

CITY OF BETHEL

City Council Meeting Agenda, December 7, 2020 – 6:00 PM

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

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

Council Members: Mayor Michelle DeWitt, Vice-Mayor Haley Hanson, Perry Barr, Alyssa Leary, Mark Springer, Rose Henderson, Conrad McCormick



ALL PUBLIC MEETINGS OF THE CITY OF BETHEL WILL BE HELD VIRTUALLY

Join Zoom Meeting

<https://zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

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Meeting ID: 488 845 6188

Passcode: 13871

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

5. APPROVAL OF AGENDA

6. UNFINISHED BUSINESS

7. NEW BUSINESS

7.1. City Manager Recruitment And Candidate Interviews (Mayor DeWitt)

8. EXECUTIVE SESSION

Posted December 2, 2020 at City Hall, AC Co., Swanson's, 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

- 8.1. In Accordance With AS 44.62.310(C) (2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion; (3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential; (4) Matters Involving Consideration Of Government Records That By Law Are Not Subject To Public Disclosure.

Filling The Vacancy Of City Manager, Review Of Applications, Discussion Of Qualifications, And Interview Questions (Mayor Dewitt)

9. ADJOURNMENT

Posted December 2, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Deputy City Clerk

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City of Bethel, AK
City Manager Search - Interview Schedule
Interviews via Zoom

December 7, 2020

<u>Candidate</u>	<u>City Council Interview</u>
Janette Bower	6:15 p.m.
Donald Kewley	7:15 p.m.
Scott McClure	8:15 p.m.
Peter Williams	9:15 p.m.

Candidate 1

Scott L. Albert

Contact Information

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

Education

- Master of Public Affairs
University of Texas at Dallas, Richardson, Texas
- Bachelor of Science - Public Administration
University of Texas at Dallas, Richardson, Texas

Work History

2020 to Present	<u>Self-Employed Consultant</u>
2017 to 2020	<u>City of Angleton, Texas (population 20,000)</u> City Manager
2015 to 2016	<u>Consulting/HOA Services</u>
2013 to 2015	<u>Riverbend Water Resources District, Texas</u> Executive Director
2008 to 2013	<u>United States Agency for International Development and Research Triangle Institute, Afghanistan</u>
2011 to 2013	General Development Officer, Afghanistan
2010 to 2011	Local Governance Program Phase III Budget and Planning Subject Matter Expert, Iraq
2008 to 2009	Local Governance Program Phase II Multiple Advisory Roles – Local Governance, Infrastructure, City Manager and Public Finance
2006 to 2008	<u>Economists.com and City of Red Oak, Texas (population 13,100)</u> Consultant/City Manager

Work History – cont'd

2002 to 2006	<u>City of Celina, Texas (population 15,000)</u> City Manager
1998 to 2002	<u>City of Palmer, Texas (population 2,000)</u> City Manager
2001 to 2002	City Manager
1998 to 2001	Consultant
1996 to 2001	<u>Town of Fairview, Texas (population 10,000)</u> Town Manager
1994 to 1996	<u>City of Springtown, Texas (population 35,000)</u> City Administrator
1989 to 1992	<u>City of Plano, Texas (population 288,000)</u> Management Assistant

Data Summary:

Candidate:	Scott L. Albert
Organization:	City of Angleton, Texas
Position:	City Manager (former)
Organization Budget:	\$54 million
Total Number of Employees in Organization:	170
Expected Salary:	\$150,000
Reporting Relationship:	Mayor and City Council
Years of Experience:	31

Professional Affiliations:

- International City/County Management Association

Ms. Sarah McKee
Senior Vice President
GovHRUSA

October 03, 2020

I hope this cover letter finds you doing well. I am responding to your job announcement for the position of City Manager in Bethel, AK.

I am comfortable working in remote environments such as Bethel, AK. I worked overseas in remote areas of Iraq and Afghanistan for five years. I have fourteen years of experience as a City Manager with knowledge in residential and commercial development, policy development, a strong background in budget & finance, parks and recreation facilities, forte in planning, success in recruiting top notch talent, etc. I understand the City Council's desire to hire a City Manager for an extended tenure. I am also looking for a community that wants to establish a long-term relationship with a City Manager as part of their TEAM. My interest in working in Alaska began in 2013; I was one of three finalists for the Ketchikan Borough Manager's position.

I have twenty years of municipal government experience, which includes fourteen years as a Chief Executive Officer. In the early nineties, I started my career in Plano, Texas, as a Management Assistant. After five years in Plano, I pursued my professional career as a City Manager in Texas communities, Fairview, Celina, and Angleton. From 2008-2013, I served as a General Development Officer for the United States Agency for International Development. I have managed staffing levels of 25 to 170 employees and budgets ranging from \$10.0 million to \$54.0 million. I have a master's degree in Public Affairs and a bachelor's degree in Public Administration from the University of Texas at Dallas.

Throughout my career, I have several accomplishments. But I take great pride knowing I played a significant role in preparing the Town of Fairview to be ranked in the top ten out of 63 suburbs in the Dallas-Fort Worth area. I managed the formation of Fairview's commercial vision and planning for 1,000 acres along US 75 that evolved into a 200-acre regional development featuring 1,000,000 square feet of retail. I managed the idea and implementation of Heritage Ranch Active Adult Community with 1,144 homes, an 18-hole golf course, 24,000 square foot clubhouse, and other amenities. My tenure in Fairview involved multiple infrastructure projects, construction of twelve new subdivisions, and many activities associated with a growing local government.

During my tenure in the City of Celina, TX, I oversaw a staff of fifty employees and budgets ranging from \$10,000,000 to \$25,000,000. I supervised numerous capital improvements, including but not limited to acquiring right-of-way for the extension of North Dallas Tollway, future alignment of the Collin County Outer

Loop, water and wastewater improvements, and road construction. I negotiated numerous development agreements, including the Light Farms project, a 1,070-acre master-planned community recognized by the Dallas Business Journal in 2013 as the best residential community in the Dallas-Fort Worth area. I managed the following commercial developments, Shops at Carter Ranch, Celina Town Shopping Center (40-acre project with 90,000 sq. ft. of retail), etc. I was responsible for the design, financing, and construction of a forty-five-acre multi-use park.

In my previous position with the City of Angleton, I was responsible for a \$54.0 million budget and 170 employees. I oversaw the planning, financing, and construction of a \$13.0 million street improvement program. We implemented a new automated residential trash service and began the process of installing new AMI water meters. I negotiated development agreements for the following special districts; Public Improvement District, Tax Increment Reinvestment Zone, Municipal Utility District, and 380 agreements. We were awarded the Livable Centers Grant for a downtown study that would create an environment less reliant on cars and more walkable. I oversaw the planning and financing of wastewater treatment plant improvements, a new 750,000-gallon elevated water storage tank, sidewalk projects, and implementation of a new SCADA system. I negotiated the zoning and development agreement for the Gambit Energy Park, a \$35,000,000 business investment in the City of Angleton.

I have overseen multiple capital investments that include local and regional initiatives. I have managed the following projects but not limited to; right-of-way acquisition for the North Dallas Tollway extension, expansion of SH 289, multiple road improvement programs, negotiated regional water and wastewater contracts with NTMWD and UTRWD, construction of water delivery points, elevated and ground storage facilities, multiple water, and wastewater lines, rehabilitation & construction of new water and wastewater facilities, eyes and ears for the Ambassador regarding progress on the Fallujah \$100 million wastewater treatment plant, multi-use parks, downtown park, etc. I have overseen multiple planning initiatives for capital investments including, ninety-nine square miles of thoroughfares, wastewater, water, parks for a build-out population of 350,000.

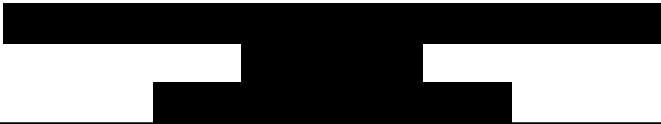
I would welcome the opportunity to discuss the role in more detail if you feel my background and experience are appropriate. Please feel free to contact me at

[REDACTED]

Respectfully Submitted,

Scott L. Albert

Scott L. Albert



EXECUTIVE SUMMARY

An accomplished public service professional with fourteen years of experience managing cities. I have a proven track record in recruiting staff, overseeing residential/commercial/industrial development, capital project planning/financing/implementation, economic development, developing strategic & comprehensive plans and zoning, budget/finance, diversity, intergovernmental relations, human resources, public policy, etc. I have managed staff of 25 to 170 employees and budgets anywhere from \$10.0 million to \$54.0 million. I have a profound ability to listen, collaborate, and engage diverse stakeholders at all levels, cultivating dynamic teams, and successfully resolving complex issues.

RELEVANT LOCAL GOVERNMENT EXPERIENCE

Consulting Services

03/2020-Present

I am currently providing consulting services regarding capital projects management, strategic planning, utility rate studies, and economic development.

City of Angleton- Angleton, Texas

01/2017-02/2020

City Manager

The City of Angleton is a diverse community with a population of 20,000, a budget of \$54.0 million, and 170 employees. The activities associated with the County Courthouse in the city will increase the daytime population well above 20,000. The City of Houston is 40 miles north, and the Gulf Coast is fifteen miles south of the City. The management team includes the following departments, Police, Fire, Human Resources, Development Services, Finance/Budget, Municipal Court, Public Works, Parks & Recreation, and Economic Development. The City of Angleton, from 2017 to 2020, increased residential and commercial development activity, improved financial reporting, created a three to a five-year strategic plan, enhanced human resource operations, reconstructed streets and utilities, increased transparency, and many other activities associated with a growing local government.

Key Achievements:

- Worked with developers on planning to build an additional 3,300 residential lots in the City.

- Establish a Special District ordinance, which served as an impetus to attracting new development.
- Implemented a new automated residential trash service.
- Constructed new sidewalks throughout the community.
- Negotiated a public-private partnership agreement to renovate an old abandoned office building downtown into a regional entertainment venue.
- Implemented the Inside Angleton magazine, which was published twice annually. It provided the community and outside stakeholders with a general synopsis on current and upcoming projects, programs, and events in the City. You can locate a digital copy of each magazine on the city's website.
- Implemented a SCADA system for water operations.
- Developed a new classification & compensation plan.
- Hired the City's first Director of Human Resources.
- Strengthened professional city management team by recruiting professional executive staff for Police Chief, Director of Parks & Recreation, and Municipal Court Administrator.
- Issued \$10.0 million in Certificate of Obligations to, build a new 750,000-gallon elevated water tank, renovate the headwalls at the Oyster Creek wastewater treatment plant, purchase a new fire truck, implement AMI smart water meters, install an ION water filtration at the Freedom Park water well.
- Issued \$13.0 million in Certificate of Obligations to reconstruct eight streets and replace utilities.
- Designed and started reconstruction of Richmond and Southside drive streets.
- Coordinated design of a new 750,000-gallon elevated water storage tank replacing the existing 500,000-gallon elevated water tank.
- Oversaw planning to renovate the Oyster Creek wastewater treatment plant headworks.
- Constructed three transit bus shelters.
- Obtained a Livable Centers grant from Houston-Galveston Area Council to perform a study on creating a downtown where people can live, work, and play.
- Involved with emergency service activities pre and post Hurricane Harvey and Tropical Storm Imelda.
- Managed the planning and negotiations for the \$35,000,000.00 Gambit Energy Park. The project uses lithium-ion batteries charged by a nearby substation when electricity is at low demand and then discharge the electricity during peak hours back onto the grid, avoiding potential blackouts. This project provides the electric grid with backup energy reserves.

City of Celina - Celina, Texas

06/2002 - 12/2006

City Manager

The City of Celina is a community with a population of 15,000. Although the City of Celina is a rural community today, its planning boundaries are ninety-nine square miles, with an ultimate build-out population of 350,000. I managed numerous capital improvements including but not limited to, acquiring right-of-way for the extension of

North Dallas Tollway, future alignment of the Collin County Outer Loop, water, and wastewater improvements, and road construction. Negotiated numerous development agreements, including Light Farms, a 1,070-acre master-planned community recognized in 2013 as the best residential community in the Dallas-Fort Worth area. I managed the following commercial developments, Shops at Carter Ranch, Celina Town Shopping Center, etc. I was responsible for the design, financing, and construction of a forty-five-acre multi-use park, and many other activities associated with a growing local government.

Key Achievements:

- Championed a \$5.6 million two-year water capital improvement program.
- Responsible for a \$7.0 million park and capital improvement program.
- Oversaw wastewater treatment plant upgrade.
- Initiated a street rehabilitation program.
- Participated in drafting Celina's first Home Rule Charter.
- Negotiated the following development agreements:
 - Light Farms (2,990 dwelling units)
 - Carter Ranch (861 dwelling units)
 - Mustang Lakes (1,800 dwelling units pending)
 - Heritage (361 dwelling units)
 - Preston Farms (400 dwelling units)
 - Celina Town Shopping Center (Grocery store and retail outlets)
 - Shops of Carter Ranch (retail development)
- Negotiated regional water and wastewater contract with Upper Trinity Regional Water District and North Texas Municipal Water District.
- Acquired right-of-way for an extension of the Dallas North Tollway.
- Executed construction manager at-risk contract and oversaw construction of \$6.5 million park.
- Acquired approximately \$2.5 million in grants.
- Completed water and sewer impact fee analysis.
- Accomplished a road proportionately study.
- Assembled a vision plan for Downtown Celina and S.H. 289 corridor.
- Revised the Celina zoning ordinance.
- Assisted in the rerating of Celina's ISO (fire insurance), which decreased from 9 to 4.
- Increased law enforcement salaries, enhanced equipment & vehicles.
- Managed the preparation of a drainage master plan for Old Town Celina.
- Oversaw Capital Improvement Plan for Old Town Celina.
- Created a Building & Standards Commission responsible for removing approx. 40 dilapidated dwellings.
- Conducted annual Council summer retreats.
- Sales tax increased 232.7 %, an average increase of 46.54% annually.
- Water meters increased 114%, an average increase of 22.8% annually.

- Annual water consumption increased 153.9%, an average increase of 22.8% annually.
- Building permits increased 123.58%, an average increase of 24.7% annually.
- Assessed property value increased 149.17%, an average increase of 29.73% annually.
- Corporate limits expanded from 3,111 acres to approximately 7,000 acres.
- Chaired the city's first Fourth of July celebration.
- Increased programs while enhancing staff efficiency and lowering the property tax rate .12 over the past four years.

Town of Fairview – Fairview, Texas

12/1996 – 03/2001

Town Manager

The Town of Fairview is a community with a population of 10,000. Although Fairview is part of the North Dallas growth corridor, the city's motto is Keeping It Country with large estate lots and visible commercial areas but hidden gems of residential enclaves. Fairview's planning boundaries are roughly fifteen square miles, with an ultimate build-out population of 15,000. I take great pride knowing the role I played in setting the foundation for the Town of Fairview to evolve from minor existence to being ranked in the top ten out of 63 suburbs in the Dallas-Fort Worth area. I managed the implementation of the Heritage Ranch Active Adult Community with 1,144 homes. I guided the formation of Fairview's commercial planning that led to a 200-acre regional development with 1,000,000 square feet of retail. My tenure in Fairview involved overseeing multiple infrastructure projects, twenty-six subdivisions, and many activities associated with a growing local government.

Key Achievements:

- Responsible for platting and planning twenty-six subdivisions and commercial developments.
- Instrumental in the planning and implementation of the first active adult resort community in the metroplex (Heritage Ranch), incorporates 575 acres. The community includes 1,144 dwellings, 18-hole golf course, clubhouse, and several other amenities. The project included infrastructure planning, development agreement, zoning, development of a specific PD, negotiations with the North Texas Municipal Water District.
- Conducted the first community impact fee study including, water, sewer, thoroughfare, and land use planning.
- Oversaw the planning and construction of the following water infrastructure; two-million-gallon ground storage, a one million gallons of elevated water storage, construction of a sixteen-inch water line and a new pump station.
- Implemented road reconstruction program.
- Managed the planning and construction of wastewater infrastructure in the commercial district along the U.S.75.
- The following steps were implemented to reduce the community ISO rating; acquired fire apparatus and equipment, implemented a program to increase

- water distribution facilities to meet superior state standards, set up an incentive program to encourage staff during the day to become volunteer firefighters to reduce response time, established five-year plan to move toward a single shift paid department, and completed expansion on fire department facilities.
- Completed a commercial vision plan for Fairview as a joint project with the University of Texas at Arlington. The Texas American Planning Association recognized the vision plan in 1998 as an outstanding project.
 - Established the water department as a true enterprise fund. The water department had been supplemented by the general fund for several years.
 - Successfully increased programs, staff, and capital projects while assisting the council in meeting one of their goals by lowering the tax rate to the lowest in the metroplex and increasing town reserves from \$900,000 to \$1,700,000.
 - Responsible for the planning and renovation of the town hall.
 - Chaired the town's first Christmas holiday community event.
 - Established the town's first Commercial Development Committee and Parks and Recreation Board, which have led to a Commercial Development Plan and Park Master Plan.
 - Implemented a program to prepare a master plan for the commercial district along US 75.

City of Springtown – Springtown, Texas

05/1994 – 11/1996

City Administrator

The City of Springtown was my first City Manager's job in rural Parker County. Although Springtown has a small population, it was a full-service community serving a rural population of roughly 35,000. Services provided by the City included police/fire protection, community development, code enforcement, street maintenance, library service, water (surface & ground), sewer, and solid waste. I enjoyed my time in Springtown but was offered an opportunity to establish a foundation for the Town of Fairview as their first Town Manager.

Key Achievements:

- Formed the first retail merchant's association, which meets monthly to share ideas and discuss joint advertising, sidewalk sales, special events, and several other activities.
- Established the Springtown Historical Commission responsible for the square, implementing the revitalization of the square (Main Street Program), educational programs regarding the history of Springtown, and development of a long-range plan for the preservation and promotion of Springtown's history.
- Identified the right legal boundaries of the city and structured a five-year plan of annexations that would double the size of Springtown.
- Created the Youth Advisory Commission to evaluate current issues affecting youth in Springtown.
- Negotiated a deal with a local owner of a vineyard to establish a tasting room.

- Prepared the cities first in-depth CAFR and received the GFOA award for excellence in financial reporting.
- Increased the general and enterprise fund balance.
- Constructed two sludge beds, rotors, contact chamber, and other infrastructure improvements to expand the wastewater treatment plant.
- Filed CDBG grant to reconstruct lagoon ponds that have been inoperative.
- Implemented a street improvement program.
- Oversaw repairs on a thirteen-mile water transmission line.

The University of Texas at Dallas

01/1993 – 05/1994

I went back to school to complete my master's in Public Affairs.

City of Plano – Plano, Texas

09/1989 – 12/1992

Management Assistant

I was one of four participants in a three-year management development program designed to prepare men and women for a career in public service. I worked in all aspects of local government operations including, office and field environments. During my tenure, Plano was the fastest growing city in the nation. I was assigned to the following work areas, Human Resources, Finance, City Manager's Office, Budget, Fire, Police, Public Works, and Parks & Recreation.

The following are work areas and a few work-related responsibilities I was involved during my tenure:

- Human Resources
 - Oversaw compensation analysis for the entire city organization.
 - Reviewed and rewrote job descriptions.
 - Performed audit on medical claims.
- Finance
 - Wrote the first comprehensive financial policy document for the city.
 - Assisted in the bond program.
- City Manager's Office
 - Community liaison to several local organizations.
 - Prepared research on demand management.
 - Assisted staff during city council meetings.
- Budget
 - Helped in the annual budget preparation.
 - Interviewed various vendors for new budget software.
- Fire
 - Participated in various EMS calls.
 - Revised draft SOPs for fire administration.
- Police
 - Worked with various departments.
 - Went out on arrests with detectives.
- Public Works

- Assisted on solid waste collection routes.
- Helped construct concrete street.
- Organized solid waste grant.

OTHER PROFESSIONAL EXPERIENCE

Consulting/HOA Services

11/2015 – 12/2016

I provided consulting services regarding real estate development and for a brief period with a Homeowners Association.

Riverbend Water Resources District

04/2013 – 10/2015

Executive Director

The Riverbend Water Resources District is a Texas water district created during the 2009 Legislative Session serving communities in Bowie, Red River and Cass counties including Texarkana, Texas, Atlanta, Annona, Avery, DeKalb, Hooks, Maud, New Boston, Tex Americas, Redwater, Leary, Nash, and Wake Village with a combined population of approximately 130,000. The Texas Legislature restructured the District in 2011, and its newly formed board hired me as their first Executive Director. Riverbend was created to assist wholesale water customers that purchase water from Texarkana Water Utilities, owned jointly by Texarkana, Texas, and Texarkana, Arkansas. The water customers formed Riverbend to address multiple water issues in the region. My initial goals require diplomatic communications to bring the various cities together and negotiate fair pricing for water. I am also responsible for leading the district in examining all possible sources of water in the region, including working with the Dallas/Fort Worth area water groups in constructing a new reservoir. Riverbend is also taking the lead in building a new regional water treatment plant. Riverbend is also leading the design and implementation of the country's first bi-state water district between Texas and Arkansas.

United States Agency for International Development (USAID) and Research Triangle Institute

10/2008 – 04/2013

04/2011-04/2013

General Development Officer

I was stationed at the task force level in Jalalabad (Eastern Afghanistan) responsible for coordinating economic development and financial initiatives in five provinces. Our economic goals include private-sector job creation, capacity building, credit & investment, and business-friendly regulations. Our overarching mission was to create transportation and trade routes into productive economic corridors. Before being assigned to the Eastern Afghanistan Task Force team, I was responsible for designing, implementing, reporting, monitoring, and advising on USAID programs in the following districts: Achin, Bati Kot, Kot, and Nazyan with a combined population of 300,000 +. I served as the primary representative for USAID/USG by establishing and maintaining

contacts with government officials, community leaders, International Security Assistance Force, United Nations, and non-governmental organizations in the districts listed above. I design and implement programs in the following areas governance, infrastructure, health, and education. I advise and mentor local government officials on various development issues. I worked with military command and several USG colleagues to develop joint strategies. I offered technical expertise on various initiatives and development projects.

Key Achievements:

- Appointed Economic Development Director for Eastern Afghanistan
 - Oversee Rodat industrial Park
 - Implement economic development initiatives along HWY 7 corridor from Jalalabad to Torkham Gate
 - Privatize state-owned industries.
- Implementation and oversight of the District Delivery Program (DDP) for Bati Kot and Mohmand Dara. DDP is a governance capacity building program designed to improve the Government of the Islamic Republic of Afghanistan (GIROA) to deliver essential services to the district level. The main impetus of the DDP was focused on the District Governor's Office and the following Line Ministries; Agriculture (MAIL), Education, Justice (Court, Prosecutor & Huqooq), Health, Rural Rehabilitation and Development (MRRD). The tangible effects of the DDPs first phase ensured District officials could receive their budgets (salaries, O&M) from the provincial mustafiat. The second phase of the DDP focused on District officials supporting basic service delivery needs through off-budget USAID programs with implementing partners. The third and final phase was working with District officials and community leaders to identify and implement infrastructure projects.
- Participated in the District Stability Framework (DSF) analysis for the Bati Kot District. DSF is a tool used in Bati Kot to study, plan, and design activities specifically to guide and support stabilization efforts. The DSF process has four basic steps; 1. Situational awareness (learn the operating environment, cultural, local perceptions. 2. Analysis – identifying potential sources of instability. 3. Design activities that will address systemic causes of sources of instability. 4. Monitoring & Evaluation - track output and impact indicators.
- USG Governance Advisor to the District Governors and Line Ministries of Achin, Bati Kot, Kot, and Nazyan.
- Field Program Officer – inspected various USAID projects executed by implementing partners (water wells, orchards, rule of capacity training, etc.).
- Advised on the rule of law regarding conducting the first public trials in Bati Kot.
- Worked with NATO Rule of Law Field Personnel in identifying justice center improvements.
- Expansion & renovations of the Bati Kot Comprehensive Health Clinic; construction of a delivery room, male and female restrooms, laundry room, incinerator, male & female waiting areas, female inpatient room, guard room,

painting, and refurbishment (electrical, plumbing, windows, doors) of the existing structure and perimeter wall.

- Expansion & renovations of the Meshwani Basic Health Clinic; construction of a perimeter wall, delivery room, waiting room, incinerator, lab, guard room, and repairs to the existing building including electrical, painting and plumbing.
- Renovations to the Daga Basic Health Clinic repaired the main clinic roof, generator, female restroom, and electrical wiring.
- Preparation of plans for asphaltting 12 km of roads.
- Participated in the reintegration of 12 Taliban from Achin
- Prepared an electricity assessment for the following Achin, Bati Kot, Kot, and Nazyan Districts.
- Various leader engagements with government officials and village/tribal elders.

01/2010-03/2011

Local Governance Program Phase III (LGP III) – Serving in the Role as Budget and Planning Subject Matter Expert for the North Region of Iraq.

I was responsible for assisting provincial governments in implementing their authority under the Provincial Powers Act for legislation, planning, budgeting, monitoring, and organization development. Oversee budget and planning activities concerning the Provincial Powers Act (aka Law 21). Twenty-Four Iraqi nationals work with me in supporting the Governor's Office and Provincial Council. Our team implements budget and planning processes within the provincial governments of Anbar, Diyala, Kirkuk, Ninawa, and Salah-ad-Din.

Key Achievements:

- Provided technical assistance and on the job training for formulating provincial operational and investment budgets for five provinces.
- Assisted in the execution of capital projects for five provinces.
- Aided in the development of provincial development strategies for five provinces.
- Prepared and performed national training concerning budget formulation and execution.
- Facilitated numerous regional budgets and planning workshops for the north region of Iraq.
- Wrote a report on the allocation of petrodollars from the central government to Iraq provincial governments.
- Organized a regional report regarding the devolution of municipal public works (water, sewage, urban planning, and municipality) and the impact on provincial governments.
- Prepared weekly video teleconference (VTC) reports for national headquarters regarding budget and planning status in the north region.
- In charge of weekly USAID national database updates regarding budget and planning activities in the north region of Iraq.

10/2008-11/2009

Local Governance Program Phase II (LGP II) - Served in Multiple Advisory Roles - Local Governance, Infrastructure, City Manager and Public Finance

I was a member of the Embedded Provincial Reconstruction Team (ePRT) under the Chief of Mission comprised of military, diplomats, and subject matter experts who served the Fallujah District, including Ameriya-Ferris, Saqliwahy, Garma/Karmah, and multiple villages/tribes. Participated in numerous reconstruction projects, capacity building, and local governance initiatives. Assisted local Iraqi government officials in developing a transparent governmental system. Promoted political and economic development and carried out policymaking and administration matters.

Key Achievements:

- Lead the Garma/Karmah water initiative comprised of approximately 30 water projects at an estimated cost of \$7,000,000 (impact 105,000 residents, 80 schools, and 12 health clinics) which included:
 - Rehabilitation of five main water distribution lines.
 - Rehabilitation of three water treatment plants.
 - Construction of seven new water treatment plants.
 - Extension of the water distribution network to twelve villages.
- Briefed Regimental Headquarters, RAWG, and RAAB regarding project initiatives.
- Worked with USACE, GRD, and GRC on various infrastructure projects.
- Coordinated the kickoff of the Garma/Karmah electric initiative
- Provided additional oversight for the Ambassador regarding the Fallujah Wastewater Treatment Plant (Project cost \$100,000,000).
- Directed the funding initiative for the Fallujah Wastewater Treatment house connections (10,000 homes approx. cost \$4,000,000).
- Assisted with the reconstruction of Hrmah Road approx. 8 km at \$1,700,000.
- Established a planning department within the Ameriya-Ferris sub-district to assist the local government in technical matters and daily operations of the City.
- Supported Chairman Shakir with his appointment to the US International Visitors Leadership Program in Washington, DC.
- Ameriya-Ferris local Governance Advisor.
- Renovated two schools and three health clinics in Ameriya-Ferris.
- Attended multiple City and Tribal Sheik Council meetings.
- Coordinated the Provincial Development Plan conference in Baghdad.

Economists.com and City of Red Oak

2006-10/2008

Consulting/City Manager

After leaving Celina, I worked as a consultant with Economists.com performing utility rate and impact fee studies for a brief period before becoming City Manager for Red Oak, TX. My tenure in Red Oak was a short time.

City of Palmer – Palmer, Texas

Consultant/City Manager

Consultant – 1998 – 03/2001

City Manager – 03/2001 – 06/2002

While working for Fairview, I was also providing consulting services to the City of Palmer. The Fairview Council was aware that I was providing consulting services to Palmer. The City of Palmer eventually offered me a significant increase in pay and benefits to leave Fairview and work for the City of Palmer full-time.

EDUCATION

The University of Texas at Dallas

Master of Public Affairs (MPA)

Bachelor of Science (BS) Public Administration-Economics & Finance

Scott Albert



Questionnaire name: Release of Information Candidate Questionnaire BethelAK CM 11-2020

Questionnaire taken on: 2020-11-07

Job applied for: Bethel, AK - City Manager (October 30, 2020) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Scott
Middle Name:	Lee
Last Name:	Albert
Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names etc.	NA
Preferred Pronoun (ex. He/She/They etc.)	
How did you learn about this position?	GOVHR website
	
City, State, Zip:	Richardson
	
	
Male or Female (Optional):	Male

REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now contact without jeopardizing your present employment.

GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

Additional Reference Information:

EDUCATION: Highest Degree Earned: Master's Public Affairs

College/University & Location(city): University of Texas at Dallas

Additional Degree Earned: BS Public Administration

College/University & Location(City): University of Texas at Dallas

Additional Degree Earned:

College/University & Location (City):

CURRENT EMPLOYMENT INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable): 170

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

3. Total budget in your current or most recent overall organization (if applicable): \$54.0 million (operating & capital)

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

5. Expected compensation for this position: \$150,000.00

6. Who do you (or did you) report to (title only): Mayor & City Council

7. Related professional affiliations: ICMA

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any

Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

point during the recruitment and selection process for this position.

9. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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10. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of any applicable court or administrative proceeding, and if known, the current status and/or disposition of such court or administrative proceeding. Yes or No (If yes, please list and briefly explain).	No
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11. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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12. At any time in the last seven (7) years, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of	No
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claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a complaint against you to a professional organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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Candidate 2

Janette M. Bower

Contact Information

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

Work History

2018 to Present	<u>City of Wadena, Minnesota (population 4,100)</u> City Administrator
2016 to 2018	<u>City of Menahga, Minnesota (population 1,300)</u> City Administrator
2003 to 2016	<u>City of Palmer, Alaska (population 6,700)</u> City Clerk
2002 to 2003	<u>City of Bethel, Alaska (population 6,500)</u> City Clerk

Data Summary:

Candidate:	Janette M. Bower
Organization:	City of Wadena, Minnesota
Position:	City Administrator
Organization Budget:	\$52 million
Total Number of Employees in Organization:	150
Expected Salary:	As Advertised
Reporting Relationship:	Mayor and City Council
Years of Experience:	18

Professional Affiliations:

- International City/County Management Association
- International Institute of Municipal Clerks



October 28, 2020

City of Bethel
Mayor and Council Members
PO Box 1388
Bethel, AK 9959

Thank you for the opportunity to introduce myself and for taking the time to review my qualifications for the position of City Manager. I currently serve as the Wadena City Administrator and believe I possess the knowledge and expertise to serve as the City Manager.

I have served in local government for 20 years, 16 of those years in Alaska. I started my local government career in Bethel and look forward to continuing my career in Bethel.

I am a well-rounded individual that truly loves local government and I possess an approachable leadership style that fosters teamwork to accomplish goals.

In each of the communities I have made it my goal to be a part of the community. By immersing myself in the community I am not only able to learn the needs but to experience them as well. I also believe this immersion has created a sense of community trust and awareness that I know and understand what is going on.

Throughout my career I have demonstrated my ability to maintain a neutral political stance. I believe everyone has a right to their stance and it is my duty to remain neutral and to complete my work according to the established policies, procedures, municipal code, statutes, and council directives.

Although I am currently in Minnesota, my husband and I desire to return to Alaska. Six of our 8 children live in Alaska. Fourteen of our 18 grandchildren live in Alaska. Relocating to Alaska will not be an issue. Both my husband and I have lived in Bethel and understand the intricacies of Bethel. We look forward to embracing the sense of community that we are familiar with and desire to be a part of.

Thank you for your time. I look forward to meeting with you to further discuss my experience and qualifications.

Sincerely,

A handwritten signature in blue ink, appearing to read "Janette M. Bower".

Janette M. Bower

Fundamental Strengths and Principles

Highly skilled individual with over 20 years of local government experience, 16 of those years in Alaska. Passionate about creating a collaborative atmosphere that is inclusive and accomplishes the organization's goals. Proficient and responsive to change. Natural leader with an approachable leadership style.

- ✓ **Passion for public service**
- ✓ **Communicate and collaborate**
- ✓ **Ability to create and work within a team environment**
- ✓ **Critical thinker**
- ✓ **Budget Management**
- ✓ **Responsible and responsive**
- ✓ **Accurate work product**
- ✓ **Organized**
- ✓ **Progressive and visionary**
- ✓ **Skilled negotiator**
- ✓ **Approachable with a good sense of humor**
- ✓ **Highly ethical**

Professional Work Experience

City Administrator, City of Wadena, Minnesota

May 2018 to present

- Direct and perform the actual day-to-day supervision and control of the administrative affairs of the city.
- Coordinate enforcement of all laws of the State of Minnesota and City of Wadena Municipal Code provisions.
- Prepare all city council legislation (legal documents) for city council adoption to ensure compliance with federal, state, and local laws.
- Prepare for City Council adoption, a single, consolidated budget including statements related to projected revenue, proposed sources of revenue and all expenditures and obligations incurred by the City in the upcoming fiscal year.
- Exercise control over the fiscal expenditures of all departments and divisions of the City. Monitor the expenditures and receipts of all departments against approved budgets and takes any needed remedial action.
- Ensure effective systems are implemented for cash flow management and appropriate investment of surplus funds.
- Prepare and monitor all capital improvement plans.
- Oversee all capital improvement projects and service programs, from inception to completion ensuring the project is within budget and all contracts are in order.
- Manage and oversee all grant projects including writing grant applications and submitting required reports.
- Manage and supervise all City departments and operations.
- Write and establish administrative policies and procedures necessary to ensure the proper and efficient operation of all departments and divisions of the City.
- Issue administrative orders consistent with state law, city code provisions, and council policy.
- Supervise and manage local elections in accordance with prescribed laws and regulations.

- Serve as the City's personnel officer and administers personnel functions within established policies and procedures. Direct the evaluation of employee performance and recommends hiring, promoting, demoting, and discharging employees.
- Serve as the City's representative for all negotiations with the City's recognized bargaining units and oversee contract administration.

City Administrator, City of Menahga, Minnesota

April 2016 to May 2018

- Directed and performed the actual day-to-day supervision and control of the administrative affairs of the city.
- Coordinated enforcement of all laws of the State of Minnesota and City of Wadena Municipal Code provisions.
- Prepared all city council legislation for city council adoption to ensure compliance with federal, state, and local laws.
- Prepared for City Council adoption, a single, consolidated budget including statements related to projected revenue, proposed sources of revenue and all expenditures and obligations incurred by the City in the upcoming fiscal year.
- Exercised control over the fiscal expenditures of all departments and divisions of the City. Monitored the expenditures and receipts of all departments against approved budgets and took any needed remedial action.
- Ensured effective systems were implemented for cash flow management and appropriate investment of surplus funds.
- Prepared and monitored all capital improvement plans.
- Oversaw all capital improvement projects and service programs from inception to completion ensuring the project were within budget and all contracts were in order.
- Managed and supervised City departments and operations.
- Wrote and established administrative policies and procedures necessary to ensure the proper and efficient operation of all departments and divisions of the City.
- Issued administrative orders consistent with state law, city code provisions, and council policy.
- Supervised and managed local elections in accordance with prescribed laws and regulations.
- Served as the City's personnel officer and administered personnel functions within established policies and procedures. Directed the evaluation of employee performance and recommends hiring, promoting, demoting, and discharging employees.

City Clerk, City of Palmer, Alaska

July 2003 to April 2016

- Served as staff to the city council.
- Served as the City's Records Manager which consisted of development of the City's retention schedule, provided training for department records coordinators, and ensure compliance with the retention schedule.
- Prepared and reviewed council legislation for accuracy and content prior to council action.
- Maintained the Palmer Municipal Code.
- Wrote and proposed amendments to the City Charter for council adoption and voter ratification.
- Supervised and managed local elections in accordance with prescribed laws and regulations.
- Prepared and defended the city council and city clerk's budgets.
- Prepared agendas and council packets.
- Ensured compliance with the Open Meetings Act.
- Developed and maintained database of council legislation.
- Served as parliamentarian.
- Responded to public information requests.
- Developed and maintained the City's website.
- Developed and maintained the City's social media sites.

City Clerk, City of Bethel, Alaska

May 2002 to June 2003

- Served as staff to the city council.
- Served as the City's Records Manager which consisted of development of the City's retention schedule, provided training for department records coordinators, and ensure compliance with the retention schedule.
- Prepared and reviewed council legislation for accuracy and content prior to council action.
- Maintained the Bethel Municipal Code.
- Supervised and managed local elections in accordance with prescribed laws and regulations.
- Prepared and defended the city council and city clerk's budgets.
- Prepared agendas and council packets.
- Ensured compliance with the Open Meetings Act.
- Developed and maintained database of council legislation.
- Served as parliamentarian.
- Responded to public information requests.
- Developed and maintained the City's website.
- Served as passport agent.

Education

Graduated from Magic City High School, Minot, ND – 1983

Griffin Business College – 1985-1987

Eighteen years of continuing education courses to obtain Master Municipal Clerk (MMC) and International Institute of City Managers – Credential Manager (IIMC-CM). These course include, but not limited to, federal, state, and local laws, human resources, management, and contract and budget management.

Janette Bower



Questionnaire name: Release of Information Candidate Questionnaire BethelAK CM 11-2020

Questionnaire taken on: 2020-11-06

Job applied for: Bethel, AK - City Manager (October 30, 2020) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Janette
Middle Name:	Marie
Last Name:	Bower
Alias Names: Other names by which you’ve been known by. Ex. Nicknames, Legal Names, Maiden Names etc.	Persinger, Rahe, Nieman
Preferred Pronoun (ex. He/She/They etc.)	She
How did you learn about this position?	Email
Male or Female (Optional):	Female

REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now contact without jeopardizing your present employment.

GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

Additional Reference Information:

EDUCATION: Highest Degree Earned: High school

College/University & Location(city): Griffin Business College Tacoma Washington

Additional Degree Earned:

College/University & Location(City):

Additional Degree Earned:

College/University & Location (City):

CURRENT EMPLOYMENT INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable): 150

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

3. Total budget in your current or most recent overall organization (if applicable): \$52,000,000

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

5. Expected compensation for this position: Within the posted range

6. Who do you (or did you) report to (title only): Mayor and City Council

7. Related professional affiliations: ICMA, IIMC

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any

Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

point during the recruitment and selection process for this position.

9. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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10. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of any applicable court or administrative proceeding, and if known, the current status and/or disposition of such court or administrative proceeding. Yes or No (If yes, please list and briefly explain).	No
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11. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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12. At any time in the last seven (7) years, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of	No
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claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a complaint against you to a professional organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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Candidate 3

Donald G. Kewley

Contact Information

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

Education

- Master of Business Administration
Pepperdine University, Malibu, California
- Bachelor of Science - Business Administration
California State University, Chico, California

Work History

2019 to 2020	<u>City of Palm Coast, Florida (population 87,600)</u> Chief Innovation Officer
2017 to 2019	<u>City of Ashland (COA), Oregon (population 21,300)</u> AFN Operations Manager
2015 to 2016	<u>Kelly Mitchell – Pacific Gas & Electric Company Contractor, San Francisco, California</u> Senior Project Manager – Contract
2/2015 to 10/2015	<u>MJM Management Group, San Francisco, California</u> Project Manager – Capital Projects
2014 to 2015	<u>The Mosaic Company, San Ramon, California</u> Senior Learning Strategist
2014 to 2015	<u>Bay Area Systems and Solutions, Inc., (BASS Electric), South San Francisco, California</u> Project Manager

Work History – cont'd

2013 to 2014

Rodan Builders, Burlingame, California

Project Manager

2011 to 2013

Richard Health and Associates Inc., Chico, California

Program Manager

Data Summary:

Candidate:	Donald G. Kewley
Organization:	City of Palm Coast, Florida
Position:	Chief Innovation Officer (former)
Organization Budget:	\$200 million
Department Budget:	\$4 million
Total Number of Employees in Organization:	450
Total Number of Employees in Department:	3
Expected Salary:	\$160,000
Reporting Relationship:	City Manager
Years of Experience:	9

Professional Affiliations:

- Project Management Institute
- National Association of Telecommunications Officers and Advisors
- U.S. Green Building Council

Donald G. Kewley



October 9, 2020

RE: City Manager Position – Bethel Alaska

Dear Hiring Recruiter,

I am interested in the City Manager Position in Bethel Alaska because my education and past work history has prepared me to meet all of the responsibilities this position carries.

While thirteen years in the California and Oregon Army National Guard I learned about the effectiveness and importance of working as a team. I gained experience making important logistical and strategic decisions while leading my team through challenging and stressful situations.

My work as a leader in municipal government and the utility industry enhanced my management skills by teaching me to effectively develop comprehensive budgets, create business plans, analyze and optimize business operations, manage stakeholder expectations and guide human capital resources towards the accomplishment of organizational objectives.

I understand the value public private partnerships provide to a community. While working as third party Program Manager in the private sector I was actively involved in five local government partnerships (municipalities, utilities, academic institutions local businesses and chamber of commerce) in Central and Northern California. As a team we were able to deliver much-needed amenities and services to twenty-three counties.

The combination of the MBA I earned from Pepperdine University in Leadership and Bachelor of Science in Business Administration Chico State University was geared towards building my leadership & managerial skill sets and taught me to facilitate change and growth in a volatile global economy. My education, military service and past work history demonstrates my commitment to be an excellent leader and manager of people and resources. I am confident that I will be a significant asset to any organization's leadership team if given the opportunity to prove myself.

Although my resume provides a summary of my background and experiences, I would very much like the opportunity to discuss, in person, how I can meet the demands of the City Manager position in Bethel Alaska.

Sincerely,



Donald G Kewley, MBA, CGCIO
530-410-5655
dkewleysr@gmail.com

DONALD G. KEWLEY

OPERATIONS OFFICER

Program & Project Oversight | Operations Stewardship | Vision & Strategy | Change Management

PROFESSIONAL SUMMARY

Results driven executive leader with expertise in operations, project and program management; financial analysis, and controllership within organizations. Skilled in collaborating with all members of the business to achieve business and financial objectives. Integral in streamlining and refining processes, boosting productivity, and implementing solutions. Highly skilled and has a proven track record of working as a project manager at organizations. Significantly experienced in strategic planning, organizing, and providing comprehensive support to managers, technical teams, and senior executives. Well-versed in implementing new projects, facilitating meetings, and communicating with employees. Able to communicate with technical professionals, teammates, and customers to review, gather, interpret, and verify information. Accustomed at leading team meetings, delegating tasks, addressing areas of improvement, and reviewing metrics and projects. Successful at sharing business and process changes for organizational support. Additional skills include:

- **Promoting proactive project collaboration** and a positive work culture by building and managing high-performance teams, establishing targetable schedules & goals, and prioritizing employee engagement strategies.
- **Establishing business and process changes** and communicating new IT infrastructure with management.
- **Assisting with business functions** and developing effective action plans to implement technical process improvements.
- **Building and leading relationships** across teams for cohesive and strategic business systems initiatives.
- **Strategic in managing business roles to** ensure the smooth transactions of operational functions.

CORE COMPETENCIES

- | | | |
|----------------------------------|-----------------------------------|---------------------------------|
| ▪ Senior Manager | ▪ Marketing & Community Outreach | ▪ Project Lifecycle Compression |
| ▪ Strategic Planning & Analysis | ▪ Resource & Logistics Management | ▪ Contract Negotiations |
| ▪ Change Management Evangelist | ▪ Business Development | ▪ Business Consultation |
| ▪ Strategic Operational Planning | ▪ Risk Management | ▪ Team Leadership |
| ▪ Technical Communication | ▪ Process Implementation | ▪ Training & Development |
-

WORK EXPERIENCE

City Of Palm Coast, Palm Coast, FL
Chief Innovation Officer

July 2019 –Sep 2020

- Was responsible for FiberNet, Economic Development, Innovation District, Information Technology and working with the drone team.
- Conducted fiber and IT infrastructure physical and cyber security assessments in partnership with the Department of Homeland Security.
- Planned, organized, and implemented departmental goals. Coordinated and integrated all activities toward expanding the City's FiberNet infrastructure and achieving Smart City's objectives.
- Provided external IT operations and program advice to city council, city management, city staff and outside agencies.
- Developed policies and directed department operations and tactical strategies to assist with capital projects, hardware and software upgrades, administrative and instructional activities, and personnel resources.
- Coordinated and participated in meetings with the city's departments to evaluate and address technology needs for business and field operations.

- Organized and implemented the City's Wireless Facilities Master Plan and 5G/Small Cell ordinances.
- Architected and facilitated the city's inaugural Tech Beach Hackathon event in January 2020.

City of Ashland (COA), Ashland, OR

Jan 2017 – Jun 2019

AFN Operations Manager

- Managed processes that increased Ashland Fiber Net revenue and number of Internet subscribers by forty percent, provided internet and technology services for the city and community.
- Managed AFN telecommunications and technology projects, coordinated cross functional teams, vendors, and subcontractors, prepared requests for proposal. Administered consultant selection processes; and approved work products. Maintained project documentation and prepared reports.
- Assisted with strategic planning, created work plans, policies and procedures developed budgets, project timelines, monitor work flow, and regulatory compliance inspections.
- Supervised and evaluated the work of subordinates. Interviewed, selected, trained, directed, and evaluated employees.

Kelly Mitchell - Pacific Gas & Electric Company Contractor, San Francisco, CA

Oct 2015 – Jun 2016

Senior Project Manager - Contract

- Led projects for the Energy Savings Assistance multimillion dollar materials contract, evolution bulk materials acquisitions and contract management with the California Public Utilities Commission.
- Assisted with strategic planning and managed contract negotiations, developed requests for proposals, bid analysis, service level agreements, and statements of work. Created project management and implementation plans.
- Partnered with IOU's researching industry trends and benchmarks associated with energy contracts.

MJM Management Group, San Francisco, CA

Feb 2015 – Oct 2015

Project Manager- Capital Projects

- Prepared requests for proposals, assisted with strategic planning, developed work plans and project timelines, and managed software development and budgets.
- Monitored, reviewed, and approved work products; maintain project documentation and prepare reports.
- Secured the public domain and real estate capital construction projects and facilitated bidder conferences thru initial contract negotiation qualification bid proposals and vendor selections.
- Orchestrated project lifecycles via MS Project and provided technical compliance vectors with California Energy Efficiency Standards, Title 24, and health and building codes.

The Mosaic Company, San Ramon, CA

Sep 2014 – Jan 2015

Senior Learning Strategist

- Helped with strategic planning, forecasting, and budgeting.
- Bolstered PG&E training academy by invigorating organizational communication relationships across lines of business.
- Facilitated Subject Matter Experts and Lines of Business conferences including Kickoff, Alpha review, Beta review, and Project Closeout (Key Learning).
- Directed learning solution effectiveness with stakeholder risk assessments and recommendations to business teams.

Bay Area Systems and Solutions, Inc. (BASS Electric), South San Francisco, CA

Feb 2014 – Aug 2015

Project Manager

- Managed city and county public works, commercial, design-build and LEED construction projects.
- Facilitated the implementation of new construction management software applications.
- Prepared budgets, Requests for Information, change orders and monitored timelines using MS Project.
- Established partnerships with cross-functional teams consisting of stakeholders, vendors, and subcontractors.

Rodan Builders, Burlingame, CA

Oct 2013 – Feb 2014

Government, Commercial, Industrial and Institutional Tenant Improvements

Project Manager

- Helped with contract negotiation, strategic planning, forecasting, budgeting, and resource allocation.
- Managed cross functional teams, vendors, and subcontractors for city and county public works construction projects.
- Collaborated Job Order Contracts including JOC, the joint construction delivery via eGordian, the construction task order catalog.

Richard Heath and Associates Inc., Chico, CA

Jul 2011 – Oct 2013

Program Manager

- Managed a \$14M portfolio of small and medium businesses energy efficiency programs for investor-owned and municipal utilities and local government partnerships in Northern and Central California.
- Assisted with contracted negotiation, strategic planning, forecasting, budgeting, marketing and customer education.
- Helped increase divisional revenue by \$2.6 million in 2 years.
- Developed and managed community outreach programs with business leaders, government and industry professionals.
- Targeted SMBs with emerging technologies aimed at improved energy expenditure and operating expenses.

ADDITIONAL EXPERIENCE & SKILLS

Outlook 365, MS Office Suite, MS Project, MS Visio, Xactimate, SAP R3, Vensim Adobe Professional, Munis, etc.

EDUCATION D& CREDENTIALS

CGCIO, Florida Institute of Government, Tallahassee, FL 2020

M.B.A., Pepperdine University Graziadio School of Business and Management, Malibu, CA. 2018

B.S., Business Administration, California State University, Chico, CA. 2009

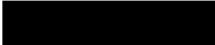
Donald Kewley



Questionnaire name: Release of Information Candidate Questionnaire BethelAK CM 11-2020

Questionnaire taken on: 2020-11-05

Job applied for: Bethel, AK - City Manager (October 30, 2020) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Donald
Middle Name:	Glenn
Last Name:	Kewley
Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names etc.	n/a
Preferred Pronoun (ex. He/She/They etc.)	He
How did you learn about this position?	League of Cities Job Posting
	
	
	
	
Male or Female (Optional):	Male

REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now contact without jeopardizing your present employment.

GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

Additional Reference Information:

EDUCATION: Highest Degree Earned: MBA

College/University & Location(city): Pepperdine University, Malibu California

Additional Degree Earned: BS

College/University & Location(City): Chico State University, Chico California

Additional Degree Earned:

College/University & Location (City):

CURRENT EMPLOYMENT INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable): 450

2. Total # of full time employees in your current or most recent department (if applicable): 3

3. Total budget in your current or most recent overall organization (if applicable): 200,000,000

4. Total budget of your department or areas of responsibility (if applicable): 4,000,000

5. Expected compensation for this position: 160,000

6. Who do you (or did you) report to (title only): City Manager

7. Related professional affiliations: Project Management Institute, NATOA, USGBC

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

point during the recruitment and selection process for this position.

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

no

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

no

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

no

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

no

13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

no

14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of

Yes, I was released due to lack of fit during the probationary period when I worked at Bass Electric in South San Francisco. There was no severance agreements or compensation.

claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a complaint against you to a professional organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	no
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Candidate 4

Scott D. McClure

Contact Information

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Education

- Master of Public Administration
Portland State University
- Bachelor of Science - Political Science
Portland State University

Work History

2019 to 2020	<u>City of Canby, Oregon (population 16,950)</u> City Administrator
2007 to 2019	<u>City of Monmouth, Oregon (population 9,890)</u> City Manager
2004 to 2006	<u>City of Coos Bay, Oregon (population 15,376)</u> City Manager
1996 to 2004	<u>City of Brush, Colorado (population 5,117)</u>
1998 to 2004	City Administrator
1996 to 1998	Assistant City Administrator
1989 to 1996	<u>City of Gresham, Oregon (population 75,000)</u> Management Analyst, Budget Analyst, Administrative Aide
1/1989 to 6/1989	<u>City of Gladstone, Oregon (population 10,163)</u> Intern

Data Summary:

Candidate:	Scott D. McClure
Organization:	City of Canby, Oregon
Position:	City Administrator (former)
Organization Budget:	\$61.7 million
Total Number of Employees in Organization:	138
Expected Salary:	\$135,000 - 155,000
Reporting Relationship:	City Council
Years of Experience:	31

Professional Affiliations:

- International City/County Management Association
- Oregon City/County Management Association

October 21, 2020

Sarah McKee
Senior Vice President
GovHRUSA

Re: Bethel, AK City Manager Position

Dear Ms. McKee:

Please find enclosed my application materials to apply for the position of Bethel City Manager. I am very excited to apply for this position. Based on the profile, I think I would be a great fit for the organization and could make an immediate positive impact.

I am looking for a new challenge in a great community. Bethel would be a unique and exceptional city to work and live in. Based on my research, the organization seems very progressive and forward looking and offers a full mix of services, including a port. The city itself is great, with nice commercial and residential areas circled by magnificent beauty.

I have thirty years of local government management experience in multiple, diverse communities similar to Bethel. My career has featured long term commitments to my organization and my community. I have demonstrated expertise in all areas of city administration. This includes community and economic development (including downtown redevelopment), finance and budgeting, human resources, service delivery, utility management, public safety and capital planning and construction.

I am a highly personable, collaborative and ethical leader that excels in developing relationships. My skillset ranges from visioning and strategic thinking, down to the smallest operational details. I provide the highest levels of support to elected officials, management and line staff. I am also highly engaged in the community and in professional organizations, including serving on business and non profit boards.

I would truly appreciate the opportunity to discuss how my extensive skills and experience could benefit the City of Bethel. Please contact me at [REDACTED] if you need any additional information.

Sincerely,

Scott D. McClure

Scott D. McClure

Scott D. McClure

Objective

A professional, challenging position in local government management.

Skills

- Highly knowledgeable in all aspects of city management
 - Excellent leadership and communication skills
 - Ability to create a long term vision and strategically implement the vision
 - Very involved in the community and forges strong partnerships
-

Experience

City Administrator
City of Canby, OR (Pop. 16,950)

10/19 – 2/20

Key Responsibilities: Assist the City Council with goal setting and policy making; supervise and support all City operations, including serving as Public Works Director; enforce City rules and regulations; manage the annual budget process, purchasing and financial reporting; complete major projects; implement public relations and community engagement strategies; interface with local, regional and state organizations.

Significant Accomplishments:

- ✓ Set up systems for department head communication and established team expectations
- ✓ Completed extensive community outreach to citizens, businesses, partner organizations and City advisory committees
- ✓ Enhanced city's external and internal communications
- ✓ Gained approval for a new Planner position to help keep up with rapid growth and multiple development projects
- ✓ Maintained progress on all assigned projects

Scott D. McClure

City Manager
City of Monmouth, OR (Pop. 9,890)

1/07 – 10/19

Key Responsibilities: Assist the City Council with goal setting and policy making; supervise and support all City operations; enforce City rules and regulations; manage the annual budget process, purchasing and financial reporting; complete major projects; implement public relations and community engagement strategies; interface with local, regional and state organizations.

Significant Accomplishments:

- ✓ Moved organization from a status quo position to dynamic and vision focused
- ✓ Maintain excellent financial position through a recession and ongoing cost pressures
- ✓ Transformed the Downtown area
- ✓ Upgraded City utility systems, infrastructure and parks
- ✓ Built a new Police Station and electric utility headquarters, and expanded the Senior Center
- ✓ Supported actions to improve and expand the community's broadband system
- ✓ Led a highly successful and innovative community engagement project

City Manager
City of Coos Bay, OR (Pop. 15,376)

11/04 – 9/06

Key Responsibilities: Assist the City Council with goal setting and policy making; supervise and oversee all City operations; enforce City rules and regulations; manage the annual budget process, purchasing and financial reporting; complete major projects; implement public relations and community engagement strategies; interface with local, regional and state organizations.

Significant Accomplishments:

- ✓ Corrected a significant budget imbalance
- ✓ Developed City's first system development charge programs
- ✓ Helped acquire and reopen a closed historic movie theater
- ✓ Acquired and prepped site for a new historical museum
- ✓ Started redevelopment planning for a neglected portion of the town
- ✓ Oversaw negotiations and planning for a complex development project

Scott D. McClure

City Administrator
City of Brush, CO (Pop. 5,117)

7/98 – 11/04

Key Responsibilities: Assist the City Council with goal setting and policy making; supervise and oversee all City operations; enforce City rules and regulations; manage the annual budget process, purchasing and financial reporting; complete major projects; implement public relations and community engagement strategies; interface with local, regional and state organizations.

Significant Accomplishments:

- ✓ Strengthened City's water rights portfolio
- ✓ Led complex negotiations for the expansion of a locally owned power plant
- ✓ Worked with a new company and State agencies to reopen a private prison
- ✓ Updated the City's compensation system
- ✓ Protected the City's water source from a pipeline development project

Assistant City Administrator
City of Brush, CO (Pop. 5,117)

5/96 – 7/98

Key Responsibilities: Manage building and planning functions; serve as Risk Manager; supervise front office staff; complete special projects.

Significant Accomplishments:

- ✓ Developed suite of new risk management policies and upgraded safety practices
- ✓ Assisted with enhancements to the annual budget process
- ✓ Managed recruitment for new Parks and Recreation Director
- ✓ Developed new City Comprehensive Plan

Management Analyst, Budget Analyst, Administrative Aide
City of Gresham, OR (Pop. 75,000)

7/89 - 4/96

Key Responsibilities: Provided a variety of general administrative support to City departments, including budgeting, capital improvement planning, citizen involvement and Council support.

Significant Accomplishments:

- ✓ Tightened procedures for the Sister City Program and added a new city
- ✓ Participated in a complete redesign of the City's budget process
- ✓ Coordinated development of Oregon's second Stormwater Utility
- ✓ Continually improved City's capital improvement planning

Scott D. McClure

Intern

1/89 – 6/89

City of Gladstone, OR (Pop. 10,163)

Key Responsibilities: Provided a variety of administrative support to the city administrative staff.

Significant Accomplishments:

- ✓ Enhanced presentation of annual budget
 - ✓ Developed draft grant format for development of an industrial park
-

Education

Master of Public Administration

1989

Portland State University

Bachelor of Science, Political Science

1986

Portland State University

Affiliations/Community Involvement

Current

International City/County Management
Association, Member

Oregon City/County Management
Association, Member

Previous

City/County Insurance Services, Trustee,
Past President and Vice President

Chemeketa Cooperative Regional Library
Service, Board Member

Monmouth Independence Networks
(Telecom), Vice President, President

Monmouth Independence Chamber of
Commerce, Board Member

Oregon Municipal Electric Utilities Assoc.,
President, Vice President, Board Member

Monmouth Business Association,
Secretary, President, Vice President

Scott D. McClure

Affiliations/Community Involvement (cont.)

Monmouth Independence Rotary Club,
Treasurer, President, Vice President

Bay Area Chamber of Commerce, Board
Member

Salem Health West Valley Foundation,
Vice Chair, Board Member

Colorado City/County Management
Association, President, Vice President,
Board Member

Smith Fine Arts Series, President, Vice
President, Board Member

NE Colorado RC&D, President, Board
Member

Western Oregon University Foundation,
Board Member

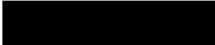
Scott McClure



Questionnaire name: Release of Information Candidate Questionnaire BethelAK CM 11-2020

Questionnaire taken on: 2020-11-03

Job applied for: Bethel, AK - City Manager (October 30, 2020) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Scott
Middle Name:	Douglas
Last Name:	McClure
Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names etc.	None.
Preferred Pronoun (ex. He/She/They etc.)	He
How did you learn about this position?	ICMA Newsletter
	
	
	
	
Male or Female (Optional):	Male

REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now contact without jeopardizing your present employment.

GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

Additional Reference Information:

EDUCATION: Highest Degree Earned: MPA

College/University & Location(city): Portland State University

Additional Degree Earned: BS - Political Science

College/University & Location(City): Portland State University

Additional Degree Earned:

College/University & Location (City):

CURRENT EMPLOYMENT INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable): 138

2. Total # of full time employees in your current or most recent department (if applicable): 138

3. Total budget in your current or most recent overall organization (if applicable): \$61,684,504

4. Total budget of your department or areas of responsibility (if applicable): \$61,684,504

5. Expected compensation for this position: \$135,000 - \$155,000

6. Who do you (or did you) report to (title only): City Council

7. Related professional affiliations: ICMA, OCCMA

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any

Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

point during the recruitment and selection process for this position.

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

No

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

The City of Monmouth was indirectly involved in a lawsuit over a police shooting. The case was heard in U.S. District court and settled in 2017.

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

No.

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

No.

13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

No.

14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of

No cause termination with a severance agreement - City of Coos Bay, 2006
No cause termination with a severance agreement - City of Canby 2020

claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a complaint against you to a professional organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No.
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Candidate 8

Peter A. Williams

Contact Information

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

Work History

2020	<u>City of Bethel, Alaska (population 6,500)</u> Acting City Manager
2007 to 2019	<u>City of Bethel, Alaska (population 6,500)</u>
2017 to 2019	City Manager
2016 to 2017	Acting City Manager
5/2014 to 2014	Acting City Manager
2007 to 2017	Port Director

Data Summary:

Candidate:	Peter A. Williams
Organization:	City of Bethel, Alaska
Position:	Acting City Manager
Organization Budget:	\$20 million +
Total Number of Employees in Organization:	90+
Expected Salary:	\$130,000
Reporting Relationship:	City Council
Years of Experience:	13

Professional Affiliations:

- Alaska Municipal League

Peter A. Williams



October 17, 2020

Mayor Perry Barr, City of Bethel
C/o Sarah McKee, Senior Vice President
GovHRUSA
630 Dundee Road, Suite 130
Northbrook, IL 60062

Dear Mayor Barr and Members of the Bethel City Council,

I formally request to be considered for the Bethel City Manager position. I have been serving as the Acting Bethel City Manager since September and have served in this capacity on three prior occasions. I had the honor of being the Bethel City Manager for 27 months in 2017, 2018 and into the spring of 2019. I have worked for the City of Bethel, in various capacities since 2004.

While serving as the Bethel Port Director (2007-2016) I made substantial improvements on every aspect of Port Infrastructure and maintenance- from the marine barge landing to the small boat harbor. I worked in concert with the U.S. Army Corps of Engineers and various contractors to oversee the dredging of the small boat harbor. I developed a Feasibility Study to expand the Port. I served on the Y-K Transportation Board, sponsored by the State D.O.T.P.F. Most notably, I was instrumental in the re-write of the City of Bethel's Terminal Tariff and Chapter 14, Ports & Harbors, within the Bethel Municipal Code. I secured end of session emergency funding from the State Legislature when the Port's barge landing seawall and old office were in danger of eroding.

The 15 years I have been working for the City of Bethel has provided me with considerable institutional knowledge and a large network of positive relationships throughout Bethel and the YK Delta. As City Manager, I oversaw four audits, and despite chronic challenges with the Finance Department, steady improvements were made. Utilizing a collaborative approach, my team and I completed several multi-million dollar projects, the opening of the YK Aquatic and Fitness Center, a complex rewrite of the sales tax code and updated a section of the Bethel Municipal Code regarding the development of new subdivisions to address Bethel's housing issues. I also oversaw the development of a Long-Range Transportation Plan, critical to securing funding and support for streets and roads under the State Transportation Improvement Plan (STIP)

I reestablished positive working relationships with the City of Bethel's banks (Wells Fargo and Key Bank), the health insurance broker, the broker for Alaska Public Entities Insurance Company, Alaska Court System, various contractors as well as State and Federal agency contacts.

2020 has brought new challenges I look forward to addressing with the Bethel City Council, City Clerk and City Attorney.

My wife, family and I enjoy Bethel and the Kuskokwim River. I am at home here and I am invested in this community's quality of life and standard of living. I am proud of the work I have accomplished for the City of Bethel and look forward to continuing to serve our town.

Sincerely,

Peter A. Williams

PETER A. WILLIAMS

I am uniquely qualified to serve as Bethel City Manager. I have called Bethel home for 36 years and I have worked for the City of Bethel for 16 years. I have led one of the Departments that generated revenue, which provided funding to many other departments in the City. I have shown competence in developing, maintaining, and amending operating and capital budgets. I have shown outstanding leadership in competing for capital project funding, seeing those projects to completion, and maintaining and operating the projects. I have displayed my ability to oversee a workforce of 90 employees by utilizing a team approach with the City Council, Department Heads, the City Clerk, and the City Attorney. I take constructive criticism well and benefit from community feedback.

EXPERIENCE

PRESENT

ACTING CITY MANAGER, CITY OF BETHEL

JANUARY 2017 – APRIL 2019

CITY MANAGER, CITY OF BETHEL

- Oversaw the hiring of two Finance Directors, Police Chief, Human Resources Manager, Risk Manager and Public Works Director.
- Within the Finance Department, improvements were made to payroll, collecting sales tax, utility billing & general ledger; bank accounts were sorted out, two audits were completed, one readied and a fourth audit was forthcoming. The Finance Dept. provided accurate and transparent expenditures. I bird-dogged Revenues and Fund Balances on a weekly basis.
- Yearly fiscal budgets were consistently turned in on time.
- Hired an outside firm to handle the duties of a Finance Director which oversaw the Finance Department. They also oversaw the work of accounting firm Carmen Jackson and worked with auditors, Altman Rodgers.
- Directed the IT Department to upgrade the City's network and internet capabilities with emphasis on the Public Works Building, Police Department, Landfill and YK Fitness Center.
- Worked with Bethel Builders and sub-contractors to resolve problems at the YK Fitness Center after its completion. Integrated Property Maintenance to oversee mechanical spaces.
- Oversaw the adoption of Terminal Tariff/ Ordinance #005. It allowed reconciliation of billing and provided the ground rules for the Bethel waterfront. This generated substantial funding to the City of Bethel. It was the first reorganization of this kind in Western Alaska. Alaska Harbormasters and Port Administrators Association shared it as a model of best practices.
- Introduced General Service Administration contracts. These contracts resulted in substantial savings to the City of Bethel for purchases ranging from office paper to heavy equipment.

- Worked with health insurance brokers and general insurance broker services.
- Directed the Finance Dept and Fire Dept to work together to collect ambulance service fees.
- Developed lease agreement with the State of Alaska Department of Law for the lease of the Nora Guinn Court Complex.
- Amended Chapter 14, Ports and Harbors.
- At the direction of the City Council to “pursue development of one or more roads through or around the donut hole”, plans are pending for minor adjustments before it is published in the State of Alaska DOT-PF’s Long-Range Transportation Plan.
- Tundra Ridge Road Realignment Project listed in 2018-2021 Draft Statewide Transportation Improvement Plan. (Resolution 18-04).
- Pursued the acquisition of surveys and titles for all property the City of Bethel owns, including roads. Numerous easements were created for various reasons.
- Pursued partnership with Orutsararmuit Native Council to develop grant agreements for Tribal Transportation Funds as well as lighting in Pinky’s Park. This is ongoing.
- Completed the design, permitting, funding and completion of Port Operations Center.
- Completed the Institutional Corridor, which provides piped water and sewer to multiple regional facilities including the Fish and Wildlife Service, YKHC Complex, the YK Correctional Center, YK Youth Detention Facility, the Assisted Living Home, Prematernal Home.
- Sewer Lagoon Project was completed, and six new water and sewer trucks were bought to replace fleet trucks so aged parts could no longer be found to replace them.
- Bethel Bank Stabilization Project (a 30-year project) was completed.
- A new dumpster truck was purchased.
- A manlift for the pool was purchased.
- Directed the Fire Department to find alternative funding for a ladder truck. (Legislative request likely not to be funded due to lack of State Capital funding) A Lease to Own agreement was secured.
- Capital Improvement Project List for 2019: First ever Bethel capital budget introduced and passed. It includes \$4.9 million in heavy equipment and new construction.
- Preliminary Engineer Report developed for Bethel Heights water and sewer. Repairs are needed to address long standing multifaceted problems. This is a 3-4-year project with potential to provide water and sewer to 25 homes not currently receiving service. (Public Notice IM 18-54). Amendments have been made in my absence, and this is an ongoing project.
- Began the Avenues Project. When completed this project will provide for piped water and sewer services for 4th, 5th, 6th and 7th Avenues. Six additional water and sewer trucks have already been provided through this project.
- Collaborated with Friends of Canines to establish a new facility.

OCTOBER 2016 – JANUARY 2017/ MAY 2014 – FALL 2014

ACTING CITY MANAGER, CITY OF BETHEL

- Maintained the City’s insurance coverage by arranging a face to face meeting with the Insurance carrier and broker and City Department heads to mutually agree on Department follow through. Insurance coverage was nearly dropped by the carrier.
- I salvaged the Institutional Corridor project. Critical timing issues were resolved. The prescribed route was chosen directed by the 2005 Water & Sewer Master Plan. I secured easements from Bethel Native Corp. and YKHC. I also worked with DOT to trench the highway for the pipeline to cross. (Trenching was also completed for the Avenues Project

including next to Nicholson's Auto for the neighborhood adjacent to the Longhouse) Trenching before pavement completion saved the City hundreds of thousands of dollars.

- Human Resource Manager's duties were returned to the HR Manager.
- Updated the City's Procurement Code with the City Attorney.
- Worked with Pro-Dev to complete the Aquatic Center, despite the Aquatic Center Project Manager's unexpected departure. I implemented a communication process between Pro-Dev and all City Departments (in addition to the Fire Department).
- I worked intensively with the Finance Department. Accounts Receivables and Payables was in arrears, the City had no credit and was working on a cash only basis with vendors. I directed the Finance Department to resolve some sales tax issues and begin addressing ambulance billing.
- I worked with the City Police Department to receive payment for a discovered box of billings for Protective Custody cases.
- I promoted Bill Howell to Bethel Fire Chief.

2007 – 2017

PORT DIRECTOR, CITY OF BETHEL

- Began a concerted effort to document revenues and ensure correct recording by the Finance Department.
- Created position for and hired an Administrative Assistant to track revenues.
- Established an ordinance to create a funding source for the Small Boat Harbor. With correct accounting these funds provide a source of maintenance & operating cost funds for the Small Boat Harbor as well as a source of matching funds for capital projects.
- Secured funding through the US Army Corps of Engineers, Denali Commission and the City Administration for dredging and installing new boat ramps and stabilizing the embankments in the Small Boat Harbor.
- I oversaw the installation of new piers for the floats at the Small Boat Harbor.
- Upgraded embankments from Kilbuck Street to the Petro Dock, which were in disrepair.
- Constructed a new Port Office.
- A rock tow was installed from the Small Boat Harbor entrance channel to the City Cargo Dock.
- I oversaw a dredge/excavation project in a small portion of Brown's Slough during the winter to demonstrate the City can improve water depth in this area using equipment the City of Bethel owns.
- I volunteered Port staff to maintain and water East Avenue and Front Street.
- I purchased heavy equipment for the Port facilities to reduce Public Works Dept. burden.
- I initiated an effort to survey and purchase property under the Port's jurisdiction. Three purchases concerned East Ave. where the City has trespass issues on Native restrictive land. Two of the parcels are resolved, one is pending (Yukon Lodge).
- The Cargo Dock has an approximately \$11 million repair yet unresolved. 30% of dock will be lost during construction, and Northern Economics was commissioned to provide a study of the feasibility of a new dock.
- Initiated a concept plan for a new dock upriver of the Petro Dock with PND Engineers.

EDUCATION



SKILLS

- Open minded
- Team Oriented
- Results Oriented
- Hands on
- Comfortable with diversity
- Punctual
- Willing to be creative
- Diplomatic
- Open to constructive criticism
- Strong work ethic

ACTIVITIES

I enjoy reading and keeping up on current events. I play chess and board games with my grandchildren. My wife, family and I enjoy Bethel and the Kuskokwim River. I am at home here and invested in this region's quality of life and standard of living.

Peter Williams



Questionnaire name: Release of Information Candidate Questionnaire BethelAK CM 11-2020

Questionnaire taken on: 2020-11-04

Job applied for: Bethel, AK - City Manager (October 30, 2020) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	peter
Middle Name:	alfred
Last Name:	williams
Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names etc.	Peter
Preferred Pronoun (ex. He/She/They etc.)	Mr.
How did you learn about this position?	City of Bethel web-site
Male or Female (Optional):	Male

REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now contact without jeopardizing your present employment.

GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

Additional Reference Information:

EDUCATION: Highest Degree Earned: GED

College/University & Location(city): Edmonds Comm College

Additional Degree Earned:

College/University & Location(City):

Additional Degree Earned:

College/University & Location (City):

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

City of Bethel

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

90 +

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

\$20M plus

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

\$20M plus

5. Expected compensation for this position:

\$130,000

6. Who do you (or did you) report to (title only):

Bethel City Council

7. Related professional affiliations:

Alaska Municipal League

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any

Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

point during the recruitment and selection process for this position.

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

No

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

No

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

No

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

No

13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

No

14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of

Yes April, 2019 Dismissed without cause or due process

claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a complaint against you to a professional organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).	No
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