



CITY OF BETHEL -

FINANCE COMMITTEE

MONDAY, APRIL 25, 2022, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HWY, COUNCIL CHAMBERS

<https://zoom.us/j/99674371849?pwd=NWTUNURHC1EVOE15DUVONFJ3NKNP>
[UT09](#)

MEETING ID: 996 7437 1849

PASSCODE: 507255

MEMBERS

Carol Ann Willard, Chair
Robert Rey, Vice Chair
David Trantham Jr.
John Hamilton
Farah Sears
Eric Whitney, Council Rep.

STAFF

Finance Director/Ex Officio Member: Duane Wright
Recorder: Alexandra Batchelor
Email: abatchelor@cityofbethel.net
Phone: 907-543-1381
Website: www.cityofbethel.org/financecommittee

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. 03/28/2022

VI. NEW BUSINESS

- A. Discuss Brian Henry's unexcused absences.

VII. SPECIAL ITEM

- A. Training provided by City Clerk - Lori Strickler

VIII. EX OFFICIO REPORT

- A. Introduction, Duane Wright, Finance Director
- B. Attendance Record
- C. Finance Department Financial Standing
- D. March Manager's Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

We are accepting written testimony from the public for each of our public meetings. The deadline to submit your written testimony will be 4:00 pm the day of the meeting. Please send written testimony to abatchelor@cityofbethel.net

Anonymous submissions will not be accepted.

City of Bethel, Alaska

Finance Committee Minutes

March 28th, 2022

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on March 28th, 2022, at 6:38 PM in person and via Zoom by Robert Rey, Vice-Chair.

II. ROLL CALL

Comprising a quorum of the Committee, the following were present Eric Whitney, and via Zoom: Robert Rey, and Farah Sears. David Trantham (Telephonically Via Zoom).

Also in attendance: Xavier Mason (Ex Officio) and Alexandra Batchelor (Recorder)

Unexcused Absences: Brian Henry,

Excused Absences: Carolann Willard, John Hamilton

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA

03/28/2022

MOVED BY	Eric Whitney	Motion to approve
SECOND BY	Farah Sears	
VOTE ON MOTION	All in favor	4-0

V. APPROVAL OF MINUTES:

01/24/2022

MOVED BY	Eric Whitney	Motion to approve
SECOND BY	Farah Sears	
VOTE ON MOTION	All in favor	4-0

02/28/2022 – No Quorum

VI. NEW BUSINESS –

A. Annual training for Committee and Commission

MOVED BY	No motion needed	
SECOND BY	Not needed	
VOTE ON MOTION	All in favor	4-0

B. Discuss the new Finance Director

C. Discuss the CivicPlus website

VII. EX Officio Member Reports

- Attendance of Committee Members
- Finance Department Budget Worksheet
- Ex Officio's January Monthly Report (written)

VIII. COMMITTEE MEMBER COMMENTS:

Farah Sears: Thanks to Xavier did a great job, moved Finance in the right direction. We were suggested to sit in the Council Meeting to see how it's run to give members ideas.

Eric Whitney – Thanks to Xavier, Congratulations, thankful to have a Finance Director.

Robert Rey - Thanked Xavier for his service on the Finance committee.

IX. MOTION TO END MEETING:

MOVED BY	Eric Whitney	Motion to approve
SECOND BY	Farah Sears	
VOTE ON MOTION	All in Favor	4-0

The chair called the meeting to an end at 6:48 pm.

Carol Ann Willard, Chair

ATTEST:

Alexandra Batchelor, Recorder

CITY OF BETHEL

INFORMATIONAL GUIDE

Council and Volunteer Boards



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INTRODUCTION

This guide is published by the City of Bethel Municipal Clerk's Office to help members of the City Council's recommending committees and commissions understand more about the organization's structure, policies, and operations.

The City of Bethel appreciates and needs dedicated volunteers who give their time to facilitate interaction between the municipal government and the citizens it serves. Many of the standards outlined in this guide are summary of laws provided under Bethel Municipal Code 2.60, Alaska Statutes Title 44.

CITIZEN PARTICIPATION IN LOCAL GOVERNMENT

Thank you for your willingness to join a City committee/commission. These bodies provide a way for the public to participate in the City's decision-making process by advising the Council on numerous issues. In a democratic form of government, it is not only a right but a responsibility for citizens to help shape the community in which we live. This is realized when individuals come together across neighborhood, economic, social, and cultural lines to serve as committee/commission members, assisting our local government in making decisions that affect all the citizens within our community.

TYPE OF GOVERNMENT

The City of Bethel is a Second-Class City with a City Manager form of government. This means our city manager is the Chief Executive Officer and that our mayor serves as the ceremonial head of City Council Meetings. Our committees and commissions are recommending bodies to the City Council. With the exception of the three contract employees, City Manager, City Clerk, and the City Attorney, as well as the Deputy City Clerk, all employees work for the City Manager.

DEFINITIONS

Here are some terms and acronyms used in this pamphlet.

1. "Ad Hoc Committee" means a temporary advisory committee appointed by the city council for a specific term to accomplish a specific task or project.
2. "Alternate member" means a member appointed by the city council to an advisory committee, commission, or ad hoc committee. An Alternate member has the same rights as a voting member, but may vote only when one of the seven voting members is absent or has a conflict of interest on the matter under consideration.
3. "Body" refers to the collective members of each individual advisory committee, commission, or ad hoc committee.
4. City Council: is made up of seven volunteers who are in most cases elected by the people for a two-year term. At times council members will resign before their term is up at which point, the city council appoints someone to fill the remainder of that term.
5. COB: stands for the City of Bethel, a second-class municipality with a manager form of government.
6. "Commission" means a standing advisory committee that is required by state law or to which the council has delegated final decision-making and quasi-judicial authority.
7. "Committee" means an advisory committee appointed by the council to advise and make recommendations to the council regarding topics as specified in the committee's duties.

8. “Ex Officio member” means a member that is appointed by the city manager to support the function of an advisory committee, commission, or ad hoc committee. Ex officio members are non-voting members.
9. OMA: stand for Open Meetings Act- Alaska Statutes 44.62.310. OMA provides restrictions to governmental bodies to ensure the public’s right to know is protected. (Appendix A)
10. “Voting Member” means a member that is appointed by the council to a committee, commission, or ad hoc committee.
11. “Quorum” means the minimum number of members of a committee, commission, or ad hoc committee that must be present at any meeting to conduct business.
12. “Youth member” means a member under the age of 18 but at least 14 who is appointed to a committee, commission, or ad hoc committee by the council. Youth members are non-voting members.

APPLICATION, APPOINTMENT OF MEMBERS, TERMS AND VACANCIES

Following the receipt of an application for appointment to a committee/commission to the City Clerk’s Office, the process for the committees/commission can take a few weeks and requires City Council confirmation. After the City Council confirms the appointment, the City Clerk’s Office contacts the applicant and the committee/commission ex officio staff member, and coordinates the newly appointed member’s oath of office. The member will have 45 days from the date of appointment to complete the oath of office.

The term limits are three years unless otherwise provided by the City Clerk’s Office. At times, if a vacancy occurs prior to term expiration, the remaining term can be filled by a newly appointed member.

Vacancies in most cases must be approved by the committee/commission. There are a number of reasons the body must declare a vacancy such as a member not attending the minimum number of meetings within the year (65% of regular or 65% of special meetings called). BMC 2.60.030 provide the reasons why a vacancy must be declared. The ex officio member associated with the body is responsible for tracking attendance of the members and providing notice to the committee/commission if attendance is nearing the threshold.

I. ROLE OF OFFICERS AND STAFF

Each of our committees and commissions are made up of seven voting members, two alternate members, one youth member and an ex officio member.

Chair: The chair’s responsibilities include presiding at the meeting and conducting the meeting in a fair manner. The chair makes determinations on excused and unexcused absences as well as conflict of interest rulings during the meetings.

Vice-Chair: The vice-chair carries out the duties of the chair when the chair is absent.

Council Representative: Acts as the link between the staff, Council and the committee/commission, presenting agenda items to the Council from the committee/commission’s recommendations, and presenting agenda items to the committee/commission at the request of the Council. May add items to the agenda, take part in discussion and vote on motions (unless a conflict exists).

Voting Member: The voting member may add items to the agenda prior to the finalizing of the agenda, take part in discussion and debate (unless a conflict exists), vote on motions.

Alternative Member: Alternate members may add items to the agenda prior to the finalizing of the agenda, take part in discussion and debate but will only vote on a motion when a voting member is absent or has a conflict of interest on the action. When two alternate members are present and only one alternate member is needed to fill the seat of a voting member, the alternate with seniority on the body shall act as the voting member. Alternate members shall have all other rights held by the seven seated members.

Ex Officio Member: The city manager is responsible for the effective management of committees/commissions and shall provide the staff required to assist the body in discharging its duties. The city manager shall appoint at least one ex officio member to provide staff support to each committee, commission. Ex officio members report to and take direction from the city manager and not from the committee/commission. The ex officio members acts as the expert support/advisor to the body in the consideration of recommendations to the city Council and will be the committee/commission member's primary contact when working through committee/commission items.

The duties of the ex officio member include but are not limited to: preparation and posting of agendas, packet materials, meeting minutes, and preparing other relevant documents in accordance with Alaska Statutes (44.62.310-.319), Bethel Municipal Code, and city policy. The ex officio should also be preparing ordinances, resolutions, action memorandums, etc. in order to carry the relevant recommendation from the committee/commission to the council level. These duties are sometimes delegated by the ex officio member to their staff support, referred to as the recorder. The ex officio member appointed to the body shall also provide subject matter expertise to the that body.

An ex officio member is a non-voting member of the body, but may add items to the agenda and participate in discussion.

City Manager's Office: Is responsible for the staff support of the committee/commission in their functions and helping to ensure the members have the tools and resources they need to evaluate city operation and provide recommendations to the city council.

City Clerk's Office: provides

II. CONFLICTS OF INTEREST

The City of Bethel has a Conflict of Interest Code, which applies to members of all committees and commission as well as the Council and City employees. Code section 2.05 (Appendix D) provides that any committee/commission member who has a conflict of interest with regard to a matter under consideration by the body on which he or she serves must make a disclosure on the public record prior to the body taking up the debate/discussion on the matter, and ask to be excused from the discussion and official action on the matter. The presiding officer will rule on the conflict of interest. A board member with a conflict of interest shall not deliberate or vote on any matter in which he or she has a conflict and is asked to step away from the table during the discussion of the issue. There are criminal penalties for violations of this ordinance. The recorder of the meeting shall identify in the meeting minutes, the disclosure of the conflict of interest, the reasons for the disclosure, the presiding officer's ruling on the conflict and when the individual with the conflict returned to the meeting's discussion and debate.

The full Conflict of Interest Code is quite extensive, to review the full text of the Conflict of Interest Code please go online to the City of Bethel's website, Bethel Municipal Code, section 2.05. If a committee/commission member has a question on whether or not a conflict exists, they are encouraged to contact the City Clerk's Office prior to the meeting where the issue will be discussed.

III. LOBBYING BY COMMITTEE/COMMISSION MEMBERS

The role of committees and commissions is to provide advice to the Council. Committee/commission members, staff ex-officio members, and others associated with City bodies are not to lobby or send correspondence to elected officials or agencies outside the City without specific direction by the Council to do so. It is up to the Council to determine the direction and what action they will take in contacting agencies and elected officials outside of the City. Any communications/interactions taken by committees/commission with outside groups and elected officials is to be done only after that body receives direction by the Council to do so and must be done in coordination with the city manager.

IV. PUBLIC NOTICES

The ex officio assigned to the committee/commissions is responsible for all public notice advertisements. All public meetings will be held at City Hall. In the event City Hall is not available, it is the responsibility of the ex-officio member to secure a meeting location and notify the Clerk's Office and the members of the date, time, and location of the meeting.

Reasonable public notice is required by the OMA as well as the City of Bethel Municipal Code. For all regular meetings, the agenda must be posted for six days before the meeting date. Special meeting agendas shall be posted for a minimum of three days prior to the meeting date for all committees/commissions unless otherwise provided for by law (planning commission).

The only way a committee/commission can cancel a meeting is if it is done by a majority vote of the body at a previous meeting.

V. REGULAR MEETING CALENDAR TIMEFRAME

The deadline for committee/commission members to submit items for the agenda and packet will be 5:00p the day before the agenda posting deadline. The recorder then must post the agenda five full days prior to the meeting and provide the packet material to the members and post on the City's website four full days prior to the meeting.

Recorders will provide a draft agenda to the members a few days prior to the agenda deadline to remind the members of the upcoming deadline. To avoid any OMA violation, please respond to the recorder directly and do not include any other members of the committee/ commission in your response; this goes for all email communication. The discussion of all potential action should take place at a publicly noticed meeting.

When requesting an item be placed on the agenda, do so with focus. Provide the recorder with a specific item clearly identified in the agenda title. It is also a good idea to provide the recorder any and all supporting documentation you may have on the topic by the due date (seven days prior to the meeting). The meeting process will be much faster if the members are able to walk into the meeting fully informed

of the items being discussed.

VI. CONDUCTING OF MEETINGS

A meeting must have a quorum of members present in order to meet. If the meeting lacks a quorum, no other business may take place and the only action allowed is to seek a quorum or schedule a new meeting date/time/location and adjournment. Minutes should be taken with a record of who was present and the fact that the meeting lacked a quorum and noting the date/time/location that was agreed upon for the next meeting.

The chair of each body is the presiding officer and is responsible for the conduct of the meeting. Council and the committees and commissions shall be governed by Robert's Rules of Order. The Chair must ensure the body closely follows the publicly provided agenda during the meeting. At a minimum the agenda is to include the following:

1. Date, time and location of the meeting;
2. Name of the committee/commission holding the meeting;
3. Any minutes to be reviewed and approved;
4. Public participation: This is an opportunity for any member of the public to present their concerns and views. The City of Bethel & Alaska Statutes require members of the public be provided "a reasonable opportunity to be heard" at regular and special meetings, the Council has adopted a five minute per person limit on the People to be Heard section of the meeting;
5. Issues to be considered include, but are not limited to:
 - a. Reports from staff;
 - b. Resolutions or ordinances to be reviewed and forwarded to the Council for consideration;
 - c. Policy matters under consideration that must be referred to the Council with recommendations;
 - d. Matters to be considered and resolved by the committee/commission, as appropriate or assigned;
 - e. Opportunity for committee/commission members and any staff liaison to present concerns, views, or bring forth issues for future consideration by the body; and
 - f. Adjournment.

Meeting Do's

- Ensure proper notice of the meeting has occurred as provided under the previous section entitled "Public Notices."
- Allow for public participation under "People to be Heard."
- Conduct meetings fairly with opportunities for all views, including opposing, to be heard and discussed.
- The Chair will recognize committee/commission members wishing to be heard and give each member who chooses to participate an opportunity to comment.
- A member should ask the Chair for clarification if a motion or procedure is unclear.
- The committee/commission should exercise restraint in issuing requests to staff members assigned as ex-officio members. These staff members do their best to accommodate the wishes of the body, but are primarily responsible to the city manager.

A good committee/commission-staff relationship is based on cooperation.

- Members should attend each meeting and be prepared to respond to issues brought before the committee/commission.
 - Committee/commission members may attend via teleconference with sufficient advance notice and request to the ex-officio staff.
 - If a committee/commission member is unable to attend a meeting, please be sure to notify the chair and recorder, as soon as possible to ensure the absence is not counted as unexcused.
 - Attendance is important and members should strive to attend all meetings as a lack of attendance may lead to their seat being declared vacant
- Committee/commission members need to be able to work together and consider other conflicting views. Remember, members are appointed to committees/commissions because they have differing views and all views are entitled to be heard.

Meeting Don'ts

- If the meeting lacks a quorum, DO NOT conduct any business or discussion other than setting the date/time/location for the next meeting and then adjourn.
- Do not use the "reply all" feature in email if you are receiving an email that has been sent to the entire body. Emails in which all board members are copied should only be for the purposes of communicating the date/time/location of the next meeting and communicating back to the recorder or ex-officio member for the transmission of the agenda, minutes, and packet items in preparation of the scheduled meeting.

I. GUIDELINES FOR GOOD DISCUSSIONS

Two or three people gathered around a table can hold a conversation about their issues and make decisions easily. As soon as the group enlarges to four, five or more people, however, **conversation creates problems**. The outspoken, extroverted people will speak more and the introverts less. It will be harder for people with minority views or confidence issues to be heard. The group may agree too easily on a course of action, failing to identify trouble spots and pitfalls. Inclusiveness and diversity may suffer.

If an item is not listed on the agenda, the body may not discuss the item. During reports and member comment portions of the meeting, there should be no debate on the issues. It must be placed on the NEXT meeting agenda.

Six Principles of a meeting

- The majority must be allowed to rule.
- The Minority have rights that must be respected. Diversity of thoughts is essential for good decision-making.
- Members have a right to information.
- Courtesy and respect for others.

- All members have equal rights, privileges, and obligations.
- Members have a right to an efficient meeting.

Decorum in debate

- Confine remarks to the merits of the pending question (motion or amendment)
- Refrain from attacking a member's motives.
- Address all remarks through the chair.
- Avoid the use of members' names.
- Refrain from speaking adversely on a prior action not pending.
- Refrain from speaking against one's own motion.
- Discussion of another member's motives is out of order.
- Refrain from disturbing the body by whispering, etc..

Debate and discussion are not the same. Discussion is general and doesn't necessarily lead to closure of an issue- it is more characteristic of committee meetings and work sessions. Debate applies to discussion on the merits of a motion. Until a matter has been brought before the body in the form of a motion proposing a specific action, seconded, and stated by the chair, the issue cannot be debated. Immediately after stating the question, the chair should turn toward the maker of the motion to see if he/she wishes to be assigned the floor first in debate. The maker of the motion has the right to be recognized first. Every member of the body has the right to speak on every debatable motion up to two times with a time limit of 10 minutes each time. Additionally, Robert's Rules suggests the group agrees that no one may speak a second time until everyone who wishes to do so has spoken once. Following this rule has the potential to transform your meetings, allows everyone to contribute, and ensures much wiser decision-making. It gives everyone a voice and broadens the diversity and inclusiveness of the group's deliberations. If a member is making a motion that is more than ten words, the member should write it down.

II. MEETING MINUTES

The Recorder of each committee/commission is responsible for the preparation and distribution of the committee/commission regular and special meeting minutes. The city manager is responsible for appointing alternate recorders if there is an absence of the appointed recorder. Draft minutes should be completed within five business days of the meeting and emailed to the Municipal Clerk's office for inclusion in the Council's next meeting packet.

IMPORTANT: The minutes of all committees/commission are permanent records of the City and constitute the record of the committee/commission actions and final minutes need to also be filed with the Clerk's Office once they have been approved.

When the Recorder is preparing minutes, they will be written as though the reader knows nothing about the committee/commission. The minutes should reflect facts: who/what/when/where/why and how the decisions at that meeting were reached but should not reflect the discussion of the item. Action minutes

are sufficient and should include the following:

1. Date, time, and location of the meeting;
2. Time the meeting was called to order;
3. Attendance, indicating members both present and absent (first and last names);
4. If appropriate, staff and others present along with any group affiliation;
5. All motions, even if withdrawn, along with the name of the board member who made the motion, and the vote on the motion. The record of the vote should identify by name those who voted in favor and who voted against the motion.
6. Names of individuals who spoke under public participation, and a summary of their comments.

The minutes of all committees and commission are considered a permanent record of the municipality. The approved, signed copies of the meeting minutes, recommendations and where appropriate, resolutions and ordinances are to be filed with the Clerk's Office and posted on the City's website so they can be made available to the public.

III. DOCUMENTS FOR CONSIDERATION

ORDINANCES: An ordinance is a law that governs behavior and may be enforced through fines or penalties or establishes a procedure. All adopted ordinances are permanent records of the City.

1. An ordinance may be introduced at a Council meeting by a Council member, by a committee of the Council, or by the city manager.
2. The Council, typically at a regular meeting, sets a date for a public hearing on an ordinance. Usually, the public hearing is set for the Council's next regular meeting.
3. At least five days before the public hearing, a summary of the ordinance is published or posted for public review with a notice of the time and place for the hearing. The Council must take public testimony from everyone wishing to be heard.
4. When the public hearing is closed, the Council takes action either to reject, adopt, or amend and adopt the ordinance.
5. Once adopted, printed copies of the ordinance must be made available to the public in a reasonable period of time.
6. Ordinances take effect upon adoption by the Council unless a later effective date is specified in the ordinance.

If a committee or commission wishes to modify the Bethel Municipal Code, any member may draft modifications by using "strike outs," ~~example~~, which identifies language being removed from the code, or "underline" example, which identifies new language being inserted into the code.

If a committee/commission considers an ordinance, they will be doing so in an advisory capacity and provide a recommendation to the Council for their adoption. Committees and commissions cannot adopt ordinances.

EMERGENCY ORDINANCES: Occasionally, the Council may need to adopt an ordinance to address an emergency situation quickly under unusual or extreme circumstances. An emergency ordinance may be adopted without public hearing at the same meeting it is introduced by the affirmative vote of all members present or $\frac{3}{4}$'s of the total membership, whichever is less. Emergency ordinance have a limited duration (60 days).

CODE OF ORDINANCES: The Bethel Municipal Code is the city's book of ordinances. It contains all of the ordinances that are of a general and permanent nature that are in effect over time.

NON-CODIFIED ORDINANCES: A non-codified ordinance is one that is not going to be placed in the BMC. They are not general and permanent in nature. Examples would include an ordinance adopting the fiscal year budget, or authorizing a special election or authorizing the sale or disposal of city land.

RESOLUTIONS: Resolutions are considered statements of the Council's opinion or intent. A resolution may be presented to the Council by a Council member, by a committee of the Council, or by the city manager. All adopted resolutions are permanent records of the City.

A resolution is considered an expression of Council policy which are placed into writing but do not require the force of an ordinance. They may be adopted at the meeting at which introduced and usually appear on the Council's consent agenda due to their non-controversial nature.

The Planning Commission is asked to adopt resolutions specific to formal approvals, this is the only body other than the Council that considers and adopts resolutions.

ACTION MEMORANDUMS/AM: Action memorandums are helpful in their intent to provide a summary statement to the Council. They are retained as a City record for five years. An Action Memorandum provides an easy way to track actions by the Council not found in Ordinances or Resolutions. An Action Memorandum, otherwise known as an "AM," after approved provides the final outcome of the action as well as a summary of important information related to the action.

An action memorandum is a glorified motion in that it contains the motion to which the Council should make. Many contain a fiscal responsibility for the Council as well recommendations from City staff on its approval.

INFORMATIVE MEMORANDUMS/IM: Informative Memorandums, otherwise known as "IM" are used to provide an update to the Council on projects within the City. IM's require and indicate no action by the Council will take place.

RECOMMENDATIONS: are submitted by the committee/commission to the Council typically under reports of standing committees. These recommendations focus on a particular issue and provide support or opposition from a committee/commission to the Council for Council's consideration. A recommendation should include a summary of the issue along with a solution to the issue to help narrow down the Council's deliberative process.

All of the committee/commission and Council documents have very particular templates which the ex-officio members have access to. The ex-officio members have been advised, not to pass along a document that has not had final approval by the committee/commission. The body should not request the ex-officio member to draft a recommendation to the Council that includes a list of items to be included in the next Council packet. The recommendation should be drafted specifically at the meeting with all language clearly provided in writing to the recorder OR request the recorder to draft the recommendation generally to be brought back to the committee/commission for final approval. This suggestion applies to all documents forwarded to the Council by the committee/commission. Examples of these documents are included as Appendix C.

IV. OPEN MEETINGS AND EXECUTIVE SESSIONS

NOTICE OF MEETINGS: All Council, committee/commission meetings are open to the public and must be advertised. In order to fulfill the OMA requirements, the notice must state the date, time, location, and agenda items.

EXECUTIVE SESSIONS: There are rare times when a committee/commission may need to go into executive session. The allowable reasons for an executive session are: matters that would clearly have an immediate adverse impact on the finances of the City; subjects that tend to prejudice the reputation and character of any person, provided the person to be discussed must be notified and may request a public discussion; and matters that are required to be confidential by law, Charter, or ordinance. The appeal boards when serving in a quasi-judicial capacity may go into executive session to discuss evidence or a decision in an adjudicatory proceeding. No body may go into executive session without prior approval by the City Attorney or City Clerk's Office.

V. QUASI-JUDICIAL DUTIES

Quasi-judicial proceedings for the commissions and the Council involve decisions that have a direct effect on the rights and liabilities of a single person or, occasionally, a small group of identified persons. Quasi-judicial proceedings deal with matters in which a determination will be made on whether a person has shown that they have met all the established requirements that give them a right to a permit or other entitlement. The commission must determine whether, from all the evidence presented, the required standards have been met.

SUMMARIZING QUASI-JUDICIAL ROLE: Quasi-judicial procedures should be governed by principles of

administrative law and its findings must be based on fact. It is inappropriate to listen to constituents when they are speaking to you about a quasi-judicial matter that is before you. All the information received relating to a quasi-judicial matter must be written material that is submitted to all parties or is provided at a hearing at which all parties are present.

THE PROCESS FOR A QUASI-JUDICIAL MATTERS:

1. A matter that is within the body's authority is requested to be put on the agenda. The body hears the information presented to it.
2. The body renders a decision, called a finding which is binding upon the parties involved in the matter. The decision must be in writing.

EX PARTE CONTACTS: Direct communication between a citizen and a committee/commission member is common because of their visibility in the community and the nature of their work. Discussions with committee/commission members outside the public forum can be a beneficial way to exchange information and help keep committee/commission members informed of residents' attitudes. However, a distinction must be drawn between contact on general or legislative matters and contact on quasi-judicial matters that are currently before the commission or scheduled to come before the commission. While such contact may be permissible in a proceeding on a legislative matter (where the contact is known as lobbying), it is impermissible in quasi-judicial proceedings. If a quasi-judicial proceeding should come before the commission, the ex-officio members should contact the City Clerk's or the City Attorney's Office to ensure the proper steps are being followed.

Contact Information for Municipal Department

City Manager	citymanager@cityofbethel.net	907-543-2047 Ext. 223
Legal	legal@cityofbethel.net	907-545-0115
City Clerk's Office	cityclerk@cityofbethel.net	907-543-1384
Police Department Administration Public Safety & Transportation Commission	Police@cityofbethel.net	907-543-3781
Fire Department Admin Public Safety & Transportation Commission	fire@cityofbethel.net	907-543-2131
Finance Department Finance Committee	finance@cityofbethel.net	907-543-2047 Ext. 226
Planning Department Planning Commission	planning@cityofbethel.net	907-543-5301
Public Works Administration Public Works Committee Community Parks and Recreation Committee	pwadmin@cityofbethel.net	907-543-3110
Port Port Commission	port@cityofbethel.net	907-543-2310

Committee Name 2022 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
John Hamilton*	P	UA	E									
Brian Henry	UA	UA	UA									
Robert Rey	P	E	P									
Farah Sears	P	P	P									
David Trantham, Jr.	P	P	P									
Eric Whitney	P	UA	P									
Carol Ann Willard	P	P	E									
Deputy Finance Director	P	P	P									
Recorder	E	P	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
 Fails to attend 65% of special 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. * Alternate Member

Account Number	Account Title	2021-22 Current year Budget	03/2022 Current year Actual	03/2022 Current year Encumbrance	Balance Remaining	%
GENERAL FUND						
FINANCE						
100-53-6000	SALARIES	656,155.00	351,598.16	.00	304,556.84	53.58
100-53-6002	RELOCATION EXPENSES	5,000.00	.00	.00	5,000.00	.00
100-53-6010	OVERTIME	16,000.00	9,593.32	.00	6,406.68	59.96
100-53-6022	HOLIDAY PAY	.00	1,267.02	.00	1,267.02-	.00
100-53-6023	LEAVE CASHOUT	8,359.00	2,771.55	.00	5,587.45	33.16
100-53-6030	SOCIAL SECURITY EXPENSE	.00	162.09	.00	162.09-	.00
100-53-6031	PAYABLE MEDICARE FICA	9,746.00	5,381.84	.00	4,364.16	55.22
100-53-6032	UNEMPLOYMENT	11,964.00	1,822.00	.00	10,142.00	15.23
100-53-6033	WORKERS' COMPENSATION	17,364.00	1,437.71	.00	15,926.29	8.28%
100-53-6034	PERS	147,874.00	78,527.46	.00	69,346.54	53.10
100-53-6040	EMPLOYEE GROUP BENEFITS	228,852.00	100,255.72	.00	128,596.28	43.81
100-53-6041	UTILITY BENEFIT	41,040.00	17,759.84	.00	23,280.16	43.27
100-53-6060	TRAVEL/TRAINING	20,000.00	16,291.03	.00	3,708.97	81.46
100-53-6100	SUPPLIES	10,000.00	9,847.88	.00	152.12	98.48
100-53-6150	GASOLINE/DIESEL/OIL	1,100.00	672.71	.00	427.29	61.16
100-53-6170	TELEPHONE	300.00	98.60	.00	201.40	32.87
100-53-6171	STAFF CELLULAR PHONES	2,500.00	1,592.06	.00	907.94	63.68
100-53-6200	MINOR EQUIPMENT	11,000.00	8,570.85	.00	2,429.15	77.92
100-53-6230	VEHICLE MAINT/REPAIR	1,000.00	951.88	.00	48.12	95.19
100-53-6231	VEHICLE PARTS & TOOLS	.00	29.59	.00	29.59-	.00
100-53-6310	Admin-Outsourced Services	119,000.00	54,527.25	.00	64,472.75	45.82
100-53-6311	AUDITING EXPENSE	100,000.00	91,840.00	.00	8,160.00	91.84
100-53-6331	HARDWARE/SOFTWARE SUPPORT	35,000.00	9,033.29	.00	25,966.71	25.81
100-53-6335	OTHER PROFESSIONAL FEES	268,500.00	183,049.95	.00	85,450.05	68.18
100-53-6400	INSURANCE	7,000.00	3,940.71	.00	3,059.29	56.30
100-53-6502	ADVERTISING	500.00	.00	.00	500.00	.00
100-53-6503	DUES & SUBSCRIPTIONS	9,250.00	1,381.99	.00	7,868.01	14.94
100-53-6506	POSTAGE	1,000.00	906.79	.00	93.21	90.68
100-53-6530	FINANCE CHARGES/PENALTIES	500.00	500.93	.00	.93-	100.1
100-53-6531	BANK CHARGES	56,000.00	38,156.61	.00	17,843.39	68.14
100-53-6532	CASH OVER/SHORT	500.00	7.85	.00	492.15	1.57%
100-53-6533	IRS PENALTIES AND INTEREST	4,400.00	4,591.71	.00	191.71-	104.3
100-53-6534	COLLECTION/SMALL CLAIMS	500.00	25.00	.00	475.00	5.00%
100-53-6539	MISCELLANEOUS EXPENSES	5,000.00	1,582.04	.00	3,417.96	31.64
100-53-6700	INDIRECT COST RECOVERY	566,327.00-	509,766.11-	.00	56,560.89-	90.01
100-53-6711	ADMIN OVERHEAD-IT SVCS	25,000.00	21,470.28	.00	3,529.72	85.88
100-53-9693	Kiosk+Annual Fees&NewCopier	20,000.00	.00	.00	20,000.00	.00
Total FINANCE:		1,274,077.00	509,879.60	.00	764,197.40	40.02
Grand Totals:		1,274,077.00	509,879.60	.00	764,197.40	40.02



City of Bethel
Finance Department
Monthly Manager's Report for March

Date: March 1st – March 31st, 2022
To: Peter Williams, City Manager
From: Xavier Mason,
Deputy Finance Director
Subject: Management Report, March 31st, 2022

The Finance Department's Monthly Manager Report details the progress, challenges, and activities of the Finance Department for March 2022.

Current Events within the Finance Department

- The Finance Department has returned to City Hall
- The Finance Department has begun the FY21 auditing cycle
- The Finance Department has begun the FY23 budgeting cycle
- A Finance Director has been hired
- The Finance Department is fully staffed

Staffing/Recruitment

- Temporary Position (one vacancy)

Training

The goal of the Finance Department is for our staff to be continuously and incrementally improving in our capacity to fulfill our duties. One of our objectives is to provide staff with opportunities for growth and exposure within all our sub-departments. The following is a list of group and independent trainings that were taken by members of the Finance Department during the month of March.

Group Training Sessions:

- The Account Specialist II and the Accounts Specialist I (Sales Tax) attended a webinar for Caselle Updates

- The Accounts Payable/Payroll Clerk and Account Specialist I (Sales Tax) attended a SkillPath training entitled, 'How to Lead When You're not the Boss'
- Three members of the Finance Department were taught how to enter payments for the Police Department
- The Deputy Director and Accounting Specialist II attended a CivicPlus training held by the Civic Clerk's Office

Independent Training:

- One member of the Finance Department learned how to enter in sales tax returns as well as sales tax and utility payments.
- An Accounting Specialist I (Utility Billing) attended a webinar to learn how to effectively deliver quality customer service with difficult customers
- The Accounting Specialist II attended the following trainings:
 - 'How to manage employee burnout'
 - 'Getting the most from Excel'
 - 'Supervisors Guide to giving Feedback'
 - '1-Day Advance Training for Excel'
 - 'Cash Receipting'
- The Accounts Specialist II has continued their online course to increase their knowledge and understanding.
- The staff member in the General Ledger has continued their online course to increase their knowledge and understanding.
- The Deputy Director is continuing his CPA training.

Select Tasks & Statuses by Sub-Department

Utility Billing

Tasks	Frequency	Status
Collections	Monthly	Catching up. We are now in the process of mailing delinquent notices, calling delinquent account holders, and preparing payment plans.

ORS'	Daily	Current.
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Payroll/AP

Tasks	Frequency	Status
Personnel Action Requests	As Needed	Current.
Deferred Compensation	Bi-weekly	Current.
Payroll	Bi-weekly	Current.
Accounts Payable	Weekly	Current.

Sales Tax

Tasks	Frequency	Status
Applying Business License Payments	Daily	Current.
Mailing Delinquency Notices	Monthly	Current.
Constructing Aging Reports	Monthly	Current.
Applying Business License Renewals	As needed	Current.
Drafting Payment Plans	As needed	Current.
Applying Payments	Daily	Current.
Reviewing & Processing Exemption Cards	As needed	Current.

General Ledger

Tasks	Frequency	Status
Journal Entries	Monthly Recurring	Current (February).
Budget Amendments (from budget ordinances)	As needed	Current (February).
Cash Reconciliations	Monthly	Current (February).
Investment Reconciliations	Monthly	Current (February).
Create Allocations & Run Checkout	Monthly	Current (February).
DOJ Grants	Quarterly	Current (February).

Internal Improvements

The following are a list of internal tasks, actions, projects, or changes that we have made within the Finance Department for the purpose of improving operations:

- The Accounting Specialist II is beginning to take-over some of the monthly P-Card duties from the General Ledger Accountant

Small & Big Wins

Finance Department

- The first draft of the FY23 budget has been completed.
- The Finance Department has pulled roughly half of the FY21 Audit requests
- The Finance Department is diligently working with the Questica team for the implementation of their program
- The Finance Department has released and recorded several liens that slipped through the cracks in 2020
- In April 2021, the Finance Department recreated the investment strategy. The implementation of that strategy began when the treasury yield reached its highest since 2018.
- Reconciled the Ambulance Replacement Fleet Account and made its first transfers since FY17.

Sales Tax

- 27 late-filing fee notices were issued
- 14 business license renewals
- 7 new businesses were created
- Closed one business account
- Discussed how we could improve our onboarding and training processes
- Assisted the Grant Manager with the administrative duties for the Community Action Grant
- Caught up with electronic and physical filings

Utility Billing

- Disbursed 40 delinquency notices, in our effort to catch-up on collection activities
- Corrected approximately 50 accounts

- Phone called approximately 75 delinquent account holders
- Processed 30 Extra-Calls
- Assistance for rent and utility payments can be found at:
 - o <https://www.ahfc.us/blog/posts/ahfc-invites-new-rent-relief-applications>

Payroll/AP/AR Dock

- Pulled various payroll and AP related test-work for the FY21 Audit
- Corrected an allocation issue with the CSP grant
- Implemented a new process for the Transit Department to collect invoices needed for monthly report submissions

Accounting Specialist II

- Pulled various payroll and AP related test-work for the FY21 Audit
- Assisted in creating reports for the Fire Department SEMT program
- Began the transition of undertaking P-Card Duties from the General Ledger Accountant
- Began the transition of reviewing the 'Daily Summaries' from the Deputy Director
- Corrected several technical errors from previous Daily Summaries

General Ledger

- Reclassed expenditures related to grants, payroll, and P-Card purchases
- Assisted the Deputy Finance Director with various tasks such as collecting supporting documents for the creation of various calculations and reports; and pulling journal entry test work for the FY21 Audit
- Began updating the object codes in the WellsOne Expense Manager from the previous 3-digit codes to the new 4-digit codes
- After the Chart of Accounts overhaul, the Checkout Report cited accounts with incorrect formatting and invalid account segment values, those were fixed.

Interdepartmental Assistance

- Bethel Public Transit System
 - o The Finance Department helped the Grant Manager in generating the billing summaries needed to stay in good standing with the Transit System's grant providers. The Finance

Department provided invoices, timesheets, pay stubs, detail ledgers, benefit registers, payroll registers, journal entries, amongst other forms of documentation.

- City Clerk's Office
 - o Processed 5 passport payments
- Grants Department
 - o Filing quarterly reports for various grants
 - o Journal Entry adjustments
 - o The Finance Department has been tasked with the Community Action Grant Exit Reports. Our tasks include:
 - Looking through each exit report and see if it is missing receipts, documentation, return of money unspent
 - Draft and send letters to applicants owing more information or owing money that has not been spent
 - Sending emails to applicants owing exit reports
 - Draft and send letters to applicants owing exit reports
 - Follow up on every account
- Human Resources
 - o Assisting with new employee paperwork
- Police Department
 - o Uploaded the February PC Slips to Core FTP LE.
 - o Processed 51 taxi permit payments
 - o Processed 2 chauffeur payments

Meetings/Engagements

- March 1st, the Deputy Director met with TVI to discuss the City's current investments, strategies, and the overall state of the economy
- March 1st, the City Manager and Deputy Director met with the Questica team to kick-start the implementation of their program

- March 3rd, the City Manager, two representatives from the Carmen Jackson CPA, LLC Team, and the Deputy Director met with BDO to discuss the status of the FY21 audit
- March 3rd, the City Manager and the Deputy Director met with the FCS Group to discuss the next steps for the Utility Rate Study
- March 4th, the Deputy Director attended the Alaska Remote Sellers Sales Tax Commissions' Quarterly Member Update
- March 4th, the Finance Department took time to commemorate the memory of one of our team members
- March 8th – 9th, the, then, Finance Director candidate, came to Bethel for a visit to meet the Finance Department, Department Heads, and City Council
- March 8th, the City Manager, Deputy Director, City Attorney, and Accounting Specialist I (Sales Tax), met with YKHC and Davis Constructors to discuss several items including the exemption status of certain projects and transactions
- March 9th, the Deputy Director met with the Questica team to discuss the progress/status of implementation for their program
- March 9th, the Deputy Director met with the Public Works Director, Public Works Administrative Assistant, and City Manager to discuss the Hauled Refuge and Water & Sewer Enterprise fund budgets
- March 10th, the Deputy Director and Grants Manager met with a Carmen Jackson CPA, LLC representative to discuss concerns about the Chart of Accounts overhaul
- March 11th, the City Manager, Public Works Director, Grants Manager, and Deputy Finance Director met with several parties to discuss the Avenues Project
- March 16th, the Deputy Director met with the Questica team to discuss the progress/status of implementation
- March 16th, the City Manager and Deputy Director met with the First National Bank of Alaska
- March 17th, the Deputy Director met with the Alaska Government Finance Officer's Association's board to begin planning the 2022 AGFOA Conference
- March 21st, the Deputy Director the Deputy Director met with the Questica Team to discuss the progress/status of implementation, deliverables, and next steps
- March 22nd, the Deputy Director facilitated a working session with Caselle and the FCS Group to create a custom report
- March 22nd, the Deputy Director discussed the City of Bethel's Best Practices Score with the Department of Environmental Conservation

- March 28th, the Deputy Director met with the Police Chief and Lieutenant to discuss the Police Department budget.

Special Tasks

- The General Ledger Accountant corrected accounts that had incorrect formatting and invalid segment values after the Chart of Account Overhaul
- The General Ledger Accountant began updating the object codes in the WellsOne Expense Manager portal
- The Deputy Director provided several documents, reports, and charts to the Questica team
- The Deputy Director facilitated a working session between the FCS Group and Caselle to develop a report that met the specific needs of the study
- The Deputy Director and General Ledger transferred the allocated funds, as determined by BMC 4.04.075, into the Fleet Replacement Fund. This was a transfer that hasn't taken place since FY17.

Challenges

- The Finance Department needs to continue training so that we may become more proficient at completing our daily tasks and duties.
- Sometimes our utility billing personnel engage with very rude and aggressive customers, and it is beginning to have a significant negative affect towards their morale.

Goals for the near Future

- Utilizing data analytics to identify challenges and opportunities that can spur economic development.
- Reconciling all accounts and their correct distributions, particularly the Seawall Maintenance Fund.
 - o Four accounts have been completed:
 - Community Action Grant
 - Water Subscription Fees
 - Sewer Subscription Fees
 - Ambulance Fleet Replacement Fund
- Seeking approval from the Union to begin implementing the Finance Department's Incentive Program.
- At least three stronger internal processes, such as:
 - o Guidelines for overtime approval. (Completed)
 - o Guidelines for PTO requests. (Completed)
 - o Scripts for answering phones
- At least one Zoom workshop instructing small business owners how to file their sales tax returns.