

CITY OF BETHEL

City Council Meeting Agenda, September 27, 2022 – 6:30 PM

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

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

Council Members: Mayor Mark Springer, Vice-Mayor Conrad McCormick, Michelle DeWitt,
Perry Barr, Rose Henderson, Eric Whitney, Beth Hessler

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

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

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

4.1.



Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to www.cityofbethel.org.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

6.1. *9-13-2022 Regular City Council Meeting

7. REPORTS OF STANDING COMMITTEES

7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

9.1. Public Hearing Of Ordinance 22-28: Adopting Fees And Rates For The YK Fitness Center And Establishing A "Pay What You Can" Policy (Council Member Barr)

9.2. Public Hearing Of Budget Ordinance 22-22(b): Amending The City Of Bethel Fiscal Year 2023 Budget (Community Parks And Recreation Committee)

9.3. Public Hearing Of Budget Ordinance 22-22(c): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)

9.4. Public Hearing Of Ordinance 22-32: Amending Chapter 3.12, Administration And Maintenance Of The Classification Plans, Establishing A Pay Grade, Job Titles, And Compensation Plan For Non-Unionized City Employees (City Manager Williams)

Posted September 21, 2022 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-545-4120

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

- 9.5. Public Hearing Of Ordinance 22-33: Amending Bethel Municipal Code Chapter 3.60, Leave, By Repealing Annual Leave And Sick Leave And Adopting Paid Time Off (City Manager Williams)

10. NEW BUSINESS

- 10.1. *Introduction Of Ordinance 22-34: Establishing A Short-Term Amnesty Program Requiring Compliance With The Sales Tax And Business Licensing Codes For The Payment Of Delinquent Taxes And Allowing The Forgiveness Of Fees, Penalties And Interest To Incentivize Voluntary Compliance (Council Member Hessler)
- 10.2. *Introduction Of Budget Ordinance 22-22(d): Amending The Fiscal Year 2023 Budget (City Manager Williams)

11. REPORTS

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

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

- 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 Public Entity; And (3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Pending Delinquent Sales Tax Litigation (City Manager Williams)

14. ADJOURNMENT

Posted September 21, 2022 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-545-4120

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The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on September 13, 2022 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Rose Henderson (arrived after roll call 6:44 p.m., telephonically) City Council Member Perry Barr (telephonically) City Council Member Eric Whitney City Council Member Beth Hessler Mayor Mark Springer
Members Absent:
Council Member Michelle DeWitt Vice-Mayor Conrad McCormick
Also in attendance were the following:
City Manager Peter Williams, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

John Sargent-Outlined fees associated with the audits performed by the finance department and provided suggested code amendments.

Item 4.1. - Written Public Comments.

No Written Comments were submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approval of the Consent and Regular Agenda.

Moved by:	Eric Whitney
Seconded by:	Beth Hessler
In favor:	Perry Barr, Mark Springer, Eric Whitney, Beth Hessler
Opposed:	None
Results:	Motion Carries

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *8-23-2022 Regular City Council Meeting Minutes
Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Port Commission, Council Member Hessler- A meeting has not been held since the last city council meeting.

Planning Commission- No one available to provide a report.

Community Action Grant Technical Review Board, Council Member Barr- A meeting is set for tomorrow to review the applications received.

Community Parks and Recreation Committee- No one available to provide a report.

Finance Committee, Council Member Whitney- A meeting has not been held since the last city council meeting.

Public Works Committee, Mayor Springer- A meeting has not been held since the last city council meeting.

Public Safety and Transportation Commission- No one available to provide a report.

Item 7.1. - Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Introduction Of Ordinance 22-28: Adopting Fees And Rates For The YK Fitness Center And Establishing A "Pay What You Can" Policy (Council Member Barr)
Main Motion: Introduce Ordinance 22-28.

Moved by:	Perry Barr
Seconded by:	Eric Whitney
In favor:	Perry Barr, Mark Springer, Eric Whitney, Beth Hessler, Rose Henderson
Opposed:	None
Results:	Motion Carries

Council member Henderson arrived at 6:44 p.m.

Motion to amend the proposed ordinance to reflect the changes proposed by the Community Parks and Recreation Committee.

Moved by:	Eric Whitney
Seconded by:	Beth Hessler

In favor:	Perry Barr, Mark Springer, Eric Whitney, Beth Hessler, Rose Henderson
Opposed:	None
Results:	Motion Carries

Item 9.2. - Public Hearing Of Ordinance 22-29: Amending Bethel Municipal Code Section 3.08.020, Personnel, General Provisions, Scope Of Coverage And Amendment To Rules (City Manager Williams)

Mayor Springer opened the Public Hearing.

No one present to be heard.

Mayor Springer closed the Public Hearing.

Main Motion: Adopt Ordinance 22-29.

Moved by:	Eric Whitney
Seconded by:	Beth Hessler
In favor:	Perry Barr, Mark Springer, Eric Whitney, Beth Hessler, Rose Henderson
Opposed:	None
Results:	Motion Carries

Item 9.3. - Public Hearing Of Ordinance 22-30: Amending The Official Land Use Map Of Bethel By Adopting A General Use Zoning Designation To Land Owned By Mersin Pellumbi Consisting Of A .46-Acre Property Located At 115 Hoffman Road, Lot 4, Block 1, Plat 80-14, Section 18, Township 8 North, Range 71 West, Seward Meridian (Planning Commission)

Mayor Springer opened the Public Hearing.

No one present to be heard.

Mayor Springer closed the Public Hearing.

Main Motion: Adopt Ordinance 22-30.

Moved by:	Eric Whitney
Seconded by:	Perry Barr
In favor:	Perry Barr, Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler
Opposed:	None
Results:	Motion Carries

Item 9.4. - Public Hearing Of Budget Ordinance 22-22(b): Amending The City Of Bethel Fiscal Year 2023 Budget (Community Parks And Recreation Committee)

Mayor Springer opened the Public Hearing.

No one present to be heard.

Mayor Springer closed the Public Hearing.

Motion to postpone.

Moved by:	Eric Whitney
Seconded by:	Perry Barr
In favor:	Perry Barr, Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 22-32: Amending Chapter 3.12, Administration And Maintenance Of The Classification Plans, Establishing A Pay Grade, Job Titles, And Compensation Plan For Non-Unionized City Employees (City Manager Williams)

Passed on the consent agenda.

Item 10.2. - *Introduction Of Ordinance 22-33: Amending Bethel Municipal Code Chapter 3.60, Leave, By Repealing Annual Leave And Sick Leave And Adopting Paid Time Off (City Manager Williams)

Passed on the consent agenda.

Item 10.3. - *Introduction Of Budget Ordinance 22-22(c): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)

Passed on the consent agenda.

Item 10.4. - *Resolution 22-10: Supporting The Bethel Taxiway, Apron, Fencing Improvements, And Service Road Project (City Manager Williams)

Passed on the consent agenda.

Item 10.5. - *AM 22-24: Appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Springer)

Passed on the consent agenda.

Item 10.6. - *AM 22-25: Direct Administration To Negotiate And Execute A Contract With Torcsill So That They Can Cut Steel Plates, Install Helicals, And Weld The Plates To The Helicals To Form The Bases For The Boardwalk Light Poles To Be Attached (City Manager Williams)

Passed on the consent agenda.

Item 10.7. - AM 22-26: Confirming The City Manager's Hiring Of Leonard "Peter"

Hicks As Chief Of Police (City Manager Williams)

Main Motion: Approve AM 22-26.

Moved by:	Eric Whitney
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler
Opposed:	None
Results:	Motion Carries

Council Member Barr experienced intermittent connectivity at 7:10 p.m. and did not vote on this item.

Item 10.8. - *IM 22-18: The City Of Bethel Signed The Last One-Year Extension Permitted By The Original Contact With Delta Western For The City's Purchase Of Bulk Fuel (City Manager Williams)

Passed on the consent agenda.

Item 10.9. - *IM 22-19: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget From July 1, 2022 To August 30, 2022 - Utilities Maintenance - Water & Wastewater Activity Report (City Manager Williams)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Springer- Provided condolences to the families of the recent tragedies on the river.

Council Member Barr- Thanked the community for supporting Search and Rescue during the two search efforts. Stated interest in seeing future legislative changes to the tax code.

Council Member Barr experienced intermittent connectivity and was disconnected.

Council Member Henderson- Looking forward to having the boardwalk light project

completed. Received mixed emotions about our tax collecting; reminded the public of the good tax collections will bring to our community.

Council Member Whitney- Happy to hear of Mary Peltola's election to the House of Representatives; enjoyed working with her on council.

Council Member Hessler- Thanked Bethel Search and Rescue for their efforts, and provided condolences to the families.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Rose Henderson
Seconded by:	Eric Whitney
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler
Opposed:	None
Results:	Motion Carries

Meeting ended at 7:35 p.m.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk



**CITY OF BETHEL
PORT COMMISSION
MONDAY, SEPTEMBER 19, 2022, 7:00 PM
LOCATION:**

**THE PUBLIC CAN PARTICIPATE VIRTUALLY BY ZOOM OR CONFERENCE CALL ONLY.
EMAILED PUBLIC COMMENTS WILL BE ACCEPTED. SEE BELOW**

JOIN ZOOM

MEETING [HTTPS://US06WEB.ZOOM.US/J/9509539812?PWD=B1JVRyTSZMHJA25UODV4WW5KL2R6ZZ09](https://us06web.zoom.us/j/9509539812?pwd=B1JVRyTSZMHJA25UODV4WW5KL2R6ZZ09)

MEETING ID: 851 1379 4718

PASSCODE: 239023

DIAL BY LOCATION

253 215 8782 US
(TACOMA)

346 248 7799 US
(HOUSTON)

669 900 9128 US (SAN
JOSE)

301 715 8592 US (DC)
312 626 6799 US
(CHICAGO)
646 558 8656 US (NEW
YORK)

83 833 548 0276 US
TOLL-FREE
833 548 0282 US
TOLL-FREE

877 853 5257 US
TOLL-FREE
888 475 4499 US
TOLL-FREE

MEMBERS

Alan Murphy, Chair
Rich Pope, Vice-Chair
Stacey Reardon
Mike Meeks
Beth Hessler, Council Rep.

STAFF

STAFF
Port Director: Ed Flores, Ex Officio Member
Recorder: Wendy Wade
Email: port@cityofbethel.net
Phone: 907-543-2310
Website: www.cityofbethel.org

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF MEETING MINUTES**
 - A. 08/15/22 Meeting Minutes
- VI. UNFINISHED BUSINESS**
- VII. NEW BUSINESS**
 - A. Rate Increase
- VIII. EX OFFICIO REPORT**
- IX. MEMBER COMMENTS**
- X. ADJOURNMENT**

Posted September 19, 2022 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

September 8, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

Meeting Called to Order at 7:16 pm.

II. ROLL CALL

BOARD MEMBERS PRESENT:	
Louise Russell, Chair	Jennifer Dobson
Leif Albertson, Vice Chair	Lucinda Alexie
BOARD MEMBERS ABSENT:	
Perry Barr, Council Rep.	Miranda Robb
ALSO IN ATTENDANCE:	
John Sargent, Recorder & Ex Officio	

III. PEOPLE TO BE HEARD

No one spoke under People To Be Heard.

IV. APPROVAL OF AGENDA

MOVED:	J. Dobson	Approval of Agenda.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 Motion Passes	

V. APPROVAL OF MINUTES

MOVED:	L. Alexie	Approve June 23, 2022 Meeting Minutes.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 Motion Passes	

VI. UNFINISHED BUSINESS

A. Review amount of CAG funding available.

Memorandum included in packet showing that \$153,882.85 is available.

B. Review and score applications and responses received (may include questions to applicants in attendance).

MOVED:	L. Albertson	Move into Committee as a Whole.
SECONDED:	J. Dobson	
VOTE ON MAIN MOTION	4-0 Motion Passes	

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

September 8, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

The Committee discussed all four applications, three of them in depth. A representative from the Qasgirmiut Dance Group spoke about their application and answered questions. A representative from the Bethel Winter House spoke about their application and answered questions.

L. Russell took the Committee out of the Whole at 8:21 pm.

MOVED:	J. Dobson	Direct Recorder to prepare and send a letter to each applicant, as necessary, to request answers to questions posed by committee members.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 All in favor	

C. Review/revise applications, forms, & processes.

This item mentioned by Chair. No comments from Committee members.

D. Update on previous award recipients, projects funded, final reports, and other follow-up issues.

MOVED:	L. Albertson	Direct Recorder to send the two exit reports contained in this packet to the Bethel City Council for inclusion in their next meeting packet.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 All in favor	

J. Sargent brought up the issue of Delta Recreation using funds from one CAG award to pay for the item purchased as part of another CAG award. The committee discussed this issue briefly and did not have a problem with it because the original application from Delta Recreation was for both items and the applicant was transparent about the reallocation in the exit report submitted.

VII. EX OFFICIO REPORT

The Ex-Officio Report in the form of a memorandum was contained in packet.

VIII. BOARD MEMBER COMMENTS

J. Dobson: No comment.

L. Albertson: Thank you all for participating in tonight's meeting. I'm happy we have applications to review.

L. Alexie: Thank you everyone. Thank you applicants.

L. Russell: Thank you for showing up to the meeting.

J. Sargent: Not provided an opportunity for comment.

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

September 8, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

IX. ADJOURNMENT

MOVED:	L. Albertson	Adjourn the meeting.
SECONDED:	J. Dobson	
VOTE ON MAIN MOTION	4-0 All in favor	

Meeting Adjourned at 8:32 pm.

APPROVED THIS 14th day of September 2022.

Respectfully Submitted:

Louise Russell, Chair

ATTEST: _____
John Sargent, Recorder

Reports of Standing Committees

Community Action Grant

Exit Reports Submitted and
Accepted by the Committee



DELTA RECREATION Community Action Grant Exit Report Status Update

August 19, 2022

In April 2021, the Bethel City Council authorized \$40,900 in grant funding to Delta Construction for the purchase of a ski trail groomer, a lawnmower and supplies for the Big Dipper Field and Pinky's Park ball field maintenance.

Expense Detail:



Trail Groomer	
Description	Cost
1987 Leitner LH250 Two Door Snowcat <i>Invoice lists \$32,025 Canadian Dollars</i>	\$26,006.99
Shipping with AML	\$6,180.55
Battery	\$297.99
Wheels	\$583.50
Total	33,069.03



Lawn Mower and Supplies	
Description	Cost
John Deer Z530M Lawn Mower	\$4,679.10
Shipping with NAC	\$594.21
Arctic Grow Lawn Mix	\$384.60
Total Expenses:	\$5,657.91

Grant Financial Summary	
Amount Granted	\$40,900.00
Trail Groomer	(\$33,069.03)
Lawn Mower and Supplies	(\$5,657.91)
Amount Remaining in the Grant	\$2,173.06

Describe how the grant funds achieved the purpose of your organization and the goals of the Community Action Grant Program?

The City of Bethel defunded the City's Parks and Recreation Department in the City's fiscal year 2018, saving the organization on average \$435,353 annually. This annual savings resulted in the sacrifice of our community park maintenance, recreational and park planning, park development, and organizing. While the City attempted to make up for the loss in park oversight by adding temporary summer park maintenance personnel, the lack of interest in the position and the amount of work required resulted in a lack of dependable and/or not adequate care of our community parks and cemeteries.

With the absence of City personnel, volunteers and financial donations became the dependable foundation for park maintenance/clean up and outdoor recreational opportunities. Over many years, I have volunteered to mow the fields with my personal mower, personally purchasing grass seed, fertilizer, and paint to help ensure the fields used by so many were cared for.

In 2020, I created a nonprofit organization to help strengthen recreational opportunities for Bethel residents and visitors. Recreational activities not only provide a safe and healthy opportunity for people of all ages, but it also provides an opportunity to learn new skills and participate in healthy social environments.

Lawnmower and Supplies

The grant provided Delta Recreation funding to purchase a lawnmower which is housed at the Big Dipper Field in the City's annex. It also partially funded grass seed, fertilizer, and field paint for the Big Dipper Field. This grant award provides community volunteers an opportunity to support the City's public space to help ensure continued organized and unorganized use of the fields while eliminating the need for the volunteers to haul and use their personal equipment to perform the function.

The purchase of the mower and maintenance supplies provides community members the continued use of the Big Dipper Field and the Pinky's Park Ball Diamond through its regular maintenance by Delta Recreation. I mow both locations when needed however the digging of the ditch at the park has prevented access to the ball diamond at times. We paint lines for soccer and ultimate frisbee games. Provide maintenance to the soccer nets and clean up trash and dog poop regularly. Having regularly maintained field space has provided the following opportunities meeting the goals of Delta Recreation and the Community Action Grant:

Youth Soccer, Kusko Kickers

There are 55 Bethel Youth ages 5-16 registered participants of Kusko Kickers, a youth soccer program organized by community volunteers. Through community volunteer organizers and coaches the youth learn and practice soccer Mondays and Thursday from 5:30-9:00p throughout the summer months.

Adult Soccer Pick-Up

Since the development and regular maintenance of the Big Dipper Field, a group of community members started an adult soccer pick-up league. The pick-up players organize Sundays at noon.

Adult and Youth Ultimate Frisbee 2021 and 2022

Adult and Youth (9 years old and older) Ultimate Frisbee plays at the Big Dipper Field, Sundays 2:00p – 5:00p and Wednesdays 5:30p – 8:00p.

This pick-up play has provided many adults and youth an opportunity to learn the game and have regular recreational play.

Family Fun Night Every Other Tuesday

This every other week event organized by community residents invites people to the parks to play various games good for all ages, kickball and wiffleball have been fan favorites. Delta Recreation donated a grill to the park for the family fun night which allows organizers a place to grill for the attending families.

General Community Use

- The YK Fitness Center uses the Big Dipper Field for their summer camp programs.
- Community members use the space for general recreation, dog play, open space.

Snowcat Trail Groomer

Prior to the purchase of the trail groomer, volunteer coaches and recreational users of trails relied on the availability of, and operation of a privately owned tow-behind trail groomer to knockdown and smooth out trails for walking and skiing. This required the volunteers to use their personal snowmachines in ways not intended. It also consumed a significant number of volunteer hours maintaining the trails on tow-behinds too small for the job while leaving a result inadequate for effective skiing and instruction.



The Snowcat trail groomer in it's first year of operation groomed trails at the river front and at the city sand pit. Delta Recreation went to the sand pit in the fall to clear trees to allow for the snowcat clearing, then after snowfall, the groomer went through and cleared 4 miles of trail. Unlike a groomer that is pulled behind a snowmachine, the snowcat can sculpt the snow, knock down drifts, and has an auger that can grind up ice. This was essential to maintaining the seawall trail which, at times had large, icy piles of snow.

Having groomed trails for all types of recreation has provided the following opportunities meeting the goals of Delta Recreation and the Community Action Grant:

Youth Ski Club 2022

Delta Recreation through partnership with LKSD provided instruction to youth 4th grade and up. The Youth Ski Club met nearly every day the weather would permit during the skiing season. There were at times more than 20 Youth Ski Club members on the trails.

Family Ski Club

In addition to youth ski club, Bethel 4H offered family ski club and rented skis to families who also had access to the trails.

General Trail Use

In addition to the use by skiers, the groomed trails were used by walkers, bikers, and runners. Providing a solid surface, and trail clearing for outdoor fun. Numerous times, residents stopped by and thanked us for maintaining the seawall trail.



What measurable value did the grant program provide to the citizens of Bethel?

Lawnmower and Supplies

Maintenance of parks and public spaces is a basic need for communities. In the absence of the City's regular maintenance of the Big Dipper Field and the ball diamond at Pinky's Park, Delta Recreation volunteered time to help ensure the fields were mowed, painted, fertilize and seeded. Ensuring reliably groomed space for hundreds of park users to enjoy between soccer, frisbee, family fun nights and non-organized uses.

Snowcat Trail Groomer

Delta Recreation volunteered time and provided trail access for winter outdoor recreational opportunities. Having groomed trails offered a beautiful scenic walk for residents and provided a pathway for experienced and inexperienced skiers.

What goals and objectives were you able to accomplish? What led to the success or inability to meet the goals and objectives?

Lawnmower and Supplies

The money from the grant provided Delta Recreation the opportunity to purchase a mower and supplies to maintain the community spaces without having to pay for the maintenance through private donations.

Snowcat Trail Groomer

The money from the grant provided Delta Recreation the opportunity to purchase the groomer and maintenance supplies which allowed Delta Recreation to groom public spaces without having to pay for the maintenance through provide donations.

Do you feel the project was a success? Why or why not? What would you do differently if you were given a second opportunity to provide the project?

Absolutely. The grants provided Delta Recreation an opportunity to strengthen healthy recreational opportunities for the community which will continue to be built on. We hope to expand the use of the Big Dipper field, grow the Youth Ski Club, and get community members excited to be outside playing in all seasons.

Brian Lefferts,

President



907-545-1279



ak.lefferts@me.com



PO BOX 1735, Bethel, AK 99559

CITY OF BETHEL COMMUNITY ACTION GRANT

300 STATE HIGHWAY, PO BOX 1388, BETHEL ALASKA, 99559

PHONE: 907-543-1386

EMAIL: CAG@CITYOFBETHEL.NET

WEBSITE: www.cityofbethel.org

EXIT REPORT

Applicant Information

Applicant Name: Bethel Evangelical Covenant Church

Applicant Address: 165 Chief Eddie Hoffman Hwy, Bethel, AK 99559 (PO Box 828)

Contact Person: Adam London Email Address: Adam@BethelCovenant.org

Daytime Phone: 907-830-6848 Cell Phone: 907-830-6848

Program/Project Title and Summary:

Phase 1 of the BECC Community Use Land Improvement Project

Project Beginning and End Date: July 2022-September 2022

Submission for: 2022 Quarter 1 X Quarter 2 Quarter 3 Quarter 4

Exit Report Summary

Please provide a comprehensive, clear and concise response to each of the questions below. Attach additional sheets as necessary.

- Describe how the grant funds achieved the purpose of your organization and the goals of the Community Action Grant Program?

All \$15,000 was spent on sand, gravel, equipment, and labor for improvement of the parking lot areas. The improvement of the parking lot on both the west and north sides of the building have already increased our parking and activity space significantly.

- What measurable value did the grant program provide to the citizens of Bethel?

We are easily able to park 10+ additional cars on the improved north side lot. This will greatly increase our ability to safely hold community events, such as Supper Club, without causing families with children to cross the highway in the dark during the winter.

Additionally, the north side lot has already been used by 20 youth for field games during our weekly outreach program. This outreach will continue to grow as we are working on setting up a temporary basketball hoop until we can complete future phases of improvements, which will include a basketball court deck.

- What goals and objectives were you able to accomplish? What led to the success or inability to meet the goals and objectives?

All our goals for this grant have been successfully achieved with the partnership of the City of Bethel. This was a simple, straight forward project and we didn't hit any potholes (in fact we fixed all the potholes in the parking lot 😊).

- Do you feel the project was a success? Why or why not? What would you do differently if you were given a second opportunity to provide the project?

Absolutely a success! The only thing we might have done differently is try to raise more funding to complete the east and south sides of the building at the same time. We did not anticipate the project going so smoothly or quickly.

- Provide a detailed budget listing of the projects revenues and expenses. (Demonstrate clearly how the funds were spent). Receipts and all supporting documentation must be submitted with the exit report and retained for a period of three (3) years following the completion of the project. Electronic submission of the exit report and receipts is preferred.

Community Action Grant Funding Use Report

\$7,567.32 – 132.76 tons of Subbase – Knik Construction

\$6,450.00 – sand delivery – Dale Construction

\$1,688.72 – rock delivery and spreading – Dale Construction

\$900 – Excavation and dozer use – Dale Construction

Total - \$16,606.04

\$15,000/\$15,000 was spent from the CAG funds and \$1,606.04 was spent from BECC funds. Additional BECC funds will be used to spread grass along the north perimeter as well as a few additional parking lot patches that need to be done after replacing the fuel tank and hauling playground mulch to the back of the building. No unused funds are anticipated.

KNIK Construction
PO BOX 3757
Seattle, Washington 98124

Date: 8/1/2022

INVOICE:

Product:	SUBBASE	
Quantity:	88.88 Tons	
Rate:	\$57.00 Ton	
Sub Total:	\$5,066.16	
Sales Tax: 6%		No Tax
Total:	\$5,066.16	

Customer Name:	COVENANT CHURCH
Form of Payment:	
Address:	EDDIE
Phone number:	1 (970) 376-3713
EMAIL:	

Note: HAULED BY JOE DALE

Thank You,
Knik Construction

KNIK Construction
PO BOX 3757
Seattle, Washington 98124

Date: 8/3/2022

INVOICE:

Product:	SUBBASE	
Quantity:	43.88 Tons	
Rate:	\$57.00 Ton	
Sub Total:	\$2,501.16	
Sales Tax: 6%		No Tax
Total:	\$2,501.16	

Customer Name: COVENANT CHURCH
Form of Payment:
Address:
Phone number: EDDIE (970)376-3713
EMAIL:

Note: HAULED BY JOE DALE

Thank You,
Knik Construction

7567.32

Dale Construction, LLC
Po Box 3442
Bethel, AK 99559
+1 2063913761
joe@daleconstructionllc.com



INVOICE

BILL TO
Covenant Church
Bethel, AK 99559

INVOICE # 2638
DATE 08/04/2022
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Sand Loads of sand delivered to church parking lot on 8/3/22	43	150.00	6,450.00
Sub-base Rock Tons of rock hauled, spread, and compacted to grade	88.88	19.00	1,688.72
Excavation Use of dozer to move existing rock to the side and prep sand for new rock and lay old rock back down	4	225.00	900.00

Thank You For Your Business!

BALANCE DUE

\$9,038.72

Payment is due upon receipt. We accept all major credit cards with a service fee. A monthly finance charge of 2% will be applied to all unpaid amounts after 30 days.

City of Bethel, Alaska

Planning Commission

September 8, 2022

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska September 8, 2022. The Chair of 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, Lorin Bradbury, Stanley Hoffman Jr., Haley Hanson, Greg Morgan, Shadi Rabi, and Council Rep. Rose Henderson.

Excused Absence: Alex Wasierski unexcused absence: Jessica Schroeder

Also Present: Pete Williams, City Manager; LaQuita Chmielowski, DOWL, Pauline Boratko, Recorder

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Lorin Bradbury	Motion to approve the agenda.
SECONDED:	Stanley Hoffman Jr.	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for August 11, 2022
SECONDED:	Stanley Hoffman Jr.	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

VIII. NEW BUSINESS:

IX. PLANNER'S REPORT: LaQuita Chmielowski and Pete Williams gave their report.

X. COMMISSIONER'S COMMENTS:

K. Hanson- no comment.

L. Bradbury- I would like to add code enforcer as a discussion item on the next agenda.

S. Rabi- no comment.

H. Hanson-no comment

S. Hoffman- no comment

G. Morgan- no comment

R. Henderson-I'm Back! Sorry I make the last meeting.

X. ADJOURNMENT:

MOVED:	Lorin Bradbury	Motion to adjourn the meeting.
---------------	----------------	--------------------------------

SECONDED:	Rose Henderson	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned at 6:42 pm

APPROVED THIS ____ DAY OF _____, 2022

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder



CITY OF BETHEL

COMMUNITY ACTION GRANT COMMITTEE

THURSDAY, SEPTEMBER 22, 2022, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING ID: 813 8040 9832 ZOOM MEETING PASSCODE: 757296

[HTTPS://US06WEB.ZOOM.US/J/81380409832?PWD=ZKNFA29KAHVWZFLMQWPSWI92AGNRZZ09](https://us06web.zoom.us/j/81380409832?pwd=ZKNFA29KAHVWZFLMQWPSWI92AGNRZZ09)

ZOOM MEETING PHONE NUMBERS:

888 475 4499 US TOLL-FREE 833 548 0276 US TOLL-FREE

833 548 0282 US TOLL-FREE 877 853 5257 US TOLL-FREE

MEMBERS

Louse Russell, Chair
Leif Albertson, Vice-Chair
Miranda Robb
Nikki Pollock

Lucinda Alexie
Jennifer Dobson
Perry Barr, Council Rep.

STAFF

John Sargent, Ex Officio Member
CAG@cityofbethel.net
907-543-1386

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. September 8, 2022 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Amount of CAG Funding Available
- B. Review, discuss, and score applications and responses (may include questions to applicants in attendance).
- C. Review/revise CAG Program applications, forms, processes.
- D. Update on previous award recipients, projects funded, final reports, CAG award agreements, and other follow-up issues.

VII. EX OFFICIO REPORT

- A. Ex-Officio Report for September 14, 2022 CAG Committee Meeting

VIII. MEMBER COMMENTS

IX. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff



CITY OF BETHEL

FINANCE COMMITTEE

MONDAY, SEPTEMBER 26, 2022, 6:30 PM

LOCATION: COUNCIL CHAMBERS, CITY HALL, 300 CHIEF EDDIE HOFFMAN HWY

ZOOM INSTRUCTION:

[HTTPS://ZOOM.US/J/99674371849?PWD=NWTUNURHC1EVOE15DUVONFJ3NKP.UT09](https://zoom.us/j/99674371849?pwd=NWTUNURHC1EVOE15DUVONFJ3NKP.UT09)

MEETING ID: 996 7437 1849 PASSCODE: 507255

MEMBERS

Carol Ann Willard, Chair,
Robert Rey, Vice Chair
Henry S. Batchelor, Jr,
John Hamilton,
Farah Sears,
Eric Whitney, Council Rep.
Vacant

STAFF

Duane Wright, Ex Officio Member
Xavier Mason, Ex Officio Member
Alexandra Batchelor, Ex Officio Member
finance@cityofbethel.net
907-543-1381

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to finance@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

- A. 09/26/2022

V. APPROVAL OF MEETING MINUTES

- A. 08/22/2022

VI. NEW BUSINESS

- A. Introduction of New Finance Committee Member
- B. Discuss changes to B.M.C. 4.16.420
- C. Discuss changes to B.M.C. 4.16.430

VII. EX OFFICIO REPORT

- A. Presentation by Recorder (Alexandra Batchelor)
- B. Attendance Log

VIII. MEMBER COMMENTS

IX. ADJOURNMENT

Posted 09/20/2022 at City Hall, AC Co., Swanson's, and the Post Office.

Alexandra Batchelor, Ex-Officio Staff

Introduced by: Council Member Barr
Introduction Date: August 9, 2022
September 13, 2022
Public Hearing: September 27, 2022
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #22-28

AN ORDINANCE BY THE BETHEL CITY COUNCIL ADOPTING FEES AND RATES FOR THE YK FITNESS CENTER AND ESTABLISHING A "PAY WHAT YOU CAN" POLICY

WHEREAS, the City Council wishes to develop fees and rates for the YK Fitness Center that reflect industry standards and cover maximum operating expenditures while also providing all residents and visitors, regardless of income, the opportunity to use the facility;

WHEREAS, our community members have limited dependable, year-round recreational outlets, which makes access to the YK Fitness Center all the more meaningful and necessary; and

WHEREAS, recognizing that cost can be a barrier to participation, the Council is taking steps to remove financial barriers that may prevent low-income community members from using and enjoying the YK Fitness Center;

WHEREAS, impacts of the "Pay What You Can" policy shall be evaluated by the Community Parks and Recreation Committee six months and twelve months after implementation of the policy;

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

Section 1. Classification. This ordinance is not permanent in nature and shall not be placed in the Bethel Municipal Code.

Section 2. Establishment of Fees. The City of Bethel Fees for the YK Fitness Center are as follows:

MEMBERSHIP		
Individual Annual Membership		
	Pool or Fitness	Pool and Fitness
Adult	\$660*	\$905*
Youth	\$330*	\$530*
Senior	\$275	\$480

Introduced by: Council Member Barr
Introduction Date: August 9, 2022
September 13, 2022
Public Hearing: September 27, 2022
Action:
Vote:

Military	\$440	\$640
Individual Monthly Membership		
	Pool or Fitness	Pool and Fitness
Adult	\$66*	\$90*
Youth	\$33*	\$55*
Senior	\$28	\$50
Military	\$44	\$55
Family Annual Membership (per person) For 3 to 8 family members residing in the same household.		
Fitness	\$560*	
Pool	\$560*	
Pool and Fitness	\$770*	
Military Fitness	\$375	
Military Pool	\$375	
Military Pool and Fitness	\$545	
Senior Fitness	\$235	
Senior Pool	\$235	
Senior Pool and Fitness	\$410	
Family Monthly Membership (per person) For 3 to 8 family members residing in the same household.		
Fitness	\$60*	
Pool	\$60*	
Pool and Fitness	\$80*	
Senior Fitness	\$25	
Senior Pool	\$25	
Senior Pool and Fitness	\$45	
Military Fitness	\$40	
Military Pool	\$40	
Military Pool and Fitness	\$50	
FACILITY ACCESS		
Facility Access Day Passes		
Adult Fitness	\$8*	
Adult Pool	\$8*	
Pool and Fitness	\$11*	
Youth Fitness	\$5*	
Youth Pool	\$5*	
Youth Pool and Fitness	\$8*	
Senior Fitness	\$3	
Senior Pool	\$3	

Introduced by: Council Member Barr
 Introduction Date: August 9, 2022
 September 13, 2022
 Public Hearing: September 27, 2022
 Action:
 Vote:

Senior Pool and Fitness	\$6
Military Fitness	\$6
Military Pool	\$6
Military Pool and Fitness	\$9
Facility Access 10 Pack Bundle	
Adult Fitness	\$72*
Adult Pool	\$72*
Pool and Fitness	\$99*
Youth Fitness	\$45*
Youth Pool	\$45*
Youth Pool and Fitness	\$72*
Senior Fitness	\$27
Senior Pool	\$27
Senior Pool and Fitness	\$54
Military Fitness	\$54
Military Pool	\$54
Military Pool and Fitness	\$81
GROUP FITNESS PASSES	
10 Pack Fitness Classes	\$85*
Fitness Class Passes	\$11*

Group Swim Lessons and specialty class fees will be determined at the time of scheduling by the YK Fitness Center Operator. Those fees shall be fair and reasonable and may at any time be modified by Administration or City Council.

Section3. Establishment of Pay What You Can Policy.

Purpose

The Pay What You Can Program is intended to provide access to the YK Fitness Center, a public facility, for all residents and visitors, and to reduce the cost of access to a level comfortable to the individual user or family:

If users' income range falls within the following, the user(s) are eligible for the percent discount associated with the income range:

Persons in Family/Household	Family Gross Annual Income		
	75%	50%	25%
1	≤ \$16,990	\$16,991-25,485	\$25,485-33,980

Introduced by: Council Member Barr
 Introduction Date: August 9, 2022
 September 13, 2022
 Public Hearing: September 27, 2022
 Action:
 Vote:

2	≤ \$22,890	\$22,891-34,335	\$34,335-45,780
3	≤ \$28,790	\$28,791-43,185	\$43,185-57,580
4	≤ \$34,690	\$34,691-52,035	\$52,035-69,380
5	≤ \$40,590	\$40,591-60,885	\$60,885-81,180
6	≤ \$46,490	\$46,491-69,735	\$69,735-92,980
7	≤ \$52,390	\$52,391-78,585	\$78,585-104,780
8	≤ \$58,290	\$58,291-87,435	\$87,435-116,580
≥9	≤ \$64,190 + \$5,900 for each additional person.	\$64,191-93,335 + \$5,900 for each additional person.	\$93,335-122,480 + \$5,900 for each additional person.

<u>Persons in Family/Household</u>	<u>Family Gross Annual Income</u>		
	<u>75%</u>	<u>50%</u>	<u>25%</u>
<u>1</u>	<u>< \$33,980</u>	<u>\$33,981-50,970</u>	<u>\$50,971-67,960</u>
<u>2</u>	<u>< \$48,780</u>	<u>\$48,781-68,670</u>	<u>\$68,671-91,560</u>
<u>3</u>	<u>< \$57,580</u>	<u>\$57,581-86,370</u>	<u>\$86,371-115,160</u>
<u>4</u>	<u>< \$69,380</u>	<u>\$69,381-104,070</u>	<u>\$104,071-138,760</u>
<u>5</u>	<u>< \$81,180</u>	<u>\$81,181-121,770</u>	<u>\$121,771-162,360</u>
<u>6</u>	<u>< \$92,980</u>	<u>\$92,980-139,470</u>	<u>\$139,471-185,960</u>
<u>7</u>	<u>< \$104,780</u>	<u>\$104,780-157,170</u>	<u>\$157,171-209,560</u>
<u>8</u>	<u>< \$117,180</u>	<u>\$117,181-174,870</u>	<u>\$174,871-233,160</u>
<u>>9</u>	<u>< \$128,380</u> <u>+ \$11,800</u> <u>for each additional</u> <u>person.</u>	<u>\$128,381-186,670</u> <u>+ \$11,800</u> <u>for each additional</u> <u>person.</u>	<u>\$186,671-244,960</u> <u>+ \$11,800</u> <u>for each additional</u> <u>person.</u>

The discount may be applied only to the full price fee for facility memberships, access, fitness passes, swim lessons or specialty classes. Applicable fees in the fee schedule are marked with an asterisk. The discount may not be combined with any other offers.

Accessing Pay What You Can

Any facility user who wishes to receive a reduced price for entry and/or services may, through the YK Fitness Center Website, apply the associated discount, or at the time of checkout upon entry, request the percentage discount applicable to their income range.

Users will not be asked to fill out a form or produce income records to take advantage of the Pay What You Can rates.

Introduced by: Council Member Barr
Introduction Date: August 9, 2022
September 13, 2022
Public Hearing: September 27, 2022
Action:
Vote:

SECTION 4. Effective Date. This ordinance shall become effective October 1, 2022, upon adoption by the Bethel City Council.

ENACTED THIS ___ DAY OF SEPTEMBER 2022, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Mark Springer, Mayor

Lori Strickler, City Clerk

SUGGESTED AMENDMENTS TO ORDINANCE 22-28

PROPOSED BY ADMINISTRATION

Motion to amend to strike Family Annual and Monthly Membership Rates:

MEMBERSHIP	
Family Annual Membership (<i>per person</i>) <i>For 3 to 8 family members residing in the same household.</i>	
Fitness	\$560*
Pool	\$560*
Pool and Fitness	\$770*
Military Fitness	\$375
Military Pool	\$375
Military Pool and Fitness	\$545
Senior Fitness	\$235
Senior Pool	\$235
Senior Pool and Fitness	\$410
Family Monthly Membership (<i>per person</i>) <i>For 3 to 8 family members residing in the same household.</i>	
Fitness	\$60*
Pool	\$60*
Pool and Fitness	\$80*
Senior Fitness	\$25
Senior Pool	\$25
Senior Pool and Fitness	\$45
Military Fitness	\$40
Military Pool	\$40
Military Pool and Fitness	\$50

and insert the following annual and monthly Family Membership Rates:

Family Memberships		
<u>Fitness & Pool Per Person</u>	<u>Annual</u>	<u>Monthly</u>
<u>3 people</u>	<u>\$503</u>	<u>\$50</u>
<u>4 people</u>	<u>\$497</u>	<u>\$49</u>
<u>5 people</u>	<u>\$492</u>	<u>\$48</u>
<u>6 people</u>	<u>\$487</u>	<u>\$47</u>
<u>7 people</u>	<u>\$482</u>	<u>\$46</u>
<u>8 people</u>	<u>\$477</u>	<u>\$46</u>

Family Memberships		
<u>Fitness OR Pool Per Person</u>	<u>Annual</u>	<u>Monthly</u>
<u>3 people</u>	<u>\$379</u>	<u>\$38</u>
<u>4 people</u>	<u>\$375</u>	<u>\$38</u>
<u>5 people</u>	<u>\$372</u>	<u>\$37</u>
<u>6 people</u>	<u>\$368</u>	<u>\$37</u>
<u>7 people</u>	<u>\$364</u>	<u>\$36</u>
<u>8 people</u>	<u>\$360</u>	<u>\$36</u>

Introduced by: Community Parks and Recreation
Committee
Introduction Date: August 23, 2022
Public Hearing Date: September 13, 2022
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 22-22(b)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2023 BUDGET

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

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

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2022.

WHEREAS, the City is owner and operator of the YK Fitness Center, a community recreational facility that provides access to a pool, weight room, and healthy activities for all ages;

WHEREAS, it is becoming more and more common for employers to offer gym membership benefits that encourage work-life balance and healthy living, many organizations in Bethel currently offer such programs through the YK Fitness Center;

WHEREAS, the City wishes to improve use of the facility by our employees and their families through membership programs similarly to other organizations in Bethel;

General Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-51-xxxx	Employee Membership Program to YK Fitness Center	0	40,000	40,000
100-10100	General Fund (Cash in Combined Fund)	9,752,671.67	(40,000) <i>Total Decrease</i>	9,712,671.67

Introduced by: Community Parks and Recreation
Committee
Introduction Date: August 23, 2022
Public Hearing Date: September 13, 2022
Action:
Vote:

WHEREAS, the City has been the primary organizer for the Fourth of July celebration;

WHEREAS, since the defunding of the Parks and Recreation Department, much of the organizing has been handled by the Public Works Administrative Assistant with other city employees working, security and traffic the day of the event;

WHEREAS, the Community Parks and Recreation Committee recommended increasing financial support to the celebration to help ensure there is enough funding for entertainment and organizational needs;

General Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-51-6430	Allowance Special Events	\$5,000	\$5,000	\$10,000
100-10100	General Fund (Cash in Combined Fund)	9,712,671.67	(5,000) <i>Total Decrease</i>	9,707,671.67

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

ENACTED THIS 13th DAY OF SEPTEMBER 2022 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: City Manager Peter A. Williams
Introduction Date: September 13, 2022
Public Hearing Date: September 27, 2022
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 22-22 (c)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2023 BUDGET

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

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

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2023.

WHEREAS, the City Council is considering Ordinance 22-33, repealing annual and sick leave for exempt employees and adopting paid time off;

WHEREAS, Section 3, of Ordinance 22-33 outlines the transition police from an annual/sick leave accrual to a paid time off accrual;

WHEREAS, some employees are vested (11 years plus one day of service), permitting them to cash in their sick leave upon termination, this is an earned benefit therefore, those employees must be compensated for those sick leave hours requiring the cash-in of that leave now, as opposed to years down the road, reduces the city's liability;

WHEREAS, in conjunction with the adoption of Ordinance 22-33, the adjustments to the City of Bethel Fiscal Year 2023 Budget must be made to meet the City's fiscal obligations to our employees;

WHEREAS, there are multiple departments affected by the changes presented in Ordinance 22-33 however the financial impacts is not such that would require a budget modification at this time;

C-1 Information Technology				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-54-6023	Leave Cash-out	\$5,019	\$31,364	\$36,383
10-10100	General Fund	\$9,904,848	\$(31,364)	\$9,885,461
			<i>Total Decrease</i>	

Introduced by: City Manager Peter A. Williams
 Introduction Date: September 13, 2022
 Public Hearing Date: September 27, 2022
 Action:
 Vote:

Whereas, in the FY23 Capital Improvement Plan, \$86,000 was allocated to the Bethel Transit System Enterprise Fund for the purpose of acquiring a new bus, via a grant;

Whereas, the funding to procure the bus to be repurposed for the purpose of purchasing a new heating system with the acquisition of a boiler, via the General Fund;

C-2 Bethel Transit System Enterprise Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
560-50-6890	New Bus	\$86,000	<u>\$86,000</u>	\$0
			<i>Total Decrease</i>	
560-50-6890	Heating System/Boiler	0	<u>\$86,000</u>	\$86,000
			<i>Total Increase</i>	
100-10100	Cash in Combined Fund	\$9,885,461	(\$86,000)	\$9,799,461
			<i>Total Decrease</i>	

WHEREAS, the Director of the Planning Department has recently retired;

WHEREAS, it has become necessary for the City of Bethel to utilize a third-party vendor to outsource some of the more pivotal duties of that position;

WHEREAS, the Administration recommends increasing the budget for line-item 100-54-6320 by \$30,000 to cover those expenses.

C-3 Planning Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-54-6330	Out-Sourcing Director of Planning Duties	\$20,000	<u>\$30,000</u>	\$50,000
			<i>Total Increase</i>	
100-10100	Cash in Combined Fund	\$9,799,461	(\$30,000)	\$9,769,461
			<i>Total Decrease</i>	

Introduced by: City Manager Peter A. Williams
Introduction Date: September 13, 2022
Public Hearing Date: September 27, 2022
Action:
Vote:

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

ENACTED THIS ___TH DAY OF 2021 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: City Manager Williams
Introduction Date: September 13, 2022
Public Hearing: September 27, 2022
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #22-32

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 3.12, ADMINISTRATION AND MAINTENANCE OF THE CLASSIFICATION PLANS, ESTABLISHING A PAY GRADE, JOB TITLES, AND COMPENSATION PLAN FOR NON-UNIONIZED CITY EMPLOYEES

WHEREAS, the City Council adopted non-codified ordinance #22-19 creating pay grades, job titles, and a compensation plan for non-unionized City employees; and

WHEREAS, with the adoption of ordinance #22-19 the Council should replace the table under BMC 3.12.070, Classification Plan;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the following schedule of Pay Grades, Job Titles, and Compensation Plan be used to classify and compensate non-unionized City employees.

Section 1. Classification. This ordinance is permanent in nature and shall be placed in the Bethel Municipal Code.

Section 2. Amendment. The Bethel Municipal Code 3.12.070 Classification Plan is amended, old language is stricken, and new language is underlined.

3.12.070 Classification Plan

Management Employees

Range	Position
Contract	City manager City clerk Parks and recreation director (per agreement with UAF) Staff attorney

Introduced by: City Manager Williams
 Introduction Date: September 13, 2022
 Public Hearing: September 27, 2022
 Action:
 Vote:

IV	None
III	Finance director Fire chief Police chief Port director Public works director City planner Human resources manager Information technology services director
II	Assistant finance director
I	Executive assistant to city manager

Pay Grade/Job Title	
M1	
	Assistant Finance Director Deputy City Clerk
M2	
	City Clerk City Planner Director Finance Director Human Resources Director Information Technology Services Director Public Works Fire Chief Police Chief
M3	
	City Attorney
M4	
	City Manager

Introduced by: City Manager Williams
Introduction Date: September 13, 2022
Public Hearing: September 27, 2022
Action:
Vote:

SECTION 5. Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

ENACTED THIS 27th DAY OF SEPTEMBER 2022, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Mark Springer, Mayor

Lori Strickler, City Clerk

Introduced by: Council Member Henderson
Introduction Date: May 10, 2022
Public Hearing: May 24, 2022
Action: Passed
Vote: 6-0

CITY OF BETHEL, ALASKA

Ordinance #22-19

AN ORDINANCE BY THE BETHEL CITY COUNCIL ESTABLISHING A PAY GRADE, JOB TITLES, AND COMPENSATION PLAN FOR NON-UNION-REPRESENTED CITY EMPLOYEES

- WHEREAS**, the City Council authorized a contractor to perform a classification and compensation study for the City of Bethel, the results of which were presented to the City Council on September 14, 2021;
- WHEREAS**, one of the recommendations from Pontifex, the contractor that performed the classification and compensation study is:
- Adopt the recommended compensation structure for non-represented jobs that takes into account competitive labor market trends and avoids wage compression among/within occupational groups;
- WHEREAS**, in developing the compensation structure, the contractor used the competitive labor market average midpoint salary range (step 10) rates to construct and benchmark the City's compensation structure recommendation, which is based upon:
- Average base salary rates reflect wages currently being paid to an organization's incumbents. That average carries a bias, in that an organization could be paying higher or lower rates due to a variety of factors such as downsizing and the higher paid incumbents remaining employed. This drives up the salary rate and does not reflect the reality of the worth of the job;
 - Pay structure rates reflect what value the organization has determined for a particular skill set. This provides an objective and measurable indicator of how other organizations value a job/skill set;
 - The midpoint rate (Step 10) reflects pay at the journey-level of a particular job;
- WHEREAS**, the contractor provided compensation parameters for jobs, but setting the compensation for individual employees must be considered by evaluating experience, value to the organization, and scope and complexity of the position in relation to other positions at the same pay grade level;

Introduced by: Council Member Henderson
Introduction Date: May 10, 2022
Public Hearing: May 24, 2022
Action: Passed
Vote: 6-0

WHEREAS , when administration implements the adopted compensation plan, it should evaluate the non-represented employees' salaries and take measures to correct or reduce any salary compression that may have occurred to help ensure internal equity;

WHEREAS , it is standard for high-ranking individuals, or those with seniority, to out-earn co-workers who have entry-level positions, however, when new hires or less experienced workers earn more than their more senior colleagues, that is wage or salary compression;

WHEREAS , the contractor stressed the importance of system maintenance by recommending that the market positioning of the City's jobs be reviewed at a minimum every twenty-four (24) months, which will provide data necessary to calculate adjustments to the wage structure based upon labor market movements or changes;

WHEREAS , the contractor also recommended new or modified job descriptions and job titles, having found that current City job titles were inconsistent or outdated and, which in turn could hinder property compensation administration;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the following schedule of Pay Grades, Job Titles, and Compensation Plan be used to classify and compensate non-union-represented City employees.

Section 1. Classification. This ordinance is not permanent in nature and shall not be placed in the Bethel Municipal Code.

Section2 Adoption. The Bethel City Council adopts the following Pay Grade and Job Titles for Non-Represented Employees:

Pay Grade/Job Title
M1
Assistant Finance Director Deputy City Clerk
M2
City Clerk City Planner Director Finance Director Human Resources

Introduced by: Council Member Henderson
 Introduction Date: May 10, 2022
 Public Hearing: May 24, 2022
 Action: Passed
 Vote: 6-0

Director Information Technology Services
Director Public Works
Fire Chief
Police Chief
M3
City Attorney
M4
City Manager

Section3 Adoption. The Bethel City Council adopts the following Compensation Plan for Non-Union Represented Employees:

Compensation Plan

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

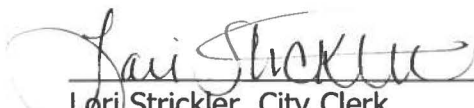
SECTION 4. Compensation Plan Administration. Unless otherwise directed by the Council, the creation of a new class, title changes, reassignments, and changes in pay ranges shall be effectuated as soon as reasonably possible.

SECTION 5. Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

ENACTED THIS 24th DAY OF MAY 2022, BY A VOTE OF 6 IN FAVOR AND 0 OPPOSED.

ATTEST:


 Mark Springer, Mayor


 Lori Strickler, City Clerk
 City of Bethel, Alaska

Ordinance 22-19
 Page 3 of 3

CITY OF BETHEL, ALASKA

Ordinance #22-33

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 3.60, LEAVE, BY REPEALING ANNUAL LEAVE AND SICK LEAVE AND ADOPTING PAID TIME OFF (PTO)

- WHEREAS**, the City Council commissioned a classification and compensation study for the City of Bethel, the results of which were presented to the City Council on September 14, 2021;
- WHEREAS**, Pontifex, the contractor that performed the study, recommended that the department head team and the union employees have the same time off plan to promote better administrative management and fiscal consistency;
- WHEREAS**, most department heads are currently on an annual leave and sick leave accrual plan;
- WHEREAS**, the Classification and Compensation Study also showed that the City's annual leave accrual rates for the union employees and the department heads generally exceeded the public sector standards:

	Union Employees		Department Head			
Years of Service	Total Leave Days Per Yr	Public Sector Average	Vac. Days Per Year	Sick Days Per Year	Total Leave Days Per Yr	Public Sector Average
1	26	22	18	12	30	27
2	33	24	21	12	33	30
5	39	28	24	12	36	36
10	42	32	27	12	39	41
15	46	32	30	12	42	41
20	46	35	33	12	45	43

- WHEREAS**, in addition to the high accrual, the maximum accrual rates for the union and the department heads are very high, resulting in a financial liability the City must carry on its books;

WHEREAS, in an effort to align the City's personnel costs with industry standards, it is necessary to reduce the leave accrual for both the department heads and the union;

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

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

SECTION 2. Amendment. Bethel Municipal Code Chapter 3.60 Personnel Rules and Regulations, is amended as follows, new language is underlined and old language is stricken.

Chapter 3.60
LEAVE

Sections:

- 3.60.010 Policy.
- ~~3.60.020 Annual leave accrual.~~
- ~~3.60.030 Annual leave cash out and donation.~~
- ~~3.60.040 Regular use of annual leave.~~
- ~~3.60.050 Sick leave.~~
- 3.60.020

3.60.010 Policy.

~~Annual leave, sick leave,~~ Personal Time Off and other additional leaves are provided to city employees in accordance with this chapter and applicable law. Temporary and seasonal employees shall not accrue leave. All leave shall be earned and used on an hour-for-hour basis.

~~3.60.020 Annual leave accrual.~~

~~A. Rate.~~
City of Bethel

~~1. Regular, full time employees shall accrue annual leave at the following rates:~~

12 hours per month = 0 through 2 years of service
14 hours per month = 2 years + 1 day through 5 years of service
16 hours per month = 5 years + 1 day through 10 years of service
18 hours per month = 10 years + 1 day through 15 years of service
20 hours per month = 15 years + 1 day through 20 years of service
22 hours per month = 20+ years of service

~~2. Regular, part time employees shall accrue annual leave at the following rates:~~

6 hours per month = 0 through 2 years of service
8 hours per month = 2 years + 1 day through 5 years of service
10 hours per month = 5 years + 1 day through 10 years of service
12 hours per month = 10 years + 1 day through 15 years of service

14 hours per month = 15 years + 1 day through 20 years of service
--

16 hours per month = 20+ years of service
--

~~B. *Annual Leave Accrual.* Leave accrues during the period of time an employee is on paid leave. Such additional accrual shall be canceled if the employee fails to resume duty on completion of their authorized leave. Leave does not accrue during periods of injury leave or leave without pay.~~

~~C. *Annual Leave Accrual Limits.* Accrued and unused leave may be carried over from one (1) year to the next for the purpose of accumulating an annual leave account or reserve; however, on December thirty first (31st) of any year an employee may not have more than four hundred (400) hours' leave to their credit~~

~~D. *Annual Cash Out Upon Termination.* Accrued and unused annual leave shall be paid to a terminated employee within the time periods required under state law. Accrued annual leave will be paid upon termination only to those persons who have been continuously employed by the city for a minimum of six (6) months. Employees may not be kept on leave status to "run out" their annual leave after termination. [Ord. 05-15 § 2; Amd. 3 to Ord. 202; Ord. 202 § 3.152, 1992.]~~

3.60.020 Paid time off benefits

A. Paid time off (PTO) benefits are hours credited per pay period to employees based on years of service, to be used to continue pay when the employee is absent from work for vacation, sickness, immediate family illness or emergency, and/or doctor and dental appointments.

B. Except as otherwise provided in the Bethel Municipal Code and state and federal law, or a specific employment contract with an individual employee, regular full-time or regular part-time employees shall accrue, from the date of hire as probationary

employees, PTO benefits according to the following schedule. Part-time employees shall receive pro rata PTO benefits; temporary employees do not earn PTO benefits.

Years of Continuous Service	PTO Accrued Hours Per Month	PTO Accrued Days Per Year
1	18	27
2	20	30
5	24	36
10	27	41
20	29	43

C. Except for illness or an emergency, a PTO request must be submitted in advance in writing and approved by the employee's department head. PTO will, so far as possible and consistent with the operational needs of the city, be granted at the times requested by the employee. An employee's department head may change or cancel previously-approved PTO whenever necessary to meet the operating needs of the department. The city shall reimburse the employee for nonrefundable plane tickets purchased for PTO that has been canceled at the city's direction.

D. The city may require reasonable proof (such as a doctor's certificate) of illness or disability if more than two (2) days of PTO are used, or when fraud is suspected. Fraudulent use or abuse of PTO shall be grounds for discipline consistent with this title, up to and including termination of employment.

E. Accrued and unused PTO leave may be carried over from one fiscal year to the next for the purpose accumulating an annual PTO leave account or reserve. An employee's maximum accrual is 400 PTO hours. When 400 hours is reached, additional PTO leave will not accrue until the employee brings the total below 400 hours. Each employee is required to take a minimum 80 hours of PTO within each fiscal year. If the employee has taken fewer than 80 hours of PTO at the end of the fiscal year, sufficient hours shall be deducted without compensation to total the 80 hours of mandatory

leave. Each employee is responsible for managing their PTO in accordance with this section.

F. At the end of an employee's probationary period, an employee may request cash out of PTO no more than two times per fiscal year and up to 100 PTO hours, provided that the employee retains a minimum of 80 PTO hours.

G. At the end of an employee's probationary period, an employee upon separation from City employment shall be paid 100 percent of the value for all unused PTO accrued (up to the maximum as provided in this section). An employee who is separated from City employment during the probationary period will not be paid for accrued PTO.

H. A leave donation request shall be submitted to the city manager in advance and approved by the city manager. Leave donations shall be processed for the pay period following use of the leave. To receive donated leave, the employee recipient:

- a. Shall, upon the pay period for which the donation is processed, have exhausted all available personal leave balances, but is encouraged to initiate the leave donation process before leave exhaustion;
- b. Have the request approved by the city manager;
- c. May not convert donated leave to cash in lieu of using the donated leave;

Unused leave donations shall be returned to the employee donor. All transferred hours will be computed as a cash value transfer in such a manner as to be revenue-neutral to the city.

~~3.60.030 — Annual leave cash out and donation.~~

~~A. *Emergency Cash Out.* Cash out in lieu of accrued annual leave may be obtained under emergency conditions outlined in writing and approved by the city manager, provided the employee retains at least eighty (80) hours of annual leave in their annual~~

~~leave account following cash payment. "Emergency" is defined as a critical situation over which the employee has no control.~~

~~B. *Donation of Leave.* Requests for permission to donate annual leave to a fellow employee shall be approved only for serious medical problems, hardship or some truly exceptional emergency. Each employee may donate any amount of annual leave, up to forty (40) hours, with the prior approval of the city manager.~~

~~C. *Advance Leave Pay.* The finance director's office shall provide for advance leave pay when the request is submitted in writing two (2) weeks in advance of the scheduled leave period and is approved by the city manager. [Ord. 05-15 § 2; Ord. 202 § 3.153, 1992.]~~

~~3.60.040 — Regular use of annual leave:~~

~~A. Employees shall be allowed to use any amount of accrued leave at the time they desire that will not be detrimental to department operations, as determined by the city manager. Leave shall be used on an hour for hour basis.~~

~~B. At least forty (40) hours of leave must be taken each year by December thirty first (31st), with the exception that this limitation shall not apply to new employees until the second (2nd) December thirty first (31st) following their date of hire. [Ord. 05-15 § 2; Ord. 202 § 3.154, 1992.]~~

~~3.60.050 — Sick leave:~~

~~A. *Sick Leave Accrual.* Sick leave shall accrue at the rate of eight (8) hours per month of service.~~

~~B. *Sick Leave Accrual Limits.* Sick leave can be accumulated up to a maximum of seven hundred twenty (720) hours.~~

~~C. *Use.*~~

~~1. *Use of Sick Leave.* An employee eligible for sick leave with pay may use such sick leave for absence due to illness, injury, exposure to contagious disease that requires quarantine, or due to illness or death in the employee's immediate family requiring the employee's personal attendance. Doctor, dental, and appointments with other licensed health care providers shall be included as cause for sick leave. An employee who wishes to use sick leave must inform the city manager in advance of taking the leave, or as soon as possible after the employee or an immediate family member becomes ill. Failure to inform the city manager of the need to use sick leave may be grounds for discipline, up to and including dismissal. Compensation for sick leave shall be paid when leave is used. Advance compensation for sick leave shall not be paid unless approved in advance by the city manager.~~

~~2. *Licensed Health Care Provider's Certificate.* When an employee's absence is for more than three (3) consecutive working days, they shall provide certification from the employee's or immediate family member's licensed health care provider indicating the reason for the absence. The city manager may require a licensed health care provider's certificate at any time before approving sick leave with pay; such certification shall be provided in advance of taking sick leave, unless the health care provider certifies that such advance notice was not possible. A certificate shall be transmitted to the personnel office for entry into the employee's records.~~

~~E. *Sick Leave Use Upon Termination.*~~

~~1. Employees with eleven (11) years plus one (1) day or more of continuous employment with the city of Bethel shall be paid all accumulated sick leave up to a maximum of seven hundred twenty (720) hours at the employee's regular rate or pay when the employee is terminated. Sick leave shall not be paid upon termination to employees with eleven (11) years or less of continuous employment with the city.~~

~~2. Employees returning to work from an unauthorized leave shall not be rehired.
[Ord. 05-15 § 2; Ord. 202 § 3.156, 1992.]~~

Introduced by: City Manager Williams
Introduction Date: September 13, 2022
Public Hearing Date: September 27, 2022
Action:
Vote:

SECTION 3. Transition Policy.

- A. An employee with eleven (11) years plus one (1) day or more of continuous city employment on the effective date of this ordinance shall be paid all accumulated sick leave up to a maximum of seven hundred twenty (720) hours at the employee's regular rate of pay, on or before June 30, 2023.
- B. An employee with eleven (11) years or less of continuous city employment on the effective date of this ordinance shall have their sick leave converted to PTO at a rate of 60%.
- C. All annual leave shall be converted to PTO at a rate of 100%.
- D. Following the conversion of sick leave at a rate of 60% and annual leave at a rate of 100% any hours over the 400 maximum shall be payable to the employee on or before June 30, 2023.
- E. Employees affected by this transition policy are exempt from the maximum 400 hours accrual limits prescribed under BMC 3.60.020 E, through June 30, 2023.
- F. Employees affected by this transition policy are exempt from the maximum cash-in limits prescribed under BMC 3.60.020 F, through June 30, 2023.

SECTION 4.EFFECTIVE DATE. This Ordinance shall become effective October 1, 2022, following adoption by the Bethel City Council.

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA
THIS ___th DAY OF ____ 2022 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.**

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Ordinance #22-34

AN ORDINANCE BY THE BETHEL CITY COUNCIL ESTABLISHING A SHORT-TERM AMNESTY PROGRAM REQUIRING COMPLIANCE WITH THE SALES TAX AND BUSINESS LICENSING CODES FOR THE PAYMENT OF DELINQUENT TAXES AND ALLOWING THE FORGIVENESS OF FEES, PENALTIES AND INTEREST TO INCENTIVIZE VOLUNTARY COMPLIANCE

- WHEREAS ,** sales tax evasion presents a serious fiscal problem resulting in the loss of large amounts of revenue to which the City is entitled;
- WHEREAS ,** the City's finance personnel are taking a closer look at the community's sellers' sales tax filings and have identified a significant level of noncompliance, so much so that it would take enormous resources to work with the presumed hundreds of violators;
- WHEREAS ,** creating a program for the forgiveness of fees, penalties and interest associated with the delinquent taxes is expected to incentivize compliance while efficiently managing the Finance Department's personnel and protecting the delinquent tax principal held in trust for the City;
- WHEREAS ,** the fees, penalties, and interest applied to the principal of the delinquent taxes outlined and mandated by the code are high, especially for those sellers that refuse to comply with the audit process;
- WHEREAS ,** sellers that apply and follow through with the amnesty program could see significant financial savings with the waiving of fees, penalties and interest;

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

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

SECTION 2. AMNESTY PROGRAM. Notwithstanding Bethel Municipal Code Chapter 4.16.290, Forgiveness of uncollected taxes, penalties, and interest, the Bethel City Council adopts and authorizes the city manager to create and implement a one-time amnesty program for businesses or individuals doing business in Bethel who may have an existing tax liability. The amnesty program allows penalties and interest to be waived

for the tax filing periods between October 1, 2019, and October 1, 2022, provided the seller meets the following criteria:

Eligibility for participation.

1. On or before December 31, 2022, the seller applies on a form and in a manner specified by the finance department.
2. On or before February 28, 2023, the seller files complete tax returns for all tax reporting periods between October 1, 2019, and October 1, 2022, for which the seller has not previously filed a tax return, and/or files completed amended returns for all tax reporting periods for which the seller underreported the tax liability.
3. At the time of filing completed tax returns, the seller pays in full all taxes due for all periods for which amnesty is requested or agrees to and complies with the terms of a repayment plan as provided in BMC 4.16.280. Failure by the seller to fully comply with the terms of a repayment plan agreement shall render the participation in the amnesty program null and void, unless the city manager, following recommendation from the city attorney, determines that the failure was due to reasonable causes.
4. No later than December 31, 2022, the seller has or obtains a city business license in accordance with BMC 5.04 and sales tax certificate in accordance with BMC 4.16.090.
5. The delinquent sales tax was due on or between October 1, 2019, and October 1, 2022, and the seller agrees to hold all records for the reporting period(s) for which amnesty is requested, and that are required under BMC 4.16.330 until November 1, 2024
6. The delinquent tax amount is paid in full by November 1, 2024.
7. The seller understands that participation in the amnesty program does not exempt the seller from being audited in the same manner as other sellers. If, between the date of the amnesty agreement and December 31, 2024, the finance director finds any other nonreporting or underreporting of tax liability by any seller who could have otherwise been eligible for amnesty, the finance director shall impose penalties as permitted by Chapter 4.16.

The amnesty program does not apply to sellers who:

1. Have entered into or are negotiating a compromise or settlement agreement with the City of Bethel regarding an unpaid tax liability.
2. Are involved in a pending administrative, civil, criminal, or bankruptcy court action. In this section, "pending administrative action" includes a sales tax audit notice issued on or before October 1, 2022, unless such seller has engaged in corrective action with the finance department in which case the seller may participate in the amnesty program.
3. Are currently seated city council members, the currently seated council member's

Introduced by: Council Member Hessler
Introduction Date: September 27, 2022
Public Hearing Date: October 11, 2022
Action:

immediate family members, or any organization of which the currently seated council member is a director, officer, or employee between January 1, 2020, and December 31, 2022.

Immediate family member includes:

- a) The spouse of the person;
- b) Another person cohabiting with the person in a conjugal relationship that is not a legal marriage;
- c) A child, including a stepchild and an adoptive child, of the person;
- d) A parent, sibling, grandparent, aunt or uncle of the person; and
- e) A parent or sibling of the person's spouse.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective following adoption by the Bethel City Council.

ENACTED THIS ___TH DAY OF 2022 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: City Manager Peter A. Williams
Introduction Date: September 27, 2022
Public Hearing Date: October 11, 2022
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #22-22(d)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2023 BUDGET

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

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

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2023.

WHEREAS, the Bethel Fire Department Administration has determined that the fire station's foundation is in poor condition, causing shifting and other structural issues;

WHEREAS, Engineer firm, DOWL, performed a geotechnical engineering site visit and visual assessment of the fire station foundation in May 2022 and then developed a plan of repair based on a site visit report dated August 3, 2022;

WHEREAS, the Fire Department and City Administration received a term contract, fee proposal for planning and engineering services, on September 18, 2022 detailing an additional scope of services to include temperature acquisition and a code and condition assessment;

WHEREAS, these geotechnical engineering assessments are required in order to determine the necessary repairs and retrofit tasks to be performed on the fire station foundation to ensure the longevity of the fire station building, its foundation, and continued capability to support the provision of firefighting and emergency medical services;

D-1 Fire Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-60-6335	Other Purchased Services	\$34,100	<u>\$60,000</u>	\$94,100
100-10100	General Fund Cash in Combined Fund	\$9,769,461	\$(60,000) <i>Total Decrease</i>	\$9,709,461

Introduced by: City Manager Peter A. Williams
 Introduction Date: September 27, 2022
 Public Hearing Date: October 11, 2022
 Action:
 Vote:

WHEREAS, the City's FY 2023 Budget contains funding for 18 full-time haul truck Driver positions, several temporary positions, and one Hauled Utilities Foreman position;

WHEREAS, due to a combination of Driver attrition and a shortage of applicants, the City's Hauled Utilities Division is currently operating with only six full-time Drivers and two weekend part-time Drivers, a number markedly below the minimum number of nine full-time Drivers and one Foreman required to maintain the ten routes a day;

WHEREAS, the Public Works Department Director wants to employ the following short-term solution to address the problem: raise the temporary Driver wage from \$40/hr. to \$50/hr., hire qualified CDL Drivers from Anchorage, board them in a city-rented house in Bethel, and work them in 14-day-on/14-day-off shifts so that half of the household are in Bethel at any one time;

WHEREAS, the city plans to charge the drivers the rent plus utilities for a two-bedroom unit occupied by four temporary drivers;

WHEREAS, the expected cost of housing is \$27,000 for the period ending June 30, 2023.

D-2 Public Works Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-81-6539	Hauled Water-Miscellaneous	\$2,000	<u>\$27,000</u>	\$29,000
510-10100	Water & Sewer Services Cash in Combined Fund	\$5,058,478	\$(27,000) <i>Total Decrease</i>	\$5,031,478

WHEREAS, a crack was found within the sheet pile located at the City Dock;

WHEREAS, the Acting Port Director wants to conduct an additional assessment to determine the severity of these cracks;

WHEREAS, the expected cost to determine the severity of these cracks are \$37,815

D-3 Municipal Dock Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
520-50-6241	Municipal Dock Maintenance	\$5,000	<u>\$37,815</u>	\$42,815
520-10100	Municipal Dock Cash in Combined Fund	\$5,506,080	\$(37,815) <i>Total Decrease</i>	\$5,468,265

Introduced by: City Manager Peter A. Williams
Introduction Date: September 27, 2022
Public Hearing Date: October 11, 2022
Action:
Vote:

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

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA THIS 27TH DAY OF OCTOBER 2022 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk



September 18, 2022

Mr. Peter Williams
City of Bethel
P.O. Box 1388
Bethel, Alaska 99559

**Subject: DOWL Term Contract
Fee Proposal for Planning and Engineering Services
Task Order #53 – Port Wall Condition Assessment**

Dear Mr. Williams:

DOWL is pleased to present a scope of work and fee proposal for the following task order:

Task Order #52 – Port Wall Condition Assessment

It is our understanding that the City of Bethel (City) wishes to assess the condition of the sheet pile wall at the Port of Bethel. The sheet piling appears to be pulling apart and corrective actions, both immediate and long term, need to be identified.

SCOPE OF SERVICES

DOWL proposes the following scope of work to provide these engineering services. Inspections will be led and performed by an experienced, trained, and certified inspector of in-service structures. The inspection will be performed to ASCE and AASHTO applicable standards for the condition evaluation and assessment of structures.

Task 1 – Above Water Inspection

A visual above-water inspection of the structural elements of the port wall will be completed to identify the extent of obvious defects. This will include the following: sheet piling, bull rail, selected underground tie-back anchors, and surface of the subbase material. Cathodic protection system elements will be inspected for visible defects, but the system efficacy will not be tested. Steel elements will be visually inspected for deterioration and thickness recorded with an ultrasonic depth gage. Timber elements will be sounded for anomalies and then bored using traditional 3/8-inch ships auger. Elements found to be in a condition causing concern will be documented with photographs. Mudline depths will be measured along the face of the wall, and an underwater inspection may be required if measurements indicate areas where the toe of wall may be undermined due to scour. We anticipate the above-water inspection will take two days to complete.

Task 2 – Condition Assessment Report

A report will be prepared presenting the inspection findings and recommendations for repairs and maintenance work. To assist the City with the significance of the recommendations, the remaining service life will be estimated.

Deliverable:

- Draft Condition Assessment Report
- Final Condition Assessment Report

Additive Task – Underwater Inspection (additional services)

If required, an underwater inspection of the sheet pile and cathodic protection will be performed to identify the extent of obvious mechanical damage, undermining, and/or deterioration. Video will be recorded throughout the underwater inspection and ultrasonic readings of steel elements will be recorded. The divers anticipate two 10-hour days for the underwater inspection. DOWL will provide monitoring of the underwater inspection from the surface and a subcontractor will perform the actual dive.

ASSUMPTIONS

- The river and slough will be open-water allowing skiff access and mud-line depth measurements along the face of the wall.
- The City will provide access to the bulkhead and to the fenders with an operated skiff at both high and low tides. There will be no vessels alongside the approach structure or at the berth during the inspection other than the inspection crew's boat. There will be no equipment operating while the inspection is underway.
- The City will expose the tie-rods in three locations for visual inspection of the connections to the anchor system and wall.
- The inspection findings and recommendations will be for the use of City of Bethel only. The findings and recommendations will be DOWL's assessment of the condition at the specific time of the inspection.
- As the inspection will be based on visual observations and representative sampling, there is a possibility that hidden or latent defects may not be detected during the inspection. It is assumed that the City or their representative will perform routine inspections in the future of each structure as an integral part of their maintenance program.
- Any critical findings will be relayed to City of Bethel immediately.
- Detailed engineering and cost estimating of repairs or upgrades are not included.
- Seismic analysis, geotechnical investigations, and topographic or bathymetric surveys are not included.
- Environmental assessments or assistance with permitting are not included.

SCHEDULE

DOWL proposes to perform the inspection the first week of October 2022 to coincide with the lowest monthly tides, and prior to freeze-up. If the inspection is unable to be completed at this time, the inspection will not be able to take place until the spring after the ice has thawed. The summary report will be completed within three weeks of completion of the inspection.

FEE PROPOSAL

As outlined in Table 1, we propose to complete Task 1 – Above Water Inspection and Task 2 – Condition Assessment Report for a total lump sum fee of \$37,815. *If an underwater inspection is required, one can be added to this task order through amendment. Through this fee proposal development, DOWL sought fee proposals from multiple diving companies qualified to do inspections. If an underwater inspection is required, the City should plan for approximately \$60,000 more.*

Table 1: Proposed Fee

Task	Budget
Task 1 – Above Water Inspection	\$28,655
Task 2 – Condition Assessment Report	\$9,160
Total for Tasks 1 and 2:	\$37,815

One monthly statement will be provided showing total fees invoiced for the task. Payment will be expected within 30 days.

Services performed by DOWL under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

We trust this provided adequate information for evaluating our proposal. We look forward to working with you on this project and will be happy to answer any additional questions you may have.

Upon receiving a signed authorization to proceed, we will prepare a schedule for this work.

Sincerely,



Chase Nelson, P.E.
LLC Member/Project Manager

Using the City of Bethel-DOWL Engineering Services Term Contract Standard Conditions, DOWL is authorized to begin work on Task Order #53 – Port Wall Condition Assessment- Task 1 and 2.

City of Bethel Authorized Representative

Date

Attachment: Detailed Estimate

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT: TO#53 - Port Wall Condition Assessment

CLIENT: City of Bethel

WO# 50207.00
DATE: 15-Sep-22
PREPARED BY: JRS/NKG
REVIEWED BY: CAN

PROJECT SUMMARY

Task 1- Above Water Inspection	TOTAL =	\$28,655.00
Task 2- Condition Assessment Report	TOTAL =	\$9,160.00
TOTAL ESTIMATED FEES FOR PROFESSIONAL SERVICES	TOTAL =	\$37,815.00

Labor Category	Project Manager	Project Engineer	Inspector	Senior Manager	Subconsultants	Expenses	TOTALS
	Nelson	Schmetzer	Geary	Robertson			
Hourly Rate	\$215.00	\$180.00	\$205.00	\$255.00	6% Markup	10% Markup	
Task 1- Above Water Inspection							
Project Management	2		8				10
Coordination		4	16	2			22
Travel/Mobiliation	16		16			\$8,635.00	32
Inspection Services	16		16				32
Subtotal - Hours	34	4	56	2			96
Subtotal - Costs	\$7,310.00	\$720.00	\$11,480.00	\$510.00	\$0.00	\$8,635.00	\$28,655.00
Task 2- Condition Assessment Report							
Project Management	2						2
Draft Report		4	22				26
Final Report		4	4				8
Quality Control	2			6			8
Subtotal - Hours	4	8	26	6			44
Subtotal - Costs	\$860.00	\$1,440.00	\$5,330.00	\$1,530.00	\$0.00	\$0.00	\$9,160.00
TOTAL - Hours	38	12	82	8			
TOTAL - Costs	\$8,170.00	\$2,160.00	\$16,810.00	\$2,040.00	\$0.00	\$8,635.00	\$37,815.00



September 18, 2022

Mr. Peter Williams
City of Bethel
P.O. Box 1388
Bethel, Alaska 99559

**Subject: DOWL Term Contract
Fee Proposal for Planning and Engineering Services
Task Order #48 – Fire Station Geotechnical Visual Assessment – AMENDMENT**

Dear Mr. Williams:

DOWL is pleased to present an amendment to the scope of work and fee proposal for the following task order:

Task Order #48 – Fire Station Geotechnical Visual Assessment

It is our understanding that the City of Bethel (City) has reviewed the recommendations outlined in our August 3, 2022 Site Visit Report and wishes to proceed with a full code and condition assessment of the fire station facility as well as a more detailed geotechnical investigation to identify foundation solutions. The DOWL team will include our subconsultants, Architects Alaska and BBFM, Inc, for architectural and structural assessment of the structure. Our in-house geotechnical group will perform the more detailed investigation, which will be broken into two phases. First, we will assess the ground temperatures below the building, then we developed the more detailed geotechnical program based on the temperature data. This amendment covers the scope and fee associated with the code and condition assessment and obtaining the ground temperatures. An additional amendment will be forthcoming for the geotechnical investigation and foundation solutions.

Additional SCOPE OF SERVICES

The additional services will be conducted under Task 2 and Task 3 of this project as described below.

Task 2 – Temperature Acquisition

The Bethel Fire Station is supported on a pile foundation with a subgrade thermosyphon cooling system. A steel casing is installed adjacent to most of the wooden piles. At the time of our site visit in May 2022, the casings could not be opened with the tools available and within the time allotted. However, if the casings can be opened and temperatures collected, there could be potential cost savings in reduction of drilling required to assess foundation conditions and possibly provide data which could be used to retrofit a freezing system to the existing casings in the future.

We propose to initially conduct temperature measurements in the existing steel casings prior to determining the extent that additional subsurface drilling is required. The steel casings will be opened with large pipe wrenches and extension bars. If we are unable to open enough casings to obtain an adequate distribution of subsurface temperatures, some casings will be cut with a portable bandsaw and repaired after the temperatures are measured using a rubber pipe repair coupling with stainless steel tension bands. Once the casings are opened, a thermistor strand with resistors installed every two feet will be placed in the casings and allowed to thermally equilibrate prior to obtaining the temperature profile measurement.

There are approximately 40 steel casings which can potentially be used for measurement. We estimate it will take approximately two to three days to perform the work. A letter report presenting the data, our interpretation of the data, and recommendations for additional investigation (if any) will be issued within two weeks of completing the field work.

Task 2 – Code and Condition Assessment

The DOWL team will conduct an on-site inspection to assess the architectural and structural condition of the fire station facility based on current code requirements. We will prepare a report to identify recommended repairs. Per conversations with Fire Chief Daron Solesbee, we understand that several items have already been identified as needing addressed including repair of the station roof, which also needs installation of snow guards, repair of facility gutters, and repair of the fire hose storage area. The code and condition assessment will likely identify additional items. Our team will provide a preliminary construction estimate of all recommended repairs.

ASSUMPTIONS

DOWL has used the following assumptions to generate a fee proposal for this additional scope of services:

- The client will assist with legal entry and access onto the site for DOWL to collect temperature data and perform the site inspection, including underneath and inside the building.
- The site is free of stored materials and limited snow and ice is present to facilitate access.
- All readily visible aspects of the structure will be observed and assessed. Significant destructive investigation is not included, which will limit assessment of some structural elements that are not visible due to hard finishes and other elements.
- The code and condition report may include basic, schematic-level sketches and/or drawings, but construction-ready drawings are not included.
- Standby fees may be invoiced in addition to the proposed lump sum fee. Standby would only be charged for delays caused by weather or circumstances beyond our control.

FEE PROPOSAL

We propose to complete the above-described services for a total lump sum fee of \$47,344. These services will be completed under the two tasks as described above for the additional budget shown below.

Table 1: Proposed Fee

Task	Contracted Budget	Additional Budget	Amended Budget
Task 1- Visual Assessment (Lump Sum)	\$7,567	\$0	\$7,567
Task 2- Temperature Acquisition (Lump Sum)	\$0	\$17,937	\$17,937
Task 3- Code and Condition Assessment (Lump Sum)	\$0	\$29,407	\$29,407
Total	\$7,567	\$47,344	\$54,911

One monthly statement will be provided showing total fees invoiced for the task. Payment will be expected within 30 days.

Services performed by DOWL under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

We trust this provided adequate information for evaluating our proposal. We look forward to working with you on this project and will be happy to answer any additional questions you may have.

Upon receiving a signed authorization to proceed, we will prepare a schedule for this work. We estimate being able to complete the temperature assessment within six weeks after notice to proceed is received.

Sincerely,



Chase Nelson, P.E.
LLC Member/Project Manager

Using the City of Bethel-DOWL Engineering Services Term Contract Standard Conditions, DOWL is authorized to amend Task Order #48 – Fire Station Geotechnical Visual Assessment and proceed with the work immediately.

City of Bethel Authorized Representative

Date

Attachment: Detailed Estimate

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT: TO#48 - Fire Station Geotechnical Visual Assessment - AMENDMENT

CLIENT: City of Bethel

WO# 50109.15
DATE: 12-Sep-22
PREPARED BY: JRS
REVIEWED BY: CAN

PROJECT SUMMARY										
Task 1- Temperature Acquisition								TOTAL =	\$17,937.30	
Task 1- Code and Condition Assessment								TOTAL =	\$29,407.06	
TOTAL ESTIMATED FEES FOR PROFESSIONAL SERVICES								TOTAL =	\$47,344.36	

Labor Category	Project Manager	Project Engineer	Senior Geotech	Senior Geotech	Project Geotech	CAD/GIS	Accounting	Expenses	Subconsultants	TOTALS
	Nelson	Schmetzer	Nutter	Holland	Pribyl	Jameson				
Hourly Rate	\$215.00	\$180.00	\$190.00	\$205.00	\$170.00	\$110.00	\$105.00	10% Markup	6% Markup	
Task 1- Temperature Acquisition										
Project Management	4				6		2			12
Coordination		4								4
Safety Planning					2					2
Travel & mob/demob					8			\$661		8
Subsurface Temperature Measurements					30			\$2,466		30
Subsurface Temperature Memorandum		2		8	14	4				28
Quality Control			2							2
Subtotal - Hours	4	6	2	8	60	4	2			86
Subtotal - Costs	\$860.00	\$1,080.00	\$380.00	\$1,640.00	\$10,200.00	\$440.00	\$210.00	\$3,127.30	\$0.00	\$17,937.30
Task 1- Code and Condition Assessment										
Project Management	4						2			6
Kick-Off Mtg	2	6							\$1,277	8
Site Visit									\$6,249	0
Analysis		2							\$4,521	2
Narrative		16							\$7,208	16
Cost Estimate		2							\$3,112	2
Quality Control	4									4
Subtotal - Hours	10	26	0	0	0	0	2			38
Subtotal - Costs	\$2,150.00	\$4,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00	\$0.00	\$22,367.06	\$29,407.06
TOTAL - Hours	14	32	2	8	60	4	4			
TOTAL - Costs	\$3,010.00	\$5,760.00	\$380.00	\$1,640.00	\$10,200.00	\$440.00	\$420.00	\$3,127.30	\$22,367.06	\$47,344.36



Bethel Fire Station - Code and Condition Survey

Prepared for:
3535 College Road, Suite 100
Fairbanks, AK 99709

Date: 9.9.22
Job No.: TBD

Code Analysis and Condition Survey
Architectural Labor Fee

Task Description	Principal/Senior Project Manager	Principal/Project Manager	Associate/Project Manager III	Associate/Project Manager II	Associate/Project Manager I	Design Professional Level XII	Design Professional Level XI	Design Professional Level X	Design Professional Level IX	Design Professional Level VIII	Design Professional Level VII	Design Professional Level VI	Design Professional Level V	Design Professional Level IV	Design Professional Level III	Design Professional Level II	Design Professional Level I	Information Technology Services	Administrative Support
Kick-off Meeting	1 (Telephonic)							2											
Site Visit								12 (includes travel time)											
Existing Facility Documentation								6							2				
Draft Narrative Production:																			
Code								8											
Drawings								2							4				
Narrative								8											
Quality Assurance Check	2																		
Project Management								4											
Coordinate Cost Estimate								2											
Draft Review Mtg.	1 (Telephonic)							2 (Telephonic)											
Final Revisions								2							2				
Subtotal Hours	4	0	0	0	0	0	0	48	0	0	0	0	0	0	0	8	0	0	0
Hourly Rate	\$ 275	\$ 250	\$ 230	\$ 220	\$ 210	\$ 200	\$ 190	\$ 180	\$ 170	\$ 160	\$ 150	\$ 140	\$ 130	\$ 120	\$ 110	\$ 100	\$ 90	\$ 100	\$ 75
Direct Labor by Position	\$1,100	\$-	\$-	\$-	\$-	\$-	\$-	\$8,640	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$800	\$-	\$-	\$-
Total Hours	60	Hours																	
Architectural Labor Fee																\$			10,540

Code Analysis and Condition Survey Expenses

Printing						
Plots (Bond Paper)	0 Sheets		\$	1.00 / sheet	\$	-
Plots (Mylar or Special Paper)	0 Sheets		\$	5.00 / sheet	\$	-
Print Drawing Sets (B&W)	0 Sets,	0 sheets per set	\$	2.20 / sheet	\$	-
Print Drawing Sets (Color)	0 Sets,	0 sheets per set	\$	5.25 / sheet	\$	-
Specifications / Reports	0 Books,	0 pages per spec / book	\$	0.10 / page	\$	-
Travel						
Air Fare	1 Trip(s),	1 traveler(s) @	\$	450.00 / round trip	\$	450.00
Ground Transport	0 Day(s),	0 vehicle(s) @	\$	- / day	\$	-
Lodging	0 Day(s),	0 traveler(s) @	\$	- / night	\$	-
Per Diem Meals	1 Day(s),	1 traveler(s) @	\$	50.00 / day	\$	50.00
Mileage	0 Mile(s),		\$	0.585 / mile	\$	-
Airport Parking	1 Day(s),	1 vehicle(s) @	\$	18.00 / day	\$	18.00
Communications						
Long Distance Telephone	0 Month(s)		\$	20.00 / month	\$	-
Courier (Start - Destination)	0 Parcel(s)		\$	15.00 / parcel	\$	-
Modelling						
Point Cloud Model	0 Model(s)		\$	49.00 / model	\$	-
Mark-up	10.0%				\$	51.80

\$ 570

SUBTOTAL - Architects Alaska Code Analysis and Condition Survey Fee \$ 11,110

Consultant Code Analysis and Condition Survey Fees

CIVIL: Civil Engineer	\$ -
STRUCT: Structural Engineer	\$ -
MECH: Mechanical Engineer	\$ -
ELECT: Electrical Engineer	\$ -
COST: Cost Estimator	\$ -
SPC 1: Specialist 1	\$ -
SPC 2: Specialist 2	\$ -

10.0% M/U		Fee with Markup
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-

SUBTOTAL -Consultant Code Analysis and Condition Survey Fees, including Mark-up \$ -

SUBTOTAL - Code Analysis and Condition Survey \$ 11,110

Bethel Fire Station Condition Assessment

CLIENT: DOWL Engineers

PREPARED BY: Greg Latreille, PE, SE

DATE: August 31, 2022

PAGE 1

FEES\2022GEN\Bethel Fire Station

BBFM Engineers, Inc.
Structural Fee Proposal

COMMENTS:

- Lump Sum fee proposal
- Includes single-day assessment of existing structure.
- All readily visible aspects of the structure will be observed and assessed.
- Does not include destructive investigation other than coordinated on site or prior to visit.
- Not all structural elements may be visible, due to hard finishes and other elements.
- Findings and recommendations will be presented in a written report.
- Basic, schematic-level sketches and/or drawings may be used to convey report conclusions, but construction-ready drawings are not included in this scope.

TASKS	Senior Principal	Principal	Associate	Sr Project Engineer	Project Engineer	Structural Designer	CAD Tech	Office Manager	Clerical
Design									
Site visit (same day)	0	12	0	0	0	0	0	0	0
Analysis/Calculations	0	6	0	0	0	0	0	0	0
Findings Report	0	8	0	0	0	0	4	0	0
Meetings/Coordination	0	4	0	0	0	0	0	0	0
TOTAL HOURS	0	30	0	0	0	0	4	0	0
RATE	\$245.00	\$195.00	\$170.00	\$145.00	\$135.00	\$125.00	\$140.00	\$175.00	\$75.00
HOURS * RATE	\$0	\$5,850	\$0	\$0	\$0	\$0	\$560	\$0	\$0
TOTAL LABOR	\$6,410								
EXPENSES									
Travel	\$550								
Food	\$50								
Lodging	\$0								
Auto	\$25								
Parking	\$20								
Reproduction	\$0								
Delivery	\$0								
TOTAL EXPENSES	\$645								
TOTAL FEE	\$7,055								



August 18, 2022

Jennifer Schmetzer
DOWL
3535 College Road, Suite 100
Fairbanks, AK 99709

Re: Bethel Fire Station
Fee Proposal

Jennifer,

We can provide you with cost estimating services for this project for the fees, outlined below. We have base our proposal on the SOW in your email on 26Aug22. Our fee includes one estimate, with a revision based on the design team's review comments.

Plan on 3-4 weeks for the draft estimates to be developed, for review by the design team.

If the scope changes, we reserve the opportunity to renegotiate our fees.

Item	Admin Rate \$108.00		Estimator \$87.00	Sr Estimator \$170.00		Fixed Fee Totals	
Construction Cost Estimate							
Building Condition Survey Submittal	2	\$216	\$0	16	\$2,720	18	\$2,936

Thank you for choosing Estimations for your cost estimating services.

Sincerely,

Maureen E. Benner
Senior Office Administrator



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

MEMORANDUM

DATE: Sept 7 – Sept 20, 2022
TO: City Council
FROM: Peter Williams, City Manager
RE: Managers' Report

Covid-19 – Masks, hand cleaner, and testing kits are still available. The test kits we have are out of date. The manufacturer told us we could extend the masks' shelf life for three months. Continue to monitor reports from YKHC.

Daily Log

Sept 6 – 1) Met with the H.R. Director to discuss personnel. The H.R. Dept will set a booth at the Culture Ctr. on Saturday 10th. The Police and Fire Dept. will participate. 2) ADF&G met in my office to discuss various culverts installed with seawall pipe. Some of those will have to be switched out using a corrugated pipe.

Sept 7 – 1) Met with the Finance, Planning, City Clerk, and the City Attorney to discuss the Hackney case. 2) Met with the Finance Dept and FNB. 3) Met with APEI and the H.R. Dept. to discuss setting up a safety committee and Workers' Compensation.

Sept 8 – 1) Met with Counsel and Finance Director to discuss a sales tax issue. 2) Met with Questica and the finance dept. to see if we can figure out how to implement this program. 3) Met with AFHC and Counsel to discuss the Bethel Heights projects.

Sept 12 – 1) Discussed the CAG fund balance with the Grant Manager and the Finance director. 2) Reviewed a policy for allowing personnel to leave work to vote. 3) Signed the SART agreement between AST, COB, State of Alaska Dept. of Law, and TWC. 4) Attended P&R Committee Meeting.

Sept 13 - 1) ONC has approximately \$120,000 from their TTP program for Streets and Roads. We will use the funds to purchase D-1 gravel or gas. 2) Met with representatives from AVCP, LKSD, and the USACE. We discussed the various causes of erosion due to the changing climate. AVCP spoke about erosion problems in the villages and LKSD to the effects the changes have had on some of the school's properties in the villages. I related some of the problems we have had in Bethel. 3) Met with the H.R. Dept to discuss some problems.

Sept 14 – 1) Admin. met to discuss sale tax settlements. 2) Discuss plans to hire hauled utility truck drivers with the PW Director 3) Review the Election Leave Policy; I think this is a good idea.

Sept. 15 – 1) Met with persons to discuss the teen center improvements, the Building Lease, and the Four-H agreement. We agreed to meet once a month. 2) Forward the final draft of the CBA to the APEA. 3) Met with Questica and the Finance Dept to discuss implementing this program. 4) Reviewed emails concerning our engagement with the auditing firm, BDO. They have stated that they do not have the personnel to start the upcoming FY-22 audit. The finance dept will work with Carmen Jackson LLC to reconcile our financial statements for the F.Y. 22 audit. We have issued an RFP to hire a new auditing firm.

Sept 19 – 1) Met with the Police Chief and City Attorney to discuss ongoing cases. The Chief and I discussed policing ATVs, the department's interreaction with the Western Alaska Narcotics Team (WANT), and the Sexual Assault Response Team (SART). The Chief reports that he wonders if we are receiving any benefits by keeping one of our officers tied up for use with the W.Ak.Nar.Team. 2) Signed a task order to start the design of the Chemical Storage Building. 3) Approved the fee proposal for Y.K. Trail between KCC and YKHC. The first step is to produce a topographic survey which should be completed this fall. 4) Sent the Police Chief's bio to our P.R. firm.

Sept 20 – 1) The Emergency Generator at the P.W. Works building is ready to be commissioned. We are waiting for an engineer from the manufacturer to give us permission to start the engine. 2) Discussed housing for water and sewer truck drivers who do not live here. It looks like we are going to try the same idea as we proposed for the Police Dept. 3) Email correspondence with; KYUK and the Planning Dept, Police Dept, Fiance Dept, and Brilliant Media, press releases, and RM Consult LLC regarding the hydrographic survey.

Peter Williams
Bethel City Manager

City of Bethel, Alaska

City Clerk's Office

Council Meetings

September 27, 2022, Regular City Council Meeting

October 11, 2022, Regular City Council Meeting

- Created 8 Facebook posts.
- Three Passport Applications
- Continued to provide one-on-one CIVIC Clerk training to the Committee/Commission ex officio staff members. So far John Sargent, Brianna Evon, Allie Batchelor, and Wendy Wade are nearly fully transitioned to electronic meeting solutions.
- Created an Election Administrative Leave Policy which was approved by the City Manager and implemented on September 19, 2022. The policy permits four hours of administrative leave for employees to work elections and one hour of leave for employees to go vote on election day. The policy was sent to other community agencies for their consideration.
- Continue to work with Admin and Legal on the outstanding financial audits.
- Met with the Elections Review Committee and performed system tests on the election equipment and programming.
- Provided election training to election officials September 15th.
- Approved the ballot artwork and ballot programming for Kids Vote.
- Working through amendments to Chapter 4.16, sales tax.
- Continued to work through changes to a draft ordinance proposing sales tax delinquency amnesty under specific conditions.
- Early Voting started September 19th.
- Finalizing election supplies and organizing.
- Performed an audit on cemetery records and are digitizing paper records.
- Held a records review board meeting with the city's records coordinators. Identified over a dozen boxes for disposal. There are a number of boxes that will need to have a more detail review with the City Clerk's Office and the attorney.
- Coordinated with LKSD to get youth election workers set up.
- Researched local option laws and prepared for Coffee at KYUK interview.
- Reviewed the KYUK property/City of Bethel Courthouse Subdivision property issue.
- Continue to prepare agendas, packets and general correspondence for the Public Works Committee and the Community Parks and Recreation Committee.
- Worked through suggested amendments for Ordinance 22-28, Fees and Rates for YK Fitness Center.
- Researched budgets for other municipal parks and recreation/pool/gym operations. Found that many communities list their pools under the general fund and not enterprise fund type budgets.
- Reviewed the Year-to-Date Actuals for the City Clerk's Office.

Committee/Commission/Board Vacancies –

	Regular Member	Alternate Member
Community Parks and Recreation Committee	full	2
Planning Commission	full	full

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