



CITY OF BETHEL

FINANCE COMMITTEE

MONDAY, SEPTEMBER 25, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING LINK

HTTPS://US06WEB.ZOOM.US/j/87274519480?PWD=WUTESNPDYVC3NKVYUHZNDJKOVLAQT09

MEETING ID: 872 7451 9480

PASSCODE: 060155

MEMBERS

John Hamilton, Chair
Robert Rey, Vice Chair
Farah Sears
Carol Ann Willard
Rose Henderson, Council Rep.
Vacancies (4)

STAFF

Brent Hartzell, Ex Officio Member
Alexandra Batchelor, Ex Officio Member
abatchelor@cityofbethel.net
907-543-1381

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to abatchelor@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

- A. 09/25/2023

V. APPROVAL OF MEETING MINUTES

- A. 08/28/2023

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. Discuss B.M.C. 4.20.430 (Brent Hartzell)

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel, Alaska

Finance Committee Minutes

August 28th 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on August 28, 2023, at 6:30 PM in-person.

II. ROLL CALL

Comprising a quorum of the Committee, the following were present: Rose Henderson (City Council – Mayor), Farah Sears, John Hamilton, Carolann Willard, and Robert Rey.

Also in attendance: Alexandra Batchelor (Ex-Officio) and Brent Hartzell (Ex-Officio)

Unexcused Absences:

Excused Absences:

III. PEOPLE TO BE HEARD: NONE

IV. APPROVAL OF AGENDA:

08/28/2023

MOVED BY	Farah Sears	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	5-0

V. APPROVAL OF MINUTES:

03/27/2023, 04/24/2023, 05/22/2023; 06/26/2023; 07/26/2023

MOVED BY	Rose Henderson	Motion to approve
SECOND BY	Farah Sears	
VOTE ON MOTION	All in favor	5-0

VI. UNFINISHED BUSINESS: NONE

VII. NEW BUSINESS:

A. Deadline Dates for Transient Lodging BMC 04.14.050 (Brent Hartzell)

MOVED BY	Farah Sears	Motion to approve
SECOND BY	Rose Henderson	
VOTE ON MOTION	All in favor	5-0

B. Changes to BMC 13.04.120 (Brent Hartzell)

MOVED BY	Farah Sears	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	5-0

C. Update to BMC 04.17.020 (Brent Hartzell)

MOVED BY	Robert Rey	Motion to approve
SECOND BY	Farah Sears	
VOTE ON MOTION	All in favor	5-0

VIII. EX OFFICIO MEMBER REPORTS

July 2023 Report.

IX. COMMITTEE MEMBER COMMENTS:

Personal introductions of committee members to Interim Finance Director, Brent Hartzell.

IX. MOTION TO END MEETING:

MOVED BY	Rose Henderson	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in Favor	5-0

The chair called the meeting to an end at 7:23 pm.

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Recorder

Chapter 4.20

PURCHASING

Sections:

Article I.

General Provisions

4.20.010 Definitions.

Article II.

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4.20.020 Purchasing agent.

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4.20.050 Specifications generally for bids and proposals.

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4.20.150 Waiver of formal bidding procedures.**Article VI.
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- 4.20.180 Emergency procurements.**
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**Article VII.
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- 4.20.270 Filing of a bid protest.**
- 4.20.280 Timeline.**
- 4.20.290 Stay of an award.**
- 4.20.300 Review by city manager.**
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- 4.20.330 Hearing procedures.**
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**Article VIII.
Contract Formation and Modification**

- 4.20.360 Budget approval – Availability of funds.**
 - 4.20.370 Contracting authority.**
 - 4.20.380 Contracts enforceable against the city.**
 - 4.20.390 Execution of contracts.**
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- 4.20.400 Contract administration.**
- 4.20.410 Contract amendments.**
- 4.20.420 Multi-year contracts.**
- 4.20.430 Council approval of contracts.**

Article IX. Contract Disputes

- 4.20.440 Administrative review of contract disputes.**
- 4.20.450 Appeal of purchasing agent's decision.**
- 4.20.460 Hearing procedures.**
- 4.20.470 Determination after hearing.**
- 4.20.480 Misrepresentation and fraudulent claims.**
- 4.20.490 Exclusive remedy.**

Article I. General Provisions

4.20.010 Definitions.

As used in this chapter, the ~~The~~ following words, terms and phrases shall have the meanings set out in this chapter, except where the context clearly indicates a different meaning:

- A. "Business" means any corporation, partnership, individual, sole proprietorship, joint venture, or any other private legal entity.
 - B. "Construction" means the on-site erection, rehabilitation, alteration, extension or repair of improvements to real property, including painting or redecorating buildings, highways, or other improvements under contract for the city, but does not include routine operation, repair, or maintenance of existing buildings or improvements which are recurring services normally performed in connection with the ownership, occupancy or use of the building or improvement.
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C. "Contract" means all types of city agreements, regardless of what they may be called, for the procurement of supplies, services or construction but does not include collective bargaining agreements or subdivision agreements.

D. "Contract amendment" means any change in the term of a contract accomplished by agreement of the parties, including change orders.

E. "Contractor" means any person having a contract with the city or a using agency thereof.

F. "Financial interest" includes the receipt of a pecuniary benefit or the expectation of a pecuniary benefit:

1. A financial interest of a person includes a financial interest of any member of the person's household.
2. A person has a financial interest in an organization if the person:
 - a. Has an ownership interest in the organization; or
 - b. Is a director, officer or employee of the organization.
3. Whether a financial interest is substantial is determined on a case-by-case basis.

G. "Immediate family" means:

1. The spouse of the person;
2. Another person cohabiting with the person in a conjugal relationship that is not a legal marriage;
3. A child, including a stepchild and an adoptive child, of the person;
4. A parent, sibling, grandparent, aunt or uncle of the person; and
5. A parent or sibling of the person's spouse.

H. "Invitation for bids" means all documents, whether attached or incorporated by reference, utilized for soliciting sealed bids or proposals.

I. "Person" means any business, individual, union, committee, club, other organization, or group of individuals.

J. "Procurement" means the buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection, and solicitation of sources, professional services, preparation and award of contract, and all phases of contract administration.

K. "Professional service" means those advisory, consulting, technical, research or other services, such as architectural, engineering, land surveying, legal and financial, which involve the exercise of discretion and independent judgment together with an advanced or specialized knowledge, expertise or training gained by formal studies or experience.

L. "Qualified products list" means an approved list of supplies, services, or construction items described by model or catalogue numbers which, prior to competitive solicitation, the city has determined will meet the applicable specification requirements.

M. "Responsive bidder" means a person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.

N. "Services" means the furnishing of labor, time, or effort, by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements, collective bargaining agreements or agreements relating to the procurement of insurance coverage through an insurance broker.

O. "Specification" means any description of the physical or functional characteristics or of the nature of a supply, service, professional service or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for delivery.

P. "Subcontract" means any agreement or arrangement between a contractor and any person (in which the parties do not stand in the relationship of employer and an employee) for the purchase, sale or use of personal property or nonpersonal services which, in whole or in part, is necessary to the performance of any one or more contracts; or under which any portion of the contractor's obligation under any one (1) or more contracts is performed, undertaken, or assumed.

Q. "Supplies" means all property, including but not limited to equipment, materials, printing, and leases of real property, excluding land or a permanent interest in land. [Ord. 14-27 § 4.]

Article II. Purchasing Agent

4.20.020 Purchasing agent.

- A. The finance director or their designee shall serve as the purchasing agent.
 - B. The purchasing agent shall have the following authority and responsibilities:
 - 1. To procure or supervise the procurements of all supplies, services and construction required by the city;
 - 2. To administer or supervise the sale, trade or other disposal of surplus supplies belonging to the city;
 - 3. To join with other units of government in cooperative purchasing ventures where the best interest of the city would be served thereby;
 - 4. To maintain all records pertaining to the procurement of supplies, services and construction, and the disposal of supplies, by the city in accordance with the city's most recent retention schedule or the retention schedule for the funding source, whichever is later;
 - 5. To prescribe the time, manner, authentication and form of making requisitions for supplies and services; and
 - 6. Any other authorities and responsibilities which this chapter assigns to the purchasing agent;
 - 7. The city manager may delegate authority, in writing, to a department head, to purchase certain supplies, services, or construction if such delegation is deemed necessary for the effective procurement of those items, provided such obligation does not exceed five thousand dollars (\$5,000);
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8. When faced with an especially complex procurement, such as a complex construction project, the city may find it necessary to temporarily appoint a highly qualified construction management professional as construction procurement officer for that project. As an alternative, the city may choose to contract for the services of a construction management firm to oversee all phases of the project. As a city contractor, this firm shall be closely supervised in its performance by the purchasing agent or other city official as the city manager deems appropriate. In selecting and utilizing such a project management firm, the city will ensure that the contractors providing this management function are independent of those contractors providing construction or other project services to the city. Consistent oversight will be essential for the successful completion of such complex construction projects.

Article III. Source Selection

4.20.030 Competitive sealed bidding.

Unless otherwise authorized under this chapter or other provision of law, all city contracts for supplies, services (excluding professional services), and construction shall be awarded by competitive sealed bidding.

A. The purchasing agent shall initiate competitive bidding by issuing an invitation for bids. The invitation for bids shall be prepared by the using department and shall state, or incorporate by reference, all specifications and contractual terms and conditions applicable to the procurement.

B. Bids shall be opened publicly in the presence of one (1) or more city witnesses at the time and place designated in the invitation for bids. The purchasing agent shall tabulate the amount of each bid and shall record such other information as may be necessary or desirable for evaluation together with the name of each bidder. The tabulation shall be open to public inspection, and a copy of the tabulation shall be furnished to each bidder upon request. Any bidder may review the bids after tabulation or summary.

C. Bids shall be accepted unconditionally without alteration or correction. For purposes of determining the low bidder and the responsiveness of bids, no criteria except those set forth in the invitation for bids, including all specifications and addenda, may be used.

4.20.040 Competitive sealed proposals.

A. *Conditions for Use.* When the purchasing agent determines, in writing, that the use of competitive sealed bidding is either not practicable or not advantageous to the city, the city may procure supplies, professional services, general services or construction by competitive sealed proposals as outlined in this section.

B. The request for proposals shall be prepared by the using department. The purchasing agent shall solicit competitive sealed proposals by issuing a request for proposals. The request for proposals shall state, or incorporate by reference, all specifications and contractual terms and conditions to which a proposer must respond, and shall state the factors to be considered in evaluating proposals and the relative importance of those factors.

C. Proposals shall be received at the time and place designated in the request for proposals, and shall be opened so as to avoid disclosing their contents to competing proponents during the evaluation, discussion, and negotiation process. Notwithstanding Chapter [2.40](#) BMC, the names of the responding firms, contents of the proposals, tabulations and evaluations thereof shall be open to public inspection only upon city council approval of a contract award. However, the purchasing agent shall issue a notice of intent to award to all responding proposers at least seven (7) business days prior to the city council approval.

1. Competing proponents may make written request to view their proposal or competing proposals prior to city council consideration of a contract. All such reviews must be in person and under the supervision of the purchasing agent. The review by a competing proponent is to assure reasonable access and opportunity to request a debriefing from the purchasing agent prior to council action on the proposed award.

D. In the manner provided in the request for proposals, the purchasing agent may enter into discussions with those responsible proponents whose proposals are determined by the purchasing agent to be most reasonably responsive to the request for proposals (short-listed firms). The purchasing agent may issue an interim notice to the remaining firms that a qualified list has been established for discussion purposes. No disclosure of the short-listed firms, contents of proposals, tabulations or evaluations thereof shall be made in accordance with subsection [C](#) of this section. Discussions shall be used to clarify and ensure full understanding of the requirements of the request for proposals. The purchasing agent may permit those short-listed firms to revise their proposals after submission and prior to award to obtain best

and final offers. Proponents deemed eligible for discussions shall be treated equally regarding any opportunity to discuss and revise proposals. However, if during the discussions it is evident that the proposals, as submitted, will exceed the available funding, and/or other changes in the terms, conditions, or requirements are needed to clarify or fulfill the requirements of the city, the purchasing agent shall issue a written modification to those short-listed firms with an established date and time for the firms to respond. The failure of a short-listed firm to respond or to notify the purchasing officer of a needed time extension may be just cause to remove the proposer from further consideration. In conducting discussions or requesting revisions, neither the purchasing agent nor any other city officer or employee shall disclose any information derived from other competing proposals.

E. If fair and reasonable compensation, contract requirements and contract documents can be agreed upon with the most qualified proposer, the contract shall be awarded to that firm.

F. If fair and reasonable compensation, contract requirements and contract documents cannot be agreed upon with the most qualified proposer, the purchasing agent shall advise the proposer of the termination of negotiations within five (5) business days of the determination. If the proposals were submitted by one (1) or more other proponents determined to be qualified, negotiations may be conducted with such other proposers in the order of their respective rankings. The contract may be awarded to the proposer then determined to be most advantageous to the city.

G. When the service is routine and repetitious, costs of the anticipated service shall be considered during evaluation of proposals. This subsection shall not apply to a qualifications-based selection process.

1. When the source selection is for architectural and/or engineering services, a qualifications-based selection process shall be used. Price will not be a sole factor in the selection of the architect or engineer during the evaluation process.
 2. Notwithstanding subsection [\(G\)\(1\)](#) of this section, the purchasing agent may include price as an added factor in selecting architectural and engineering services when, in the judgment of the purchasing agent, the services required are repetitious in nature, and the scope, nature, and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required.
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3. Except as otherwise required by state law in particular situations, this section shall apply to all procurements of architectural and engineering services by the city.

4.20.050 Specifications generally for bids and proposals.

A. Requests for bids/proposals should clearly and accurately describe the technical requirements for the goods or services to be purchased. The specifications should not contain features that unduly restrict competition. A qualified products list may be used. It is the responsibility of the vendor to demonstrate to the city's satisfaction that its product is "equal" to that specified. Requests for approval of substitutions must be made with sufficient time to allow the city to adequately review the substitution request, including time for vendors to respond to questions and requests for additional information or clarification. The city has no obligation to accept proposed substitutions or to hire outside experts to evaluate proposed substitutions. Acceptance of a substitute product proposed as an "equal" to that specified will be made in writing and, if made prior to award, other firms/individuals will be notified if practical and convenient.

B. *Public Notice.* Adequate public notice of the invitation for bids/proposals shall be given a reasonable time, not less than twenty (20) calendar days prior to the date set forth therein for the opening of bids/proposals. Such notice may include publication in a newspaper of general circulation for a reasonable time prior to bid/proposal opening.

1. The public notice shall state the place, date and time of bid/proposal submission and opening.
2. The contents of the notice shall be sufficient to inform interested readers of the general nature of the supplies, services or construction being procured and the procedure for submitting a bid/proposal.
3. The failure of any person to receive notice under this subsection shall not affect the validity of any award or contract.

C. The purchasing agent, at the request of the using department director, may provide for a pre-bid/proposal conference to be held at least seven (7) business days before the last day for submitting bids/proposals.

D. The terms of an invitation for bids/proposals may be modified or interpreted only by written addenda issued by the purchasing agent or the designee. Only a bid/proposal which acknowledges receipt of all addenda may be considered responsive. If an addendum is issued less than five (5) business days before the last day on which bids/proposals are to be accepted, the time for accepting bids shall be extended by at least five (5) business days after the date on which the addendum was sent.

E. All requests for bids or requests for proposals shall require the bidder to attach to their proposal a sworn declaration:

1. Stating that neither they nor any of their representatives or third party mandated by them has attempted to contact city representatives or members of the selection committee, when applicable, for the purpose of influencing their choice, judgment or recommendation relating to the contract, or with members of the city council to influence their decision;
2. Stating that they have produced their proposal without collusion, communication, agreement or arrangement with a competitor with regards to prices, methods, factors or formulas for setting prices, to the decision to submit or not submit a proposal or to present a proposal that does not comply, directly or indirectly, with specifications contained in the request;
3. Stating that neither they nor any of their representatives engaged in intimidating measures, influence peddling or corruption or entered into any form of collusion, communication, agreement or arrangement with other suppliers or third parties relating to a contract with the city; and
4. Stating that if selected, the contractor agrees neither they nor any of their representatives will engage in discriminating against any person because of race, color, religion (creed), gender, gender expression or identity, age, national origin (ancestry), disability, marital status, sexual orientation, military status, political affiliation, or other statuses protected by law.

F. All requests for bids or requests for proposals must clearly state that:

1. A bidder's/proposer's failure to attach the sworn declarations required above shall result in automatic rejection of the proposal/bid; and

2. That in the event that a bidder or proposer, or a representative or third party mandated by them, has been in violation of the statements called for above, the bidder's proposal shall be automatically rejected; and

3. That the city of Bethel may cancel a contract that has been awarded if the city becomes aware, during the course of the contract, of a situation contravening a sworn statement required by this section.

4. That bidders/proposers have the right to protest the determination of the successful bid/proposal as set out in Article VII of this chapter.

G. Sealed bids/proposals shall be designated as such on the outer envelope and shall be submitted by mail, in person, e-mail or facsimile at the place and no later than the time specified in the invitation for bids/proposals. Bidders/proposers who submit their bids/proposals via facsimile or e-mail do so at their own risk. The city is not responsible for failures or delays in transmission. Bids/proposals not submitted at the proper place or within the time specified shall not be opened or considered.

H. Awards shall be made by written notice to the bidder/proponent whose final proposal is determined to be most advantageous to the city. No criteria other than those set forth in the request for bids/proposals may be used in bid/proposal evaluation.

I. If the city manager determines that it is in the best interest of the city to do so, the city may reject all bids/proposals.

4.20.060 Local preferences.

A. In awarding competitive purchases or construction contracts, preference may be given to an otherwise qualified "local bidder" unless such preference is prohibited by the funding source.

B. For purposes of this section, a "local bidder/proposer" is a person who:

1. Holds a current state business license, and, in addition, for construction contracts holds a current, appropriate state contractor's registration certificate; and

2. Holds a current city of Bethel business license both at the time the bid is announced and at the time it is scored; and

3. Submits a bid for a competitive purchase or construction contract under the name as appearing on the person's license, and, where applicable, a certificate; and
4. Has continuously maintained a physical place of business within the city of Bethel staffed by the bidder or an employee of the bidder for a period of one hundred eighty (180) calendar days immediately preceding the date of the bid opening; and
5. Is compliant with all requirements of the city sales tax ordinance;
6. A Bethel post office box number or residential address may not be used solely to establish status as a local business.

C. *Sliding Scale for Local Preference.*

1. A five (5) percent preference in bid/proposal prices not to exceed five thousand dollars (\$5,000) on purchases not exceeding two hundred fifty thousand dollars (\$250,000);
2. A three (3) percent preference in bid/proposal prices not to exceed ten thousand dollars (\$10,000) on purchases between two hundred fifty-one thousand dollars (\$251,000) and five hundred thousand dollars (\$500,000); and
3. A two (2) percent preference in bid/proposal prices not to exceed twenty thousand dollars (\$20,000) on purchases exceeding five hundred thousand dollars (\$500,000).

4.20.070 Contractor in good standing.

- A. No procurement contract may be awarded to a person, group, organization, or other entity that is delinquent in the payment or collection of sales taxes, fees, charges, penalties, interest or other amounts that are due and owing, or otherwise obligated to the city which is not remedied within ten (10) business days of notice to the contractor.
 - B. Any contract can be terminated for cause if it is determined that the contractor is in violation of any taxation ordinance and if such violation is not remedied within ten (10) business days of written notification by regular mail. If the delinquency arises due to nonfiling of sales tax, no payment will be made to the contractor until all filings have been made and all amounts due are remitted.
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C. The city reserves any right it may have to offset amounts owed by its contractor(s) for delinquent city taxes against any amount owing to the contractor(s) under a contract between the city and the contractor(s).

Article IV. Awards

4.20.080 Award to be made only to responsive bidders or proposers.

A contract awarded under this chapter shall be made only to a qualified, responsive and responsible bidder or proposer. The purchasing agent shall determine, after consultation with the appropriate department director and the city manager, whether a bidder/proposer is qualified, responsive and responsible on the basis of the following criteria:

- A. The skill and experience demonstrated by the bidder in performing contracts of a similar nature;
- B. The bidder's capacity to perform in terms of facilities, personnel, financing and location (including whether the bidder/proposer has performed contracts of a similar nature);
- C. The bidder's/proposer's past performance under city contracts. If the bidder/proposer has failed in any material way to perform its obligations under any contract with the city, the bidder/proposer may be deemed a nonresponsible bidder/proposer;
- D. At all times the best interests of the city shall be recognized in awarding bids/proposals.

4.20.090 Procedures for award.

- A. Contracts shall be awarded by written notice issued by the purchasing agent to the lowest qualified, responsive and responsible bidder or proposer.
 - B. At least seven (7) business days before council approval, the purchasing agent shall send written notice of intent to award the contract. Notice will be sent by to the three (3) lowest bidders/proposers.
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C. If the lowest qualified, responsive and responsible bid/proposal exceeds the amount of funds certified by the purchasing agent to be available for the procurement, and if sufficient additional funds are not made available, the scope of the procurement may be reduced to bring its estimated cost within the amount of available funds. The purchasing agent shall issue a new invitation for bids/proposals for the reduced procurement, or, upon finding that the efficient operation of the city government requires that the contract be awarded without delay, the purchasing agent may negotiate with the three (3) lowest qualified, responsive and responsible bidders starting with the first lowest and progressing upward by price or with the three (3) most qualified proposers starting with the highest scored proposer and progressing downward by score; and may award, or recommend to the city council for award, the reduced contract to the best negotiated bid/proposal, except where prohibited by state and federal grant conditions or where another procedure has been specified in this chapter.

4.20.100 Bonds.

A. *Bid Bonds.* The purchasing agent may require that persons submitting bids pursuant to this chapter accompany their bids with a bid bond in an amount and in a form acceptable to the purchasing agent. The bonds shall be issued by a company qualified by law to do business as a surety in the state, or shall be in the form of a cash deposit. A condition of the bond shall be that, if the bidder receives the award, they shall enter into a contract therefor with the city.

B. *Performance and Payment Bonds.* If a requirement for a performance and payment bond is included in the terms of the invitation to bid, the purchasing agent may require that any person awarded a city contract furnish such bond, issued by a company qualified by law to do business as surety in the state. The bond shall be in an amount determined by the purchasing agent and in a form approved by the city attorney. Such bonds shall, at a minimum, guarantee the full and faithful performance of all contract obligations and payment for all labor and materials to be used under the contract.

C. *Exceptions.* The purchasing agent, with the using department head concurrence, may grant exceptions from bonds pursuant to AS [36.25.025](#).

Article V. Exceptions

4.20.110 When competitive bidding is not required.

The following may be purchased without giving an opportunity for competitive bidding:

- A. Supplies, materials, equipment or contractual services, purchased from another unit of government at a price deemed below that obtainable from private dealers, including war surplus;
- B. Contractual services purchased from a public utility at a price or rate determined by state or other government authority;
- C. Supplies, materials, equipment or contractual services purchasable under the contract of another governmental agency in which contract the city is authorized to participate.

4.20.120 Waiver of irregularities.

The city council, or the city manager for bids of fifty thousand dollars (\$50,000) or less, shall have the authority to waive irregularities on any and all bids, except that timeliness and signature requirements shall not be waived.

4.20.130 Cancellation of bid invitations and proposal requests.

An invitation for bids, a request for proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is for good cause and in the best interests of the city. The reasons therefor shall be made part of the contract file. Each solicitation issued by the city shall state that the solicitation may be cancelled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interests of the city. Notice of cancellation shall be sent to all businesses solicited. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

4.20.140 Determination of nonresponsiveness.

- A. If a bidder or offeror who otherwise would have been awarded a contract is found nonresponsive, a written determination of nonresponsiveness, setting forth the basis of the finding, shall be prepared by the purchasing agent and presented to the bidder or offeror within three (3) business days.
- B. The unreasonable failure of a bidder or offeror to supply information in connection with an inquiry within three (3) business days of notice by the purchasing agent may be grounds for a determination of nonresponsiveness. A copy of the determination shall be sent promptly to the nonresponsive bidder or offeror. The final determination shall be made part of the contract file and be made a public record. [Ord. 14-27 § 4.]

4.20.150 Waiver of formal bidding procedures.

The city manager may waive, in writing, some of the formal bidding procedures of this chapter when there is not sufficient time to comply with the waived requirements, or the best interests of the city will be served by such action.

Following such waiver, the city manager shall submit a written report to the council clearly outlining all waivers made. Such written report shall be included in the next available council packet following the waiver.

Article VI. Specific Procurements**4.20.160 Construction.**

- A. *Source Selection.* The source selection process for the procurement of construction contracts, whether it be remodeling or construction of a new structure, shall be made as follows:
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1. *One Hundred Thousand Dollars (\$100,000) and Over.* For any construction or remodeling project estimated by the requisitioning department director to cost one hundred thousand dollars (\$100,000) or more, the competitive sealed bid procedure shall be used as stated in this chapter.

2. *Under One Hundred Thousand Dollars (\$100,000).* For any construction or remodeling project estimated by the requisitioning department director to cost under one hundred thousand dollars (\$100,000), no less than three (3) businesses shall be contacted to submit written quotations. Award shall be given to the lowest responsible and responsive contractor.

B. *Contract Administration for Construction Contracts.* For construction contracts of less than one million dollars (\$1,000,000), the city manager or council shall have discretion to select the appropriate method of construction contracting management for a particular project. For contracts exceeding one million dollars (\$1,000,000), the discretion shifts solely to the city council.

1. In determining which method to use, the following shall be considered:

- a. The city's requirements,
- b. The city's resources, and
- c. The potential contractor's capabilities;

2. The city manager shall execute and include in the contract file a written statement setting forth the facts which led to the selection of a particular method of construction contracting management for each project. It is recognized that at least the following methods are currently being used for control and coordination of construction projects:

- a. A single prime contractor (including a turnkey or design-build contractor); or
 - b. Multiple prime contractors managed by:
 - i. A designated general contractor,
 - ii. A construction manager, or
 - iii. The public works director.
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C. *Bonds*. All construction contracts exceeding one hundred thousand dollars (\$100,000) shall require the contractor to furnish the following bonds prior to the signing of any final contract:

1. Performance bond with a corporate surety qualified to do business in the state of Alaska, the amount of the performance bond shall be equivalent to the amount of the payment bond;
2. *Payment Bond*. A payment bond with a corporate surety qualified to do business in the state of Alaska.
 - a. When the total amount payable by the terms of the contract is not more than one million dollars (\$1,000,000), the payment bond shall be in sum equal to one-half (1/2) the total amount payable by the terms of the contract.
 - b. When the total amount payable by the terms of the contract is more than one million dollars (\$1,000,000) but not more than five million dollars (\$5,000,000), the payment bond shall be in a sum of forty (40) percent of the total sum payable by the terms of the contract.
 - c. When the total amount payable by the terms of the contract is more than five million dollars (\$5,000,000), the payment bond shall be in the sum of two million five hundred thousand dollars (\$2,500,000).
3. Payment and performance bonds shall be for equivalent amounts. [Ord. 14-27 § 4.]

4.20.170 Consulting services for city council.

The city council may solicit, evaluate, and select consultants to assist them in performance of their duties without the necessity of following the formal procedures for procurement of services set forth in this code. The city council shall direct the method and criteria for obtaining consultant services by resolution setting forth the urgent situation necessitating the need to bypass the regular procurement processes and demonstrating how the city is obtaining the best possible value.

4.20.180 Emergency procurements.

The city may award a contract for supplies, services or professional services or construction without competition, formal advertising or other formal procedure where the city manager determines, in writing, that an emergency threatening the public health, safety or welfare of the city requires that the contract be awarded without delay. A report on such emergency procurement shall be made to the city council no later than the second regular meeting following the decision to award the contract.

For purposes of this section, an “emergency” is defined as the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property, or shortage of food, water, or fuel resulting from:

- A. An incident such as a storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, avalanche, snowstorm, prolonged extreme cold, drought, fire, flood, epidemic, explosion or riot;
 - B. The release of oil or a hazardous substance if the release requires prompt action to avert environmental danger or mitigate environmental damage;
 - C. Equipment failure if the failure is not a predictably frequent or recurring event or preventable by adequate equipment maintenance or operation;
 - D. Enemy or terrorist attack or a credible threat of imminent enemy or terrorist attack in or against the state that the Adjutant General of the Department of Military and Veterans Affairs or a designee of the Adjutant General, in consultation with the Commissioner of Public Safety or a designee of the Commissioner of Public Safety, certifies to the Governor has a high probability of occurring in the near future (the certification must meet the standards set out in [AS 26.20.200](#)); or
 - E. An outbreak of disease or a credible threat of an imminent outbreak of disease that the Commissioner of Health and Social Services or a designee of the Commissioner of Health and Social Services certifies to the Governor has a high probability of occurring in the near future. The certification must be based on specific information received from local, state, federal or international agency or other source that the Commissioner or the designee determines is reliable.
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4.20.190 General equipment, materials and supplies.

A. *Source Selection.* Except as otherwise provided in BMC [4.20.050](#), the source selection process for procurement of general equipment, materials and supplies, other than those for construction, shall be as follows:

1. *Fifty Thousand Dollars (\$50,000) and Over.* For the procurement of any single item or purchase order transaction expected to cost fifty thousand dollars (\$50,000) or more, it shall be required that the request be put out for bid following the process as stated in BMC [4.20.030](#).
2. *Less than Fifty Thousand Dollars (\$50,000) but Twenty Thousand Dollars (\$20,000) or More.* For the procurement of any single item or purchase order transaction expected to cost less than fifty thousand dollars (\$50,000), but twenty thousand dollars (\$20,000) or more, no less than three (3) businesses shall be solicited to submit written quotations. The quotations shall be recorded and maintained as a public record.
3. *Under Twenty Thousand Dollars (\$20,000).* The purchasing agent shall use judgment based on knowledge of vendors and products to determine whether or not it is necessary or practical or in the best interests of the city to solicit for quotations or bids.

4.20.200 Governmental and proprietary procurements.

A. The purchasing agent may contract, without the use of the competitive source selection procedures of this chapter, for the following supplies, services, professional services or construction:

1. For contracts, including reimbursable agreements, with federal, state or local units of government or utility providers where the city has a financial responsibility or beneficial interest in entering into an agreement.
 2. For contracts issued pursuant to any federal, state or local government contract where the city is an authorized user, or where the resulting contractor agrees to extend the same terms, conditions, and pricing to the city as those awarded under the original contract, all in accordance with BMC [4.20.050](#). Such agreements shall be limited to those contracts where the award is issued pursuant to a formally advertised solicitation.
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- B. All contract awards under this section, and any amendments thereto, shall be subject to the applicable approval requirements of this chapter prior to execution.
- C. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied.

4.20.210 Joint purchasing.

- A. The city manager may join with other units of government in cooperative purchasing ventures for the purchase of personal property to include bid extension, where the best interest of the city would be served thereby, provided such other unit of government uses competitive bidding on the item purchased. The property to be purchased must be budgeted and substantially meet or exceed the city requirements for a similar item.
- B. The city manager may join with other units of government in the cooperative purchasing of professional services and products, where the best interest of the city is served. The professional service or product must be budgeted and substantially meet or exceed the city requirements for a similar service or product.
- C. The city manager may purchase personal or real property from other governmental agencies, without competition, provided the city manager presents to the council, through an ordinance as provided in Chapter [4.08](#) BMC, a description of the transaction, including a description of the property, its price and any such terms or information that may be relevant prior to the purchase of any real property.
- D. The other units of government may be outside of Alaska, to include other municipalities, states, and the federal government. If, for a federal government purchase, the point of purchase or contract is outside of Alaska or if the unit of nonfederal government is outside of Alaska, then the bidder must agree: (1) to have venue in Bethel, Alaska, for any dispute arising out of or related to the purchase or to the good or service provided, (2) to have the laws of the state of Alaska apply to all disputes arising out of or related to the purchase or to the good or service provided, and (3) to have the laws of no state other than the state of Alaska apply to all disputes arising out of or related to the purchase or to the good or service provided. If the goods are reasonably expected to require service over their lifetime, the bidder/proposer must
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certify that there is a service center for the goods available in Alaska; provided, that this requirement may be omitted by the city manager for good cause in writing.

1. In addition, the bidder must agree to ship the goods FOB Bethel, Alaska, at the best shipping rate available providing for a reasonable delivery time, which shipping rate and time must be preapproved by the city manager. The bidder must agree that the city will bear only that portion of the shipping costs FOB Bethel that exceed the shipping costs to the point of delivery under the contract with the other unit of government.

E. Any purchases or agreements exceeding fifty thousand dollars (\$50,000) must also be approved by the city council.

4.20.220 Insurance.

A. The city shall procure liability, workmen's compensation and property insurance coverage by sealed competitive proposals for up to a five- (5-) year period either through one (1) or more insurance brokers, directly from an insurance company or through participation in a joint insurance arrangement established in accordance with AS [21.76.010](#).

B. The city shall procure insurance intended to benefit city employees by competitive sealed proposals for up to a five- (5-) year period either through one (1) or more insurance brokers, directly from an insurance company or through participation in a health insurance trust or similar arrangement established in accordance with applicable state or federal law.

C. Competitive sealed proposals shall be solicited in accordance with BMC [4.20.040](#). The city may hire a consultant to assist in either soliciting or evaluating the competitive sealed proposals.

4.20.230 Legal services.

A. Legal services shall be procured in accordance with BMC [4.20.040](#).

B. No negotiations or contracts for the services of legal counsel may be pursued or awarded without the prior written approval of the city attorney and/or city council. The city attorney shall

review the responses received by the purchasing agent and shall be assisted by the purchasing agent in the selection process.

C. All bills or invoices for payment for legal services obtained pursuant to this section shall be reviewed and approved by the city attorney prior to payment. All funds budgeted, obligated or expended by any city department or utility for contract legal services must be charged to a separate legal services budget account within that department or utility.

D. The city council shall approve, in advance, the participation by the city in any litigation as plaintiff or intervener, where outside counsel is retained to represent the city if the cost, including attorneys' fees and litigation expenses of that representation, is likely to exceed thirty thousand dollars (\$30,000).

E. *Exceptions and Waiver.* The city manager, city clerk and/or city attorney are exempt from this section only during the following situations:

1. Threatened or actual litigation initiated by an outside person;
2. Temporary coverage while the city attorney's office is vacant for any period of time;
3. Situations where immediate legal action of a specialized nature is necessary; or
4. Situations where a neutral third party attorney is needed such as appeals to a commission or the city council.
5. Following such waiver, a written report to the council shall be presented clearly outlining the waiver and the reason for it. Such written report shall be included in the next available council packet following the waiver.

4.20.240 Professional services.

The method of source selection for professional services shall be in accordance with the following:

A. *Fifty Thousand Dollars (\$50,000) and Over.* For the procurement of professional services expected to cost over fifty thousand dollars (\$50,000), the source selection shall be made

through the solicitation for request for proposals and notice requirements provided for in BMC [4.20.040](#) and [4.20.050](#).

B. *Less Than Fifty Thousand Dollars (\$50,000) but Twenty Thousand Dollars (\$20,000) or More.* For the procurement of professional services expected to cost less than fifty thousand dollars (\$50,000), but twenty thousand dollars (\$20,000) or more, no less than three (3) businesses shall be solicited to submit written quotations. The quotations shall be maintained as a public record.

C. *Under Twenty Thousand Dollars (\$20,000).* The purchasing agent shall use judgment based on knowledge of vendors and products to determine whether it is necessary, practical or in the best interests of the city to solicit for quotations or bids.

4.20.250 Sole-source procurements.

A. A sole-source contract may be awarded under this section only when the purchasing agent determines, in writing, that there is only one (1) source for the required purchasing or construction.

B. A sole-source purchase may not be made if a reasonable alternative source exists. The written determination must include findings which support the determination that only one (1) source exists.

C. The authority to make the determination and findings required by this section may not be delegated.

D. The using department shall submit written evidence to support a sole-source determination. The purchasing agent may also require the submission of cost or pricing data in connection with an award under this section.

E. The purchasing agent shall negotiate with the single supplier, to the extent practicable, to obtain the most advantageous contract to the city.

F. A sole-source contract may be awarded without competition when the purchasing agent documents in writing, after conducting a good faith review of available resources, that there is only one (1) source for the required supply, service or construction item.

G. All sole-source determinations will be made in advance and require council approval prior to final execution.

4.20.260 State and federal grants.

A. The city council has the power and authority to appropriate funds and accept grant offers from state and federal agencies.

B. The council may authorize the city manager to enter into grant agreements with state and federal granting agencies.

C. All rights, powers and authority pertaining to grants, and the administration of grants, are vested in the city manager or their designee.

D. The council may authorize the city manager to enter into contracts with incorporated entities, including organized municipalities, to assist the city in performing under the terms and conditions of grant agreements.

E. When, in the opinion of the city attorney, it is determined that certain mandated provisions of a grant agreement regarding procurement are inconsistent with this chapter, the grant provisions shall take precedent.

Article VII. Bid-Protests and Appeals

4.20.270 Filing of a bid protest.

~~A. The city establishes these administrative review procedures for bid/procurement protests to promote the fair and efficient resolution of such disputes over contracts awarded by the city pursuant to the provisions of this chapter regarding bids and requests for proposals. Time is of the essence in any protest. All documents the city issues shall be deemed to contain language advising bidders/proposers of the right to protest the determination of the successful bid/proposal as set out in this section.~~

~~B. A. An interested party~~ A bidder whose direct economic interest would be affected by the award of the contract who wishes to protest the determination may protest the intended award of a contract or a solicitation of supplies or services by filing a written protest.

B. *Pre-Award Notice Timeline.* A protest based on alleged improprieties or ambiguities in an invitation to bid or a request for proposals must be filed with the purchasing agent at least ten (10) business days before the due date of the bid or proposal. Failure to meet this timeline shall constitute a waiver of the protesting party's rights and bar any further action regarding this matter.

Post-Award Notice Timeline. Any party bidding or submitting a proposal for a contract with the city that is adversely affected by the provisions of this chapter, or regulations promulgated hereunder, or by any acts of the city in connection with the intention of the city to award a city contract, may protest to the purchasing agent, in writing within two (2) business days from the date of notice of intent to award a contract. The protest may be hand delivered, delivered by mail or by email and must comply with the requirements of this section.

The purchasing agent shall immediately give notice to all bidders of any protest filed by a bidder.

C. All protests must include the following information:

1. The name, address, and telephone number ~~and continuously operating fax number~~ of the ~~interested party~~ bidder filing the protest;
2. The signature of the ~~interested party~~ bidder or the ~~interested party's~~ authorized representative;
3. Identification of the invitation, request or proposed award at issue;
4. A detailed statement of the legal or factual grounds for the protest;
5. Copies of all relevant documents;
6. The form of relief requested;
7. ~~Certification under oath that the claim is made in good faith and that the supporting data are accurate and complete to the best of the bidder's/protester's knowledge and belief; and~~

8Z. A fee in the amount listed in the most current city of Bethel schedule of rates. Charges and fees shall be paid to the city and must be received by the deadline for filing the written protest. This fee shall be refundable if the appellant prevails in the protest ~~to the city manager or city council.~~

D. The purchasing agent shall reject an untimely or incomplete protest, or a protest filed without timely payment of the required fee. Such rejection shall be final and may be appealed to the Superior Court pursuant to Part VI of the Rules of Appellate Procedure.

4.20.280 — Timeline.

~~A. *Pre-Award Notice Timeline.* A protest based on alleged improprieties or ambiguities in an invitation to bid or a request for proposals must be filed with the purchasing agent at least ten (10) business days before the due date of the bid or proposal. Failure to meet this timeline shall constitute a waiver of the protesting party's rights and bar any further action regarding this matter.~~

~~B. *Post-Award Notice Timeline.* Any party bidding or submitting a proposal for a contract with the city that is adversely affected by the provisions of this chapter, or regulations promulgated hereunder, or by any acts of the city in connection with the intention of the city to award a city contract, may protest to the city manager, in writing, personally received at the office of the city purchasing agent within five (5) business days from the date of notice of intent to award a contract. The protest may be hand delivered, delivered by mail or by facsimile and must comply with the requirements of this section.~~

~~C. The purchasing agent shall immediately give notice of a protest filed to all interested parties.~~

4.20.290 4.20.280 Stay of an award.

A. If a bidder or proposer files a timely and complete protest, the award may nonetheless be made unless the city manager, following consultation with the city attorney, determines that the protest will be sustained or that stay of the award is in the best interests of the city. Within three (3) business days of receipt of the bid protest, the city manager shall issue a determination in writing, with findings and conclusions, that a reasonable probability exists that

the protest will be sustained. The time for the determination may be extended up to ten (10) calendar days for good cause.

B. If a timely and complete protest is filed the city manager determines that the protest will be sustained, the award of a contract shall be stayed until all administrative remedies have been exhausted, unless the city manager determines, in writing, that award of the contract pending resolution of the protest is in the best interest of the city.

B. Notice of the stay, protest and decision of the city manager whether or not to grant the stay, or extension of determination, shall be delivered to all interested parties within three (3) business days of receipt of a properly filed protest.

~~4.20.300~~ 4.20.290 Review by city manager.

A. The city manager shall issue a written decision ~~to the protesting party~~ within ten (10) business days of the date the protest is filed ~~by certified mail or other authorized method~~. If multiple protests have been filed, they may be consolidated for purposes of the decision. The decision may include any lawful action, including without limitation an amendment of all or any part of the recommended award. For good cause shown the city manager may extend the date for the decision for such an additional period as may be necessary. In such situation, the city manager shall immediately give written notice to all interested parties and shall provide a date when a decision is expected.

B. If a decision is not made by the date it is due, the protester may proceed as if the city manager had issued a decision adverse to the protester.

~~4.20.310~~ 4.20.300 Appeal of city manager decision.

~~A. The city manager's decision may be appealed to the city council by filing a notice of appeal to the city clerk and requesting the city manager to forward the written appeal and the city manager's response to the council. The council shall conduct a de novo review of the issue appealed. The request to appeal to the city council must be submitted in writing to the city clerk within three (3) business days of the city manager's decision. Any appeal not timely filed shall be rejected by the clerk and the appeal forever barred. Appeals to the city council will be heard~~

at the date and time established by the city clerk, not less than twelve (12) calendar nor more than thirty-five (35) calendar days after receipt of the appeal. For good cause the city council may shorten or extend the hearing date. [Ord. 14-27 § 4.]

4.20.320 — Notice and record on appeal.

A. The city clerk shall provide all interested parties, who may be adversely affected by a decision of the council, notice of the appeal and scheduled hearing date within seven (7) business days of receipt of the notice of appeal. Such notice shall also advise the parties of their right to appear and be heard at the appeal, and shall also set forth a schedule for written statements and submission of evidence.

B. The purchasing agent shall submit to the clerk the record of the bid or proposal process including the invitation to bid or request for proposal, any amendments thereto, all correspondence to or from all parties, the protest filed to the city manager and supporting documentation, and the decision issued by the city manager. The clerk shall prepare the record on appeal, to include written statements and all evidence submitted, and provide copies to interested parties upon payment of appropriate copying fees in the amount listed in the most current city of Bethel fee and rate schedule. Prior to the scheduled hearing the clerk shall distribute copies of the record to all city councilmembers, the purchasing agent and the city manager.

C. The city council shall act in its quasi-judicial capacity when considering an appeal under this section and shall accordingly remain impartial and refrain from ex parte contact with any interested party regarding a specific invitation to bid or request for proposal from the time it has been issued. Any councilmember found to have violated this provision shall be recused from participation in the appeal.

D. Written arguments and submittals of evidence shall be filed in the following manner:

1. *Written Arguments Due.* Written arguments shall be filed by the parties on a date set by the clerk no later than four (4) business days prior to the hearing. All exhibits, evidence, and affidavits supporting a party's position shall be filed on the date written arguments are due.

2. *Party Participation.* Any eligible party wishing to participate in the appeal must submit its mailing address, telephone and facsimile numbers, if any, to the clerk, in writing, within five

~~(5) business days of the clerk issuing notice of the appeal. The clerk shall provide the parties, the city manager and council with written submittals before the hearing date. [Ord. 14-27 § 4.]~~

4.20.330 — Hearing procedures.

The following procedures shall be followed by the council when conducting a hearing under this chapter:

~~A. Evidence not submitted to the clerk five (5) business days prior to the hearing may not be considered by the council unless good cause is shown. Good cause may include, but is not limited to, evidence that was not available to the party presenting the evidence at the time it was due to the clerk. Any objection to new evidence by any party shall be made at the time of the hearing before the council.~~

~~B. The following order shall be followed for the hearing, unless for good cause shown the council permits a change:~~

- ~~1. Appellant's opening presentation;~~
- ~~2. Administration's opening presentation;~~
- ~~3. Opening presentation by any other party;~~
- ~~4. Rebuttal by the appellant;~~
- ~~5. Rebuttal and closing by the administration;~~
- ~~6. Rebuttal by any other interested party; and~~
- ~~7. Surrebuttal and closing by the appellant.~~

~~C. If the appellant or representative is not present when called, the council shall consider any written presentation, evidence, and documents presented to it pursuant to and thereafter proceed according to the remaining applicable provisions of this chapter.~~

~~D. All persons presenting evidence shall do so under oath, administered by the city clerk.~~

~~E. The hearing shall be conducted informally with respect to the introduction of evidence. Irrelevant evidence may be excluded by the presiding officer. Each interested party shall have a total of no more than thirty (30) minutes to present their case. Each party shall be responsible for dividing their thirty (30) minutes between oral presentation, argument, testimony (including witness testimony), and rebuttal. The council may expand or limit the length of the hearing depending on its complexity, or take other action to expedite the proceedings. Cross-examination will not be permitted during presentation of the case. If a witness testifies during presentation of either the appellant's or any other parties' case, unless excused by the council, with the concurrence of the appellant and all other parties, the witness must remain available in council chambers to be called to testify during rebuttal by the appellant and the administration or other interested party. City council questions and parties' responses shall not be included in the time limitation. [Ord. 14-27 § 4.]~~

4.20.340 — Decision by city council.

~~A. The council may uphold the city manager's decision, remand the matter back to the city manager or order a rejection of all bids or proposals. The council shall make written findings of fact which are supported by the substantial evidence in the record, written conclusions and an order. The council member chairing the hearing shall execute the order. If the matter is remanded to the city manager, any further appeals of the city manager's decision shall be to the Superior Court pursuant to Part VI of the Alaska Rules of Appellate Procedure.~~

~~1. "Substantial evidence" means relevant evidence a reasonable mind might accept to support a conclusion.~~

~~B. The clerk shall serve the written decision on the parties in person, or by mail within ten (10) business days after the oral decision. If facsimile service is requested by a party, service by U.S. mail shall follow. [Ord. 14-27 § 4.]~~

A. Any bidder adversely affected by the decision of the city manager, may appeal the decision to the administrative hearing officer by filing an appeal with the city clerk within three (3) business days after the date the notice of the decision is issued. The appeal shall state with specificity the grounds for the appeal and include contact information for the appellant or the appellant's representative, and proof of payment of the filing fee in the amount listed in the

most current city of Bethel schedule of rates. This fee shall be refundable if the appellant prevails in the appeal.

B. Within two (2) business days from the filing of an appeal, the city clerk shall appoint an administrative hearing officer and provide notice of appeal to the city and all bidders. The administrative hearing officer appointed shall have a law degree or three years' experience presiding over administrative hearings. The city clerk's office shall assist the administrative hearing officer in preparing for and conducting the hearing.

4.20.310 Stay.

An appeal of the city manager's decision stays the effectiveness of the decision or order appealed from until the administrative hearing officer finally decides the appeal; provided, that the administrative hearing officer may vacate the stay if doing so is necessary to avoid immediate danger to public health and safety.

4.20.320 Administrative hearing officer review.

A. The administrative hearing officer shall review the protest to determine whether the accusations, if true, could constitute a violation of this chapter. The administrative hearing officer shall by written order accept the appeal in whole or in part or reject the appeal.

B. The administrative hearing officer may determine all other matters of procedures in the appeal that are not prescribed in this chapter and may exercise their judgment on legal issues raised by the parties.

4.20.330 Record and hearing on appeal

A. *Record.* Within three (3) business days from the administrative hearing officer's acceptance of the appeal, the purchasing agent shall submit the record of the bid or protest to the city clerk. The clerk shall provide the record to the parties and the hearing officer within three (3) business days of receiving the record.

B. *Hearing date and briefing schedule.* The clerk shall set a hearing date at least 15 calendar days and no later than 20 calendar days from the date the record is provided to the parties. The clerk shall issue a notice for briefing and exhibit filing as follows:

1. *Briefs.* Briefs shall be drafted to conform with the Alaska Rules of Civil Procedure and shall be filed no later than five (5) calendar days prior to the hearing.
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2. Exhibits. All exhibits to be used at the hearing shall be filed with the clerk no later than five (5) calendar days prior to the hearing. Exhibits not part of the record shall be subject to admission at the hearing or, upon motion, prior to the hearing.
3. Entry of appearance. If an appellant is to be represented by counsel, an entry of appearance shall be filed no later than five (5) calendar days prior to hearing.

C. Hearing.

1. Conduct of hearing. The administrative hearing officer shall conduct the hearing according to the Alaska Rules of Civil Procedure and the Alaska Rules of Evidence. However, the administrative hearing officer may in their discretion waive strict adherence to the evidence rules.
 - (a) An appellant shall be entitled to present witnesses and evidence on its behalf.
 - (b) An appellant has the right to cross-examine opposing witnesses and rebut evidence.
 - (c) All hearings shall be open to the public.
 - (d) All testimony shall be given under oath or affirmation.
 - (e) The hearing shall be recorded.
2. Standard of review. The administrative hearing officer shall review appeal using a substantial evidence standard of review.

D. Findings and decisions.

1. Decision making process. The administrative hearing officer's findings are limited to determining whether to sustain the protest in whole or in part. If the administrative hearing officer rejects the protest and upholds the city manager's decision, no further action is needed by the city. If the administrative hearing officer sustains the protest in whole or in part, the matter shall be remanded to the city for determination of an appropriate remedy, if any. In determining an appropriate remedy, if any, the city shall consider the circumstances surrounding the solicitation or procurement including the seriousness of the procurement deficiencies, the degree of prejudice to other interested parties or to the integrity of the procurement system, the good faith of the parties, the extent the procurement has been accomplished, costs to the agency and other impacts on the agency of a proposed remedy, and the urgency of the procurement to the welfare of the city. A protester's damages are limited to reasonable bid or proposal preparation costs.

(2) *Decision issuance process.* The administrative hearing officer has the discretion to make an oral finding at the conclusion of the hearing or to take the matter under advisement. If the administrative hearing officer takes the matter under advisement, a written decision shall be issued within five (5) business days of the hearing. If the administrative hearing officer makes an oral finding at the conclusion of the hearing, the oral finding shall be supplemented with written findings within five (5) business days of the hearing. The administrative hearing officer shall support the decision through written findings of fact. The administrative hearing officer shall provide the written decision to the clerk. The clerk shall provide the written decision to the appellant within two (2) business days after receiving the decision.

NOTE>>>> MISSING 4.20.340 Will correct the numbers following the review.

4.20.350 Appeal to Superior Court.

Appeals may be taken from the written decision of the ~~council~~administrative hearing officer within thirty (30) calendar days of the date of the decision pursuant to Part VI of the Alaska Rules of Appellate Procedure.

Article VIII. Contract Formation and Modification

4.20.360 Budget approval – Availability of funds.

- A. No contract for supplies, services or construction may be approved or executed unless the finance director has certified that funds are available for the city's performance under the contract.
 - B. It is the duty of the finance director to confirm that sufficient funds are available for the procurement of any single item, contract, bid/proposal or purchase order transaction exceeding five thousand dollars (\$5,000), inclusive of all shipping costs.
 - C. The purchasing agent may give budget approval for the procurement of any single item or purchase order transaction less than five thousand dollars (\$5,000).
 - D. Any item for which the procurement of is not otherwise included in the current fiscal year budget must be approved by council prior to the solicitation or procurement of the item.
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4.20.370 Contracting authority.

The city may, pursuant to an award in accordance with this chapter, contract with any person to acquire any supplies, services, professional services or construction required by the city.

4.20.380 Contracts enforceable against the city.

A. No contract for supplies, services, professional services or construction, or any amendment thereto, may be enforced against the city unless its terms have been approved in accordance with this chapter and unless the contract or amendment thereto has been set forth in writing executed in accordance with this chapter.

B. No oral contracts may be enforced against the city. The city only recognizes and accepts written contracts that follow the processes laid out in this chapter.

4.20.390 Execution of contracts.

A. All city contracts, and any amendments thereto, must be signed by the city manager or, in the absence of the city manager, by their duly appointed designee.

B. No contract or any amendments thereto may be enforced against the city unless the contract or amendment thereto has been set forth in writing and executed in accordance with this chapter.

4.20.400 Contract administration.

The using department shall administer all contracts for supplies, services, professional services and construction except as otherwise designated, in writing, by the city manager.

4.20.410 Contract amendments.

Contract amendments shall not be used to avoid procurement by the competitive procedures established under this chapter. Contracts for supplies, services, professional services and construction may be amended by the city manager only for the following reasons:

- A. To change the quantity of supplies ordered or date of delivery under a contract for supplies, where necessary to meet unforeseen city requirements;
 - B. To change the quantity of services or professional services to be rendered or to change the scope of a project under a contract for services or professional services, where necessary to meet unforeseen changes in city requirements;
 - C. To change the scope of a project or the scope of services or professional services under a construction contract to meet unforeseen city requirements or to change the specifications under a construction contract because unforeseen conditions render the original specifications impracticable;
 - D. To change the time for completing a project under a contract for services, professional services or construction;
 - E. To correct an error in contract specifications made by the city in good faith or to resolve a good faith dispute between the city and a contractor as to a party's rights and obligations under the contract; or
 - F. To change administrative provisions of a contract without materially altering the contract terms governing the quantity or quality of supplies, services, professional services or construction furnished to the city.
 - G. No contract amendment or change order that will cause the total value of the contract to increase by more than fifteen thousand dollars (\$15,000) may be executed unless the council has approved a memorandum setting forth the essential terms of the amendment or change order request.
 - H. No contract amendment that will increase the contract price may be approved or executed unless the finance director has certified that funds are available for the city's performance under the contract as amended.
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4.20.420 Multi-year contracts.

- A. The city may enter into contracts for terms exceeding one (1) year; provided, that funds for the city's performance during the fiscal year in which the contract term commences are certified in writing by the finance director as being available.
- B. The city's payment and performance obligations for succeeding fiscal years after issue of a multi-year contract shall be subject to the availability of funds lawfully appropriated therefor.
- C. Contracts for construction or in connection with requirements of federal and state grants are not to be construed as multi-year contracts; however, lawfully appropriated funds must be available for the term of the contract.

4.20.430 Council approval of contracts.

- A. Prior council approval by action memorandum is required before contracts for the following can be sought:
1. All contracts over five hundred thousand dollars (\$500,000);
 2. Supply contracts over five thousand dollars (~~\$5,000~~) (\$50,000). The City Manager may enter into a purchase agreement for equipment purchases without an action memorandum if the equipment was included in the current fiscal year capital budget adopted by council;
 3. Services, other than professional services, over fifty thousand dollars (\$50,000);
 4. Insurance contracts over two hundred fifty thousand dollars (\$250,000);
 5. Professional service contracts over two hundred fifty thousand dollars (\$250,000); and
 6. Legal services over thirty thousand dollars (\$30,000).
- B. No contract under subsection [A](#) of this section shall be authorized unless the following essential terms of the contract are identified:
1. The identity of the selected contractor and all contractors contacted;
-

2. The contract price;
3. The nature and quantity of the performance that the city shall receive under the contract;
4. The using department; and
5. The time for performance under the contract.

C. Prior council approval by action memorandum is required before contract renewals or extensions are executed if the contract terms fall within the scope of subsection [A](#) of this section.

D. If contracts are awarded to more than one (1) bidder pursuant to an invitation for bids, contracts with different bidders shall be considered together for purposes of determining the application of subsection [A](#) of this section. If any contract to be awarded under a given bid is subject to council approval, the award of other contracts pursuant to the same invitation for bids may, at the discretion of the purchasing officer, be delayed pending council approval.

E. No grant to a governmental or quasi-governmental agency or to a private nonprofit corporation for any amount may be issued unless the council has approved a memorandum setting forth:

1. The identity of the grantee;
2. The grant amount;
3. The purpose to which grant funds are to be devoted; and
4. The department charged with administration of the grant.

F. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied.

G. Council approval via action memorandum as described in this section constitutes authorization for the city manager to execute the contract described in the memorandum.

H. Regardless of the amount involved, all contracts for professional lobbying services must be approved in advance by the council.

Article IX. Contract Disputes

4.20.440 — Administrative review of contract disputes.

~~A. A person having a claim concerning a contract or other matter arising out of this chapter (other than a bid protest as covered in BMC [4.20.270](#)) may file the claim with the purchasing agent. The claim must be accompanied by a filing fee as set out in the Bethel schedule of rates. When filing the claim, the claimant shall certify under oath:~~

- ~~1. That the claim is made in good faith;~~
- ~~2. That the supporting data are accurate and complete to the best of the claimant's knowledge and belief; and~~
- ~~3. That the amount requested accurately reflects the adjustment for which the claimant reasonably believes the city is liable.~~

~~B. A claim under this section must be filed within thirty (30) calendar days after the claimant becomes aware of the basis of the claim or should have known the basis of the claim or within such shorter period as may be required in the contract, whichever is earlier. If the claim does not meet the requirements of subsections [A](#) and [B](#) of this section, it shall be denied.~~

~~C. If a claim asserted concerning a matter arising out of this chapter cannot be resolved by agreement, the purchasing agent shall issue a written decision and serve it upon the claimant. The purchasing agent shall make the decision not more than thirty (30) calendar days after receipt of all necessary information from the claimant, except that if the claim is for more than fifty thousand dollars (\$50,000), the decision will be made within sixty (60) calendar days after receipt of all necessary information. If the claimant fails to furnish necessary information requested by the purchasing agent, the purchasing agent shall proceed to decide the claim and may, in the purchasing agent's discretion, deny all or part of the claim because of the failure to furnish necessary information.~~

~~D. During an appeal under this chapter, the claimant may not rely on or introduce information that the claimant has failed to furnish to the purchasing agent in support of the claim. Before issuing the decision, the purchasing agent shall review the facts relating to the claim and obtain necessary assistance from legal, fiscal, and other advisors.~~

~~E. The purchasing agent shall furnish a copy of the decision to the claimant by certified mail or other method that provides evidence of receipt. The decision must include:~~

- ~~1. A description of the claim;~~
- ~~2. A reference to the pertinent contract provisions;~~
- ~~3. A statement of the agreed-upon and disputed facts;~~
- ~~4. Findings of fact about the claim;~~
- ~~5. A determination of any amount payable;~~
- ~~6. A statement of reasons supporting the decision; and~~
- ~~7. A statement substantially as follows: This is the final decision of the purchasing agent. This decision may be appealed to the City manager. If you appeal, you must file a written notice of appeal with the City manager within fourteen (14) calendar days after you receive this decision.~~

4.20.450 — Appeal of purchasing agent's decision.

~~A. An appeal from a decision of the purchasing agent on a contract claim (excluding bid protests) arising out of a matter in this chapter may be filed by the claimant with the city manager. The appeal by a claimant shall be filed within fourteen (14) calendar days after the decision is received by the claimant. An appeal by a claimant may not raise any new factual issues or theories of recovery that were not presented to the purchasing agent in the decision under BMC [4.20.440](#). The claimant shall serve a copy of the appeal with the purchasing agent at the time of filing with the clerk.~~

~~B. An appeal must contain a copy of the decision being appealed and identification of the factual or legal errors in the decision that form the basis for the appeal.~~

~~C. The city manager shall appoint a hearing officer.~~

4.20.460 — Hearing procedures.

~~A. The hearing officer shall arrange for a prompt hearing and notify the parties in writing of the time and place of the hearing. The hearing shall be conducted in an informal manner.~~

~~B. The hearing officer may:~~

- ~~1. Hold prehearing conferences to settle, simplify, or identify the issues in a proceeding, or to consider other matters that may aid in the expeditious disposition of the proceeding;~~
- ~~2. Require parties to state their positions concerning the various issues in the proceeding;~~
- ~~3. Require parties to produce for examination those relevant witnesses and documents under their control;~~
- ~~4. Rule on motions and other procedural matters;~~
- ~~5. Regulate the course of the hearing and conduct of the participants;~~
- ~~6. Establish time limits for submission of motions or memoranda;~~
- ~~7. Impose appropriate sanctions against a person who fails to obey an order of the hearing officer, including:~~
 - ~~a. Prohibiting the person from asserting or opposing designated claims or defenses or introducing designated matters into evidence;~~
 - ~~b. Excluding all testimony of an unresponsive or evasive witness; and~~
 - ~~c. Excluding a person from further participation in the hearing;~~
- ~~8. Take official notice of a material fact not appearing in evidence, if the fact is among the traditional matters subject to judicial notice;~~
- ~~9. Administer oaths or affirmations;~~
- ~~10. Exclude witnesses when not testifying.~~

~~C. The parties shall have the right:~~

- ~~1. To present witnesses and evidence; and~~
-

~~2. To cross-examine opposing witnesses and rebut evidence.~~

~~D. The hearing will be open to the public.~~

~~E. The hearing shall be recorded. A transcribed record of the hearing shall be made available at cost to a party that requests it.~~

~~F. The hearing officer shall review the purchasing agent's decision using a preponderance of evidence standard with the burden of proof on the claimant. [Ord. 14-27 § 4.]~~

4.20.470 — Determination after hearing.

~~A. The hearing officer's decision will be written findings of fact and conclusions of law and will be made within thirty (30) calendar days of the end of the hearing, except that if the amount claimed exceeds fifty thousand dollars (\$50,000), the decision will be made within seventy-five (75) calendar days of the end of the hearing. The decision shall include a statement substantially as follows:~~

~~This is the final decision of the hearing officer. This decision may be appealed to a court. If you appeal, you must commence your lawsuit in the Superior Court for the State of Alaska at Bethel within thirty (30) calendar days after your receipt of this decision.~~

~~B. The hearing officer shall deliver the written decision to the city manager and serve the written decision on the parties by fax and by mail.~~

~~C. *Appeal to Superior Court.* An appeal may be made from the written decision of the hearing officer pursuant to the Alaska Rules of Appellate Procedure to the Superior Court for the state of Alaska at Bethel only. [Ord. 14-27 § 4.]~~

4.20.480 — Misrepresentation and fraudulent claims.

~~A. A person who makes or uses in support of a claim or a bid protest under this chapter a misrepresentation, or who practices or attempts to practice a fraud, at any stage of proceedings relating to a matter arising out of this chapter:~~

- ~~1. Forfeits all claims relating to that procurement or contract; and~~
- ~~2. Is liable to the city for reimbursement of all sums paid on the claim, for all costs, including without limitation actual attorney's fees, attributable to review of the claim or protest, and for a civil penalty equal to the amount by which the claim is misrepresented.~~

~~B. The purchasing agent, hearing officer, or court shall make specific findings of misrepresentation, attempted fraud, or fraud before declaring a forfeiture under subsection [\(A\)\(1\)](#) of this section.~~

~~C. Suits to recover costs and penalties under subsection [\(A\)\(2\)](#) of this section must be commenced within six (6) years after the discovery of the misrepresentation, fraud, or attempted fraud.~~

~~D. In this section, "misrepresentation" means a false or misleading statement of material fact, or conduct intended to deceive or mislead concerning material fact, whether or not it succeeds in deceiving or misleading. [Ord. 14-27 § 4.]~~

4.20.490 — Exclusive remedy.

~~The bid protest and claims procedures in this chapter provide the exclusive procedure for asserting a bid protest or claim against the city in relation to a matter arising under this chapter. [Ord. 14-27 § 4.]~~



City of Bethel
Finance Department
Monthly Manager's Report for August 2023

Date: August 1st–August 31st, 2023
To: Alan Lanning, Interim City Manager
From: Alexandra Batchelor, Acting Deputy
Finance Director
Subject: Management Report, August 31st, 2023

The Finance Department's Monthly Managerial Report details the progress, activities, plans, and challenges of the Finance Department for August 2023.

Current Events within the Finance Department

- The City's financial auditors, BDO, continue to review and complete the FY2021 audit and FY2021 Single Audit. They relate the remaining concerns to complaints and allegations from a previous city employee. BDO's ongoing delay in releasing the City's financials is having a negative impact on the City's ability to apply for grants and meet loan commitments. The City Attorney has drafted a demand letter to send to BDO.
- The external auditors, Altman Rogers, are preparing to begin the FY2022 audit in October. Carmen Jackson CPA (Christina and Cheryl) has completed most of the audit preparation, year-end adjusting entries, and internal controls testing for the FY2022 audit.
- The Finance Department continues facilitating the Yukon-Kuskokwim Regional Health and Aquatic Center's transition to implement a new payment-processing vendor. As an outcome of this transition, the City will receive all revenues directly from the pool.
- Alexandra has been working with the IRS in reviewing the City's case regarding 720 and 941 forms. The issue stems from reporting periods Q2 and Q3 2022.
- Carmen Jackson CPA, Crystal, updated the FY2024 Utility Rates in Caselle for the 8/23 billing cycle and uploaded them to the City Website. I discovered it was that we have not updated the city Garbage rates in several years.
- The Finance Department is researching the Payoff of the USDA Jetty Loan.
- The Finance Department is researching an overpayment of the State Service Patrol Grant.

- The Finance Department is reviewing the 2023 and 2024 Capital Improvement Plans (CIP) to ensure that the correct carryovers and balances were brought forward accurately.
- Final Billed unpaid Utility accounts are being processed for LifeQuest Collections.
- Updating our Delinquent and Shut-off notice procedure and notices.
- Collected Delinquent funds on Utility and Sales Tax accounts.

Personnel

Staffing/Recruitment

- Interim Finance Director arrived 08/14/2023.

Open Positions

- Finance Director.
- Deputy Finance Director.
- Accounting Specialist I–Sales Tax.
- Accounting Specialist I–Utility Billing.
- Accounting Specialist I–Payroll/AP.

Select Tasks & Statuses by Division

All divisions are performing daily and monthly tasks as expected.

Internal Improvements

The following is a list of internal tasks, actions, projects, or changes that we have made within the Finance Department to improve operations:

- The Finance Department is continuing to encourage customers to make payments online.
- The Finance Department contacted Caselle to serve as the backup for the ORS. This change will improve communication between finance and the hauled and piped utilities.
- The Finance Department also contacted Caselle to start a discussion on a public-facing web portal for Business Licenses.

- The Finance Department implemented a new payment option for utilities to accept payments via mobile app.

Finance Committee

Finance Committee Meeting August 2023

- Meeting we had a quorum.

Challenges

- No new applicants for open positions within our department. We continue to search for alternative avenues for recruiting. With the department's recent departures of the Finance Director and Deputy Finance Director, we continue to uncover uncompleted projects and strive to rectify them professionally and quickly.

Goals for the Near Future

- Improve office morale, fill vacancies, increase customer hours, serve our customers, and continue exploring more efficient and effective procedures, making this department more fluid. Besides recognizing and improving any inconsistencies within our Sales Tax Code.

Report Criteria:

Accounts to include: With balances
 Include Funds: 100
 Print Fund Titles
 Page and Total by Fund
 Include Sources: None
 Print Source Titles
 Total by Source
 Include Revenues: None
 Include Departments: 53
 Print Department Titles
 Total by Department
 All Segments Tested for Total Breaks

Account Number	Account Title	2023-24 Current year Budget	2023-24 Current year Actual	2023-23 Remaining Balance
GENERAL FUND				
FINANCE				
100-53-6000	SALARIES	571,585.00	61,067.36	510,517.64
100-53-6010	OVERTIME	19,000.00	8,988.55	10,011.45
100-53-6022	HOLIDAY PAY	3,000.00	1,905.12	1,094.88
100-53-6023	LEAVE CASHOUT	11,248.00	3,479.46	7,768.54
100-53-6031	PAYABLE MEDICARE FICA	8,563.00	1,125.23	7,437.77
100-53-6032	UNEMPLOYMENT	10,512.00	348.00	10,164.00
100-53-6033	WORKERS' COMPENSATION	1,526.00	154.96	1,371.04
100-53-6034	PERS	129,929.00	15,604.94	114,324.06
100-53-6040	EMPLOYEE GROUP BENEFITS	222,495.00	22,084.84	200,410.16
100-53-6041	UTILITY BENEFIT	39,900.00	5,645.38	34,254.62
100-53-6060	TRAVEL/TRAINING	20,000.00	2,169.98	17,830.02
100-53-6100	SUPPLIES	16,000.00	4,093.02	11,906.98
100-53-6150	GASOLINE/DIESEL/OIL	1,200.00	.00	1,200.00
100-53-6170	TELEPHONE	100.00	16.70	83.30
100-53-6171	STAFF CELLULAR PHONES	1,750.00	198.84	1,551.16
100-53-6200	MINOR EQUIPMENT	8,000.00	129.99	7,870.01
100-53-6230	VEHICLE MAINT/REPAIR	2,000.00	205.58	1,794.42
100-53-6231	VEHICLE PARTS & TOOLS	.00	350.67	350.67-
100-53-6310	Admin-Outsourced Services	90,000.00	.00	90,000.00
100-53-6311	AUDITING EXPENSE	127,500.00	.00	127,500.00
100-53-6331	HARDWARE/SOFTWARE SUPPORT	15,000.00	5,917.57	9,082.43
100-53-6335	OTHER PROFESSIONAL FEES	205,000.00	69,173.40	135,826.60
100-53-6400	INSURANCE	7,100.00	1,420.68	5,679.32
100-53-6502	ADVERTISING	2,500.00	.00	2,500.00
100-53-6503	DUES & SUBSCRIPTIONS	5,000.00	310.00	4,690.00
100-53-6506	POSTAGE	1,000.00	.00	1,000.00
100-53-6530	FINANCE CHARGES/PENALTIES	300.00	.00	300.00
100-53-6531	BANK CHARGES	52,000.00	8,952.27	43,047.73
100-53-6532	CASH OVER/SHORT	500.00	.03	499.97
100-53-6533	IRS PENALTIES AND INTEREST	2,000.00	.00	2,000.00
100-53-6539	MISCELLANEOUS EXPENSES	4,000.00	272.81	3,727.19
100-53-6700	INDIRECT COST RECOVERY	805,262.00	100,862.42	704,399.58
100-53-6711	ADMIN OVERHEAD-IT SVCS	30,100.00	6,363.63	23,736.37
Total FINANCE:		2,414,070.00	320,841.43	2,093,228.57
GENERAL FUND Revenue Total:		.00	.00	.00
GENERAL FUND Expenditure Total:		2,414,070.00	320,841.43	2,093,228.57

Account Number	Account Title	2023-24 Current year Budget	2023-24 Current year Actual	2023-23 Remaining Balance
	Net Total GENERAL FUND:	2,414,070.00-	320,841.43-	2,093,228.57-
	Net Grand Totals:	2,414,070.00-	320,841.43-	2,093,228.57-

Report Criteria:

Accounts to include: With balances
Include Funds: 100
Print Fund Titles
Page and Total by Fund
Include Sources: None
Print Source Titles
Total by Source
Include Revenues: None
Include Departments: 53
Print Department Titles
Total by Department
All Segments Tested for Total Breaks

Committee Name 2023 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Rose Henderson (Mayor)	E	P	P	E	E	P	P	P				
CarolAnn Willard (Chair)	E	P	E	E	P	P	P	P				
Robert Rey (Vice Chair)	P	P	P	P	E	U	E	P				
John Hamilton	E	P	P	P	P	P	U	P				
Farah Sears	P	E	P	E	P	P	U	P	E			
Aaron Vassalotti - Ex Officio						P	P					
Xavier Mason - Ex Officio	P	P	P	P	P							
Alexandra Batchelor Ex Officio	P	P	P	P	P	P	P					
Brent Hartzel Ex Officio	P											

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.

Vacancy shall be declared by the body when a member:

- Fails to attend 3 regular meetings without being excused by the body
- Fails to attend 3 special meetings without being excused by the body
- Fails to attend 65% of regular meetings

P=Present
E=Excused
U=Unexcused

Chair determines excused/unexcused during roll call. If a member disagrees with the the chair, a motion to overule the decision of the chair can be made