# CITY OF BETHEL

## City Council Meeting Agenda, February 26, 2019 – 6:30 PM

**Website:** https://www.cityofbethel.org/council

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

**Council Members:** Fred Watson, Mayor; Thor Williams, Vice-Mayor; Leif Albertson; Mitchell Forbes; Perry Barr; Carole Jung-Jordan; Fritz Charles

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON**
5. **APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA**
6. **APPROVAL OF MEETING MINUTES**
   - 6.1. *2-12-2019 Regular City Council Meeting Minutes
   - 6.2. *2-19-2019 Special City Council Meeting Minutes
7. **REPORTS OF STANDING COMMITTEES**
   - 7.1. Agendas And Draft Meeting Minutes Of Committees And Commissions
8. **SPECIAL ORDER OF BUSINESS**
9. **UNFINISHED BUSINESS**
   - 9.1. Introduction Of Ordinance 18-22: Authorizing The Disposal Of Property (Vacant Building Formerly Known As The Police Annex And/Or The Bojangles Building) Pursuant To BMC 4.08.030(A) (City Manager Williams)
   - 9.2. Public Hearing Of Ordinance 18-02: Amending Chapter 4.16.160 Of The Bethel Municipal Code, Sales And Use Tax, Tax Exemptions For Isolated Sales (Council Member Forbes)
10. **NEW BUSINESS**
    - 10.1. *Introduction of Budget Ordinance 18-12(i): Amending the Adopted Annual FY 2019 Budget-Wages Overtime (City Manager Williams)
    - 10.2. AM 19-19: Letter of Agreement Between The Department Of Public Safety, Alaska State Troopers - Statewide Drug Enforcement Unit And The Bethel Police Department (City Manager Williams)
11. **REPORTS**
    - 11.1. Mayor's Report
    - 11.2. City Manager's Report
    - 11.3. Clerk's Report

Posted February 20, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

______________________________

Kevin Morgan, Asst. 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

## 12. COUNCIL MEMBER COMMENTS

## 13. EXECUTIVE SESSION

13.1. In Accordance with AS 44.62.310(c)(1), Matters, the Immediate Knowledge of Which would Clearly have an Adverse Effect Upon the Finances of the City - Haroldsen Subdivision (Mayor Watson)

13.2. 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 – Annual Evaluation, City Clerk (Mayor Watson)

## 14. ADJOURNMENT

Posted February 20, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

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Kevin Morgan, Asst. City Clerk

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

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Note: Working with the vendor to correct the formatting issue.



**Regular Meeting**
**February 12, 2019**

## 1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on February 12, 2019 at 6:30 p.m., in the Coun

Mayor Watson called the meeting to order at 6:30 p.m.

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

| **Comprising a quorum of the Council, the following members were present:** |
|---|
| Council Member Leif Albertson<br>Council Member Perry Barr<br>Council Member Mitchell Forbes<br>Mayor Fred Watson<br>Vice-Mayor Thor Williams (Telephonically) |
| **Members Absent:** |
| Council Member Carole Jung-Jordan<br>Council Member Fritz Charles |
| **Also in attendance were the following:** |
| City Manager Williams, City Attorney Patty Burley, City Clerk Lori Strickler |

## 4. PEOPLE TO BE HEARD – Five minutes per person

Mary Peltola- Spoke in favor of the Blue Sky Subdivision Agreement.

John Cochran- Questioned the Council on the funding for the City's audit.

Mary Nanuwak - Is concerned about the audits and the financial statements for the City. Has additiona
housing at Lulu Heron doesn't have enough water pressure.

Kent Crandell, Architect YKHC Project Manager- Spoke in favor of the Blue Sky Subdivision as the com

Eileen Arnold- Thanked Council Member Albertson and Council Member Williams for speaking to her p
Tundra Women's Coalition could be facing the same situation. The Tundra Women's Coalition may be

Carleen MItchell, Deputy Director of Alaska Public Entity Insurance- Introduced herself and provided a

Beverly Hoffman- Thanked the City Council, Pete Williams, and Public Works for their hard work on th
how to resolve some of the differences to help make the organization run more smoothly. Continued t
everyone to go work out at the YK Fitness Center.

Lisa Wimmer- Spoke in favor of the Blue Sky Subdivision Agreement. Addressed the importance of ho
she has had a difficult time recruiting people to move here because there is a lack of housing.

Casey Burke- Spoke in favor of Budget Ordinance 18-12 (h).

Lyman Hoffman, Owner/Developer of Blue Sky Subdivision- Spoke in favor of the Blue Sky Subdivision

## 5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Motion to approve the consent and regular agenda.

| | |
|---|---|
| Moved by: | Leif Albertson |
| Seconded by: | Mitchell Forbes |

Remove Item 10.1, Introduction of Budget Ordinance 18-12 (h) from the Consent Agenda. Mayor Wat

Remove Item 10.4 Personal Leave Request for the City Attorney from the Consent Agenda. Council Me

Remove Item 10.5 Personal Leave Request for the City Clerk from the Consent Agenda. Vice-Mayor W

Remove Item 10.6 Administrative Leave Request for the City Manager from the Consent Agenda. Vice

| | |
|---|---|
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Willia |
| Opposed: | None |
| Results: | Motion Carries |

## 6. APPROVAL OF MEETING MINUTES

**Item 6.1. -** *January 22, 2019 Regular City Council Meeting Minutes
Passed on the consent agenda.

**Item 6.2. -** *January 29, 2019 Special City Council Meeting Minutes
*Passed on consent Agenda.*

## 7. REPORTS OF STANDING COMMITTEES

**Item 7.1. -** Agendas And Draft Meeting Minutes Of Committees And Commissions
Finance Committee, Council Member Barr- A meeting has not been held since the last City Council m

Community Action Grant Technical Review Board, Council Member Albertson - The application perio

Public Works Committee- No one available to provide a report.

Parks, Recreation, Aquatic Health and Safety Center Committee, Council Member Forbes- The Comm
recommendations back to the City Council.

Planning Commission, Vice-Mayor Williams- The Commission will be meeting on Thursday to review

Port Commission, Mayor Watson- A meeting has not been held since the last City Council meeting.

## 8. SPECIAL ORDER OF BUSINESS

## 9. UNFINISHED BUSINESS

**Item 9.1. -** Public Hearing Of Ordinance 19-01: Reaquiring City Property From Alaska Village Electr
ANCSA 14 (C) Survey, Situated Within A Portion Of Section 5, Township 8 North, Range 71 West, Se

*Mayor Watson opened the Public Hearing.*
*No one present to be heard.*
*Mayor Watson closed the Public Hearing.*

Motion to adopt Ordinance 19-01.

| | |
|---|---|
| Moved by: | Mitchell Forbes |
| Seconded by: | Leif Albertson |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

**Item 9.2. -** Public Hearing Of Ordinance 19-02: Approving A Subdivision Agreement Between Blue

Mayor Watson opened the Public Hearing.
Lyman Hoffman, Developer of Blue Sky Subdivision-spoke in favor of the Agreement.
John Cochrane- Spoke in favor of the Blue Sky Subdivision Agreement.
Mark Springer- Spoke in favor of the Blue Sky Subdivision Agreement.
Mary Nanuwak- Spoke in favor of the Blue Sky Subdivision Agreement.
Mayor Watson closed the Public Hearing.

Motion to adopt Ordinance 19-02.

| | |
|---|---|
| Moved by: | Perry Barr |
| Seconded by: | Leif Albertson |

Motion to suspend the rules to hear from Contract Engineer Chase Nelson, DOWL.

| | |
|---|---|
| Moved by: | Mitchell Forbes |
| Seconded by: | Leif Albertson |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

Motion to postpone until the first meeting in April.

| | |
|---|---|
| Moved by: | Mitchell Forbes |
| Seconded by: | Leif Albertson |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

Amend the main motion to insert "and ask the Planning Commission to supplement their resolution with additional

| | |
|---|---|
| Moved by: | Leif Albertson |
| Seconded by: | Thor Williams |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

**Item 9.3. -** Introduction Of Ordinance 18-02: Amending Chapter 4.16.160 Of The Bethel Municipal C
Motion to Introduce Ordinance 18-02 was made at the January 9, 2018 Meeting by Council Member F

| | |
|---|---|
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Willia |
| Opposed: | None |
| Results: | Motion Carries |

**Item 9.4. -** City Of Bethel Delinquent Federal 941 Tax Payments And Best Practices Score (Vice-Ma

## 10. NEW BUSINESS

**Item 10.1. -** *Introduction Of Budget Ordinance 18-12(h): Amending The Adopted Annual FY 2019
Introduce Budget Ordinance 18-12 (h).

| | |
|---|---|
| Moved by: | Mitchell Forbes |
| Seconded by: | Leif Albertson |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

**Item 10.2. -** *AM 19-18: Appointment And Re-Appointment Of Committee-Commission Members. J
*Passed on the consent agenda.*

**Item 10.3. -** *IM 19-02 Presentation Of The City's Water And Sewer Services Expenditures Compa
Manager Williams)
*Passed on the consent agenda.*

**Item 10.4. -** *Personal Leave Request-City Attorney- February 22 (1/2 day); March 1 (1/2 day); Ma
Motion to approve personal leave request for the City Attorney.

| | |
|---|---|
| Moved by: | Leif Albertson |
| Seconded by: | Mitchell Forbes |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

Amend to insert March 5th and to extend the October leave to October 25th.

| | |
|---|---|
| Moved by: | Mitchell Forbes |
| Seconded by: | Leif Albertson |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

**Item 10.5. -** *Personal Leave Request-City Clerk- April 11, 12, 15; May 3,6-8; July 29-August 2; Se
Motion to approve the City Clerk's Leave Request.

| | |
|---|---|
| Moved by: | Thor Williams |
| Seconded by: | Leif Albertson |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Wi |
| Opposed: | None |
| Results: | Motion Carries |

**Item 10.6. -** *Administrative Leave For The City Manager To Attend The Alaska Municipal League V
Motion to approve the Administrative Leave.

| | |
|---|---|
| Moved by: | Leif Albertson |
| Seconded by: | Mitchell Forbes |
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes |
| Opposed: | Fred Watson, Thor Williams |
| Results: | Motion does not carry |

## 11. REPORTS

**Item 11.1. -** Mayor's Report

**Item 11.2. -** City Manager's Report

**Item 11.3. -** Clerk's Report

## 12. COUNCIL MEMBER COMMENTS

Council Member Perry Barr
Bethel Search and Rescue has announced the ice roads are very dangerous.
Finance Committee will meet February 25th, looking for volunteers for that Committee.

Council Member Mitchell Forbes
Thanked Administration for their work on the Finance items and their response to the storm situation.

Council Member Leif Albertson
Thankful to see the State working on the highway to fix the potholes. Drivers must be careful to stay
Having growing concerns on council member attendance.
Community Action Grant deadline is a month away.

Vice-Mayor Thor Williams
Working on legislative issues in Juneau, it appears the State's budget is going to be a hard one. PCE r
Provided an update on the Speaker of the House vote in Juneau.
Thanked the Public Works Employees for their work this past week.
Roads have become a life and death issue with first responders and we are causing a lot of damage o
Hopes that KYUK doesn't have bias anymore in their reporting.

Mayor Fred Watson
Reiterated what Council Member Barr said on the river condition, the ice road isn't safe.

## 13. EXECUTIVE SESSION

## 14. ADJOURNMENT

Motion to adjourn.

| | |
|---|---|
| Moved by: | Leif Albertson |
| Seconded by: | Perry Barr |

| | |
|---|---|
| In favor: | Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Willia |
| Opposed: | None |
| Results: | Motion Carries |

City Council adjourned at 10:05 p.m.

Fred Watson, Mayor

ATTEST:

______________________

Lori Strickler, City Clerk

**Regular Meeting**
**February 19, 2019**

## 1. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on February 19, 2019 at 6:00 p.m., in the Council Chambers, Bethel, Alaska.

Vice-Mayor Williams called the meeting to order at 6:00 p.m.

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

| Comprising a quorum of the Council, the following members were present: |
|---|
| Council Member Carole Jung-Jordan (telephonically)<br>Council Member Leif Albertson<br>Council Member Mitchell Forbes<br>Mayor Fred Watson (telephonically)<br>Vice-Mayor Thor Williams |
| **Members Absent:** |
| Council Member Perry Barr<br>Council Member Fritz Charles |
| **Also in attendance were the following:** |
| City Manager Pete Williams, City Attorney Patty Burley, City Clerk Lori Strickler |

## 4. PEOPLE TO BE HEARD – Five minutes per person

Eileen Arnold- Spoke in favor of Ordinance 18-12 (h) and thanked the City employees for being so responsible in recent days as she tries to complete a grant application.

## 5. APPROVAL OF THE AGENDA

Main Motion: Approval of the agenda.

| | |
|---|---|
| Moved by: | Mitchell Forbes |
| Seconded by: | Leif Albertson |
| In favor: | Carole Jung-Jordan, Leif Albertson, Mitchell Forbes, Fred Watson, Thor Williams |
| Opposed: | None |
| Results: | Motion Carries |

## 6. UNFINISHED BUSINESS

**Item 6.1. -** Public Hearing Of Budget Ordinance 18-12(h): Amending The Adopted Annual FY 2019 Budget-Finance And Police Department (Council Member Forbes)
Vice-Mayor Williams opened the Public Hearing.
No one present to be heard.
Vice-Mayor Williams closed the Public Hearing.

Main Motion: Adopt Budget Ordinance 18-12(h).

| | |
|---|---|
| Moved by: | Leif Albertson |
| Seconded by: | Mitchell Forbes |
| In favor: | Carole Jung-Jordan, Leif Albertson, Mitchell Forbes, Fred Watson, Thor Williams |
| Opposed: | None |
| Results: | Motion Carries |

## 7. ADJOURNMENT

Main Motion: Adjournment.

| | |
|---|---|
| Moved by: | Leif Albertson |
| Seconded by: | Mitchell Forbes |
| In favor: | Carole Jung-Jordan, Leif Albertson, Mitchell Forbes, Fred Watson, Thor Williams |
| Opposed: | None |
| Results: | Motion Carries |

Meeting ended at 6:16 p.m.

Thor Williams, Vice-Mayor

ATTEST:

Lori Strickler, City Clerk

Planning Commission Meeting Agenda
Regular Scheduled Meeting Thursday, February 14, 2019– 6:30PM
CITY HALL COUNCIL CHAMBERS 300 CHIEF EDDIE HOFFMAN HIGHWAY

**MEMBERS**

Kathy Hanson
*Chair*
Term Expires 12/2021

Lorin Bradbury
*Vice-Chair*
Term Expires 12/2020

John Guinn
*Commission Member*
Term Expires 12/2019

Alex Wasierski
*Commission Member*
Term Expires 12/2021

Shadi Rabi
*Commission Member*
Term Expires 12/2019

Scott Campbell
*Commission Member*
Term Expires 1/2020

Thor Williams
*Council Representative*
Term Expires 10/2019

Betsy Jumper
*Ex-Officio Member*

Pauline Boratko
*Recorder*

P Boratko

**AGENDA**

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – (5 Minute Limit)

IV. APPROVAL OF THE AGENDA:

V. APPROVAL OF THE MINUTES:
A. Regular Scheduled Meeting- January 10, 2019

VI. UNFISNISHED BUSINESS:
A. Small Wind Towers and Subdivision Agreements Follow-up with City Attorney

VII. NEW BUSINESS:
A. Updates on previously Planning Commission Items

VIII. PLANNER'S REPORT

IX. SPECIAL ORDER OF BUSINESS

X. COMMISSIONER'S COMMENTS

XI. ADJOURNMENT

Posted February 8, 2019 at City Hall, Post Office, Bethel Native Corp. and Swanson's Grocery Store Bulletin Boards

# City of Bethel

## Committees and Commissions

# Recommendation to City Council

Committees and Commissions that wish to make a recommendation to City Council should turn this form in to the City Clerk or to the City Council representative on the committee or commission.

| | | | |
|---|---|---|---|
| **Committee/Commission:** | **PUBLIC WORKS** | **Chairman:** | **B. Lefferts** |
| **Date Submitted:** | **02/11/2019** | **Council Rep:** | **M. Forbes** |

***Issues:***

1. There is an $85,000 discrepancy between the reported revenue from memberships provided by Health Fitness ($302,015) and what is reported in the FY18 pre-audit Actuals ($217,014).
2. The FY18 40-50 budget included $42,600 in interest income from the endowment fund. FY18 actual shows $0 revenue interest.
3. The FY19 budgeted Indirect cost recovery for IT services is $42,000. This amount seems excessive for a pool/fitness facility.
4. FY19 budgeted $30,000 for server upgrades to the pool fitness facility. This amount seems excessive for a pool/fitness facility.
5. The projected yearend balance for the Pool endowment fund is not listed in the FY18 actuals.

***Recommendations:***

1. Reconcile the difference between revenue for membership to 46-414. Health Fitness believes the City of Bethel may not have included a check for membership from LKSD.
2. Verify the interest amount earned by the endowment fund, and list this in the FY18 49-487 account.
3. Examine the methodology for calculating IT indirect cost recovery. Some departments such as Police and Fire may be using a higher cost per computer. The current method for estimating IT ICR may not be an accurate reflection of services rendered.
4. Between the $30,000 capital expense, and $42,000 indirect expense, the pool is projected to spend $72,000 on IT in FY19. This sounds excessive. You may want to consider looking in to the contract Arctic Information Technology to determine of this level of technology is necessary for this facility, and fees are competitive.
5. Please provide the PRAHSC the Endowment Fund's projected FY18 YE/FY19 beginning fund balance.

***Passed unanimously by the*** PRAHSC on 2/11/2019.

*Received by:* ____________________

*Date:* ____________________

# City of Bethel, Alaska
## Parks, Recreation, Aquatic, Health & Safety Center Committee Minutes

February 11, 2019 Regular Meeting Bethel, Alaska

**I. CALL TO ORDER:**

A regular Parks and Recreation Committee Meeting was held on February 11, 2019 in the City Hall council chambers in, Bethel, Alaska. Brian Lefferts called the meeting to order at 6:03 pm.

**II. ROLL CALL:**

Comprising a quorum of the committee, the following were present for Roll Call: Brian Lefferts, Michelle DeWitt, Kathy Hanson, Beverly Hoffman, and Mitchell Forbes.

Also Present:
Committee Recorder, Charlie Dan; YKFC Director, Stacey Reardon; Property Maintenance Forman, Corbin Ford; City Grant Writer John Sargent.

Excused Absences: Judy Wasierski, Justin Wintersteen, and Peter Evon

Unexcused Absence: Kathryn Baldwin

**III. PEOPLE TO BE HEARD:**

A. Shawn Codman- Construction on the Sports Field needs services.

| | | |
|---|---|---|
| **MOVED BY:** | Beverly Hoffman | Motion to suspend rules to allow committee members to interact with People To Be Heard for this particular meeting. |
| **SECONDED BY:** | None Second | |
| **VOTE ON MOTION** | 1 moved, 0 second: Motion not carried. | |

**IV. APPROVAL OF AGENDA:**

| | | |
|---|---|---|
| **MOVED BY:** | Kathy Hanson | Motion to approve Agenda. |
| **SECONDED BY:** | Beverly Hoffman | |
| **VOTE ON MOTION** | Motion carried by no objections. | |

**V. APPROVAL OF MINUTES:**

| | | |
|---|---|---|
| **MOVED BY:** | Michelle DeWitt | Motion to approve minutes for December 10, 2018 and January 14, 2019 meeting. |
| **SECONDED BY:** | Kathy Hanson | |
| **VOTE ON MOTION** | Motion carried by no objections. | |

**VI. SPECIAL ORDER OF BUSINESS:**

**VII. UNFINISHED BUSINESS:**

A. Select a Member to Report at the February 12 City Council Meeting: Mitchell Forbes volunteered to attend meeting
B. Land and Water Conservation Grant: John Sargent discussed grant amongst committee members
C. Annual 4th of July Preparation- Review of Funding and Options for Organizing the Event P4: Committee members discussed the upcoming 4th of July event.
D. Review of Fiscal Year (FY)19 YK Fitness Center (YKFC) Operating Budget P5-6

| | | |
|---|---|---|
| **MOVED BY:** | Kathy Hanson | |

| | | |
|---|---|---|
| **SECONDED BY:** | Beverly Hoffman | Motion to recommend to the City Council to have Administration review Audits in the Budget for Yukon Kuskokwim Fitness Center (YKFC). Specifically, discrepancies in Membership revenue, missing interest income for FY18 and FY19, excess indirect cost recovery, and the missing endowment fund balance. |
| **VOTE ON MOTION** | Motion carried by no objections. | |

**VIII. PARKS AND RECREATION DEPARTMENT REPORT:**

A. Corbin Ford gave his report

**IX. YKFC FACILITY DIRECTOR'S REPORT:**

A. Stacey Reardon gave her report

**X. NEW BUSINESS:**

A. Evaluate FY17/ FY18 YKFC Expenses for Future Action P7-40: Tabled
B. Evaluate Past YKFC Endowment Fund Transactions and Current Fund Balance: Tabled
C. Discussion of March Meeting Quorum to see if Special Meeting is required P52: No changes in regular meeting date is needed.

**XI. MEMBER COMMENTS:**

Brian Lefferts: no comment
Michelle DeWitt: no comment
Kathy Hanson: no comment
Beverly Hoffman: no comment
Mitchell Forbes: no comment

**XII. ADJOURNMENT:**

| | | |
|---|---|---|
| **MOVED BY:** | Kathy Hanson | Motion to adjourn. |
| **SECONDED BY:** | Michelle DeWitt | |
| **VOTE ON MOTION** | Motion carried by unanimous vote. | |

With no further business, meeting adjourned at 8:07 PM.

APPROVED THIS _______ DAY OF ______________, 2019.

________________________ ________________________

Charlie Dan
Recorder of Minutes

Brian Lefferts
Committee Chair

# City of Bethel, Alaska
# Public Safety & Transportation Commission

February 06, 2019 | Regular Meeting | Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on February 06, 2019 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:35pm.

## II. ROLL CALL

Present: Rick Garcia
Joan Dewey
Monroe Tyler

Absent: Fritz Charles *Council Representative*
Bill Howell *Fire Chief*

Ex-Officio Present: Burke Waldron *Chief of Police*
Jesslyn McGowan *Recorder*

A quorum was not established of the Commission.

## III. ADJOURNMENT

*Meeting adjourned at 6:36 pm.*

APPROVED THIS _______ DAY OF______________________, 2019.

_________________________ _________________________

Jesslyn McGowan, Recorder , Chair

# City of Bethel
# Finance Committee Agenda
## Monday February 24, 2019 – 6:30 p.m.
## Council Chambers, City Hall-300 State Highway

Cecilia Franko
Finance Committee Chair
Term Ends 2019

Perry Barr
City Council Representative
Term Ends 20

Dave Trantham, Jr.
Finance Committee Member
Term Ends 2021

Vacant
Finance Committee Vice-Chair
Term Ends 2019

Jason Brown
Finance Committee Member
Term Ends 2019

Mark Taylor
Term Ends 20

Vacant
Term, End 2020

Vacant
Alternate Committee Member

Vacant
Alternate Committee Member

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Jim Sharpe
Contracted Finance Director
543-1376
jsharpe@cityofbethel.net

Cynthia Sharp
Assistant Finance Director
543-1378
csharp@cityofbethel.net

Christine Amos
Recorder
543-1380
camos@cityofbethel.net

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PEOPLE TO BE HEARD** Ten minutes per person

IV. **APPROVAL OF AGENDA**

V. **APPROVAL OF MINUTES**

a) 01/28/2019 meeting minutes

VI. **UNFINISHED BUSINESS**

**a.)** Review the FY19 Budget

**b.)** Hold elections for committee

**NEW BUSINESS**

a.)Review the City's Investment Policy

**c.)** Finance Director's report

VII. **COUNCIL REP. COMMENTS**

VIII. **FINANCE COMMITTEE MEMBER COMMENTS**

IX. **ADJOURNMENT**

Posted on 02/15/2019 at City Office, AC, Swanson's, & Post Office

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Christine Amos, Recorder

# City of Bethel, Alaska
# Planning Commission

Februrary 14, 2019 | Regular Meeting | Bethel, Alaska

**I. CALL TO ORDER:**

A regular meeting of the Planning Commission was held on February 14, 2019 at the Bethel City Hall, Council Chambers in Bethel, Alaska. The Chair of the Commission Kathy Hanson called the meeting to order at 6:32 PM.

**II. ROLL CALL:**

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, John Guinn, Alex Wasierski, Shadi Rabi, and Scott Campbell arrived late at 6:40pm

Unexcused Absence: Thor Williams

Excused Absence: Lorin Bradbury

Also Present: Betsy Jumper, City Planner; Pauline Boratko, Recorder; and Patty Burley, City Attorney

**III. PEOPLE TO BE HEARD:**

**IV. APPROVAL OF THE AGENDA:**

| | | |
|---|---|---|
| **MOVED:** | John Guinn | Motion the approve the agenda |
| **SECONDED:** | Alex Wasierski | |
| **VOTE ON MOTION** | Unanimous | |

**V. APPROVAL OF THE MINUTES:**

| | | |
|---|---|---|
| **MOVED:** | John Guinn | Motion to approve the January 10, 2019 regular meeting minutes. |
| **SECONDED:** | Alex Wasierski | |
| **VOTE ON MOTION** | Unanimous | |

**VI. UNFISNISHED BUSINESS:**

A. Small Wind Towers and Subdivision Agreements Follow up with City Attorney: Commissioners conversed with City Attorney on Subdivision agreements and small wind tower information.

**VII. NEW BUSINESS:**

A. Updates on previously approved Planning Commission Items: City planner went over the statuses of previously approved items.

**VIII. PLANNER'S REPORT:** Betsy Jumper gave her monthly report.

**IX. SPECIAL ORDER OF BUSINESS:**

**X. COMMISSIONER'S COMMENTS:**

A. Wasierski- no comment.

K. Hanson- no comment.
J. Guinn- no comment.
C. Campbell-Review reports for grammar errors.
S. Rabi-no comment.

**X. ADJOURNMENT:**

| | | |
|---|---|---|
| **MOVED:** | John Guinn | Motion to adjourn the meeting. |
| **SECONDED:** | Shadi Rabi | |
| **VOTE ON MOTION** | Unanimous | |

With no further business the meeting adjourned at 7:13 pm
APPROVED THIS _____ DAY OF __________, 2019

ATTEST: Pauline Boratko, Recorder

Kathy Hanson, Chair

# City of Bethel Port Commission Meeting Minutes

February 18, 2019 | Regular Meeting 7 p.m. | Bethel, Alaska

**I. CALL TO ORDER**
MEETING CALLED TO ORDER AT 1926 (7:26 P.M.)
**NO QUORUM**

**II. ROLL CALL**

| | |
|---|---|
| **COMMISSIONERS PRESENT:** | |
| Comm. Murphy | |
| Comm. Pope | |
| **COMMISSIONERS ABSENT:** | |
| Comm. Oosterman | |
| Comm. Watson | |
| **ALSO IN ATTENDANCE WERE THE FOLLOWING:** | |
| Ed Flores | |

**III. PEOPLE TO BE HEARD**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**

**VI. SPECIAL ORDER OF BUISNESS**

**VII. PORT DIRECTOR'S REPORT**

**VIII. UNFINISHED BUISNESS**

**IX. NEW BUSINESS**

**X. COMMISSION REPRESENTATIVES COMMENTS**

**XI. ADJOURNMENT**

Respectfully Submitted:

______________________
Alan Murphy, Chairman

APPROVED THIS ______ day of________________ 2019

ATTEST: ________________________________

Introduced by: City Manager Williams
Introduction Date August 28, 2018
September 11, 2018
October 9, 2018
November 27, 2018
January 22, 2019
February 26, 2019
Public Hearing:
Action:
Vote:

*CITY OF BETHEL, ALASKA*

# Ordinance #18-22

## AN ORDINANCE AUTHORIZING THE DISPOSAL OF PROPERTY (VACANT BUILDING FORMERLY KNOWN AS THE POLICE ANNEX AND/OR THE BOJANGLES BUILDING) PURSUANT TO BMC 4.08.030(A)

**WHEREAS,** the City of Bethel owns a parcel of land situated on Lot 1A, Block 5 of Plat 97-21, City of Bethel, State of Alaska;

**WHEREAS,** the land contains a building which is currently known as the 'Old Police Annex' and at one point may have been known as the 'Old Bojangles Building';

**WHEREAS,** the building has not been used for years after the Fire Marshall required it be shut down due to safety issues;

**WHEREAS,** the building suffers from significant structural issues and poses a significant safety hazard;

**WHEREAS,** each day which the building sits empty creates the potential for someone to break into the building and get injured, resulting in a lawsuit against the City;

**WHEREAS,** given the significant structural damage to the building, the fact the building is estimated to be more than 30 years old, and it would cost more to repair the building than to put up a new one, the wisest thing the City can do at this point is demolish the building;

**WHEREAS,** City staff have the equipment, training and ability to do the demolition work themselves, saving the City the cost of hiring a contractor;

**NOW, BE IT ORDAINED**, the City Council authorizes the disposal of the above property via demolition.

**SECTION 1. Classification.** This ordinance is of a general nature and shall not become a part of the Bethel Municipal Code.

**SECTION 2. Authorization.** Pursuant to Bethel Municipal Code 04.08.030(A) Property No Longer Necessary for Municipal Purposes.

| | |
|---|---|
| Introduced by: | City Manager Williams |
| Introduction Date | August 28, 2018 |
| | September 11, 2018 |
| | October 9, 2018 |
| | November 27, 2018 |
| | January 22, 2019 |
| | February 26, 2019 |
| Public Hearing: | |
| Action: | |
| Vote: | |

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

**ENACTED THIS _______ DAY OF NOVEMBER 2018, BY A VOTE OF _ IN FAVOR AND ______ OPPOSED.**

_________________________
Fred Watson, Mayor

ATTEST:

_________________________
Lori Strickler, City Clerk

| | |
|---|---|
| Introduced by: | Council Member Forbes |
| Introduction Date | January 9, 2018 |
| Referred to Committee: | January 9, 2018 |
| Public Hearing: | |
| Action: | |
| Vote: | |

# Ordinance #18-02

## AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 4.16.160 OF THE BETHEL MUNICIPAL CODE, SALES AND USE TAX, TAX EXEMPTIONS FOR ISOLATED SALES

**WHEREAS,** on September 12, 2017, the City of Bethel passed a new and revised Sales Tax Ordinance;

**WHEREAS,** Section 4.16.160(D) attempted to better define casual and isolated sales;

**WHEREAS,** an unintended consequence of that definition was that to impede occasional sellers from maximizing the short summer seasons and/or the short holiday season;

**WHEREAS,** because of the very short summer season, individuals wanting to "Spring Clean" their homes or who are moving out of Bethel, have a very limited window of time to conduct garage sales;

**WHEREAS,** casual and isolated crafters who try to earn some extra money for the holidays often have a short window of opportunity during the holiday season;

**WHEREAS,** after a review of the Code, it is clear that due to the issues which the area faces with weather, timing and logistics, five (5) is simply too few and discourages basic casual garage sales or craft sales;

**WHEREAS,** an increase to ten (10) would allow for casual crafters and people moving out to take advantage of a limited summer or holiday season while still keeping the volume to a hobby level rather than a small business level;

**WHEREAS,** by the small increase, the intent of the Code amendment is still met;

**NOW, THEREFORE BE IT ORDAINED**, the City Council amends the Bethel Municipal Code, Section 4.16.160(D) Tax Exemptions, Casual and isolated sales, services or rentals.

**SECTION 1. Classification.** This is a codified Ordinance and shall become part of the Bethel Municipal Code.

**SECTION 2. Amendments.** Bethel Municipal Code Chapter 04.16 Sales and Use Tax, is amended as follows (old language is stricken, new language is underlined):

**4.16.160 Tax Exemptions**

The following sales and services are exempt from the tax levied under this chapter only in accordance with the limitations provided for in this section:

A. Admissions: Sales of admission to school entertainments, school athletic events, and events conducted for the benefit of charitable or community organizations. This exemption does not apply to sales of gaming property.
B. ATVs/Boats: That portion of the selling price of an all-terrain vehicle (ATV), snow machine, boat, or boat motor in excess of Three Thousand Five Hundred ($3,500) Dollars is exempt regardless of whether or not such items are purchased simultaneously, or are invoiced or otherwise billed on the same billing document.
C. Banking: The following fees, sales and services charged by banks, savings and loan associations, credit unions and investment banks:
   1. Fees for the sale, exchange or transfer of currency, stocks, bonds and other securities
   2. Loans: The principal amount of the loan, the interest charged for loaning of money, escrow collection services, and any fees associated with the loaning of money are exempt.
   3. Services associated with the sale, exchange or transfer of currency, stocks, bonds and other securities;
   4. Pass-through charges on loan transactions which include sales tax;
   5. Sale of insurance policies, bonds of guaranty and fidelity (AS 21.09.210).

D. Casual and isolated sales, services or rentals: Proceeds from casual, occasional or isolated sales which are easily identified as the sale of personal goods or property at such ~~private~~ functions as moving, garage, yard, food and bake sales, markets or fairs (such as flea markets and craft fairs), the sale of private vehicles when the seller is not a dealer in used vehicles, or services such as babysitting or house-sitting provided the seller does not regularly engage in the business of selling such goods or services or rentals but only if:
   1. The sales of goods and services do not occur for more than ~~five (5)~~ ten (10) days in a calendar year, and are not made through a dealer, broker, agent or consignee; or
   2. The rental of personal tangible property that does not exceed sixty (60) days in a calendar year, whether or not consecutive. The rental of real estate is not exempt.
   3. Sales or rentals made pursuant to a business license or by sellers representing themselves to be in the business of making sure sales, rentals or services are not exempt.
E. Cemetery Plots: The sale of cemetery/burial plots is exempt.
F. Commerce: Freight and wharfage charges, whether arising out of foreign, interstate or intrastate commerce are exempt. Warehouse and storage services are not

exempt. Transportation of goods, equipment, or other property from one point to another within the City limits by commercial movers is not exempt.

G. Compliance with Laws:
   1. Gross receipts or proceeds derived from sales or services which the City is prohibited from taxing under the laws of the state or under the laws and the Constitution of the United States, including, but not limited to:
      a. Sales by the U.S. Postal Service;
      b. Purchases made under the authority of or made with any type of certificate issued pursuant to 42 U.S.C. Sections 1771-1789 (Child Nutrition Act of 1966);
      c. Interstate Sales;
      d. Air transportation including that portion of any chartered fishing or hunting expedition which covers the cost of air transportation;
      e. Gross receipts or proceeds derived from sales to the United States Government, the state, a city or any political department thereof. However, the exemption shall not apply to the sale of materials and supplies to contractors for the manufacture or production of property or rendering services for sale to such government units or agencies on a contract bid award, in which event the contractor shall be deemed the buyer, subject to the payment of the tax;
   2. A sale or rental to an employee of the state, its political subdivisions, or the federal government is only exempt when the government employee provides proof that the sale is for government business by paying for the sale with a government voucher, purchase order, check, credit card, or warrant, or providing other verifiable documentation to the seller to allow the seller to readily determine that the sale is for government business;
   3. A sale or rental to a federally recognized tribe when the Tribal employee provides proof that the sale is for tribal government business by paying for the sale with a tribal voucher, purchase order, check, credit card, or warrant, or providing other verifiable documentation to the seller to allow the seller to readily determine that the sale is for tribal government business;

H. Credit Unions: Sales to or by federally chartered credit unions or credit unions organized under AS 06.45;

I. Dues: Dues or fees paid to clubs, labor unions and other organizations solely for the privilege of membership;

J. Freight and Wharfage: Freight and wharfage charges, whether arising out of foreign, interstate or intrastate commerce, are exempt. Warehouse, storage services, and delivery services that begin and end within the City of Bethel are taxable, unless such delivery services are included in a through bill of lading in conjunction with interstate commerce.

K. Maximum Tax: That portion of the selling price for a single piece of equipment or tangible personal property by an individual unit price in excess of Ten Thousand ($10,000) Dollars is exempt. A single sales unit is any retail merchandise sale where the selling price is totaled on one invoice or on any sales slip, although this exemption does not apply if any portion of the invoice or sales slip refers to more than one calendar day.

L. Medical Services:
   1. Services of a person licensed or certified by the State of Alaska as a doctor of medicine and surgery, a doctor of osteopath and surgery, a chiropractor, a dentist, an optometrist, an audiologist, a hospital, an occupational therapist, a physical therapist or a licensed or practical nurse; provided, that the service is within the scope of the state license or certificate;
   2. Services of a person licensed or certified by the State of Alaska as a psychologist or psychological associate, a clinical social worker, an alcohol or drug counselor, a marital and family therapist or a licensed professional councilor; provided, that the service is within the scope of the state license or certificate;
   3. Fees for supplies, equipment and services provided by a hospital, medical clinic or dental clinic for patient treatment, including laboratory and x-ray services;
   4. Assisted living services provided in accordance with an assisted living plan and in an assisted living home licensed as such by the State;
   5. Gross receipts or proceeds of the retail sale of prescription drugs;
   6. Services rendered by masseurs, even those working for a hospital, chiropractor or other medical provider, are not exempt.

M. Newspapers: Sales of newspapers are exempt.

N. Non-Profits: A sale of goods or services to any entity that, at the time of the sale, is: (1) legally constituted and legitimately acting in accordance with a duly authorized federal tax exempt status pursuant to IRS Regulations, Section 501(c)(3)(4) or (19); (2) provided any income from the exempt sale is exempt from federal taxation and (3) provided the non-profit produces a sales tax exemption card.

   Exceptions: Activities provided by the entity where such organization is engaged in business for profit or is competing with other persons engaged in the same manner or in a similar business is not exempt.

O. Public Assistance: Purchases made with food coupons, food stamps, or other type of certificate issued under 7 USC Sections 2011 – 2025 (Food Stamp Act) or other certificates issued under 42 U.S.C 1786 (Special Supplemental Food Program for Women, Infants and Children).

P. Real Estate Sales:

   Only the first twenty (20%) percent of the sale price of real property is subject to City sales tax*.

   Example: Home selling for $275,000
   $275,000 x 20% = $55,000 (first 20% of the sale price)
   $55,000 x 6% (Sales Tax) = $3,300 Sales Tax due to city

   Home selling for $450,000

$450,000 x 20% = $90,000 (first 20% of the sale price)
$90,000 x 6% = $5,400 Sales Tax due to City

*This exemption does not apply to rentals of real property. This exemption applies to all sales of real property, including casual and isolated sales

Q. Recreational Vehicles: That portion of the selling price of an all-terrain vehicle (ATV), snow machine, boat, or boat motor in excess of three thousand five hundred dollars ($3,500) is exempt regardless of whether or not such items are purchased simultaneously, or are invoiced or otherwise billed on the same billing document.

R. Rental Units: Costs incurred by owners/landlords for rental units, such as included utilities, fuel, or any other expenses, are not exempt.

S. Retail Sales of Foods: Are exempt in the following circumstances:
   1. When served in cafeterias or lunchrooms of elementary, secondary, post-secondary schools, colleges or universities which are operated primarily for students and staff, and are not operated for the public or for profit;
   2. When served to clients and staff, and not to the public or for profit, as part of services provided by a nonprofit hospital or other nonprofit government organization licensed by the State of Alaska for the care of humans;
   3. Meals delivered by a nonprofit organization to handicapped or senior citizens at their place of residence or meals served on the premises of a nonprofit to senior citizens or the homeless or disadvantaged provided that the sale price of such meals does not exceed the cost of delivery or service of such meals;

T. Sales to Retailers: Are exempt only if the buyer presents to the seller a valid exemption card, issued by the City pursuant to this section, and
   1. The sale of goods, wares or merchandise to a retail dealer, manufacturer or contractor is for resale within the City as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the City, if the subsequent sale is subject to the City sales tax; and
   2. The product is an item sold as part of the reseller's primary business and must be of such nature that it can be purchased by the general public in a transaction that is not dependent upon the purchase of another product or service.
   3. The exemption card must be for the class of activities involving the resale of the type of goods for which the exemption is sought.
   4. Food products that are purchased for resale must be purchased and sold as is or prepared in a commercial kitchen. If a purchaser buys goods for resale in accordance with this subsection and for personal or other use at the same time, only the goods that are to be sold for resale in accordance with this subsection shall be exempt.
   5. Supplies, services, tools, repair services, equipment or any other goods or services purchased to support a business but not for resale in accordance with this subsection are not exempt.

U. School:

1. Fees and charges for extracurricular activities or events promoted or undertaken by educational or student organizations;
2. Sales by any student organization, parent/teacher organization or booster club recognized by the school or educational organization in which it operates, which proceeds are utilized to further the purposes for which the organization was formed;
3. Sales and services by schools or other educational organizations made in the course of their regular functions and activities, which proceeds are utilized to further the purposes for which such organization was formed;
4. Sales of food and beverages at educational lunchrooms which are operated primarily for staff and/or students, and which are not operated for the purpose of sale to the general public for profit;
5. The service of transporting students to and from a school~~s~~ in vehicles when in the regular course of that business.

V. Securities: The sale of insurance and bonds of guaranty and fidelity, and the commission thereon (AS 21.09.210(f), 21.79.130, 21.80.130);

W. Senior Citizen Exemptions: The following are exempt only if the buyer, or their designee, present a valid senior citizen exemption certificate and the product or service is intended primarily for the senior citizen holding the exemption card:
1. The sale to a senior citizen of food intended for consumption by the senior citizen, his or her spouse or same sex partner living in the same household, or the un-emancipated minor children of either the senior citizen or his or her spouse or same sex partner, who live in the same household. For purposes of this subsection, "food" is defined in accordance with 7 USC Section 2012(g) (definition of "food" for purposes of the Food Stamp Act);
2. The payment of rent by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
3. Payment for telephone, electric, water and sewer utility services by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
4. The payment for heating fuel used by a senior citizen for a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
5. The sale of alcohol, tobacco, bingo cards, raffle tickets, pull-tabs, other games of chance and/or marijuana to a senior citizen is not exempt.

X. Services. That portion of the selling price of a single service that exceeds $12,000. This amount will be adjusted in 2019 and every two (2) calendar years thereafter consistent with the Consumer Price Index for all urban consumers for Anchorage metropolitan area compiled by the United States Department of Labor, Bureau of Labor Statistics. Adjustments to the amount listed will be rounded to the nearest $100. For the purposes of this subsection, a single service is interrelated and interdependent function necessary to perform a specified action. For the purposes of this subsection, a single service is an interrelated and interdependent function necessary to perform a specified action. If a single service is performed over a period exceeding one month, the selling price must be apportioned to a monthly or invoice basis, whichever is more frequent, proportionate to the service performed, except for:

a) a commission paid to an agent for negotiating the sale of real property (the commission is taxed at the first $12,000 of the sale regardless of the length of time the agent has in selling the property); or

b) a written contingency fee agreement award or settlement (to be collected on the first $12,000 of the fee award regardless of the length of time taken to resolve the case).

Y. Transportation:
1. The following types of transportation services are exempt:
   a. The sale of services for transporting passengers by river taxi, taxicab, bus, commercial airline, air charter, air taxi, hover craft; or
   b. The sale of passenger seat tickets by a commercial airline is exempt; or
   c. The service of transporting disabled or handicapped individuals when in the regular course of that business.
2. The following are not exempt:
   a. The lease of vehicle for hire permits are not exempt;
   b. The portions of a sale of flight seeing or air/water/shore excursion travel or adventure services which are not charges for transportation of persons on a federal airway;
   c. The lease or rental of vehicles is not exempt.

Z. Utilities: Payment for City water, sewer and refuse utility services by any and all persons or entities.

AA. Wholesale: Proceeds from products sold as wholesale sales to businesses designated by the State of Alaska as wholesalers. These include sales of goods, wares or merchandise to a retail dealer, manufacturer or contractor for resale within the City as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the City, if the subsequent sale is subject to the City sales tax. In this connection a retailer must stock that merchandise for resale, display the same to the public and hold himself out as regularly engaged in the business of selling such products.

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

**ENACTED THIS __DAY OF JANUARY 2018, BY A VOTE OF _ IN FAVOR AND ___ OPPOSED.**

ATTEST:

____________________________
Richard Robb, Mayor

| | |
|---|---|
| Introduced by: | Council Member Forbes |
| Introduction Date | January 9, 2018 |
| Referred to Committee: | January 9, 2018 |
| Public Hearing: | |
| Action: | |
| Vote: | |

____________________________
Lori Strickler, City Clerk

Introduced by: City Manager Williams
Introduction Date: February 26, 2019
Public Hearing: March 12, 2019
Action:
Vote:

# *CITY OF BETHEL, ALASKA*

## ORDINANCE # 18-12(i)

**An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2019 Budget**

**Be it Enacted by the Bethel City Council** that the FY 2019 Annual Budget be amended as follows:

**Section 1**. The following sums of money may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2019 (July 1, 2018 to June 30, 2019).

**Section 2.** The following is a summary of the changes by fund and department:

**WHEREAS,** mid-winter warm-ups required the Streets and Roads Division to thaw 20+ culverts during evenings and weekends;

**WHEREAS,** rain, combined with above-freezing temperatures caused severe erosion in some places in town, necessitating the City road crew to work overtime;

**WHEREAS,** road maintenance for safe school bus travel during variable weather events led Streets and Roads Division to spend more time on task than planned;

**STREETS AND ROADS**

Budget modification (a)

| Account # | Increases | Amount |
|---|---|---|
| 10-66-502 | WAGES-OVERTIME | 18,000.00 |
| | | |
| | Total Increases | **18,000.00** |
| | **Decreases** | |
| 10-66-772 | CULVERTS | 18,000.00 |
| | | |
| | Total Decreases | **18,000.00** |
| **TOTAL** | **Net Change to Streets and Roads** | **0.00** |

**WHEREAS,** the Finance Department has been short three positions for an extended period of time:

**WHEREAS,** the Finance Department overtime budget of $2,000 was consumed in the provision of financial services:

**WHEREAS,** audit preparation and work required to catch up on a three-month backlog in monthly reconciliations will require the current staff members to work

**FINANCE DEPARTMENT**

Budget modification (b)

| Account # | Increases | Amount |
|---|---|---|
| 10-53-502 | Wages-Overtime | 5,000.00 |
| | | |
| | Total Increases | **5,000.00** |
| | **Decreases** | |
| 10-53-519 | UTILITY BENEFITS | 5,000.00 |
| | | |
| | Total Decreases | **5,000.00** |
| **TOTAL** | **Net Change to Finance Department** | **0.00** |

**WHEREAS,** the Municipal Dock fund was given no overtime allowance in the FY 2019 Budget;

**WHEREAS,** the Port of Bethel has a need for overtime work during this fiscal year to cover the cost of CDL drivers operating dump trucks, water spray trucks, and other heavy equipment after hours and on weekends;

**MUNICIPAL DOCK**

Budget modification (c)

| **Account #** | **Increases** | **Amount** |
|---|---|---|
| 52-50-502 | WAGES-OVERTIME | 5,000.00 |
| | | |
| | Total Increases | **5,000.00** |
| | **Decreases** | |
| 52-50-689 | OTHER PURCHASED SERVICES | 5,000.00 |
| | | |
| | Total Decreases | **5,000.00** |
| | | |
| **TOTAL** | **Net Change to Municipal Dock** | **0.00** |

**WHEREAS,** this winter, the City is receiving a higher number of extra call requests for evacuation services, necessitating the need for additional work after hours;

**HAULED SEWER**

Budget modification (d)

| **Account #** | **Increases** | **Amount** |
|---|---|---|
| 51-85-502 | WAGES-OVERTIME | 20,000.00 |
| | | |
| | Total Increases | **20,000.00** |
| | **Decreases** | |
| 51-85-602 | GASOLINE/DIESEL/OIL | 20,000.00 |
| | | |
| **TOTAL** | **Net Change to Hauled Sewer** | **0.00** |

**WHEREAS,** the Hauled Water Division is down three water trucks due to repairs needed;

**WHEREAS,** the shortage of trucks puts severe strain on current staff and water trucks to complete all routes without incurring overtime;

**HAULED WATER**

Budget modification (e)

| **Account #** | **Increases** | **Amount** |
|---|---|---|
| 51-81-502 | WAGES-OVERTIME | 20,000.00 |
| | | |
| | Total Increases | **20,000.00** |
| | **Decreases** | |
| 51-81-602 | GASOLINE/DIESEL/OIL | 20,000.00 |
| | | |
| | Total Decreases | **20,000.00** |
| | | |
| **TOTAL** | **Net Change to Hauled Water** | **0.00** |

**Section 3.** Effective Date. This ordinance becomes effective immediately upon adoption.

**PASSED AND APPROVED THIS _____ DAY OF MARCH BY A VOTE OF __ IN FAVOR AND _____ OPPOSED.**

ATTEST:

__________________________________
Thor Williams, Vice Mayor

______________________________
Lori Strickler, City Clerk

City of Bethel Action Memorandum

| Action memorandum No. | 19-19 | | |
|---|---|---|---|
| Date action introduced: | February 19, 2019 | Introduced by: | Peter Williams, City Manager |
| Date action taken: | | Approved | Denied |
| Confirmed by: | | | |

Action Title: Letter of Agreement Between The Department Of Public Safety, Alaska State Troopers - Statewide Drug Enforcement Unit And The Bethel Police Department.

Attachment(s):1 Letter of Agreement.

| Individual/Department: | Initials | Remarks: |
|---|---|---|
| Chief Burke Waldron/ Police Department | | |
| | | |
| | | |

| Amount of fiscal impact: | | Account information: |
|---|---|---|
| | No fiscal impact. | |

Summary Statement

This position is funded in the FY19 BPD budget. This letter of agreement formalizes the working agreement between the BPD and AST in the Task Force. BPD will provide an investigator's salary and benefits as well as basic equipment such as handgun, handcuffs, ballistic vest etc. AST will provide office space, lap-top computer and access to their records management system. BPD will provide a vehicle in the immediate term. However, AST will provide a vehicle for the long term with BPD being responsible for shipping and maintenance costs for the vehicle. With Southwest Alaska being designated as a High Intensity Drug Trafficking Area (HIDTA), much of the overtime and training will be funded through that grant. BPD will be responsible to pay for overtime and training costs not covered by HIDTA funds.

# LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC SAFETY, ALASKA STATE TROOPERS - STATEWIDE DRUG ENFORCEMENT UNIT AND THE BETHEL POLICE DEPARTMENT

This Letter of Agreement recognizes the need for coordination in enforcement of state drug and alcohol laws in Alaska and specifically in the Bethel area. This Agreement is entered into with the intent of promoting cooperation between the Department of Public Safety, Alaska State Troopers, Statewide Drug Enforcement Unit (AST, SDEU, Department) and the Bethel Police Department (BPD).

It is recognized that Alaska Statute 18.65.085 established in the Department of Public Safety, Division of State Troopers a narcotics, drug and alcohol enforcement unit for the purpose of investigating and combating the illicit sale and distribution of narcotic drugs and alcohol in the state.

It is recognized that Alaska Statute Title 29 and 12.60.020 authorize the formation of police forces which has been done by the City of Bethel through the City Council and Municipal Code charging the Bethel Police Department in all respects to perform all duties pertaining to public safety.

It is further recognized that Alaska Statute 18.65.090 authorizes the Department of Public Safety to assist other departments of state, municipal and federal governments in the enforcement of criminal laws and regulations. Further both the Department of Public Safety and the Bethel Police Department have a commitment to effective drug and alcohol enforcement in the Bethel area of Alaska. Both parties agree that one method of providing effective drug and alcohol enforcement is the establishment of officers assigned to investigate drugs, alcohol and related crimes on both a regional and local basis.

Both parties agree that establishing a multi-jurisdictional task force in the Bethel regional area may enhance the present drug and alcohol enforcement efforts by promoting better utilization of available resources, increasing communications, expanding intelligence sharing, and improving coordination by a unified direction and balanced attack on drug and alcohol traffickers.

This task force will encourage the involvement of additional agencies and jurisdictions in cooperative enforcement and prosecutorial efforts whenever possible.

In order to facilitate a more efficient utilization of investigative resources, both parties agree that a formal Letter of Agreement would be beneficial to establish and support the drug and alcohol task force consisting of members of both agencies.

Parties to this letter agree:

1) The task force shall conduct undercover investigations involving drugs and alcohol in Alaska and specifically in the Bethel area and the Yukon-Kuskokwim Region, and will assist other police agencies located within that area in the interdiction and investigation of sale and possession of illicit drugs and alcohol. Supervision and control of drug and alcohol enforcement efforts outside the jurisdiction of municipal police agencies but within Alaska shall rest with SDEU.

2) One BPD officer will be assigned to the task force which will be supervised by an Alaska State Trooper Sergeant. In addition, AST will provide two additional AST investigators. Access to other investigators from SDEU will be provided as needed. The BPD officer shall fall under the BPD's chain of command and report to his/her immediate supervisor on any current events unless the officer is working on a case which is out of BPD's jurisdiction. The

BPD supervisor will complete the officer's performance evaluation with input provided by the SDEU supervisor.

3) By assigning an officer to SDEU, BPD agrees to provide the officer's pay, overtime and fringe benefits, and any worker's compensation claims. BPD will further provide basic personal equipment, including duty-issue weapons, ammunition, handcuffs, baton, OC spray and ballistic vest. BPD will provide a cell phone to the BPD Officer. BPD will provide a vehicle for the officer. When available and mutually agreed upon, the Alaska State Troopers will provide an appropriate vehicle for use by the BPD Officer. BPD will be responsible for the shipping costs for the vehicle to Bethel, ongoing licensing and registration costs and ongoing maintenance and repair costs for the vehicle.

4) The Alaska State Troopers will provide office space, including all utilities, a work area, a computer, Alaska Records Management System (ARMS) access and training, and other office and investigative supplies, as needed. Secure evidence storage for task force cases will be provided by SDEU.

5) The Alaska State Troopers agree to provide undercover funds to the task force, contingent on money being allocated for such purposes in the Department's budget. These funds will be maintained by an SDEU investigator assigned to the unit and accounted for in the manner consistent with the standard operating procedures for SDEU. These funds will be available to pay informants, purchase drugs or alcohol during undercover buys, and to pay for undercover investigative expenses.

6) SDEU will provide travel and per diem at the State rate for the BPD officer traveling outside the Bethel area on authorized task force investigations.

7) BPD agrees to provide all intelligence information, statistical data and case reports to SDEU on illicit drug and alcohol activity and investigations in the Bethel area.

8) The seized and forfeited revenue produced by the task force will be shared in an equitable manner by the participating agencies. It is agreed that the SDEU investigators and the BPD officer will coordinate completion of all asset forfeiture paperwork with the SDEU Administrative Supervisor in accordance with SDEU's standard operating procedures.

   For cases where currency is forfeited under state laws, SDEU will be responsible for sharing of final forfeiture funds. The disposition of real property, vehicles, 4-wheelers, snow machines, motorcycles and other equipment seized under state laws will be discussed by the SDEU Commander and/or Deputy Commander, the Director/Chief of Bethel Police Department and the agency head of any other agency involved in the investigation.

   For cases where currency and/or real property, vehicles, 4-wheelers, snow machines, motorcycles and other equipment are seized through the federal asset process, both agencies will receive equitable sharing based on the current applicable Federal Equitable Sharing Guidelines. SDEU investigators and the BPD officer will assist in preparing the federal adoption paperwork and each agency will be responsible for filing the necessary paperwork for equitable sharing in accordance with Federal equitable sharing guidelines.

9) The State agrees to defend, indemnify, and hold harmless the BPD officer and City of Bethel, and its employees, in the same manner and to the same extent the State protects itself and its employees from any claim, demand, suit for property damages or personal injury including death allegedly caused by the BPD officer if:

   a) at the time of the occurrence he was acting in good faith within the course and scope of his SDEU duties and in accordance with the directions of the SDEU Team Leader;

   b) the BPD officer or department provide immediate notice to the State of any claim;

   c) the BPD officer and department cooperate in the defense and do not stipulate to any judgment or settlement without the State's approval. In consideration of the benefits received from participating in SDEU and the protection offered by this agreement, the BPD officer:

      1) transfers his right to recover from others who may be responsible for the injury, illness or disease to the State and or its assigns;

      2) agrees to cooperate and do everything necessary to enable the State and/or its assigns to enforce the right to recover from others.

10) SDEU will supervise all task force operations. Approval of overtime for joint investigations shall be the responsibility of BPD. The BPD supervisor will address all other personnel issues not covered in this Agreement.

The term of this Agreement shall be from the date of signature by the both agency representatives for a period of 24 months OR until dissolved by mutual consent. The goal of this agreement is to facilitate the following activities:

a) The disruption of illicit drug and alcohol traffic in the State of Alaska, primarily in the Bethel area.

b) Gather and report intelligence data relating to the trafficking in narcotics, dangerous drugs and illicit alcohol in Alaska.

c) Conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that violators of Alaska law and Federal law, relating to illicit drug and alcohol trafficking, might be effectively prosecuted in Alaska and Federal courts.

For:
Alaska State Troopers
Statewide Drug Enforcement Unit

For:
Bethel Police Department

Colonel Barry Wilson
Director, AST

Chief Burke Waldron
Bethel Police Chief

Date Signed

Date Signed

Amanda Price
Commissioner, DPS

Peter Williams
Bethel City Manager

Date signed

Date signed

**CITY OF BETHEL**
P.O. Box 388
Bethel, Alaska 99559
Ph. (907) 543-4150
Fax (907) 543-3817

# MEMORANDUM

DATE: Feb 5- Feb 19

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

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**Finance Dept.**- I'm still greatly concerned about the decision not to provide funds for an interim Finance Director and staff support. The personnel in the finance department needs someone with a level of expertise to ensure that their work has been completed correctly. Without this oversight, the current general ledger entries are not being entered with proper supervision and approval. I suspect that when the FY-19 audit is begun, in November of 2019, the first work that will have to be completed will be to reconcile the general ledger and the fund balances. The odds are that the finance department will not be able to achieve this task on there own. In the past, the auditors or contracted CPA's performed this task at a significant expense.

Though we will not have to face that problem until November the more prolonged, we are without the oversight of a Finance Director and help with the staff to provide direction to the employees in the finance department. Problems will arise that will not be able to be reconciled with the current team.

I've included two letters in the packet from Esplin & Associates. The first one dated Jan 3,2019 shows what work Esplin & Associates implemented, and has been discontinued. It also has a list of tasks that we had hoped they would work on in the coming months. The second letter speaks to the FY18 audit and the review and approval of the functions that a Finance department is involved with.

Evan if a finance director, was hired immediately, Esplin & Associates could help a new finance director and pass on the understanding that Esplin & Associates has gained in working with us. This information would be invaluable to a new finance director, especially that we are now working not only to complete an audit but the FY20 City Budget.

One issue that has bothered me is that we seem to resist the help we need for the finance department because of the way we advertised for the position, the expense of hiring outside help ( the Department has not gone over budget bring in outside help, all Administration has asked is that the existing funds in the budget be redirected). To me the could have, should have, etc.should be a separate conversation from providing the finance department the means to perform their duties correctly. Our first priority is to give the various departments and the City Council with an accurate accounting of the city's finances.

Recently on Feb. 20 we hired someone to be responsible for General Ledger.

Feb. 6- Administration met with LKSD to discuss a driveway that may be installed after the new school is built. LKSD was hoping to incorporate this work into the rehabilitation of Ridgecrest Drive. The DOT communicated to us that this would delay the project a year and increase the costs of the project by a couple of hundred of thousands of dollars. LKSD decided that LKSD would pursue the installation of the driveway at a later date and not include it in the construction of Ridgecrest road.

## PROJECTS

**Institutional Corridor** – Most of the payments due for this project have been completed. There will be a review on Feb 20.

**Jetty/Sewer Lagoon-** The DEC, Division of Water, has certified the construction of the jetty at the sewer lagoon. We have received the accredited drawings for this project. The sewer trucks will be the last item to be completed for this project. They should arrive on the first barge in the springtime.

**Long Range Transportation Plan 2020-** Next meeting is in February. DOT conveyed verbally that preliminary design work for Resurfacing, Restoration, and Rehabilitation (R3) is underway.

**The Avenues-** Contacted the bond counsel to facilitate the bond/loan for this project. We have received three proposals to finance this project and awaiting one more response to make a decision. Some of the Letter of conditions are being met.

**Bethel Heights Water and Sewer System-** Waiting for the Preliminary Engineer Report to be completed. Will review the progress Feb. 20.

**Tundra Ridge Road Realignment-** Still pending, there might be some movement after the DOT determines of the old route is feasible or not. They have asked the AG if legal action can be taken before the DOT gives up on the old course.

**PW Building Boilers-** Contract signed.

**Police Console-** Pro-Com still needs to forward to us the Service Agreement for review and approval.

**Geographic Information System (GIS)** – They are working on outlining the buildings; then the addresses will be assigned to them.

**Asbestos Abatement**- for the old police Annex and laundry mat is scheduled for late February was delayed to scheduling conflicts with the contractor.

Peter Williams
Bethel City Manager

**Espelin & Associates, llc**
P.O. Box 13370
Trapper Creek, AK 99723

Cell: (360) 421-3607 fax: (866) 779-0840 e-mail: jsharpe@espelinllc.com

January 3, 2019

TO: Bethel City Council
Cc: Pete Williams, City Manager
FROM: Jim Sharpe, Contract Finance Director
RE: Areas addressed to date and items to be completed prior to June 30, 2019

In our capacity as Contract Finance Director for the City of Bethel, we have completed the following items in our first six months assisting the City of Bethel:

- Implemented controls over payroll
- Implemented controls over cash disbursements
- Reviewed the fiscal year 2017 financial statements and recommended changes that more accurately reflect the nature of the City's operations
- Reviewed and updated past due tax return calculations related to two Faulkner/Walsh entities
- Initiated further action to resolve 2 outstanding payroll related IRS issues
- Oversaw fiscal year 2018 audit preparation and reviewed documentation provided to the auditors
- Coordinated audit and worked as the point person with the auditors to ensure that all requested items were provided in a timely manner
- Began the process of tracing fiscal year 2018 budget related amendments into the City's accounting system
- Reviewed the City's general ledger detail to ensure amounts were properly recorded, recording several entries to correct inappropriate or unsupported amounts

Based on our review of the City's financial operations, we expect to be involved in the following critical areas through the end of fiscal year 2019:

- Complete the fiscal year 2018 audit
- Write the fiscal year 2018 financial statements
- Coordinate with City management to complete the fiscal year 2020 budget process
- Review all transactions recorded during fiscal year 2019 to ensure amounts were properly recorded and represent a valid business purpose
- Review all budget line item transfers and budget modifications, and ensure the amounts were properly recorded in the accounting system to ensure that budget to actual reports provided to department heads are accurate
- Work with management to further the City's desire to obtain funding (grant and loan) related to the Avenues Project

- Gain a full understanding of all the City's financial related processes and recommend changes to safeguard the City's assets from misappropriation
- Review all revenue related process and controls to ensure that the City is able to bill accurately and collect all amounts owed
- Continue to review bi-weekly payroll and weekly cash disbursements to ensure amounts paid are accurate and represent a valid business purpose prior to payment
- Work with the City's in-house legal counsel and the Internal Revenue Service to resolve outstanding tax related issues
- Provide training as necessary to City employees in order to ensure that all amounts expended by the City are properly supported and represent a valid business purpose

Should you have any questions or further discussions, please feel free to contact me at: jsharpe@cityofbethel.net or 360-421-3607.

**Espelin & Associates, llc**
P.O. Box 13370
Trapper Creek, AK 99723

Cell: (360) 421-3607 fax: (866) 779-0840 e-mail: jsharpe@espelinllc.com

February 1, 2019

TO: Pete Williams, City Manager
FROM: Jim Sharpe, Contract Finance Director
RE: Fiscal year 2018 audit completion; review and approval

The responses below expand on your request for additional information regarding the completion of the fiscal year 2018 audit and questions regarding the importance of review and approval as a key element in the City's internal control structure.

**Fiscal year 2018 audit completion**

Espelin & Associates provided the City, earlier this month, an estimated cost to complete the audit and write the FY 2018 financial statements of $12,800. The estimate provided by Altman Rogers of $26,000, which is more than twice our amount, to complete the audit without the assistance of Espelin & Associates and Carmen Jackson is based on the City's ability to provide needed documentation in a timely for them to complete their audit procedures. Based on our experience working with the City, we do not believe the City will be able to accomplish this task in a timely manner.

With the assistance of Espelin & Associates and Carmen Jackson, the statements were expected to be issued on February 28, 2019, which is a month earlier than the statutory deadline (March 31, 2019). Based on conversations with the auditors we also expected a significant reduction in findings from the prior year. However, due to delays caused by insufficient budgetary capacity, we expect that the statements will now be issued after the statutory deadline of March 31, 2019 and will contain findings that could have been avoided had the City retained Espelin & Associates and Carmen Jackson without interruption.

At this point, even if a budget modification was to be approved tomorrow it is highly unlikely, given our scheduled commitments, that the statements could be issued by the statutory deadline referenced above.

**Review and approval**

Review and approval are an integral part of Internal controls, related to all transactions (payroll, cash disbursements, utility and dock billing, cash receipting, general journal entries) recorded by the City. Review and approval should be completed by an individual with sufficient knowledge of generally accepted accounting principles (GAAP) to fully understand the nature of the transaction and determine if the transaction represents a valid business purpose, is properly supported and is recorded in accordance with GAAP. Proper review and approval also requires that:

- Employee payroll is processed using each employee's approved pay rate and that time is appropriately allocated (i.e. regular, OT, PTO, sick)
- Invoices are paid only one time
- Cash disbursements are recorded to the correct general ledger code within the City's accounting system; this is based on the nature of the transaction and the department that initiates and/or benefits from the purchase.
- Municipal Dock billings are supported by wharfage reports and rates charged to customers agree to the approved rate schedule
- Annually updated utility rates are reviewed subsequent to entry into the accounting system to ensure rates charged to customers agree with the current fiscal year rate schedule
- General journal entries are based on a sound methodology (i.e. allocations include an analysis of departments to determine the amount allocated is proportionate to benefits received)

The review and approval function should be completed by an individual that is not the originator of the transaction. Historically, as noted by prior year audit findings, the City has failed in this area due to either bypassing the review and approval process altogether or using individuals without sufficient knowledge of GAAP to adequately complete the process. Currently, the City does not have an employee with sufficient knowledge to ensure that all transactions are recorded in accordance with GAAP. Espelin & Associates intended to provide staff training related to this area prior to the expiration date of our contract, which is June 30, 2019.

Should you have any questions or choose to discuss further, please feel free to contact myself (jsharpe@espelinllc.com or 360-421-3607) or Sarah Espelin (cpa@espelinllc.com or 907-240-4057).

## Schedule, Events and Programs

- ❖ Winter session runs January 14th – March 3rd
- ❖ Registration for Winter Programs began December 17th.
- ❖ January Group Fitness Classes will start January 2nd, February Classes start February 1st
- ❖ Winter Swim Lessons and Instructional Classes run January 14th – March 3rd.
- ❖ Youth Sport Club will run during the holiday break, on Jan 25th, and during Spring Break. Feb 28-March 8th.

## Staffing

<u>Operational Staff</u>:

Now Hiring:

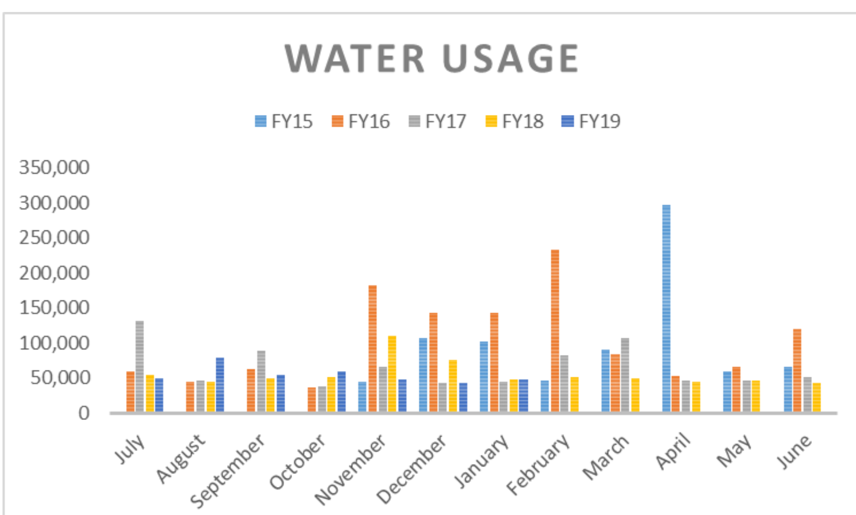
- Part Time Customer Service Supervisors
- Certified Lifeguards
    - visit ykfitness.org to view pre-requisites
- Operations Staff
    - Front Desk
    - Facility Attendant


<u>Programming Staff:</u> We are looking for programming staff to fill the below roles:

- Full Time Aquatic Coordinator
- Swim Instructors
- Instructors for youth classes, particularly dance and tumbling
- Fitness Instructors and Certified Personal Trainers
- Instructors for any activity, craft or music patrons might be interested in learning.

**Anyone interested in working at the YK Fitness Center can call 543-0390 or visit ykfitness.org for information and links to our applications.**

## Facility Maintenance




*Note: Facility opened in November of 2014 (FY15)

## Facility Maintenance

Maintenance:

- Cardio/Weight Room:
    - Replaced cracked back and seats on free weight benches
    - Brought in Frontier Fitness Contractor who completed maintenance on treadmills including:
        - replacing running belts and drive belts on treadmills
        - Cleaned, serviced and adjusted motors and tracks on treadmills and elliptical machines
        - Replaced cracked cables on XFT machine
        - Cleaned serviced and adjusted cables, plates and tracks on all circuit machines
- Locker Rooms:
    - Removed broken seat in handicapped shower in women's locker room
    - Adjusted flush system in men's locker room
- Pool: Electrician brought in to replace and calibrate Pulsar chemical feeder.
- Boilers:
    - Completed full cleanout of both boilers, including fluid drain and refill
- Assembled additional stationary bicycle to accommodate growth in cycling class.
- Cleaned out air handlers

Previously reported maintenance still pending:

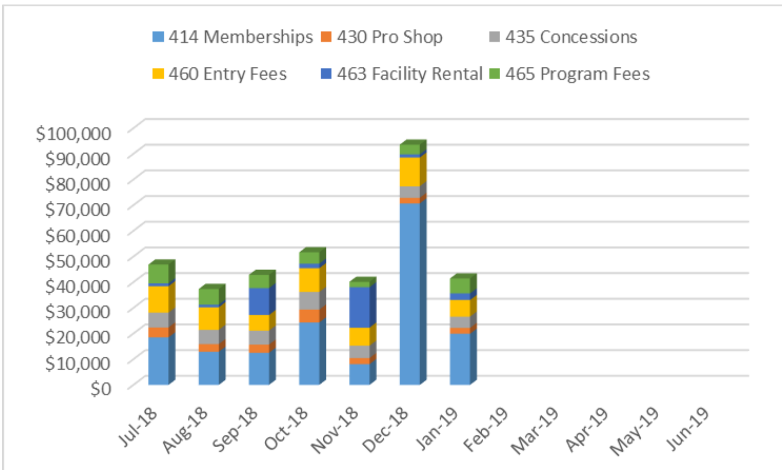
- Identified issue with parking lot lighting as related to a conductor on the main power supply. Waiting on replacement part.
- Efforts were made to clean up a spill of Muriatic Acid in the facility connex. In the course of cleanup it was found that the spill was more extensive than initially thought and assistance was requested from the Fire Department. It was determined that additional protective equipment is needed to clean up the spill and the connnex has been closed off pending procurement of the additional protective equipment.
- Main drain at bottom of pool – looking at replacement drain covers and processes for installation.
- Lamps for UV system are nearing the end of their use life and will need to be replaced. Due to the delicate and highly technical nature of the work it may be necessary to bring in a contractor. We are looking at options. Update August 2018: Two possible vendors for bulb replacement have been identified and quotes are being sought for parts and service.
- Overhead fans in pool area need maintenance. Working with City Facilities Department to develop a plan for safe access to trouble shoot the fans. Jan 2018: City of Bethel is looking into purchasing a lift that will allow access to the fans as well as other maintenance areas in the pool. Update 3/18/18 a scissor lift has been identified and purchasing is being reviewed. 5/15/18 scissor lift scheduled to arrive on first barge. 6/19/18 still waiting on lift. August 2018 Scissor lift has been received and we are scheduling with property maintenance to inspect the fans and determine next steps. September 2018 waiting for replacement fan. October 2018 Fan has been received, waiting on electrician to install.

## Revenue

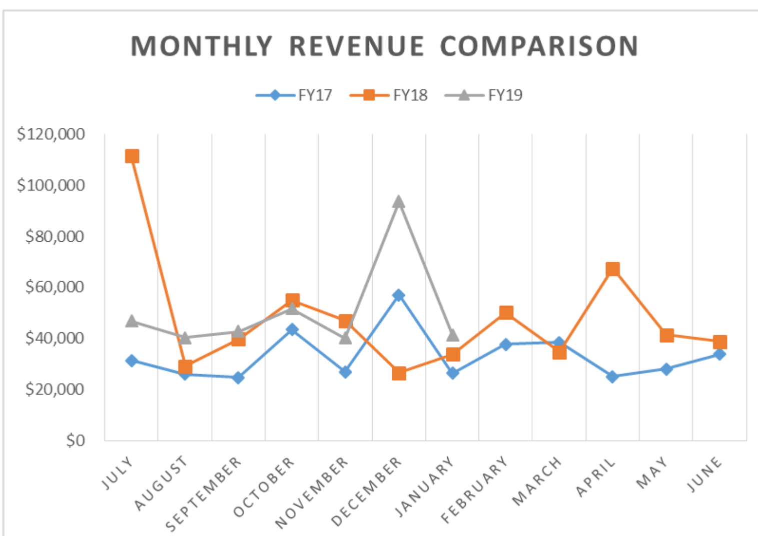
### FY19 Revenue

| Code | Facility Revenue | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Total | FY19 Budg | %attained |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 414 | Memberships | $18,548 | $12,929 | $12,522 | $24,316 | $8,088 | $70,674 | $19,940 | | | | | | $167,017 | $383,160 | 43.59% |
| 430 | Pro Shop | $3,850 | $2,960 | $3,166 | $5,011 | $2,384 | $2,224 | $2,265 | | | | | | $21,860 | $42,000 | 52.05% |
| 435 | Concessions | $5,759 | $5,585 | $5,444 | $6,878 | $4,812 | $4,470 | $4,387 | | | | | | $37,335 | $55,000 | 67.88% |
| 460 | Entry Fees | $10,272 | $8,751 | $6,111 | $9,252 | $7,011 | $11,195 | $6,495 | | | | | | $59,087 | $81,500 | 72.50% |
| 463 | Facility Rental | $1,130 | $1,040 | $10,476 | $1,743 | $15,772 | $1,252 | $2,558 | | | | | | $33,970 | $12,750 | 266.43% |
| 465 | Program Fees | $7,327 | $6,101 | $5,155 | $4,462 | $2,081 | $3,742 | $5,800 | | | | | | $34,667 | $80,500 | 43.06% |
| Community Action Grant | | | | | | | | | | | | | | $0 | $767 | 0.00% |
| WomenInPhilanthropy Grant | | | $3,016 | | | | | | | | | | | $3,016 | $4,681 | 64.42% |
| | Facility Revenue Total | $46,885 | $40,381 | $42,874 | $51,662 | $40,147 | $93,557 | $41,445 | $0 | $0 | $0 | $0 | $0 | $356,952 | $660,358 | 54.05% |

**The below chart represents the portion of the total revenue that each revenue category represents.**




### Revenue Comparisons




| Monthly Revenue Totals | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY17 | $31,433 | $26,142 | $24,867 | $43,503 | $27,134 | $57,131 | $26,567 | $37,829 | $38,636 | $25,144 | $28,177 | $33,913 | $400,478 |
| FY18 | $111,356 | $29,355 | $39,850 | $55,131 | $47,120 | $26,685 | $33,914 | $50,253 | $34,808 | $67,517 | $41,521 | $38,990 | $576,500 |
| FY19 | $46,885 | $40,381 | $42,874 | $51,662 | $40,147 | $93,557 | $41,445 | | | | | | $356,952 |

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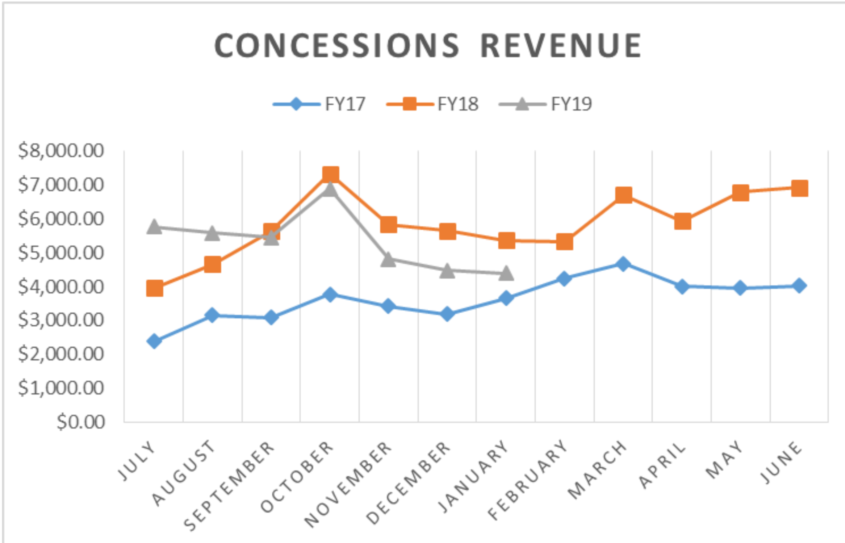
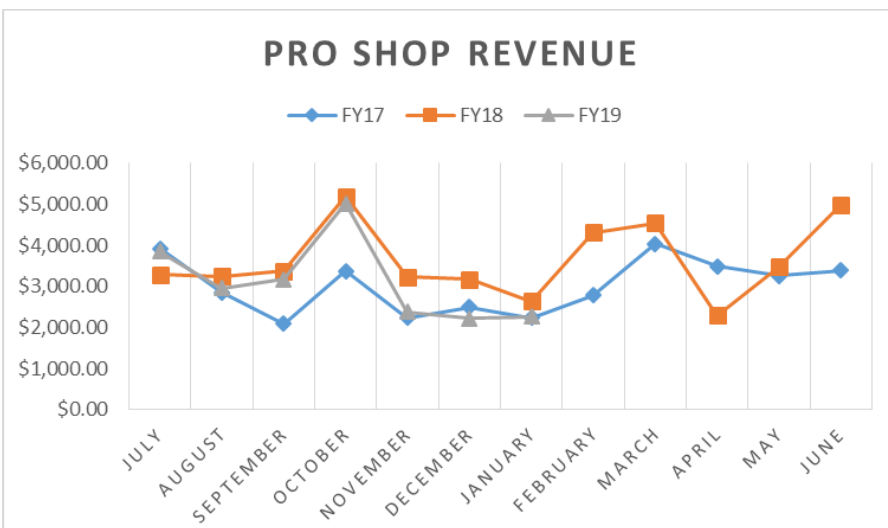
**Revenue**

## Concessions Comprisons




| Concessions Sales Totals | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY17 | $2,384.89 | $3,157.11 | $3,092.41 | $3,769.41 | $3,426.47 | $3,185.55 | $3,648.41 | $4,247.30 | $4,669.61 | $4,009.62 | $3,958.30 | $4,024.27 | $43,573.35 |
| FY18 | $3,954.28 | $4,650.93 | $5,633.56 | $7,320.72 | $5,834.03 | $5,642.99 | $5,366.89 | $5,321.23 | $6,690.87 | $5,921.68 | $6,781.51 | $6,906.37 | $70,025.06 |
| FY19 | $5,759.05 | $5,585.25 | $5,443.53 | $6,878.43 | $4,811.83 | $4,470.20 | $4,386.93 | | | | | | $37,335.22 |

## Pro Shop Comprisons



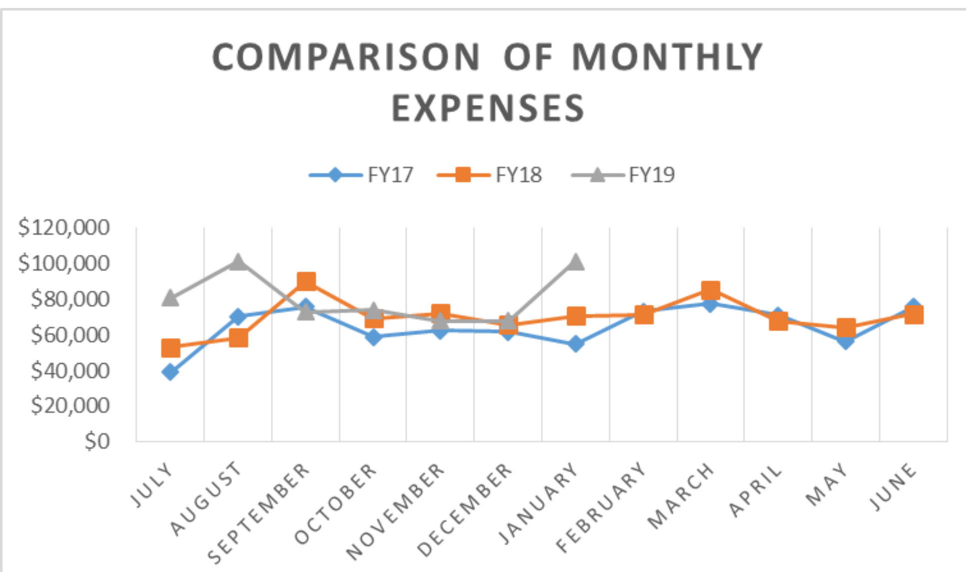

| Pro Shop Sales Totals | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY17 | $3,913.00 | $2,850.50 | $2,092.54 | $3,365.62 | $2,231.18 | $2,490.62 | $2,239.62 | $2,777.95 | $4,032.94 | $3,483.89 | $3,253.72 | $3,382.17 | $36,113.75 |
| FY18 | $3,289.74 | $3,247.54 | $3,365.77 | $5,194.60 | $3,231.28 | $3,172.30 | $2,643.08 | $4,315.11 | $4,537.02 | $2,288.89 | $3,466.59 | $4,987.01 | $43,738.93 |
| FY19 | $3,849.71 | $2,959.60 | $3,166.18 | $5,011.47 | $2,383.67 | $2,224.15 | $2,264.82 | | | | | | $21,859.60 |

## FY19 Expenses

| | Expenses | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Total | Budgeted | % used |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Wages | $36,428 | $55,950 | $35,994 | $36,176 | $34,862 | $35,698 | $55,053 | $290,161 | $581,604 | 49.89% |
| | Benefits | $8,923 | $13,288 | $8,404 | $8,463 | $8,373 | $8,635 | $13,408 | $69,494 | $120,200 | 57.81% |
| 520 | Housing | $3,090 | $3,090 | $3,090 | $3,090 | $3,090 | $3,090 | $3,090 | $21,630 | $37,080 | 58.33% |
| 545 | Travel/Training | $0 | $82 | $0 | $0 | $821 | $0 | $239 | $1,142 | $5,731 | 19.93% |
| 561 | Supplies | $12,789 | $3,747 | $3,431 | $8,657 | $4,992 | $4,967 | $5,709 | $44,292 | $99,176 | 44.66% |
| 580 | Boiler | $0 | $0 | $0 | $0 | $0 | $0 | $5 | $5 | $5,250 | 0.10% |
| 646 | Contractors | $12,017 | $12,017 | $12,017 | $12,017 | $12,017 | $12,017 | $21,723 | $153,910 | $148,320 | 103.77% |
| 661 | Vehicle Maintenance/Repair | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $500 | 0.00% |
| 663 | Janitorial Supplies/Services | $316 | $151 | $7,560 | $274 | $701 | $898 | $81 | $9,981 | $18,000 | 55.45% |
| 668 | Software Licenses | $899 | $427 | $447 | $547 | $418 | $966 | $434 | $4,138 | $6,869 | 60.24% |
| 683 | Minor Equipment | $1,579 | $3,013 | $0 | $589 | $1,588 | $1,248 | $0 | $8,018 | $10,500 | 76.36% |
| 684 | Donations and Awards | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $500 | 0.00% |
| 724 | Dues/Subscriptions | $169 | $179 | $179 | $179 | $369 | $369 | $379 | $1,823 | $2,000 | 91.15% |
| 727 | Advertising | $186 | $0 | $0 | $1,820 | $0 | $211 | $0 | $2,217 | $9,000 | 24.63% |
| 733 | Postage | $3 | $0 | $0 | $0 | $0 | $0 | $0 | $3 | $400 | 0.63% |
| 736 | Bank Charges | $1,134 | $947 | $884 | $1,374 | $783 | $774 | $951 | $6,847 | $14,500 | 47.22% |
| 790 | Allowance for Special Events | $0 | $0 | $0 | $227 | $34 | $0 | $0 | $261 | $800 | 32.67% |
| 799 | Miscellaneous | $0 | $7,643 | $0 | $817 | $0 | $0 | $0 | $8,460 | $5,500 | 153.82% |
| | Community Action Grant | $160 | $184 | $0 | $0 | $0 | $0 | $0 | $344 | $767 | 44.85% |
| | Women In Philanthropy Grant | $270 | $311 | $0 | $0 | $0 | $0 | $0 | $581 | $4,681 | 12.40% |
| | **TOTAL** | **$77,963** | **$101,029** | **$72,006** | **$74,231** | **$68,048** | **$68,873** | **$101,072** | **$623,307** | **$1,071,378** | 58.18% |

## Comparison of Monthly Expenses

Expenses for January 2019 are trending higher than previous years due to a combination of 3 pay periods falling within the month and fees paid to contractors for maintenance and parts for the pool chlorinator and for fitness cardio equipment (see maintenance).

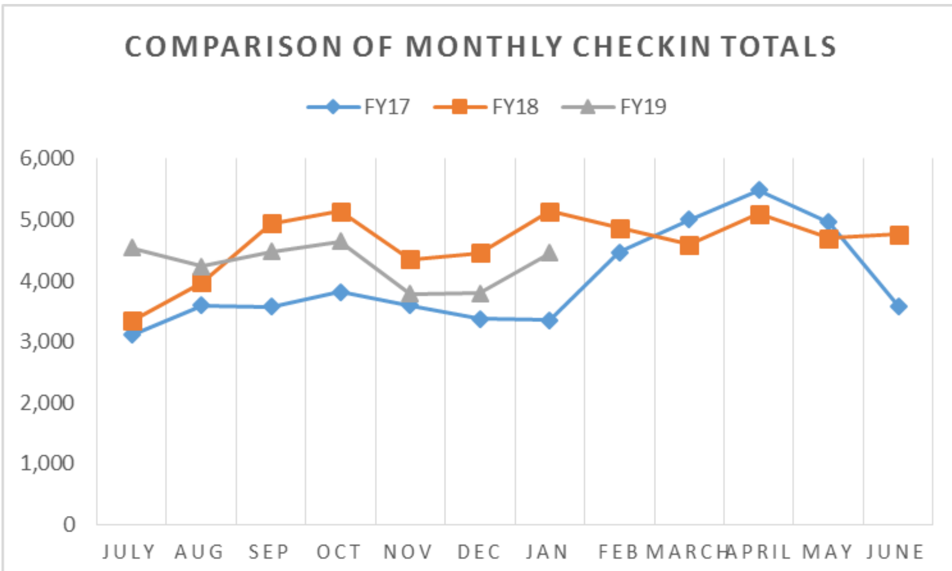



| Monthly Expenses | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY17 | $39,145 | $70,114 | $75,717 | $58,716 | $62,335 | $61,668 | $54,949 | $72,965 | $77,475 | $70,907 | $56,290 | $75,502 | $775,784 |
| FY18 | $53,231 | $58,448 | $89,960 | $69,086 | $71,974 | $65,596 | $70,546 | $71,272 | $85,390 | $67,745 | $64,074 | $71,669 | $838,989 |
| FY19 | $80,783 | $101,028 | $72,822 | $73,683 | $67,629 | $67,907 | $101,072 | | | | | | $564,926 |

**Facility Utilization**

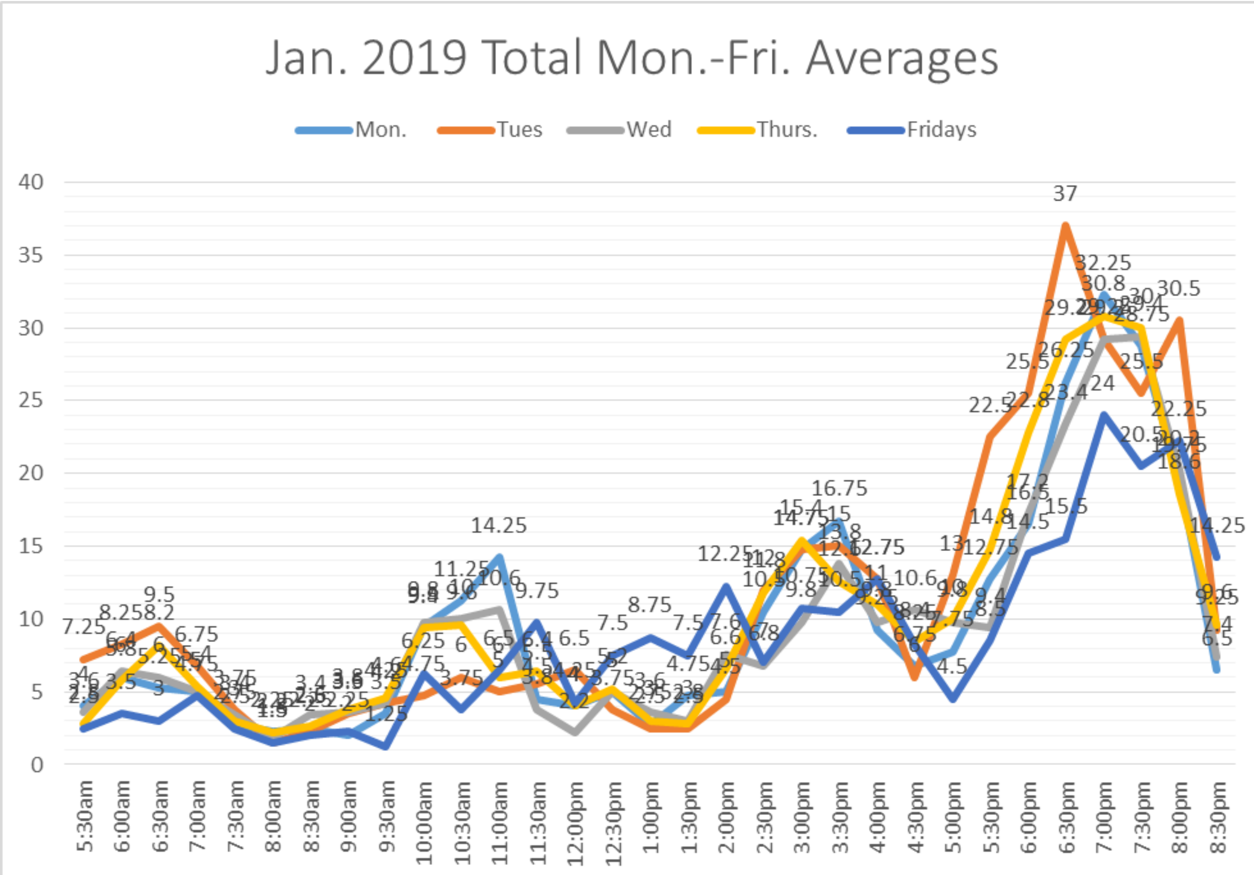
Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals and special events. These numbers represent facility visits, not individuals as most individuals visit the facility multiple times over the course of the month.

| Facility Check-In | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Member Checkins | 2,771 | 2,563 | 1,712 | 1962 | 1,901 | 1,620 | 2,195 | | | | | | 14,724 |
| Daily Admissions | 1,482 | 1,533 | 1,734 | 1448 | 1,238 | 1,557 | 1,648 | | | | | | 10,640 |
| Rentals | 32 | 120 | 771 | 920 | 350 | 383 | 206 | | | | | | 2,782 |
| Fitness Programming | 45 | 5 | 140 | 216 | 247 | 173 | 277 | | | | | | 1,103 |
| Aquatics Programming | 34 | 88 | 97 | 90 | 44 | 43 | 103 | | | | | | 499 |
| Youth Programs | 176 | 47 | 19 | 8 | 0 | 17 | 32 | | | | | | 299 |
| Monthly Totals | 4,540 | 4,356 | 4,473 | 4,644 | 3,780 | 3,793 | 4,461 | 0 | 0 | 0 | 0 | 0 | 30,047 |




| Facility Check-In | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY17 | 3,108 | 3,596 | 3,579 | 3,820 | 3,594 | 3,378 | 3,355 | 4,465 | 5,006 | 5,491 | 4,960 | 3,584 | 47,936 |
| FY18 | 3,348 | 3,973 | 4,936 | 5,139 | 4,351 | 4,453 | 5,139 | 4,864 | 4,594 | 5,097 | 4,695 | 4,766 | 55,355 |
| FY19 | 4,540 | 4,236 | 4,473 | 4,644 | 3,780 | 3,793 | 4,461 | | | | | | 29,927 |

Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted more than once. The below charts show average number of users for each area, by day of the week, per 30 minute period and are used from programming and operational hours planning.


Jan. 2019 Total Mon.-Fri. Averages
Mon.
Tues
Wed
Thurs.
Fridays
5:30am
6:00am
6:30am
7:00am
7:30am
8:00am
8:30am
9:00am
9:30am
10:00am
10:30am
11:00am
11:30am
12:00pm
12:30pm
1:00pm
1:30pm
2:00pm
2:30pm
3:00pm
3:30pm
4:00pm
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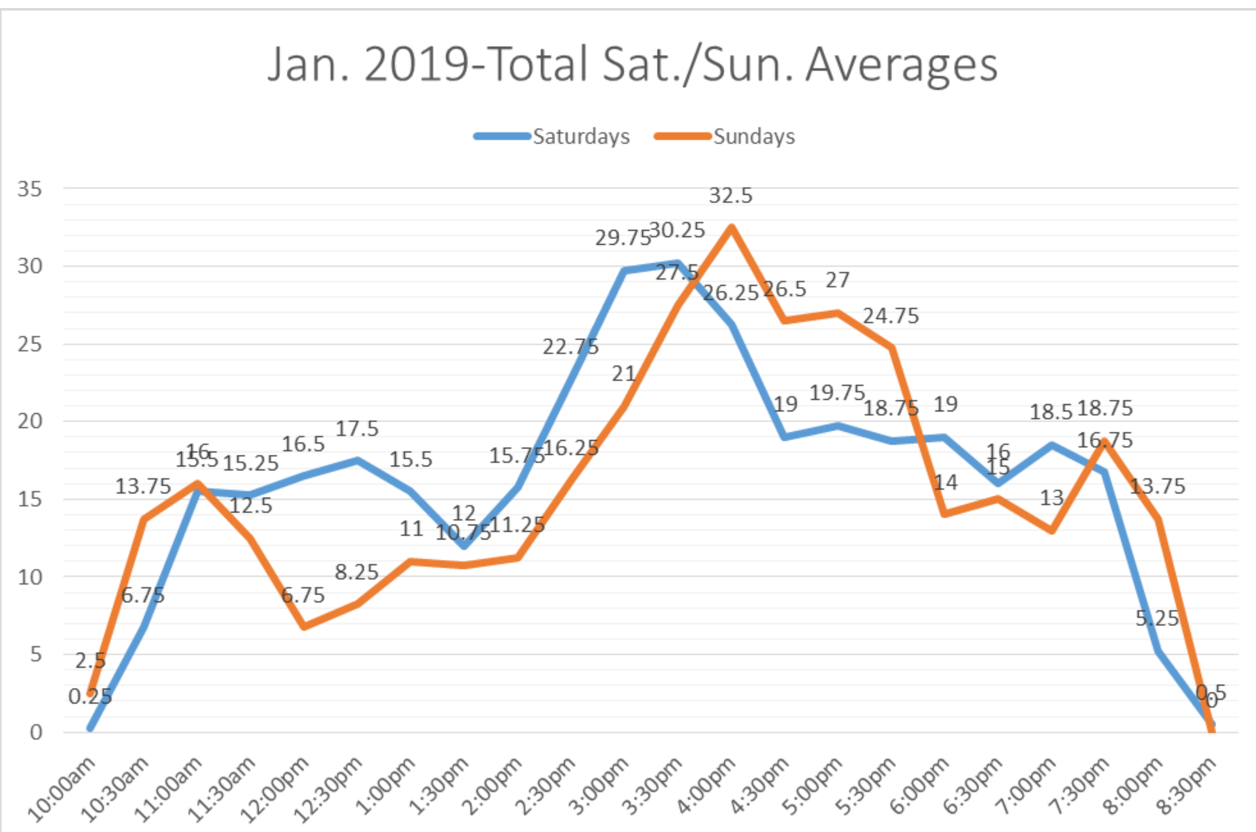
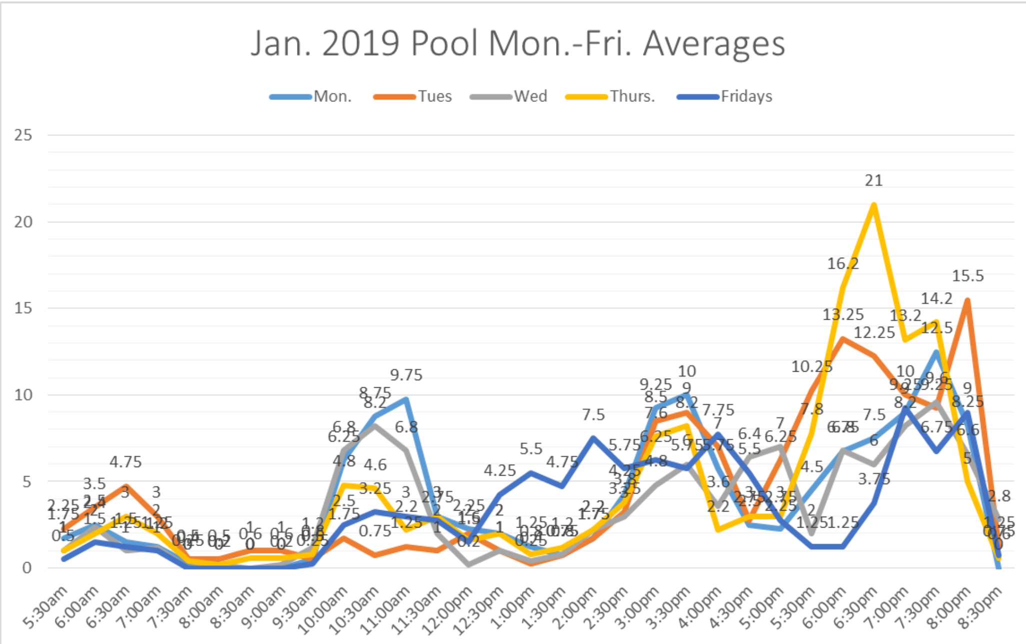
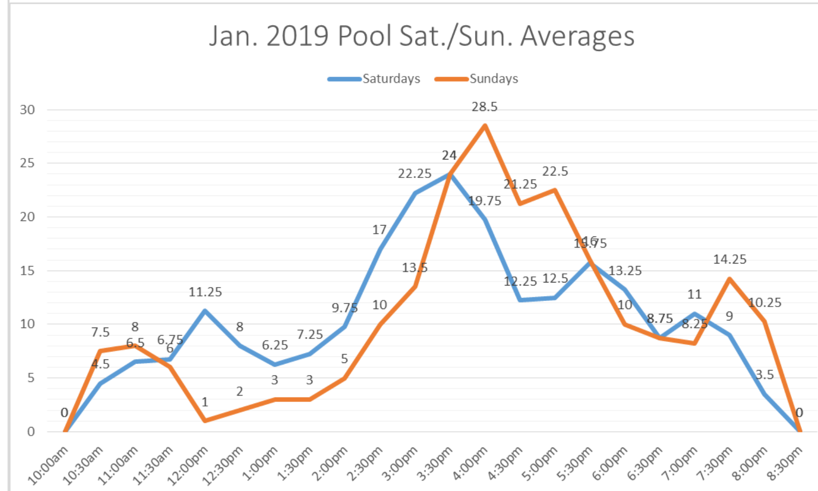
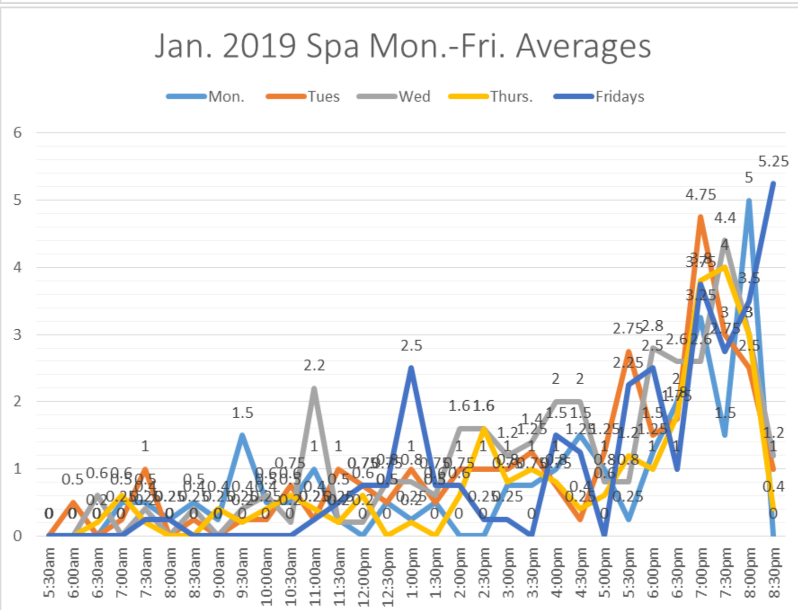
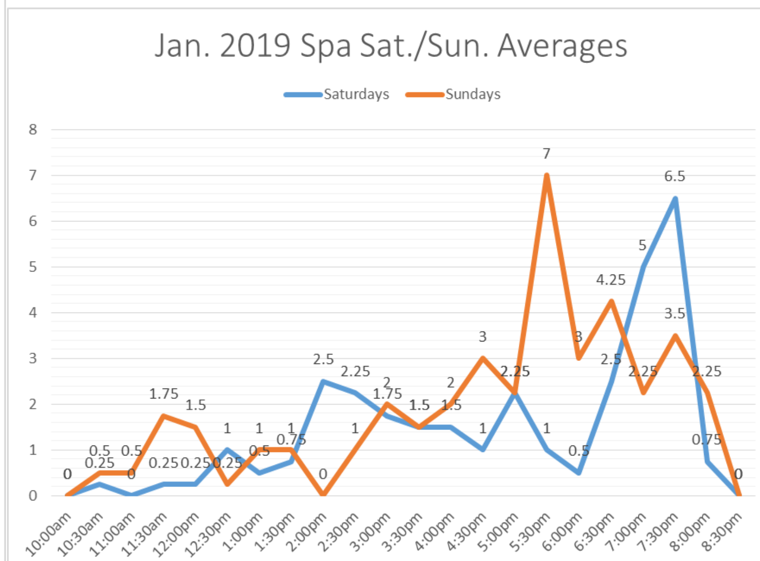
5:00pm
5:30pm
6:00pm
6:30pm
7:00pm
7:30pm
8:00pm
8:30pm

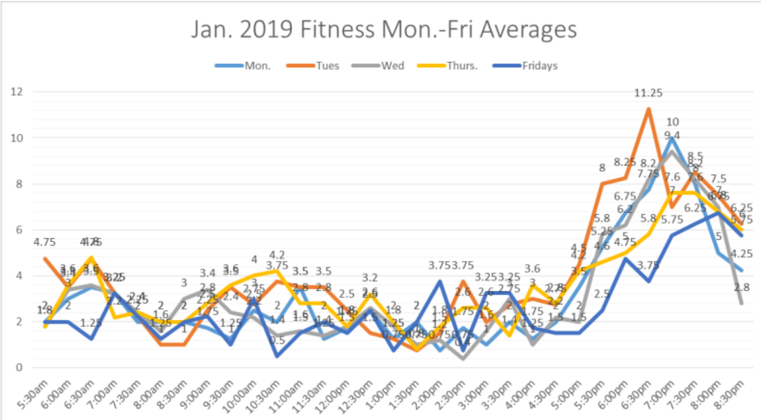

Jan. 2019-Total Sat./Sun. Averages
Saturdays
Sundays
10:00am
10:30am
11:00am
11:30am
12:00pm
12:30pm
1:00pm
1:30pm
2:00pm
2:30pm
3:00pm
3:30pm
4:00pm
4:30pm
5:00pm
5:30pm
6:00pm
6:30pm
7:00pm
7:30pm
8:00pm
8:30pm

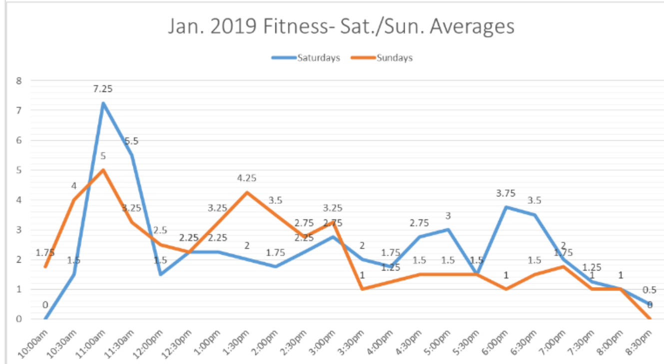

Jan. 2019 Pool Mon.-Fri. Averages
Mon.
Tues
Wed
Thurs.
Fridays

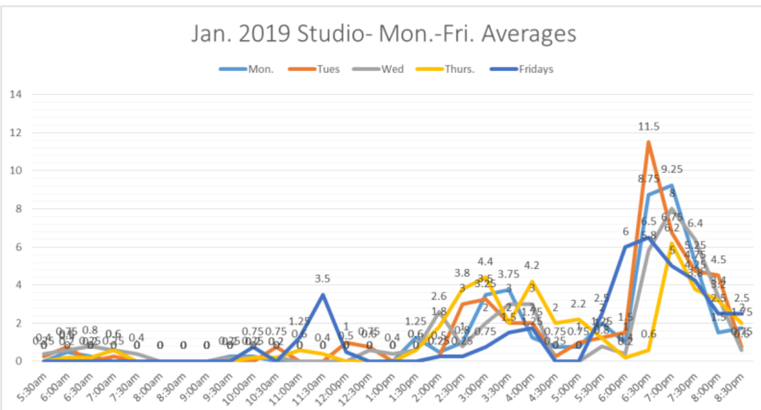

Jan. 2019 Pool Sat./Sun. Averages
Saturdays
Sundays

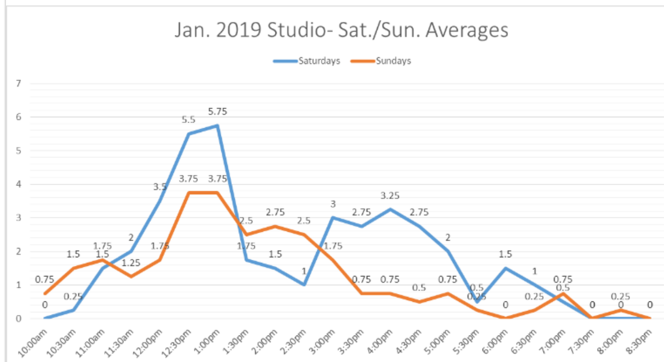

Jan. 2019 Spa Mon.-Fri. Averages
Mon.
Tues
Wed
Thurs.
Fridays

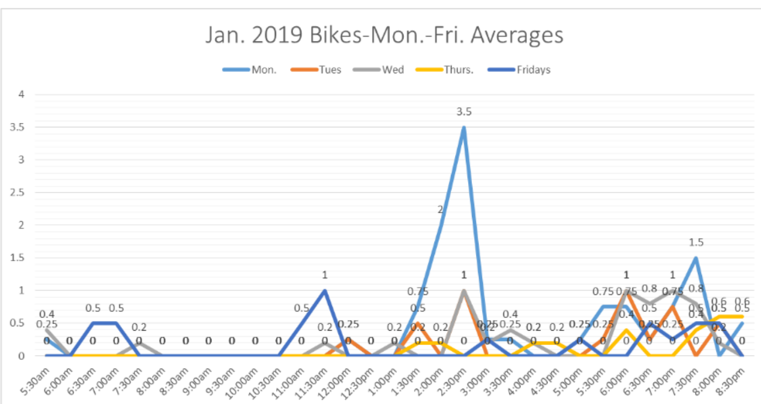

Jan. 2019 Spa Sat./Sun. Averages
Saturdays
Sundays

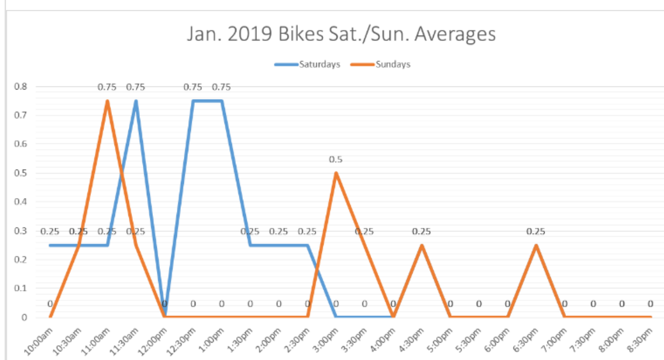

Jan. 2019 Fitness Mon.-Fri Averages
Mon.
Tues
Wed
Thurs.
Fridays


Jan. 2019 Fitness- Sat./Sun. Averages
Saturdays
Sundays


Jan. 2019 Studio- Mon.-Fri. Averages
Mon.
Tues
Wed
Thurs.
Fridays


Jan. 2019 Studio- Sat./Sun. Averages
Saturdays
Sundays


Jan. 2019 Bikes-Mon.-Fri. Averages
Mon.
Tues
Wed
Thurs.
Fridays


Jan. 2019 Bikes Sat./Sun. Averages
Saturdays
Sundays

# City of Bethel, Alaska

## City Clerk's Office

**Council Meetings and Events**

March 12, 2019 Regular Meeting
March 26, 2019 Regular Meeting

**City Council Reminders**

Financial Disclosure Statements are due from Council Members and the Planning Commissioners by April 15, 2019.

**Election**

We are working on updates to the election calendar, web page and forms for 2019.

**Miscellaneous**

- Participated in interviews for a few of the Finance Department vacancies.
- Provided additional training to the Public Works Admin.
- Creating a budget meeting calendar for City Council's approval.
- Assisting the Finance Department with the development of the 2020 Budget worksheets.
- Organizing the Public Works Committee and PRAHSC Committee files and working to regenerate and get approved missing meeting minutes.
- Looking into video conferencing options for Council Chambers (this was budgeted).
- Working with KYUK to help improve the audio quality for the radio broadcast of the Council Meetings.
- The office has had an uptick in the passport processing, 24 in the last three weeks.


cityclerk@cityofbethel.net
907-543-1384

**PART 1 — Evaluate the ability to accomplish the duties set forth by State statutes, the Municipal Code, and other duties as assigned by Council.**

| | | | | | |
|---|---|---|---|---|---|
| Attend City Council meetings as required, act as parliamentary advisor to Council, record and keep official journal of Council meetings | 5 | 4 | 3 | 2 | 1 |
| Assure notice and other requirements for public meetings are complied with | 5 | 4 | 3 | 2 | 1 |
| Assure public records are available for public inspection as required by law | 5 | 4 | 3 | 2 | 1 |
| Manage City records and develop retention schedules and procedures for inventory, storage, and destruction of records | 5 | 4 | 3 | 2 | 1 |
| Maintain an indexed file of all permanent municipal records, provide for codification of ordinances | 5 | 4 | 3 | 2 | 1 |
| Authenticate or certify City records as necessary | 5 | 4 | 3 | 2 | 1 |
| Prepare Council agendas and Council meeting packets as required by City Council | 5 | 4 | 3 | 2 | 1 |
| Conduct research and prepare information for Council as requested | 5 | 4 | 3 | 2 | 1 |
| Administer all municipal elections and assure that the municipality complies with the Voting Rights Act of 1965, as amended | 5 | 4 | 3 | 2 | 1 |
| Develop, prepare and defend the City Clerk's office annual budget and budget modifications | 5 | 4 | 3 | 2 | 1 |
| Take oaths and affirmations as necessary | 5 | 4 | 3 | 2 | 1 |
| Provide support and training to City boards, committees and commissions | 5 | 4 | 3 | 2 | 1 |
| Manage cemetery procedures and records | 5 | 4 | 3 | 2 | 1 |
| Ability to interface harmoniously and effectively with the public and all levels of management and government | 5 | 4 | 3 | 2 | 1 |
| Other duties as assigned by City Council | 5 | 4 | 3 | 2 | 1 |

| | |
|---|---|
| *Total* | |

*Rating Scale:*
5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement

**PART 2 — Evaluate the work ethics and work habits.**

| | | | | | |
|---|---|---|---|---|---|
| Work ethic | 5 | 4 | 3 | 2 | 1 |
| Dependability; can be depended upon without supervision | 5 | 4 | 3 | 2 | 1 |
| Self-motivated; self-reliant; displays energy | 5 | 4 | 3 | 2 | 1 |
| Displays good judgment | 5 | 4 | 3 | 2 | 1 |
| Able to handle difficult or stressful situations | 5 | 4 | 3 | 2 | 1 |
| Adaptability; adjusts to various circumstances, new processes or changes | 5 | 4 | 3 | 2 | 1 |
| Manages time efficiently | 5 | 4 | 3 | 2 | 1 |
| Attitude and enthusiasm | 5 | 4 | 3 | 2 | 1 |
| Willingness and capability to carry out new assignments or projects | 5 | 4 | 3 | 2 | 1 |
| Availability to Council and public | 5 | 4 | 3 | 2 | 1 |
| Follows through with requests | 5 | 4 | 3 | 2 | 1 |
| Attendance record | 5 | 4 | 3 | 2 | 1 |

| | |
|---|---|
| *Total* | |

**PART 3 — Evaluate the quality of work produced and the degree of knowledge of work procedures and operations.**

| | | | | | |
|---|---|---|---|---|---|
| Accuracy, Completeness and Conformity | 5 | 4 | 3 | 2 | 1 |
| Knowledge of job | 5 | 4 | 3 | 2 | 1 |
| Ability to research and understand City ordinances | 5 | 4 | 3 | 2 | 1 |
| Ability to prepare resolutions, ordinances and reports to City Council | 5 | 4 | 3 | 2 | 1 |
| Quality of work | 5 | 4 | 3 | 2 | 1 |
| Takes pride in work | 5 | 4 | 3 | 2 | 1 |
| Ability and desire to research ways to improve operations | 5 | 4 | 3 | 2 | 1 |
| Exceeds expectation | 5 | 4 | 3 | 2 | 1 |
| Productive with time | 5 | 4 | 3 | 2 | 1 |
| Ability and desire to learn basic job functions | 5 | 4 | 3 | 2 | 1 |
| Ability and desire to learn beyond basic job functions | 5 | 4 | 3 | 2 | 1 |
| Presents completed work in an orderly fashion | 5 | 4 | 3 | 2 | 1 |
| Attention to details | 5 | 4 | 3 | 2 | 1 |

| | |
|---|---|
| Total | |

**PART 4 — Evaluate personal relations/interactions with**

*Rating Scale:*
5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement

**City Council members, City staff members and the public**

| | | | | | |
|---|---|---|---|---|---|
| Friendly, courteous and flexible | 5 | 4 | 3 | 2 | 1 |
| Maintains a helpful attitude; willing to help | 5 | 4 | 3 | 2 | 1 |
| Steps outside of job duties to help other city staff when needed (team player) | 5 | 4 | 3 | 2 | 1 |
| Working relationship with City Manager and City Department Heads | 5 | 4 | 3 | 2 | 1 |
| Effectively communicates with City staff, Council and the public | 5 | 4 | 3 | 2 | 1 |
| Writes clearly and concisely | 5 | 4 | 3 | 2 | 1 |
| Expresses ideas and opinions in a forthright, logical manner | 5 | 4 | 3 | 2 | 1 |
| Ability to work in stressful situations | 5 | 4 | 3 | 2 | 1 |
| Provides answers when not readily available; Follows through with requests for information | 5 | 4 | 3 | 2 | 1 |
| Acts as a liaison between the City Council and the general public | 5 | 4 | 3 | 2 | 1 |

| | |
|---|---|
| *Total* | |

| | |
|---|---|
| Part 1: | |
| Part 2: | |
| Part 3: | |
| Part 4: | |
| | |
| *Overall Evaluation Total*: | |

*Overall Evaluation*

| Outstanding | Very Good | Good | Satisfactory | Needs Improvement |
|---|---|---|---|---|
| **250** | **204** | **153** | **102** | **51** |

*Suggested Development/Training Goals:*

*Council Member Comments:*

*Rating Scale*:
5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement

*City Clerk Comments:*

Council Member's Signature ____________________ Date: ____________

City Clerk's Signature: ____________________ Date: ____________

*Rating Scale:*
5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement