

CITY OF BETHEL

City Council Meeting Agenda, November 28, 2023 – 6:30 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=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

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

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- 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 CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

- 6.1. *11-14-2023 Regular City Council Meeting

7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

- 9.1. Reconsideration Of Public Hearing Of Ordinance 23-11(c): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Council Member Henderson) (Reconsideration sponsored by Council Member Snow)
- 9.2. Public Hearing Of Ordinance 23-11(d): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Council Member Henderson)
- 9.3. Public Hearing Of Ordinance 23-19: Amending Bethel Municipal Code 3.04, 3.16, 3.48, 3.60 To Establish Telework Opportunities For Non-Unionized Employees (Acting City Manager Arnold)

10. NEW BUSINESS

Posted November 21, 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

- 10.1. *Introduction Of Ordinance 23-11(e): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Acting City Manager Arnold)

11. REPORTS

- 11.1. Mayor's Report
- 11.2. City Manager's Report
- 11.3. Clerk's Report

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Posted November 21, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

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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

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on November 14th, 2023 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.

In the absence of the Mayor and Vice-mayor being present in the chambers, Clerk Strickler called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Beth Hessler City Council Member Patrick Snow City Council Member Mikayla Miller City Council Member Teresa Keller City Council Member Rose Henderson Mayor Mark Springer (telephonically)
Members Absent:
Vice-Mayor Sophie Swope
Also in attendance were the following:
Acting City Manager Arnold, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

Motion to elect Council Member Henderson as Mayor Pro tempore to preside over the meeting.

Moved by:	Patrick Snow
Seconded by:	Teresa Keller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

4. PEOPLE TO BE HEARD – Five minutes per person

No one present to be heard.

Item 4.1. - Written Public Comments

No Written Public Comments.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approval of the Consent and Regular Agenda.

Moved by:	Patrick Snow
Seconded by:	Mikayla Miller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Council Member Snow, Remove from the Consent Agenda, Item 10.2 Introduction of Ordinance 23-19.

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *10-24-2023 Regular City Council Meeting
Passed on the consent agenda.

Item 6.2. - *10-31-2023 Special City Council Meeting
Passed on the consent agenda.

Item 6.3. - *11-2-2023 Special City Council Meeting
Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Item 7.1. - Committee/Commission Agendas And Draft Meeting Minutes
Port Commission, Council Member Henderson- A meeting has not been held since the last city council meeting.

Planning Commission, Council Member Hessler- Received a report from the Planning administrative assistant. Postponed the consideration of an amendment to the Draft Comprehensive Plan, Chapter 8.

Community Action Grant Committee, Council Member Keller- A meeting has not been held.

Finance Committee, Council Member Snow- A meeting has not been held.

Public Works Committee, Council Member Springer- A meeting has not been held.

Public Safety and Transportation Commission, Council Member Miller- A special meeting was held on November 8th; housing is a major issue with recruitment of staff.

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 23-11(c): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Council Member Henderson)

Council Member Henderson opened the Public Hearing.

No one present to be heard.

Council Member Henderson closed the Public Hearing.

The action does not carry due to a lack of a motion to adopt.

Item 9.2. - Public Hearing Of Ordinance 23-18: Amending Bethel Municipal Code 2.60.030 Committees, Commissions, And Ad Hoc Committees, Appointment, Term, Vacancy, And Removal Of Members, Prohibiting Members From Being Absent From The City For More Than 90 Days Within A Calendar Year Without First Being Excused (Council Member Henderson)

Council Member Henderson opened the Public Hearing.

No one present to be heard.

Council Member Henderson closed the Public Hearing.

Main Motion: Adopt Ordinance 23-18.

Moved by:	Patrick Snow
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 23-11(d): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Council Member Henderson)

Passed on the consent agenda.

Item 10.2. - *Introduction Of Ordinance 23-19: Amending Bethel Municipal Code 3.04, 3.16, 3.48, 3.60 To Establish Telework Opportunities For Non-Unionized Employees (Acting City Manager Arnold)

Main Motion: Introduce Ordinance 23-19.

Moved by: | Patrick Snow

Seconded by:	Teresa Keller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Item 10.3. - *AM 23-31: Appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Springer)

Passed on the consent agenda.

Item 10.4. - *IM 23-17: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For October 2023-Utilities Maintenance - Water & Wastewater Activity Report (Acting City Manager Arnold)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Springer- Encouraged the people to drive carefully on the icy, snowy roads.

Council Member Henderson- Disappointed that the budget modification didn't get approved. Encouraged people to wear reflective gear and/or use a light at night.

Council Member Hessler- Excited to be an American. Thankful for Thanksgiving and how that represents our country's beginning.

Council Member Snow- Would like to review the Community Action Grant Funds. Thanked the Veterans.

Council Member Keller- Encouraged the public to use crosswalks as those parts of the road have better lighting.

Council Member Miller- Thought the budget amendment was on the consent agenda, apologized for the oversight.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mikayla Miller
Seconded by:	Mark Springer
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Meeting ended at 7:05 p.m.

Rose Henderson,
Mayor Pro Tempore

ATTEST:

Lori Strickler, City Clerk



CITY OF BETHEL

FINANCE COMMITTEE

MONDAY, NOVEMBER 20, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING LINK

[HTTPS://US06WEB.ZOOM.US/J/87274519480?PWD=WUTESNPDYVC3NKVYUHZZNDJKOVLAQT09](https://us06web.zoom.us/j/87274519480?pwd=WUTESNPDYVC3NKVYUHZZNDJKOVLAQT09)

MEETING ID: 872 7451 9480

PASSCODE: 060155

MEMBERS

John Hamilton , Chair
Robert Rey, Vice Chair
Farah Sears
Carol Ann Willard
Patrick Snow, 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 finance@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

- A. 11/20/2023

V. APPROVAL OF MEETING MINUTES

- A. 10/23/2023

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. Review BMC 2.60.170 Finance Committee duties. (Alexandra Batchelor)

VIII. EX OFFICIO REPORT

- A. October's Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 11/15/2023 at City Hall, AC Co., Swanson's, and the Post Office.

Alexandra Batchelor, Ex-Officio Staff

City of Bethel, Alaska

Public Safety & Transportation Commission

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on 11/08/2023, 2023 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:40 pm.

II. ROLL CALL

Present: Theresa Quiner, Mikayla Miller (Called in on Zoom), Musa Saliu, Melanie Fredricks, Joy Anderson

Absent: Farah Sears

Ex-Officio Present: Leonard "Pete" Hicks, Daron Solesbee, Riona Dela Cruz

III. PEOPLE TO BE HEARD

IV. APPROVAL OF AGENDA

MOVED:	Theresa Quiner	Motion to approve the agenda.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MINUTES

MOVED:	Theresa Quiner	Motion to approve the minutes from the regular meeting.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

VI. UNFINISHED BUSINESS

- A. Review of the additional budget request for both the Police and Fire departments for pay increases and bonuses in order to competitively recruit and retain employees.**

MOVED:	Theresa Quiner	Table item A. for the regular meeting in December with full supporting documents for pay increases and bonuses in order to competitively recruit and retain employees.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

B.

MOVED:		
SECONDED:		
VOTE ON MAIN MOTION	All in favor.	

C.

MOVED:		
SECONDED:		
VOTE ON MAIN MOTION	All in favor.	

VII. CHIEF's COMMENTS

Acting Chief Poole – See Report in Commission Packet.

Fire Chief Solsebee – See Report in Commission Packet.

VIII. TRANSPORTATION INSPECTOR'S REPORT

See Report in Commission Packet.

IX. COMMISSION MEMBER's COMMENTS

Theresa Quiner- "I wanted to thank both of your departments for participating in trunk or treat. They did a good job and the police dog, story time and Brown

Bag Lunch. Both went well. Officer Charles did a really good job, and the kids were excited to see him. Fire Department are doing story time next weekend, so I'll follow up with you. It's cool to get people coming in to talk about their jobs."

Melanie Fredericks- "Welcome Joy, Mikayla and Riona. Theresa put on a great Brown Bag Lunch to meet the Narcotics Canine a couple weeks ago. I think it would be nice to maybe do that here as well. It would be nice to have all our Commission members to meet Officer Charles and Officer K9 Zeus. Would like to hear more about that resource."

Makayla Miller- "Hi, I'm Makayla, I'm the new City Council Representative on the Commission. Thank you for accommodating the Zoom today."

Joy Anderson- "Hi, my name is Joy Anderson. I'm a new member of the Commission, so thank you, I'm so excited to learn more and see how this goes."

Musa Saliu- "I'd like to welcome Mikayla. I enjoy the commission other than that. I don't have anything else to add. Thank you, everyone."

X. ADJOURNMENT

MOVED:	Theresa Quiner	
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 7:21 pm.

APPROVED THIS _____ DAY OF _____, 2023.

Riona Dela Cruz, Recorder

Theresa Quiner, Chair

Introduced by: Council Member Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action: Fails due to lack of a motion.
Motion to Reconsider &
Public Hearing: November 28, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-11(c)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2024 OPERATING BUDGET

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2024.

WHEREAS, the Community Action Grant fund has a deficit of \$97,875;

WHEREAS, the Council estimated the revenues from the Alcohol Tax would result in a revenue gain of \$86,000 for FY24 Community Action Grant program, so the Council approved \$86,000 budget appropriation for the Community Action Grant;

WHEREAS, with the \$97,875 deficit in the fund, the city cannot distribute from the Community Action Grant line item, the amount remaining in the FY 24 operating budget for the Community Action Grant should be zero and the money estimated for the fund's allocation should go to the cash in combined funds;

WHEREAS, the Community Action Grant 2024 Second Quarter payments didn't get paid to recipients timely, \$12,540 was deducted from the FY24 budget bringing the line item allocation to \$73,460;

WHEREAS, Southwest Alaska Arts Group, applied during the FY24 Third Quarter, their application requests \$31,700 for the Camai Dance Festival but the application didn't get reviewed because the Community Action Grant Committee doesn't have an ex officio member appointed which resulted in a lack of oversight in the program;

Introduced by: Council Member Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action: Fails due to lack of a motion.
Motion to Reconsider &
Public Hearing: November 28, 2023
Action:
Vote:

WHEREAS, the Council wishes to fund the request for Southwest Alaska Art Group from the General Fund Revenues;

C-1 Community Services				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-72-6430	Community Action Grant	86,000	(73,460)	0
100-10100	Cash in Combined Funds	\$8,559,952	\$73,460	\$8,633,412
100-72-6507	Donations (Southwest Alaska Art Group)	\$0	\$31,700	\$31,700
100-10100	Cash in Combined Funds	\$8,633,412	(\$31,700)	\$8,601,712

SECTION 3. Effective Date. This Ordinance shall become effective upon the passage by the Bethel City Council.

ENACTED THIS 28th DAY OF NOVEMBER 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

Community Action Grants History and Analysis

Brent Hartzell, Interim Finance Director
(with thanks aplenty to Lori Strickler)

November 20, 2023

Grants approved by CAG Committee

- FY 2018: \$28,300
- FY 2019: \$85,159
- FY 2020: \$111,105
- FY 2021: \$140,108
- FY 2022: \$71,422
- FY 2023: \$151,278
- TOTAL APPROVED THROUGH 6/30/2023: **\$587,372**

20% of Collected Alcohol Tax

- FY 2018 (after November 30, 2017): \$89,219
- FY 2019: \$121,332
- FY 2020: \$111,363
- FY 2021: \$88,370
- FY 2022: \$72,308
- FY 2023: \$71,351
- TOTAL COLLECTIONS THROUGH 6/30/2023: **\$553,943**

Adjustments to Grants and Net Balance

- Refunded Grants: \$9,066
- FY20 Grant Not Remitted: \$10,000
- Interest Collected: \$616

- ACTUAL EXPENDITURES: $\$587,372 - \$19,066 = \$568,306$
- ACTUAL REVENUES: $\$553,943 + \$616 = \$554,559$
- NET DEFICIT AT 6/30/2023: **\$13,747**

Other Factors

- Interest forfeited from not having a designated account from inception to 2021 is about \$2,500
- Interest is being forfeited from not using money market account since 2021; need to use AMLIP instead of bank account to generate market-rate interest going forward
- I will update Council and Finance Committee monthly on CAG balance status
- CAG appropriations lapse with end of fiscal year and need be reappropriated each July 1

FY 2024 CAG Status

- Balance at 6/30/2023: -\$13,747
- 20% of alcohol tax revenue generated since 7/1/23: \$25,877
- Grants approved in July 2023: \$12,540
- ESTIMATED CAG BALANCE ON 11/20/2023: **Overspent by \$410**
- Projected additional and available revenue by 6/30/24: \$50,000
- Available for allocation to 6/30/24: **approximately \$49,600**

Introduced by: Mayor Henderson
Introduction Date: November 14, 2023
Public Hearing Date: November 28, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-11(d)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2024 OPERATING BUDGET

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2024.

WHEREAS, the Bethel City Council wishes to strengthen the role of the City's Chief Executive Officer by reinstating an Administrative Assistant to support the City Manager's Office;

WHEREAS, the administrative assistant to the City Manager position shall be responsible for accepting and processing claims against the city, track and coordinate contract and lease engagements and amendments, assist in community engagement through social media posts, act as back up ex officio to the committees and commissions, prepare newsletters, and other work associated with supporting the operations of the City Manager's Office;

WHEREAS, the City Manager shall be provided the resources necessary to create long term strategic goals for the municipality while also being accessible, and responsive to, the public, outside agencies, department heads, city council members, committee/commission members;

WHEREAS, with this resource, the City Council knows the city manager can reduce reliance on outside contractors for public relations support services, improve tracking of claims against the City and contracts and leases, strengthen public relations and governmental transparency while also prioritizing long range strategic plans;

WHEREAS, the administrative assistant starting rate at an A Step is \$49,608 with 2.5% increases per step under the recently ratified 2023 Union Agreement, with experience an applicant could qualify for slight increases to the starting

Introduced by: Mayor Henderson
Introduction Date: November 14, 2023
Public Hearing Date: November 28, 2023
Action:
Vote:

rate which the Administration needs to be prepared for, the proposed amendment would provide pay of up to \$25.05 per hour at step C for the remainder of the fiscal year, the benefits for Administrative Personnel does not need to be changed as there are vacancies in the department that have provided a surplus of funds.

D-1 Administrative Personnel 100-51				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
R3 R2	Executive Administrative Assistant	0	<u>\$36,000</u>	\$36,000
6010	Overtime Pay	0	<u>\$500.00</u>	\$500.00
100-10100	Cash in Combined Funds	\$7,614,678.55	(\$36,500)	\$7,578,178.55

SECTION 3. Effective Date. This Ordinance shall become effective upon the passage by the Bethel City Council.

ENACTED THIS 28th DAY OF NOVEMBER 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Acting City Manager Arnold
Introduction Date: November 14, 2023
Public Hearing Date: November 28, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #23-19

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE 3.04, 3.16, 3.48, 3.60 TO ESTABLISH TELEWORK OPPORTUNITIES FOR NON-UNIONIZED EMPLOYEES

WHEREAS, because many executive level positions are vacant for significantly longer periods of time than expected, the City of Bethel is considering alternatives to the standard hiring practices to meet our current and future operational needs;

WHEREAS, current non-represented vacancies include:

- Planning Director (vacant for 15 months)
- City Manager (vacant for 4 months)
- Finance Director (vacant for 13 months)
- Deputy Finance Director (vacant for 5 months);

WHEREAS, over the last two months, the City has promoted these vacancies through expensive position announcements, promotional placements, and email blasts with reputable government employment sites and the following number of applications were received:

- 1 application for Finance Director
- 1 application for Planning Director
- 8 applications for Human Resources (advertised with telework opportunity);

WHEREAS, trends have resulted in a competitive hiring market where job seekers are in a strong bargaining position and have many employment options;

WHEREAS, local governments are limited in how flexible they can be in critical areas, specifically, negotiation of pay and benefits for employees, but also in providing teleworking opportunities and a fully flexible work schedule, which are attractive to many seeking employment;

WHEREAS, there is a significant talent gap for these public sector positions, as there aren't enough qualified and interested local candidates to fill these roles, and the City's salary and benefits packages are not competitive enough to attract people to apply for open positions;

Introduced by: Acting City Manager Arnold
Introduction Date: November 14, 2023
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Action:
Vote:

WHEREAS, by integrating teleworking opportunities for certain positions, the City can maximize the applicant pool, providing the municipality with more options;

WHEREAS, the salaries for employees living in Bethel are much higher than those in many other areas of the state and country, and the teleworking pay scales in this amendment mirror the State of Alaska's listing percent differential based on the teleworking location, and with the adoption of the scale, the City would benefit from salary savings when hiring employees under a teleworking agreement;

WHEREAS, when considering what positions and employees are appropriate for teleworking, the City's goal shall be to hire staff for leadership positions who can mentor and develop leadership skills of onsite staff to promote career advancement for Bethel residents to move into managerial roles;

WHEREAS, by establishing teleworking standards, the City is adapting to the national labor trend of remote work and identifying a possible solution to our growing vacancy issue, which is affecting municipal functions by reducing our access to a qualified labor pool;

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA,

Section 1. Classification.

Section 2 Amendment, of this ordinance is permanent in nature and shall be placed in the Bethel Municipal Code.

Section 3 Scale Adoptions, of this ordinance is permanent in nature but shall not be placed in the Bethel Municipal Code.

Section 2. Amendment. Bethel Municipal Code 2.50.190, Employment prohibited, is amended, old language is stricken, and new language is underlined.

Chapter 3.04

DEFINITIONS

3.04.010 Definitions.

As used in this title:

- A. "Appointment" means those methods by which a person is designated to fill a specific vacant position.
- B. "At will" means an employment relationship that can be terminated by either the employee or the employer at any time for any reason or no reason, with or without notice.
- C. "Class" means a group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training, experience or skill, and such other characteristics that the same title, the same test of fitness and the same range of compensation apply to each position in the group.
- D. "Classification" means the process of obtaining adequate position descriptions, gathering necessary additional information, making comparison with other position descriptions and with class specifications, etc., and, finally, of taking official action by allocating a position to a particular pay range.
- E. "Classification plan" means the orderly arrangement into classes of all positions in the city service, and a listing of class title, class codes and pay ranges assigned to each class.
- F. "Department" means a city department as authorized by municipal ordinance. Authorized departments are administration, finance, fire, police, public works, and community services.
- G. "Department head" means the highest supervisory position of a city department.

H. "Discipline" means a procedure or action taken to correct deficient performance; or punishment for not following set policies and procedures; or an action taken against an employee to maintain order and control.

I. "Employee" means any person in the employ of the city who is not within the collective bargaining unit and whose activities are directed by the city.

J. "Examination" means objective evaluation of skills, experience, education and other characteristics demonstrating the ability of a person to perform the duties required of a position.

K. "Immediate family member" means:

1. The spouse of the person;
2. Another person cohabitating 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, stepparent, sibling, stepsibling, grandparent, aunt or uncle of the person; and
5. A parent, stepparent, sibling or stepsibling of the person's spouse.

L. "Manager" means the city manager or their designee.

M. "Personnel office" means that office designated by the city manager to take care of and be responsible for personnel matters within the city job service.

N. "Position" means the duties and responsibilities assigned to an employee requiring full-time or part-time employment.

O. "Primary duty station" means Bethel, Alaska.

P Θ "Promotion" means a change in status of an employee from a position of one (1) class to a position of another class having a higher salary range.

Introduced by: Acting City Manager Arnold
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Q.P. "Rehire" means an appointment into a position in the same class of positions from which the employee separated in good standing, or into a position in a parallel class.

R.Q. "Reinstatement" means replacement of an employee into a position in the same class occupied previously or a parallel class when there has been no break in service, for one (1) of the following reasons:

1. Timely return from military leave or as otherwise required by law;
2. Return of an employee from authorized injury leave or leave without pay.

S.R. "Relative" means any person who is related by marriage or blood to an applicant or employee.

T.S. "Separation" means cessation of the work relationship between the city and an employee for any reason including death, dismissal, layoff, resignation and retirement.

Ȧ. "Suspension" means an enforced unpaid leave for disciplinary reasons or pending investigation of charges made against an employee.

U. "Teleworking" means an arrangement where an employee conducts work activities during any regular, paid hours, from an alternative location from the primary duty station mutually agreeable to the employee and the city.

V. U ~~"Temporary employee" means an employee appointed on a temporary or interim basis to a position and subject to the provisions of these rules.~~

W. V. "Supervisory" means being in the same chain of command.

Chapter 3.16

RECRUITMENT

Sections:

3.16.010 General policy.

- 3.16.020 Recruitment.
- 3.16.030 Types of appointments.
- 3.16.040 Selection of current employees.

3.16.010 General policy.

- A. The personnel office shall recruit all candidates for employment.
- B. The most qualified applicant shall be appointed to a position without discrimination based on 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.

3.16.020 Recruitment.

The city manager, or city council where appropriate, may utilize any recruitment and referral source deemed appropriate to obtain the highest caliber employees to fill positions not within the collective bargaining unit. The city manager, or city council where appropriate, may utilize such notices, appraisals or examinations they find appropriate for effective recruitment of employees not within the collective bargaining unit.

3.16.030 Types of appointments.

~~A. *Provisional Appointment.* The city manager, or city council where appropriate, may fill a vacancy by means of a provisional appointment. A provisional appointment is temporary and shall expire when a regular appointment has been made, or it shall expire six (6) weeks from the date of such appointment.~~

~~B. *Regular Appointment.* A regular appointment is an appointment to a regular position. Regular appointment shall not apply to temporary positions.~~

Introduced by: Acting City Manager Arnold
Introduction Date: November 14, 2023
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Action:
Vote:

~~C. *Substitute Appointment.* A substitute appointment is one (1) that is made to a position which is going to be vacant for longer than sixty (60) calendar days because of an authorized leave of absence where the incumbent has reinstatement rights.~~

~~D. *Acting Appointment.* An acting appointment is made when a qualified employee may be required to serve temporarily in a vacant higher level position in which no qualified applicant is available for its filling, when an announcement of position is delayed, or the employee who has a regular appointment for this position is on approved leave of absence. This type of appointment gives the acting employee no advantage in competition for regular filling of this position. However, time in acting appointment may be counted toward experience for the class of position concerned. An employee who obtains an acting appointment shall not always be required to perform all of the duties and responsibilities assigned to the incumbent who holds a regular appointment to the position. The duties and responsibilities that are actually assigned to the employee who has obtained the acting appointment shall be determined by the city manager, or city council where appropriate.~~

~~An acting appointment of expected duration of at least five (5) working days requires that the acting employee be offered the lowest rate of pay for the position that they are acting in, or the next highest step, for the acting position range, that is above their current pay level, whichever is higher. [Ord. 05-15 § 2; Ord. 202 § 3.033, 1992.]~~

A. *Regular Full-Time.* A regular full-time position is one in which the required work is expected to be performed during the entire workday and requires 30 or more hours per week. An appointment to such a position occurs after an employee has satisfactorily completed the applicable probationary period.

B. *Regular Part-Time.* A regular part-time position is one in which the required work is expected to be performed during a portion of a workday, such as a morning, afternoon, or night shift. The work shall total at least 15 hours and but less than 30 hours per week. An appointment to such a position occurs after an employee has satisfactorily completed the applicable probationary period.

Introduced by: Acting City Manager Arnold
Introduction Date: November 14, 2023
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C. *Temporary.* A temporary position is one established to provide city services for a period not to exceed the greater of six months in duration or the duration of a position funded by a one-time grant from the federal or state government on a temporary basis. A temporary employee may not be rehired into the same temporary position for thirty (30) calendar days.

D. *Seasonal.* A seasonal position is a position for which the customary annual employment is six months or less, and for which the period of employment begins each calendar year at approximately the same part of the year, such as summer or winter.

E. *Nonregular Hourly.* A nonregular hourly position is one needed to perform city services on a recurring basis, with the number of hours worked in a particular week varying from week to week. A nonregular hourly employee shall not work more than 119 hours per month. A person holding a nonregular hourly position is not covered by any of the terms of this title and is not entitled to any of the rights or benefits provided to employees under these rules unless expressly stated otherwise in specific provisions of these rules, or an individual employment agreement.

F. *Acting Assignment.* An acting assignment is one in which a current employee is temporarily assigned to act in a non-represented or executive level position. An acting assignment is made when an employee, although perhaps not fully qualified for the acting assignment, may be assigned some or all duties of a higher-level position. This type of assignment benefits the employee who may gain knowledge and skill in a higher-level position. Work performed in an acting assignment may be counted toward the experience requirement in meeting minimum qualifications for the class of position in which the employee was acting.

When an employee is temporarily assigned to work in an acting assignment position, the employee shall receive ten (10) percent above their current rate of pay for the duration of the assignment.

Chapter 3.48

PAY

Sections:

3.48.010	Pay rates.
3.48.020	Advancements within a pay range.
3.48.030	Overtime.
3.48.040	Effective date of changes in payroll actions.
3.48.050	Total remuneration.

3.48.010 Pay rates.

A. *Wage Schedule.* All employees shall be paid commensurate with the pay range and the telework agreement location scale to which their position has been assigned.

B. *Starting Rate on Initial Employment.* Original appointment to any position shall be made at the entrance rate, and advancement from the entrance rate to the maximum rate within a pay range shall be by successive step. The city manager, or city council where appropriate, may approve initial compensation at a rate higher than the minimum rate in the range for the position when the needs of the service make such action necessary; provided, that any such exception is based on the applicant's experience and ability over and above the qualification requirements specified for the class, or a critical shortage of applicants exists. The basis for the request shall be in writing and approval for such shall be in writing prior to appointment.

C. *Reinstatement and Re-Employment of Employees.*

1. *Reinstatement as Required by Law.* Employment rights of employees shall be governed by applicable law.

3.48.020 Advancements within a pay range.

A. *Annual Step Increase.* Employees shall have their performance reviewed annually. Their salaries may be advanced after an annual performance review to the next higher step within the range based upon their performance. Such advancement may be made annually until the employee has reached the maximum rate of the pay range for their position. Dates for such review and advancements shall be the employee's anniversary date and annually thereafter as adjusted by the number of calendar days that total leave without pay exceeds thirty (30) during the calendar year.

Annual step increases shall be within the city manager's, or where appropriate the city council's, sole and exclusive discretion, and shall be based on merit. A step increase must be earned and is not granted automatically. In determining whether or not to grant an annual step increase, the city manager, or city council where appropriate, shall give consideration to the objective evaluation of an employee's work performance, recorded on a performance evaluation report.

3.48.030 Overtime.

Employees who are not exempt from FLSA and are not within the collective bargaining unit shall be paid at one and one-half (1 1/2) times their regular rate of pay for all hours actually worked in excess of forty (40) hours in one (1) week.

3.48.040 Effective date of changes in payroll actions.

Nothing in this title shall prohibit retroactive pay approved by the city council or required because of administrative oversight or error as determined by the city manager.

Personnel action implementing any change in status or pay shall be effective upon approval of the city manager provided such changes are received by the payroll office at least ten (10) working days prior to the effective date.

3.48.050 Total remuneration.

The pay rate determined for a position under this chapter shall represent the total remuneration for the employee, not including reimbursement for expenses approved by the city manager. Except as provided in this chapter, an employee shall not receive remuneration from any person other than the city for performance of their ordinary duties or any other additional duties which may be imposed upon them, or which they may undertake or volunteer to perform.

Chapter 3.60

TELEWORK

3.60.010 Guidelines

A. Teleworking is available to exempt and non-represented employees when approved by the supervisor, following review by the human resources director, and authorization by the city manager. This chapter does not apply to employees who work from home as a temporary or permanent reasonable accommodation approved by Human Resources and under the American with Disabilities Act. This chapter also does not apply to employees of the City Council or other employees subject to individual employment agreements.

B. Teleworking may be used wherever practicable. It is expected that there will be no disruption of service or decline in the quality and timeliness of internal or external services provided by the teleworking employee or the employee's assigned department as a result of the teleworking agreement. If an employee is not maintaining satisfactory work performance, the teleworking agreement may be cancelled or not renewed.

C. Teleworking arrangements must conform to all applicable State and local laws, regulations, and policies regarding employment.

D. Teleworking is not an employee benefit or right. Employee participation in teleworking must be voluntary and agreed to by both the employee and the City.

3.60.020 Teleworking categories:

1. Routine in-state: Routine teleworking is when the arrangement occurs as part of a regular and ongoing schedule greater than 30 days. Routine teleworking occurs regularly in-state and requires a Telework Request and Agreement Form signed by the City Manager, Human Resources Director, and Department Director.

2. Routine out-of-state: In addition to BMC 3.60.020(1), an initial out-of-state telework arrangement must be reviewed and approved by the city attorney.

3. Situational: Situational teleworking is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule and may relate to weather, illnesses, special work assignment, or inaccessibility of regular work site. These arrangements are episodic, unscheduled or intermittent, and should last no longer than 14 consecutive workdays, unless otherwise agreed upon by the City and the employee. These types of agreements require only department head approval and do not require a Telework Request and Agreement Form.

3.60.030 Telework Request and Agreement.

A. An employee engaged in routine telework must have an approved Teleworking Agreement prior to beginning a telework arrangement. Teleworking arrangements may be approved for an initial 6-month period. If the arrangement has proven to be successful, the terms and agreement may be approved for up to 12 months at a time. The department head or city manager may cancel or amend the telework agreement at any time.

B. Teleworking arrangements may be on a part-time or full-time basis.

C. Teleworking agreements should be considered only if mutually beneficial for the city and the employee.

1. The city shall consider the following when determining which positions/job classifications may be eligible for teleworking:

- a. A high percentage of work can be conducted individually;
- b. Collaboration and communication with colleagues can be conducted virtually;
- c. Work does not require frequent in-person collaboration;
- d. Work output and quality is not impacted by location;
- e. Performance of the work is not dependent on specialty equipment, tools/materials and settings that cannot be reasonably accommodated remotely;

2. In deciding whether to approve an employee's request for teleworking, the supervisor shall consider the following factors:

- a. The position's suitability for teleworking in accordance with C.1 of this section; and
- b. The employee's demonstrated reliability, work ethic, and time management support suitability teleworking; and
- c. The mutual benefits to the city and the employee.
- d. An employee may not be eligible to participate in telework if the employee was formally disciplined for performance or conduct or was placed on a performance improvement plan during the previous 12 months.

D. Telework must be performed at the authorized site only and only during the authorized hours.

E. The employee must be actively working, available and accessible by email, phone, or other technology during their agreed upon work schedule. The employee is required to answer their work phone during work hours or respond to voicemail timely. Absences, which include unavailability during work hours, must be pre-approved. The employee must account for all time worked and use leave, as appropriate.

Introduced by: Acting City Manager Arnold
Introduction Date: November 14, 2023
Public Hearing Date: November 28, 2023
Action:
Vote:

F. The employee may be called into the office when necessary to meet operational needs. In such event, the department head should provide reasonable notice to the employee whenever possible.

1. An employee teleworking within Bethel will not be reimbursed travel costs if called into the office.

2. An employee teleworking outside of Bethel must have a travel authorization pre-approved. Authorized expenses for telework employees traveling to Bethel include only airfare and lodging. Per Diem, rental car, and incidentals are not authorized expenses paid by the City.

F. Teleworking is not intended to be a substitute for dependent care. Employees shall continue to make arrangements for child/dependent care to the same extent as if the employee was in the workplace. However, having a dependent at home will not prohibit an employee teleworking. Requests will be reviewed on a case-by-case basis. Supervisors may cancel TWAs for employees who use them to enable child/dependent care.

G. The employee will provide telework worksite ergonomic furniture and equipment and shall maintain a clean and safe working environment. Expenses incurred as a result of working a telework schedule will not be paid or reimbursed by the City, including but not me limited to: Usage fees for privately owned computers; maintenance or operating costs of the telework site; utility costs associated with the use of phone, internet, computer, or occupation of the home.

H. The City may provide an employee teleworking equipment such as laptop or phone.

I . An employee injured at the telework location during telework hours while performing work duties shall complete the Notice of Occupational Illness or Injury form as soon as possible but not later than three (3) days of the injury.

3.60.040 Pay

Introduced by: Acting City Manager Arnold
 Introduction Date: November 14, 2023
 Public Hearing Date: November 28, 2023
 Action:
 Vote:

A. An employee teleworking in Bethel, with Bethel as their primary residence, shall be paid in accordance with the wage scale for employees working at the primary duty station.

B. An employee teleworking outside of Bethel shall have their salary schedule based on the telework location. If an employee moves or changes their primary residence to another a community different from the initial telework agreement, they shall notify human resources and payroll to accommodate potential salary and tax withholdings changes.

C. An employee teleworking in Bethel may request short-term telework arrangements outside of Bethel. If the short-term arrangement exceeds 60 calendar days, the employee shall amend their telework agreement in accordance with subsection B of this section.

SECTION 3. Adoption. The Base Salary Scale shall be that adopted by the City Council under Ordinance 22-19:

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
M1	\$66,089	\$67,741	\$69,435	\$71,171	\$72,950	\$74,774	\$76,643	\$78,559	\$80,523	
M2	\$86,844	\$85,940	\$88,089	\$90,291	\$92,548	\$94,862	\$97,234	\$99,664	\$102,156	
M3	\$100,495	\$103,007	\$105,582	\$108,222	\$110,927	\$113,700	\$116,543	\$119,457	\$122,443	
M4	\$116,665	\$119,581	\$122,571	\$125,635	\$128,776	\$131,995	\$135,295	\$138,677	\$142,144	
Pay Grade	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
M1	\$82,536	\$84,599	\$86,715	\$88,882	\$91,104	\$93,382	\$95,716	\$98,109	\$100,652	\$103,076
M2	\$104,710	\$107,328	\$110,011	\$112,761	\$115,580	\$118,470	\$121,431	\$124,467	\$127,579	\$130,768
M3	\$125,504	\$128,642	\$131,828	\$135,154	\$138,533	\$141,996	\$145,546	\$149,185	\$152,914	\$156,737
M4	\$145,698	\$149,340	\$153,074	\$156,901	\$160,823	\$164,844	\$168,965	\$173,189	\$177,519	\$181,957

Base-13% shall apply to employees teleworking at or nearest to:

- Cantwell
- Delta Junction
- Toke
- Dillingham
- Fort Yukon
- McGrath
- Nome

Base -39% shall apply to employees teleworking at or nearest to:

- Cordova
- Kodiak
- Valdez

Introduced by: Acting City Manager Arnold
Introduction Date: November 14, 2023
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Action:
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Base -45% shall apply to employees teleworking at or nearest to:

- Auke Bay
- Douglas
- Juneau,
- Mount Edgecumbe
- Sitka

Base -47% shall apply to employees teleworking at or nearest to:

- Chena River
- Eielson Airforce Base
- Fairbanks
- Fort Wainwright

Base -50% shall apply to employees teleworking at or nearest to:

- Anchorage
- Chitna
- Cooper Landing
- Denali
- Eagle River
- Girdwood
- Homer
- Kanai
- Palmer
- Seward
- Skagway
- Soldotna
- Sutton
- Whittier

The City Manager shall use the teleworking employee's teleworking city data to determine location based pay appropriate for the job, and teleworking location while ensuring pay equity is maintained.

SECTION 4. Effective Date. This Ordinance shall become effective upon the passage by the Bethel City Council.

ENACTED THIS 28th DAY OF NOVEMBER 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Mark Springer, Mayor

Introduced by: Acting City Manager Arnold
Introduction Date: November 14, 2023
Public Hearing Date: November 28, 2023
Action:
Vote:

ATTEST:

Lori Strickler, City Clerk

Introduced by: Acting City Manager Arnold
Introduction Date: November 28, 2023
Public Hearing Date: December 12, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-11 (e)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2024 OPERATING BUDGET

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2024.

WHEREAS, the continued transition of financial and human resources management leadership in the City of Bethel has resulted in additional professional services costs not perceived at the start of FY 2024;

WHEREAS, the city will again have a full-time human resources director in January, but ongoing tasks require additional professional services until that time;

E-1 Administration – Operating Budget Amendments				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-51-6335	Other Purchased Services	\$10,000	\$55,000	\$65,000
100-51-6000	Salaries	\$365,438	(\$44,552)	\$320,886
100-51-6034	Public Employees Retirement System - PERs	\$80,396	(\$9,918)	\$70,478

WHEREAS, the city may hire a full-time finance director early in 2024, but completion of financial audits and continued support for grants and procurement management are necessary in the interim;

Introduced by: Acting City Manager Arnold
Introduction Date: November 28, 2023
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Vote:

E-2 Finance Department Amendments				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-53-6335	Other Purchased Services	\$205,000	\$328,000	\$533,000
100-53-6000	Salaries	\$562,416	(\$268,852)	\$293,564
100-53-6034	Public Employees Retirement System - PERs	\$129,919	(\$59,148)	\$70,771

WHEREAS, a loader employed by the Public Works Department requires an unanticipated axle replacement to continue uninterrupted service operations;

E-3 Public Works – Operating Budget – Streets & Roads				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-66-6231	Vehicle Parts & Tools	\$70,000	\$24,000	\$94,000
100-10100	Cash Combined – General Fund	\$8,578,379.96	(\$24,000)	\$8,554,379.96

SECTION 3. Effective Date. This Ordinance shall become effective upon the passage by the Bethel City Council.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk



William Arnold, Acting City Manager
300 Chief Eddie Hoffman HWY
PO Box 1388 Bethel, AK 99559
P: (907) 543-1373
C: (907) 545-0111
warnold@cityofbethel.net

MEMORANDUM

DATE: 11/20/2023
TO: City Council
FROM: Bill Arnold, Acting City manager
SUBJECT: Manager's Report

Have been working with HR on multiple personnel issues. Working with DOWL to finish up the Blue Sky subdivision agreement. Look like there is a chance to receive a \$9,000,000 grant from the State of Alaska for the second stage on YKRHASTC. The contractors finished the water filter rehabilitation project.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

November 28, 2023, Regular City Council Meeting

December 12, 2023 Regular City Council Meeting

Reminder- the December 26, 2023 meeting is cancelled due to Holidays.

City Clerk's Office

- Finalized travel for the City Clerk's Office and Council Member's Travel to AML.
- Provided summary explanation of the Indirect Cost Recovery rates to the Finance team.
- Attended AAMC meeting in preparation for the final planning stages of the annual conference.
- Participated in another website demonstration with Finance with the hopes of transitioning to a more robust online solution for the organization.

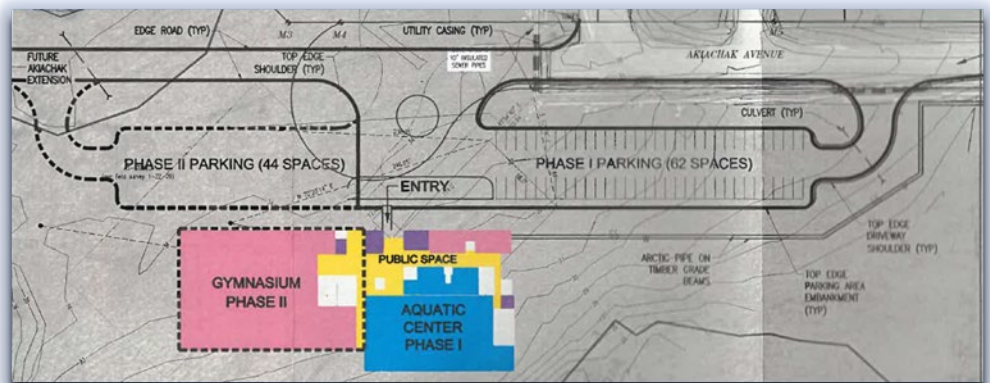
Administrative-Support provided to administration outside of the clerk's duties.

Grants: The City Clerk has been assigned Grant Administrator for the City in the absence of City Manager, Grant Manager, etc.. Those responsibilities include being a primary contact for the grants, signing and circulating the grants, and providing copies to appropriate departments to ensure they are aware of their obligations. Tracking the review/signature collections for these grants has been time-consuming.

- Phase II YK Fitness Center Gym-The City applied for a \$10 million ARPA Coronavirus State Fiscal Recovery Fund Grant (I think) in 2021. We were provided with notice that there is \$9 Million remaining in the fund that the City can be considered for.

The City currently has a \$500,000 for the design of the facility. The City Clerk worked on an updated scope

of work to reflect the \$9 million request. When preparing for the updated scope of work it was realized, a lot of the facility design was covered in 2009 Program & Concept Design of the Bethel Aquatic Training and Health Center.



Created interview questions and interviewed Administrative Assistants for Public Works position. Researched RUBA, and Water/Sewer Rates and general utility issues in preparation for the meeting with:

- Rep. McCormick
- Rep. Sumner

- Rep. Mears
- Rep. Schrage
- Rep. Ruffridge
- Rep. Edgmon
- Acting Commissioner of DEC, Emma Pokon

It was an incredibly productive meeting.

Committee/Commission Support:

The City Clerk is assisting with the agenda/packet for the Community Parks and Recreation Committee and the Public Works Committee for December.

Attempting to prepare a notice of property disposal; however, there is a question on zoning and use on the property. Reviewed the most recent appraisal of the property. The notice is going to be on hold until planning staff return to the office.

Finance

Worked through a complete detail of the Community Action Grant Awards and Expenditures based off the City's accounting system actuals and the award Distributions approved through Council AMs. The spreadsheet was provided to Administration for review. Finance had a few other items to note which should be reflected in their update but the initial findings the review found:

Summary of Revenue and Expenditures for Alcohol Tax and Community Action Grant

I do not have information on the formation of or the transfers in and out of the bank account. I only reviewed the City's accounting system and the Council's approval documents for the following:

- Alcohol tax revenue received by the city
- Money dedicated to CAG (20% of alcohol revenue)
- Money approved by council to be granted (through action memo approval)
- Expenditures applied to the budgeted line item

Fiscal Year	Total Alcohol Revenue	20% of Total Revenue	CAG Amount Approved for Distribution	Expenditures Charged to 100-72-6430 Community Action Grant
FY18* Partial Year	\$446,093.42	\$89,218.68	\$75,470.50	\$28,300.00
FY19	\$606,659.68	\$121,331.94	\$111,898.03	\$83,988.49
FY20	\$556,814.21	\$111,362.84	\$75,832.47	\$95,105.07
FY21	\$441,851.72	\$88,370.34	\$137,076.93	\$140,108.40
FY22	\$361,541.74	\$72,308.35	\$177,250.00	\$46,422.00
FY23	\$356,753.80	\$71,350.76	\$22,488.00	\$143,383.41
End of FY23 Total	\$2,897,653.05	\$553,942.91	\$600,015.93	\$537,307.37
Amount available based off amount approved for distribution				-\$46,073.02
Amount available based off total expenditures applied to 100-72-6430				\$16,635.54

The numbers were then updated as of 11/15/2023:

FY24 as of 11/15/23	\$127,938.48	\$25,587.70	0	\$12,540.00
	\$3,025,591.53	\$579,530.61	\$600,015.93	\$549,847.37
Amount available based off amount approved for distribution				-\$20,485.32
Amount available based off total expenditures applied to 100-72-6430				\$29,683.24

After this was provided to Finance, the Interim Finance Director found a \$25,000 payment was applied to the wrong budget line in 2021 which reduces the \$29,683.24 available down to 4,683.24. The finance team may have additional supplemental information following their review of the details.

A full detail of this summary is available.

Human Resource Support

Continue to accept, log, and distribute applications for city employment. Provided reminder to Interim City Manager, and Interim Finance Director of the applications received and requested status update on the candidates. Recommended to administration the City begin considering advertising part-time administrative assistant opportunities to see if the applicant pool increases.

Followed up with each department to get applicant status.

Application Summary:

Position	Application Received November
Accounting Specialist 1 Utility Billing	
Accounting Specialist 1 Sales Tax	
Accounting Specialist 1 Payroll/Accounts Payable	
Admin Assistant	7

Community Service Patrol Officer	
Deputy Finance Director <i>(Waiting on updated job description from administration before advertising outside of the city)</i>	
Evidence Custodian/Records Clerk	
Finance Director	
Firefighter/EMT	
Fire Lieutenant	
Hauled Utility Driver	1
Heavy Equipment Mechanic II	
Human Resources	
Grant Manager	1
Landfill Technician	1
Mechanic	
Planner	
Police Officer	1
Public Safety Dispatcher	1
Temporary Landfill Tech	
Temporary Utility maintenance Worker	
Utility Maintenance Worker	
Water Plant Operator	

Committee/Commission Vacancies

Regular

Alternate

Community Parks and Recreation Committee	full	full
Planning Commission	full	1
Port Commission	2	2
Public Safety and Transportation Commission	1	2
Community Action Grant Technical Review Board	full	full
Public Works Committee	3	2
Finance Committee	1	2
Ethics Board	full	1