

Introduced by: Mayor Henderson  
Introduction Date: November 14, 2023  
Public Hearing Date: November 28, 2023  
Action: Passed  
Vote: 6-1

# CITY OF BETHEL, ALASKA

## Ordinance 23-11(d)

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

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

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

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

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

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

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

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

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

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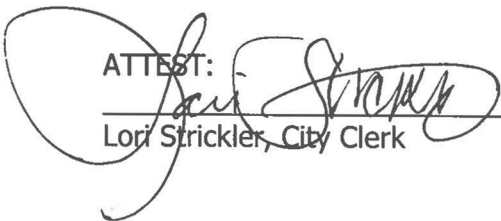
rate which the Administration needs to be prepared for, the proposed amendment would provide pay of up to \$25.05 per hour at step C for the remainder of the fiscal year, the benefits for Administrative Personnel does not need to be changed as there are vacancies in the department that have provided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

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

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

**ENACTED THIS 28<sup>th</sup> DAY OF NOVEMBER 2023 BY A VOTE OF 6 IN FAVOR AND 1 OPPOSED.**

  
 Mark Springer, Mayor

ATTEST:  
  
 Lori Strickler, City Clerk