

CITY OF BETHEL

City Council Meeting Agenda, May 26, 2023 – 6:00 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Rose Henderson, Vice-Mayor Henry Batchelor, Mark Springer, Eric Whitney, Beth Hessler, Sophie Swope, Patrick Snow

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

Zoom Meeting Conference Line Numbers: 833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

5. APPROVAL OF AGENDA

6. NEW BUSINESS

6.1. Interim City Manager Candidate Interview- Time Certain 6:15 p.m.- Alan Lanning

6.2. City Manager Candidate Interview- Time Certain 7:05 p.m.- Stephen Lindsey

6.3. City Manager Candidate Interview- Time Certain 7:55 p.m.- Saif Ataya

6.4. City Manager Candidate Interview- Time Certain 8:45 p.m. - Joseph Moses

7. EXECUTIVE SESSION

7.1. AS 44.62.310 (C) (2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager And Interim City Manager Review and Employment Agreement Development (Note, All City Manager and Interim City Manager Candidates May be Discussed During the Executive Session) (Mayor Henderson)

8. ADJOURNMENT

Posted May 23, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-545-4120

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

Alan D. Lanning

P.O. Box 882204
Steamboat Springs, Colorado 80488
(970) 875-4854 (C)
e-mail: lanning1724@gmail.com

Career Objective

I am seeking a professional level position in management utilizing my private and public management experience.

Education

University of South Dakota, Vermillion, SD

Degree: Master of Public Administration, May-1992

Specialization: Public Management

South Dakota State University, Brookings, SD

Degree: Bachelor of Arts and Science, Conferred 1982

Major: Political Science

Degree: Teaching Credentials, 1989

Minor: Economics/Education

Hardside Associate

Employer: Murdochs, Craig CO

Dates: June, 2021 – Present

Duties: I work as a retail associate providing customer service to shoppers and customers, assisting customers in finding products, providing product knowledge and other customer service functions. In addition, I provide inventory support, stocking, pricing, loading and other functions as needed..

City Manager

Employer: Goodland, KS

Dates: December, 2020 – June, 2021

Duties: Served as the City Manager in Goodland, KS providing complete support in all administrative functions, including budgeting, personnel, public works, streets and electric utility.

- I primarily worked on developing and distributing an RFP, working toward more affordable health care coverage.

City Manager

Employer: Cordova, AK

Dates: October, 2016 – October, 2019

Duties: Cordova is a Home Rule, rural Alaskan community on the eastern side of Prince William Sound and a leading commercial fishing port. Cordova hosts a significant public harbor, with 700+ commercial fishing vessels and hosts 3 large processing plants. To accommodate the fishing industry, Cordova grows from 2,300 permanent residents, to nearly 5,000 during fishing season. Salmon fishing is the staple industry of the community, with recreational tourism becoming more important and viewed as an area of potential growth. Cordova is a full-service community, employing 60 staff, 5 enterprise funds and one collective bargaining unit, representing all but 16 staff. Cordova has an annual budget of \$14 million, with major income streams coming from property taxes, sales taxes and raw fish tax. Several important tasks have been undertaken or completed, including:

- Comprehensive and complete strategic planning and visioning process, with formal Council adoption.
- Renewed focus on building community partners and collaborative project development.
- Improved relationships with various community partners and the Community, utilizing public engagement methodologies.
- Pursuing funding to complete major harbor renovations, a large hydro project and other community improvements.
- Revamping staffing and services to accommodate losses in federal and state funding, intended to make Cordova self-sufficient.
- Streamlining departments and service delivery mechanisms utilizing work flow analyses and improved strategic planning.
- Complete rebuild of the City budget, including revenue forecasting models, capital project planning and staffing models.
- Participated in Alaska Shield exercise including hosting the USCG, MSRT.
- Applied for Alaska State Harbor Grant (5m); Build Grant (25m) and secured 5m bond to match State Harbor Grant. Voter approved. Numerous Emergency Management grants, Law Enforcement grants and transportation grants.
- Completed ICS 300 and ICS 400 training.

City Administrator

Employer: Lake City, MN

Dates: July, 2014 – July, 2015

Duties: Lake City is a designated Charter City. Served as the City Administrator providing a wide range of administrative duties, including budget preparation and monitoring and supervising the services of a full service community of over 5,000 residents. Lake City is working to transition to a more tourism focused economy, utilizing the assets of the Mississippi River corridor to supplement a strong manufacturing base, consisting of Federal Mogul and Hearth and Home. My focus was to guide that transition, working with various community groups and interested citizens. Several important tasks were completed, including:

- Public Library Renovation
- Visioning Process with the City Council
- Improved relationships with various community groups.
- Completed ICS (Incident Command System) Certifications
-

City Manager

Employer: Central City, CO

Dates: August, 2010 – March, 2014

Duties: Central City is an historic mining town which implemented voter approved, limited stakes gaming in 1993 and expanded to 24-hour gaming in 2007 and hosts over 1.3 million visitors annually. Central City provides police, fire, community development, public works, water, engineering, finance, municipal court and city clerk functions and supervised a total staff of 25. Served as the City Manager, providing a full range of administrative duties including budget preparation and monitoring (7.5 million/3.5 million GF), organizational management, economic development, project management, zoning related issues, development and supervise 6 direct reports, grant writing, working with the casino community, Central City Opera and acted as Historic Preservation Officer:

- Reorganized several City departments, addressing staff expertise, created Operations Director position.
- Implemented financial controls, addressing ongoing and significant budgetary pressures due to reduced gaming revenues.
- Completed annexation for a large development project, negotiated development agreement.
- Completed several important City projects, including a new City parking lot, water plant improvements, Parkway improvements, streetscape project, sign code rewrite, clean up of two historic dump sites, implemented water metering plan.
- Complete remodel of City Hall and developed employee housing. Completed energy audit and related improvements.
- Refinanced several bond offerings, saving \$80,000 in costs and improving cash flow, eliminating bonded debt in 2013.
- Improved Council relations leading a Council Visioning process. Improved relationship with casino owners and lead a Business Community Visioning process. Improved community relations. Fostered public/private partnerships.
- Developed and implemented a new transportation system for the City, implemented in 5 weeks at a cost savings.
- Received **Governor's Award for Excellence** for Best New Development or Infill Project for mainstreet, streetscape project.
- Received **APWA** (American Public Works Association) award for Best Design and Installation for Water Projects in the small City category.

City Manager/Program Director

Employer: CH2MHILL

Dates: December, 2008 – March, 2010

Duties: Served as the contract start-up City Manager for Castle Pines North, a newly formed statutory city in CO. CH2MHILL through its Municipal Services division provides a wide range of municipal services and is providing a full-service "start-up" for Castle Pines North, including interim City Management Services. Served as the City Manager providing a wide range of administrative services, reporting directly to the Castle Pines North City Council supervising a staff of 6 department level professionals and 1.8 million budget. Successfully completed two large annexations totaling 3,850 acres, designed to have 2,700 housing units and 3.2 million s.f of retail/commercial space. In addition, reduced the "start-up" debt from 1.2 million to \$0 with very limited resources. Additionally, developed and implemented a complete set of City ordinances, resolutions, Council policies and procedures, and other regulations specifically designed for a newly formed statutory City, including numerous contracts for services with private vendors. All services were provided by contract.

City Manager

Employer: City of Steamboat Springs, CO (Ski Town USA)

Dates: July, 2006 – July, 2008

Duties: Steamboat Springs is a Home Rule-Council/Manager (ICMA recognized) community of 12,000 residents with seasonal populations up to 50,000 and one of the Big 4 ski resort towns in Colorado. Served as the City Manager providing a wide range of administrative services, which included budget preparation (53 million/27 million GF), financial planning, policy implementation, staff supervision (staff of 300/10 direct reports), economic development, organizational management, project management, zoning related issues, development related issues, transportation issues, water rights, airport related issues, recreation related issues, Historic Preservation issues.

- Reorganized several City departments, addressing ongoing and significant growth pressures.
- Purchased and developed hotel for affordable, community-wide workforce housing.
- Improved Council/staff relations, including re-introduction of Governance Model, Improved employee morale.
- Developed/implemented Watershed Protection Ordinance and Historic Preservation Ordinance utilizing citizen's committee. Improved Vacation Home Rental Ordinance.
- Implemented Inclusionary Zoning Ordinance and Commercial Linkage Ordinance.
- Shared responsibility for construction of LEED certified Community Center.
- Commissioned comprehensive Economic Development Study.
- Worked with Staff and developer on proposed 700 acre, 2000 unit annexation.
- Presenter (Gaining Public Support For Public Projects) at ICMA Conference in Pittsburgh.
- Executive Director of SSRA (Steamboat Springs Redevelopment Authority), negotiating and planning for complete Base Area redevelopment with over 1 million square feet of commercial and residential development planned.
- Implemented expansion of the Parks and Recreation office and maintenance facility.
- Invited to apply as a **Gates Fellow** to the **Senior Executives in State and Local Government** program.

City Manager

Employer: City of Brookings, South Dakota

Dates: April 2004 – June 2006

Duties: Brookings is a Home Rule-Council/Manager (ICMA recognized in 2000) community of 18,504 residents with a Division I-AA University of 12,000 students, municipally owned and operated utilities division, airport and a designated Preserve America community. Served as the City Manager providing a wide range of administrative services, reporting directly to the Brookings City Council per Charter and included budget preparation (19.5 million/10.3 million GF), policy implementation, staff supervision (staff of 113/13 direct reports), economic development/redevelopment, job creation/retention, airport issues, landfill issues, organizational management, project management, university relations, housing and historic preservation related issues, negotiating labor contracts, airport issues, municipally owned utilities division and hospital, recreation related issues.

- Co-developed and implemented a new economic/promotional/industrial development model, including regional partners on a county-wide basis. Directly responsible for large retail recruitment.
- Developed and implemented a regional plan for combating West Nile Virus. Partners included all municipalities, Brookings County and South Dakota State University.
- Successfully planned and financed Aquatic Center, streetscape project and community center project.
- Brookings is home to Daktronics, Larson Manufacturing, 3M, Rainbow Play Systems and other manufacturing leaders.
- Developed and implemented several new revenue sources.
- Developed and implemented a new investment policy, which included an innovative on-line bidding process.
- Assisted in securing new Essential Air Service. Worked on a new airport Master Plan and feasibility/site selection study, the airport expansion is currently proceeding, based upon the study. Staff secured a \$1,000,000 FAA/AIP grant for a fire truck and building.
- Significantly improved Council/Manager relations, community relations, relations with other government entities.
- Successfully negotiated with **Lowe's, Inc.** to locate a retail store in Brookings, SD which re-developed an existing and abandoned K-Mart property. The project was referred and approved by the voters.
- Significant planning and zoning experience, including growth management, capital projects and drainage plan.
- Served on various regional and State boards.

Town Manager

Employer: Town of Minturn, Colorado

Dates: May 1998 – March 2004

Duties: Minturn is a Home Rule-Council/Manager (ICMA recognized in 1999) mountain community of 1,200 residents immediately adjacent to Vail, CO and on a Scenic By-Way. Served as the Town Manager providing a wide range of administrative services, reporting directly to the Minturn Town Council per Town Charter. Responsibilities included budget preparation (1.2 million GF) and direction, policy implementation, staff supervision (staff of 12/5 direct reports), economic development, zoning issues, development issues, project management, organizational management, water rights.

- Made significant budget and facility improvements, injecting \$4.9 million in grants and other “free” sources of funds into the Town budget. Successful Fire District Inclusion Election, three successful TABOR elections. Completely revamped all fee schedules.
- Formed the Minturn Visioning Committee, which provided the lead on a number of community projects, including a very successful Farmer's Market (Featured in Colorado Municipalities Magazine and ICMA's, Ideas in Action) and other economic development issues. Market nominated for 2002 **Innovations in American Government** Award.
- Successfully planned and financed a new Town Center, Public Works Facility, Fire Station, River Restoration. Developed and financed Town owned employee housing units. Settled a large water lawsuit with Vail Resorts.
- Significantly improved Minturn's local/regional status and implemented improvements in all aspects of personnel.

- Significantly improved Council/Manager relations, improved community relations, improved relations with other local governments, state and federal agencies. **Minturn voted “Best Local Government” in the Vail valley in 2000.**
- Significant planning and zoning experience, including growth management issues and significant “**water rights**” experience.
- Served on numerous regional and State boards.

Administrative Assistant to the Moffat County Commissioners/Planning Director

Employer: Moffat County Board of Commissioners, Craig, Colorado

Dates: January 1996 - December 1997

Duties: Served as the Administrative Assistant to the Moffat County Commissioners, reporting directly to the Commissioners and served as the Chief Administrative Officer for Moffat County, Colorado with overall management and administrative responsibilities for the departments of Administration, Planning and Zoning, Risk Management, Budget, Personnel (183 staff) and grants.

- Worked directly with the Board of County Commissioners, Elected Officials, and Department Heads.
- Developed and implemented policies as directed by the Board of Commissioners.
- Researched and administered grants (Energy Impact grant \$382,396, GOCO grant \$60,000, foundation grant \$60,000).
- Served on the Great Outdoors Colorado Trust Fund (GOCO) grant review committee.
- Preparation, administration, and monitoring of the annual County budget (26 million/7.5 million GF).
- Experience gained in financing capital projects (Public Safety Center, Youth Care Center, Library expansion).
- Developed a personnel policy and procedure manual for all Moffat County Departments and Elected Officials.
- Served as Risk Manager, Directed the County Planning Department.

Community Facilities Development Director:

Employer: Pinetop-Lakeside, AZ

Dates: January, 1998-May, 1998

Duties: Worked a short-term contract to construct a “state of the art” Commerce Park with local, State, Federal and private partners in order to attract high-tech industry to Pinetop-Lakeside.

Programs and Projects Specialist II (Evaluation Specialist)

Employer: Arizona Department of Economic Security (DES), Office of Evaluation, Phoenix, AZ

Dates: November 1992 - January 1996

Duties: Worked as a Project Leader performing complex duties related to development and implementation of program evaluations/organizational assessments.

- Developed program evaluation design, survey instrument design, data collection, data analysis, developed recommendations, wrote final evaluation reports.
- Experience gained in the areas of report writing, strategic planning, management analysis, budgeting, prioritizing multiple tasks and special assignments, writing formal reports, formal presentations, writing and evaluating RFPs.
- Major projects included evaluations in the areas of Developmental Disabilities, JOBS, Welfare Reform, Interagency Case Management Plan, Data Network for Human Services, and other special assignments.

Research Assistant:

Employer: Governmental Research Bureau, University of South Dakota:

Dates: 1990-1992.

Duties: Various research related projects. Experience gained in program evaluation design, survey instrument design, data collection, data analysis, writing final evaluation reports, strategic planning, management analysis, budgeting, prioritizing multiple tasks and special assignments, writing formal reports, formal presentations, writing and evaluating RFPs.

Manager/Private Sector: **Employer:** Various **Dates:** 1981 – 1990 **Duties:** Personnel, production, financial.

Honors and Activities

ICMA (International City/County Managers Association) Full Member-Credentialed (2006-2010)

CCCMA (Colorado City/County Managers Association) Member, AML Member

CAST (Colorado Association of Ski Towns) Member

CML (Colorado Municipal League-Policy Committee) Member/AML Member

GOSCCMA (Great Opens Spaces City/County Managers Association) Board Member

Gilpin County Ambulance Authority Board Member

ECO (Eagle County Transportation Authority) Board Member

SSRA (Steamboat Springs Redevelopment Authority) Executive Director

Governor's Award for Excellence for Best New Development or Infill Project (Central City-2012)
APWA (American Public Works Association) award for Best Design and Installation for Water Projects
(Central City-2012)

Stephen G. Lindsey
260 Poplar Street, Magnolia, MS 39652
985-774-0030 lindseystephensr@yahoo.com

April 21, 2023

Lori Strickler, MMC
City Clerk
City of Bethel
300 Chief Eddie Hoffman Highway
P.O. Box 1388, Bethel, AK 99559
Phone: 907-543-1384
Website: www.cityofbethel.org

Dear Lori,

Thank you for the prompt response. I am very interested in the City Manager position with the City of Bethel. While the posted job description with the Alaska Municipal League covers a lot of ground, I would like to focus in on a few of my strengths.

I have the following skills and qualifications well suited for this job:

- Broad business, legal, and management experience
- Organizational and problem-solving skills
- In depth knowledge of budgeting and finance
- Solid team-building and determination to get the job done
- Strategic and long-term planning

I thrive on challenges and recognize the personnel, financial, resource, and logistical problems working in remote areas of Alaska. Success comes from building a strong team, effective communication, and respect for every person on the job. The mayor and members of the city council are essential to that team as they possess knowledge of the history and culture of the region, and are well suited to assess the priority and critical needs for the city.

I have enclosed my resume and list of job references as requested. I look forward to in-depth discussions of the city's priorities, challenges, and fiscal health. Thank you.

Sincerely,

Stephen G. Lindsey

Stephen G. Lindsey

Resume

PERSONAL:

Name: Stephen G. Lindsey

Address: 260 Poplar Street
Magnolia, MS 39652

Phone Number: (985) 774-0030

Email: lindseystephensr@yahoo.com

CORE COMPETENCIES:

Law	Corporate Finance	Psychology
Criminal Justice	Strategic Planning	Developmental Psychology
Emergency Management	Financial Analysis	Social Psychology
Decision-Analysis	Budget & Finance	Ethical Leadership
Public Finance	Mergers & Acquisitions	Statistics
Strategic Change Management		

EDUCATION:

2020 M.S. Psychology
Institute for the Psychological Sciences
Divine Mercy University
Washington, D.C.

2016 M.A. Criminal Justice
Arizona State University
Tempe, Arizona

1979 Jurist Doctor (J.D.)
Louisiana State University Law Center
Baton Rouge, LA

1977 Bachelor of Science (Business Administration)
La. Tech University
Ruston, LA

1973 Archbishop Shaw High School
Marrero, LA

DETAILED WORK EXPERIENCE

August 2020-November 2020

Dean of Students

Buckland, and Deering, Alaska

(Left position due Covid-19 medical issues)

- * Combined administrative and school counselor position
- * Academic advising
- * Psychological and emotional counseling
- * Administrative duties

September 2020 – January 2021

City Manager

Unalakleet, Alaska

Key Responsibilities:

- * Combined city manager and financial manager position.
- * Responsible for all financial affairs, budgeting, grant writing, procurement, and administration.
- * Supervision of General Administration, Public Works, and Public Safety Departments.

Accomplishments:

- * Completed financial analysis of city financial position.
- * Overhaul of general fund accounting, city financial reporting, and grant

funding accounting processes.

- * Improvements to city procurement practices.
- * Prepared seasonally adjusted monthly revenue and expense projections in budgeting process.
- * Incorporated monthly variance analysis to budget monitoring and reporting
- * Completed five year revenue and expense projections for grant submission for State of Alaska microloan program.
- * Performed liquidity analysis and established working capital reserve account.
- * Revised statement of accounts to reflect restricted and reserved grant funding accounts.
- * Monitoring and reporting on Cares Act funding.
- * Responsible for all human resources.
- * Implemented comprehensive employee training program.
- * Implemented preventive maintenance program for city equipment.
- * Prepared separate capital improvement budget with time sensitive replacement of capital assets.
- * Restored integrity and competency in City Administration.

July 2013-September 2020

Attended graduate schools.

Research and writing on books related to socio-economic and family conditions leading to mental health issues, poor academic performance, crime and violence .

Jan. 2012-July 2013

Chief of Police/Director of Public Safety

Saint Paul, AK

Key Responsibilities:

Responsible for oversight of Police Dept. (12 employees), Fire dept. (24 volunteers), EMS (12 volunteers), Harbormaster (2 employees), and Emergency Management.

- * Conducted a thorough analysis of the resources, staffing, and capabilities of all Departments (internal assessment). Documented issues, researched solutions, and detailed costs.
- * Drafted a long term planning document for all departments.
- * Revised budget in line with departmental objectives and updated to reflect actual historical operating costs.
- * Drafted the first training manual for new police officers.
- * Drafted a policy and procedure manual for the police department.
- * Conducted the first abbreviated police academy on island.
- * Conducted fire arms and self-defense training for officers.
- * Implemented a documented inspection and maintenance plan for firefighting equipment.
- * Updated all personal protective gear for fire fighters and police officers.
- * Reviewed and revised Emergency Management Plan.
- * Worked cooperatively with local Aleut Tribal Council to resolve community issues.
- * Conducted an on-island evacuation in response to Tsunami warning. *
- * Implemented a number of modern business practices related to program

evaluation, monitoring, and accountability.

2001- June 2011

Police Officer

New Orleans Police Dept.
715 South Broad
New Orleans, LA

Key Responsibilities:

- * Drafted an extensive one hundred and eighty page plan to revise and reorganize the New Orleans Police Dept., and address issues related to leadership, management, education, training, and organizational focus of a department with over fifteen hundred police officers.
- * Responded to and investigated hundreds of violent crimes including shootings, stabbings, armed robberies, car jackings, and assaults: Protected crime scene, preserved evidence, interviewed witnesses, documented evidence, prepared initial incident reports, testified at hearings and trials.
- * Drafted an investigation and report writing manual for the New Orleans Police Department.
- * Thorough knowledge of criminal law and procedure, the laws of evidence, and criminal prosecutions.

Note: Served as a police officer during and after Hurricane Katrina-familiar with night patrols in areas with no lighting, downed power lines, burning buildings, riots and civil unrest; room clearing of houses, apartment complexes and office buildings; disarming of civilians; dealing with sniper fire; working under extreme conditions for a protracted period of time without electricity, running water, limited food and

supplies. Worked cooperatively with members of U.S. Army 3rd Cavalry Division, ICE agents, La. National Guard, and NYPD police officers.

(Briefly left N.O.P.D. for about a year in 2006 to start up a construction company).

Promotions: Police Recruit to Police Officer

Police Officer I – Police Officer IV

Certified Field Training Officer

Detective-Property Crimes

Detective- Narcotics

1997-2000

Self-Employed

609 Centaur St.
Harvey, LA 70058

- * Worked on a part time basis for several New Orleans law firms in the areas of construction litigation and environmental litigation,
- * Established a small construction company and a commercial lawn maintenance company. Responsible for business and marketing plans, accounting, finance, cash flow, and field operations. Employed and supervised approximately twenty employees.

1996-1997 Attorney

Fine & Associates
617 Decatur Street
New Orleans, LA 70131

Key Responsibilities

- * Investigated cases, interviewed witnesses, conducted depositions, tried personal injury cases.

- * Summarized witness testimony and interviews, prepared reports and summaries, calculated settlement value of claims.

1985-1996 Attorney
 Lemle & Kelleher
 601 Poydras St.
 New Orleans, LA 70130

Key Responsibilities:

- * Partner in major New Orleans law firm with over one hundred attorneys.
- * Commercial and complex litigation.
- * Construction litigation.
- * Investigated cases, interviewed witnesses, conducted depositions and tried cases
- * Summarized witness testimony and interviews, prepared reports.
- * Participated in management decision making of law firm with total employed staff of about two hundred and fifty people including accountants, paralegals, secretaries, receptionists, librarians, etc.
- * Participated in several mergers and acquisitions, conducted due diligence, contract drafting and negotiations.

1979-1985 Attorney
 Shell Oil Company
 One Shell Square
 New Orleans, LA 70130

Key Responsibilities:

- * Drafted and negotiated business contracts, service agreements, joint operating

agreements, tax partnerships, and oil and gas leases.

- * Drafted responses to proposed federal regulations.
- * Participated in several industry and environmental committees.
- * Drafted internal company regulations, policies, and procedures.
- * Investigated cases, interviewed witnesses, conducted depositions and tried cases.
- * Office manager responsible for management and supervision of twelve employees including paralegals, secretaries, etc.
- * Assisted in recruitment and interview of prospective attorneys and support staff.
- * Supervised work of approximately eight outside attorneys on litigation.
- * Worked on several mergers and acquisitions, sales of producing properties, etc.
- * Drafted and negotiated a number of major construction contracts in excess of 100 mil.

Hobbies: Hunting, Fishing, Martial Arts, Carpentry, Reading, Watching History Channel, National Geographic Explorer, Vintage Movies.

Continued Studies; Have read several hundred books in the past thirty years in the fields of history, psychology, developmental psychology, child psychology, philosophy, education, sociology, criminology, education, ethics, leadership, constitutional law, business law, corporate finance, budgeting and forecasting, accounting, mergers & acquisitions, financial statement analysis, business valuations, strategic management, program planning and evaluation, project management, emergency management, crises management, risk management, financial modeling, advanced statistics, portfolio strategies, and government accounting and finance. Recent books have focused on leadership, in particular ethical leadership, strategic leadership, transformational leadership, human development, and developmental psychology.

List of References

Kelly Otton	City Clerk – Unalakleet, AK	907-624-3531
George Turner	Director Public Works- Unalakleet, AK	907-624-3531
Kira Eckenweiler	Mayor- Unalakleet, AK	907- 624-3531
Stephanie Mandregan	Finance Director-St. Paul, AK	907-546-3123
Cherita Williams	School Principal- Buckland, AK	907- 494-2127
Helen Thomas	School Secretary- Buckland, AK	907- 494-2127
Suzanne Gerhardt	Dean of Students-Kotzebue, AK	907 442-1898

Saif Ataya, Ph.D.
(415)748-1560
Saif.ataya@dliflc.edu
satifataya@yahoo.com
April 13, 2023

Dear Sir/Madam,

I am submitting my resume and other credentials to the board for consideration of the City Manager position. I am sure the board would rather not leave this critical spot unfilled for too long. My talents and experience can more than prevent that.

I am more than experienced dealing with administrative and day-to-day tasks that maintain a city's operations. It is by no means a position to underestimate. One has to have the skill to prepare tight budgets and then monitor and execute them effectively. The city manager must also be an amicable figure. I am comfortable working with all types of people cultures and manners from the cashier at the local supermarket to CEOs. I can conduct public meetings demonstrating leadership and compassion to even the most difficult and challenging constituents.

I have my own business, government job, and political background that suits your need and agenda to grow as a community. I welcome the opportunity to come before the board and discuss the City Manager position.

Best Regards,

Saif Ataya, Ph.D.

Saif Ataya, PhD. saif.ataya@dliflc.edu Cell: (415)748-1560
289 Reservation Rd. Apt A Marina Ca 93933

A Statement of Qualifications:

- Leadership skills
- Management skills
- Teamwork skills
- Communication skills
- Problem-solving skills
- Project management skills
- Interpersonal skills
- Motivated, analytical, and detailed oriented.
- Accounting and financial skills.
- Hybrids telework skills.

Skills

- Earned doctorate degree Ph.D. in educational leadership and Administration.
- Demonstrated leadership, administrative, and supervisory experience, including conducting faculty and staff reviews and mediating faculty issues, grievances, and appeals.
- Highly developed skills in written and oral communication, and human relations.
- Commitment to enhancing and maintaining diversity among faculty, staff, and students.
- Ability to identify, resolve and consult on a wide variety of administrative and personnel issues.
- Commitment to continuous improvement of teaching and learning.
- Demonstrated experience in budget oversight for academic areas.
- Demonstrated experience managing general education curriculum and assessment.
- Demonstrated experience with undergraduate research.
- Keen understanding of retention strategies.
- Experienced with combat operations with Special Forces and on target linguist expertise.
- Experience in all personnel matters and quality control.
- Expert in planning, preparation, execution, and evaluation of O/CONUS immersion.
- Demonstrate ability to analyze and correlate language proficiency.
- Capacity to lead, manage, plan, initiate and complete projects on time.
- Experience and competence in qualitative and quantitative data analysis and interpret data.
- Effective team player, flexible, with capacity to plan, initiate and complete projects on time.
- Independent-minded, innovative, and highly motivated.
- Professional and expertise of military as formal Special Forces advisor and linguist.
- Published various books and articles related to Foreign Languages and culture.

Professional Experience

Feb 2019-Present: Iraqi/MSA Arabic Instructor UMB Monterey CA. 40 hrs. a week

(1) Excellent classroom teacher. (2) diagnose and treat student learning problems, (3) design and develop FL materials and quizzes/tests, (4) provide hands-on training and mentoring of teachers, (5) handle a wide array of student-related actions in coordination with the appropriate officials of the school administration, (6) tailor the curriculum to address learner needs to meet proficiency and other FLO requirements.

FEB 2016-Feb 2019: Academic Specialist, Field Support in the Directorate of Continuing Education NC. 40 hrs. a week

- Trained and supervised faculty and staff directly.
- Conducted a variety of teacher development course.

Saif Ataya, PhD. saif.ataya@dliflc.edu Cell: (415)748-1560

289 Reservation Rd. Apt A Marina Ca 93933

- Conducted needs assessments to determine faculty development needs.
- Maintained digital archives with workshop plans and materials.
- Planned, prepared, executed, and evaluated of O/CONUS immersion.
- Provided academic leadership-supervising and coordinating programs.
- Briefed School leadership and students for O/CONUS immersion.
- Worked in the following fields: curriculum design, instructional technology, and assessment.
- Evaluated (pre- and post-immersion Diagnostic Assessment, Student Questionnaire.
- Worked with a variety of military and civilian end-users and end-user leaders.
- Prepared and updates visitor briefs, and coordinating with Protocol and Security.
- Assisted the Dean with the management of a school that provides intensive language training.
- Provided support in the formulation and implementation of school policies and procedures.
- Demonstrated strong leadership skills and potential.
- Planed, initiate, and complete projects on time.
- Administered -manages instructional programs, evaluating, selecting, approving, and materials.
- Supervised classroom instruction, providing formative feedback and summative evaluation of teacher performance.
- Mentored teachers and identifies student strengths and weaknesses.
- Developed long-term vision prioritizing distinction and innovation.
- Supported faculty, staff and students in their academic and professional development.
- Supervised instructional design teams in the preparations and development of curricula.
- Conducted a needs analysis for Diagnostic Assessment (DA) and related training.
- Worked collaboratively implements training for in-school faculty and staff.
- Collected and analyzes student data and uses the data to identify students' learning difficulties.
- Designed and develop in-house curriculum and test development/integration.
- Provided feedback and suggested tailored plans of instruction to students and teaching teams.
- Documented tutoring services and monitored grades and reports.

The impact achieved success with an average score achieving level 2 for 24 weeks program.

2007-2015 CE/FS (SOTF) Special Forces as a Team Leader/Teacher/curriculum Developer:
Foreign Program and political adviser at SOTF Fort Bragg, NC and Baghdad Iraq.

- Implemented public policies adopted.
- Managed organization to ensure efficient, cost-effective service delivery.
- Support departments and divisions in efforts to innovate and improve customer experience.
- Provided public information through media requests and reports.
- Developed and recommend policies that protect program fiscal foundation, and influence.
- Supervised a multicultural faculty successfully DLI and contractors.
- Planned immersion in real scenario in Jordan, UAE, Iraq, Egypt, and Morocco.
- Designed full curriculum and development.
- Demonstrated strong ability to meet the DLIFLC/SOTF teachers' performance standards.
- Obtained specialized cognitive developmental training for organization needs.
- Diagnostic assessments offered guidance and counseling to the students.
- Supervised the implementation of peer and group counseling, presentations and training.
- Created motivating learning environments.
- Maximized technology & multi-media instructions
- Improved language immersions liaisons with middle-eastern countries based language institutes, universities, and private organizations.

Saif Ataya, PhD. saif.ataya@dliflc.edu Cell: (415)748-1560

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- Organized & run a weekly student Arabic club encouraging cross-cultural communication.
- Acted as a resource to teachers in their instructional practice, especially as it relates to issues of discipline, relationships with students, classroom management, and school culture.

2005-2007 Assistant Professor: MSA instructor & Team Leader of Arabic MEI, DLIFLC, CA.

- Monitored the progress of the students and developing new course materials.
- Created visual aid, board games, flashcards, and course authentic materials.
- Preparing lessons plan for the students and the methods to teach them.
- Evaluate and grade students' class work, assignments, and papers; Prepare course materials such as syllabi, homework assignments & handouts and many more.
- Kept the students records and supervising the administrative works.
- Derived student achievement through various assessments techniques and coaching.
- Moderated meetings to discuss the professional formulas of teaching.
- Administrated, organized, and prepared faculty scheduling, meeting, presentations, and agenda

2003-2005: Iraq. Worked with Special forces U.S. Military advisor and linguist in Green Zone and combat operations.

DoD and Department of State liaison officers and Iraqi Minister of Defense Deputy.

IRDC political and military advisor worked with U.S Ambassador Paul Bremer and U.S. Military liaison officer.

Worked with Ambassador in Baghdad as political and military advisor building new democracy in the nation and established order in the city and managed and developed the city.

Education:

Ph.D. in Educational Leadership 2014 Foreign Language Acquisition.

Master of Education in Adult Education and Administration, 2010

Bachelor of Arts in Education 1987

PCDI: A.A. Paralegal. 1997

Certificates:

- IRC 2021
- Early Intervention Certificate DLIFLC 2019.
- OPI, Oral Proficiency Interview Certificate, DLI.
- Diagnostic Assessment Certificate, DLI.
- Instructor Certificate Course Nov 2005 DLIFLC.
- Maximize Student Learning with Zero Preparation DLI.
- An Introduction to ILR Skill Levels.
- Certificate of appreciation for outstanding support for U.S SF and IOCG Iraqi Operational Coordination Group- Baghdad, Iraq.
- American library for educators, from library of congress.
- Analyzing primary source from library of congress.
- Confect analysis courses the United States Institute of Peace.

Awards/Honors:

- Recipient of the Commander Award for Civilian Service Medal by U.S. Department of Army.
- Received (GWOT) Global War on Terrorism.

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- Received numerous letters of recommendation, coins, and appreciation.

Affiliations and Volunteer:

- Program Director for Legal Advocacy and Education Commission, CA since 2022.
- Iraqi-American Education Committee, founder member & advisor 2009-present
- Member of American Educational Research Association AERA.
- Immigrant Rights Commission, Commissioner since 2001 San Francisco CA.
- International Refugees Committee, cultural advisor, member. SF, CA
- Published various articles, short stories, books, and academic research in English and Arabic

Such as:

- 1- Winning With Arabic Broken Plurals.
- 2- My Cat Is Missing: For Arabic Language Students.
- 3- Adult Foreign Language Acquisition: Knowledge Growth.
- 4- Islam: Peace & Terrorism, Brief History, Principles, and Beliefs.
- 5- ISIS: Soldiers of Death.

References

Abdalghani, Haider
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Yalda, Rafid
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JosephMoses
PO BOX 2116 Bethel, AK 99559
9075451354
bethelak60@gmail.com

APR 28, 2023

Mrs. Lori Strickler

City Clerk

City of Bethel

P.O. Box 1388Bethel, AK 99559

Dear Mrs. Strickler

I am a Business office administrative assistant with Yute Commuter Service Business Office **3** years of experience. After reading your job posting for a City Manager, I knew that I had the necessary skills and qualifications to immediately bring value to City of Bethel in this position. As a candidate who is experienced in the responsibilities associated with this role, I believe that I will perform effectively and go beyond the expectations listed in the job description.

While working at my previous company as a Business office administrative assistant I developed my expertise in business management, Certified Public Manager and management. While growing these skills, I stood out due to my Budgeting/Cost Controls and Customer Service oriented nature. I also completed a certification in Business Management at KUC in Bethel, through which I successfully evolved into a Certified Public Manager professional. My objective is to further apply these abilities as a City Manager, while simultaneously learning new capabilities within the area of Business Management.

After reviewing my personal profile and resume, I hope that you are able to observe my qualifications and my potential as a candidate for this role. I am excited to further elaborate on how my specific skills and professional experiences will benefit your organization. Please contact me to organize a convenient meeting date and time. If you need any additional information or would like references from my past employers, do not hesitate to get in contact with me. Thank you for your time and consideration.

Yours sincerely Joseph Moses

Joseph Moses

Joseph Moses

Bethel, AK 99559

bethelak60@gmail.com (907)

545-1354

Authorized to work in the US for any employer.

Work Experience

Yute Commuter Service Business Office

Yute Commuter Service - Bethel,
AK July 2021 to Present

Business office Administrative assistant in the Yute commuter service. Accounts payables & receivables, invoicing and billing. Mainly work flight manifests to put passengers on right flight when arriving from inbound village, includes verifying on ticket how they were paid. Then entering flite times in flite logs. Process refunds when requested by passengers. Make reservations and rebooking flights for customers. Enter USPS mail transfers to other air carriers and any mail being return back to the USPS.

CSA Ticket Counter

Yute Commuter Service - Bethel, AK
July 2018 to July 2021

Customer service agent at the ticket counter. Day to day functions processing both out and in bound passengers traveling from all the villages we serve at Yule Commuter Service, also included opening and closing the CSA ticket counter and processing all transaction by cash, check and or credit cards. Also processed all freight for shipping and receiving for customers wither they pay by cash, credit card or charge to company account with Yule Freight department as needed.

Stocker/courtesy Clerk

AC Quick Stop - Bethel, AK October 2017 to July 2018 in the Grocery Dept. keep the stock full in grocery department, by maintain all back stock for grocery department. Also stock the gm section in the store and run back for gm section. Help all customers as needed throughout the store. Be a cashier when shorthanded in grocery and liquor store. Help with midshaft count out

on the cash registers and do pickups as needed. Driver as needed to pick up any kind of freight for the AC Quick Stop also includes post office mail. Pick up change's orders; also drop off deposits in night deposit drop off or in the bank. Orders the chip order and value pack sections on a weekly basis.

Cargo Agent

Yute Air Cargo - Bethel, AK

November 2016 to March 2017 in the Freight/Cargo Dept. Day to day functions which included opening and closing the freight department. Process all freight for shipping and receiving for customers wither they pay by cash, credit card or charge to company account with Yute Air Freight department. All had to process all the transfers form other airlines, including mail transfer and bypass mail. Hazmat certified.

Courtesy Clerk in the Marina Dept

Alaska Commercial Co - Bethel, AK May

2016 to November 2016

keep the stock full in Hardware, Sporting Goods, including Marina, by maintain all back stock for each department. Help customer's process credit applications for motorized items like snow machines, out boards and four wheelers. Look up parts for motorized machines for customers when needed to buy parts. Do daily cleaning by dusting of products including shelving that holds merchandise. Also keeping all motorized machines wipe down of dust and dirt.

Cargo Agent

Ravn Alaska - Bethel, AK December 2015 to May 2016 in the Freight/Cargo Dept. Day to day functions which included opening and closing the freight department. Process all freight for shipping and receiving for customers wither they pay by cash, credit card or charge to company account with Ravn Air Freight department. All had to process all the transfers form other airlines, including USPS mail transfer and bypass mail. Hazmat certified.

Courtesy Clerk in the Marina Dept

Alaska Commercial Co - Bethel, AK January 2014 to December 2015 keep the stock full in Hardware, Sporting Goods, including Marina, by maintain all back stock for each department. Help customer's process credit applications for motorized items like snow machines, out boards and four wheelers. Look up parts for motorized machines for customers when needed to buy parts. Do daily cleaning by dusting of products including shelving that holds merchandise. Also keeping all motorized machines wipe down of dust and dirt.

Bush Order Department

Oversee the Bush Order department, day to day operations. Receive and process all Bush orders received from customers that are called or faxed in their orders. When no orders are being processed, help throughout the store in other departments, like cashiering, stocking, bagging, and fill in for other employee's do not show up for their work schedules.

Costumer Service/Cashier

Nicholson's Auto Inc - Bethel, AK

October 2012 to January 2014

Present duties include assisting with the day-to-day operations of Nicholson's Auto Inc. which provides auto repair work for vehicles, gas service station daily sales, and the parts service department which provides parts for customers. Daily bank deposits, and pick up daily parts from NAPA, and post office which included drop off and picking mail for Nicholson's Auto Inc. Opened and closed business Monday through Saturday.

Sales & Service Counter Person

Nicholson's Auto Inc - Bethel, AK

March 2012 to April 2012

Present duties include assisting with the day-to-day operations of Nicholson's Auto Inc. which provides auto repair work for vehicles, gas service station daily sales, and the parts service department which provides parts for customers. Daily bank deposits, and pick up daily parts from NAPA, and post office which included drop off and picking mail for Nicholson's Auto Inc. Opened and closed business Monday through Saturday.

Facility Manager

Yukon Kuskokwim Health Corporation - Bethel, AK

January 2000 to January 2012

I was promoted from the CHSB Emergency Foreman to the CHSB Facility Manager with increased administrative duties to be added and performed to fulfill the essential job functions.

Maintenance Foreman

Yukon Kuskokwim Health Corporation - Bethel, AK

October 1999 to January 2000

The Community Health Services Building is a 3-story centralized structure which contains: Dental Clinic, Optometry Clinic, Behavioral Health Services, Offices of Environmental Health, Home care, Community

Health Aide Program, Community Health Aide Training, Technology, Grants, Public Relations, Finance/ Accounting/Payroll, Patient Accounts, Legal Department, and the YKHC Administration. I was promoted from the Property Officer to the Emergency CHSB Foreman with increased firsthand building and maintenance responsibilities to be added. Perform a wide variety of routine scheduled preventative and/ or emergency maintenance work orders in a timely and professional manner.

I attended and completed 2 months of Building Systems Training consisting of Mechanical, Electrical, Heating-Ventilation-Air Conditioning, and Security, Fire& Safety Alarm Systems to assume and perform the essential duties of this promoted position. I also completed an Otis Getting Orientation and Troubleshooting for Elevators to maintain and service the double full-size elevator systems.

Property Officer

Yukon Kuskokwim Health Corporation - Bethel, AK

November 1996 to October 1999

I provided precise and accurate management of all assets used by the corporation in a timely and professional manner. Updated data logs of inventory before furnishing to the department director.

Assistant Grocery Manager

Alaska Commercial Company - Bethel, AK

March 1994 to November 1996

Primarily I was the assistant to the grocery manager overall, I was third in line to run the essential store operations when either the Grocery or General Managers were unavailable for any reason. Opened and closed the store on a rotating shift with managers and shift supervisors. I ensured the availability of all promoted products and services by approving vendor, or customer contracts. Store department and overall audits performed daily and weekly to track merchandising flow and project additional needs for sales promotions, monitor product profit/loss margins, formulated pricing policies thru merchandise activity, authorizing clearance sales and studying new market trends. Bank deposits with monetary exchanges to keep a continued cash flow thru weekends and holidays. Recruited, selected, trained, and scheduled

employees into job positions. Retained employees thru coaching, counseling, corrective actions, and planning, monitoring work quality and appraising job performance results. Customer driven focus and orientations to provide the best possible customer relations thru rapport to determine current and future wants and needs of products or services offered. I gained professional and technical knowledge by attending and workshops, reviewing professional publications, establishing personal networks, and temporarily filling in other management positions at other store locations when available.

Assistant Store Manager

Alaska Native Industrial Co-op Association Family Store - Bethel, AK

October 1981 to March 1994

I was the assistant to the General Manager and second in line to run the essential store operations. Opened and closed the store on a rotating shift with manager. To ensure the availability of products and services by approving vendor and/or customer contracts. Store department and overall audits performed daily and weekly to track merchandising flow and project additional needs for sales promotions, monitor product profit/loss margins, formulated pricing policies thru merchandise activity, authorizing clearance sales and studying new market trends. Bank deposits with monetary exchanges to keep a continued cash flow thru weekends and holidays. Recruited, selected, trained, and scheduled employees into job positions. Retained employees thru coaching, counseling, corrective actions, and planning, monitoring work quality and appraising job performance results. Customer driven focus and orientations to provide the best possible customer relations thru rapport to determine current and future wants and needs of products or services offered. I gained much valuable professional and technical knowledge by attending and workshops, reviewing professional publications, establishing personal networks, and temporarily filling in other management positions at other store locations when available. Set company record breaking profit/loss margins during my 13-year tenure.

Education

High school diploma in General Studies

Bethel Regional High School - Bethel, AK

August 1975 to January 1979

Skills

- Certified Public Manager
- Life Safety & Fire Safety Compliance
- Construction/Demolition Projects
- Safety/Security Compliance
- Budgeting/Cost Controls
- Infrastructure Improvements
- Quality Assurance/Control
- Bidding/Estimating/Proposals
- Environmental Remediation
- Change Order Management

- NFPA/JCAHO/OSHA Certified
- Customer Service oriented
- Facilities Management
- Freight Experience
- Merchandising
- Procurement
- Pricing
- Management
- Purchasing

Languages

- English - Fluent

References:

Warren Polk 9075451711 55 Years Known PO Box 2786 Bethel, AK 99559

Darren Michael 9075432661 7 Years Known PO Box 908 Bethel, AK 99559

Deb Nicholson 9075432667 40 Years Known PO Box 405 Bethel, AK 99559

Links

References

Joseph H Moses JR <bethelak60@gmail.com>

Fri 4/28/2023 11:39 AM

To: Lori Strickler <lstrickler@cityofbethel.net>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

- References:
- | | | | | |
|----------------|------------|----------------|------------------------|------------------|
| Warren Polk | 9075451711 | 55 Years Known | PO Box 2786 | Bethel, AK 99559 |
| Darren Michael | 9075432661 | 7 Years Known | PO Box 908 | Bethel, AK 99559 |
| Deb Nicholson | 9075432667 | 40 Years Known | PO Box 405 | Bethel, AK 99559 |
| Robert Ray | 9074441238 | 4 years Known | PO Box 2988 | Bethel, AK 99559 |
| Doug Conboy | 9075384962 | 6 years Known | Current Address unknow | |