

CITY OF BETHEL

City Council Meeting Agenda, November 2, 2023 – 6:00 PM

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

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

Council Members: Mayor Mark Springer, Vice-Mayor Sophie Swope, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGl4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

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

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



5:30 p.m. "Meet and Greet" City Manager Candidate Jonathan Kirksey!

The public will have an opportunity to meet and greet City Manager Candidate Jonathan Kirksey before the meeting begins.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- 4.1. *Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to www.cityofbethel.org.*



5. APPROVAL OF AGENDA

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- 7.1. City Manager Candidate Interview- Jonathan A. Kirksey

- 7.2. Pursuant to Bethel Municipal Code 3.16.030.D, Appointing Acting City Manager (Mayor Springer)

8. EXECUTIVE SESSION

- 8.1. In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) (Mayor Springer)

9. ADJOURNMENT

Posted October 27, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

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

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

Jonathan A. Kirksey

Contact Information

[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Education

- Bachelor of Science – Economics/Finance
Texas Southern University, Houston, Texas

Work History

11/2022 to 2/2023	<u>Ranch House Co.</u> CEO
5/2022 to 8/2022	City of False Pass, Alaska (population 342) Director of Public Works
4/2022 to 5/2022	<u>J. Fisher Van Line</u> Project Manager/Consultant
8/2021 to 3/2022	<u>City of Bay City</u> Public Works Assistant Director
11/2020 to 8/2021	<u>City of Beloit</u> Director of Public Works Operations
11/2018 to 10/2019	<u>Ellipse Global/ICS</u> Director of Operations/VP
October 2018	<u>City of Glenn Heights</u> Director of Public Works

Work History – continued

2016 to 2018	<u>City of Sherman</u> Assistant Public Works Director
2010 to 2016	<u>Fluor, Greenville, South Carolina</u>
2011 to 2016	Public Works Site Supervisor
2010 to 2011	Human Resource/Public Works Assistant Site Supervisor
2008 to 2010	<u>KBR, Houston, Texas</u> Human Resource Associate
2007 to 2009	<u>Community Advertising, Dallas, Texas</u> Owner
2006 to 2007	<u>Edward Jones, Dallas, Texas</u> Broker

Data Summary:

Candidate:	Jonathan A. Kirksey
Organization:	Ranch House Co.
Position:	CEO
Organization Budget:	\$15 million
Department Budget:	\$11 million
Total Number of Employees in Organization:	45
Total Number of Employees in Department:	6
Expected Salary:	-
Reporting Relationship:	Ownership
Years of Experience:	17

JONATHAN A. KIRKSEY

It is with great interest that I forward my CV/Resume for your consideration.

****SECRET CLEARENCE****

PROFESSIONAL PROFILE

Member of Department of Public Works Site Management having more than 12 years of extensive experience in Management, Budgeting, Public Works, Environmental Health & Safety and Civil construction field. Highly equipped in directing all phases of Public Works activities including Road Maintenance and construction, Disinfected Potable and Non Potable Water, direction of engineering support, building and facility maintenance, Parks/Recreation, vehicle and equipment maintenance, quality control, waste water management and general labor programs, traffic signs and signals, environmental code and solid waste. Possess strong expertise in planning, designing and delivery of multi-disciplinary capital improvement program for government initiated projects, facilities, transportation, utility and other infrastructure systems. Strategic leader with proven track record of building and leading effective cross-functional, multisite, and multi-business teams, driving change initiatives, and implementing "Needs Assessments and Analysis" strategies. Able to manage and coordinate all construction activities and ensure that all project deliverables are achieved with regards to safety, quality, program needs, time constraints and cost.

BUSINESS ACHIEVEMENTS

- Standing 0% incident Safety rating throughout various camps in Afghanistan (various sites), Sherman TX, Glenn Heights TX, Ellipse Global (Snohomish, WA), Bay City TX, Beloit WI and False Pass Alaska.
- Successfully supervised and completed \$2.9 Million project for Base Living Standards with zero safety incidents.
- Supervised without incident – \$1.2 Million project for power optimization and rewiring the current electrical grid – with zero safety incidents
- Member of the Management team tasked with supervising FOB Shanks \$16 million Area 36 Expansion
- Increased Fluor's foot print on Camp Scorpion to meet the growing camp and demand for services through the completion of a \$9.2 Million Construction Order.
- Met all deadlines associated with "Letters of Technical Direction" from the US Government.
- Received high marks on all Performance Evaluations during my LOGCAP career.
- **Key strengths include:**
 - **Strategic Planning**—contributes to the overall success of projects by seeing the bigger picture and knowing how to break deliverables down into manageable tasks.
 - **Project Management**—skilled in setting priorities, establishing timelines, and finding solutions to issues before becoming problematic through the use of Assessment Analysis
 - **Strong Communication Skills**—combines an approachable style and in-depth knowledge of methodologies that instills confidence in others to get the job done on schedule and on budget.
 - **Effective Team Leadership**—employs patience and perseverance, adapting to cultural differences and maximizing team contributions.

Personal and Confidential

PROFESSIONAL EXPERIENCE

Ranch House Co.

November 2022-February 2023

CEO

Managed and directed the company toward its primary goals and objectives. Oversaw employment decisions at the executive level of the company. Led a team of executives to consider major decisions including acquisitions, mergers, joint ventures, or large-scale expansion (Wal-Mart, Allsup's etc.).

- Worked with the owners and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- Presented regular reports on the status of the company's operations to the board of directors and to company staff.
- Oversaw the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Reviewed the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Ensured the company's compliance with all applicable laws, rules, regulations, and standards.
- Negotiated with other companies regarding actions such as mergers, acquisitions, or joint ventures.
- Performed other related duties to benefit the mission of the organization.

City of False Pass Alaska

May 2022– Aug 2022

Director of Public Works

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Worked with Council/Mayor to correct some budgetary items within the City
- Responsible for harbor management, projects with coast guard,
- Managed and directed all admin staff within the City
- Created Preventive Maintenance for disaster planning
- Created new positions
- Created and Maintained safety benefit program
- Manage personnel issues
- Responsible for promotions, demotions and employee rehabilitation efforts
- Balance quarterly profit versus loss statements for public works, parks and recreation, cemetery services and community engagement involvement programs.

Personal and Confidential

J. Fisher Van Line

April 2022– May 2022

Project Manager/Consultant

Assisted ownership in a start-up company to provide timely delivery options to customers. Built policy and procedures for employees and drivers.

- Build/Manage Website
- Created virtual moving experiences
- Procurement of vehicles
- Recruitment of staff
- Responsible for taking existing budget and forecasting versus trends
- Track profit versus loss statements
- Coaching to create culture
- Trained sales staff to create new leads
- Conducted Bi-Weekly meetings with stakeholders
- Served as facilitator for ownership
- Contract Management
- Facilitated sale of company for profit

City of Bay City

August 2021– March 2022

Public Works Assistant Director

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Monitor Budget
- Responsible for street rehab, projects, equipment and contracted services
- Created Preventive Maintenance for flood preparation planning
- Created new positions that benefit the City of Bay City
- Created and Maintained safety benefit program
- Manage personnel issues
- Responsible for promotions, demotions and employee rehabilitation efforts
- Balance quarterly profit versus loss statements for public works

City of Beloit

November 2020 – August 2021

Director of Public Works Operations

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Coordinated snow and ice removal plans
- Created new positions that benefit the City of Beloit
- Balance quarterly profit versus loss statements for public works

Personal and Confidential

Ellipse Global/ICS

November 2018- October 2019

Director of Operations/VP

Responsible for creating all policies and procedures for work related activates for Base Camp Operations and Disaster Relief. Maintaining the ultimate goal of restructuring the Base Camp Operations to mirror that of a municipality's Public Works Department. Standardizing all practices across multiple business lines, while changing culture. Traveling to multiple cities/states within the United States, updating the COO, CFO and CEO with current processes. Ensuring a zero percent safety rating across sites and guaranteeing projects remain on schedule. Teaching Base Camp Managers Critical Path practices and promoting preventive maintenance plans.

- Created Pre/Post Trip vehicle maintenance plans
- Created After Action Review process
- Created Employee Evaluation plan
- Created Strategic Plan
- Created a functional budget for New Mexico project
- Work with local/state authorities to obtain all required licenses including water permits.
- Identified employee mobilization plan to save resources within travel plans
- Lowered cost with Man Camp Quahada RV Park in New Mexico.
- Staffed sites at a lower salary rate for higher qualified employees while offering training for under qualified employees.
- Created all job descriptions for management level positions
- Created chain of command format in regards to employee concerns

City of Glenn Heights

October 2018

Director of Public Works

Responsible for all personnel within a public works department including, day-to-day maintenance of the City's infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

City of Sherman

July 2016 – September 2018

Assistant Public Works Director

Responsible for a resident population of roughly 37,000 with an \$89 million dollar tax base. Of which \$8 million dedicated to the Public Works Departments.

- Created Public Works Policies and Procedures for all employees with in the various departments
- Budget reviews with department managers
- Service a residents base of over 37,000
- Directing the City Public Works operation with includes Fleet, Solid Waste, Environmental Code, Traffic Operations and Streets departments.
- Created current Preventive Maintenance Program
- Evaluate Managers and Supervisors to ensure streamlined objectives and goals are met.
- Created and Oversee the Public Works Safety Program
- Coordinate with local Contractors on outsourced construction projects
- Provide departmental updates to the City Manager and Assistant City Manager
- Manage departmental disciplinary actions
- Responsible for coordinating with City Engineer on Texas Department of Transportation projects.
- Communicate with City Residents concerning complaints, projects and planning

Personal and Confidential

- Train Managers and Supervisors in departmental policies and initiatives
- Actively manage succession planning for Managers and Supervisors
- Complete employee evaluations
- Prioritize Public Works projects throughout the city
- Monitor budgets for various public works departments
- Mitigation planning for incident recovery
- Oversee contracted labor support – Mowing Contract, Streets Contract, and Bridge Reconstruction Contract.
- Develop Service Maps for growing city via annexation of multiple areas including 100 new homes

Fluor – Greenville SC (LOGCAP)
Public Works Site Supervisor

March 2011 – July 2016

Responsible for directing and coordinating all aspects of site public works operations, departments, and activities. Manage public works departments in a manner that ensures ongoing compliance with applicable contractual, statutory and procedural requirements. Coordinates and schedules activities of all departments within the public works family to ensure that support is provided in a manner that remains consistent with Fluor Safety initiatives. Evaluates and assesses the construction support requirements of the company as well as develops and provides the types and levels of expertise and services required to support employee/customer operations. Investigates technical and construction-related problems to determine their cause and recommends resolution. Directs the effective operation of site service functions; develops and implements improvement initiatives as needed. Responsible for executing financial performance of site budget in terms of employee tiers. Coordinates site operations and activities with other locations, military contacts and AO Management. Actively provide direction and oversight for all Fluor subcontracted employees. Serve as a member of the Site Management team and effectively contribute to the development/execution process of projects throughout various bases in Afghanistan.

- Directing the US Military's Public Works operation which involves managing all phases of base public works, including waste water treatment, NTV (fleet) maintenance, contractor and military facilities and road maintenance.
- Researching and executing improvements to the operation of the departments, formulation of policies, and coordination of activities in accordance with general order one, SANDBOOK Standards, and ethical business policies established by the US Government and Fluor.
- Brief department budgets, trends, controlled expenditures and approve all personnel requisitions; advise the DPW Manager, Area Management and Government Military of all Public Works activities and problems accompanied by solutions.
- Overseeing the budgeting, maintenance, operation, planning, engineering and construction activities designed to provide quality water, wastewater and storm drainage services to the military base.
- Planning and prioritizing the Public Works maintenance and construction programs including evaluating the operational challenges prepare oversee bidding process for outsourced labor contracts for various Public Works activities.
- Coordinate and schedule activities of all departments within the DPW family to ensure that support is provided in a manner that remains consistent with Fluor and Government Safety initiatives.
- Actively supervise 14 different departments within the DPW/DOL fields
- Effectively direct the operation of service functions; develops and implements improvement initiatives as needed.
- Provide individual employee performance evaluations
- Track Work Orders, Service Orders and LOTDs through the use of MAXIMO
- Instruct and train employees regarding special government and company issued directives

Personal and Confidential

Fluor – Greenville SC (LOGCAP)

Jan 2010 – March 2011

Human Resource/Public Works Assistant Site Supervisor

In this capacity I served as the central glue between Management and employees. Directly responsible for assessing staffing needs as they related to the project on hand and being mindful of the current budget and future forecast. Responsible for effectively conveying all policy and procedure improvement to all employees on staff.

- Staffing
- Monitor/Manage all public works activities as it related to the US Military
- Family Medical Leave Act (FMLA) administration
- Conducted all new hire briefings
- Exit Interviews
- Organizing work space for new employees
- Led all Code of Business Ethics courses
- Updating personnel files and employee status changes
- Administering Leaves of Absences
- Job Rehabilitation
- Overseeing employee relation counseling
- Developing and implementing HR policies and procedures
- Health/safety management
- Staff amenities
- Salary administration
- Assist in training needs for employees and trade leads.

KBR – Houston TX (LOGCAP)

Jan 2008 – Jan 2010

Human Resource Associate

Assist with the administration of the day-to-day operations of the human resources functions and duties in the Fenty AO. As an HR Associate I was responsible for the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment. Additional duties included

- Recruiting Afghan workers and staffing logistics;
- Performance management and improvement tracking systems;
- Employee orientation, development, and training logistics and recordkeeping;
- Assisting with employee relations;
- Company-wide committee facilitation and participation;
- Company employee communication;
- Compensation and benefits administration and recordkeeping;
- Employee safety, welfare, wellness, and health reporting; and
- Employee services;
- Maintaining employee files and the HR filing system;

Personal and Confidential

- Assisting with the day-to-day efficient operation of the HR office.

Community Advertising – Dallas, TX

2007 – 2009

Owner

Responsible for coordinating and managing client accounts. Organized the execution of ad campaigns via marketing, promotions, creative design, and public relations.

- Assured smaller churches and organizations could afford proper advertisement
- Provide television time and studio time to low profit organizations and businesses
- Maintained a cost efficient budget that allowed us to offer services at a discounted price
- Hired qualified employees
- Built and maintained websites
- Managed 15 employees
- Served over 200 clients on a yearly bases
- Processed payroll
- Consistently performed elasticity test to assure our rates were lower than competitors and provided an equitable profit with the current market conditions
- Maintained profits through use of supply/demand module, assuring that marginal cost did not exceed our equilibrium point

Edward Jones – Dallas, TX

2006 – 2007

Broker

Convey rules and regulations of the market to prospective clients. Sign agreements with clients in accordance with the rules and regulations of the stock exchange. Express opinions about the price at which one can buy shares of a particular company, based on the data provided by the technical analysts of the stock market.

- Allocate Series 7 knowledge to better customers portfolios
- Worked on market demographics
- Assured clients were being offered proper advice according to their financial situations and stayed abreast with market fluctuations
- Built and maintained ethical business relationships

E D U C A T I O N

- **Texas Southern University, Houston TX**
Bachelor of Science, Economics/Finance (*Minor: Business Management*)
- **Townview Business Magnet, Dallas TX**
Diploma (*Major Focus: Accounting & Business Administration*)
 - IMSA Work Zone Certified
 - Level 1 IMSA – Course complete – (August 2017)
 - MAXIMO Certification of completion (Fluor) – 2010
 - Public Works Water Distribution Record Keeping
 - Project Management Professional - course complete –(August 2017)

R E F E R E N C E S

****Available upon request****

Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

Email *

[REDACTED]

NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. *

- ☒ Yes, I agree with these terms and conditions.
- ☐ No, please withdraw my application from this position.

First Name *

Jonathan

Last Name *

Kirksey

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)*

Jon Kirksey

Cell Phone: *

[REDACTED]

Preferred Pronoun (ex. He/She/They etc.) Optional

He

Male or Female (Optional):

☒ Male

☐ Female

☐ Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* *

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☐ LinkedIn Jobs
- ☐ LinkedIn News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☐ ICMA Job Board
- ☒ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter
- ☐ Other:

CURRENT EMPLOYMENT INFORMATION:

*

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):*

45

2. Total # of full time employees in your current or most recent department (if applicable): *

6

3. Total budget in your current or most recent overall organization (if applicable): *

15 million

*

4. Total budget of your department or areas of responsibility (if applicable):

11 million

5. Who do you (or did you) report to? (position title only/no proper names): *

Ownership

6. Related professional affiliations:

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

9. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. *

☒ Yes (please explain on Other line below)

☐ No

☒ Other: Texas 2018, Judge ruled on my behalf.

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

*

13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

15. Are you Authorized to work in the United States? *

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No