, 4:00 P.M.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

PENDING BUSINESS

NEW BUSINESS

a. Telephonic Interviews with City Manager Applicants

4:00 p.m. Melissa Jacobsen

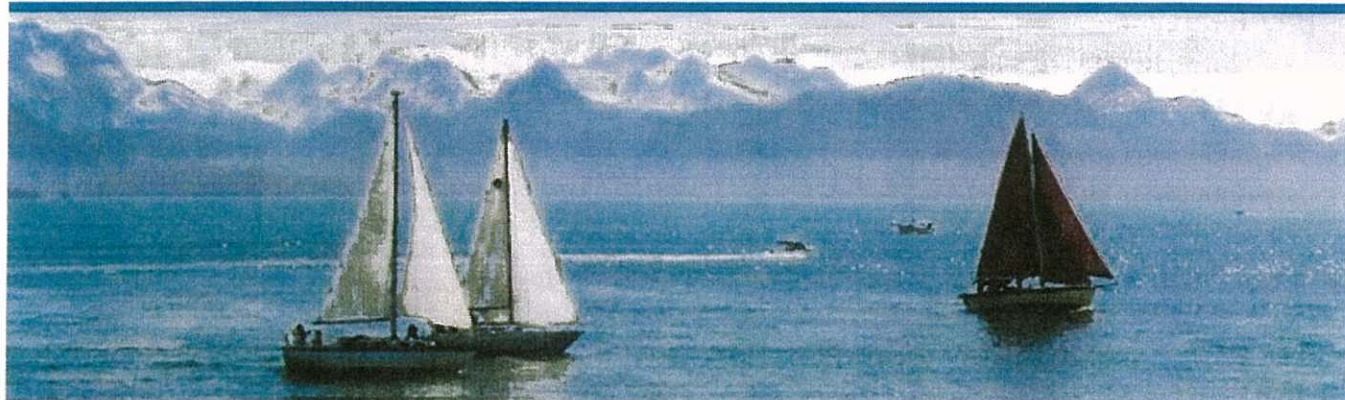
5:00 p.m. Kelcey Young

b. Selection of City Manager Applicants for in-person interviews

COMMENTS OF THE AUDIENCE

ADJOURNMENT

Next Regular Meeting is Monday, June 22, 2020 at 6:00 p.m. Committee of the Whole at 5:00 p.m. All meetings scheduled to be held virtually in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

[Homer](#)[Departments](#)[Government](#)[e](#)[Documents](#)[Job Openings](#)[Helpful Links](#)

Employment Application | Submitted: 10-May-2020

AAA

Melissa Jacobsen

☎ (907) 399-3123

✉ melcolsam9299@gmail.com

🏠 4686 Tamara St. Homer
Homer, AK 99603
United States**City Manager****Job Location** - Homer, AK**Department** - Administration**Source** - City of Homer Alaska Website

Employment History

Please list your previous employers starting with your current, or most recent employer.

City of Homer - Current Employer

Job Title: City Clerk**Dates Employed From:** Jun/2004**Dates Employed To:** Currently Employed**Employment Length:** 15 years, 11 months**Duties:** Custodian of the City Seal; Parliamentarian and Clerk to Homer City Council; Liaison between the public, Council, and other City officials; Supervisor of City Elections; Records Custodian; Prepare Council meeting agenda packets including receiving, reviewing, and preparing ordinances, resolutions, memorandums, and back up materials; Schedule and notice**Supervisor Name:** Marvin Yoder**Address:** Homer, AK, UNITED STATES**Phone:** 907-235-8121**Ending Rate of Pay:** \$89,000**May We Contact?** Yes

all public meetings, public hearings, executive sessions, and elections; Maintain records for Hickerson Memorial Cemetery; Facilitate the special assessment district creation process; Manage the Invitation to Bid and Request for Proposals process; Facilitates the Appeal process as outlined in Homer City Code

Reason For Leaving: Currently Employed

Bay Realty

Job Title: Office Manager and Real Estate Agent

Dates Employed From: Sep/1997

Dates Employed To: Jun/2004

Employment Length: 6 years, 9 months

Duties: Prepared real estate listing and sales contracts Maintained real estate listing files Answered phones and routed calls to agents Worked with buyers and sellers to list and sell properties Assisted Broker with scheduling and showing properties Processed Commission payments to listing and selling agents and payroll for employees

Reason For Leaving: Hired by the City of Homer

Supervisor Name: Debra Leisek

Address: Homer, AK, UNITED STATES

Phone: 907-235-6183

Ending Rate of Pay: \$15.00 per hour plus sales Commissions

May We Contact? Yes

Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

Memorial Senior High School | High School or Equivalent

Degree:

Graduated? Yes

Major:

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

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

File Name

Link

Cover Letter _ Resume.pdf

 Preview

Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Jo Johnson

Relationship: Supervisor

Phone: 907-299-1703

Years Known: 17

Katie Koester

Relationship: Supervisor

Phone: 907-299-7718

Years Known: 7

Beth Wythe

Relationship: Former Mayor

Phone: 235-3919

Years Known: 8

Job Questions

City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	The willingness and ability to collaborate, strong communication skills, understanding the importance of transparency in local government, honesty and integrity, customer service oriented, willing to make difficult decisions and able to clearly explain why.	
Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	Working for the City of Homer for 17 years, starting as Deputy City Clerk I and promoting up the ranks to City Clerk. I have observed, assisted in, and been part of the growth of our City over the years. I've worked with various Mayors, Council members, Commissioners, Board and Committee members and I've worked with two of the best City Manager's in the State.	

<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I would listen to the ideas and perspectives that developed the policy that's been proposed, and share my thoughts and reasoning why I'm not in agreement. I would provide factual information whenever possible to assist in working through the pros and cons of an issue, and then respect the decision of the Council.</p>
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Collaboration. The City Manager is responsible for effective and efficient administration of city services. While they have the responsibility to be familiar with the different facets of all city services they can't know everything. It's imperative to be able to communicate and collaborate with the City Department Heads, Division Directors, and other subject matter experts to ensure well thought out direction is being delivered and effective decisions are being made.</p>
<p>In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I have experience in several areas identified in the job functions including enforcement of municipal law and carrying out directives of the Council; community relations and addressing questions and complaints from the public; Council meeting content and agenda preparation; working relationship with the City Attorney; coordinating with local government entities; working knowledge of state and local laws and regulations; and performing duties prescribed by Homer City Code, Title 29, and the Open Meetings Laws.</p>

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	2004	
Have you ever been employed with the City? *	Yes	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration	No	

Status? (Proof of citizenship or immigration status will be required upon employment) *	
On what date would you be available for work? *	July 1, 2020
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	This question was not answered.
Are you 18 years of age or older? *	Yes

Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Successfully completed the Introduction to Parliamentary Procedures through the University of Wisconsin.	
Describe any job-related training received in the United States military. *	As a Second Class Petty Officer in the United States Navy I lead other enlistees in the duties required in our department.	
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. *	South Peninsula Hospital Board Secretary, Alaska Association of Municipal Clerks Communications Director, 2nd Vice President, 1st Vice President, and President, Kachemak Bay Rotary Club Secretary, South Peninsula Pop Warner Secretary and President	

Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Nothing additional	
What type of computers and software have you used? *	PC computers with Microsoft Word, Excel, Power Point; Laserfiche Document Management software, Municode Meetings Agenda Management Software.	
Other qualifications specific to this position? *	Experience	
List any certifications you have received: *	Certified Municipal Clerk and Master Municipal Clerk	

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 *

None

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

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? *

Yes

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: Melissa Jacobsen

Date: 2020-05-10 09:47:50pm

IP Address: 209.112.183.193

Signature

Date

Melissa Jacobsen
4686 Tamara Street
Homer, Alaska 99603

May 8, 2020

Honorable Mayor Castner and Homer City Council,

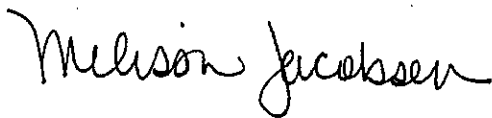
Thank you for the opportunity to apply for the position of City Manager for the City of Homer.

I began my career with the City of Homer June 24, 2004 when I was hired as Deputy City Clerk I, and have since advanced to City Clerk. I have developed a strong knowledge of City processes and have worked well with my colleagues, City Attorneys, and City Managers. I'm committed to life-long learning. Through my attendance at professional development courses, and attendance at numerous conference education sessions, I've achieved a Certified Municipal Clerk designation, and continued on to achieve the prestigious Master Municipal Clerk designation from the International Institute of Municipal Clerks.

I have the skills necessary to serve as the City Manager. I have spent time working with Commissioners, and Board and Committee members. I draft legislation and perform research to develop a complete record. I understand the importance of proper public notice, the significance of the Open Meetings Act, and the need for public awareness and involvement in the decision making process. My years of being involved in elections, the key component of the democratic process, continually instill the importance of following public process and being accountable to the citizens of Homer. I serve as a supervisor to City Clerk's office staff, and each year train and supervise Judges for City Elections. I've assumed leadership roles on the South Peninsula Hospital Board, the Alaska Association of Municipal Clerks, and chaired the City's employee committee. During my four year enlistment in the Navy I promoted from a Seaman, E-1 to a Second Class Petty Officer, E-5 and lead other enlistees in the duties required in our department. Advancing to City Manager is an elevation of my current job duties and a logical next step in my career with the City.

I moved to Homer in 1995. I've raised my children here and am fully invested in this community. It has been an honor to work for the City of Homer, to work with the citizens, and also with the decision makers; I am committed to continued service to the City.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Jacobsen". The signature is written in dark ink and is positioned above the printed name.

Melissa Jacobsen

Melissa Lea Jacobsen

4686 Tamara St. Homer, Alaska 99603, 907.399.3123; melcolsam9299@gmail.com

WORK EXPERIENCE

City of Homer

City Clerk – June 1, 2017 to present

- Custodian of the City Seal
- Parliamentarian and Clerk to City Council
- Liaison between the public, Council, and other City Officials
- Municipal Elections Supervisor, and Absentee Voting Official for the State of Alaska and Kenai Peninsula Borough Elections
- Records Custodian for the City
- Receive, review, and prepare ordinances, resolutions, memorandums, back up materials, and meeting minutes
- Prepare agenda packets for City Council meetings
- Maintain Cemetery Records
- Prepare the budget for City Council, City Clerk, and Elections
- Communicate regularly and effectively with local media
- Facilitate the special assessment district creation process
- Facilitate the Invitation to Bid and Request for Proposal
- Facilitate the Appeal Process
- Schedule and notice all public meetings, public hearings, and executive sessions
- Notary Public

Deputy City Clerk I & II – June 2004 to May 31, 2017

- Facilitated Municipal Elections, and assisted with State of Alaska and Kenai Peninsula Borough Elections
- Processed petitions and public notices for the initiation of special assessment districts
- Processed Public Records Requests
- Cemetery Plots and Deeds
- Parliamentarian and Clerk to City Commissions, Committees, and Task Forces
- Prepared ordinances, resolutions, memorandums
- Assisted in advertising public meetings, public hearings, and executive sessions
- Served as Acting City Clerk in the City Clerk's absence
- Carried out records storage and records destruction in accordance with the Records Retention Policy
- Notary Public

Bay Realty

Office Manager and Real Estate Agent – 1997 to June 2004

- Prepared real estate listing and sales contracts
- Maintained real estate listing files
- Worked with buyers and sellers to list and sell properties
- Assisted Broker with scheduling and showing properties
- Processed commission payments to listing and selling agents and payroll for employees
- Answered phones and routed calls to agents

SERVICE

- South Peninsula Hospital Board of Directors Board member 2019-2020, Board Secretary 2020-current
- United States Navy 1988-1992, advanced from Seaman (E-1) to Torpedoman's Mate Technician 2nd Class Petty Officer (E-5). Received the Navy Achievement Medal, a Good Conduct Medal, a Marksmanship Badge and an honorable discharged from service
- Alaska Association of Municipal Clerks, 2005 to present, served as Scholarship Committee Chair 2014-2015, Communications Director 2016-2017, 2nd Vice President 2018, 1st Vice President 2019, President 2020
- International Association of Municipal Clerks member 2005 to present
- Kachemak Bay Rotary Club Member and Secretary 2014
- Alaska Association of Realtors member 2000-2004
- Homer Pop Warner Board Member 2003-2006 served as Secretary and President

RELEVANT TRAINING

- FEMA Incident Command System 100, 200, 300, 400, 700, and 800
- Northwest Clerk's Institute Professional Development Programs
- University of Wisconsin Parliamentary Procedures
- Association of Records Managers and Administrators (ARMA) Records Retention Program

CERTIFICATIONS

- Master Municipal Clerk, 2016
- Certified Municipal Clerk, 2006

EDUCATION

- Memorial Senior High School, Tulsa, Oklahoma, Graduated May 1985



Employment Application | Submitted: 09-Apr-2020

AAA

Kelcey Young

☎ (425) 516-8665

✉ kelceyy@gmail.com

🏠 7876 Morven Park

Irving, TX 95063

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - LinkUp

Employment History

Please list your previous employers starting with your current, or most recent employer.

City of Dallas, TX - Current Employer

Job Title: Assistant Director of Procurement/
Contratcing Agent

Dates Employed From: Aug/2019

Dates Employed To: Currently Employed

Employment Length: 0 years, 9 months

Duties: I am the contracting agent for the City of Dallas. I train and advise on all contracting and contracting methods. I train as well. I also implemeted and configured an electronic procurement and contract management tool for the entire city. I also led emergency procurment

Supervisor Name:
Chhunny Chhean

Address: City of Dallas, TX, UNITED STATES

Phone: 469-580-5326

Ending Rate of Pay: 130,000

May We Contact? Yes

Reason For Leaving: Currently Employed

City of San Antonio, TX

Job Title: Contract Administrator

Dates Employed From: Apr/2016

Dates Employed To: Aug/2019

Employment Length: 3 years, 4 months

Duties: Led all construction contracting for the City of San Antonio including aviation, and funding agreements. Negotiated and partnered with other agencies, presented to council, and worked with chambers.

Reason For Leaving: Received wonderful opportunity in Dallas

Supervisor Name:
Christie Chapman

Address: San Antonio, TX, UNITED STATES

Phone: (425) 516-8665

Ending Rate of Pay: 96,000

May We Contact? Yes

Bellevue College

Job Title: Procurement and Fixed Asset Manager

Dates Employed From: Sep/2014

Dates Employed To: Apr/2016

Employment Length: 1 year, 7 months

Duties: I oversee the entire procurement department including IT, Capital, and others. I oversee a \$50 million dollar procurement budget.

Reason For Leaving: Received wonderful opportunity in Dallas

Supervisor Name:
Dexter Johnson

Address: Bellevue, WA, UNITED STATES

Phone: 425-564-4260

Ending Rate of Pay: 67000

May We Contact? Yes

Bellevue College

Job Title: Assistant Program Manager

Dates Employed From: Oct/2013

Dates Employed To: Sep/2014

Employment Length: 0 years, 11 months

Duties: Oversaw Arts and Design, [personal Enrichment, and assisted with the retiree and teen program. I managed over 100 instructors, and classes.

Reason For Leaving: Promoted

Supervisor Name: Kintea Bryant

Address: Bellevue, WA, UNITED STATES

Phone: 425-564-4260

Ending Rate of Pay: 48000

May We Contact? Yes

Education

List below your educational background, including high school, all colleges, trade and military service schools.
Please enter N/A if the field is not applicable.

Humboldt State University | College or University

Degree: Masters Degree

Major: Environment and Community

Graduated? Yes

Humboldt State University | College or University

Degree: Bachelors

Major: Community development

Graduated? Yes

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

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

File Name	Link	
Kelcey Young Resume_1.pdf	Preview	Download
Kelcey Young_Cover Letter_2.docx	Preview	Download

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Chhunny Chhean

Relationship: Supervisor for City of Dallas

Years Known: 8 months

Phone: 469-580-5326

Christie Chapman

Relationship: Supervisor for City of San Antonio

Years Known: 3

Phone: 210-247-8791

Chris Ma

Relationship: former co-worker Bellevue college

Phone: 206-465-8752

Years Known: 6

Job Questions

City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	I think the most important role of the City Manager is to lead and support all departments on operations, while supporting the direction of City Council on carrying out policy. I also believe that a City Manager should be someone who the entire City can trust to be financially prudent, compassionate, ethical, and to promote equity.	
Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	I led the procurement, negotiations, and contracting of a \$800 million dollar bond program, I also have a great deal of general experience. I have trained the entire City of Dallas on contract management. I have also managed all the emergency procurement for the COVID-19 pandemic. On top of that I have created many programs to support small and local businesses.	
A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	Council has control over policy decisions. If there are concerns that I believe absolutely must be addressed for the good of the City, I would politely explain any concerns I might have, especially if there were legal or financial concerns. However, if Council chooses to move forward I will support it unless I believe it is unethical or illegal, in which case I would have a private conversation with Council.	
What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	My leadership philosophy is to support the City and my staff as much as possible. I strongly believe in lifting others up, and mentoring, and providing as much professional development as possible. I strongly believe in supporting and building local businesses and local leaders.	
In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250	I have experience in emergency management, budget, aviation, housing, procurement and project management. I have also managed hundreds of employees	

words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *

and created many programs. I have experience supporting Fire and Police Departments.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	2015	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
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? *	June?	
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	This question was not answered.	
Are you 18 years of age or older? *	Yes	

Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Lean Six Sigma Black Belt, Scrum Master, Professional Project Manager, Contract Manager, Emergency Management Training, Spend Analytics Training, Crisis Management Training, Leadership Training,	

Describe any job-related training received in the United States military. *	NA	
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. *	Treasurer fo NAEP. Small Business Commitee Memeber for City of San Antonio	

Additional Information |
Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Economic delvelopment, innovation, leadership, budget, sustainability, emergency management	
What type of computers and software have you used? *	All types of computers. Very strong Microsoft Office Skills. Strong experince with dta analytics, AMS, Oracle, SAP, Bonfire, eRequestor, Civcast, HP, quickbooks, Skype, Zoom, all kinds of stuff.	
Other qualifications specific to this position? *	Sustainable development, planning	
List any certifications you have received: *	Environmental Planning, Leadership Development, FEMA Professional Development Series, Contract Management, Spend Analitics, Risk Management, Lean Six Sigma Green Belt, Lean Six Sigma Yellow Belt, Lean Six Sigma Black Belt, LEAD Green Associate. Women's Mentorship in Government Mentor	
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 *	While it seems like my background is mostly in contracting, it is actually more in project management, as I managed these contracts	

all the way through. Because of that I have very strong experience in working on projects in all areas from parks to emergency management. I routinely present to staff and City Council, as well as meetings with chambers and the community.

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

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? * ☒ Yes

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: Kelcey Young
Date: 2020-04-09 07:42:36am
IP Address: 72.181.20.11



Signature

Date



Kelcey Young

7876 Morven Park, Irving, TX, 75063 | 425-516-8665 | kelceyy@gmail.com

Dear Hiring Committee:

I submit my resume, and references for your consideration. I have a great deal of experience in strategic leadership, building sustainable communities, and strengthening public engagement.

I am an innovative and compassionate leader with a proven history of change management. I have the experience and expertise of leading and directing over \$2 billion dollars' worth of projects including: \$200,000,000.00 worth of design and construction of parks contracts, over \$500,000,000 of expertise for drainage projects, and over \$400,000,000 for facility projects. Additionally, I have a great deal of experience in creating recreational and cultural programs including hiring instructors, creating festivals, as well as showcasing creating historic items such as antique airplanes in the airport, and moving historic statues, and repairing historical walls and buildings. I also have experience soliciting and developing a mixed income housing plan, developing green lots, and leveraging \$20 million into \$200 million with developer participation.

I am a highly motivated problem solver and am certain I can help you achieve continued growth and prosperity in an economically sustainable way, while still preserving charm and appeal. Furthermore, my process improvement skills can support your already impressive achievements.

My resume illustrates how I am an excellent candidate, as I possess and exceed most of the qualifications. My background in process improvement, digital migrations, and innovation as well as creating scorecards and dashboards at the employee level, departmental level, and for outside vendors is exactly the experience you are looking for to move forward in a strategic direction.

In my current position of Assistant Director of Procurement for the City of Dallas, I lead a team of 20 with four managers as direct reports. I direct the division that oversees all contracts for the City of Dallas. I also have developed a contracting training program for all of the departments in Dallas in order to improve contracting as a whole.

My role requires me to build relationships and partnerships with utility companies, partner agencies, contractors, small and large businesses, and to build contractor capacity while also supporting vendors new to the area. It also means I am extremely well versed in procurement including IT and construction requirements, and all state and federal requirements. I routinely am involved in legislative affairs, as well as overall community development.

I am a highly qualified public servant with an impeccable record of achievement at all levels in my career. I have developed effective working relationships with all internal and external stakeholders, realized several partnership opportunities, led the efforts of several initiatives and functions, and cultivated positive relationships to forge strategic and results-driven outcomes. I am innovative and experienced in analyzing and handling difficult and sensitive matters, monitoring, managing, evaluating and optimizing the functions of major administrative and operational programs and departments. I have extensive experience in reorganizing divisions, and revising policy, while paying special attention to resource allocation, including both short-term and long-term fiscal impacts. I have

excellent decision-making and organizational management skills, and I possess the skills and experience to function as the top-level executive in multi-governmental environments. In addition, I am well versed and experienced in emergency management including developing and implementing evacuation programs, and training departments on emergency procedures.

Please also note that I am extremely forward thinking and excel in process improvement and innovation. For example, my LEAN Six Sigma Black Belt training taught me advanced program and process management know-how, as well as organization effectiveness and strategy. I have taken agencies paperless, and automated myriad processes. I have also lead Scrum teams, and acted as a change agent in every level of the organization. I leveraged this knowledge in my previous position as the Contract Administrator for Transportation and Capital Improvements (TCI) and by making continuous improvements to TCI's procedures and policies; I led my team to receive the City's Excellence Award.

My strong aptitude for numbers will positively contribute to budget preparation, risk management, and related fiscal duties. My ability to analyze gaps and make improvements will help in all areas of the department. My background in leading contracts and procurement divisions, and managing large budgets, all while guiding teams and advancing community engagement, will allow me to excel and provide the level of expertise you deserve. Additionally, I have a proven record of streamlining processes and realizing multi-million-dollar cost savings, that will help you achieve even more.

I look forward to meeting in person in order to discuss this further.

Sincerely,

Kelcey Young

KELCEY YOUNG

425.516.8665 | Kelceyy@gmail.com

Future thinking and innovative. Developed effective procedures and relationships, while streamlining and innovating processes in order to make continuous improvements and implement best practices. Adept in contracts, economic development, compliance management, program management, asset management and creating new programs.

EDUCATION AND CERTIFICATIONS

BA, Environmental Studies and Leadership, *Humboldt State University* 2002

M.A.S.S. *Environment and Community, Humboldt State University (36 units)*

- Lean Six Sigma Blackbelt
- Scrum Master
- Certified Contract Manager
- LEED Green Associate

CORE COMPETENCIES

- | | | |
|-----------------------|------------------------------|--------------------------|
| ✓ Strategy Management | ✓ Leadership & Team Building | ✓ Client Outreach |
| ✓ Change Management | ✓ Market Insights | ✓ Research & Development |
| ✓ Strategic Oversight | ✓ Process Improvement | ✓ Budget Management |
| ✓ Policy Development | ✓ Public Relations | ✓ Negotiation |

EXPERIENCE

City of Dallas | Dallas, TX
Assistant Director of Procurement

2019-Present

- ✓ Created Sustainable Procurement Program
- ✓ Created DCOR

- Developed and Led City Wide Contract Compliance program
- Developed and Led City Wide Contracting Certification program that provided 20 hours of training
- Advised on Federal, State, local laws, and government codes to departments, other agencies, and Council members.
- Consistently cultivated important close working relationships with other municipalities and governmental agencies to develop best practices thereby achieving better project outcomes.
- Lead division of 20 with 4 managers as direct reports

City of San Antonio | San Antonio, TX
Contract Administrator

2016-2019

- ✓ Promoted to Position within 9 months
- ✓ Recognized for TCI Excellence Award
- ✓ Reduced contracts out of compliance by over 150%

- Directed Contracts team of 16 people and provide contract management and compliance of over 1000 contracts and over \$2 billion-dollar contract spend.
- Developed and implemented electronic bidding process and digital contract routing, and permanent storage system.
- Developed solicitation system and guided City for developer agreements including 1200 affordable housing units in mixed use developments.
- Led cultural change for more efficiency and team development. Implemented new training program, performance measures, SOPs, and report cards.
- Oversaw administration of all aspects of contract management for all construction contracts to include improving the mass selection process of awarding over 100 projects simultaneously.
- Developed, innovated, and implemented procedures, policies, and General Conditions. Updated all contracts, solicitations, and General Conditions, and wrote templates for new contracts. Created new solicitation process to protect user information and implemented a database for contract solicitation and management tracking.

Bellevue College | Bellevue, WA
Procurement and Fixed Asset Manager/Director

2014 – 2016

- ✓ Handpicked for the position
- ✓ Implemented an On-Line Bidding and Procurement System
- ✓ Spearheaded a Sustainable Purchasing Program for Higher Education

- Led all aspects of Procurement and Contract Management team of 6 people, including IT and Capital.
- Managed over \$50 million annual procurement spend.
- Provided guidance for procurement and contracts including writing and implementing policy and procedures, conducting spend and budget analysis, and providing training for all departments on procumbent and contracting procedures.
- Led Fleet and Fixed Assets
- Gathered and analyzed data for studies including spend analytics, diversity reports, performance matrices and made recommendations based on findings.
- Created and implemented pilot program for Sustainable Procurement for all of Higher Education for the State of Washington focusing on Economic and Environmental Sustainability and Socially Responsible Sourcing, thereby creating best practices.
- Implemented, configured, and trained entire college personnel both online and in person on new procurement software for all of campus making procurement far more efficient and paperless.
- Implemented policies to reduce procurement spend by \$3-5 million annually while increasing performance, and client support.

Bellevue College | Bellevue, WA
Assistant Program Manager

2013 – 2014

- ✓ Created over 100 new classes
- ✓ Created 10 new certificate programs
- ✓ Increased revenue by 50%

- Managed Arts and Design, Personal Enrichment and co-managed Summer Teen Programs.
- Created classes and developed community outreach events.
- Led, trained, and managed over 100 instructors.
- Outreached and partnered with the greater community including creating art shows, athletic programs, public service programs, events, and art walks.
- Enlisted the support of volunteers and collaborated with businesses such as Amazon, Microsoft, Verizon, Boeing, various Chambers and community groups.

Additional Positions:

Vendor Relations Manager 2006-2007

Co-Director for Refugee Extension Program 2000-2002

Emergency Medical Technician 2002-2004

Professional Photographer/Small Business Owner 2008-2013

PROFESSIONAL AFFILIATIONS

National Association Educational Procurement – Treasurer 2015- Present

Sustainable Leadership Council- 2015-Present