CITY OF BETHEL

City Council Meeting Agenda, December 13, 2022 – 6:30 PM

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

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

Council Members: Mayor Rose Henderson, Vice-Mayor Henry Batchelor, Mark Springer, Eric Whitney, Beth Hessler, Sophie Swope, Patrick Snow

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

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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. *11-8-2022 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 Budget Ordinance 22-22(e): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)
   9.2. Public Of Hearing Ordinance 22-38: Amending Bethel Municipal Code Chapter 4.20, Purchasing (Council Member Hessler)
10. **NEW BUSINESS**
    10.1. *Introduction Of Budget Ordinance 22-22(f): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)
    10.2. AM 22-32: Approving The Regular City Council Meeting Dates For 2023 (Mayor Henderson)

Posted December 7, 2022 at AC Co., Swanson's, City Hall, and the Post Office.

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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

10.3. *AM 22-33: Appointment And Re-Appointment Of Committee And Commission Members For A Term Of Three Years. (Mayor Henderson)

10.4. AM 22-34: Direct City Administration To Issue Four Checks Totaling $27,500 To Year 5, Quarter 4 Community Action Grant (CAG) Awardees Based On The Recommendation Of The Community Action Grant Committee (City Manager Williams)

10.5. *AM 22-35: Direct Administration To Negotiate And Execute The First Amendment To The Cooperative Agreement Between The City Of Bethel And The Alaska Housing Finance Corporation (AHFC) That Requires The City To Provide Snow-Plowing And General Road Maintenance Services To Designated Cul-De-Sacs In Bethel Heights In Exchange For Payment To The City (City Manager Williams)

10.6. AM 22-36: Direct Administration To Prepare And Submit An FY 2024 Public Transit (5311) Rural Transit Grant Application To Fund The Bethel Transit System With A Pledge Of $156,164 In Local Cash Match From The City's Planned FY 2024 Budget To Cover Operating And Capital Purchases (City Manager Williams)

10.7. AM 22-37: Direct Administration To Hire Xavier Mason As Finance Director At The Salary Of $130,000 Per Year Per Alaska Statute 29.20.360. (City Manager Williams)

10.8. *IM 22-23: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For Oct 2022 – Utilities Maintenance And Oct 2022 Water & Wastewater Activity Report (City Manager Williams)

10.9. *IM 22-24: Bethel Transit System In The Process Of Using The City'S FTA Transit CARES Act Grant To Purchase One New Transit Vehicle From The Washington State Department Of Transportation'S Pre-Bid Joint Contract With The Vendor, Schetky Bus Sales (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 December 7, 2022 at AC Co., Swanson's, City Hall, and the Post Office.

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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

Regular Meeting
November 8, 2022

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on November 8, 2022 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.
Mayor Henderson 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 Patrick Snow City Council Member Beth Hessler City Council Member Eric Whitney City Council Member Mark Springer City Council Member Sophie Swope Vice-Mayor Henry Batchelor Mayor Rose Henderson
Members Absent:
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

Duane Wright, Finance Director City of Bethel- Presented concerns related to the City's fiscal operation.

Raina Antalan, representative from Qasgirmiut Dance Group- Spoke in favor of AM 22-30 and will be present to answer questions.

Item 4.1. - Written Public Comments
No written comments were submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by:	Henry Batchelor
Seconded by:	Eric Whitney
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope

Opposed:	None
Results:	Motion Carries

Vice-Mayor Batchelor presented a conflict of interest on Ordinance 22-22(e). Mayor Henderson determined that it will be addressed at the Public Hearing as it is on the consent agenda for introduction.

Motion to move Item 10.3 to be the first item under New Business.

Moved by:	Mark Springer
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *10-25-2022 Regular City Council Meeting
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, Council Member Swope- A meeting will be held on the 10th of November.

Community Action Grant Committee, Vice-Mayor Batchelor- A meeting has not been held since the last City Council meeting.

Community Parks and Recreation Committee, Council Member Whitney- Next meeting will be held on the 14th of November.

Finance Committee, Council Member Henderson- A meeting has not been held since the last City Council meeting.

Public Works Committee, Council Member Springer- Next meeting will be November 16th.

Public Safety and Transportation Commission, Council Member Snow- Cab violations were discussed and ended in a revocation of a chauffer's license. The Commission approved a budget modification to modify personnel within the Police Department.

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

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 22-36: Authorizing The Disposal Of City Property Through Lease Agreement In Accordance With 4.08.030, Disposal To Entity Providing Necessary Public Service: University Of Alaska Fairbanks, Cooperative Extension, 519 Mission Drive (City Manager Williams)

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

Main Motion: Adopt Ordinance 22-36.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 9.2. - Public Hearing Of Ordinance 22-37: Amending Bethel Municipal Code By Creating A New Section 5.08.200, Application Of State Law (City Manager Williams)

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

Main Motion: Adopt Ordinance 22-37.

Moved by:	Mark Springer
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Budget Ordinance 22-22(e): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)

Passed on the consent agenda.

Item 10.2. - *Introduction Of Ordinance 22-38: Amending Bethel Municipal Code Chapter 4.20, Purchasing (Council Member Hessler)

Passed on the consent agenda.

Item 10.3. - AM 22-30: Authorize And Direct City Administration To Issue A Check In The Amount Of $20,000 To The Bethel Community Services Foundation On Behalf Of The Qasgirmiut Dance Group And The Community Action Grant Award Approved By Council (City Manager Williams)

Main Motion: Approve AM 22-30.

Moved by:	Mark Springer
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Suspend the Rules to hear from the Finance Director and Raina Antalan from Qasgirmiut Dance Group.

Moved by:	Mark Springer
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.4. - AM 22-31: Direction Administration To Include A Summary Statement Of Bids And Quotes In The Monthly Management Team Report (Council Member Hessler)

Main Motion: Approve AM 22-31.

Moved by:	Beth Hessler
Seconded by:	Patrick Snow
In favor:	Beth Hessler, Henry Batchelor, Patrick Snow
Opposed:	Mark Springer, Rose Henderson, Eric Whitney, Sophie Swope
Results:	Motion Fails

Motion to Suspend the Rules to hear from the Finance Director.

Moved by:	Henry Batchelor
Seconded by:	Patrick Snow
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.5. - *IM 22-21: City Manager Signed A Five-Year Contract With Long Building Technologies, Inc. For Emergency Repair Of Air Conditioning Units In The

Server Room At The Police Station And Ongoing Maintenance And Repairs (City Manager Williams)

Passed on the consent agenda.

Item 10.6. - *IM 22-22: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For Oct 2022 – Utilities Maintenance And Oct 2022 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

Motion to suspend the rules to hear from the Finance Director.

Moved by:	Patrick Snow
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Henderson- It is very slick today. Please salt or sand driveways and public walkways. Stay off the river and lakes; the ice is unsafe right now.

Vice-Mayor Batchelor- No comment.

Council Member Springer- Provided a summary of the election day turnout. Suggested kids stay off of the ice with the warm weather.

Council Member Whitney- No comment.

Council Member Hessler- Appreciated the robust exchange of debate and the diversity of opinions on council.

Council Member Swope- Thanked the City Clerk's Office for organizing the Kids Vote Election. Thanked Peter for his responsiveness and thanked Mayor Henderson for her work as Mayor.

Council Member Snow- Thanked Council Member Springer for knowing the rules of order and the Finance Director for finance rules. Would like to see more transparency with the City's finances.

13. EXECUTIVE SESSION

Item 13.1. - In Accordance With AS 44.62.310.(C)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion- Finance Director’s Concerns Regarding Conflict Of Interest, And Employment Agreement- City Clerk (Council Member Hessler)

The City Clerk requested that the discussion be held in open session.

Item 13.2. - In Accordance With AS 44.62.310.(C)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion- Finance Director’S Concerns Regarding Invoice Procedures And Processes In The Finance Department- City Manager (Council Member Hessler)

The City Manager requests a closed session.

Main Motion: Move into Executive Session- In Accordance With AS 44.62.310.(C)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion- Finance Director’s Concerns Regarding Invoice Procedures And Processes In The Finance Department- City Manager.
Those attending will be the City Council and City Manager.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Henry Batchelor, Sophie Swope
Opposed:	Eric Whitney, Beth Hessler, Patrick Snow
Results:	Motion Carries

Vice- Mayor Batchelor declared a possible Conflict of Interest as his wife works in the Finance Department.
Mayor Henderson rules that Vice- Mayor Batchelor has a Conflict of Interest.

Motion that Vice-Mayor Batchelor does not have a conflict of interest.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow
Opposed:	Rose Henderson, Sophie Swope
Results:	Motion Carries

The Council takes a 10 minutes break at 9:11 p.m. before going into Executive Session.

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Meeting ended at 9:51 p.m.

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Rose Henderson, Mayor

ATTEST:

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Lori Strickler, City Clerk

CITY OF BETHEL
COMMUNITY ACTION GRANT COMMITTEE
THURSDAY, NOVEMBER 17, 2022, 7:00 PM
LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING ID: 869 5718 1847 ZOOM MEETING PASSCODE: 741639
ZOOM MEETING LINK: HTTPS://US06WEB.ZOOM.US/J/85168556965?PWD=UKT3LZLKANRMAVPKWKRYWI9NWTCZQT09
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		**STAFF**
Louse Russell, Chair	Lucinda Alexie	John Sargent, Ex Officio Member
Leif Albertson, Vice-Chair	Jennifer Dobson	CAG@cityofbethel.net
Miranda Robb	Henry Batchelor, Council Rep.	907-543-1386
Nikki Pollock		

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVE MINUTES

A. September 22, 2022 Special Meeting.

VI. UNFINISHED BUSINESS

A. Review amount of CAG funding available.

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

C. Review/revise 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 November 17, 2022.

VIII. MEMBER COMMENTS

IX. ADJOURNMENT

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

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Name, Ex-Officio Staff

CITY OF BETHEL
COMMUNITY ACTION GRANT COMMITTEE
WEDNESDAY, NOVEMBER 23, 2022, 7:00 PM
LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING ID: 858 1055 6856 ZOOM MEETING PASSCODE: 547984
ZOOM MEETING LINK: HTTPS://US06WEB.ZOOM.US/J/85168556965?PWD=UKT3LZLKANRMAVPKWKRYWI9NWTCZQT09
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		STAFF
Louse Russell, Chair	Lucinda Alexie	John Sargent, Ex Officio Member and Recorder
Leif Albertson, Vice-Chair	Jennifer Dobson	CAG@cityofbethel.net
Miranda Robb	Henry Batchelor, Council Rep.	907-543-1386
Nikki Pollock		

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVE MINUTES

A. November 17, 2022 CAG Committee Meeting Minutes

VI. UNFINISHED BUSINESS

A. Review amount of CAG funding available.

B. Review, discuss, and score applications and responses received (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 November 23, 2022

VIII. MEMBER COMMENTS

IX. ADJOURNMENT

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

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Name, Ex-Officio Staff

CITY OF BETHEL

PLANNING COMMISSION MEETING

Thursday November 10, 2022, 6:30 p.m.

LOCATION: City Hall Council Chamber/or virtual via Zoom

ADDRESS: **300 CHIEF EDDIE HOFFMAN HIGHWAY**

COMMISSION MEMBERS:

Kathy Hanson, *Chair*
Lorin Bradbury, *Vice-Chair*
Alex Wasierski
Shadi Rabi
Stanley Hoffman Jr.
Jessica Schroeder
Haley Hanson, *Alternate*
Greg Morgan, *Alternate*
Sophie Swope, *Council Rep.*

STAFF:
ADMIN ASST.: Pauline Boratko
EMAIL: planning@cityofbethel.net
PHONE: 907-543-5301
WEBSITE: www.cityofbethel.org

Join Zoom Meeting
https://zoom.us/join

Meeting ID: 863 4603 4837 **Passcode: 221221**

Dial by Location

253 215 8782 US (Tacoma)	301 715 8592 US (DC)	833 548 0276 US Toll-free	877 853 5257 US Toll-free
346 248 7799 US (Houston)	312 626 6799 US (Chicago)	833 548 0282 US Toll-free	888 475 4499 US Toll-free
669 900 9128 US (San Jose)	646 558 8656 US (New York)		

I. **CALL TO ORDER:**
II. **ROLL CALL:**
III. **PEOPLE TO BE HEARD:** 5-minute time limit per person
IV. **APPROVAL OF AGENDA:**
V. **APPROVAL OF THE MINUTES:**
   A. October 13, 2022- regular meeting
   B. October 20, 2022- special meeting
VI. **SPECIAL ORDER OF BUSINESS:**
VII. **UNFINISHED BUSINESS:**
VIII. **NEW BUSINESS:**
   A. Reaffirming assumed action by 1999 Planning Commission recognizing 100th anniversary of the Veterans of Foreign Wars by adding additional name “Veterans Way” to a portion of Akiak Drive. (Resolution 22-11).
IX. **EX OFFICIO MEMBER REPORTS:**
X. **COMMISSION MEMBER COMMENTS:**
XI. **ADJOURNMENT:**

Posted November 4, 2022 at City Hall, AC Co., Swanson’s, and the Post Office.

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Name, Ex-Officio Staff

City of Bethel Community Action Grant Meeting Minutes

November 17, 2022 Regular Meeting 7 p.m. Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 7:02 pm.

II. ROLL CALL

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

III. PEOPLE TO BE HEARD

Susan Taylor - Spoke about Lion's Club projects and funding sources. Wanted to withdraw Lion's Club CAG application this time in light of other funding possibilities and to reduce the demand for funds in this round of applications.

IV. APPROVAL OF AGENDA

MOVED:	J. Dobson	Approval of Agenda.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	5-0 Motion Passes	

V. APPROVAL OF MINUTES

MOVED:	H. Batchelor	Approve September 22, 2022 Meeting Minutes.
SECONDED:	J. Dobson	
VOTE ON MAIN MOTION	5-0 Motion Passes	

VI. UNFINISHED BUSINESS

MOVED:	J. Dobson	Move into Committee as a Whole.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	5-0 Motion Passes	

A. Review amount of CAG funding available.

Chair L. Russell mentioned that the amount available for CAG award distribution is $29,702.70. J. Sargent summarized the memorandum given to the committee dated

November 17, 2022 by saying that the amount left over from last year was 43,632.70 and the FY 2023 budgeted amount was $100,000. The June allocation tapped $28,500 of the amount available, and the September 2022 CAG awards given out was $85,430. The amount remaining for award distribution during this quarter is $29,702.70.

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

Applications were reviewed in the order appearing in the CAG Committee meeting packet. Applicants present were given a chance to address their application and answer questions asked by committee members.

A list of questions were devised for each applicant to respond to before the next committee meeting.

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

Chair L. Russell asked the committee members if anyone had any changes to the applications, forms, and processes for CAG awards. No one said that they had any changes.

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

L. Russell asked J. Sargent to address the status report on previous awards disseminated. J. Sargent said that the report was updated with new information.

VII. EX OFFICIO REPORT

J. Sargent verbally summarized his Ex Officio report.

VIII. BOARD MEMBER COMMENTS

L. Alexie: No comment.
L. Russell: I appreciate you all being here to make quorum. I appreciate all the applications recieved for this quarter.
J. Dobson: I am delighted with the number of applicaitons we have received. I want to acknowledge John for all of his work putting the packet and meeting together.
H. Batchelor: The pull tab tax right now is 4%. I think the City might want to raise it to 6% to match the sales tax rate. What do you guys think? We could also look at a portion of the marijuana tax collected going to CAG.

It was suggested that the increase in pull tab tax and the marijuana tax allocation be considered at the next CAG Committee meeting and put on the agenda.

IX. ADJOURNMENT

MOVED:	J. Dobson	Adjourn the meeting.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	5-0 All in favor	

Meeting Adjourned at 8:45 pm.

APPROVED THIS ______ day of_______________ 2022.

Respectfully Submitted:

____________________________ ATTEST: ____________________________
Louise Russell, Chair John Sargent, Recorder

City of Bethel Community Action Grant Meeting Minutes

November 23, 2022 Regular Meeting 7 pm Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 7:03 pm.

II. ROLL CALL

BOARD MEMBERS PRESENT:	
Leif Albertson, Vice Chair	Jennifer Dobson
Henry Batchelor, Council Rep.	Lucinda Alexie
Miranda Robb (joined later in mtg.)	
BOARD MEMBERS ABSENT:	
Louise Russell	Nikki Pollock
ALSO IN ATTENDANCE:	
John Sargent, Recorder & Ex Officio	

III. PEOPLE TO BE HEARD

Jeslyn with Bethel Friends of Canines - Spoke in favor of the CAG request made by Bethel Friends of Canines.

Eileen Arnold – Spoke about Teens Acting Against Violence (TAAV) group under Tundra Women's Coalition. She encouraged the CAG Committee members to ask Bethel City Council for more money to give out. She said that the Winter House project is a priority this quarter.

Kailee Pleasant – Spoke in favor of TAAV project.

Taylor Demientieff – Spoke in favor of TAAV project. Described various leadership programs for teens: Teens Lead Ahead and Lean On.

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

MOVED:	H. Batchelor	Approve November 17, 2022 Meeting Minutes.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 Motion Passes	

VI. UNFINISHED BUSINESS

MOVED:	L. Alexie	Move into Committee as a Whole.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	4-0 Motion Passes	

A. Review amount of CAG funding available.

It was mentioned that Finance Department needs to do a better job of tracking CAG Committee funds and reporting to the committee how much money is available in the account. An interest-bearing account was set up and all CAG funds for distribution should be put into this account.

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

Applications were reviewed in the order of those present willing to speak about their request. Many addressed how their project can proceed with the reduced amount requested by the CAG Committee.

M. Robb joined the meeting.

Committee Members' score matrix. Only the applicants with the top four scores were recommended for funding.

Amt. Available 35,137	**Bethel Winter House**	**BCSF food pgm**	**TWC TAAV**	**ONC-food**
Person A	152	128	140	92
Person B	134	137	110	126
Person C	148	132	133	97
Person D	170	167	160	165
Person E	138	135	106	108
Total	742	699	649	588
Average	148	140	130	118
Rank	1	2	3	4
Reduced Request	$15,040	$5,000	$5,000	$4,792
Award Rec.	15,040	5,000	5,000	2,396

L. Albertson brought the Committee out of the Whole at 9:56 pm

MOVED:	H. Batchelor	J. Sargent makes Action Memorandum for Bethel City Council to approve the funding recommendations made by the CAG Committee.
SECONDED:	J. Dobson	
Amendment #1	L. Alexie	Round up the CAG award amounts to the nearest $100.
	H. Batchelor	
VOTE ON AMENDMENT #1	5-0 Motion Passes	
VOTE ON MAIN MOTION	5-0 Motion Passes	

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

J. Sargent presented a prospective CAG Committee Calendar for Application Periods in 2023 for approval.

L. Alexie voiced her opinion that the Quarter 4 application period should not end on the Veteran's Day Holiday. A short discussion resulted in the new dates for the period being October 11, 2023 to November 13, 2023.

MOVED:	L. Alexie	Approve CAG Committee Calendar for Application Periods in 2023 with Quarter 4 amended to be October 11, 2023 to November 13, 2023.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	5-0 Motion Passes	

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

J. Sargent said that he always does the best he can to get the correct CAG funds available figures from the Finance Department.

VII. EX OFFICIO REPORT

J. Sargent referred the committtee to his Ex Officio report for November 23, 2022 contained in the packet.

VIII. BOARD MEMBER COMMENTS

L. Alexie: Thanks everyone for coming. It has been a long night. It would be nice to know how much money we have to give out.

J. Dobson: Thanks everyone for coming. I hope we can get actual CAG program numbers from the Finance Department. I'm happy there were so many applicants this quarter.

H. Batchelor: A big "Thank you" to all organiztions for giving us reduced amounts for your projects. It would be nice to have good accounting of our CAG program funds.

M. Robb: Thank you. We received a lot of these applications this quarter. That's a good thing. I am happy to see all the applications. Thank you for your time tonight.

L. Albertson: Well, we asked for more applications, and we got them. Thank you everyone for your time. We can all talk to City Council members; it doesn't have to just be the committee members. The CAG Program funds are supposed to be in a separate interest-bearing account. I'm concerned that Winter House gets most of their funding from the CAG program. CAG awards are not a sustainable funding source for the Winter House. There must be a better mechanism for funding than the CAG program. Thank you, everyone, for your time.

IX. ADJOURNMENT

MOVED:	L. Alexie	Adjourn the meeting.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	5-0 Motion Passes	

Meeting Adjourned at 10:12 pm.

APPROVED THIS ______ day of________________ 2023.

Respectfully Submitted:

_____________________________ ATTEST: _____________________________

Louise Russell, Chair John Sargent, Recorder

CITY OF BETHEL
FINANCE COMMITTEE
MONDAY, NOVEMBER 28, 2022, 6:30 PM
LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING LINK: HTTPS://ZOOM.US/J/99674371849?PWD=NWTUNURHC1EVOE15DUVONFJ3NKP UT09
ZOOM MEETING ID: 996 7437 1849 **ZOOM PASSCODE: 507255**

MEMBERS	STAFF
Rose Henderson, Council Rep. Mayor	Xavier Mason, Ex Officio Member
Carol Ann Willard, Chair	Alexandra Batchelor, Recorder (Ex Officio Member)
Robert Rey, Vice Chair	abatchelor@cityofbethel.net
John Hamilton	907-543-1381
Farah Sears	
Vacant	
Vacant	

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

Anonymous submissions will not be accepted.

IV. APPROVAL OF AGENDA

A. 11/28/2022

V. APPROVAL OF MEETING MINUTES

A. 10/24/2022

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Proposed Changes to B.M.C. 04.16.430 (H) (Farah Sears)

B. Cancel 12/26/2022 Finance Committee Meeting and move to 12/20/2022

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 11/22/2022 at City Hall, AC Co., Swanson's, and the Post Office.

____
Alexandra Batchelor Ex-Officio Staff

CITY OF BETHEL
COMMUNITY PARKS AND RECREATION COMMITTEE
MONDAY, DECEMBER 12, 2022, 6:00 PM
LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN ZOOM MEETING: HTTPS://US06WEB.ZOOM.US/J/84754676001?PWD=TDR3CGV6WFC5QNVDTWDFNZBNRDUYUT09
MEETING ID: 847 5467 6001
PASSCODE: 554431
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		STAFF
Brian Lefferts, Chair	Judy Wasierski, Vice-Chair	Peter Williams, City Manager
Kathy Hanson	Beverly Hoffman	pwadmin@cityofbethel.net
Brian Jackson	Jessica Pew	907-543-3110
Eric Whitney, Council Rep.		

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

A. November 14, 2022 Meeting Minutes

VI. UNFINISHED BUSINESS

A. YKHC/KUC Boardwalk Development

B. Phase II Of The YK Fitness Center

- Feasibility Study
- Ideas To Improve Operation For The YK Fitness Center
- Potential Revenue Streams/Budget Information For The YK Fitness Center
- Recommendation To Allocate Funding To The YK Fitness Center's Dedicated Fund An Amount Equal To Utitlity Expenses For Fiscal Year

C. Request for Proposal Released-YK Fitness Center Operations And Recreational Services

D. Pinky's Park Use Of Space Consideration To Help Support Current Activities and Growth (Lefferts)

E. Review And Prioritize Trail Routs for Trail Development (Lefferts)

F. Dumpster Placement Within Community Parks To Improve Littering

G. YK Fitness Center Operational Budget Change from Enterprise Fund to General Fund (Lefferts)

Posted December 6, 2022 at City Hall, AC Co., Swanson's, and the Post Office.

____

Name, Ex-Officio Staff

H. YK Fitness Center Review Of Fiscal Year 2022 Operational Budget's Expenditures, Revenues, Transfers (Lefferts)

VII. NEW BUSINESS

A. Plan for Larson Park (Pew)

B. Temperatures of YK Fitness Center Pool and Hot Tub (Pew)

C. Acceptance of Judy Wasierski's Resignation from the Committee Effective December 13, 2022.

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted December 6, 2022 at City Hall, AC Co., Swanson's, and the Post Office.

____

Name, Ex-Officio Staff

CITY OF BETHEL

PLANNING COMMISSION MEETING

Thursday December 8, 2022, 6:30 p.m.

LOCATION: City Hall Council Chamber/or virtual via Zoom

ADDRESS: **300 CHIEF EDDIE HOFFMAN HIGHWAY**

COMMISSION MEMBERS:

Kathy Hanson, *Chair*
Lorin Bradbury, *Vice-Chair*
Alex Wasierski
Shadi Rabi
Stanley Hoffman Jr.
Jessica Schroeder
Haley Hanson, *Alternate*
Greg Morgan, *Alternate*
Sophie Swope, *Council Rep.*

STAFF:
ADMIN ASST.: Pauline Boratko
EMAIL: planning@cityofbethel.net
PHONE: 907-543-5301
WEBSITE: www.cityofbethel.org

Join Zoom Meeting
https://zoom.us/join

Meeting ID: 863 4603 4837 **Passcode: 221221**

Dial by Location

253 215 8782 US (Tacoma)	301 715 8592 US (DC)	833 548 0276 US Toll-free	877 853 5257 US Toll-free
346 248 7799 US (Houston)	312 626 6799 US (Chicago)	833 548 0282 US Toll-free	888 475 4499 US Toll-free
669 900 9128 US (San Jose)	646 558 8656 US (New York)		

I. **CALL TO ORDER:**
II. **ROLL CALL:**
III. **PEOPLE TO BE HEARD:** 5-minute time limit per person
IV. **APPROVAL OF AGENDA:**
V. **APPROVAL OF THE MINUTES:**
   A. November 10, 2022- regular meeting
VI. **SPECIAL ORDER OF BUSINESS:**
VII. **UNFINISHED BUSINESS:**
VIII. **NEW BUSINESS:**
   A. Declaring a seat vacant per BMC 2.30.030 F
IX. **EX OFFICIO MEMBER REPORTS:**
X. **COMMISSION MEMBER COMMENTS:**
XI. **ADJOURNMENT:**

Posted December 2, 2022 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

Introduced by: City Manager Peter A. Williams
Introduction Date: November 8, 2022
Public Hearing Date: December 13, 2022
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 22-22(e)

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, On October 25th, 2022 the Bethel City Council via an Executive Session granted the City Manager authority to sign the retroactive Collective Bargaining Agreement with the Alaska Public Employees Association;

WHEREAS, the retroactive compensation within the Collective Bargaining Agreement is in the form of paid-time-off;

WHEREAS, a budget modification is necessary to compensate the employees affected by this agreement, totaling at $489,791;

General Fund

Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-51-6023	Leave Cashout	$18,881	$13,988	$32,869
100-53-6023	Leave Cashout	$8,568	$31,496	$40,064
100-54-6023	Leave Cashout	$21,878	$7,553	$29,431
100-60-6023	Leave Cashout	$44,832	$22,450	$67,282
100-61-6023	Leave Cashout	$118,023	$170,496	$288,519
100-66-6023	Leave Cashout	$12,484	$45,805	$58,289
100-70-6023	Leave Cashout	$6,751	$20,510	$27,261
270-50-6023	Leave Cashout	$7,219	$9,786	$17,005
410-50-6023	Leave Cashout	$3,491	$6,532	$10,023
100-10100	General Fund Cash in Combined Fund	$7,778,358	$(335,070) *Total Decrease*	$7,443,228

Introduced by:	City Manager Peter A. Williams
Introduction Date:	November 8, 2022
Public Hearing Date:	December 13, 2022
Action:	
Vote:	

Solid Waste Enterprise Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
500-70-6023	Leave Cashout	$7,282	$11,211	$18,493
500-71-6023	Leave Cashout	$34,890	$20,932	$55,822
500-10100	Solid Waste Fund Cash in Combined Fund	$3,706,344	$(32,143) *Total Decrease*	$3,674,201

Water & Sewer Enterprise Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-81-6023	Leave Cashout	$25,349	$25,530	$50,879
510-82-6023	Leave Cashout	$9,614	$5,317	$14,931
510-83-6023	Leave Cashout	$4,105	$11,211	$15,316
510-84-6023	Leave Cashout	$8,530	$8,810	$13,340
510-85-6023	Leave Cashout	$28,897	$28,410	$57,307
510-86-6023	Leave Cashout	$9,614	$5,316	$14,930
510-57-6023	Leave Cashout	$3,675	$1,181	$4,856
510-10100	Water & Sewer Fund Cash in Combined Fund	$5,756,743	$85,775 *Total Decrease*	$5,670,968

Municipal Dock Fund Enterprise Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
520-50-6023	Leave Cashout	$9,901	$17,407	$27,308
520-55-6023	Leave Cashout	$1,164	$6,328	$7,492
520-10100	General Fund Cash in Combined Fund	$5,908,269	$(23,735) *Total Decrease*	$5,884,534

Bethel Public Transit System Enterprise				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
560-50-6023	Leave Cashout	$6,642	$13,068	$19,710
100-10100	General Fund Cash in Combined Fund	$7,443,288	$(13,068) *Total Decrease*	$7,430,220

Vehicles & Equipment Enterprise Fund

Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
570-6023	Leave Cashout	$21,068	$36,642	$57,710
570-10100	Vehicle & Equipment Maintenance Fund Cash in Combined Fund	$(570,303)	$(36,642) *Total Decrease*	$(606,945)

WHEREAS, chemical fuel pumps are used to improve well production, pipeline flow, and reduce corrosion;

WHEREAS, chemical fuel pumps are needed in the Bethel Heights Water Treatment Plant and the Bethel Heights Treatment Plant;

WHEREAS, the expected cost for the needed pumps totals to approximately $70,000.

Water & Sewer Enterprise Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-83-6200	Minor Equipment	$10,000	$35,000	$45,000
510-84-6200	Minor Equipment	$20,000	$35,000	$55,000
510-10100	Water & Sewer Services Cash in Combined Fund	$5,670,968	$(70,000) *Total Decrease*	$5,600,968

WHEREAS, the City's Planning Director retired earlier this year;

WHEREAS, we have begun utilizing DOWL for their planning services to assist us as we recruit a new Planning Director;

Planning Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-54-6320	Other Professional Services	$20,000	$20,000	$40,000
100-10100	General Fund Cash in Combined Fund	$7,443,228	$(20,000) *Total Decrease*	$7,423,228

WHEREAS, ; The QFC#2 lift station was built in approximately 2004

Introduced by:	City Manager Peter A. Williams
Introduction Date:	November 8, 2022
Public Hearing Date:	December 13, 2022
Action:	
Vote:	

WHEREAS, ; the pumps are older models and need updating so we can install SCADA monitoring

WHEREAS, . this lift station will be important to expand piped water and sewer services in the adjacent neighborhoods.

American Rescue Plan Act Grant Funding				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
660-50-6320	Other Professional Fees	$0	$107,855	$107,855
660-10100	ARPA Cash in Combined Fund	$1,680,801	$(107,855) *Total Decrease*	$1,572,946

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 13th DAY OF DECEMBER 2022 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

____
Rose Henderson, Mayor

ATTEST:

____
Lori Strickler, City Clerk

ARTICLE 1
PREAMBLE AND PURPOSE

This Agreement is made and entered into between the City of Bethel, referred to as the "City," and the City of Bethel Employees Association, referred to as the "Union."

The purpose of this Agreement is to set forth the terms and conditions of employment with the City and to promote orderly and peaceful labor relations.

The parties recognize that the interests of the community and the job security of the Employees depend upon the City's success in establishing proper and cost-efficient service to the community. To these ends the city and the Union encourage, to the fullest degree, friendly and cooperative relations between their respective representatives at all levels and among all Employees.

The parties also agree that it is their mutual intent to maintain and strengthen the merit principles in the bargaining unit.

ARTICLE 2
RECOGNITION

The City recognizes the Union as the exclusive bargaining representative for City Employees in the job classifications set forth in Appendix A., provided by the Union and appended herein and as determined by the Alaska Labor Relations Agency in Certificate of Representation No. RC1188-002, or as amended.

ARTICLE 3
UNION MEMBERSHIP AND DUES

Section 3.1 Membership Requirements

A. Within ten (10) working days of hiring a new Employee covered by this Agreement, the City shall notify the Union in writing of the name, address and job title of the new Employee. The Union shall provide the Employee with a copy of this Agreement.

B. An employee representative or Local Union Officer will be allowed to meet with the newly hired employee for up to one (1) hour after the City's new employee orientation, or within a reasonable period thereafter. Union business leave may be used to cover the time spent on the meeting. Approval will not be unreasonably denied.

Section 3.2 Dues/Fees and Payroll Deductions

Upon written authorization of an Employee, the City shall deduct from the Employee's pay check the monthly amount of union dues or agency fees and transmit such amount to the Union.

A. Membership Dues. Membership dues and fees for Employees who join the Union shall be in accordance with the bylaws of the Union.

B. Religious Objector. In accordance with AS 23.40.225 the City and the Union agree to safeguard the rights of non-association of Employees having bona fide religious convictions based upon tenets or teachings of a church or religious body of which an Employee is a member.

Section 3.3 Payroll Deductions

A. The payment of membership dues or agency fees shall commence with the first payday of the month after thirty-one (31) calendar days following the initial date of employment.

B. The City shall promptly pay to the Union those authorized membership dues/agency fees deducted from Employee wages each month. Employees, who choose to change their status from membership to an agency fee payor or from agency fee payor, may do so after written notice to the Union and the Human Resources Manager. Such status change shall become effective immediately based on the date of the written notice. Any adjustments to the deductions shall occur at the next full pay period.

Section 3.4 Union and Employee Responsibility

This Agreement is binding on each and every Employee in the bargaining unit. Each Employee, individually and collectively, accepts full responsibility for carrying out all the provisions of this Agreement. The Union agrees that it shall actively dissuade absenteeism and tardiness, all forms of illegal harassment, and any other practices which may hamper the City's operation. The Union will support the City's efforts to eliminate waste and inefficiency, to improve the quality of work, and to promote harmonious relations between the City and Employees. The Union shall make every effort to see that Employees obey all City workplace policies, procedures, rules, and instructions which are not inconsistent with the terms of this Agreement. During our new member orientation as referenced in Article 3 section 3.1(B) every effort will be made to communicate this to the new hire.

Section 3.5 Union Representatives and Activities

A. The Union may have five (5) Employee Representatives who shall be authorized to handle complaints and grievances arising under this Agreement. The Union shall provide to the City a list of all authorized Employee Representatives. The Union may designate different Employee Representatives at any time with thirty (30) days written notice to the City Manager.

B. The Employee Representative may make reasonable visits within the work area the Employee represents for the purposes of handling specific complaints and grievances arising under this Agreement. The Employee Representative shall first notify and obtain the approval of the Department Head in advance of such visit, advising the Department Head where the Employee Representative shall be and how long the Employee Representative anticipates such visit shall take. The Employee Representative shall arrange such visits to occur at times when they will least impact City operations and the performance of work. Prior to conducting such visit the Employee Representative shall fill out the appropriate time record recording the time the Representative left the work assignment/area. Upon concluding the visit, the Employee Representative shall promptly notify Employee Department Head that the visit was concluded and that the Representative has returned to the work assignment/area, at which time the Representative shall record on the appropriate time record that the visit has concluded. All time spent on such visits shall be designated on the time record as Union Leave and deducted from the appropriate Union Leave account.

C. The Union may have representatives who are not Employees of the City who also shall be authorized to speak for the Union in all matters governed by this Agreement and shall be permitted to visit any work area for the purpose of administering this Agreement at reasonable times upon advance approval of the City Manager or designee. Such approval will not be unreasonably denied. The Union shall arrange such visits to occur at times when they will least impact City operations and the performance of work. The Union shall provide to the City a list of all such authorized representatives.

D. During working hours, the Employee Representative may handle complaints and grievances arising under this Agreement with the proper City Representative. These visits shall be scheduled, held and accounted for in the same manner and in accordance with the procedures set forth in Section B above. Employee Representatives will not leave their work duties during emergency or critical situations.

E. Upon the concurrence of the Department Head and when the normal flow of work will not be unduly disrupted, the Employee Representative will be allowed to confer periodically and for a reasonable length of time with Employer Representatives to work out solutions to problems on matters not deemed critical but which, because of convenience to both management and labor, can be moved toward resolution. These visits shall also be scheduled, held and accounted for in the same manner and in accordance with the procedures set forth in Section B above.

Section 3.6 Union Leave and Leave Bank

A. Union Leave Employees granted Union leave shall be paid for their leave time from the Union Business Leave Bank as set out in Section B below, so long as there is accumulated leave in the bank. The City shall not be obligated to compensate the Employee Representatives for any time spent on Union leave. The hours spent on Union leave will not be counted as hours worked for purposes of computing overtime. Union leave shall be granted in the following manner:

1. No more than five (5) Employee members of the Union negotiating committee shall receive Union leave for all time necessary for the conduct of contract negotiations, including reasonable time for negotiating committee meetings outside of the negotiations themselves.

2. Union leave shall be granted for all reasonable time necessary to process grievances, including arbitrations, for grievant, Employee Representatives and elected Union officers who may be involved, and witnesses.

3. Employee Representatives shall be granted up to two (2) work days per calendar year of Union leave to attend Union sponsored training.

4. Elected Union officers shall be granted a reasonable amount of Union leave for the purpose of conducting Union business. Such time shall not normally exceed four (4) hours per week.

5. Union leave will not be unreasonably denied. However, it is understood and agreed that such leave may be denied if the Employee's services are needed by the City. Requests for association business leave will normally be made through the Union President or designee. The Union will endeavor to give as much advance notice as possible for business leave.

B. Union Business Leave Bank

1. There is hereby created a Union Business Leave Bank which shall be administered by the Union with records kept by the Union and the Employer. The Bank shall be established by an automatic transfer each October 1 of two (2) hours of PTO leave from the leave account of each Employee in the bargaining unit. If an Employee does not have two (2) hours of PTO leave as of October 1, the two (2) hours shall be transferred when the Employee has accrued them. The Bank will be used consistent with the terms of this Article.

2. The Union may cancel the automatic leave deduction for any year in which sufficient cash is available for purposes of the Bank.

3. The Employer agrees that reasonable effort will be made to release Employees consistent with the terms of this Article. However, the parties recognize that situations may arise that prevent representatives from being released.

4. The parties recognize that the City will incur expenses associated with the Union Business Leave Bank that the City otherwise would not incur. Accordingly, at the end of each month the City shall prepare an invoice specifying the nature and amount of such expenses. The City shall send a bill monthly to the Union and the Union shall pay the City for such expenses.

Section 3.7 Meeting Space

Where there is available meeting space in City owned facilities, such space may be used for meetings by the Union at no cost to the Union with a written reasonable notice to the City. Approval shall not be unreasonably denied.

Section 3.8 Bulletin Board

The Union shall have the right to use bulletin board space at mutually agreeable locations for the purposes of posting Union information.

ARTICLE 4
JOB CLASSIFICATIONS AND JOB DESCRIPTIONS

Section 4.1 Classification Rights and Duty

A. The City shall have sole authority and duty to establish, decide, determine and designate all occupational classifications it has to offer Employees, including the right to establish new classifications, reclassify, change, consolidate or abolish existing classifications at any time, and to determine job content, duties and responsibilities. The City shall also have the authority to allocate and reallocate positions.

B. The City may establish new classifications and rates for classifications. The City shall notify the Union when any new classification is established. In the event the Union, within five (5) calendar days thereafter, notifies the City in writing that it disagrees with said rate, the matter shall be subject to negotiations between the parties. The rate shall be effective as of the first date Employees were assigned to the classification.

C. An arbitrator shall have no authority to establish, modify or eliminate any classification and shall have no authority to establish, modify or eliminate any wage rate for a classification. The authority of an arbitrator with regard to classifications is limited to determining whether the City satisfied its obligation to provide the Union with the notice specified above when a new classification is created and for determining an appropriate remedy for any such failure.

Section 4.2 Job Descriptions

The City shall maintain job descriptions which identify essential functions and not inclusive of each and every duty of a position. Job descriptions shall include a statement of qualifications consistent with Section 4.4 below. The City will notify the Union of proposed changes to Job Descriptions which will impact Employees currently employed in the affected position (s) prior to being adopted.

Section 4.3 Duties of Employees

An Employee may be required by the City to perform the duties described in the job description for the Employee's class as well as any other duties which the Employee has the skills and qualifications to perform. However, performing the work of a higher paid job classification may result in an "acting pay" adjustment under Article 12.11 or otherwise entitle the employee to additional compensation.

Section 4.4 Qualifications Statements

The qualifications statements in each job description establish minimum requirements that must be met by an individual before consideration for appointment or promotion to a position. Common alternative combinations of education, training or experience are specified in the job description.

Section 4.5 Job Titles

A. Official Job Titles. Each position shall have an official job title which is specified in the classification plan and is used to identify each individual position. The official job title shall be used to designate positions in all budget estimates, payroll documents, and personnel records and reports.

B. Working Job Titles. For all purposes other than those described in section 4.5A, any suitable working job title may be used.

C. Position Levels. The job titles are generally indicative of the work of the position and of the level of its importance and responsibility. Where Roman numerals or numbers are affixed at the end of a title to indicate level within an occupation subseries, the higher numbers represent the higher levels.

Section 4.6 Review of Job Classifications and Job Classes

A. The City Manager shall provide for a systematic and periodic review of classes of positions if the City Manager determines, in his or her sole discretion, that duties, responsibilities, and authority have changed substantially, or other conditions, including but not limited to an Employee request for review, warrant such a review. The City Manager shall allow the Union and Employees to provide input into such a review.

B. Employee Request for Review of Position

When an employee, or the COBEA acting on the behalf of an employee, feels that the duties and responsibilities of his/her position are not accurately reflected in the job description, the Employee or COBEA will complete a Position Description Questionnaire (PDQ) and submit it to the Human Resources Director for review and audit. The employee may submit additional documentation supporting his/her position that the current classification is inappropriate.

When completed, Human Resources will advise the COBEA of the City's decision. If there is a disagreement, the bargaining unit member may submit a written rebuttal to Human Resources within ten (10) working days of the receipt of the findings.

ARTICLE 5
PERSONNEL ACTIONS

Section 5.1 Personnel Actions

The City shall have the sole and exclusive right to make appointments including but not limited to recruiting, examining, selecting, promoting and transferring Employees of its choosing and to determine the times and methods of such actions. The City retains the right to fill any position from outside the bargaining unit although the City recognizes the benefits of selecting a qualified Employee covered by this Agreement who has applied for a vacancy. All personnel actions shall be documented on a Personnel Action Request ("PAR") form provided by the City, taking care to ensure that derogatory, personal, subjective, or disciplinary supplemental information is noted separately in a memo format and not included on the PAR.

Section 5.2 Job Announcements

A. The City shall post all job openings, whether newly created or vacant, at mutually agreeable locations in each department for a period of fourteen (14) calendar days prior to the expiration date for submission of applications. The posting time frame may be shortened when required by circumstances beyond the City's control or where necessary to ensure the continuity of City operations.

B. All qualified bargaining unit members who hold regular status and submit an application for a posted vacancy will be considered for any job vacancy covered by this Agreement along with any other applicants.

C. Qualified Employees covered by this Agreement who apply for any vacancy shall be granted an interview for the position. The City acknowledges the value of current Employees and agrees to give Employees who interview for a vacant position full and fair consideration. If not selected, the Employee may request an explanation from Human Resources for the non-selection.

Section 5.3 Types of Appointments

A. <u>Probationary Appointment</u>. All appointments to positions in city service, including new hires, rehires, demotions for disciplinary reasons, and promotions shall be on a probationary basis.

B. <u>Regular Appointment</u>. A regular appointment occurs after an Employee has satisfactorily completed a probationary appointment to the position.

C. <u>Acting Appointment</u>

1. An acting appointment is made when a qualified Employee may be required to serve temporarily in a vacant higher-level position.

2. An acting appointment gives the Employee no advantage in competition for regular filling of this position. However, time in an acting appointment may be counted toward experience for the class of position concerned at the discretion of the Department Head.

3. Employees filling an acting assignment shall not be asked or allowed to do jobs or tasks that they are not adequately trained or licensed to do. An Employee who obtains an acting appointment shall not always be required to perform all of the duties and responsibilities assigned to the incumbent. The duties and responsibilities that are actually assigned to the Employee who has obtained the acting appointment shall be determined by the Employee's Department Head. The term of the appointment may be terminated by expiration of the required duties or at any time by the Department Head at their discretion. Termination from acting or return to the primary duty is not to be considered a demotion.

D. Temporary Appointments The parties recognize that the Employer may hire temporary Employees in the sole and exclusive discretion of the City. A temporary position is one established to provide City services for a period not to exceed the greater of six months in duration or the duration of a position funded by a one-time grant from the federal or state government on a temporary basis. Such positions may be filled on a full- or part-time basis. Persons holding temporary positions are not covered by any of the terms of this Agreement, are not included in the bargaining unit, and are not entitled to any of the rights and benefits provided to Employees under this Agreement. Temporary Employees may not be rehired into the same temporary position for thirty (30) calendar days, unless agreed to otherwise between the parties.

Section 5.4 Promotion

A promotion is the filling of a vacancy by the advancement of an Employee from a position having a lower pay range. Promotions shall be based upon qualifications and the City shall attempt to promote from within. However, promotions shall be made at the sole and exclusive discretion of the City.

Section 5.5 Transfers

A. A transfer is the lateral movement from one position to another position in the same or a parallel class in the same pay range without any break in service. The transfer may be within a department, or from one department to another. An Employee must meet the minimum qualifications for the position the Employee transfers to.

B. Employee Requested Transfer An Employee may request a transfer within or between departments by submitting the request in writing to the Employee's Department Head. The request must include a current job application providing evidence of qualification for the requested position. Granting of the request shall be within the sole and exclusive discretion of the City. Upon approval of the City Manager, or designee, and before completion of any transfer, the Employee shall be notified in writing of any change in status including pay step, anniversary date, length of service, and requirement for serving a probationary period. Probationary employees may not apply for internal announcements for another position until the probationary period of their present job has been satisfactorily completed. The City reserves the right to waive the probationary period to allow a qualified probationary employee to apply for an internal position.

C. Reasonable Accommodation - A transfer may be offered to a qualified employee with a disability under the Americans with Disabilities Act. Failure to accept an offered transfer in this situation may result in termination if the employee is unable to perform the essential functions of his/her current position without accommodation and if the employer can demonstrate that an accommodation would impose an undue hardship.

Section 5.6 Demotion

A. The movement of an Employee to a lower pay rate or pay range is a demotion. The decision to demote is within the sole and exclusive discretion of the City. Demotions may be made for disciplinary reasons, at the request of the Employee, in lieu of layoff, or for any other reason, including but not necessarily limited to, lack of sufficient funding or work, organizational changes or other reductions in force. A demoted Employee shall not replace another Employee in his or her position. A demoted Employee may only be demoted to a vacant position.

B. Employee-Requested Demotion An Employee may request in writing that he or she be demoted to a vacant position in a lower pay range. The request shall be made to the Employee's Department Head, who may not approve the request without the written consent of the City Manager, or designee. Approval of the demotion is in the sole and exclusive discretion of the City and shall be deemed to have been made on a voluntary basis. The City Manager, or designee, or the Department Head may require a job application, written examination or other evidence of the Employee's qualifications for the position to which the Employee requests demotion.

ARTICLE 6
PROBATIONARY PERIODS

Section 6.1 Newly Hired Positions

A. The probationary period for full time positions is 180 calendar days. The probationary period may be extended to a maximum of three additional months with notice given to the Union.

B. The probationary period for part-time positions is 520 hours of consecutive service.

C. A Department Head may consider service rendered in a temporary position as probationary service for a regular appointment if the regular appointment is for a position which requires the same duties and responsibilities as the temporary position.

D. Probationary appointments entitle a newly hired Employee to the same benefits available to an Employee who has obtained a regular appointment, subject to the conditions of the benefit plans, and unless otherwise specified in this Agreement.

E. The Employee shall acquire regular status on the first working day following completion of the probationary period, unless action is taken by the Department Head to separate the newly hired Employee or extend the probationary period in writing prior to the end of the probationary appointment subject to the approval of the City Manager. The probationary period may be extended for a period of time not to exceed three (3) months, unless the Employee is in the Police or Fire department. In such cases, the Employee's probationary period may be extended for a period of time not to exceed six (6) months. Such an extension does not affect or change the initial hire anniversary date with the City for the Employee. Any extension of the probationary period requires approval of the City Manager.

Section 6.2 Probationary Period after Promotion

Regular Employees promoted shall serve a new probationary period of six (6) months in the new position unless otherwise negotiated. An Employee who holds regular status in any position and who subsequently accepts a promotion to a new position retains return rights to return to the last position in which Employee held regular status if a vacancy exists. The Employee may exercise these rights voluntarily at any time prior to completion of probation in the new position or upon notification that Employee has failed to satisfactorily complete probation in the new position. Return rights do not apply to an Employee disciplined for just cause.

Unless the continuity of City services is at risk as identified in Section 5.2.A, the promoted Employee's previous position will not be filled for fourteen (14) days in order for the newly promoted Employee and the City to determine if the promotion is a proper fit. Either the Employee or the City can invoke return rights to the Employee's previous position during this time for any reason or no reason.

A promoted Employee who returns to a previous position, regardless of the reason, will be returned to the range and step the Employee held prior to promotion.

Employees who promote or transfer out of the bargaining unit have no rights to return to their former bargaining unit position.

Section 6.3 Probationary Period after Transfer

When a Regular Employee transfers to a position in the same job classification in a different department, the Employee may be required to serve a six (6) month probationary period at the recommendation of the Department Head subject to the approval of the City Manager.

Section 6.4 Probationary Period after Demotion

When a Regular Employee is demoted for a non-disciplinary reason to a position in a job classification where the Employee had previously completed a probationary period, no probationary period shall be served. When a Regular Employee is demoted for disciplinary reasons or to a position the Employee has not previously held regular status, the Employee shall be placed on a six (6) month probationary period.

Section 6.5 Discipline or Separation During Probationary Period

At any time during the probationary period, a newly hired Employee serves "at will" and may be disciplined or discharged for any reason or no reason. Just cause is not required for any form of discipline or separation during the probationary period under these circumstances.

ARTICLE 7
PERFORMANCE EVALUATIONS AND PERSONNEL FILES

Section 7.1 Performance Evaluations

After July 1, 2016, Periodic evaluations are required at or near an employee's anniversary date with the city, (defined as the employee's hire date into current position,) for those employees who have satisfactorily completed the probationary period.

The evaluation process shall be in accordance with the following procedures:

A. The Department Head, or designee shall complete the performance evaluation and hold a formal meeting with the employee to discuss the contents of the evaluation.

B. The employee shall be allowed five (5) calendar days to prepare written comments which will become part of the evaluation. No further comments or changes may be made on the form by management after it has been submitted to the employee for final signature. The original performance evaluation shall be filed in the Employee's personnel file with a copy of the final document provided to the Employee.

C. If any changes occur in the job description due to automation, or technological advances in equipment, any Employee affected shall be adequately trained to operate or effectuate the automation or advances before being evaluated on these advances in equipment.

D. When an annual evaluation is not completed and discussed with the Employee within 30 days following the employee's anniversary date in a position, it is assumed the Employee is meeting performance expectations.

E. Merit increases shall be carefully considered and recommended by the reviewer for those employees whose performance is within the 90% -100% percentile. Is "good" (or greater) as defined by the current evaluation form specific area review and the City of Bethel employee performance evaluation summary created by the city. The City Manager is the final approval authority. Any changes to the form will be mutually agreed upon by the City and the Union. See form in appendix E.

F. For those reviewers who transition during a rating period, a close -out evaluation may be submitted by the reviewer provided 90 days have elapsed during the period the reviewer served in the position. If 90 days have not elapsed, a Letter of Continuity shall be prepared and presented to the new reviewer for inclusion into the annual performance evaluation. Suggested format can be found in appendix x.

Section 7.2 Personnel Files

A. The City shall maintain a confidential personnel file for each Employee in the Human Resources office. No confidential or protected information will be maintained by any individual City department unless specifically identified within this agreement or required by law.

B. An Employee shall have access to the Employee's personnel file in a reasonable period of time following notice to the Human Resources office. Employees shall also be provided a copy of the Employee's personnel file, or any parts thereof, within a reasonable period of time following the Employee's request for a copy.

C. The Union, or any other third party, shall have access to an Employee's personnel file only upon written authorization by the Employee specifying what files or documents the Union or third party may review. If hard or electronic copies are requested, reproduction costs, will be assessed in accordance with the City of Bethel fee schedule and charged to the requesting party.

D. Nothing in the Section precludes the city from releasing an Employee's personnel file as required by law, court order or public records request signed by the former employee.

ARTICLE 8

DISCIPLINE AND DISCHARGE

Section 8.1 General Policy

The City Manager will advise and assist Department Heads in the handling of all disciplinary matters. The City Manager shall approve all disciplinary actions concerning suspension, transfer, demotion or dismissal prior to the completion of the action, unless, in the judgment of the Department Head, immediate disciplinary action is required. The basis for taking immediate action shall be limited to reasons of just cause or immediate danger to health, safety and welfare of city Employees or the public. In such instance, the Department Head shall have the authority to suspend the Employee pending investigation and approval of the final determination by the City Manager.

A. The COBEA recognizes the Employer's right to adopt and implement reasonable rules and regulations pertinent to safety, standards of conduct and work rules. All employees shall be subject to such rules and regulations, and violations of such directives shall subject the offending employee to disciplinary sanctions.

B. The Employer shall not discipline or discharge a regular employee without just cause. When disciplining employees, the Employer shall follow the principles of progressive discipline which include oral counseling, written reprimand, suspension(s) without pay, and discharge as described in Section 6. The Employer is not required to follow the progressive steps of discipline for serious violations of the work rules as generally defined in Section 6 below.

Section 8.2 Discipline

Discipline or separation during the Probationary Period At any time during the probationary period, a new or rehired Employee (including an Employee promoted before the end of a probationary period, for the duration of the probationary period for the previous position he or she held), or an Employee demoted for disciplinary reasons, may be disciplined or discharged for any reason or no reason. Just cause is not required for any form of discipline or separation during the probationary period.

An employee has a right to request union representation during an investigative interview if the employee has reasonable belief that discipline, or other adverse consequences may result from what he/she says in the interview. In such an instance, the supervisor has the following options:

1) stop questioning the employee until the union representative arrives;

2) call off the interview and reschedule; or

3) continue the interview if the employee voluntarily gives up his/her rights to a union representative.

A. In all cases, when a Notification of Intent to Investigate (NOI) is issued, the employee shall be informed of the subject of the interview, and their rights to representation in writing prior to commencement of the meeting.

Section 8.3 Oral Counseling

A. Prior to any disciplinary action for minor infractions of the work rules and after a preliminary investigation, if the supervisor determines that an alleged offense may warrant oral counseling, the supervisor shall first schedule a meeting with the employee to discuss the inappropriate behavior or performance problem and attempt to resolve the issue informally. The employee shall be informed that he/she has the right to have an COBEA representative present at the meeting. At this meeting the employee and supervisor shall attempt to agree to a plan or objective to improve the worker's conduct or performance which shall, when appropriate, include a plan for additional training. If the parties reach an agreement a copy shall be given to the employee, but no record shall be placed in the employee's official personnel file. If the problem is corrected within the specified time and there are no disciplinary actions within one (1) year, the plan shall be expunged from the supervisor's anecdotal records and shall not be used as the basis of any future discipline or other employment decisions.

B. If the parties are unable to reach agreement or the problem persists despite an agreement, the supervisor may administer disciplinary action as set forth in Sections 6 and 7.

Section 8.4 Disciplinary Administration

Disciplinary action will be administered on a case-by-case basis in a consistent and fair manner. The discipline imposed will depend upon intent and mitigating circumstances, including the employee's past record, length of service, existence of past discipline, and the potential detriment to the Employer resulting from the action. Suspension or dismissal may be appropriate for the first offense only for serious rule violations like theft, assault, dishonesty, fighting, intentional falsification of official records, possession or being under the influence of prohibited narcotics during duty hours, being under the influence of alcohol during duty hours, gross negligence or gross insubordination.

Section 8.5 Employee Rights

A. Prior to a determination being made by the supervisor that an alleged offense may warrant discipline, the supervisor is free to interview any potential witnesses without first notifying the employee or COBEA. This is part of the preliminary investigation to determine if the allegation is accurate and warrants discipline or further investigation.

B. If discipline is subsequently issued, the APEA/AFT Field Office may request a summary of the witness statements and evidence (names excluded). APEA agrees it shall not use this information to pressure complainants to modify or withdraw their statements.

C. The Employer bears the initial burden of proof and burden of producing evidence related to the discipline imposed.

Discipline shall not be issued without "just cause".
The seven tests of the Just Cause standard are as follows:

1. Notice – the Bargaining Unit Member had forewarning or foreknowledge of the possible or probable consequences of the Bargaining Unit Members conduct.
2. Reasonable Rule or Order – the rule or managerial order was reasonably related to (a) the orderly, efficient, and safe operation of the City's business and (b) the performance that the City might properly expect of the Bargaining Unit Member.
3. Investigation – the City, before administering discipline to a Bargaining Unit Member, made an effort to discover whether the Bargaining Unit Member did in fact violate or disobey a rule or order of management.
4. Fair Investigation – the investigation must be conducted fairly and objectively. For serious acts of misconduct an investigating officer from another directorate may be appointed to conduct the investigation or the Director of Human Resources may conduct the investigation. In either case, a Confidentiality statement shall be issued to all parties subjected to the investigation regarding the safeguarding and preservation of evidence pertaining to the investigation. All investigations alleging allegations of sexual harassment/hostile work environment are restricted to the HR Director only.
5. Proof – at the investigation was there substantial evidence or proof that the Bargaining Unit Member was guilty as charged or exonerated based upon a preponderance of evidence obtained.
6. Equal Treatment – the City applied its rules, orders and penalties even-handedly and without discrimination to all Bargaining Unit Members.
7. Penalty – the degree of discipline administered by the city in a particular case was reasonably related to: (a) the seriousness of the Bargaining Unit Members offense; and (b) the record of the Bargaining Unit Member in his/her service with the city.
8. Penalty for false accusation proven to be false: If it is determined that an investigation was unsubstantiated based on intentional false information, then Section 8.3 of the CBA shall be applicable.

Section 8.6 Written Reprimand, Suspension or Dismissal Procedures

A. The following Steps will be taken in order:

1. After a preliminary investigation and when a supervisor determines that an alleged offense may warrant discipline more severe than oral counseling, a Notice of Intent (NOI) to Investigate and Impose Disciplinary Action (see Intent to Investigate form) is completed, which includes the allegations, and given to the employee at least two (2) business days prior to the meeting. The Notice shall include what the subject of the investigation shall be. A copy of the NOI shall be given to the Human Resources Director and the APEA/AFT field office.
2. The employee receives the memo and is informed that he/she has the right to have an COBEA representative present.
3. The meeting between the employee, COBEA representative, and management is the beginning of the actual investigation where specific questions to the subject of the investigation may be asked of the employee by management.
4. After the meeting, the COBEA shall be given up to three (3) business days to do an investigation if they desire.
5. Another meeting, at the discretion of COBEA, may be set up after the three (3) business day period to give the employee an opportunity to respond to the allegations.
6. Within ten (10) business days of the meeting set forth in number 5 above, and if it is determined by management that a written reprimand, suspension, or discharge is warranted, the employee shall receive in writing the actual appropriate disciplinary action (see Disciplinary Action Form) outlining the infraction and resulting discipline, with a copy provided to the APEA/AFT field office.
7. The employee shall be allowed to review the documents, materials, names of witnesses and other evidence upon which the proposed action is based, and be given a copy of such documents, materials and other evidence insofar as it is possible to do so. Said documents; materials and evidence shall be provided together with the notice of discipline.

B. A formal written letter of reprimand shall be removed from any files pertaining to that employee after two (2) years (or a lesser time if mutually agreed to by the parties) of issuance if there have been no further incidents. If the employee terminates employment prior to the expiration of this timeline, the file is closed upon termination and the documents contained within the file are preserved.

Section 8.7 Disciplinary

Hearing Before Dismissal, Demotion, or Suspension

Before dismissing, demoting for disciplinary reasons, or suspending an Employee without pay, an Employee who has acquired regular status will be provided written notice of intent to dismiss, demote for disciplinary reasons, or suspend without pay. The notice will be in writing and include an explanation of the evidence underlying the City's intention. If the written notice is an intent to dismiss, the notice will also advise the Employee of their right to request a termination hearing, as the opportunity to present his or her position before the dismissal, demotion for disciplinary reasons, or suspension without pay goes into effect. The employee will have ten (10) calendar days to request a hearing.

Section 8.8 COBEA Notification

The Employer agrees to furnish the APEA/AFT field office, either by fax, email, hand (receipt) or by Certified Mail, copies of disciplinary actions (e.g. written reprimands, suspensions, dismissals) concurrently with notification of the employee, but in no case later than two (2) working days after the implementation of the disciplinary action.

Section 8.9 Garrity Rights for Licensed Personnel of Police Department

Upon a determination by the Police Chief, or designee, that immunity from criminal prosecution is appropriate during an internal investigation, uniformed personnel of the Police Department shall be accorded protections provided in *Garrity v. New Jersey,* which requires among other things warnings concerning right to counsel and use of statements made in the course of investigatory interviews.

Section 8.10- Templet for forms to be used

A. NOTIFICATION OF INTENT TO INVESTIGATE

TO:

FROM:

SUBJECT: Notification of Intent to Investigate and If Necessary, Impose Disciplinary Action

DATE:

After a preliminary investigation it is alleged that on __(insert date here) ____________ you (insert allegations here) __________________ .

Prior to implementation of disciplinary action, you will have an opportunity to respond to the allegations and to have an COBEA representative present.

An appointment to discuss this matter has been scheduled for ________________.

cc: Human Resources Director

APEA/AFT

B. DISCIPLINARY ACTION

TO:

FROM:

SUBJECT: Disciplinary Action

DATE:

After further investigation and our meeting with you on _____________ regarding the allegations of ____________________.

I have determined that ____.

This letter is to serve as a (written reprimand, suspension or discharge) (Note specific violations and resulting discipline)_________________________________.

The specific violations alleged as well as a summary of the evidence and witnesses against you are attached.

You are hereby reminded of your rights under the COBEA contract.

Employee Comments:

____

____

____

Employee Signature   Date

cc: APEA/AFT

Human Resources Director, Personnel File

ARTICLE 9
GRIEVANCE AND ARBITRATION PROCEDURE

Section 9.1 Definition of Grievance

A grievance is a dispute involving the interpretation, application or alleged violation of any provision of this Agreement. It is the mutual intent of both parties to resolve any differences at the lowest level. All members shall be encouraged to bring any disagreements to their immediate supervisor initially to resolve such problems through informal and free communication before the formal grievance procedure begins.

Section 9.2 Procedural Steps

A. Step 1: Written Grievance to Department Head. The Employee, through the Union, not later than fifteen (15) working days after the event giving rise to the grievance, or fifteen (15) working days after the Employee or Union should reasonably have learned of the event giving rise to the grievance, whichever is later, must submit a written grievance to the Department Head. The Department Head shall give Employee written answer to the grievance to the Union within fifteen (15) working days after receipt of the grievance.

B. Step 2: Written Appeal to the City Manager.

A grievance appealing a dismissal, or a grievance not settled at Step 1 shall be filed at Step 2.

1. The Employee, through the Union, not later than fifteen (15) working days after a dismissal or the receipt of the Department Head's written answer at Step 1 may file a written appeal of that answer to the City Manager.

2. Not later than fifteen (15) working days after receipt of the written appeal, the City Manager, or designee, shall meet with the Employee and the Union representative. The City Manager, or designee, shall give Employee written answer to the grievance within fifteen (15) working days after such meeting, which answer shall be final and binding on the Employee, the Union and the City, unless it is timely appealed to arbitration by the Union in accordance with the procedures set forth in Section 9.5 of this Article.

C. All grievances presented at Step 2 of the procedure set forth above in Section 9.2(B) of this Article and beyond shall set forth: the facts giving rise to the grievance; the provision(s) of the Agreement alleged to have been violated; the names of the aggrieved Employee(s); and the remedy sought. All grievances at Step 2 and beyond shall be signed and dated by the aggrieved Employee and/or Union representative. All written answers submitted by the City shall be signed and dated by the appropriate City representative.

D. Grievances involving a disciplinary suspension of more than three (3) days, or a termination of employment must be entered into the formal grievance procedure at the Step 2 level.

Section 9.3 Time Limitations

The time limitations set forth in this Article are of the essence of this Agreement. No grievance shall be valid unless it is submitted or appealed within the time limits set forth in this Article. If the grievance is not timely submitted at Step 1 or Step 2, it shall be deemed waived. If the grievance is not timely appealed to Step 2 or beyond, it shall be deemed to have been settled in accordance with the City's Step 1 answer. If the City fails without reasonable cause to request an extension or otherwise communicate with the aggrieved party within the time limits or in the manner set forth in this Article, the Union shall be granted the remedy requested. Any default remedy cannot be used as precedent against the City if a similar situation arises in the future.

Section 9.4 Appeal to Arbitration

Any grievance, as defined in Section 9.1 of this Article, that has been properly and timely processed through the grievance procedure set forth in Sections 2 through 3 of this Article and that has not been settled at the conclusion thereof, may be appealed to arbitration by the Union by serving the City with written notice of its intent to appeal. The failure to appeal a grievance to arbitration in accordance with Section 9.5 within fifteen (15) working days after receipt of the written answer of the City at Step 2 of the grievance procedure set forth in Section 9.2 of this Article shall constitute a waiver of the Union's right to appeal to arbitration, and the written answer of the City at Step 2 of the grievance procedure shall be final and binding on the aggrieved Employee, the City and the Union.

Section 9.5 Selection of Arbitrator

Not later than fifteen (15) working days after the Union serves the City with written notice of intent to appeal a grievance to arbitration, the City and the Union shall jointly request the Federal Mediation and Conciliation Services ("FMCS") to furnish to the City and the Union a list of seven (7) qualified and impartial arbitrators. After receipt of that list, the City and the Union shall alternatively strike names from the list until only one (1) name remains (the order of striking to be determined by the toss of a coin flipped by the APEA/AFT Representative and called by the Employer). The arbitrator whose name remains shall hear the grievance. Any fee required by the FMCS shall be shared by the parties.

Section 9.6 Arbitrator's Jurisdiction

The jurisdiction and authority of the arbitrator and his or her opinion and award shall be confined exclusively to the interpretation and/or application of the express provision(s) of this Agreement at issue between the Union and the City. The arbitrator shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement. The arbitrator shall not hear or decide more than one (1) grievance without the consent of the City. The written award of the arbitrator of any grievance adjudicated within his or her jurisdiction and authority shall be final and binding on the aggrieved Employee, the Union and the City.

Section 9.7 Fees and Expenses of Arbitration

The fees and expenses of the arbitrator for the arbitration shall be borne entirely by the losing party. If, in the opinion of the arbitrator, neither party can be considered the losing party, then such fees should be apportioned as determined by the arbitrator. Each party shall bear its own arbitration expenses.

Section 9.8 Extension of Time Frames

Time frames for the grievance/arbitration process may be extended only by mutual agreement of the Union and the City.

Section 9.9 Delivery of Grievances and Responses

A. When a written grievance or response is delivered by mail, it shall be sent return receipt requested to the respondent or to the person filing the grievance. When a written grievance or response is hand-delivered, the respondent or the person filing the grievance shall acknowledge receipt in writing of the grievance or response. When a written grievance or response is delivered by electronic communication, a hard copy shall be delivered by mail. Copies of all written responses to grievances at any step shall be sent to the APEA/AFT Field Office in Fairbanks.

B. For the purposes of the time frames in this Article, a grievance or response delivered by mail or electronic communication shall be considered submitted on the date of mailing or date of electronic communication, but the time for response or for filing the next step shall not begin to run until the day after actual receipt. A hand-delivered grievance or response shall be considered submitted on the date of delivery, and the time for response or for filing the next step begins to run on the day after that date. If the last day of a time period falls on a Saturday, Sunday or holiday, the period will be extended until the next business day.

Section 9.10 Sole and Exclusive Nature of Grievance Procedure

The grievance procedures of this Agreement are the sole and exclusive remedies of the Employees of the City of Bethel alleging violations of this Agreement and/or any disciplinary actions. An Employee must fully exhaust these remedies prior to filing any lawsuit or other administrative action. If an Employee does not exhaust these remedies prior to filing any lawsuit or administrative action, such failure shall be grounds for dismissal of the lawsuit or administrative action.The City is not required to file a grievance under this Agreement. Should it become necessary for the City to enforce the terms of this Agreement, it may do so by either filing a petition for enforcement with the Alaska Labor Relations Agency or through a judicial action.

ARTICLE 10
SEPARATION

Section 10.1 Actions That Constitute Separation from City Service

An Employee shall be separated from City service upon the occurrence of any of the following, including but not limited to, resignation, medical separation, retirement, dismissal for cause, release during probationary period, job abandonment, or layoff.

Section 10.2 Resignations

A. Notice of Resignation. An Employee who desires to resign shall give at least two (2) week's advance written notice to his or her immediate supervisor. Members of the Police and Fire Departments must provide at least thirty (30) calendar days advance written notice. The period of notice may be reduced or waived by the City upon recommendation of the Department Head. A notice of resignation shall become part of the personnel file. Employees who resign or are terminated shall be paid in accordance with State and Federal law.

B. Withdrawal of Resignation. An Employee may withdraw his or her resignation prior to the effective date stated in the notice of resignation only with the written approval of the Department Head and the City Manager.

C. Failure to Give Adequate Notice. Failure to give adequate notice shall be noted on the Employee's separation documents and will preclude consideration for future employment.

D. Effective Date of Resignation. The effective date of resignation pursuant to a notice of resignation shall be the last day on which the Employee works.

Section 10.3 Medical Separation

An Employee who is unable to return to work following approved medical leave with or without pay shall be separated in good standing from City of Bethel employment.
Depending on the type of injury or illness, and whether it happened on or off the job, the Employee may be able to take part in either the Long-Term Disability Program with the City of Bethel health benefit plan or the Long-Term Disability Plan under the retirement system. Employees are responsible to make themselves aware of the particular requirements in both Long-Term Disability plans and should contact the City if further information is required, beyond what is provided in the plan documents.

Section 10.4 Job Abandonment

An Employee shall be considered to have abandoned their position with the City if the Employee fails to report to work and fails to call in to report their absence for more than three scheduled days in a row (not necessarily consecutive calendar days) or when an employee walks off the job without reasonable cause or permission or from the Department Head. Where a regular Employee fails to report or call in under this Section, the Department Head shall send or deliver a certified letter to the Employee's last known address to notify them of the intended termination and advise the Employee of their right to request a termination hearing. The Department Head may substitute personal service for delivery via mail. It will be the responsibility of the Employee to make sure their last known address is on file with the Human Resources Manager or a designee.

Section 10.5 Layoffs

A. The decision to lay off Employees shall be made solely by the City and shall not reflect discredit upon the services of the Employee.

B. Notice Requirements.

1. An Employee shall be given at least thirty (30) calendar days advance notice of a layoff.

2. The Union shall be notified in writing of any proposed layoff concurrently with the Employee. The Union and City agree to discuss alternatives to the proposed layoff prior

to the effective date of the layoff and to negotiate the effects of any layoff if so, requested by the other party.

C. The City shall not lay off an Employee and reclassify their former position with the intention of filling the position with a temporary hire.

D. Layoffs may occur for any of the following reasons:

- a reduction in force because of a shortage or reduction of work or funds;
- the abolition of a position;
- change in departmental organization;
- termination of a grant; or
- any other legitimate business reason not inconsistent with the terms of this Agreement.

E. Bumping Rights. A regular Employee who is subject to layoff due to a reduction in force shall have the right to displace another Employee only in accordance with the following conditions:

- such displacement occurs in the same Department or in a department in which the employee previously held a regular position;
- the Employee subject to layoff has more seniority than the displaced Employee;
- the Human Resources Manager determines that the Employee subject to lay off has the requisite qualifications for the position held by the displaced Employee;
- the displaced Employee's position is in a lower classification than the position of the Employee subject to lay off;
- the Employee subject to lay off previously attained regular status in the position of the displaced Employee;
- the displaced Employee is the least senior Employee meeting the above conditions.

An Employee that has displaced another is not guaranteed to maintain the same level of compensation in the new, lower classification. The Employee will be subject to the same qualifications review as any new employee to determine an appropriate wage.

F. A regular Employee may be offered a vacant position for which the Employee is qualified in lieu of layoff. The Employee will be subject to the same qualifications review as any new employee to determine an appropriate wage.

G. Eligibility for Re-employment A regular Employee retains the right to be recalled to a vacant position in the same or similar job class in the same or different department that the employee previously was regularly employed, for one year after the layoff so long as the Employee has indicated that the Employee is qualified and interested and available to return to work.

H. Regular or probationary employees shall not be laid off while casual/temporary employees are in a position in the same department for which the regular or probationary employees meet the minimum qualifications.

Section 10.6 Separation Paperwork

On or before the Employee's last day of work, the Employee shall complete all separation paperwork and return all City property as required by the City

ARTICLE 11
MANAGEMENT RIGHTS

Section 11.1 Management Rights

In addition to the rights and authority provided to management elsewhere in this Agreement and under state, federal, or local law, the City shall remain vested with all management authority and rights unless specifically restricted by an express provision of this Agreement. Such rights and authority, include, but are not limited to the following:

- the right to direct the work force,
- the full and exclusive right to hire, promote, demote, dismiss, discipline, lay off, and separate Employees from City service;
- to promulgate rules and regulations governing the conduct of Employees and to require their observance;
- to make all appointments,
- to determine all job classifications, develop all job descriptions,
- to assign positions to classes and assign classes to pay ranges,
- to control the use of leave so as not to jeopardize the functions of the City;
- to establish and direct the locations and methods of work,
- to establish and direct job assignments and work schedules;
- to subcontract work;
- to close down, relocate, expand, reduce, alter, transfer or cease any job, department, operation or facility;
- to decide, determine and designate all job classes and job classifications it has to offer Employees, including the right to establish, reclassify and abolish positions; to determine job content, duties and responsibilities;
- to maintain order and efficiency;
- to determine the work day and work week;
- reduce or expand the work force;
- to control, direct and supervise all equipment and Employees; and
- to determine the nature, type, location and duration of services to be performed for the City.

This listing of management rights is not all-inclusive. The City reserves all rights granted to it by the Alaska Public Employment Relations Act unless expressly waived or modified by the terms of this Agreement. All of the functions, rights, powers and authority of the City not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the City. The City's failure to exercise a management right does not preclude the City from exercising it at some time in the future. The City retains all rights and authority to operate and direct Employees of the City as exercised by the City prior to July 10, 1996, unless such right or authority has been modified by the terms of this Agreement.

Section 11.2 Contracting Work

A. It is the general policy of the City to continue to utilize its Employees to perform the work they are qualified to perform. However, the City reserves the right to contract out any work it deems necessary in the interest of efficiency, improved work product, economy or emergency.

B. Before contracting out work which will result in the loss of work for existing Employees, the City will offer to meet and confer with the Union with notice given at least fourteen (14) days before finalizing a contract with a third party. The City agrees to provide the Union with the names of all Employees who may be subject to layoff, including whether they may have continuing employment rights. Meet and confer topics may include the impact of a contracting out decision on existing Employees, and whether the work to be contracted out can be performed as efficiently and economically using existing Employees. This paragraph does not apply to contracting out in emergency situations.

C. Where contracting out has occurred as a result of an emergency, the City shall meet and confer with the Union within five (5) working days to discuss employment consequences for any affected Employees.

D. Nothing in this Section is to be construed as creating a mandatory obligation by the City to bargain with the Union over any decision to contract out work.

ARTICLE 12
PAY AND PAYROLL

Section 12.1 General Wage Schedule and Pay Rates

Employee Date of Hire		One Time Distribution of Regular PTO Hours
On or Before	June 30, 2021	260
July 1, 2021	June 30, 2022	150
July 1, 2022	June 30, 2023	0

See attached LOA

A. record and certify overtime approved for payment. Overtime may not be "scheduled" to allow an employee to receive one and one-half (1.5) times their regular rate prior to meeting the below thresh-holds. Holiday, PTO, stand-by or hours already compensated at the overtime rate do not count toward the overtime thresh-holds noted below.

B. Non-exempt Employees shall be paid at one and one-half (1.5) times their regular rate of pay for all hours actually worked in excess of forty (40) hours each work week. The number of hours worked in a single day/shift, even in excess of those regularly scheduled, contribute towards the weekly total of hours worked, but are not paid at overtime rates unless the employee has already worked forty hours (40) in the work week.

C. Fire Employees. Employees of the Fire Department shall be paid overtime after 106 hours worked in a 14-day work period- in accordance with Fair Labor Standards Act 7 (K) exemption. The 14-day work period runs concurrent with the City of Bethel established pay periods.

D. Police Department Employees. Overtime shall be paid after 80 hours worked in a 14-day work period to run concurrent with the City of Bethel established pay periods.

E. Any City employees participating in certified training paid for by the City may be ineligible for holiday and/or overtime pay while participating in training activities. Affected employees will be advised of this in writing by the Department Head when the Employee is selected for/enrolled in the training program.

Section 12.2 Starting Rate on Initial Employment

All newly hired Employee's shall begin at Step A within the stated range for their position unless a higher Step is approved, in advance of the offer, by the Human Resources Manager, the Department Manager and the City Manager using a City approved wage matrix. Before a higher step may even be considered the applicant must demonstrate experience and/or education beyond the minimum required for the position as specified in the position description.

Section 12.3 Rate of Pay on Promotion

A promoted Employee shall be paid at Step A in the new pay range or at that step in the new pay range which accurately reflects the Employee's qualifications for the new position, as measured using the approved wage matrix form. A promoted employee's pay rate will not decrease as a result of promotion.

Section 12.4 Rates of Pay for a Reclassification of a Position

In any case where a position is reclassified, the pay step of the Employee occupying the position shall be that step in the new range which will provide the Employee with initial compensation at least equal to the step held in the old range. Anniversary date remains unchanged and no additional probationary period shall be required beyond that required of the position that is reclassified if the essential functions are the same between the old

and new classification. In the event the reclassification results in a pay decrease, the Employee's rate of pay shall be frozen.

Section 12.5 Upward or Downward Range Change of a Job Class

In the case of a proposed increase or decrease in the pay range for a class of positions, the parties agree to meet and negotiate the appropriate range placements.

Section 12.6 Promotion Following Demotion in Lieu of Layoff A. If within one (1) year following a demotion in lieu of layoff, an Employee is reassigned back to a position in the former job classification the Employee was in at the time of Layoff, the Employee shall be placed at the same range and step the Employee was paid at prior to the demotion in lieu of layoff.

Section 12.7 Transfers

When an Employee is assigned to a new position in the same class for which the Employee is qualified, the Employee shall be transferred at the step the Employee was receiving, and no probationary period shall be served. The Employee's anniversary date shall remain the same as in the former position.

Section 12.8 Demotion

When an Employee is demoted, the Employee's pay step shall be that step which is determined by the Department Head and approved in advance by the City Manager.

Section 12.9 Completion of Probation

Upon satisfactory completion of the probationary period after initial appointment, the entrance salary of the Employee shall be advanced one step. An Employee will not receive a probationary increase if the Employee was hired at Step B or above initially.

Section 12.10 Annual Merit (Step) Increase

Effective July 1, 2020, employees who receive a performance evaluation of "very good/meets expectations to excellent" will receive an annual merit (step) increase. If the employee is assumed to be meeting performance expectations under the conditions of Section 7.1.E, the employee will be entitled to receive the merit (step) increase. The annual step (merit) increase shall become effective the first day of the first pay period following the employee's anniversary hire date.

Section 12.11 Acting Appointments

The Employee appointed to the acting assignment in a higher classification shall receive a minimum of a one-step increase in pay. The specific increase will be reflective of the level of responsibility being taken on as part of the acting appointment. The increase shall be effective the first day of the acting assignment.

Section 12.12 Field Training Officer

Police Officers assigned Field Training Officer (FTO) duties, shall receive a pay differential of five percent (5%) for each hour so worked as an FTO. Individuals lacking documentation of attendance at a formalized FTO training program are not eligible for FTO pay. Non-commissioned members of the Department are not eligible for FTO pay.

Other City employees, when assigned responsibility for training and certifying another employee's adherence to required credentials shall receive a pay differential of 2.5% for each hour engaged in such activity. With the exception of the Police Officers' FTO program, which follows state guidelines established by the Alaska Public Safety Commission, the City Manager must approve in writing, any specific training/certification program that will be considered under this paragraph prior to any employee becoming eligible for the differential.

Section 12.13 Overtime

A. All overtime work by a non-exempt Employee must have the prior written approval of the Department Head. The Department Head shall review the record and certify overtime approved for payment. Overtime may not be "scheduled" to allow an employee to receive one and one-half (1.5) times their regular rate prior to meeting the below thresh-holds. Holiday, PTO, stand-by or hours already compensated at the overtime rate do not count toward the overtime thresh-holds noted below.

B. Non-exempt Employees shall be paid at one and one-half (1.5) times their regular rate of pay for all hours actually worked in excess of forty (40) hours each work week. The number of hours worked in a single day/shift, even in excess of those regularly scheduled, contribute towards the weekly total of hours worked, but are not paid at overtime rates unless the employee has already worked forty hours (40) in the work week.

C. Fire Employees. Employees of the Fire Department shall be paid overtime after 106 hours worked in a 14-day work period- in accordance with Fair Labor Standards Act 7 (K) exemption. The 14-day work period runs concurrent with the City of Bethel established pay periods.

D. Police Department Employees. Overtime shall be paid after 80 hours worked in a 14-day work period to run concurrent with the City of Bethel established pay periods.

E. Any City employees participating in certified training paid for by the City may be ineligible for holiday and/or overtime pay while participating in training activities. Affected employees will be advised of this in writing by the Department Head when the Employee is selected for/enrolled in the training program.

Section 12.14 Call-Out Pay

Employees shall receive overtime pay if their normal shift has been completed and they are "called out" to perform additional work by their supervisor or if the Employee's supervisor requires the Employee to report before Employee's normal shift is scheduled to begin. This "call out pay" shall have a three (3) hour minimum.

Only a Department Director or designee may initiate a call-out. Call-outs are intended for unplanned, unexpected situations. Call-out pay is not authorized for pre-scheduled meetings or events and call-outs may not be "scheduled" to allow an employee to receive one and one-half (1.5) times the regular rate of pay prior to meeting the overtime thresholds. Pre-planned activities, meetings and events must be scheduled in accordance with temporary schedule requirements in Section 13.2.

Employees, not on paid "stand-by" status are expected to respond to call-out work as required, but may decline the call-out work. An Employee serving in a position that includes after-hours emergency response as an essential function may be disciplined if the Employee declines the call-out without cause.

Section 12.15 Stand-By Pay

In cases where it is found necessary to have Employees remain available for work in a stand-by status after regularly scheduled hours, on scheduled days off, or holidays, they shall receive $4.00 for each hour of stand-by. Employees receiving stand-by pay must answer any incoming calls and be able to respond within thirty (30) minutes of the call being placed. Only Department Heads are authorized to create a stand-by schedule.

Section 12.16 Shift Differential

A. All Employees (except Kelly Shift Employees of the Fire Department), regularly scheduled to work more than an eight (8) hour shift, will be assigned to either a day or night shift. Day shift is defined as beginning between the hours of 6:00 am and 8:00 am. Night shift begins at or after 7:00 pm. Employees scheduled to work the night shift will account for compensable hours on the calendar date actually worked, not the date on which the shift begins.

B. Employees regularly assigned to the night shift shall be paid an additional amount which equals three and a half (3.5%) percent above their regular rate for time worked during those hours. Shift differential shall be paid for those regular shift hours actually worked (not to include holidays, PTO, or scheduled hours not otherwise worked.)

Section 12.17 Water and Sewer Premium Pay for Working Winter Months

Employees who are employed as water and sewer Drivers or Utility Maintenance Workers shall receive a premium pay equal to a 5% increase for all hours worked between the second pay period in October and the second pay period in March of each year of this Agreement.

Section 12.18 Payroll and Pay Periods

A. Nothing in this Agreement shall prohibit retroactive pay approved by the City Council or required because of administrative oversight or error as determined by the City Manager. Personnel action implementing any change in status or pay shall be effective upon approval of the City Manager provided such changes are received by the Payroll Office at least ten (10) working days prior to the effective date.

B. The payroll period shall consist of the period from midnight Sunday to the following midnight Sunday. The standard workday shall be midnight to midnight.

C. Each employee is responsible for a true and accurate reporting of actual hours worked, for the actual calendar day the hours were worked.

D. "Compensatory time" and/or "flex time" is not authorized in lieu of paid overtime or regularly scheduled hours not actually worked. Similarly, holidays may not be worked and "banked"

E. Department Heads, or designee, shall be responsible for providing the information needed to correctly process the payroll.

ARTICLE 13
HOURS OF WORK

Section 13.1 Hours of Work and Schedules

A. Regular Hours of Work and Shifts. Regular hours of work and an Employee's schedule shall be designated by the Department Head.

B. Modified Schedule. Upon request and with approval of the Department Head, an Employee may work a schedule designated period (e.g. 7:00 a.m. to 6:00 p.m.) during which Employees may select an eight (8) or ten (10) hour work period, with the approval of their Department Head.

Department Heads may, with at least two (2) weeks advance written notice to affected Employees, revise the schedule from an eight (8) hour workday to a ten (10) hour workday or the reverse. Employees shall also have the right to request their schedule be changed from an eight (8) hour workday to a ten (10) hour workday or the reverse. Approval of such a request is at the discretion of the Department Head but shall be accommodated whenever it will not adversely affect the needs of the Department.

C. Kelly Shift. Kelly Shift is defined under this Agreement as a rotating twenty-four (24) hour, three (3) shift cycle used by the Fire Department in providing round the clock coverage. The shift change will be at 9:00 a.m. unless the parties mutually agree to either an earlier or later change time. Any change made shall not start earlier than 8:00 a.m. or later than 10:00 a.m. If the parties agree to a change in the time, the change must remain in effect for a minimum of six (6) months. Before a change is made, thirty (30) calendar days written notice will be given to the affected Employees. The provisions of this subsection will not apply to Employees undergoing basic training.

D. Employees of the Police Department work a twelve (12) hour shift or such other shift as may be designated by the Police Chief.

E. An Employee's work schedule shall normally provide two (2) consecutive days off, unless an emergency situation arises.

F. Nothing in the Section precludes Employees from requesting different work hours or a different shift from than that designated by the Employee's Department Head. With the approval of the Department Head, a change in schedule may be implemented on a departmental basis to accommodate doctor's appointments, therapy, or children's school functions. The City will endeavor to work with Employees and grant their requests based on seniority and when operational requirements allow.

Section 13.2 Temporary Schedules

Department Heads may implement temporary shifting of employees' working hours to meet routine needs. Changes of more than sixty (60) minutes may not be approved without a minimum of one (1) week's advance notice to the affected Employees. Nothing in this paragraph precludes temporary changes in Employee working hours in an emergency situation. If the essential functions of a position include emergency response during non-scheduled hours, refusal to work an alternate schedule or extra hours in an emergency situation without cause could result in discipline up to and including dismissal.

Section 13.3 Lunch/Break Period

Department Heads shall authorize either a one (1) hour or a half (1/2) hour unpaid lunch period to meet operational staffing requirements. Such periods will normally be taken at mid-shift. Employees who are not authorized a specific unpaid lunch period under this Section will be allowed to take lunch when work permits. If, at the City's direction, the Employee works through lunch the Employee shall be paid for such time.

A. Employees may work straight shifts with no lunch break if approved by the Department Head. Straight shifts will be considered a Modified Schedule and subjected to the terms of Section 13.1.B. A straight shift or "working through lunch" is not available on an ad-hoc basis to allow an Employee to "make up time" if he/she is unable to work the regularly scheduled shift for the day.

B. All Bargaining Unit Members are allowed one relief period not to exceed fifteen (15) minutes during the first half of the shift and one relief period not to exceed fifteen (15) minutes during the second half of the shift. Breaks shall not be scheduled to extend the meal break, unless by mutual agreement. The relief period shall be taken in a manner which doesn't interrupt the flow of work.

Section 13.4 Changes of Permanent Schedules

All changes of permanent working schedules shall provide those Employees affected at least twenty-one (21) calendar days' notice of any such change, except in unforeseen emergency situations or when the Employees waive the need for notice, or they will be paid at time and one-half (1.5) the Employee's regular rate of pay for hours worked during the notice period.

ARTICLE 14
HOLIDAYS

Section 14.1 Recognized Holidays with Pay

Except for Firefighters, the following days will be recognized as holidays with pay for all Employees in full and part time positions.

New Year's Day
Presidents Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day
Labor Day
Alaska Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Chief Eddie Hoffman's Day (second Friday in December)
Christmas Day
Floating Holiday (as provided below in Section 14.7)

Section 14.2 Holiday Falling on a Regular Day Off

When a recognized holiday falls on a Saturday, the preceding Friday shall be recognized as the holiday. When a recognized holiday falls on a Sunday, the Monday following shall be recognized as the holiday.

When a full-time Employee's regularly scheduled time off falls on a recognized holiday, the Department Head shall allow, if scheduling permits, that Employee to take another day off during the pay period as the Employee's recognized holiday. In such a case, the Employee's timesheet will reflect the holiday on the alternate date, with all other compensable time recorded as per the Employee's normal schedule.

If the Employee is unable to take the time off the Employee shall be compensated with regular pay equivalent to the number of hours in an employee's regular shift in lieu of the holiday. The hours will be recorded on the Employee's timesheet on the date the City recognizes the holiday. This payment is in addition to, and does not impact pay (wages) for hours actually worked during the pay period, whether hours actually worked include a recognized holiday (Section 14.5) or regularly scheduled work days. This may result in holiday hours entered for a normal day off with no compensable time or holiday hours recorded in addition to actual hours worked on the date of the recognized holiday.

Section 14.3 Computation of Holiday Pay

A. Full-Time Employees. Full-time Employees shall receive their regular straight time rate of pay for a recognized holiday.

B. Part-Time Employees. Part-time Employees shall receive pay for recognized holidays based on the average number of hours worked by the Employee during the prior four (4) weeks.

C. The number of hours included in holiday pay is equal to the number of hours in an employee's regular shift.

D. Holiday during Paid Time Off. A recognized holiday occurring during an Employee's PTO leave shall not be counted as a day of PTO leave.

Section 14.4 Forfeiture of Holiday Pay

Employees shall forfeit their right to payment for any holiday if they are on leave without pay, (to include injury, military, or other non-compensable leave status,) or have an unexcused absence on the employee's last regularly-scheduled work day before such holiday or on the employee's next regularly-scheduled work day following such holiday.

Section 14.5 Pay for Employees Who Work on a Holiday

Employees who are required to work on a City-recognized holiday because of an emergency or performance of essential public services shall be entitled to one and one-half (1.5) times the Employee's regular rate of pay for those hours actually worked in addition to the holiday pay. Unworked holiday pay, paid time off, stand-by pay or hours already compensated at a rate of pay greater than regular rate of pay do not count towards overtime.

Section 14.6 Holidays for Kelly Shift Employees

A. Kelly Shift Employees shall be compensated in the following manner. An Employee shall be paid the following pay period for those holidays preceding. Holiday pay shall be equal to the Employee's Kelly Shift straight-time rate of compensation multiplied by the number of holiday hours prior. Each full day holiday is twenty-four (24) hours; each half day holiday is twelve (12) hours; birthday and personal days are twenty-four (24) hours.

B. In the event the City declares an additional holiday other than those listed above, firefighter Employees shall be eligible for such additional holidays as described in Paragraph A above.

Section 14.7 Floating Holiday

All vested Employees (Employees with more than one (1) year of continuous service) shall receive one (1) floating holiday at the start of the fiscal year to be taken at a time approved by the Employee's immediate supervisor.

All floating holidays must be taken in the fiscal year accrued or else they will be forfeited.

ARTICLE 15
PAID TIME OFF

Section 15.1 Paid Time Off ("PTO")

A. Personal leave shall be used for any and all purposes for which sick and/or annual leave has heretofore been used.

B. Requests for Time Off

1. Requests to take personal leave for other than illness or injury must be requested in writing and require the prior written approval of the supervisor before any leave is taken. Employees in a probationary status are not eligible to take personal leave (unless the request was approved prior to hire or requested due to illness or injury a described in subsection C. below).
2. Employee requests shall be given full consideration and, to the extent practicable, approved. However, the parties agree that the final decision with regard to approval or disapproval of any request shall be based on the City's determination of operational needs. The Supervisor shall respond to an employee's request for time off within fourteen (14) calendar days for leave requested thirty (30) days in advance. In the event of multiple requests for the same time-frame, the Department Head may consider the employee's seniority. In the event a written response has not been given in the 14 calendar days it will be assumed the leave is approved.
3. Personal leave may not be approved for employees following notice of intended resignation and employees may not without permission of the City Manager be kept on leave status to "run out" their PTO balance prior to termination.
4. Personal leave must be pre-approved, therefore, cannot be used in lieu of tardiness or for a same-day request, except as noted in subsection C. below.

C. Requests for time off due to illness and injury.

When an Employee needs to use personal leave for illness or injury, the Employee shall notify the supervisor not later than the start of the Employee's scheduled shift of their expected absence.

A supervisor may request a doctor's note at any time, but it is mandatory when a member takes three or more consecutive scheduled days of personal leave due to an illness or injury (not necessarily consecutive calendar days), that the member provide a physician's certificate stating the reason for the absence.

An employee's probationary period may be extended as a result of illness-related absences.

A same-day request for time off due to illness may be denied if the member was previously denied a request for personal leave for the same dates. An absence in this case will be treated as leave without pay unless a doctor's note is provided by the employee.

Any request for time off due to illness or injury may result in a review by Human Resources to determine the applicability of Workers' Compensation, disability insurance and/or medical leave.

After an absence due to illness or injury, the employee may be required to provide a release from their medical provider to return to the workplace and resume their job duties.

Section 15.2 Leave Accrual Rate and Mandatory Usage

A. All Employees shall accrue leave based on continuous service with the City except that Employees who are currently accruing more than the amount stated below shall have their accrual rates frozen for the duration of their employment with the City.

Years of Service	Hours Per Pay Period	Hours Per Pay Period for Kelly Shift Employee	Mandatory Usage (Hours) for Employees Each Fiscal Year	Mandatory Usage (Hours) for Kelly Shift Employees Each Fiscal Year
0-1	8	19	N/A	N/A
1-2	10	21	130	273 Hrs.
2-5	11	22	143	286
5-10	12	23	156	299
10-15	13	24.5	169	318.5
More than 15 Years	14	26	182	338

B. Starting June 30, 2020, any unused mandatory time off at the end of each fiscal year (June 30) will be deducted without pay from the accrued balance if the Employee has made no attempt to comply with the mandatory leave requirement by May 1 of each calendar year. The City will separately notify all employees in danger of losing balances in each of the 2 pay periods before the May 1 deadline. If the Employee has attempted to comply with this paragraph prior to 60 days before the end of the fiscal year, but leave was denied by the City in writing, any unused mandatory time off will be cashed out at 100% at the end of the fiscal year (June 30).

C. PTO does not accrue during periods of non-compensable leave, to include injury, illness, unexcused absences or some disciplinary situations. No PTO shall accrue for any pay period during which an Employee claims any amount of leave without pay.

Section 15.3 Leave Anniversary Date

Changes in the leave accrual rate take effect on the first day of the 18pay period immediately following the date on which the Employee completes the prescribed period of service.

Section 15.4 Maximum Accrual

There will be no cap to maximum accrual life of this contract and the no maximum cap will continue to the ratification of the next CBA.

Section 15.5 Payment of Accrued Leave upon Termination

Accrued PTO will be paid to vested Employees who voluntarily terminate based on the wage rate at the date of termination. An Employee is vested upon completion of one full year of continuous service.

Section 15.6 PTO Leave Cash-Out

Employees requesting a cash out must retain a leave bank of eighty (80) hours. The City Manager has authority to defer a request for up to thirty (30) days if there is a budget shortfall or cash flow problem or any other legitimate business need arises. The Employee shall be notified in writing of the reason for the deferral.

ARTICLE 16
OTHER TIME OFF

Section 16.1 Leave Donations

Requests for permission to donate PTO to a fellow Collective Bargaining Employee shall be approved only for a serious medical problem (one that meets the criteria for FMLA). An employee receiving donated leave for a medical condition must have applied and been approved for Family Medical leave. Management will consider donation requests for Employees who have applied for Family Medical Leave but have been denied due to insufficient time employed with the City. Each Collective Bargaining Employee may donate a maximum of forty (40) hours of PTO in a calendar year, with the prior approval of the City Manager. Donations of PTO shall be calculated based on the donating Employee's rate of pay and assigned based on the recipient Employee's rate of pay. Excess leave not used by the recipient that was donated from another employee's account may not be cashed by the recipient for any reason. Any remaining leave not used shall be returned back to the donating employee or employees proportionately to their donation.

Section 16.2 Military Leave

Employees shall be entitled to military leave in accordance with State law, including but not limited to AS 39.20.340, and Federal law, including but not limited to USERRA.

Section 16.3 Injury Leave

A. Employees injured on the job are entitled to the weekly compensation benefits provided by the Workers Compensation Act. Provided they have submitted a complete workers compensation report to Human Resources, employees shall receive their full salary for a period of three (3) consecutive normally scheduled work days from the date of injury. The employee will not be charged PTO for those days. Any workers' compensation payments received by the Employee for said period shall be assigned to the City. After three (3) consecutive normally scheduled work days, if the injured Employee remains unable to work, they will receive the allowed salary from the Workers Compensation program (provided they meet eligibility requirements and comply with all requests for additional information from the City's workers compensation provider). It is the Employee's responsibility to work with the City's workers compensation provider to secure any benefits for which the Employee is eligible. Medical payments and injury awards shall be the property of the Employee. All employer-paid benefits received by an Employee while on injury leave shall continue in force while the Employee is continuously on leave or until a determination is made as to whether an Employee will be able to return to his or her normal work schedule. To maintain benefits that include Employee-paid amounts, the Employee must continue to remit payment to the City during the period of injury leave or risk the loss of the benefit due to non-payment. The City is not responsible for subsidizing the Employee portion of any benefit cost. If an Employee returns to duty from injury leave, Employee must be absent for three (3) consecutive days to once again enter injury leave status.

B. The City shall require bi-monthly medical reports during the injury leave. In the event the physician permits the Employee to return to work in a limited status, the Employee shall be compensated as allowed by the Workers Compensation program.

C. The City's responsibilities under this Section shall terminate upon the occurrence of any of the following:

- As of the date on which the Employee is declared by a physician to be permanently disabled or on which a retirement plan commences to make disability or retirement payments to the Employee;
- As of the date on which the Employee returns to work with an unrestricted medical release or on which he or she first engaged in any occupation for wage or profit; or
- At the end of one year following the date of the original injury.

D. An Employee shall be eligible for injury leave only upon satisfaction of the following conditions:

- Employee makes a complete report of the injury to Human Resources through his or her Department Head; and
- Employee cooperates with the Human Resources Manager, or designee, to prepare and submit all forms and information related to the Employee that the Human Resources Manager, or designee, may request; and
- Employee cooperates fully with the City's workers compensation insurance carrier so long as the Employee's worker's compensation claim has not been contested; and
- Employee does not use PTO leave at any time.

E. In the event that an Employee is unable to return to work, the Employee may be eligible for benefits provided for in the City's long term disability program or the Workers Compensation Long Term Disability program. While participating in such program, the Employee shall not accrue sick and/or annual leave benefits. The Employee may, however, participate in the City's group insurance programs provided he or she meets the responsibilities under the COBRA Act and the City's insurance program.

Section 16.4 Court Leave

A. Employees called for jury duty shall be treated as being on approved leave without loss of longevity, leave or pay. Service in court when subpoenaed as a witness shall be treated the same as jury duty. Fees paid by the court, other than those for an Employee's appearance at any time outside the Employee's regularly scheduled shift, for travel, parking and subsistence allowances, shall be remitted to the City.

B. An Employee shall provide his or her Department Head with a copy of a notice to call for jury duty immediately upon receipt by the Employee. When excused or released from jury duty for the day, the Employee shall return to work immediately, allowing for delay for the period of time reasonably necessary to travel to and from home to change into work clothing.

Section 16.5 Leave Without Pay

A. An Employee may receive up to three (3) months leave without pay if the City Manager approves it after consultation with the affected Department Head. Such leave shall only be granted after an Employee has exhausted all paid time off. The granting of such leave is within the sole discretion of the City Manager. It shall not be granted if the Employee's absence will hamper provision of City services or operations.

B. An Employee shall request leave without pay provided for in this section in writing at least three (3) months before the Employee's leave would commence. The request should be made to the City Manager, with a copy to the Employee's Department Head. The time frame for requesting leave without pay under this section may be waived by the City Manager, in his or her sole discretion.

C. Upon expiration of the approved leave, the Employee shall be reinstated to the same position the Employee previously filled.

D. There shall be no PTO accrual during any pay period for which the Employee is claiming Leave without Pay under this Section.

E. Benefits will not continue during periods of approved Leave without Pay if the approved period exceeds the equivalent of one full pay period. This includes medical insurance and the utility benefit. Upon return from leave without pay, the Employee must regain eligibility for benefits based on individual program requirements.

Section 16.6 Family and/or Medical Leave of Absence

The City shall comply with the federal Family and Medical Leave Act and the State of Alaska Family Leave Act. FMLA and AFLA, when both are applicable, run concurrently, and paid leave, when available, is charged during periods of approved family leave until exhausted. An employee on leave under FMLA shall suffer no loss of time in City service nor Employee benefits.

During family leave, when the Employee is receiving no pay from the City, the Employee is still responsible for remitting the Employee portion of any benefit-related charges to maintain the benefit.

Section 16.7 Parental Leave

Parental leave is in excess of Family and Medical Leave Act entitlement and can extend absences for an additional six (6) weeks if substantiated by a physician's written recommendation, for the purpose of caring for a newborn or newly adopted child. Parental leave must be requested prior to the exhaustion of Family and Medical Leave. Employees must use available leave prior to using LWOP. Employees on parental leave are not eligible for holiday pay and do not accrue personal leave during such absences for any time leave without pay is used. An Employee on parental leave shall remain eligible for Employee benefits, provided any Employee premiums are paid timely. The Employee shall within the first thirty (30) days of parental leave, declare the approximate date of his/her intent to return to work.

An Employee absent from work under this section shall have no job protections as afforded under FMLA.

Section 16.8 Emergency Leave

The City Manager may approve, upon the recommendation of the Department Head, paid emergency leave not to exceed one calendar week a fiscal year when critical illness or death has occurred in the Employee's immediate family. Employees must use all available accrued leave prior to being granted Emergency Leave.

Section 16.9 Funeral Leave

Each full-time Employee shall be eligible for three (3) consecutive working days of leave for each funeral of a member of the Employee's immediate family. Such leave shall not be deducted from the Employee's PTO account.

Section 16.10 Definition of "Immediate Family

Immediate family includes the Employee's spouse, domestic partner, children (including stepchildren and adoptive), parent, stepparent, sibling, step sibling, grandparent, aunt or uncle or a parent. stepparent, sibling or stepsibling of the employee's spouse.

ARTICLE 17
WORK RULES

Section 17.1 Work Rules

The City shall have the right to establish and notify Employees of workplace policies, procedures, and/or rules regarding any matter, and to require Employees to abide by such policies, procedures, and/or rules so long as such policies, procedures and/or rules are not inconsistent with any express provision of this Agreement. An arbitrator shall have no authority to interpret, apply, add to, detract from, alter, amend, or modify such policies, procedures, and/or rules.

Section 17.2 Protection of Rights

An Employee shall not be required, in the performance of his or her duties, to violate any federal, state or local law. In performing his or her duties, an Employee shall comply with all applicable federal, state and local laws. Each Employee is required to act with due care and regard for Employee's own safety and that of fellow employees and to respect the person and property of other employees and persons. The City agrees that it will not deduct the cost of lost, missing, stolen or damaged property belonging to the City from an Employee's pay, provided the loss or damage was not willfully or negligently caused by or through the actions of the Employee.

Non-Discrimination

Employees shall not be discriminated against with respect to compensation, terms, or conditions of employment because of race, national origin, color, age, creed, religion, sex, sexual orientation, gender identity, political affiliation, marital status, ancestry, disability or status as a disabled veteran.

The Employer and Union agree to comply with all State, Federal and local laws, rules or regulations prohibiting discrimination against any person with regard to all aspects of employment or membership.

No Bargaining Unit Member shall be discriminated against for upholding lawful union activities. Employees, who serve on a COBEA committee or committees, serve as Employee

Representative or as an officer of COBEA's shall not lose his/her position or be discriminated against for these reasons.

Section 17.3 Employee Indemnification

The City shall indemnify Employees as required by law.

Section 17.4 Employee Identification Badges

All Employees may be issued and may wear visibly or be able to produce an ID if asked at all times during working hours Employee identification badges which may include the Employee's name, Position, Department, and a photo. The badges may be provided to the Employees at the expense of the City, except as provided below, and may be issued by the City's Finance Department. Damaged or destroyed badges in course of employee's duty shall be replaced at no cost to Employees. Lost or damaged badges as a result of employee neglect will be replaced at the cost of $10.00 to the Employee for the first one and $20.00 for each subsequent replacement card.

Section 17.5 No Polygraph or Lie Detector

The City agrees that it will not require, request, suggest, or cause any Employee, or applicants for employment, to submit to examination by a polygraph or other kind of lie detector as defined by 29 U.S.C. 2001. No examination by polygraph or other lie detector shall be used in any personnel decisions including discipline, discharge, or promotion. This paragraph is not intended to prohibit legitimate polygraph use in criminal proceeding or for law enforcement pre-employment screening processes.

Section 17.6 Outside Employment

A. No Employee shall be employed by or engage in work for an employer other than the City, including but not limited to self-employment, during the Employee's work hours.

B. Prior to accepting or beginning employment outside of the Employee's work with the City, the Employee shall notify their immediate supervisor, in writing. The Department Head shall notify the Human Resources manager.

C. While the City of Bethel does not prohibit outside employment, the City does prohibit the outside employment from interfering in any way with the Employee's employment with the City.

D. An Employee shall notify the City Manager in writing of the Employee's intent to do business with the City at the time of the Employee's application or proposal to the City. The City Manager may recommend for or against the application, but in no case shall the City Manager authorize an Employee to do business with the City if doing so would constitute a conflict of interest.

Section 17.7 Unlawful Acts Prohibited

A. No Employee shall willfully, negligently or corruptly make any false statement, certificate, mark, rating or report in regard to any test, certification, or appointment held or made, or in any manner commit or attempt to commit any fraud with respect to reports, paperwork, or other duties that are required of the Employee under this Agreement, City rules, policies or procedures, or federal, state, or local laws.

B. No person seeking appointment to, or promotion in, the city service shall either directly or indirectly give, promise, render or pay any money, service or other valuable thing to any person for, or on account of, or in connection with his or her test, appointment, proposed appointment, promotion or proposed promotion.

C. No Employee of the City, examiner or other person shall defeat, deceive or obstruct any person in his or her right to examinations, eligibility certification or appointment under these rules, or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment in the city service.

D. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspects of personnel administration because of political or religious opinions or affiliations or because of race, color, creed, sex, sexual orientation, gender identification, religion, national origin or ancestry, age and disability except where physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration, is prohibited.

Section 17.8 Gifts and Gratuities

It is the responsibility of each city Employee to remain free from indebtedness or favors which could tend to create a conflict of interest on the part of such Employee. If an Employee is tendered or offered a gift or gratuity under circumstances which could reasonably be construed to create the appearance of a conflict of interest, the Employee shall immediately report such offer to the Employee's supervisor who shall in turn inform the Department Head and the City Manager. Any Employee who knowingly accepts any gift or gratuity without the prior approval of the City Manager in violation of this section may be subject to discipline.

Section 17.9 Employment of Relatives

A. No person may be employed in any position who is an immediate family member of the City Manager or Human Resources Manager. No person may serve in a supervisory capacity over a member of the employee's immediate family. No member may be hired as a management employee (as defined by BMC 3.12.070) who is an immediate family member of a member of the city council. No person may be hired, transferred, or otherwise put into a position to be a direct supervisor or direct report of an immediate family member.

B. If two employees marry or otherwise become related (as defined by immediate family member) neither of the employees will be allowed to hold supervisory authority over the other one.

C. The City Manager may, at any time, correct appointments and continued employment prohibited in this section by transfer, layoff, demotion or termination of employment. In doing so, the city manager shall take such corrective action which has the least adverse impact on the employees necessary to cure the prohibited appointment or continued employment, provided such corrective action shall always be in the best interests of the City.

17.10 Political Activity

An Employee, who is elected as a member of the Bethel City Council or to a state or national elected political office, shall immediately resign from City employment. In this section, "elected" means the status of a candidate upon certification of a local election or at the time the candidate is sworn into a state or national office following an election.

An employee who is a political candidate for any elected office shall not conduct political activities during work time or on City owned property. Use of City equipment to conduct any political or personal activities is strictly prohibited.

Section 17.11 Grant Programs

When an Employee's appointment to a job class is made pursuant to a grant program and the appointment and job class are covered by this Agreement, the provisions of this Agreement shall apply unless the provisions of the grant, or the law that applies to the grant, conflict. If a conflict exists, the grant or law shall apply.

Section 17.12 Relationship Between Agreement and Title III of Bethel Municipal Code

With respect to positions included in the bargaining unit, if there is a conflict between the provisions of this Agreement and Title III of the Bethel Municipal Code, entitled "City of Bethel Personnel Rules and Regulations," the provisions of this Agreement apply. In the event the Agreement is silent on a provision, then the provision of Title III shall apply.

ARTICLE 18
SAFETY

Section 18.1 Safety Rules

A. Safety rules, policies and procedures of the City, which the City may modify from time to time, are incorporated by reference and made part of this Agreement. All Employees must at all times comply with such safety rules, policies and procedures. Any Employee who is injured on the job must make an immediate report to the Employee's supervisor, no matter how slight the injury. Failure of an Employee to follow safety rules, including the immediate reporting of injuries, may result in discipline up to and including dismissal.

B. The City and Union are mutually committed to the reasonable efforts to maintain safe and healthful working conditions for all Employees. It shall not be a violation of this Agreement or grounds for discipline or dismissal if an Employee, in good faith, refuses to work in/on what the Employee reasonably believes to be unsafe conditions for his or her job which would subject the Employee to serious injury or death. Whenever possible, an Employee must first seek from the City a correction of the dangerous condition. Employees shall not knowingly continue to work in what they know to be a dangerous condition.

C. An Employee who notices an unsafe work condition is mandated to report the unsafe condition to their immediate supervisor. The immediate supervisor shall proceed to copy the City's designated OSHA Safety Officer or Human Resources Manager.

Section 18.2 Drug Testing

The City and Union agree that any drug and/or alcohol testing policy or procedure adopted by the City Council or required by law shall be applicable to the Employees covered by this Agreement. Failure of an Employee to comply with such policy or procedure shall be grounds for discipline up to and including dismissal.

Section 18.3 Safety Devices and Uniforms

The City shall provide all devices, apparel or equipment necessary for an Employee's safety in accordance with applicable laws. Additionally, the City shall provide special tools, equipment, clothing and uniforms it deems necessary to accomplish work assignments. All items provided to Employees in accordance with this section are property of the City, may be used only for official work purposed, when practicable, shall remain at the City at all times that the property is not in use by the Employee and shall be returned in good working order upon separation from City service.

Section 18.4 Employee Health

Employees in positions exposed to unique hazards or which exhibit a proven risk for the development of certain illnesses will be provided with medically-recommended immunizations or preventative screenings.

ARTICLE 19

BENEFITS

Section 19.1 Health Insurance

A. The City will provide full-time Employees and their qualified dependents group medical, dental, vision, life, short-term and long-term disability insurance benefits. Full-time Employees are those Employees who are normally scheduled to work thirty (30) or more hours a week. Employees are solely responsible for any personal tax liability incurred for said benefits. (This does not include any tax levied on the city by the ACA.)

Seasonal and part-time Employees shall not be eligible for health insurance benefits as detailed in this section.

B. The City shall pay the-annual cost of the health plan with the following exceptions:

Effective July 2020, for the life of the agreement, Employee will pay up to $30 per month per covered individual ($90 Max.)

C. Employee health care charges as defined in paragraph C above will be deducted pre-tax from the employee's payroll each month.

Section 19.2 Utility Benefit

A. Full-time employees shall receive water, sewer, and garbage services from the City for a fee $132.62 per month. Employees who reside in multi-family dwellings with a shared water tank shall not be eligible for this benefit, including those employees with rental units served by their primary water tank. When the Employee no longer works for the City, the Employee shall not receive the benefits provided for in this Section.

B. Discounted water and sewer services shall be provided on the established delivery schedule, up to a maximum of two a week. The maximum amount of water that shall be provided is 2000 gallons per week. Charges for service that exceed the established limits in this paragraph will be the sole responsibility of the employee.

C. All Employees must complete an application to receive the utility benefits which includes the proper approvals to receive utility benefits. Charges for utility services will be deducted from the employee's payroll each month, to include the discounted services and any additional services requested by the employee.

D. Any Employee who fails to notify the Utility Service Department to disconnect services within one week after they change residences may be denied the utility benefit in the future.

E. Employees are not required to pay the established deposit for utility services but will be taxed on the benefit (the difference between the discounted employee rate and the City-established residential rate for the same service).

Section 19.3 Deferred Compensation

The City shall continue the deferred compensation program to be funded entirely by Employee contributions.

Section 19.4 Retirement

All eligible Employees shall be enrolled in the Alaska Public Employees Retirement System (PERS) upon hire in accordance with the City's PERS contract with the State of Alaska. Employees hired into positions that are not included in the City's PERS contract will not be eligible for this benefit.

Section 19.5 Training/Professional Development

The City and Union agree that education and training may enhance and employee's job performance and prepare the employee for career advancement within the City. To that end, the City and Union encourage employees to take advantage of City-sponsored training and /or professional development programs and the tuition reimbursement program (Article 21).

In any fiscal year during the term of this Collective Bargaining Agreement, employees covered herein shall be encouraged to take one (1) training or professional development course for which it has been determined that the course will either enhance the employee's job performance or prepare the employee for career advancement within the City, with the course to be scheduled at the Department's convenience during work hours, either on or off-site. The cost of an off-site training course shall depend on whether the funds for it are allocated in the budget.

Section 19.6 Other

City-issued cellular phones, loaner computers, access to specialized housing, use of a city-owned vehicle either during duty hours or in a take-home role, government travel rates, vendor discounts, or other similar items not specifically identified in this agreement are not to be construed as employee benefits. These items are governed by City-adopted policies and may be changed at any time regardless of past practices.

ARTICLE 20

STRIKE/LOCKOUT/WORK STOPPAGE/ PICKET LINE

Section 20.1 Strike/Lockout

The parties agree that there shall be no strikes, work stoppages, or lockouts during the life of this Agreement.

Section 20.2 Picket Lines

The parties agree that it shall be a violation of this Agreement and it shall be cause for disciplinary action in the event an Employee refuses to go through or work behind any picket line. The City specifically retains all of its rights under AS 23.40.200.

ARTICLE 21
TUITION ASSISTANCE

Section 21.1 Tuition Assistance

A. If an Employee wants to seek tuition assistance, the Employee shall submit a written request to the Department Head, or designee, for recommendation, subject to approval by the City Manager. A decision to grant tuition assistance is at the sole discretion of the City

Manager and is subject to available funds. The Employee's written request must include at a minimum a course syllabus, cost estimate for the class as well as an explanation demonstrating the benefits of the class to the Employee and for the City. The request must identify the vocational school, accredited college or university.

B. If approved, tuition assistance will only be paid if the Employee achieves a passing grade for a pass/fail system, or a "C" grade or better for classes on a letter grading system, or other appropriate proficiency levels applicable to the course(s) taken. An Employee must submit a written copy of the final grade to the City Manager, or designee, in order to be reimbursed.

ARTICLE 22
GENERAL PROVISIONS

Section 22.1 Duration

This Agreement shall become effective July 1, 2020, and shall continue in full force and effect through midnight, June 30, 2023. Thereafter, it shall automatically renew itself and continue in full force and effect from year to year unless written notice of election to terminate or modify any provision of this Agreement is given by one party not later than January 1st of any succeeding year.

Section 22.2 Separability

A. Violations. If any term or provision of this Agreement is, at any time during the life of this Agreement, adjudged by a court or administrative body of competent jurisdiction to be in conflict with any law, such term or provision shall become invalid and unenforceable, but such invalidity or unenforceability shall not impair or affect any other term or provision of this Agreement.

B. Replacement. If a determination or decision is made pursuant to Section A of this article that part of this Agreement is found to be in violation of law, the parties to this Agreement shall convene for the purpose of negotiating a satisfactory substitute for the invalidated article, section or portion thereof.

C. Printing of the Agreement. The parties agree that a Union representative and a person appointed by the Employer will meet and mutually agree on the format, size, and specifications of the Agreement to be printed. The Union shall print or be responsible for the printing of the Agreement. The parties will designate the number of copies of the Agreement each desire and each party will be responsible for the cost involved in printing that number of copies.

Section 22.3 Waiver of Bargaining Rights and Amendments to Agreement

During the negotiations resulting in this Agreement, the City and the Union each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter as to which the Alaska Public Employment Relations Act imposes an obligation to this agreement. The negotiated concession in lieu of a wage increase will be a lump sum deposit into a designated account and usable as defined below:

Employee Date of Hire	One-time Distribution of Regular PTO Hours
On or before June 30, 2021	260
On or after July 1, 2021, through June 30, 2022	150
On or after July 1, 2022, through June 30, 2023	0

This distribution will be maintained in a separate account and may be used by one of the following options:

1. The entire amount (100%) may be cashed out at the employees' current rate of pay. Employees may choose one lump sum or up to four (4) individual increments.
2. The Employee may choose to have twenty percent (20%) deposited into their regular paid time off (PTO) account and cash out the remaining amount (80%) at the employees' current rate of pay in four (4) individual increments.

This Agreement will remain in effect until June 30, 2023, all transactions in the designated lump sum account must be completed before the termination of this Agreement.

This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any forum, except as may be necessary for execution of its terms.

For the City of Bethel	For the City of Bethel Employees Association, Local 6055 APEA/AFT
Peter Williams	Corbin Ford, Union President - Local 6055
City Manager	Corbin Ford
City of Bethel	Thomas Haviland, Union Rep/Negotiator - Local 6055
	Thomas Haviland
10/26/2022	APEA STAFF JASON Roach
	J R

DOWL

October 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 #55 – QFC#2 Lift Station Improvements- *Revision 1*

Dear Mr. Williams:

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

Task Order #55 – QFC#2 Lift Station Improvements

Our team completed a site visit of the existing QFC#2 Lift Station (QFC#2) in August 2022 while conducting substantial completion inspections for other City of Bethel (City) lift station projects. QFC#2 is one of the few lift stations that was not included in the previous lift station controls upgrade work. We understand the existing pumps at QFC#2 are dual speed Wemco-Hidrostal pumps. Similar to Main Lift Station, we understand the City would like to update these older pumps to the new FLYGT pumps and install SCADA monitoring. In addition, it was noted during our inspection that the exhaust fan is not functioning properly on the wet well side of QFC#2. This task order includes design and bidding services for pump replacements, SCADA upgrades, and repairs at QFC#2.

SCOPE OF SERVICES

We propose the following task structure to complete the QFC#2 Lift Station Improvements project.

Task 1 – Design Services and Site Visits

The first step in the design process will include a site visit to conduct drawdown tests to verify the flowrates and capacity of the existing pumps. A drawdown memorandum will be prepared to summarize test results and specify the size and model of the new FLYGT pumps. To install the new pumps, the existing lift station will have to be bypassed. As all of the piped sewer services upstream of QFC#2 go to the FAA lift station, the City can shut down the force main between FAA and QFC#2. Temporary pumping operations for the FAA lift station will need to be implemented during construction. Sewage pumped from FAA will be hauled to the sewage lagoon. QFC#2 typically serves as an evacuation station for sewer pumper trucks serving homes in this area. Evacuation of these trucks will also be diverted to the sewage lagoon during construction. An isolation valve on the outgoing line from QFC#2 will have to be installed to prevent backflow to the wet well while work is being conducted. Once sewage is stopped from entering QFC#2, the wet well can be cleaned and repaired. The new pump installation will include concrete modifications to the wet well, new pump foot, new pump swing check and plug valves, and piping to the header. The QFC#2 wet well is designed the same as Main Lift Station, so the wet well modifications will be very similar.

Our design team will include EDC, Inc. for mechanical and electrical engineering support. EDC will design a new PLC-based control panel for the new submersible pumps to include SCADA system connectivity via radio to City Subdivision Water Treatment Plant. Site specific modifications may be needed to maintain separation between the electrical and wet well rooms to meet current code requirements. EDC will include one site visit during the design process and make assessments for the wet well room heating and ventilation upgrades based on the classification requirements. Our team will develop design and construction drawings that will include specifications.

Design drawings will include:

- Cover Sheet – G-01
- Civil Legend, Abbreviations and Notes – G-02
- Civil Site Plan – C-01
- Isolation Valve – C-02
- Wet Well Modifications – C-03
- New Pump Installation – C-04 and C-05
- Electrical Legend, Schedules, and Abbreviations – E-01
- Electrical Site Plan – E-02
- Electrical Demolition Floor Plan – E-03
- Electrical new Work Floor Plan – E-04
- Power One-line Diagram and Panel Schedules – E05
- Electrical Details – E-06
- Control Panel Layout and Functional Narrative – E-07
- Control Panel PLC Rack Layout – E-08
- Control Panel Discrete Inputs/Outputs – E-09
- Control Panel Analog Inputs/Outputs – E-10
- Motor Starter Control Panel Schematic – E-11
- Control System Detail -E-12
- Mechanical Legend, Schedule, and Abbreviations – M-01
- Mechanical Ventilation Floor Plan – M-02
- Mechanical Details – M-03

Deliverables:

- Drawdown Test Memorandum
- 65% Design Documents
- 100% Construction Documents

Task 2 – Bidding Assistance

We will develop construction contract documents using EJCDC standard contracts and forms. We will work with the City to facilitate a competitive bid process. We will distribute documents to plan-holders lists and agencies, communicate with interested parties on addenda, and review bids for conformance making a recommendation to the City for award.

Deliverables:

- Fully compiled bid documents
- Addenda
- Responses to bidder questions
- Recommendation for award

ASSUMPTIONS

- City will supply record drawings for QFC #2.
- One 1-day site visit will be required. Travel delays will be charged on a Time and Materials (T&M) basis.
- No bypass pumping design will be required.
- Specifications will be in CSI format.
- Division 00 will be EJCDC construction forms.
- FLYGT pumps have been requested by the City. Other pumps will not be evaluated.
- City will set-up and maintain the sewage bypass at FAA.
- The bid process will not include a pre-bid walk-through. Contractors will have the option to visit the site, but a walk-through will not be hosted.
- Construction Administration Services are not included.
- Design services for a potable or wall mounted wet well mixer are not included.
- Utility service line extensions are not included. The utility will be expected to provide required services to the meter at the building if required.

SCHEDULE

We understand that City would like to move forward on this project immediately once funding is secured. We propose the following timeline to complete design and bidding activities.

Drawdown Test Memorandum...............Two weeks from NTP
65% Design Documents.........................Seven weeks from NTP
100% Construction Documents ....Two weeks after receipt of comments on 65% Design Document
Fully Compiled Bid Documents.............Two weeks after acceptance of 100% construction Documents
Bidding Assistance.................................Four to Six months from NTP

FEE PROPOSAL

We propose to complete the above-described services for a fee of $107,855. The fee would be distributed amongst a mix of Lump Sum and T&M tasks as shown in the following table.

Table 1: Proposed Fee

Task	Proposed Fee
Phase 1- Design Services and Site Visit (Lump Sum)	$92,643
Phase 2- Bidding Assistance (T&M)	$15,212
Total	**$107,855**

One monthly statement will be provided showing total fees invoiced for each of these tasks. 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.

Sincerely,

Chase A. 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 #55 – QFC#2 Lift Station Replacement.

City of Bethel Authorized Representative

Date

Attachment: Detailed Estimate

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT: TO#55 - QFC#2 Lift Station Improvements

CLIENT: City of Bethel

WO#	50270.55
DATE:	17-Oct-22
PREPARED BY:	KPE/JRS
REVIEWED BY:	CAN

PROJECT SUMMARY		
Phase 1- Design Services & Site Visits	TOTAL =	$92,643.00
Phase 2- Bidding Assistance	TOTAL =	$15,212.00
TOTAL ESTIMATED FEES FOR PROFESSIONAL SERVICES	**TOTAL =**	**$107,855.00**

Labor Category	Project Manager	Project Engineer	Project Engineer	Document Production		Expenses	Sub-consultants	TOTALS
	Nelson	Eller	Schmetzer	Stevens				
Hourly Rate	$215.00	$175.00	$180.00	$135.00		10% Markup	6% Markup	
Phase 1- Design Services & Site Visits								
Project Management	12		8					20
Coordination		30						30
Record Drawing Review		8						8
Meetings/CAD background files	2	15						17
Site Visit		12				$902	$2,915.00	12
Drawdown test memorandum	1	16						17
65% Design Documents	6	70					$30,793.00	76
Specifications	4	16						20
100% Construction Documents	4	30					$13,303.00	34
Quality Control	12							12
Subtotal - Hours	41	197	8	0	0			246
Subtotal - Costs	$8,815.00	$34,475.00	$1,440.00	$0.00	$0.00	$902.00	$47,011.00	$92,643.00
Phase 2- Bidding Assistance								
Project Management	4		4					8
Fully Compiled Bid Documents	4	12		4				20
Addenda	2	8					$3,392	10
Responses to Bidders	2	8						10
Recommendation to Award	2	8						10
Newspaper Ads		4				$550.00		4
Subtotal - Hours	14	40	4	4	0			62
Subtotal - Costs	$3,010.00	$7,000.00	$720.00	$540.00	$0.00	$550.00	$3,392.00	$15,212.00
TOTAL - Hours	**55**	**237**	**12**	**4**	**0**			
TOTAL - Costs	**$11,825.00**	**$41,475.00**	**$2,160.00**	**$540.00**	**$0.00**	**$1,452.00**	**$50,403.00**	**$107,855.00**

ENGINEERING DESIGN & CONSULTING

EDC, INC.

An Alaskan Owned Professional Corporation

213 W. Fireweed Lane
Anchorage, AK 99503

September 26, 2022

Chase Nelson, P.E.
DOWL
4041 B Street
Anchorage, Alaska 99503

Subject: City of Bethel QFC-2 Lift Station Upgrade– Electrical/Controls and Mechanical Design Fee Proposal

Dear Chase:

This proposal is for the following:

Scope of Work:
The scope of work includes providing electrical and mechanical engineering design based on the need to improve pumping capacity, reliability, and SCADA connectivity to the station. The project is located in Bethel, Alaska and includes the following:

- Design new PLC- based control panel for control of three (3) new submersible lift pumps. Panel will have the following features:
  - SCADA system connectivity via radio to the 'head-end' system at City Sub. WTP
  - Triplex pump control and auto pump alternation
  - Over-temp and seal leakage monitoring relays
  - Level transducer and floats will be used for wet well monitoring and control
  - Door Security and smoke detection integration
  - Glycol circulation pump (CP-3A, 3B) controls
- Design of motor starter panel for new submersible lift pumps and glycol circulation pumps.
- Site specific modifications may be required at the existing lift station. The areas surrounding the wet wells are hazardous locations (Class 1, Division 2) and modifications may be required to maintain separation between the electrical room and wet well room to meet current Code requirements.
- LEL gas detection in the wet well room for control of ventilation and occupancy.
- Wet well room heating and ventilation upgrades per room classification requirements.
- Electrical room ventilation upgrades to pressurize space

It is anticipated that the following drawings will be provided for the electrical design:

E1 – Electrical Legend, Schedules, and Abbreviations
E2 – Electrical Site Plan
E3 – Electrical Demolition Floor Plan – Wet Well and Dry-side Rooms
E4 – Electrical New Work Floor Plan – Wet Well and Dry-side Rooms
E5 – Power One-line Diagram and Panel Schedules
E6 – Electrical Details
E7 – Control Panel Layout and Functional Narrative
E8 – Control Panel PLC Rack Layout
E9 – Control Panel Discrete Inputs/Outputs

PHONE (907) 276-7933
FAX (907) 276-4763

E10 – Control Panel Analog Inputs/Outputs
E11- Motor Starter Control Panel Schematic
E12 – Control System Details

It is anticipated that the following drawings will be provided for the mechanical design:

M1 – Mechanical Legend, Schedules, and Abbreviations
M2 – Mechanical Ventilation Floor Plan – Demolition and New Work plan
M3 – Mechanical Details

Assumptions:

- One (1) pre-design and site visit will be required.
- ANC to Bethel airfare included. Site visits assume 1-day duration.
- DOWL will specify or design any required modifications to the building structures, pump equipment or wet wells, etc.
- DOWL will provide EDC with drawings for a site and building background plans in AutoCAD format.
- All review meetings will be held in Anchorage or via teleconference.
- Specifications will be in CSI format.

Exclusions:

- Utility service line extension. Utility will be expected to provide required service to meter at the building if required.
- Structural/architectural and mechanical modifications to accommodate changes to buildings.
- Construction Administration (CA) services.

Deliverables:

The following will be provided:

- 65% and IFC design submittals.
- Design drawings in PDF format.
- Electronic copies of design specifications will be in MS Word or PDF format.

Design Fee Schedule

The fee for the above scope of work is as follows:

Tasks	Electrical	Mechanical
Design Site Visits (1 total)	-	$2,750
65% Design	$22,750	$6,300
Final Design	$10,250	$2,300
Bidding Assistance	$2,250	$ 950
Subtotal	**$35,250**	**$12,300**

Total Fee **$47,550**

If you have any questions, or wish to discuss my understanding of the Scope, please do not hesitate to give me a call.

Sincerely,

John A. Pepe, PE
EDC, Inc.

Introduced by:	Council Member Hessler
Introduction Date:	November 8, 2022
Public Hearing Date:	December 13, 2022
Action:	
Vote:	

CITY OF BETHEL, ALASKA

Ordinance #22-38

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 4.20, PURCHASING

WHEREAS, Bethel Municipal Code (BMC) 4.20.190 requires the city to maintain a public record of the names of businesses submitting the three quotes required for purchases of general equipment, materials, and supplies between five thousand ($5,000) and ten thousand ($10,000) dollars;

WHEREAS, BMC 4.20.240 requires competitive bidding for professional services at any dollar amount, be it as low as $1.00;

WHEREAS, prices have gone up substantially for most materials and services;

WHEREAS, the city is a large enough entity that these dollar thresholds are administratively impractical;

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

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

SECTION 2. Amendment. Bethel Municipal Code Chapters 4.20.190, General equipment, materials and supplies; and 4.20.240, Professional Services; are amended as follows. New language is underlined, and old language is stricken.

Chapter 4.20
PURCHASING

Article VI. Specific Procurements

4.20.020 Purchasing agent.

A. The finance director or their designee shall serve as the purchasing agent.

B. The purchasing agent shall have the following authority and responsibilities:

1. To procure or supervise the procurements of all supplies, services and construction required by the city;

2. To administer or supervise the sale, trade or other disposal of surplus supplies belonging to the city;

3. To join with other units of government in cooperative purchasing ventures where the best interest of the city would be served thereby;

4. To maintain all records pertaining to the procurement of supplies, services and construction, and the disposal of supplies, by the city in accordance with the city's most recent retention schedule or the retention schedule for the funding source, whichever is later;

5. To prescribe the time, manner, authentication and form of making requisitions for supplies and services; and

6. Any other authorities and responsibilities which this chapter assigns to the purchasing agent.

7. The city manager may delegate authority, in writing, to a department head, to purchase certain supplies, services, or construction if such delegation is deemed necessary for the effective procurement of those items, provided such obligation does not exceed five thousand dollars ($5,000).

8. When faced with an especially complex procurement, such as a complex construction project, the city may find it necessary to temporarily appoint a highly qualified construction management professional as construction procurement officer for that project. As an alternative, the city may choose to contract for the services of a construction management firm to oversee all phases of the project. As a city contractor, this firm shall be closely supervised in its performance by the purchasing agent or other city official as the city manager deems appropriate. In selecting and utilizing such a project management firm, the city will

ensure that the contractors providing this management function are independent of those contractors providing construction or other project services to the city. Consistent oversight will be essential for the successful completion of such complex construction projects.

4.20.190 General equipment, materials and supplies.

A. *Source Selection.* Except as otherwise provided in BMC 4.20.050, the source selection process for procurement of general equipment, materials and supplies, other than those for construction, shall be as follows:

1. ~~*Twenty Thousand Dollars ($20,000) and Over*~~ *Fifty Thousand Dollars ($50,000) and Over.* For the procurement of any single item or purchase order transaction expected to cost ~~twenty~~ fifty thousand dollars ~~($20,000)~~ ($50,000) or more, it shall be required that the request be put out for bid following the process as stated in BMC 4.20.030.

2. ~~*Under Twenty Thousand Dollars ($20,000).*~~ *Less than Fifty Thousand Dollars ($50,000).* For the procurement of any single item or purchase order transaction expected to cost ~~ten thousand dollars ($10,000)~~ less than fifty thousand dollars ($50,000) ~~or more but less than twenty thousand dollars ($20,000), ($50,000),~~ no less than three (3) businesses shall be solicited to submit written quotations. The ~~names of the businesses submitting~~ quotations shall be recorded and maintained as a public record.

~~3. *Under Ten Thousand Dollars ($10,000).* For the procurement of any single item or purchase order transaction expected to cost five thousand dollars ($5,000) or more, but less than ten thousand dollars ($10,000), at least three (3) businesses shall be contacted for a phone quotation. The names of the businesses submitting a phone quotations shall be recorded and maintained as a public record.~~

4. ~~*Under Five Thousand Dollars ($5,000).*~~ *Under Twenty Thousand Dollars ($20,000)*, The purchasing agent shall use judgment based on knowledge of vendors and products to determine whether or not it is necessary or practical or in the best interests of the city to solicit for quotations or bids.

4.20.240 Professional services.

A. *Source Selection.* The method of source selection for professional services shall be made through the solicitation for requests for proposals as provided in BMC4.20.040.

1. *Fifty Thousand Dollars ($50,000) and over*. For the procurement of Professional Services expected to cost over fifty thousand dollars ($50,000), the source selection shall be made through the solicitation for request for proposals and notice requirements provided for in BMC 4.20.040 -.050

2. *Less than Fifty Thousand Dollars ($50,000).* For the procurement of Professional Services expected to cost less than fifty thousand dollars, ($50,000) no less than three (3) businesses shall be solicited to submit written quotations. The quotations shall be maintained as a public record.

3. *Under Twenty Thousand Dollars ($20,000)*. The purchasing agent shall use judgment based on knowledge of vendors and products to determine whether it is necessary, practical or in the best interests of the city to solicit for quotations or bids.

~~B. *Public Notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in BMC 4.20.050. The request for proposal shall describe services required, list the types of information and data required of each offeror, and state the relative importance of particular qualifications.~~

~~C. *Statement of Qualifications.* Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services. Persons may amend these statements during the filing period by filing a new statement.~~

~~D. *Discussions.* The purchasing agent may enter into discussions with those responsible proponents whose proposals are determined to be most responsive in accordance with the procedures laid out in BMC 4.20.040(D)~~

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

ENACTED THIS 13th DAY OF DECEBER 2022, BY A VOTE OF _ IN FAVOR AND _OPPOSED.

ATTEST:

____
Rose Henderson, Mayor

____
Lori Strickler, City Clerk

SUGGESTED AMENDENTS TO ORDINANCE 22-38

PROPOSED BY COUNCIL MEMBER HESSLER AND ADMINISTRATION

Explanation for Amendment

There were a number of versions of this ordinance circulated. A review and amendments were made to an older version of the ordinance and submitted for inclusion in the packet, so the wrong document was included in the packet material.

The current ordinance states anything under $50,000 would require three written quotes. There was intended to be a separate threshold which allows purchases under $20,000 to be obtained without written quotes following the purchasing agent's evaluation.

Suggested Amendment *presented with highlights*:

Amend Subsection 2 under 4.20.190 and 4.20.240 to insert behind less than fifty thousand dollars ($50,000) but twenty thousand dollars ($20,000) or more.

The amendment would read as follows:

4.20.190 General equipment, materials and supplies.
2. ~~*Under Twenty Thousand Dollars ($20,000).*~~ *Less than Fifty Thousand Dollars ($50,000) but twenty thousand dollars ($20,000) or more.* For the procurement of any single item or purchase order transaction expected to cost ~~ten thousand dollars ($10,000)~~ less than fifty thousand dollars ($50,000) *but twenty thousand dollars ($20,000) or more* ~~or more but less than twenty thousand dollars ($20,000), ($50,000),~~ no less than three (3) businesses shall be solicited to submit written quotations. The ~~names of the businesses submitting~~ quotations shall be recorded and maintained as a public record.

4.20.240 Professional services.

2. *Less than Fifty Thousand Dollars ($50,000) but twenty thousand dollars ($20,000) or more.* For the procurement of Professional Services expected to cost less than fifty thousand dollars, ($50,000) *but twenty thousand dollars ($20,000) or more* no less than three (3) businesses shall be solicited to submit written quotations. The quotations shall be maintained as a public record.

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 22-22 (f)

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 current Council Member tablets are over five years old and need to be replaced per hardware rotation.

WHEREAS, it imperative to have the most current software versions running that come with new tablets.

WHEREAS, The City Clerk's Office is requesting $20,000 for replacements and spares.

F-1				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-52-63356200	City Clerk's Office – Minor Equipment	$0	$20,000 *Total Increase*	$20,000
100-10100	General Fund (Cash in Combined Fund)	$7,601,342	($20,000) *Total Decrease*	$7,581,342

WHEREAS, the Finance Department has identified approximately 175 delinquent accounts that are ready for collection;

WHEREAS, the Finance Department will need assistance to start and complete active collections on these accounts and audits;

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

WHEREAS, the Finance Department needs will need approximately $85,000 added to its FY 2022 Budget for the contracting of these professional services;

F-2 Finance Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-53-6335	Finance Department - Other Professional Services	$205,000	$85,000 *Total Increase*	$290,000
100-10100	General Fund (Cash in Combined Fund)	$7,581,342	($85,000) *Total Decrease*	$7,496,342

WHEREAS, the City of Bethel Police Department Administration has determined that there is a well-founded need for additional positions at the Police Department. In lieu of asking for additional funds we propose to allocate funds from salaries. We would like to use the funds to hire part time employees as needed.

WHEREAS, at year end of the 2022 fiscal year, there was $341,849.35 remaining as due to chronic understaffing. This year, we are expecting the same. We would like to repurpose those expected funds to create a temporary pool position that includes a maximum step 5 Range H $31.37 per hour, $65,257 a year. There are no benefits or pers to be added, due to this being a temp position.

WHEREAS, the City of Bethel Police Department have had persons and even ex dispatchers, who are already trained apply, but only wishing to work part time or temporarily. We have no part time or temp positions to hire them into.

WHEREAS, this temp pool position will allow us to pull multiple people who wish to work, filling gaps in our schedule when staffing is low, or when someone goes on vacation or is sick. Easing the use of overtime funds. Furthermore, temp positions can allow us to train people into positions when staff are resigning a head of time.

F-3 Police Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-61-6000	Salaries	$2,028,234	$65,257	$2,093,491,
100-10100	General Fund Cash in Combined Fund	$7,496,342	$(65,257) *Total Decrease*	$7,431,085

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

BETHEL HEIGHTS

WHEREAS, the Bethel Heights Water Treatment Plant is in need of several repairs and replacements such as the following: electric hot water heater, dryer control board, replacing several differential gauges; replacing 3 filter effluent matters; replace scale for weighing chemicals; and several items that need further maintenance;

WHEREAS, these repairs are needed to keep the building and its operations up to code;

WHEREAS, the Administration is requesting $20,000 to make these repairs.

F-4 Bethel Heights Water Sewer Treatment Plant				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-83-6335	Other Purchased Services	$5,000	$20,000	$25,000
100-10100	Water & Sewer Cash in Combined Fund	$5,973,476	$(20,000) *Total Decrease*	$5,953,476

WHEREAS, the City of Bethel has four Water Treatment Operator positions, with two vacancies. The City has diligently sought and recruited more Water Treatment Operators;

WHEREAS, in order to relieve our two employees, Administration seeks to continue using the services of a third-party contractor to assist with the various duties and tasks needed to run the Water Treatment facility;

WHEREAS, City Administration requests that $100,000 be allocated to the City-Sub Water Sewer Treatment Plant to cover the fees associated with hiring a third-party contractor, for their services;

F-5 City-Sub Water Sewer Treatment Plant				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-84-6335	Other Purchased Services	$152,000	$100,000	$252,000
100-10100	Water & Sewer Cash in Combined Fund	$5,953,476	$(100,000) *Total Decrease*	$5,853,476

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

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA THIS 10th DAY OF JANUARY 2023 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

____
Rose Henderson, Mayor

ATTEST:

____
Lori Strickler, City Clerk

City of Bethel Action Memorandum

Action memorandum No.	22-32		
Date action introduced:	December 13, 2022	Introduced by:	Mayor Henderson
Date action taken:		Approved	Denied
Confirmed by:			

Title: Approving the Regular City Council meeting dates for 2023.

Amount of fiscal impact:		**Account information:**
x	No fiscal impact	

Month	2nd Tuesday	4th Tuesday
January	10	24
February	14	28
March	14	28
April	11	25
May	9	23
June	13	27
July	11	25
August	8	22
September	12	26
October	10	24
November	14	28
December	12	-

In the past, Council has generally decided to cancel the Second meeting in December due to the holiday season (second Tuesday would be Dec. 26.) The items that would fall on a cancelled date would automatically be postponed until the next regular meeting.

City of Bethel Action Memorandum

Action memorandum No.	22-33		
Date action introduced:	December 13, 2022	Introduced by:	Mayor Henderson
Date action taken:		Approved	Denied
Confirmed by:			

Appointment and re-appointment of Committee and Commission Members for a term of three years.

If approved, the terms for re-appointment begin on January 1, 2023

To maintain staggered terms, the term expiration date for appointments will be December 31, 2025.

Attachment(s): None Attachment(s): none

Amount of fiscal impact:		**Account information:**
x	No fiscal impact	

Public Safety and Transportation Commission Re-appointments

Theresa Quiner has applied for re-appointment; term expiration is December 31, 2025.

Planning Commission Re-appointments

Shadi Rabi has applied for re-appointment; term expiration is December 31, 2025.

Ethics Board

Michael Husa has applied for re-appointment; term expiration is December 31, 2025.

Alicia Miner has applied for re-appointment; term expiration is December 31, 2025.

Community Action Grant Committee

Louise Russell has applied for re-appointment; term expiration is December 31, 2025.

Finance Committee

John Hamilton has applied for re-appointment; term expiration is December 31, 2025.

Shannon M. Hoffman has applied for appointment; term expiration is December 31, 2025.

Community Parks and Recreation Committee

Michelle DeWitt has applied for re-appointment; term expiration is December 31, 2025.

City of Bethel Action Memorandum

Action memorandum No.	22-34		
Date action introduced:	12-13-2022	Introduced by:	Peter A. Williams, City Manager
Date action taken:		Approved Denied	
Confirmed by:			

Action Title: Direct City Administration to issue four checks totaling $27,500 to Year 5, Quarter 4 Community Action Grant (CAG) awardees based on the recommendation of the Community Action Grant Committee.

Attachment(s): None.

Amount of fiscal impact:	Source	Account information:
$27,500	Funds in FY 2023 Budget. Balance of CAG Program fund: $35,137.20.	100-72-6430

Summary Statement

The City of Bethel established the Community Action Grant Program (CAG) to allow community organizations, groups, and individuals to request financial support for programs or events that contribute to the health, welfare, and overall quality of life for residents of Bethel, especially its most vulnerable populations. Funding for the program comes from 20% of the Alcohol Taxes collected by the City.

The Community Action Grant Committee is a volunteer group of citizens who meet quarterly to review CAG applications, score them, and provide funding recommendations to City Council. Bethel City Council must approve the recommendations before checks are issued. Each recipient of CAG funds signs a grant agreement with the City and is responsible for spending the funds appropriately and submitting an exit report at the end of the grant performance period.

The Committee received eleven applications over the 30-day period ending November 11, 2022. During the first meeting on November 17, 2022, one applicant withdrew their application in favor of the other applicants vying for the limited funds available. There was $35,137.20 available for awards during this quarter.

The CAG Committee recommends funding the four applications that received the highest scores. Five members were in attendance at the November 23, 2022 meeting.

	Bethel Winter House (salary+exp.)	**BCSF** (Food Program)	**TWC** (Teens Acting Against Violence)	**ONC** (Subsistence Food Program)
Score Average	148	140	130	118
Reduced Request	$15,040	$5,000	$5,000	$4,792
Award Recommended	**$15,100**	**$5,000**	**$5,000**	**$2,400**

City of Bethel Action Memorandum

Action memorandum No.	22-35		
Date action introduced:	12-13-2022	Introduced by:	Peter A. Williams, City Manager
Date action taken:		Approved Denied	
Confirmed by:			

Action Title: Direct Administration to negotiate and execute the first amendment to the Cooperative Agreement between the City of Bethel and the Alaska Housing Finance Corporation (AHFC) that requires the City to provide snow-plowing and general road maintenance services to designated cul-de-sacs in Bethel Heights in exchange for payment to the City.

Attachment(s): Draft First Amendment to Cooperative Agreement between City of Bethel and Alaska Housing Finance Corporation.

Route to Department/Individual	Initials	Remarks
Administration-Peter Williams		
Legal – Libby Bakalar		

Amount of fiscal impact	Source of Funding	Account information
	No fiscal impact at this time.	
TBD	Alaska Housing Finance Corporation payments to City.	[revenue account]

Summary Statement

The first amendment to the Cooperative Agreement between the City of Bethel and the Alaska Housing Finance Corporation is meant to clarify which party is responsible for maintenance and snow-plow services for approximately thirty cul-de-sacs in Bethel Heights. This amendment to the Cooperative Agreement requires the City to provide snow-plowing and removal services, when needed, and to provide general road maintenance services “with the same level of care and diligence as for other similarly-situated streets and rights of way in Bethel, Alaska.”

The Alaska Housing Finance Corporation agrees to make the following payments to the City for services rendered:

1. $100 per cul-de-sac for snow-plowing and removal;
2. $100 per cul-de-sac for grading and general maintenance;
3. $100 per cul-de-sac for one-time effort to bring cul-de-sacs up to standard.

“If AHFC chooses to hire another person or entity to furnish the services to be performed by the City under this Agreement, AHFC shall notify the City within thirty (30) days of such decision.”

FIRST AMENDMENT TO COOPERATION AGREEMENT

THIS FIRST AMENDMENT TO THE COOPERATION AGREEMENT (the "Agreement") is entered into on ___________________, 202___ between the City of Bethel, Alaska, a municipal corporation, ("City") and the Alaska Housing Finance Corporation ("AHFC"), a public corporation of the State of Alaska and the successor to the Alaska State Housing Authority, all or each of which may also be referred to hereinafter as "a Party" or "Parties" to this Agreement.

RECITALS

A. AHFC and the City entered into the Cooperation Agreement (the "Cooperation Agreement"), dated July 18, 1968, regarding low-rent housing projects in Bethel, Alaska.

B. In 1992, the Alaska legislature consolidated state housing programs under AHFC. In doing so, the legislature transferred housing programs administered by the Department of Community and Regional Affairs to AHFC and merged the Alaska State Housing Authority (ASHA) into AHFC. Ch. 4, FSSLA 1992.

C. Since the execution of the Cooperation Agreement, the Turnkey III housing development, known also as Bethel Heights, was developed and is now being operated by AHFC. AHFC owns 117 units within the project area as of the date of this Agreement.

D. Due to lack of clarity in the record, both parties have potential claims regarding ownership of the cul-de-sacs in Bethel Heights as referenced below, and ownership remains unclear.

E. The parties desire to amend the Cooperation Agreement to add obligations for both parties as follows.

AGREEMENT

NOW THEREFORE, with reference to the above recitals, which the parties agree are true and correct and shall be deemed contractual in nature and binding upon the parties, the parties hereby agree as follows for a term of three (3) years beginning _____________, 2022.

1. (a) Due to changes in various financing methods for low-rent housing, references in the Cooperation Agreement to the Housing Assistance Administration or HAA shall mean any state or federal government entity for funding housing projects such as, but not limited to, the U.S. Department of Housing and Urban Development (HUD).

(b) References in the Cooperation Agreement to the Local Authority and/or the Alaska State Housing Authority shall mean AHFC.

(c) References in the Cooperation Agreement to the Municipality shall mean the City.

2. In Section 1(a), the definition of "Project" is amended to read as follows:

The term "Project" means any low-rent housing developed and owned after July 18, 1968, by AHFC within the boundaries of the City.

3. New Sections 6.5 and 6.6 are added as follows:

6.5 Solely for the limited purposes described below, the City hereby accepts the maintenance of the cul-de-sacs within the area of the replat of the Turnkey III Housing Development, as shown in Exhibit A.

6.6 (a) In exchange for the payments provided in (b) below, the City agrees to provide the following services to the cul-de-sacs of the Project shown in Exhibit A:

(1) snow-plowing and removal; and

(2) general maintenance work, including sanding, except for the three cul-de-sacs on the south side of Akakeek Street, and identified on Exhibit B as Court ID #s: 145, 157, and 203 (the "Excluded Cul-De-Sacs"). The maintenance and upkeep of the Excluded Cul-De-Sacs shall remain the obligation of AHFC.

The City agrees to provide these services with the same level of care and diligence as for other similarly-situated streets and rights of way in Bethel, Alaska.

(b) AHFC agrees to make the following payments to the City for the services rendered in 6.6(a):

(1) for snow-plowing and removal: $100 per cul-de-sac, as needed;

(2) for grading and other general customary maintenance work, including sanding except for the Excluded Cul-De-Sacs: $100 per cul-de-sac, as needed; and;

(3) the one-time cost of bringing the cul-de-sacs up to the standards required by the Bethel Municipal Code: $100,000.

The City will invoice AHFC on a monthly basis for these services, and AHFC will have thirty (30) days to pay such invoice. The City agrees that its invoices will include specific reference to each Court ID# services under this Agreement, as set forth on Exhibit B.

(c) AHFC and the City agree to work together on the provision of the services in Section 6.6(a). If there is a disagreement between the operating teams for AHFC and the City, the parties agree to raise such issues in writing to the City of Bethel's City Manager or their designee and AHFC's Director of Public Housing or their designee for resolution within a reasonable time-frame.

4. Section 7 is amended as follows (additional wording is underlined):

7. If by reason of the City's failure or refusal to furnish or cause to be furnished any public services or facilities which it has agreed hereunder to furnish or to cause to be furnished to AHFC or to the tenants of any Project, AHFC incurs any expense to obtain such services or facilities then AHFC may deduct the amount of such expense from any Payments in Lieu of Taxes <u>or payments for services under Section 6.6</u> due or to become due to the City in respect to any Project or any other low-rent housing Projects owned or operated by AHFC. <u>If AHFC chooses to hire another person or entity to furnish the services to be performed by the City under this Agreement, AHFC shall so notify the City within thirty (30) days of such decision.</u>

5. New Section 7.5 is added as follows:

7.5 If by reason of AHFC's failure or refusal to pay for the public services listed in Section 6.6(a), the City incurs any additional reasonable expenses, then the City is entitled to demand the additional expenses from AHFC.

6. Except as amended by this Agreement, the Cooperation Agreement shall be and remain in full force and effect.

7. This Agreement may be signed physically or electronically in counterparts and may be delivered by electronic transmission, each of which counterparts shall be deemed an original, and all of which counterparts together constitute one and the same agreement.

Agreed to and accepted by the CITY OF BETHEL and ALASKA HOUSING FINANCE CORPORATION.

By: ______________________________________ ____________
City of Bethel Date

By: ______________________________________ ____________
Alaska Housing Finance Corporation Date

EXHIBIT A – MAP OF TURNKEY III HOUSING DEVELOPMENT (ALSO KNOWN AS BETHEL HEIGHTS) – (alleys or cul-de-sacs shown with cross-hatched markings)

EXHIBIT B – Court ID# Guide for referencing the Excluded Cul-De-Sacs and for invoicing purposes.

City of Bethel Action Memorandum

Action memorandum No.	22-36		
Date action introduced:	12-13-2022	Introduced by:	Peter A. Williams, City Manager
Date action taken:		Approved Denied	
Confirmed by:			

Action Title: Direct Administration to prepare and submit an FY 2024 Public Transit (5311) Rural Transit Grant application to fund the Bethel Transit System with a pledge of $156,164 in local cash match from the City's planned FY 2024 Budget to cover operating and capital purchases.

Attachment(s): None

Amount of fiscal impact:		Account information:
$156,164	Funds to be placed in City FY 2024 Budget.	560-50-XXXX

Summary Statement
The City of Bethel has an opportunity to fund Year 15 of the Bethel Transit System. Applications for the FY 2024 Public Transit (5311) Grants are being accepted until December 30, 2022. The grant performance period is July 1, 2023 to June 30, 2024.

The City plans to fund the transit system by collecting $40,000 in farebox revenue, requesting approximately $236,000 in operating grant funds and $663,172 in capital grant funds. The City pledges to provide the following cash match amounts: $90,000 in operating, $16,164 in capital for the purchase of a transit vehicle, and $50,000 in capital for the cost to replace the transit building heating system. The total City match is $156,164.

During normal non-Covid operating conditions, the transit system provided 2,200-2,800 rides per month. Organizations like the Orutsararmuit Native Council, Tundra Women's Coalition, and Association of Village Council Presidents purchase monthly passes for their clients. The transit system helps employees get to work, seniors get to the Post Office, stores, and utility bill locations, and those individuals and families without vehicles to move around town.

The transit budget would fund one full-time transit manager, one full-time driver, and one part-time driver to serve the Green Route, with five-day service to 32 stops every hour. The city wishes to hire a second part-time driver to drive 200 hours over two months to test a route extension to Kasayuli and Larson subdivisions.

The City Manager must provide a letter for the grant application that pledges the cash match amount in advance of development of the City's FY 2024 Budget. They City will prepare its FY 2024 Budget with the grant amounts and cash match amounts described herein so that it coincides with the transit system grant application. Once the grant awards are announced by the State in May 2023, City Administration will present to Council another Action Memorandum to approve and accept the grant award and direct the City Manager to sign it.

City of Bethel Action Memorandum

Action memorandum No.	22-37		
Date action introduced:	12-13-2022	Introduced by:	Peter A. Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Direct Administration to hire Xavier Mason as Finance Director at the salary of $130,000 per year per Alaska Statute 29.20.360.

Attachment(s): None

Amount of fiscal impact:	Source	Account information:
$130,000	Funds in FY 2023 Budget	100-53-13401

Route to Department/Individual	Initials	Remarks
Administration	PW	I recommend the City hire Xavier Mason as Finance Director.

Summary Statement

Xavier Mason served as Acting Finance Director for the Finance Department for 14 months prior to serving as Deputy Finance Director for eight months. With this offer, Mr. Mason pledged to stay with the City of Bethel long-term to continue leading the Finance Department and increasing fiscal stability.

With the assistance of the Finance Team, Mason learned how to perform most functions for which his staff is responsible, including utility billing and hauled utility scheduling, and sales tax payments and licensing. He understands how to use the City's Caselle Accounting software to find key data and documents, print reports, and make updates. Mr. Mason was instrumental during union contract negotiations for his impact assessments for various union salary scenarios and his suggestions at the bargaining table.

Mr. Mason graduated as one of the top students in the University of Alaska System in 2015 as the UAA Commencement Speaker, earning a bachelor's in business administration with a major in Management & Marketing. He was awarded the following honors: Leadership Distinction, Leadership Honors, University Honors Scholar, Cum Laude, and College of Business Public Policy Student Leader of the Year. Upon graduating, he interned with Senator Dan Sullivan. Mason subsequently earned two graduate degrees from the University of Oxford: a Master of Science in Education and a Master of Business Administration. In 2021, Mason was designated one of Alaska's Top 40 Under 40.

Mr. Mason revitalized the City's dormant investment portfolio by directing $16 million to various layered certificate of deposit accounts, which will earn the city more than $600,000 in the next five years.

Xavier Mason also performs excellently under pressure. After two months of employment with the city, he was presented with the challenge of producing the FY 2022 Budget in five days. He then oversaw the FY 2021 audit process from the beginning, working tirelessly to satisfy BDO's information requests involving purchases, transactions, grants, journal entries, and general ledger management.

Mr. Mason was elected for a two-year term (2021-2023) to serve as the Treasurer for the governing board of the Alaska Government Finance Officers Association. He is also on the board of the Alaska Remote Sellers Commission, the group responsible for securing tax collections for the City of Bethel from online orders.

Mr. Mason built rapport with his staff members, and routinely fosters teamwork and joint problem-solving. He leads from the heart with full dedication, determination, and commitment to get the job done right. "I like to continuously make small improvements, because I know they will result in big changes over time," summarized Mason. One of the reasons Xavier has been successful during his tenure is that he prioritizes his staff members. He understands that without the Finance team all working together, nothing can be achieved.

City of Bethel Information Memorandum

Information Memo No.	22-23		
Date introduced:	December 13, 2022	Introduced by:	Peter A. Williams, City Manager
Amended actions:			
Confirmed by:			

Title: Presentation of the City's Water & Sewer Services Expenditures Compared to Budget for Oct 2022 – Utilities Maintenance and Oct 2022 Water & Wastewater Activity Report.

Attachment(s): (1) City of Bethel Water & Sewer Services Expenditures Compared to Budget for Nov 2022 and Utilities Maintenance – Water & Wastewater Activity Report.

Amount of fiscal impact:		**Account information:**
None	No fiscal impact at this time.	
	Funds in City Budget.	
	Funds not in City Budget.	

Summary Statement

The attached financial report contains data for the month of Nov 2022. The information contained therein and the contents of the Water & Wastewater Activity Report are distributed to Bethel City Council members for their review. This Information Memorandum documents the dissemination of this report to Bethel City Council members, as required by the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs, in their administration of the Best Practices protocol.

The process of preparing and submitting a monthly financial report and a water and wastewater activity report to City Council helps the City earn points on the Water and Sewer Utility Best Practices Operation and Maintenance Reports. The City must have a score of 60 or greater out of 100 points in order to be approved for funding from the Environmental Protection Agency (EPA) and the Alaska Department of Environmental Conservation (DEC). In other capital grants administered by DEC's Village Safe Water Program, the City's Best Practices score is an application scoring criterion.

City of Bethel - Public Works Department

Utilities Maintenance Activity Report

FY23 - July 2023

Public Works Director - William Arnold

City Sub Water Treatment Plant / Bethel Heights Water Treatment Plant

	City Sub Water Treatment Plant								Bethel Heights Water Treatment Plant						
	Water				Chemical Usage				Water				Chemical Usage		
	Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	Backwash Usage (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)	Disodium Phosphate (lbs)	Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	School Water (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)
July	3,583,255	1,070,000	1,405,963	566,000	836	10,710	183	56	2,787,295	1,107,700	4,117,809	21,240	600	4,870	100
August	3,635,703	1,317,000	1,407,929	496,000	1,000	11,890	191	88	2,875,535	857,800	4,646,123	154,940	750	5,770	112
September	3,599,392	1,209,000	1,585,472	501,000	800	10,890	170	88	2,663,458	964,200	4,043,672	205,161	600	4,100	98
October	4,386,204	1,246,000	1,981,174	724,000	1,120	14,715	191	77	2,827,715	902,490	4,563,895	117,980	580	4,790	83
November	3,409,898	1,011,000	1,284,505	597,000	600	9,036	132	45	3,033,898	887,780	5,755,176	132,849	825	6,250	74
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiscal Year to Date	18,614,452	5,853,000	7,665,043	2,884,000	4,356	57,241	867	355	14,187,901	4,719,970	23,126,675	632,170	3,355	25,780	467

Bethel Heights WTP	Monthly water logs to ADEC from BHWTP and CSWTP.
City Sub WTP	Monthly water logs for BHWTP and CSWTP to ADEC. Collected 3rd Quarter Water Quality Samples (DBP) Continue to repair redundant equipment. Samples for the corrosion control project.
Sewer Lagoon	
Piped Sewer	
Piped Water	
Other	

Prepared by - Water/Wastewater Utilities

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	WATER					
510-42-4384	CONTRACT WATER	4,223.64	4,223.64	14,214.00	9,990.36	29.7
510-42-4386	METERED PIPED WATER COMM.	276,815.53	276,815.53	930,234.00	653,418.47	29.8
510-42-4387	UNMETERED PIPED WTR RESID	323,246.58	323,246.58	924,418.00	601,171.42	35.0
510-42-4389	PUMPHOUSE WATER	10,239.55	10,239.55	23,467.00	13,227.45	43.6
510-42-4390	TRUCKED WATER	1,062,361.91	1,062,361.91	3,209,970.00	2,147,608.09	33.1
	TOTAL WATER	1,676,887.21	1,676,887.21	5,102,303.00	3,425,415.79	32.9
	SEWER					
510-43-4384	CONTRACT SEWER	19,449.73	19,449.73	13,917.00	(5,532.73)	139.8
510-43-4386	METERED PIPED SEWER COMM.	174,166.87	174,166.87	560,695.00	386,528.13	31.1
510-43-4387	UNMETERED PIPED SEWER RES	95,470.62	95,470.62	271,471.00	176,000.38	35.2
510-43-4390	TRUCKED SEWER (EVAC/HB)	612,628.38	612,628.38	1,816,269.00	1,203,640.62	33.7
	TOTAL SEWER	901,715.60	901,715.60	2,662,352.00	1,760,636.40	33.9
	MISCELLANEOUS					
510-45-4392	WATER SUBSCRIPTION FEES	68,397.03	68,397.03	197,063.00	128,665.97	34.7
510-45-4393	SEWER SUBSCRIPTION FEES	72,655.66	72,655.66	207,707.00	135,051.34	35.0
510-45-4394	RECONNECT FEES	.00	.00	1,500.00	1,500.00	.0
510-45-4429	SENIOR DISCOUNT	(18,279.99)	(18,279.99)	(52,000.00)	(33,720.01)	(35.2)
510-45-4430	NSF CHECKS AND FEES	.00	.00	110.00	110.00	.0
510-45-4520	UTILITY INSPECTION FEES	.00	.00	2,500.00	2,500.00	.0
510-45-4523	UTILITY PENALTY/INTEREST	25,032.12	25,032.12	73,000.00	47,967.88	34.3
510-45-4590	INVESTMENT INCOME	8,301.90	8,301.90	16,000.00	7,698.10	51.9
	TOTAL MISCELLANEOUS	156,106.72	156,106.72	445,880.00	289,773.28	35.0
	MISCELLANEOUS					
510-49-4439	MISCELLANEOUS INCOME	6,256.00	6,256.00	3,500.00	(2,756.00)	178.7
510-49-6532	CASH OVER/SHORT	.22	.22	(600.00)	(600.22)	.0
	TOTAL MISCELLANEOUS	6,256.22	6,256.22	2,900.00	(3,356.22)	215.7
	TOTAL FUND REVENUE	2,740,965.75	2,740,965.75	8,213,435.00	5,472,469.25	33.4

WATER & SEWER SERVICES

UTILITY BILLING

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
510-80-6000	SALARIES	11,228.62	11,228.62	116,984.00	105,755.38	9.6
510-80-6010	OVERTIME	29.69	29.69	5,000.00	4,970.31	.6
510-80-6022	HOLIDAY PAY	316.72	316.72	.00	(316.72)	.0
510-80-6023	LEAVE CASHOUT	.00	.00	5,707.00	5,707.00	.0
510-80-6031	PAYABLE MEDICARE FICA	166.86	166.86	1,769.00	1,602.14	9.4
510-80-6032	UNEMPLOYMENT	.00	.00	2,171.00	2,171.00	.0
510-80-6033	WORKERS' COMPENSATION	64.08	64.08	3,151.00	3,086.92	2.0
510-80-6034	PERS	2,546.51	2,546.51	26,837.00	24,290.49	9.5
510-80-6040	EMPLOYEE GROUP BENEFITS	(657.17)	(657.17)	31,785.00	32,442.17	(2.1)
510-80-6041	UTILITY BENEFIT	421.02	421.02	5,700.00	5,278.98	7.4
510-80-6060	TRAVEL/TRAINING	.00	.00	4,500.00	4,500.00	.0
510-80-6100	SUPPLIES	182.12	182.12	3,500.00	3,317.88	5.2
510-80-6200	MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-80-6400	INSURANCE	363.52	363.52	12,542.00	12,178.48	2.9
510-80-6506	POSTAGE	4,192.12	4,192.12	15,000.00	10,807.88	28.0
510-80-6531	BANK CHARGES	19,015.08	19,015.08	40,000.00	20,984.92	47.5
510-80-6539	MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
510-80-6710	ADMIN OVERHEAD-GF	14,066.07	14,066.07	23,598.00	9,531.93	59.6
510-80-6711	ADMIN OVERHEAD-IT SVCS	5,831.89	5,831.89	33,260.00	27,428.11	17.5
510-80-9649	ONLINE BILL PAY	.00	.00	4,500.00	4,500.00	.0
	TOTAL UTILITY BILLING	57,767.13	57,767.13	341,504.00	283,736.87	16.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HAULED WATER					
510-81-6000	SALARIES	122,596.15	122,596.15	513,607.00	391,010.85	23.9
510-81-6010	OVERTIME	87,978.11	87,978.11	150,000.00	62,021.89	58.7
510-81-6022	HOLIDAY PAY	2,113.56	2,113.56	.00	(2,113.56)	.0
510-81-6023	LEAVE CASHOUT	6,125.29	6,125.29	25,349.00	19,223.71	24.2
510-81-6030	SOCIAL SECURITY EXPENSE	7,024.42	7,024.42	7,470.00	445.58	94.0
510-81-6031	PAYABLE MEDICARE FICA	3,170.53	3,170.53	9,806.00	6,635.47	32.3
510-81-6032	UNEMPLOYMENT	(1,901.88)	(1,901.88)	12,038.00	13,939.88	(15.8)
510-81-6033	WORKERS' COMPENSATION	3,310.52	3,310.52	17,470.00	14,159.48	19.0
510-81-6034	PERS	21,866.13	21,866.13	148,782.00	126,915.87	14.7
510-81-6040	EMPLOYEE GROUP BENEFITS	13,974.05	13,974.05	254,280.00	240,305.95	5.5
510-81-6041	UTILITY BENEFIT	1,033.73	1,033.73	45,600.00	44,566.27	2.3
510-81-6060	TRAVEL/TRAINING	4,520.42	4,520.42	35,000.00	30,479.58	12.9
510-81-6100	SUPPLIES	3,769.20	3,769.20	15,000.00	11,230.80	25.1
510-81-6103	WEARING APPAREL	6,704.41	6,704.41	15,000.00	8,295.59	44.7
510-81-6150	GASOLINE/DIESEL/OIL	3,133.88	3,133.88	110,000.00	106,866.12	2.9
510-81-6153	HEATING FUEL	35,857.20	35,857.20	11,017.00	(24,840.20)	325.5
510-81-6155	WATER/SEWER/GARBAGE	1,110.10	1,110.10	6,809.00	5,698.90	16.3
510-81-6160	ELECTRICITY	3,959.10	3,959.10	10,701.00	6,741.90	37.0
510-81-6170	TELEPHONE	8.36	8.36	200.00	191.64	4.2
510-81-6171	STAFF CELLULAR PHONES	3,153.74	3,153.74	8,000.00	4,846.26	39.4
510-81-6200	MINOR EQUIPMENT	68.74	68.74	8,000.00	7,931.26	.9
510-81-6230	VEHICLE MAINT/REPAIR	90,145.41	90,145.41	268,201.00	178,055.59	33.6
510-81-6231	VEHICLE PARTS & TOOLS	21,486.14	21,486.14	50,000.00	28,513.86	43.0
510-81-6232	TIRES & WHEELS	2,439.04	2,439.04	21,000.00	18,560.96	11.6
510-81-6240	PROPERTY MAINT	12,795.50	12,795.50	46,895.00	34,099.50	27.3
510-81-6332	LAB TESTS	769.20	769.20	3,000.00	2,230.80	25.6
510-81-6335	OTHER PURCHASED SERVICES	80.00	80.00	3,000.00	2,920.00	2.7
510-81-6400	INSURANCE	33,840.24	33,840.24	27,685.00	(6,155.24)	122.2
510-81-6530	FINANCE CHARGES/PENALTIES	211.56	211.56	.00	(211.56)	.0
510-81-6539	MISCELLANEOUS EXPENSES	.00	.00	29,000.00	29,000.00	.0
510-81-6710	ADMIN OVERHEAD-GF	72,267.37	72,267.37	121,240.00	48,972.63	59.6
510-81-6711	ADMIN OVERHEAD-IT SVCS	5,548.39	5,548.39	33,260.00	27,711.61	16.7
510-81-6890	CAP EXP	.00	.00	300,000.00	300,000.00	.0
510-81-9695	FLEET MGMT. SOFTWARE/TABLETS/	.00	.00	75,000.00	75,000.00	.0
510-81-9696	RADIO BASE STATION UPGRADE	.00	.00	9,500.00	9,500.00	.0
	TOTAL HAULED WATER	569,158.61	569,158.61	2,391,910.00	1,822,751.39	23.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER & SEWER SERVICES

PIPED WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
510-82-6000	SALARIES	39,714.83	39,714.83	196,757.00	157,042.17	20.2
510-82-6010	OVERTIME	30,360.50	30,360.50	34,000.00	3,639.50	89.3
510-82-6022	HOLIDAY PAY	802.38	802.38	.00	(802.38)	.0
510-82-6023	LEAVE CASHOUT	4,004.68	4,004.68	9,614.00	5,609.32	41.7
510-82-6030	SOCIAL SECURITY EXPENSE	2,258.44	2,258.44	990.00	(1,268.44)	228.1
510-82-6031	PAYABLE MEDICARE FICA	1,075.68	1,075.68	3,346.00	2,270.32	32.2
510-82-6032	UNEMPLOYMENT	.00	.00	4,107.00	4,107.00	.0
510-82-6033	WORKERS' COMPENSATION	1,062.20	1,062.20	5,961.00	4,898.80	17.8
510-82-6034	PERS	7,579.33	7,579.33	50,767.00	43,187.67	14.9
510-82-6040	EMPLOYEE GROUP BENEFITS	20,697.37	20,697.37	69,927.00	49,229.63	29.6
510-82-6041	UTILITY BENEFIT	1,505.96	1,505.96	12,540.00	11,034.04	12.0
510-82-6060	TRAVEL/TRAINING	.00	.00	5,000.00	5,000.00	.0
510-82-6100	SUPPLIES	1,972.68	1,972.68	5,000.00	3,027.32	39.5
510-82-6103	WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-82-6108	PLUMBING SUPPLIES	2,589.97	2,589.97	15,000.00	12,410.03	17.3
510-82-6150	GASOLINE/DIESEL/OIL	5,780.60	5,780.60	15,000.00	9,219.40	38.5
510-82-6153	HEATING FUEL	7,388.23	7,388.23	30,634.00	23,245.77	24.1
510-82-6155	WATER/SEWER/GARBAGE	538.29	538.29	563.00	24.71	95.6
510-82-6160	ELECTRICITY-UTIL MT SHOP	1,577.41	1,577.41	5,889.00	4,311.59	26.8
510-82-6170	TELEPHONE	16.72	16.72	120.00	103.28	13.9
510-82-6171	STAFF CELLULAR PHONES	1,051.09	1,051.09	3,000.00	1,948.91	35.0
510-82-6200	MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-82-6230	VEHICLE MAINT/REPAIR	872.37	872.37	2,687.00	1,814.63	32.5
510-82-6231	VEHICLE PARTS & TOOLS	412.27	412.27	1,500.00	1,087.73	27.5
510-82-6232	TIRES & WHEELS	.00	.00	500.00	500.00	.0
510-82-6332	LAB TESTS	812.24	812.24	500.00	(312.24)	162.5
510-82-6335	OTHER PURCHASED SERVICES	.00	.00	1,500.00	1,500.00	.0
510-82-6400	INSURANCE	2,559.52	2,559.52	10,174.00	7,614.48	25.2
510-82-6600	BAD DEBT EXPENSE	.00	.00	20,000.00	20,000.00	.0
510-82-6710	ADMIN OVERHEAD-GF	27,025.32	27,025.32	45,339.00	18,313.68	59.6
510-82-6711	ADMIN OVERHEAD-IT SVCS	6,054.64	6,054.64	33,260.00	27,205.36	18.2
510-82-9691	PIPED WATER CAPITAL USDA MATCH	7,168.32	7,168.32	(9,362.00)	(16,530.32)	76.6
	TOTAL PIPED WATER	174,881.04	174,881.04	582,313.00	407,431.96	30.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	BETHEL HTS WTR TREATMENT					
510-83-6000	SALARIES	41,227.89	41,227.89	133,649.00	92,421.11	30.9
510-83-6010	OVERTIME	12,627.38	12,627.38	37,000.00	24,372.62	34.1
510-83-6022	HOLIDAY PAY	1,561.50	1,561.50	.00	(1,561.50)	.0
510-83-6023	LEAVE CASHOUT	7,782.48	7,782.48	2,285.00	(5,497.48)	340.6
510-83-6031	PAYABLE MEDICARE FICA	448.52	448.52	2,474.00	2,025.48	18.1
510-83-6032	UNEMPLOYMENT	.00	.00	3,038.00	3,038.00	.0
510-83-6033	WORKERS' COMPENSATION	805.00	805.00	4,408.00	3,603.00	18.3
510-83-6034	PERS	12,191.71	12,191.71	37,543.00	25,351.29	32.5
510-83-6040	EMPLOYEE GROUP BENEFITS	5,929.22	5,929.22	44,499.00	38,569.78	13.3
510-83-6041	UTILITY BENEFIT	3,173.65	3,173.65	12,540.00	9,366.35	25.3
510-83-6060	TRAVEL/TRAINING	.00	.00	4,000.00	4,000.00	.0
510-83-6100	SUPPLIES	.00	.00	4,000.00	4,000.00	.0
510-83-6103	WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
510-83-6108	PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-83-6140	CHEMICALS	1,340.00	1,340.00	65,000.00	63,660.00	2.1
510-83-6150	GASOLINE/DIESEL/OIL	.00	.00	2,000.00	2,000.00	.0
510-83-6153	HEATING FUEL (PUMPHOUSE)	36,434.83	36,434.83	120,260.00	83,825.17	30.3
510-83-6160	ELECTRICITY (PUMPHOUSE)	27,744.36	27,744.36	88,695.00	60,950.64	31.3
510-83-6170	TELEPHONE	.00	.00	500.00	500.00	.0
510-83-6200	MINOR EQUIPMENT	780.06	780.06	10,000.00	9,219.94	7.8
510-83-6230	VEHICLE MAINT/REPAIR	872.37	872.37	2,566.00	1,693.63	34.0
510-83-6332	LAB TESTS	.00	.00	4,000.00	4,000.00	.0
510-83-6335	OTHER PURCHASED SERVICES	911.09	911.09	5,000.00	4,088.91	18.2
510-83-6400	INSURANCE	8,383.20	8,383.20	65,626.00	57,242.80	12.8
510-83-6502	ADVERTISING	.00	.00	500.00	500.00	.0
510-83-6710	ADMIN OVERHEAD-GF	22,182.89	22,182.89	37,215.00	15,032.11	59.6
510-83-6711	ADMIN OVERHEAD-IT SVCS	5,771.14	5,771.14	33,260.00	27,488.86	17.4
510-83-6890	CAPITAL EXPENDITURES	.00	.00	80,000.00	80,000.00	.0
510-83-9773	SITE IMPROVEMENTS -CAPITAL	.00	.00	27,094.00	27,094.00	.0
	TOTAL BETHEL HTS WTR TREATMENT	190,167.29	190,167.29	831,652.00	641,484.71	22.9

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CITY SUB WTR TREATMENT					
510-84-6000	SALARIES	21,398.98	21,398.98	175,298.00	153,899.02	12.2
510-84-6010	OVERTIME	5,230.03	5,230.03	37,000.00	31,769.97	14.1
510-84-6022	HOLIDAY PAY	929.58	929.58	.00	(929.58)	.0
510-84-6023	LEAVE CASHOUT	1,735.04	1,735.04	8,530.00	6,794.96	20.3
510-84-6031	PAYABLE MEDICARE FICA	361.96	361.96	3,078.00	2,716.04	11.8
510-84-6032	UNEMPLOYMENT	.00	.00	3,779.00	3,779.00	.0
510-84-6033	WORKERS' COMPENSATION	1,011.36	1,011.36	5,484.00	4,472.64	18.4
510-84-6034	PERS	5,088.07	5,088.07	46,706.00	41,617.93	10.9
510-84-6040	EMPLOYEE GROUP BENEFITS	3,851.44	3,851.44	69,927.00	66,075.56	5.5
510-84-6041	UTILITY BENEFIT	1,277.44	1,277.44	12,540.00	11,262.56	10.2
510-84-6060	TRAVEL/TRAINING	1,000.00	1,000.00	5,000.00	4,000.00	20.0
510-84-6100	SUPPLIES	95.39	95.39	3,000.00	2,904.61	3.2
510-84-6103	WEARING APPAREL	463.91	463.91	1,500.00	1,036.09	30.9
510-84-6108	PLUMBING SUPPLIES	1,164.01	1,164.01	3,000.00	1,835.99	38.8
510-84-6140	CHEMICALS	2,158.36	2,158.36	125,000.00	122,841.64	1.7
510-84-6150	GASOLINE/DIESEL/OIL	716.48	716.48	1,000.00	283.52	71.7
510-84-6153	HEATING FUEL(CS WTF)	51,164.29	51,164.29	108,667.00	57,502.71	47.1
510-84-6155	WATER/SEWER/GARBAGE	.00	.00	1,500.00	1,500.00	.0
510-84-6160	ELECTRICITY (CS WTF)	23,029.88	23,029.88	69,153.00	46,123.12	33.3
510-84-6170	TELEPHONE	8.36	8.36	50.00	41.64	16.7
510-84-6200	MINOR EQUIPMENT	17,412.17	17,412.17	20,000.00	2,587.83	87.1
510-84-6230	VEHICLE MAINT (ISF)	872.37	872.37	2,581.00	1,708.63	33.8
510-84-6240	PROPERTY MAINT	149.16	149.16	.00	(149.16)	.0
510-84-6280	DEPRECIATION - BLDGS/PLANTS	.00	.00	144,033.00	144,033.00	.0
510-84-6290	DEPRECIATION-M&E WATER	.00	.00	5,028.00	5,028.00	.0
510-84-6332	LAB TESTS	1,271.52	1,271.52	15,000.00	13,728.48	8.5
510-84-6335	OTHER PURCHASED SERVICES	108,772.25	108,772.25	152,000.00	43,227.75	71.6
510-84-6400	INSURANCE	5,219.68	5,219.68	24,083.00	18,863.32	21.7
510-84-6502	ADVERTISING	.00	.00	500.00	500.00	.0
510-84-6530	FINANCE CHARGES/PENALTIES	40.31	40.31	.00	(40.31)	.0
510-84-6710	ADMIN OVERHEAD-GF	31,406.56	31,406.56	52,690.00	21,283.44	59.6
510-84-6711	ADMIN OVERHEAD-IT SVCS	6,338.14	6,338.14	33,260.00	26,921.86	19.1
510-84-6890	CAPITAL EXPENDITURES	.00	.00	171,500.00	171,500.00	.0
	TOTAL CITY SUB WTR TREATMENT	292,166.74	292,166.74	1,300,887.00	1,008,720.26	22.5

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HAULED SEWER					
510-85-6000	SALARIES	148,660.56	148,660.56	592,231.00	443,570.44	25.1
510-85-6010	OVERTIME	57,634.14	57,634.14	125,000.00	67,365.86	46.1
510-85-6022	HOLIDAY PAY	4,328.10	4,328.10	.00	(4,328.10)	.0
510-85-6023	LEAVE CASHOUT	3,470.08	3,470.08	28,897.00	25,426.92	12.0
510-85-6030	SOCIAL SECURITY EXPENSE	2,259.05	2,259.05	1,486.00	(773.05)	152.0
510-85-6031	PAYABLE MEDICARE FICA	3,137.99	3,137.99	10,400.00	7,262.01	30.2
510-85-6032	UNEMPLOYMENT	.00	.00	12,767.00	12,767.00	.0
510-85-6033	WORKERS' COMPENSATION	6,920.68	6,920.68	18,528.00	11,607.32	37.4
510-85-6034	PERS	38,034.02	38,034.02	157,791.00	119,756.98	24.1
510-85-6040	EMPLOYEE GROUP BENEFITS	53,547.19	53,547.19	260,128.00	206,580.81	20.6
510-85-6041	UTILITY BENEFIT	4,325.94	4,325.94	46,649.00	42,323.06	9.3
510-85-6100	SUPPLIES	484.63	484.63	10,000.00	9,515.37	4.9
510-85-6103	WEARING APPAREL	3,601.10	3,601.10	10,000.00	6,398.90	36.0
510-85-6150	GASOLINE/DIESEL/OIL	4,442.08	4,442.08	90,000.00	85,557.92	4.9
510-85-6153	HEATING FUEL	31,358.19	31,358.19	19,351.00	(12,007.19)	162.1
510-85-6155	WATER/SEWER/GARBAGE	1,110.10	1,110.10	6,809.00	5,698.90	16.3
510-85-6160	ELECTRICITY	3,959.11	3,959.11	10,702.00	6,742.89	37.0
510-85-6170	TELEPHONE	.00	.00	100.00	100.00	.0
510-85-6171	STAFF CELLULAR PHONES	.00	.00	8,000.00	8,000.00	.0
510-85-6230	VEHICLE MAINT/REPAIR	90,145.41	90,145.41	281,345.00	191,199.59	32.0
510-85-6231	VEHICLE PARTS & TOOLS	29,357.40	29,357.40	50,000.00	20,642.60	58.7
510-85-6232	TIRES & WHEELS	1,422.61	1,422.61	6,000.00	4,577.39	23.7
510-85-6240	PROPERTY MAINT	12,795.50	12,795.50	46,895.00	34,099.50	27.3
510-85-6335	OTHER PURCHASED SERVICES	.00	.00	5,000.00	5,000.00	.0
510-85-6400	INSURANCE	27,341.52	27,341.52	28,587.00	1,245.48	95.6
510-85-6539	MISCELLANEOUS EXPENSES	330.00	330.00	1,200.00	870.00	27.5
510-85-6600	BAD DEBT EXPENSE	.00	.00	65,000.00	65,000.00	.0
510-85-6710	ADMIN OVERHEAD-GF	82,413.40	82,413.40	138,261.00	55,847.60	59.6
510-85-6711	ADMIN OVERHEAD-IT SVCS	5,548.39	5,548.39	33,260.00	27,711.61	16.7
510-85-9691	SEWER TRUCK(S)	.00	.00	300,000.00	300,000.00	.0
510-85-9693	FLEET MGMT. SOFTWARE/TABLETS/	.00	.00	75,000.00	75,000.00	.0
510-85-9694	CATERPILLAR ANGLE BROOM	.00	.00	10,482.00	10,482.00	.0
510-85-9696	RADIO BASE STATION UPGRADE	.00	.00	9,500.00	9,500.00	.0
510-85-9699	HAULED SEWER CAP SL ASSET RES	.00	.00	182,825.00	182,825.00	.0
	TOTAL HAULED SEWER	616,627.19	616,627.19	2,642,194.00	2,025,566.81	23.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER & SEWER SERVICES

PIPED SEWER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
510-86-6000	SALARIES	22,366.22	22,366.22	196,757.00	174,390.78	11.4
510-86-6010	OVERTIME	8,734.25	8,734.25	34,375.00	25,640.75	25.4
510-86-6022	HOLIDAY PAY	802.38	802.38	.00	(802.38)	.0
510-86-6023	LEAVE CASHOUT	2,269.64	2,269.64	9,614.00	7,344.36	23.6
510-86-6030	SOCIAL SECURITY EXPENSE	.00	.00	990.00	990.00	.0
510-86-6031	PAYABLE MEDICARE FICA	490.93	490.93	3,351.00	2,860.07	14.7
510-86-6032	UNEMPLOYMENT	.00	.00	4,114.00	4,114.00	.0
510-86-6033	WORKERS' COMPENSATION	1,064.08	1,064.08	5,971.00	4,906.92	17.8
510-86-6034	PERS	7,018.60	7,018.60	50,849.00	43,830.40	13.8
510-86-6040	EMPLOYEE GROUP BENEFITS	17,247.26	17,247.26	69,927.00	52,679.74	24.7
510-86-6041	UTILITY BENEFITS	1,449.01	1,449.01	12,540.00	11,090.99	11.6
510-86-6060	TRAVEL/TRAINING	.00	.00	3,000.00	3,000.00	.0
510-86-6100	SUPPLIES	539.94	539.94	3,000.00	2,460.06	18.0
510-86-6103	WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-86-6108	PLUMBING SUPPLIES	83.84	83.84	5,000.00	4,916.16	1.7
510-86-6150	GASOLINE/DIESEL/OIL	467.27	467.27	15,000.00	14,532.73	3.1
510-86-6153	HEATING FUEL	5,886.35	5,886.35	36,000.00	30,113.65	16.4
510-86-6155	WATER/SEWER/GARBAGE	538.26	538.26	563.00	24.74	95.6
510-86-6160	ELECTRICITY-LIFTST & BLDG	16,805.92	16,805.92	100,935.00	84,129.08	16.7
510-86-6170	TELEPHONE	.00	.00	2,000.00	2,000.00	.0
510-86-6200	MINOR EQUIPMENT	72,984.65	72,984.65	140,000.00	67,015.35	52.1
510-86-6230	VEHICLE MAINT/REPAIR	944.09	944.09	3,108.00	2,163.91	30.4
510-86-6231	VEHICLE PARTS & TOOLS	214.86	214.86	1,500.00	1,285.14	14.3
510-86-6232	TIRES & WHEELS	.00	.00	50.00	50.00	.0
510-86-6335	OTHER PURCHASED SERVICES	5,836.51	5,836.51	20,000.00	14,163.49	29.2
510-86-6400	INSURANCE	2,527.24	2,527.24	18,838.00	16,310.76	13.4
510-86-6410	LEASED PROPERTY-LIFT STATIONS	14,368.50	14,368.50	17,000.00	2,631.50	84.5
510-86-6600	BAD DEBT EXPENSE	.00	.00	20,000.00	20,000.00	.0
510-86-6710	ADMIN OVERHEAD-GF	27,071.43	27,071.43	45,417.00	18,345.57	59.6
510-86-6711	ADMIN OVERHEAD-IT SVCS	6,054.63	6,054.63	33,260.00	27,205.37	18.2
510-86-6890	PIPED SEWER CAPITAL	.00	.00	57,137.00	57,137.00	.0
510-86-9693	HERMAN NELSON HEATER	.00	.00	68,000.00	68,000.00	.0
510-86-9694	3/4 TON PICK-UP TRUCK	60,813.00	60,813.00	61,000.00	187.00	99.7
510-86-9699	PIPED SEWER CAP EXP SL ASSETS	.00	.00	182,825.00	182,825.00	.0
	TOTAL PIPED SEWER	276,578.86	276,578.86	1,225,121.00	948,542.14	22.6

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SEWER LAGOON					
510-87-6000	SALARIES	6,952.47	6,952.47	74,680.00	67,727.53	9.3
510-87-6010	OVERTIME	1,940.96	1,940.96	10,250.00	8,309.04	18.9
510-87-6022	HOLIDAY PAY	178.30	178.30	.00	(178.30)	.0
510-87-6023	LEAVE CASHOUT	1,853.84	1,853.84	3,675.00	1,821.16	50.4
510-87-6030	SOCIAL SECURITY EXPENSE	.00	.00	24.00	24.00	.0
510-87-6031	PAYABLE MEDICARE FICA	152.96	152.96	1,231.00	1,078.04	12.4
510-87-6032	UNEMPLOYMENT	.00	.00	1,512.00	1,512.00	.0
510-87-6033	WORKERS' COMPENSATION	261.16	261.16	2,194.00	1,932.84	11.9
510-87-6034	PERS	1,995.80	1,995.80	18,685.00	16,689.20	10.7
510-87-6040	EMPLOYEE GROUP BENEFITS	3,958.58	3,958.58	22,885.00	18,926.42	17.3
510-87-6041	UTILITY BENEFIT	429.91	429.91	4,104.00	3,674.09	10.5
510-87-6060	TRAVEL/TRAINING	.00	.00	3,000.00	3,000.00	.0
510-87-6100	SUPPLIES	.00	.00	2,500.00	2,500.00	.0
510-87-6103	WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
510-87-6108	PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-87-6150	GASOLINE/DIESEL/OIL	.00	.00	20,000.00	20,000.00	.0
510-87-6230	VEHICLE MAINT/REPAIR	.00	.00	22.00	22.00	.0
510-87-6231	VEHICLE PARTS & TOOLS	159.79	159.79	.00	(159.79)	.0
510-87-6332	LAB TESTS (SAMPLES)	369.20	369.20	15,000.00	14,630.80	2.5
510-87-6400	INSURANCE	173.04	173.04	41,328.00	41,154.96	.4
510-87-6502	ADVERTISING	.00	.00	500.00	500.00	.0
510-87-6503	DUES & SUBSCRIPTIONS	.00	.00	7,920.00	7,920.00	.0
510-87-6710	ADMIN OVERHEAD-GF	10,284.38	10,284.38	17,253.00	6,968.62	59.6
510-87-6890	CAPITAL EXPD LAGOON ROCK	.00	.00	34,740.00	34,740.00	.0
510-87-9692	TERRAMAC RT9-T4 MAROOKA	.00	.00	299,465.00	299,465.00	.0
	TOTAL SEWER LAGOON	28,710.39	28,710.39	585,968.00	557,257.61	4.9
	TOTAL FUND EXPENDITURES	2,206,057.25	2,206,057.25	9,901,549.00	7,695,491.75	22.3
	NET REVENUE OVER EXPENDITURES	534,908.50	534,908.50	(1,688,114.00)	(2,223,022.50)	31.7

City of Bethel Information Memorandum

Information Memo No.	22-24		
Date introduced:	December 13, 2022	Introduced by:	Peter A. Williams, City Manager
Amended actions:			
Confirmed by:			

Title: Bethel Transit System in the process of using the City's FTA Transit CARES Act grant to purchase one new transit vehicle from the Washington State Department of Transportation's pre-bid joint contract with the vendor, Schetky Bus Sales.

Attachment(s): None

Department/Individual:	Initials:	Remarks:
Administration / Peter Williams	PW	I support the bus purchase with grant funds.
Public Works Dept. / Bill Arnold	BA	We need a new bus!

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
$179,823	Funds in FTA Transit CARES Act Grant	720-50-

Summary Statement

The City of Bethel was awarded an FTA Transit CARES Act grant in the amount of $731,328 to be used to operate the City's public transit system during the performance period 1/20/20 to 9/30/23. The City has approximately $201,000 remaining in unspent grant funds available for the bus purchase.

The City of Bethel has permission from the Alaska Department of Transportation and Public Facilities to use funds from the City's CARES Act Transit Grant to purchase one new transit vehicle. The expected cost of one new Eldorado standard body cutaway is $179,823. The expected lead time to receive the bus is two years. There is no match required from the City for this purchase.

The Bethel Transit System desperately needs a new transit vehicle. The last one purchased was in 2019 and has 81,407 miles on it. Transit Manager Evon Fox supports the former rule of the Alaska Department of Transportation and Public Facilities Transit Division that rural Alaska buses have a life expectancy of 5 years or 100,000 miles.

Transit Manager Evon Fox is preparing the paperwork that will serve as support documents for the City's Purchase Order. The City will follow the BMC 4.20.210 Joint Purchasing section as it joins with another unit of government in this cooperative purchasing venture. The bus will be shipped to Bethel by barge from Seattle once it is assembled.

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

MEMORANDUM

DATE: November 2 -December 8

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

City Managers Daily Log, Departments Manager Reports, Fund Balances - BTAs and Projects Update

Nov 2 – 1) Had a complaint from a resident living in the Turkey III subdivision (sometimes called Bethe Heights or ASHA "Housing"). They were complaining that a cul-de-sac had a snow drift causing problems. We have been working with AFHC concerning what cul-de-sacs the City will be responsible for plowing and maintaining. I was able to work out a solution verbally, and hopefully, an MOU can be agreed on next week. 2) Snowstorm delayed contractors from arriving in Bethel to start work on the pool, City Dock and Fire Station. 3) A major problem in the water plant in the city sub was fixed. The deep-well pump in the well was failing. Quick action by the Utility Maintenance workers averted a disaster.

Nov 3 – 1) Discussed the section concerning transportation to be used for the Bethel Comp Plan. 2) A representative from Rural Cap discussed the Feasibility of providing piped water and sewage services to the new ONC sub-division. We plan to discuss this potential project again on November 9. 3) Construction crews have started on the tasks for YKFC, City Dock, and the Fire Station. The repairs in the City Sub Water treatment plan have seemed to work. 4) We have chosen Altman Rodger to audit the FY-23 Budget.

Nov 4 – 1) Administration met and discussed outstanding Sales Tax Accounts. 2) 2) H.R. Dept and me met to discuss personnel matters. 3) Worked on the Bethel Comp. Plan. 4) the Police chief met me to discuss creating a pool of temporary workers who could fill in as needed for dispatching.

Nov 7 – 1) Met with Rual Cap, ONC, and DOWL to discuss developing water and sewer services for the ONC sub-division. The City and DOWL have a draft Preliminary Engineer Report that will be used to secure funding for this project. 2)

Nov 8 – 1) Discussed remotely monitoring the atmosphere in the building at The Yukon Kuskokwim Fitness Center with Long Tech. We will develop a contract for this task. We may sole source this contract; as far as we know, they are the only company that performs this work. I've attached a contract we had with them in the past that shows the technical requirements needed for this task.

Nov 9 – 1) The portion of the Draft of the Preliminary Engineer Report for the Citywide build of water and sewer services that concerned the ONC subdivision was sent to Rural Cap. 2) Sent Detail Ledger to Council members and responded to a few emails. 2) Worked

Nov 10 – 1) Signed an engagement letter with Altman Rodgers for the FY-23 audit. 2) Received application for the Planning director position. 3) Responded to a question about the wind turbine at the pool. PowerGrid LLC is monitoring the turbine remotely. We need to set up a wireless bridge.

Nov. 11 – 1) Met with the H.R. Director to discuss personnel concerns. 2) Met with DOWL to discuss the mitigation study and suggested we add the study of the drainage patterns in Bethel. This would help us strategically place our culverts where they were needed. 3) The repairs in the pool were semi-completed. We need to drain the pool and secure the grate for the drain. The lift station needs to be installed, and some of the tile work needs to be finished. See the email from Chase Nelson attached to this report.

Nov 14 – 1) Met with the H.R. Director and City Attorney to discuss a personal matter. 2) Met an Alaska Municipal League Program Coordinator to discuss the Build Better America infrastructure funding for broadband and transportation. We have four transportation projects. They will help the I.T. Department find a project that fits the plan that the I.T. Director has been working on to connect the City buildings.

Nov 15 – 1) Sat down individually with three of the P.W. foremen and discussed the procurement code and quotes. 2) Worked with Administration to develop a response about the Finance director being dismissed. 3) Torrcsil finished installing the helical for the Pinkys Park Boardwalk. Not sure when the lights will be installed.

Nov 16 – 1) Met with the Manager of the City's Solid Waste Services, the Hauled Refuse, and Landfill operations to discuss the Enterprise Fund budgets and procurement of goods and services. 2) Exchanged emails concerning connecting piped W&S Services for commercial accounts for the Avenues Project. The EDA has grants for these purposes. 3) Helped provide information to the Transit Mgr. regarding his grant reports.

Nov 17 – 1) Review invoices for Public Works. 2) Discuss concerns that BDO had with our audit over some complaints from outside sources. 3) Exchange emails with Rural Cap regarding funding for piped W&S services for the ONC sub-division. 4) The Police chief has secured a Chaplin to volunteer for the Police Dept.

Nov 18 – 1) Yukon Kuskokwim Fitness Ctr., wind turbine lost connectivity, so Power Grid cannot remotely monitor the system: DOWL, Long Tech, and the City's I.T. Department are working on a task list so we can remotely monitor the atmosphere is the building. 2) Discussed the Finance Depts tasks for Dec. One task is to post the Sales Tax Delinquent List on December 3) met with the S&R supervisors to discuss roads and the water treatment plant. 4) Responded to council members' concerns.

Nov 18 – 27 – I was out of town and replied to emails and phone calls.

Nov 28 – 1) Touched base with the Dept Heads and signed time sheets. 2) Admin met to discuss sale taxes. 3) Notified Dept Heads that they should gather information for their Depts. Capital Improvement plans for materials, goods, and services. Admin would like to present the CIP to the city council in Feb. 2023. The Depts will also start considering their needs for the FY-24 Budget. The Finance Dept. will review the department budget in March. Present it to the City council by April 1, 2023.

Nov 29 – 1) The Ritchie Bros. reports that they will be auctioning some of the Streets and Roads end dumps in December. The rest will be auctioned in the spring. 2) The Fire Dept needs a new ambulance. We believe the Fleet Replacement fund will cover the costs. These funds are from the fees the Fre Dept. collects for ambulance services. 3) Reviewed the Kuskokwim Hydrographic Survey. The water is deep enough for most vessels to traverse the riverfront. From the Petro Port to Brown Slough, the channel is 20ft to 50ft deep and is approximately 250' to 300ft wide. The SBH has enough water for the skiffs. At zero minus tides, it might be possible to touch the bottom.

Nov 30 – 1) Met with or exchanged emails and telephone calls with the HR Director, Finance Director, PW Director, and City Clerk. 2) Discussed the FY-21 Audit with the Finance Dept.

Dec 1 – 1) Discussed the audit and budget modifications with the Acting Finance Director. 2) I've decided to appoint Acting Finance Director Xaiver Mason to the position of Finance Director. There is an AM in this packet asking for the City Council to approve Mr. Mason's appointment. 2) Met with the Safety Committee.

I will be out of town from December 17 to December 27. I'll be assessable by email and telephone.

Peter Williams

MEMORANDUM

DATE: November 29, 2022

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report for December 13, 2022 Bethel City Council Meeting

Grant Applications

Preparing

Community Transportation Program (CTP) and Transportation Alternative Program (TAP)

I made contact with Phlana Miles, the DOT&PF Central Region Planner who handles the City of Bethel. She informed me that our projects look good and that the applications are not out yet. She did send the criteria for evaluation. Applications are due February 20, 2022. The City plans to submit two trail applications and two road applications.

Community Transportation Grant (Section 5311)

The Department of Transportation and Public Facilities – Transit Division is accepting applications for State Fiscal Year 2024. Applications are due December 30, 2022. The City plans to request capital funds to purchase one new bus and to pay for a new boiler system to heat the transit facility. An Action Memorandum will be put before City Council to request the appropriate amount of match funds needed.

Grant Administration

Homeland Security Grant FY 20

DOWL engineer Jennifer Schmetzer committed to updating the City of Bethel's Emergency Operations Plan. The plan was developed by the Alaska Division of Homeland Security and Emergency Management in 2020. I am providing information to her, giving her feedback on her thoughts and actions, and connecting her to stakeholders in Bethel. The update must be completed by December 31, 2022.

JAG 2023 Drug Dog Grant

The City of Bethel signed the Justice Assistance Grant agreement online. We can now start spending money on the purchase of a drug-sniffing dog and training for the officer who agreed to manage the dog.

Purchasing Agent Duties

RFPs in Process

I have many RFPs in process to be prepared and issued, including: bulk fuel, carrier on tracks (marooka-like equipment), and surface material for parks.

Community Action Grant Committee

I served as Recorder and Ex-Officio for two meetings of the Community Action Grant (CAG) Committee in November 2022. Bethel community organizations and individuals submitted eleven grant applications and requested over $190,000. Two CAG meetings were held in November 2022. The Committee recommended that four projects receive funding. An Action Memorandum was prepared for Bethel City Council consideration.

Current Grants and Loans

Active grants/loans:	20
Grant amount in play:	$25,063,312
Loan amount in play:	$8,423,786
	33,487,098

#	Grant	Amount	Expiration
1	**CSP - DHSS FY 2023**	$323,081	6/30/2023
	Police Department needs to spend grant money on cleaning supplies and winter and protective clothing.		
2	**USDA Loan - Avenues**	8,250,000	None
	DOWL continues to work on redesigning the Avenues water and sewer infrastructure project to make the project more fundable. The City will go out to bid again in a few months. The City also has an additional request in to USDA-RD for additional funds. USDA-RD pledges to give the City the most grant money it can relative to loan funds. To do: Prepare report for USDA summarizing progress and expenditures.		
3	**USDA Grant - Avenues**	5,021,000	None
	The USDA grant cannot be spent until the loan funds are exhausted. The City will likely receive additional grant funding in USDA’s next grant/loan offer.		
4	**20SHSP-GY20 - Forensic software/body cameras**	255,784	12/31/2022
	City ordered two servers from Alaska Communications that used NASPO pricing of Dell equipment. DOWL agreed to update the City's Emergency Operations Plan.		

5	**21SHSP-GY21 - Radios and Training**	71,000	9/30/2023
	City ordered portable and mobile radios for the Fire Department. The Police Department sent about six officers to train-the-trainer courses on the use of the Axon taser tool. The Police Department needs to find a good course that meets the needs of investigator interrogation training and let me know so that I can complete the Procurement Method Report for approval by the Division of Homeland Security.		
6	**22SHSP-GY22 - Police Radios**	39,900	9/30/2024
	The Police Chief or his assign must contact Procomm Alaska to get a quote for the purchase of 10 portable radios. The quote and other information will be used by me to prepare and submit a Procurement Method Report to the Division of Homeland Security for their approval to make the purchase.		
7	**Section 5311: Rural Area Formula (CARES Act)**	731,328	9/30/2023
	Transit Manager Evon Fox is doing a great job completing and submitting billing summaries to the State Transit Office. The City is in the process of using CARES Act Transit funds to purchase a new transit vehicle. The City has about $260,000 remaining in the grant.		
8	**COPS – School Violence Prevention Program-LKSD**	500,000	3/15/2023
	School district received one proposal in response to issuing a request for proposals document. The proposal received is incomplete. Proposer wanted to sell LKSD the equipment only and not install it. Negotiations are under way with proposer. To do: File progress report and financial report when due.		
9	**COPS Hiring Program - School Resource Officer (SRO)**	125,000	6/30/2023
	SRO served from August 11, 2021 to May 25, 2022 on Bethel school campuses. To do: Get information from Finance Dept. Complete reports for reimbursement. Ask grantor for grant performance period extension. Bill LKSD for SRO salary not covered by grant.		
10	**FEMA Public Assistance Program**	$58,066	12/31/2022
	To do: Apply for grant by uploading completed forms and all support documents to FEMA's grant portal website.		
11	**Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program**	$4,738	None
	To do: Complete Final Report and close grant.		

12	**FY 22 Alaska Public Entity Insurance Safety Grant**	$5,000	6/30/2022
	I submitted one last invoice to APEI to see if they would cover it under the grant. The Police Department did not purchase two speed detectors as originally planned. They bought one detector and some high-tech flashlights.		
13	**Coronavirus Local Fiscal Recovery Fund (ARPA)**	$3,361,604	12/31/2024
	To do: Spend funds according to grant guidance. Complete first financial and progress report due by April 2023.		
14	**Designated Legislative Grant YK Fitness Center Gym/Track Design**	$500,000	6/30/2026
	No money has been spent on the project thus far.		
15	**Justice Assistance Grant (JAG)**	$14,108	9/30/2023
	City signed grant agreement. This JAG award will fund most of the costs associated with the purchase and training with a drug dog. An officer at the Police Department has agreed to serve as the handler and train with the dog.		
16	**Healthy & Equitable Funding**	$37,703	5/31/2023
	The City Clerk is planning to take an online playground installer course so that she will be qualified to lead a team of volunteers to install the playground in Pinky's Park.		
17	**Camp Initiative Grant**	$15,000	4/4/2023
	To do: Complete final grant report.		
18	**VSW Capital Improvement Project Grant**	$14,000,000	TBD
	Newly awarded grant to pay for water and sewer infrastructure in Bethel Heights Subdivision. City awaits grant agreement from the State Grants and Contracts Division.		
19	**State Revolving Fund Loan – Drinking Water**	$86,893	6/29/2027
	I gathered check copies and invoices for the work DOWL did on the Preliminary Engineering Report for the community-wide water and sewer improvements. I am preparing to upload the purchase documentation to the website to close the loans and get the City's forgiveness amount sent to us.		
20	**State Revolving Fund Loan – Clean Water**	$86,893	6/29/2027
	I gathered check copies and invoices for the work DOWL did on the Preliminary Engineering Report for the community-wide water and sewer improvements. I am preparing to upload the purchase documentation to the website to close the loans and get the City's forgiveness amount sent to us.		

CITY OF BETHEL

P.O. Box 1388 ● Bethel, Alaska 99559
907-543-1386
Fax: 907-543-1388

11/29/2022

Human Resources Manager Report

Author: Larisa Bogunovic, Director of Human Resources.

Overall, things have been going well in the Human Resources Department.

Recruitment:

1. Attending Saturday Market as an impromptu job fair. Thirteen applications were given, with three hires as follows:
    a. Administrative Assistant-Public Works
    b. Account Specialist-Finance Department
    c. Utility Driver-Public Works.
    d. Human Resources Director to attend next Market.
2. Interviews: Three interviews are scheduled for this week; one for an Account Specialist and two for Utility Hauled Driver.
3. Recruitment strategy:
    a. Grow our brand. Make sure we follow our mission statement.
    b. Use social media to target Candidates, such as Facebook.
    c. Human Resources Director to generate an applicant tracking system for time management.
    d. Work with outside agencies for hard-to-fill positions, such as City Planner.

Turnover:

1. One resignation and one termination for the month of November.

Current Projects:

1. ACA annual reporting.
2. Census is reporting for the Department of Labor.
3. Generating an evaluation spreadsheet for annual evaluations so they are not missed.
4. Continue Recruitment Strategy.

Thank you,

Larisa Bogunovic

Memorandum

Date: December 1, 2022
To: Pete Williams, City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

November 2022 Current Events

- **Investigated Issues with Wind Turbine:**
  This month the City Manager asked if I could assist in looking into an issue with the fitness center wind turbine and why it wasn't spinning (even during windy days). Ever since its inception, my department was never really involved in the minutia of that system, most likely because it was always supposed to be managed by a 3rd party, but as time has gone on and contractors have come and went, both my department and maintenance have been leaned on to assist with any issues that have come up.

  In my latest investigation into the system, it appeared that the communication between the facility and the turbine had been severed by a piece of the equipment in the chain failing. We have ordered equipment (and a spare) to replace that connection, which should hopefully fix the problem and allow PowerGrid Partners to be able to control the turbine once more.

- **Setting Up Siklu Wireless Network:**
  Alcan (ACS subcontractors) made it into town this month to begin the installation of the Siklu wireless equipment. This equipment will, hopefully, be replacing our existing metro-ethernet connections with a point-to-point connection that will enable faster data transfer between our buildings. With this in place, we should be able to provide the full breadth our new OneWeb service to all the City buildings and see if it provides relief for our employees.

- **Trouble with New Police Dept Air Conditioners:**
  We ran into some unexpected trouble with our new air conditioning units at the police department. I worked with LONG to try and troubleshoot the systems to bring them back online but had little luck. LONG will be making a trip out here before the end of the month to get those units functioning again. They suspect some of the existing ducting may be causing problems.

- **Set Up New Computer for BAS System:**
  I was put in touch with LONG building technologies this month regarding the YK fitness center's building automation system. The computer that was in place for controlling that system was the same computer from when the building first opened so many years ago. That computer is not under my purview of the City's network, but it was requested that I assist in updating it to something a little easier to use (faster, updated, patched, more recent). I did so utilizing one of

our spare computers from the latest hardware rotation and provided remote access to specified technicians from LONG to help us with management of that system.

- **Continuing to Gather Network Documentation:**
I spent a chunk of the month continuing to gather networking information required for the police department's audit findings. This has included updating the existing network diagrams, finding documentation for cloud services that corroborates the level of security employed is adequate for criminal justice information handling, and making sure that our contractors who help in the network management of the Police Dept are all CJIS certified. This is an ongoing process, but we hope to have all issues shored up before the end of the year.

- **Normal Business:**
The rest of the month has been filled with normal daily trouble-ticket response for issues regarding printing, scanning, file access, and employee management.

Future Plans

- **OneWeb True Testing:**
For the past year, I have contended that despite the amount of testing we have been able to do on our OneWeb connection, the true test will be seeing how it performs under the full weight of the City's network and all its users (and browsing habits). Now that the new infrastructure is getting put in, we will be able to finally see how well the service performs contingent on the new intranet successfully coming online. We are close to finally finishing this project.

  Fortunately, this is not a wasted project. These upgrades would need to be in place regardless of if GCI fiber gets to Bethel soon or if we stay with the OneWeb service. Our interconnections between buildings have always been fairly slow because they were put in place before the advent of today's video and bandwidth needs. And while we have an ability to simply pay to increase our subscription speeds for some of the buildings, not all of the buildings have this luxury.

CITY OF BETHEL
POLICE DEPARTMENT

November 2022 Monthly Report

Personnel:

Current Staffing			
Position	**Allocated**	**Staffed**	**Vacant**
Safety Patrol (three grant funded)	3	3	
Community Service Officer	2	1	1
Evidence and Record Custodian	1	1	
Administrative Assistant/Taxi Inspector	1	1	
Public Safety Dispatcher (one E911 funded)	5	3	2
Public Safety Dispatch Supervisor	1	1	
Peace Officers (one grant funded/reimbursed SRO)	19	17	2

Operations:

Operations Tempo				
	November 2022	**October 2022**	**November 2021**	**2022 Total**
Calls Total	978	1213	1206	12270
Reports Total	84	104	66	949
Intoxicated Pedestrian Calls	143	213	208	1843
Driving Under Influence Calls	8	16	8	175
Domestic Violence Reports	16	26	16	234
Animal Calls	33	48	64	394
Animal Bite Reports	1	1	1	6
Sexual Assault Reports	7	11	3	66
Death Investigation Reports	1	1	3	18

Bethel Police Department | P.O. Box 809 | 157 Salmonberry Rd. | Bethel, Alaska 99559
Telephone 907-543-3781 | Fax 907-543-5086 | www.cityofbethel.org

- We're currently working 2 backgrounds for police officer applicants. We continue to recruit for all vacancies.
- Pending background Pastor Bruce Claypool will begin volunteering as a Police Department Chaplain.

`PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 907-543-2310
Fax: 907-543-2311

To: Peter Williams, City Manager

From: Edward Flores, Acting Port Director

Subject: November 2022 Managers Report

- **<u>Small Boat Harbor</u>**
  The Small Boat Harbor is fully closed down for the winter months, and we will still be doing morning checks on the Harbor.

- **<u>City Dock/Beach 1/Petro Port</u>**
  We have taken measurements of Conexus, mics equipment, and heavy Equipment of AML, Alaska Logistics, Faulkner/Walsh, and other small companies on the city dock for storage.
  There are still customers in and out of the Dock, so we are maintaining their areas.
  Snow removal in City Dock and Beach 1, Petro Yard

- **<u>Port Office</u>**
  There are no issues to report for the Port Office, and it is still operating well. Building Maintenance is doing daily checks on the building.
  The office is open Monday through Friday from 8 to 4.

- **<u>Admin</u>**
  We are currently working on monthly storage for the Dock, beach, and petro port. We have received preliminary hydrographic surveys from this last summer, and we will be reviewing them and providing feedback this week. We are also currently working on vendors for replacing the floats and looking into the possibility of purchasing a grader for the Dock. The Port Commission did have a meeting this month. We will meet again on December 19, 2022

- **<u>Seawall</u>**
  The Port crew is doing daily checks along the seawall and the lower access parts of the wall. Constant clean-up, as always. All life rings were removed and put into storage this last month. We will start to clear a path along the lower access so that pedestrians can utilize it and the occasional skier.

- **<u>Misc.</u>**
  We are maintaining the cleanliness around the waterfront as much as we safely can.
  With only one employee, we are limited in what we can do now, but we have not let that stop us. We are currently helping out the IT department install communication devices on city buildings and will continue to do so until at least the end of November. We will also start picking up the city mail this last week of November. This is not new, and we usually help in the winter months with the mail.
  We have agreed to have Napaimute Enterprises utilize the Slough shop to winterize their ice river road equipment.

William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 649 Bethel, AK 99559
P: (907) 543-3110
F: (907) 543-2046
warnold@cityofbethel.net

MEMORANDUM

DATE: **11.30.2022**

TO: **Peter Williams, City Manager**

FROM: **Bill Arnold, Public Works Director**

SUBJECT: **Manager's Report – Public Works Department**

Programs/Divisions

Hauled Utilities:

Utility Maintenance: 18alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems

- Monthly meter reading and service connections were completed
- Clean up and organization of shops and vehicles.
- 18 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing up main lift station by hand with soap to prevent matt build up
- leveling activities on low-flow and plugged sewer lines
- The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest.
- Utility Maintenance has 2 staff workers still short staffed

Winter prepping taking place like insolating, banding leveling taking place.

Property Maintenance:

0 of 2 Temporary positions filled. Positions have been posted since early 2022.
2 of 4 FTE positions are filled. Vacant positions have been posted since October 2021. Still posted. Currently short-staffed.

The department has had to prioritize issues to keep up with Pre-Winter work. Department is trying to catch up on long-due heating and air handling maintenance in City buildings. We have been prioritizing the work to critical systems as we prepare for winter to return

BOARDWALK AND PARKS: Picked up and helped contractors with tools and other items they needed to set pole bases.

POOL: Pools heating and air handling system has continuous problems. The problems at the pool need daily attention. Parts for the boiler are on order. Assistance from Wolverine has been requested for problems with the boiler system. Installed new fuel pump on Boiler 2.

COURTHOUSE: Taylor Fire Alarm replaced the circuit board in the fire alarm panel.

CSWTP: Replaced motor in the unit heater.

TRANSIT: repaired stoppage in the sewer line. Repaired garage door.

PUBLIC WORKS: Repaired garage doors.

Water Plant: Replaced water heater.

Police Department: Repaired 2 garage doors. Work on sprinkler riser for data room. Waiting on compressor.

LANDFILL: Replace TOYO heater

Road Maintenance:

Streets and Roads, on the second of November, we had the graders plowing roads. and parking lots. Sanded the same where necessary

Streets and Roads had the sander out sanding roads starting the 7th through the 12th during the thaw and after that as needed.

Street and Roads on Saturday the 19th we laid down gravel on Ptarmigan Street, Kaliqtuq Road, and Akakeek Street on the rough area of the streets as it started freezing to get it smooth as possible.

Street and Roads also mixes up our winter road sander pile with salt for the road sander to be used when the roads are slippery this winter.

Streets and Roads help in cleaning out the shop next to the Senior Center by hand loading it into the dump truck and hauling a total of 8 dump truck loads to the landfill.

Vehicles and Equipment: As usual just doing repairs and oil changes and greasing as needed

Transit System:

Bethel Transit ridership has dipped for this month which may be due to the temperatures that have dropped below freezing. Ridership as consisted of: Elders-369, Youth-14, Adults-68, Disabled-27, Pass Riders-271. The mileage for Bus 440 logged was 2,172.7 and 253.714 gallons of fuel was pumped into it. The revenue fares for this month totaled $1,294.00.

Landfill:

The previous Landfill Manager retired at the beginning of November, and since then, a new manager has been hired, which was previously a Landfill Technician; the tech job has been posted on the city website. Since one of the technicians has been helping in hauling utilities, the Landfill continues to operate at 50% staffed. The landfill office has been cleaned and organized. An inventory of tools has been created, as well as a daily duties spreadsheet/checklist. Dumpsters have been replaced throughout the city as needed since we received 18 new dumpsters. Shredder has been parked and locked up for the winter.

789cu. Yards of commercial waste and 58 dumpster truckloads of dumpster trash was brought into the Landfill in November.

Staffing Issues/Concerns/Training:

Need ID: 32728
Title: Akakeek, Ptarmigan, and DeLapp Streets -
Region: Central
Place Name: Bethel

Project Description: This project will widen the roadway where practical, improve drainage, and apply dust palliative to Akakeek Street from Ridgecrest Drive to Ptarmigan Street, DeLapp from Ptarmigan Street to Akakeek Street, and Ptarmigan Street from the Delapp Street intersection to the entrance of the Lulu Heron Congregate Home.

Phase	Fund	FFY22	FFY23	After2023
Design	3PF	63,210	0	
Design	STP	636,790	0	
Right of Way	3PF	0	54,180	
Right of Way	STP	0	545,820	
	Totals:	700,000	600,000	6,709,000

Program:	Community Transportation Program	**Sponsor:**	
Primary Work:	Reconstruction	**PEB Score:**	
2013 Election District:	38 Lower Kuskokwim	**Criteria:**	
Borough/Census Area:	Bethel	**Functional Class:**	LOCAL
Municipal Planning Org. (MPO):	non-MPO		

Need ID: 31847
Title: Bethel Chief Eddie Hoffman Highway Rehabilitation
Region: Central
Place Name: Bethel

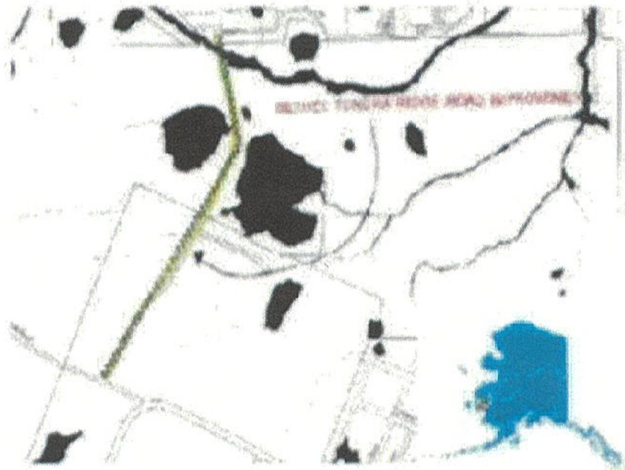
Project Description: Rehabilitation of Chief Eddie Hoffman Highway from Airport to Watsons Corner including Roadside Hardware, Drainage Improvements, Intersection Improvements, ADA improvements (such as curb ramps and sidewalks), Right-Of-Way, and Utilities.

Phase	Fund	FFY22	FFY23	After2023
Design	SM	0	92,558	
Design	STP	0	932,443	
	Totals:	0	1,025,001	35,500,000

Program:	Alaska Highway System	**Sponsor:**	
Primary Work:	Reconstruction	**PEB Score:**	
2013 Election District:	38 Lower Kuskokwim	**Criteria:**	
Borough/Census Area:	Bethel	**Functional Class:**	MINOR ARTERIAL
Municipal Planning Org. (MPO):	non-MPO		

Need ID: 2231
Title: Bethel Tundra Ridge Road
Region: Central
Place Name: Bethel

Project Description: Rehabilitate Tundra Ridge Road.



Phase	Fund	FFY22	FFY23	After2023
Design	SM	40,184	0	
Design	STP	404,817	0	
Right of Way	SM	54,631	0	
Right of Way	STP	550,369	0	
Construction	AC	5,822,080	0	
Construction	ACC	0	-5,822,080	
Construction	SM	577,920	0	
Construction	STP	0	5,822,080	
Utilities	SM	22,575	0	
Utilities	STP	227,425	0	
	Totals:	7,700,001	0	0

Program:	Community Transportation Program	**Sponsor:**	City of Bethel
Primary Work:	System Preservation	**PEB Score:**	199
2013 Election District:	38 Lower Kuskokwim	**Criteria:**	Remote and Trails
Borough/Census Area:	Bethel	**Functional Class:**	MINOR COLLECTOR
Municipal Planning Org. (MPO):	non-MPO		

BR!LLiANT
media strategies

Brilliant Media Strategies
121 W. Fireweed Ln, Suite 175
Anchorage, AK 99503
907-276-6353
BrilliantAK.com

City of Bethel Public Relations

Report - November 29, 2022

BY THE NUMBERS

55	8	15,816	70
Facebook Posts Drafted/Posted by BR	Total Facebook Page Posts	Total Facebook Post Reach	New Facebook Page Followers
(from contract start)	(past 28 days)	(past 28 days)	(past 28 days)

TOP PERFORMING POST (PAST 28 DAYS)

Most Engagement

City of Bethel, Alaska
Published by Krysten Demientieff · November 4 at 10:00 AM ·

On 10/30/2022 at approximately 2030 hours, following an extensive investigation and in consultation with the District Attorney's Office, Investigators from the Bethel Police Department arrested a 15-year-old male for the arson that occurred on 08/12/2022 at 405 Ptarmigan St (AVCP Housing). The juvenile was remanded for three counts of Murder in the 2nd Degree, one count of Arson in the 1st Degree, six counts Assault in the 3rd degree, six counts of Reckless Endangerment, and one count of making a False Report.

If anyone has any information regarding this incident, please contact Inv. Smith with the Bethel Police Department at (907) 543-3781.

Case number: 2208351

Post Impressions	15,477
Post Reach	13,770
Post Engagement	6,185
Reactions	406
Comments	37
Shares	121
Other Clicks	3,530

IN THE LOOP - MONTHLY NEWSLETTER

168	53.6%	170	3
Sucessful Email Newsletter Deliveries	Email Newsletter Open Rate	Total E-Newsletter Subscribers	New E-Newsletter Subscribers
(November 2022 Issue)	(November 2022 Issue)	(as of this report)	(past 30 days)

City of Bethel
Finance Department
Monthly Manager's Report for November 2022

Date:	November 1st – November 30th, 2022
To:	Peter Williams, City Manager
From:	Xavier Mason, Deputy Finance Director
Subject:	Management Report, November 30th, 2022

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

Current Events within the Finance Department

- The Finance Department has begun the FY21 auditing cycle
- The Finance Department has begun the FY23 budgeting cycle
- The Finance Director has been dismissed

Staffing/Recruitment

- Finance Director
- Front Desk/Utility Billing (one vacancy)
- Temporary Position (two vacancies)

Training

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

Group Training Sessions:

- The Finance Department had a team meeting where the roles of the Purchasing Agent were discussed.

- The Finance Department had a team meeting where we discussed senior and retail exemption cards.
- The Finance Department had a team training regarding frequently asked questions in the utility billing sub-department.

Independent Training(s):

- The General Ledger Accountant had a training session with the Carmen Jackson LLC Team for the Accounts Payable Reconciliation process.
- The General Ledger Accountant has continued their online course to increase their knowledge and understanding.
- The Account Specialist II attended an online training with the Government Finance Officers Association.
- The new Utility Billing personnel has continued their orientation.
- One of our Sales Tax personnel has learned how to business license and sales tax renewals.

Select Tasks & Statuses by Sub-Department

Utility Billing

Tasks	**Frequency**	**Status**
Collections	Monthly	Slightly behind.
ORS'	Daily	Current.

Payroll/AP

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

Sales Tax

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

General Ledger

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

Internal Improvements

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

- The Finance Department discussed the possibility of utilizing Caselle's 'Check on Demand' function to assist Utility Billing with the depositing of refunds.

- Relocated all sales tax filings to the primary sales tax office.

Small & Big Wins

Sales Tax

- Updated and reformatted the business license and sales tax renewal form
- Created a process for handling the amnesty requests for delinquent sales tax
- Contacted approximately 16 delinquent account holders
- Corrected approximately 10 delinquent accounts
- Renewed approximately 20 business licenses
- Closed approximately 14 business accounts
- Assisted the Grant Manager with the administrative duties for the Community Action Grant

Utility Billing

- Hired a new employee, so now this sub-department is staffed. This is a very big win.
- Corrected approximately 53 accounts
- Processed approximately 42 Extra-Calls
- Assistance for rent and utility payments can be found at:
    - https://www.ahfc.us/blog/posts/ahfc-invites-new-rent-relief-applications
    - Low Income Household Water Assistance Program
        - This is a program from the State of Alaska that assists individuals in making payments for their water and sewer services.

Payroll/AP/AR Dock

- ACH payments were activated in the Accounts Payable module
- Prepared for the PTO cash-out disbursements
- Making preparations for year-end tasks

Accounting Specialist II

- Reviewed several boxes of documents with the City Clerk Department that were then approved to be destroyed according to the retention schedule.

- Resumed payroll and AP duties to cover for a staff member on leave
- Continued the transition of undertaking P-Card Duties from the General Ledger Accountant

General Ledger

- Applied a recently learned reconciliation process to the A/R, Business licenses, and Business Tax clearing accounts
- Reclassed expenditures related to grants, payroll, and P-Card purchases
- Continued updating the object codes in the WellsOne Expense Manager from the previous 3-digit codes to the new 4-digit codes

Challenges

- The Finance Department needs to continue training so that we may become more proficient at completing our daily tasks and duties.
- The Finance Department is short-staffed, but we are really pulling together as a team to complete our objectives and satisfying customers.

Goals for the near Future

- Utilizing data analytics to identify challenges and opportunities that can spur economic development.
- Seeking approval from the Union to begin implementing the Finance Department's Incentive Program.
- At least three stronger internal processes, such as:
    - Guidelines for overtime approval. (Completed)
    - Guidelines for PTO requests. (Completed)
    - Scripts for answering phones
- At least one Zoom workshop instructing small business owners how to file their sales tax returns.

CITY OF BETHEL
Fire Department

Daron R. Solesbee, Fire Chief
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Celebrating 50 Years of Service

DATE: November 29, 2022

TO: Peter Williams, City Manager

FROM: Daron Solesbee, Fire Chief

Daron Solesbee

Digitally signed by Daron Solesbee
Date: 2022.11.29 12:37:29 -09'00'

SUBJECT: Management Report, November 2022

Current Events

- The department is continually recruiting for new volunteer responders and administrative support. If anyone is interested, please fill out a BFD Volunteer Application Packet today!
- The department started the EMT-1 (2019 Update) course, which is being held November 12 – February 10, 2022.
- The department will be conducting a Firefighter-1 course in Spring 2023. If interested in attending this training to become a Volunteer Firefighter, please call the fire station.

Community Planning/Preparedness/Prevention

- The department received partial funding for a new fire training facility from the City of Bethel Capital Budget and will seek the remaining funds from grants and donations. This facility will be constructed by Draeger and will feature live-burn chambers, forcible entry doors/windows, reconfigurable walls for victim searches, vertical ventilation props, fire department connection, standpipes, stairs, and rope rescue anchors for technical rescues. Donation letters have been submitted to local organizations and businesses, and the department is applying for federal and state grants.
- The department is planning on participating in an emergency preparedness drill with YKHC from December 15-16, 2022.

- The department will utilize the Handtevy System in the ImageTrend ELITE electronic patient care reporting system for use during pediatric emergency medical incidents. This program is provided to local EMS agencies by the State of Alaska EMS Office free-of-charge. This will assist our EMS providers with administering better treatments for improved patient outcomes in pediatric patients.

Training

- Staff are completing online training to become certified as State of Alaska Fire Investigator Technicians (AKFIT).

- New staff and volunteers are receiving continuous Driver/Operator training on the handling characteristics, operation of specialty equipment, care, maintenance, and safety of the department's ambulances and fire apparatus.

- Staff have completed several online training modules covering various topics of firefighting, emergency medical, fire inspection, and fire prevention.

- Staff have conducted several drills on firefighting and EMS knowledge and skills during each shift.

- On 11/10/2022 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders were given an overview of the use and maintenance of the new HURST eDraulics extrication tool set and conducted familiarity drills in the apparatus bay.

- Staff have instructed AHA Basic Life Support Provider courses for the new volunteer EMT recruits and for members of the public.

- The EMT-1 course started on November 12. So far, the following topics have been instructed: Introduction to Emergency Medical Care, The Well-Being of the EMT, OSHA Policies and Procedures, N-95 Respirator Fit Testing, and Lifting and Moving.

- On 11/18/2022 at 11:00 a.m., a Staff Meeting was held at the fire station.

Responses

- Between 11/01/2022 and 11/29/2022, the Bethel Fire Department responded to 110 EMS and 13 Fire incidents.

- On 11/02/2022 at 9:47 p.m., Medics responded to the report of a person who overdosed. The patient was assessed, treated, and transported to the hospital.

- On 11/05/2022 at 11:55 a.m., Medics responded to the report of a person experiencing respiratory distress. The patient was assessed, treated, and transported to the hospital.

- On 11/07/2022 at 2:47 p.m., Medics responded to the report of a person found lying on the ground. The patient was assessed, treated, and transported to the hospital.

- On 11/11/2022 at 9:45 p.m., Medics responded to the report of a suicide. Medics assessed the patient and declared death. The scene was turned over to the Bethel Police Department for the investigation.

- On 11/20/2022 at 5:15 p.m., Firefighters responded to BIA Road for the report of a dumpster fire. Upon arrival, the fire was extinguished. The cause of the fire was undetermined.

- On 11/28/2022 at 1:44 a.m., Medics responded to the report of a person who overdosed. The patient was assessed, treated, and transported to the hospital.

Budget/Financial

- The department is operating within its FY2023 budget.
- The department is expecting the FY2021 audit to be completed soon for its continued participation in the State of Alaska's Supplement Emergency Medical Transport (SEMT) Program. The program allows for the reimbursement of 50% of the Medicaid EMS transports back to the City of Bethel.
- The department purchased a new Class-A Pumper Tender Apparatus (Fire Engine) from Pierce Manufacturing, Inc. under a cooperative bid purchasing contract from Sourcewell-MN and by utilizing a portion of the Fire Department's Fleet Replacement Fund. This pumper will replace the 1986 Grumman-Spartan Super Pumper-Tanker, Engine 3. Due to production delays, this apparatus is anticipated to be shipped to Bethel on the first barge of 2023.

Grants

- The department will continue to seek grant funding for fire and EMS equipment, additional staffing, replacement fire apparatus and ambulances, and other equipment.

- The department received the 2021 State of Alaska Homeland Security SHSP grant award for the purchase of new portable and mobile radios to replace obsolete equipment. This equipment was purchased from Motorola Solutions, Inc. through Sourcewell Contract #042021-MOT.

- The department and City Grant Manager prepared an application for the 2022 State of Alaska Homeland Security SHSP Grant for security fencing, cameras, and lighting for the planned fire training tower which will be located adjacent to the fire station.

- The department is researching and applying for grants and potential local funding donations to assist in raising the remaining funds for the proposed fire training tower facility.

Property Maintenance

- It was discovered that the fire station needs foundation leveling, especially under the hose tower. The hose tower was leveled several years ago and now the floor is separating from the wall. This has the potential to cause significant water damage. The water/sewer utility connection's insulated box is currently separating from the exterior wall, which could cause freeze-ups. Additionally, the thermo-siphons that keep the ground frozen around the fire station's wood foundation piles need to be serviced and/or replaced. The installation of additional thermosyphons was recommended. Arctic Foundations, Inc. conducted their inspection of the thermosyphons and have issued a report. These issues were discussed with the City of Bethel's contracted engineering firm, DOWL, to formulate a strategy and request for proposals to repair the foundation and structural issues.

- The department is working together with DOWL and Draeger to do the site preparation tasks for the upcoming fire training tower and its foundation.

Staffing/Recruitment

- The department is recruiting for two Firefighter/EMT (PS2A, $52,373/yr + DOE) positions.

- The department is recruiting for a Fire Lieutenant (PS4A, $67,336/yr + DOE) position.

- The department is recruiting for an Administrative Assistant (Range 4) position.

- The Fire Lieutenant and Firefighter/EMT job vacancies have been advertised nationwide.

- The department his continually recruiting for volunteer members to serve as firefighters, ETT/EMT's, and support personnel. Become a volunteer today!

Vehicles & Equipment

- We have received the parts for the Class-A Foam system for Engine-4. Staff determined that a 1” valve was required, upon finding the ¾” valve shipped was too small for the current foam system plumbing. This project was put on hold to allow for the receipt of Engine-5 in May/June 2023 to allow this apparatus to be taken out of service for modifications.
- The department’s 2021 Ford Expedition, “Command 1”, has an open recall for possible under-hood fires, even when the engine is off. The vehicle is currently parked away from the fire station with its battery disconnected. V&E will receive parts soon per the dealership.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	**Type**	**Year**	**Status**
Medic 4	Ambulance	1999	*(Reserve Ambulance) In service.* ***Needs replacement.***
Medic 5	Ambulance	2019	*(Frontline Ambulance) In service.*
Medic 6	Ambulance	2017	*(Second-Out Ambulance) In service*. Back-Up camera is not functioning (wiring/connection issue). Rear heat in patient compartment is intermittent. Paint defects. Staff is requesting a technician from Braun Northwest to troubleshoot and repair these issues.
Medic 7	Ambulance		*In planning stage. Due to chassis production delays, there will be production delays.*
Engine 5	Pumper	2022	*Purchasing contract executed on 08/02/2021 with Hughes Fire Equipment, Inc. (Pierce Mfg, Inc.).This vehicle was PAID IN FULL on 10/04/2021. The apparatus will arrive in Bethel in May/June 2023.*
Engine 4	Pumper	2013	*(Frontline Pumper)* In service. Generator reoccurring fuel delivery problem. Pump packing rings need to be tightened and/or replaced. Tank-to-Pump valve has a leak and is being repaired.
Engine 3	Pumper	1986	(Poor overall condition; needs replacement). Pump packing rings need to be tightened and/or replaced (unable to pass pump certification testing).
Truck 1	Ladder Truck	2017	In service.
Com 1	SUV	2021	Out of Service (temporarily). Open Ford recall.
Com 2	Pickup	2014	In service.
Com 3	Pickup	2004	In service. Fair condition.
Honda 1	ATV	2004	In service.

Honda 2	ATV	2004	In service.
Fire Boat	Boat	2004	The boat has been tuned up and is parked at the Small Boat Harbor when the Public Safety Float is installed by Port of Bethel personnel. Needs new outboard motor (obsolete/frequent breakdowns). The fabric rear cabin door and plastic windows were recently replaced.

Account Number	Account Title	2022-23 Current year Budget	12/2022 Current year Actual	12/2022 Current year Encumbrance	Balance Remaining	%
GENERAL FUND						
FIRE DEPARTMENT						
100-60-6000	SALARIES	823,062.00	290,222.34	.00	532,839.66	35.26
100-60-6010	FLSA OVERTIME	70,000.00	60,467.98	.00	9,532.02	86.38
100-60-6011	CALL BACK OVERTIME	50,000.00	15,790.38	.00	34,209.62	31.58
100-60-6022	HOLIDAY PAY	.00	16,178.43	.00	16,178.43-	.00
100-60-6023	LEAVE CASHOUT	46,971.00	.00	.00	46,971.00	.00
100-60-6030	SOCIAL SECURITY EXPENSE	2,500.00	1,543.34	.00	956.66	61.73
100-60-6031	PAYABLE MEDICARE FICA	11,454.00	5,691.98	.00	5,762.02	49.69
100-60-6032	UNEMPLOYMENT	17,143.00	.00	.00	17,143.00	.00
100-60-6033	WORKERS' COMPENSATION	3,482.00	8,971.08	.00	5,489.08-	257.6
100-60-6034	PERS	211,873.00	78,719.91	.00	133,153.09	37.15
100-60-6040	EMPLOYEE GROUP BENEFITS	330,564.00	69,400.86	.00	261,163.14	20.99
100-60-6041	UTILITY BENEFIT	59,280.00	9,376.55	.00	49,903.45	15.82
100-60-6061	TRAVEL/TRAINING	31,600.00	11,188.57	.00	20,411.43	35.41
100-60-6100	SUPPLIES	25,200.00	5,433.44	.00	19,766.56	21.56
100-60-6103	WEARING APPAREL	13,214.00	5,204.66	.00	8,009.34	39.39
100-60-6150	GASOLINE/DIESEL/OIL	13,500.00	5,087.35	.00	8,412.65	37.68
100-60-6153	HEATING FUEL	20,000.00	8,335.90	.00	11,664.10	41.68
100-60-6155	WATER/SEWER/GARBAGE	4,459.00	.00	.00	4,459.00	.00
100-60-6160	ELECTRICITY	18,205.00	5,645.37	.00	12,559.63	31.01
100-60-6170	TELEPHONE	2,500.00	1,353.77	.00	1,146.23	54.15
100-60-6171	STAFF CELLULAR PHONES	5,000.00	1,101.03	.00	3,898.97	22.02
100-60-6200	MINOR EQUIPMENT	21,000.00	8,036.07	.00	12,963.93	38.27
100-60-6230	VEHICLE MAINT/REPAIR	18,000.00	2,907.91	.00	15,092.09	16.16
100-60-6231	VEHICLE PARTS & TOOLS	48,000.00	8,968.07	.00	39,031.93	18.68
100-60-6240	PROPERTY MAINT	33,000.00	57.96	.00	32,942.04	0.18%
100-60-6335	OTHER PURCHASED SERVICES	94,100.00	4,289.75	.00	89,810.25	4.56%
100-60-6400	INSURANCE	76,777.00	33,972.48	.00	42,804.52	44.25
100-60-6502	ADVERTISING	1,800.00	575.00	.00	1,225.00	31.94
100-60-6503	DUES & SUBSCRIPTIONS	9,500.00	10,607.85	.00	1,107.85-	111.6
100-60-6534	COLLECTION/SMALL CLAIMS	31,200.00	.00	.00	31,200.00	.00
100-60-6537	FIRE PREVENTION PROGRAM	5,200.00	4,755.47	.00	444.53	91.45
100-60-6539	MISCELLANEOUS EXPENSES	1,500.00	569.90	.00	930.10	37.99
100-60-6711	ADMIN OVERHEAD-IT SVCS	33,260.00	6,965.87	.00	26,294.13	20.94
100-60-6890	CAPITAL EXPENDITURES	449,815.00	.00	.00	449,815.00	.00
100-60-9649	VOLUNTEER STIPEND	20,000.00	160.00-	.00	20,160.00	-0.80
100-60-9697	Ford Expedition Command Vehic	7,974.00	.00	.00	7,974.00	.00
Total FIRE DEPARTMENT:		2,611,133.00	681,259.27	.00	1,929,873.73	26.09
Grand Totals:		2,611,133.00	681,259.27	.00	1,929,873.73	26.09

Search Parameters

Data Types: Emergency Medical Services

Source Versions: NEMSIS v2.2.1; NEMSIS v3.3.4; NEMSIS v3.4.0; NEMSIS v3.5.0

Agencies: Bethel Fire Department

Date Range: Current Month (11/01/2022 to 11/29/2022)

Date Bin: Day

Syndromes:

Matches **ANY** of the following: Alcohol, Burns, COVID-19, Cardiac Arrest, Cardiovascular, Chest Pain, Child Abuse and Neglect, Constitutional, Drowning, Fall: From Height, Fall: Ground Level, Firearm Assault, Firearm Injury, Firearm Injury - Intentional, Firearm Injury - Unintentional, Gastrointestinal, Heat-related Illness, Heroin (RI ESOOS), Heroin (VA), Influenza-like Illness, Intimate Partner Violence, MIS-C, MVC Fatal, MVC Likely Fatal, MVC Non-Severe, MVC Severe, MVC Unknown Severity, Mental Health, Methamphetamine, Monkeypox, Neurological, Non-Opioid Overdose (VA), Nonfatal Opioid Overdose (CSTE), Opioid (FL ESOOS), Opioid (MI), Opioid (MT), Opioid (RI ESOOS), Opioid (VA), Overdose (FL ESOOS), Overdose (ODMAP), Overdose (RI ESOOS), Respiratory, STEMI, Self-Harm, Sepsis, Sexual Violence, Stroke, Substance Use Disorder, Suicide Attempt, Suicide Ideation, Trauma

biospatial Symptoms (match at least 1):

Abdominal pain, Abuse or Neglect, Agitation, Alcohol, Altered consciousness, Anorexia, Anosmia, Apnea, Assault, Benzodiazepine, Blisters, Blurred vision, Body aches, Bronchiolitis, Bronchitis, Chills, Cocaine, Conjunctivitis, COPD, Cough, COVID-19, Crack, Dehydration, Diaphoresis, Diarrhea, Domestic Violence, Drooling, Drug, Drunk, Dyspnea, Earache, Epiglottitis, Fentanyl, Eye pain, Faintness, Fever, Food poisoning, Gastroenteritis, Gastrointestinal, Generalized weakness, Heat-related Illness, Hemoptysis, Hoarseness, Hypertension, Hypoxia, Influenza, Injure, Intentional, Intoxication, Irritable, Lacrimation, Lethargy, Local paralysis, Lower respiratory infection, LSD, Lymphadenopathy, Malaise, Marijuana, MDMA, Melena, Methadone, Methamphetamine, Miosis, Monkeypox, Narcan, Nausea, Opioid treatment, Oral mucosal changes, Overdose, Oxycodone, Painkiller, Pale, PCP, Pinpoint, Pleural effusion, Pleuritic pain, Pneumonia, Poison, Pregnant, Psilocybin, Psych, Psychiatric, Pulmonary edema, Rash, Respiratory distress, Rhinitis, Seizure, Sinusitis, Slur, Sore throat, Stridor, Suboxone, Suicide, Suicide attempt, Suicide ideation, Tachypnea, Travel/Contact - Asia, Travel/Contact - China, Travel/Contact - Europe, Travel/Contact - Iran, Travel/Contact - Italy, Twitching, Unconscious, Unresponsive, Upper respiratory congestion, Upper respiratory infection, Violence, Viral symptoms, Vomiting, Wheezing

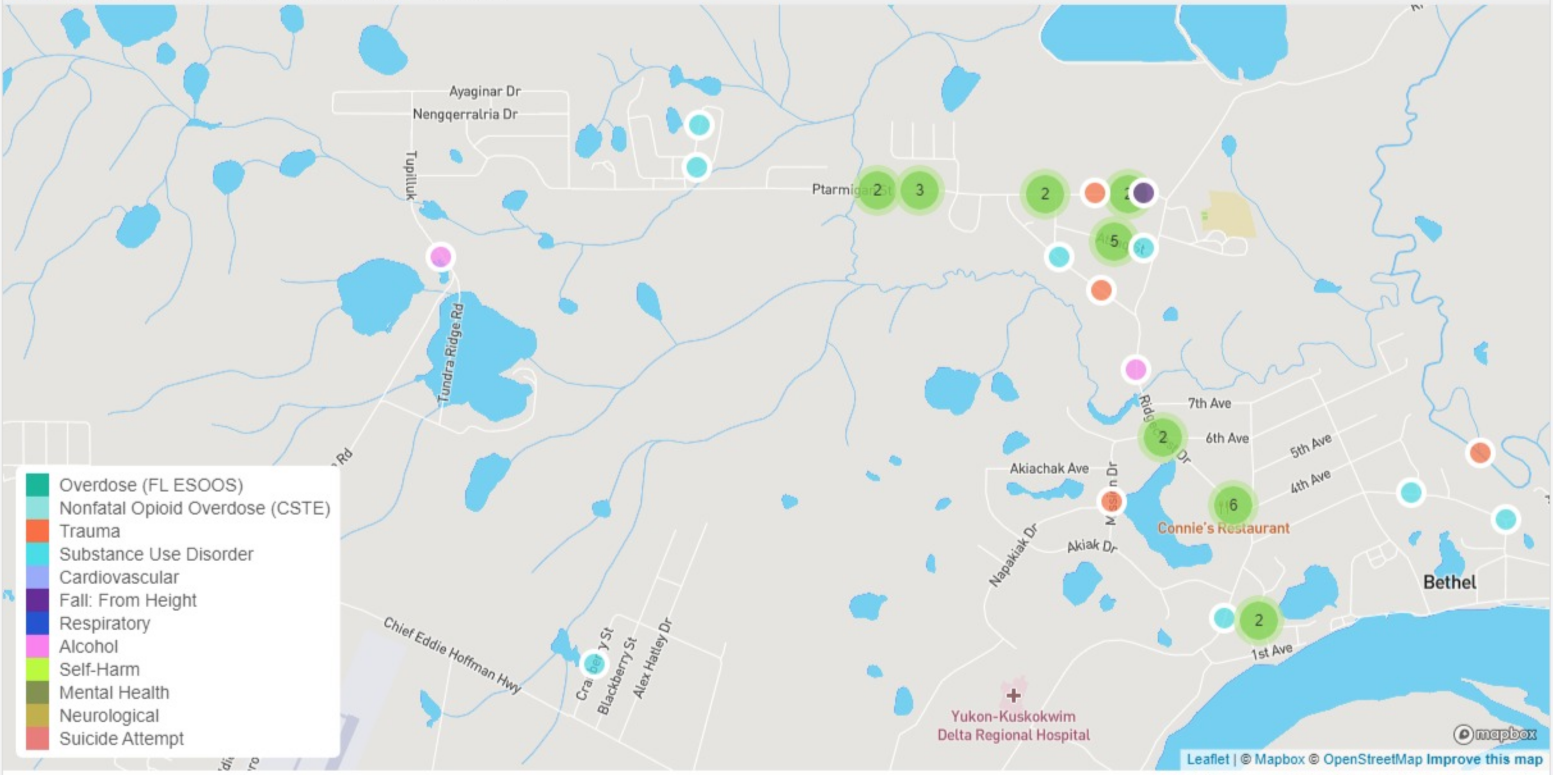
Types of Service Requested:

Emergency Response (Primary Response Area); Emergency Response (Intercept); Emergency Response (Mutual Aid); Hospital to Hospital Transfer; Hospital to Non-Hospital Transfer; Non-Hospital to Hospital Transfer; Non-Hospital to Non-Hospital Transfer; Administrative Operations; Crew Transport Only; Mobile Integrated Health Care Encounter; Mortuary Services; Non-Patient Care Rescue/Extrication; Other Routine Medical Transport; Public Assistance; Transport of Organs or Body Parts; Evaluation for Special Referral/Intake Programs; Standby; Support Services

Minimum Alert Threshold: Moderate

Map

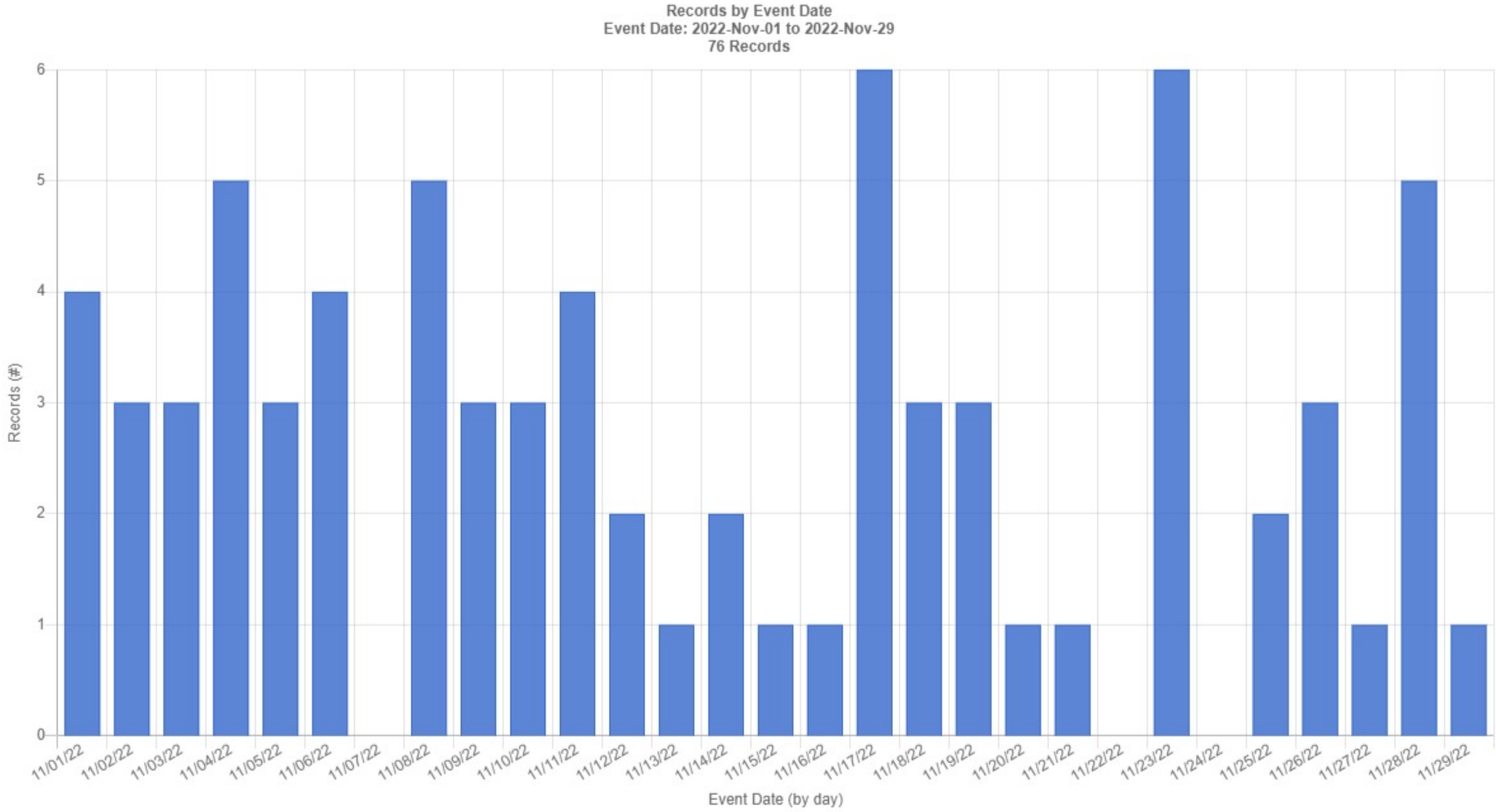
Data filtered based on **Access Levels**: Event = **Location**.



Date(s) Shown: 11/01/22 - 11/29/22, Binning: Day

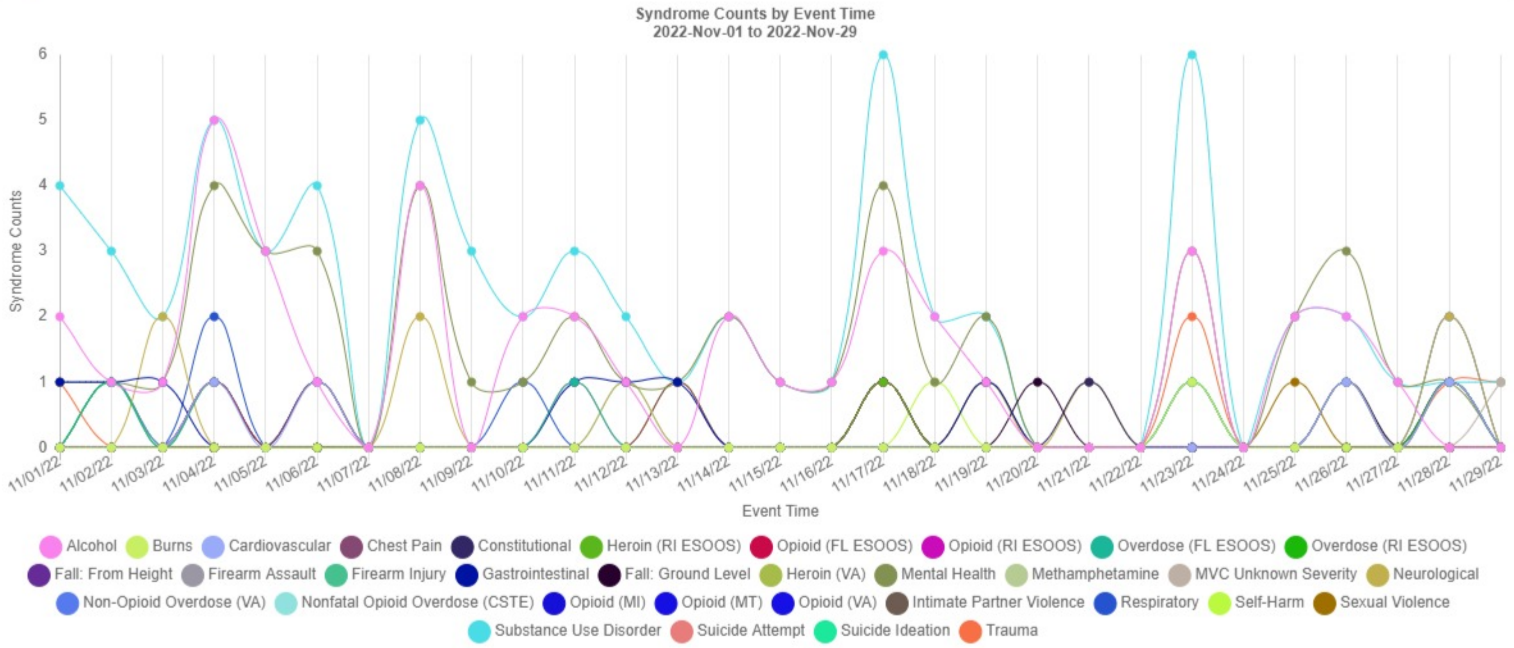
Data Explorer: Records by Event Date

Data filtered based on **Access Levels**: Event = **Location**. Operational = **Full**.



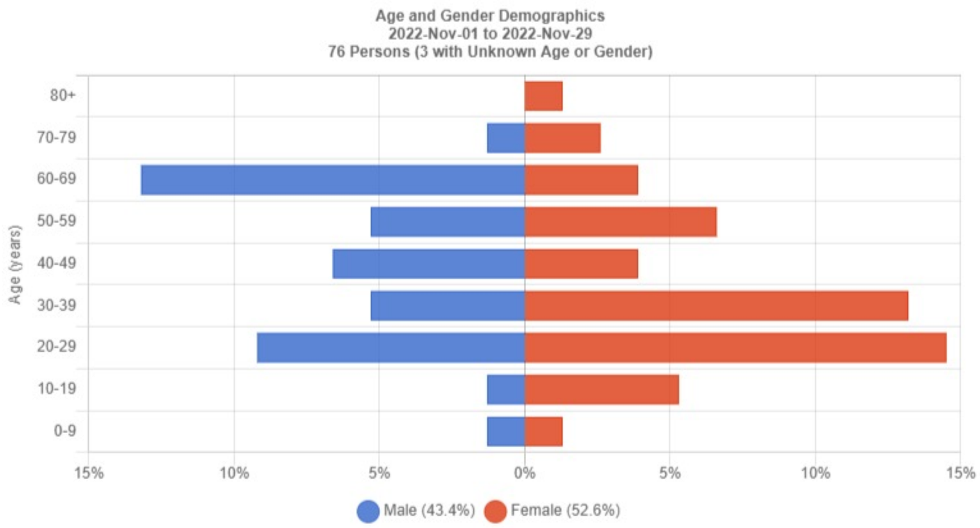
Syndrome Counts by Time

Data filtered based on **Access Levels**: Event = **Location**.



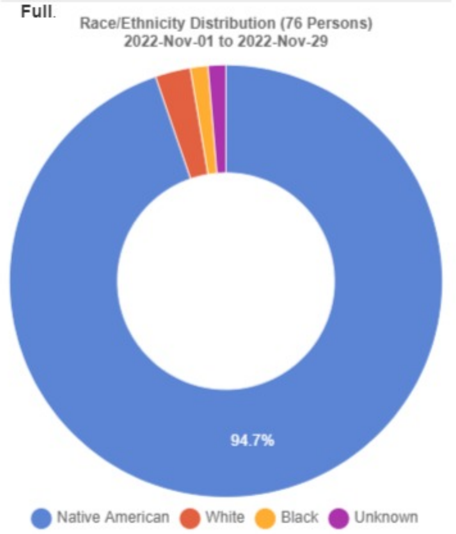
Age and Gender Distribution

Data filtered based on **Access Levels**: Event = **Location**.



Race/Ethnicity

Data filtered based on **Access Levels**: Event = **Full**.



Bethel Fire Department

Bethel, AK

This report was generated on 11/29/2022 10:56:12 AM

Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 11/01/2022 | End Date: 11/30/2022

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 1 - 1st Ave (River Access) to Alder Street		
511 - Lock-out	Completed	1
671 - HazMat release investigation w/no HazMat	Completed	1
Zone: 12 - Tundra Ridge Subdivision		
511 - Lock-out	Completed	1
622 - No incident found on arrival at dispatch address	Reviewed	1
Zone: 13 - Larson Subdivision and B.I.A.		
154 - Dumpster or other outside trash receptacle fire	Reviewed	1
Zone: 5 - City Subdivision		
511 - Lock-out	Completed	1
733 - Smoke detector activation due to malfunction	Completed	1
735 - Alarm system sounded due to malfunction	Reviewed	1
Zone: 6 - ASHA Housing (Bethel Heights)		
743 - Smoke detector activation, no fire - unintentional	Reviewed	1
Zone: 7 - Airport Road to Blueberry Subdivision		
445 - Arcing, shorted electrical equipment	Completed	1
622 - No incident found on arrival at dispatch address	Reviewed	1
Zone: 8 - Hoffman Subdivision		
511 - Lock-out	Completed	1
745 - Alarm system activation, no fire - unintentional	Reviewed	1

This report gives a count of each incident type for the Incident Status or Statuses selected.

COMBINED CASH ACCOUNTS

010-10200	CASH-GENERAL WELLS FARGO	2,247,911.00
010-10210	CASH-PAYROLL WELLS FARGO	(562,542.76)
010-10220	CASH-UTILITY WELLS FARGO	1,954,163.31
010-10225	CASH-XPRESS PAY DEPOSIT ACCT	255,056.00
010-10230	CASH-COMMUNITY ACTION GRANT	143,427.05
010-10360	CASH WF PC TICKETS	64,533.05
	TOTAL COMBINED CASH	4,102,547.65
010-10100	CASH IN COMBINED FUND	(21,614,961.54)
	TOTAL UNALLOCATED CASH	(17,512,413.89)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO FUND 010	(21,614,961.54)
100	ALLOCATION TO GENERAL FUND	7,601,341.76
110	ALLOCATION TO "1ST 100 YEARS" PUBLICATION	35.00
160	ALLOCATION TO POLICE ASSET FORFEITURE	(66,780.50)
170	ALLOCATION TO VSW-HEAT TRACE REPLACEMENT	(15,408.79)
180	ALLOCATION TO BOARDWALK LIGHTING PROJECT	88,148.05
190	ALLOCATION TO AVENUES W&S GRANT USDA	(6,798.94)
200	ALLOCATION TO AVENUES W&S LOAN USDA	(2,818,129.51)
250	ALLOCATION TO LAND PLANNING AND DEVELOPMENT	21,172.97
260	ALLOCATION TO PARKS DEVELOPMENT FUND	40,845.33
270	ALLOCATION TO COMMUNITY SERVICE PATROL GRANT	(219,770.78)
280	ALLOCATION TO RECOVERY ACT JAG GRANT	(21,183.63)
400	ALLOCATION TO YK REG AQUA HLTH & SAFETY CTR	(2,184,387.35)
410	ALLOCATION TO E-911 SYSTEM/SURCHARGE	20,614.55
430	ALLOCATION TO WATER & SEWER GRANT PROJECTS	(16,000.00)
450	ALLOCATION TO INSTITUTIONAL CORRIDOR PROJECT	(115,901.89)
470	ALLOCATION TO PORT OFFICE CP FUND	(22,466.07)
490	ALLOCATION TO F49 PORT MULTI-FACILITY IMPRV.	(22,200.00)
500	ALLOCATION TO SOLID WASTE SERVICES	3,679,049.18
510	ALLOCATION TO WATER & SEWER SERVICES	5,973,476.32
520	ALLOCATION TO MUNICIPAL DOCK	6,027,924.59
530	ALLOCATION TO LEASED PROPERTIES	991,394.39
540	ALLOCATION TO EMPLOYEE GROUP HEALTH BEN.	(785,282.53)
550	ALLOCATION TO INFORMATION TECHNOLOGY SERV.	(77.08)
560	ALLOCATION TO BETHEL PUBLIC TRANSIT SYSTEM	(425,529.39)
570	ALLOCATION TO VEHICLES & EQUIP MAINTENANCE	(521,909.95)
580	ALLOCATION TO FLEET REPLACEMENT FUND	1,240,516.70
600	ALLOCATION TO RASMUSON GRANT	4,430.32
630	ALLOCATION TO LAGOON UPGRADES DESIGN SERV	(1,171,445.08)
660	ALLOCATION TO COVID-19 CARES ACT FUND	2,966,263.16
670	ALLOCATION TO THE AK COMMUNITY FOUNDATION	100,000.00
680	ALLOCATION TO HOMELAND SECURITY PROGRAM	(12,637.17)
690	ALLOCATION TO DIABETES PREVENTION & CONTROL	7.53
720	ALLOCATION TO CARES ACTAK COMMUNITY TRANSIT	(182,923.61)
750	ALLOCATION TO USDOJ CORONAVIRUS EMERGENCY	(3,594.00)
830	ALLOCATION TO FUND 830	(2,898.54)
900	ALLOCATION TO BETHEL ENDOWMENT FUND	1,453,136.60

TOTAL ALLOCATIONS TO OTHER FUNDS	(21,929.90)
ZERO PROOF IF ALLOCATIONS BALANCE	(21,929.90)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

FUND 010

ASSETS

010-10100	CASH IN COMBINED FUND	(21,614,961.54)	
010-10200	CASH-GENERAL WELLS FARGO	2,247,911.00	
010-10210	CASH-PAYROLL WELLS FARGO	(562,542.76)	
010-10220	CASH-UTILITY WELLS FARGO	1,954,163.31	
010-10225	CASH-XPRESS PAY DEPOSIT ACCT	255,056.00	
010-10230	CASH-COMMUNITY ACTION GRANT	143,427.05	
010-10360	CASH WF PC TICKETS	64,533.05	
010-11210	INVESTMENT-AMLIP	3,430,276.78	
010-11750	CASH CLEARING - UTILITY	(418,908.60)	
010-11751	CASH CLEARING - CEMETERY	(582.66)	
010-11755	CASH CLEARING - A/R	(24,673.20)	
010-11756	CASH CLEARING - BUS.LICENSE	(4,605.68)	
010-11757	CASH CLEARING - BUSINESS TAX	(656,500.02)	
010-12900	TVI-CENTRAL TREASURY ACCT	14,003,433.52	
	TOTAL ASSETS		(1,183,973.75)

LIABILITIES AND EQUITY

LIABILITIES

010-20100	VOUCHERS PAYABLE	(22,519.09)	
	TOTAL LIABILITIES		(22,519.09)
	TOTAL LIABILITIES AND EQUITY		(22,519.09)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

GENERAL FUND

ASSETS

100-10100	CASH IN COMBINED FUND	7,601,341.76	
100-11010	PETTY CASH/CASH IN TILL-YOUTH	70.00	
100-11020	PETTY CASH/CASH IN TILL-POLICE	256.18	
100-11030	PETTY CASH/CASH IN TILL-FINANC	500.00	
100-12000	ACCOUNTS RECEIVABLE-EMP ADV	(1,596.63)	
100-12020	ACCOUNTS RECEIVABLE-BTC MODULE	181,797.34	
100-12030	ACCOUNTS RECEIVABLE-AR MODULE	166,035.04	
100-12040	ACCOUNTS RECEIVABLE-BL MODULE	(350.00)	
100-12200	INTEREST RECEIVABLE	108.60	
100-12800	ACCRUAL - TAXES	843,060.10	
100-12900	ALLOWANCE FOR DOUBTFUL ACCTS	(18,575.20)	
100-13200	INVENTORY - HEATING FUEL	29,381.99	
100-13300	INVENTORY-TREATED LUMBER	2,361.99	
100-13410	INVENTORY - CALCIUM CHLORIDE	13,434.68	
100-13500	INVENTORY - PIPE	29,098.50	
100-17600	PREPAID INSURANCE	636,068.80	
100-17700	PREPAID WORKERS COMP	106,121.00	
100-17800	PREPAID - OTHER EXPENSES	24,549.81	
100-18000	SUSPENSE	(37,838.56)	
100-18300	SUSPENSE - BULK DIESEL FUEL	35,201.93	
100-19500	MISC RECEIVABLES - GENERAL FUN	2,925,632.54	
	TOTAL ASSETS		12,536,659.87

LIABILITIES AND EQUITY

LIABILITIES

100-20100	VOUCHERS PAYABLE	26,068.33	
100-20700	PAYABLE - CHILD SUPPORT	(95.62)	
100-20710	PAYABLE - GARNISHMENT	1,317.62	
100-20720	PAYABLE - SOCIAL SECURITY	4,936.62	
100-21000	ACCRUED PAYROLL	44,113.48	
100-21100	RETURNED STALE DATED PAYROLL	3,858.25	
100-21200	PAYABLE FED W/H	37,655.82	
100-21300	PAYABLE MEDICARE FICA	623.89	
100-21410	PAYABLE - PERS	166,610.28	
100-21510	PAYABLE - DEFERRED COMP ICMA	2,473.74	
100-21520	PAYABLE - DEFERRED COMP NACO	717.00	
100-21530	PAYABLE - DEFERRED COMP LINCOL	500.00	
100-21600	PAYABLE - HEALTH INSURANCE	125,056.37	
100-21610	PAYABLE - AFLAC	(314.98)	
100-21700	PAYABLE - UNION DUES	(3,887.02)	
100-21900	PAYABLE - OTHER DEDUCTIONS	7,786.14	
100-22100	ACCRUED VACATION	9,274.93	
100-23200	UNCLAIMED PROPERTY PAYABLE	15,156.01	
	TOTAL LIABILITIES		441,850.86

FUND EQUITY

GENERAL FUND

100-26900	INSURANCE CONTINGIENCY		5,345.00	
100-27000	DEFERRED REVENUE - SALES TAX		192,499.99	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(1,232,715.29)		
	BALANCE - CURRENT DATE		(1,232,715.29)	
	TOTAL FUND EQUITY			(1,034,870.30)
	TOTAL LIABILITIES AND EQUITY			(593,019.44)

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TAXES					
100-40-4300	TAX - SALES	2,957,273.66	2,957,273.66	7,800,000.00	4,842,726.34	37.9
100-40-4301	PENALTIES & INT - SALES TAX	28,264.38	28,264.38	33,000.00	4,735.62	85.7
100-40-4310	TAX - TRANSIENT LODGING	253,290.79	253,290.79	512,000.00	258,709.21	49.5
100-40-4320	CIGARETTE AND TOBACCO TAX	210,947.94	210,947.94	675,000.00	464,052.06	31.3
100-40-4322	MARIJUANA TAX	312,269.09	312,269.09	850,000.00	537,730.91	36.7
100-40-4330	TAX - ALCOHOL USE	129,811.21	129,811.21	500,000.00	370,188.79	26.0
100-40-4340	TAX - MOTOR VEH REGISTRATION	17,278.52	17,278.52	50,000.00	32,721.48	34.6
100-40-4342	AK REMOTE SELLER SALES TAX	212,397.87	212,397.87	600,000.00	387,602.13	35.4
	TOTAL TAXES	4,121,533.46	4,121,533.46	11,020,000.00	6,898,466.54	37.4
	STATE & FEDERAL REVENUES					
100-42-4102	PILT PROGRAM - STATE	983,653.91	983,653.91	950,000.00	(33,653.91)	103.5
100-42-4201	SOA-POLICE THERAPEUTIC COURT	.00	.00	250.00	250.00	.0
100-42-4203	COMMUNITY DIVIDEND	.00	.00	102,000.00	102,000.00	.0
100-42-4204	PERS ON BEHALF	.00	.00	320,000.00	320,000.00	.0
100-42-4207	MISCELLANEOUS STATE REV	.00	.00	500.00	500.00	.0
100-42-4345	SOA ELECTRIC CO-OP TAX SHARE	20,544.74	20,544.74	20,000.00	(544.74)	102.7
	TOTAL STATE & FEDERAL REVENUES	1,004,198.65	1,004,198.65	1,392,750.00	388,551.35	72.1
	CHARGES FOR SERVICES					
100-43-4374	AMBULANCE REVENUE	36,149.92	36,149.92	250,000.00	213,850.08	14.5
100-43-4379	POLICE DEPT MISC FEES	.00	.00	3,000.00	3,000.00	.0
	TOTAL CHARGES FOR SERVICES	36,149.92	36,149.92	253,000.00	216,850.08	14.3
	LICENSES, PERMITS & FEES					
100-45-4341	GAMING TAX	226,609.69	226,609.69	400,000.00	173,390.31	56.7
100-45-4377	PARKS & REC JULY 4TH FEES	100.00	100.00	500.00	400.00	20.0
100-45-4500	TAXI PERMITS	50,740.00	50,740.00	160,000.00	109,260.00	31.7
100-45-4502	BUSINESS LICENSES	7,600.00	7,600.00	25,000.00	17,400.00	30.4
100-45-4504	ANIMAL CONTROL LICENSES	598.00	598.00	2,500.00	1,902.00	23.9
100-45-4510	PLANNING FEES	6,325.00	6,325.00	1,700.00	(4,625.00)	372.1
100-45-4511	PLAT/RECORDING FEES	.00	.00	250.00	250.00	.0
100-45-4512	SITE REVIEWS	17,000.00	17,000.00	1,500.00	(15,500.00)	1133.3
100-45-4559	MISC PERMITS/LICENSES/FEE	9,814.00	9,814.00	6,000.00	(3,814.00)	163.6
	TOTAL LICENSES, PERMITS & FEES	318,786.69	318,786.69	597,450.00	278,663.31	53.4

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	MISCELLANEOUS					
100-49-4202	SOA COURT FINES/FEES	1,350.00	1,350.00	5,000.00	3,650.00	27.0
100-49-4361	100 YRS PUBLICATION	.00	.00	40.00	40.00	.0
100-49-4362	PC TICKETS	2,436.40	2,436.40	4,000.00	1,563.60	60.9
100-49-4379	POLICE DEPT MISC	1,281.50	1,281.50	12,000.00	10,718.50	10.7
100-49-4439	MISCELLANEOUS REVENUE	9,577.78	9,577.78	65,000.00	55,422.22	14.7
100-49-4566	CLEANUP GREENUP DONATIONS	300.00	300.00	.00	(300.00)	.0
100-49-4590	INVESTMENT INCOME	(371,221.19)	(371,221.19)	75,000.00	446,221.19	(495.0)
100-49-4890	GAIN(LOSS) SALE OF FIXED ASSET	.00	.00	20,000.00	20,000.00	.0
100-49-9481	ONC GRAVEL CONTRACT	130,000.00	130,000.00	.00	(130,000.00)	.0
	TOTAL MISCELLANEOUS	(226,275.51)	(226,275.51)	181,040.00	407,315.51	(125.0)
	TOTAL FUND REVENUE	5,254,393.21	5,254,393.21	13,444,240.00	8,189,846.79	39.1

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	ADMINISTRATION					
100-51-6000	SALARIES	141,186.07	141,186.07	367,621.00	226,434.93	38.4
100-51-6002	RELOCATION EXPENSES	5,442.08	5,442.08	10,000.00	4,557.92	54.4
100-51-6003	RECRUITMENT COSTS	.00	.00	10,000.00	10,000.00	.0
100-51-6010	OVERTIME	3,171.79	3,171.79	10,000.00	6,828.21	31.7
100-51-6022	HOLIDAY PAY	2,238.20	2,238.20	.00	(2,238.20)	.0
100-51-6023	LEAVE CASHOUT	11,190.96	11,190.96	18,881.00	7,690.04	59.3
100-51-6030	SOCIAL SECURITY EXPENSE	3,496.57	3,496.57	3,500.00	3.43	99.9
100-51-6031	PAYABLE MEDICARE FICA	2,226.49	2,226.49	5,475.00	3,248.51	40.7
100-51-6032	UNEMPLOYMENT	.00	.00	6,722.00	6,722.00	.0
100-51-6033	WORKERS' COMPENSATION	198.40	198.40	9,755.00	9,556.60	2.0
100-51-6034	PERS	19,506.16	19,506.16	83,077.00	63,570.84	23.5
100-51-6040	EMPLOYEE GROUP BENEFITS	15,329.10	15,329.10	76,284.00	60,954.90	20.1
100-51-6041	UTILITY BENEFIT	3,688.11	3,688.11	13,680.00	9,991.89	27.0
100-51-6044	YK FITNESS CENTER MEMBERSHIPPR	40,000.00	40,000.00	40,000.00	.00	100.0
100-51-6060	TRAVEL/TRAINING	9,972.15	9,972.15	20,000.00	10,027.85	49.9
100-51-6100	SUPPLIES	7,699.00	7,699.00	5,000.00	(2,699.00)	154.0
100-51-6103	WEARING APPAREL	.00	.00	500.00	500.00	.0
100-51-6150	GASOLINE/DIESEL/OIL	.00	.00	500.00	500.00	.0
100-51-6153	HEATING FUEL	8,586.67	8,586.67	25,000.00	16,413.33	34.4
100-51-6155	WATER/SEWER/GARBAGE	2,558.40	2,558.40	8,107.00	5,548.60	31.6
100-51-6160	ELECTRICITY	5,682.18	5,682.18	23,018.00	17,335.82	24.7
100-51-6170	TELEPHONE	5,267.15	5,267.15	20,000.00	14,732.85	26.3
100-51-6171	STAFF CELLULAR PHONES	716.56	716.56	1,000.00	283.44	71.7
100-51-6200	MINOR EQUIPMENT	169.99	169.99	2,000.00	1,830.01	8.5
100-51-6230	VEHICLE MAINT/REPAIR	436.19	436.19	1,285.00	848.81	33.9
100-51-6231	VEHICLE PARTS & TOOLS	.00	.00	500.00	500.00	.0
100-51-6320	OTHER PROFESSIONAL FEES	16,071.35	16,071.35	20,000.00	3,928.65	80.4
100-51-6325	CONSULTING FEES	4,863.37	4,863.37	.00	(4,863.37)	.0
100-51-6333	JANITORIAL	4,875.00	4,875.00	20,000.00	15,125.00	24.4
100-51-6335	OTHER PURCHASED SERVICES	5,195.74	5,195.74	30,000.00	24,804.26	17.3
100-51-6400	INSURANCE	6,328.48	6,328.48	29,968.00	23,639.52	21.1
100-51-6430	ALLOWANCE FOR SPECIAL EVENTS	8,154.89	8,154.89	10,000.00	1,845.11	81.6
100-51-6500	DRUG TESTING/BCKGRND CKS	.00	.00	10,000.00	10,000.00	.0
100-51-6502	ADVERTISING	1,211.49	1,211.49	10,000.00	8,788.51	12.1
100-51-6503	DUES & SUBSCRIPTIONS	1,643.00	1,643.00	2,000.00	357.00	82.2
100-51-6506	POSTAGE	172.92	172.92	1,000.00	827.08	17.3
100-51-6530	FINANCE CHARGES/PENALTIES	67.76	67.76	.00	(67.76)	.0
100-51-6539	MISCELLANEOUS EXPENSES	718.85	718.85	1,000.00	281.15	71.9
100-51-6700	INDIRECT COST RECOVERY	(121,493.80)	(121,493.80)	(356,387.00)	(234,893.20)	(34.1)
100-51-6711	ADMIN OVERHEAD-IT SVCS	6,965.87	6,965.87	33,260.00	26,294.13	20.9
	TOTAL ADMINISTRATION	223,537.14	223,537.14	572,746.00	349,208.86	39.0

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CITY CLERKS OFFICE					
100-52-6000	SALARIES	78,579.94	78,579.94	188,225.00	109,645.06	41.8
100-52-6031	PAYABLE MEDICARE FICA	1,120.31	1,120.31	2,729.00	1,608.69	41.1
100-52-6032	UNEMPLOYMENT	.00	.00	3,350.00	3,350.00	.0
100-52-6033	WORKERS' COMPENSATION	98.88	98.88	4,862.00	4,763.12	2.0
100-52-6034	P.E.R.S.	17,287.54	17,287.54	41,410.00	24,122.46	41.8
100-52-6040	EMPLOYEE GROUP BENEFITS	18,791.84	18,791.84	50,856.00	32,064.16	37.0
100-52-6041	UTILITY BENEFIT	2,772.17	2,772.17	9,120.00	6,347.83	30.4
100-52-6060	TRAVEL/TRAINING-COUNCIL	5,324.22	5,324.22	19,000.00	13,675.78	28.0
100-52-6061	TRAVEL/TRAINING	3,661.54	3,661.54	7,800.00	4,138.46	46.9
100-52-6100	SUPPLIES-CLERK	256.08	256.08	500.00	243.92	51.2
100-52-6101	SUPPLIES-COUNCIL	.00	.00	500.00	500.00	.0
100-52-6171	STAFF CELLULAR PHONES	477.64	477.64	1,680.00	1,202.36	28.4
100-52-6321	LEGAL FEES	3,011.40	3,011.40	5,000.00	1,988.60	60.2
100-52-6335	OTHER PURCHASED SERVICES	14,650.54	14,650.54	16,000.00	1,349.46	91.6
100-52-6400	INSURANCE	1,021.08	1,021.08	9,935.00	8,913.92	10.3
100-52-6430	ALLOWANCE FOR SPECIAL EVENTS	.00	.00	600.00	600.00	.0
100-52-6503	DUES & SUBSCRIPTIONS	7,260.45	7,260.45	7,000.00	(260.45)	103.7
100-52-6505	ELECTION EXPENSES	16,004.34	16,004.34	18,700.00	2,695.66	85.6
100-52-6507	DONATIONS & AWARDS	681.22	681.22	800.00	118.78	85.2
100-52-6700	INDRIECT COST RECOVERY	(79,381.02)	(79,381.02)	(275,460.00)	(196,078.98)	(28.8)
100-52-6711	ADMIN OVERHEAD-IT SVCS	6,965.87	6,965.87	33,260.00	26,294.13	20.9
	TOTAL CITY CLERKS OFFICE	98,584.04	98,584.04	145,867.00	47,282.96	67.6

GENERAL FUND

FINANCE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-53-6000	SALARIES	227,832.47	227,832.47	699,921.00	472,088.53	32.6
100-53-6010	OVERTIME	9,673.56	9,673.56	16,000.00	6,326.44	60.5
100-53-6022	HOLIDAY PAY	5,524.45	5,524.45	.00	(5,524.45)	.0
100-53-6023	LEAVE CASHOUT	642.77	642.77	8,568.00	7,925.23	7.5
100-53-6030	SOCIAL SECURITY EXPENSE	.00	.00	1,300.00	1,300.00	.0
100-53-6031	PAYABLE MEDICARE FICA	3,635.98	3,635.98	10,381.00	6,745.02	35.0
100-53-6032	UNEMPLOYMENT	.00	.00	12,743.00	12,743.00	.0
100-53-6033	WORKERS' COMPENSATION	376.12	376.12	1,849.00	1,472.88	20.3
100-53-6034	PERS	53,574.56	53,574.56	157,503.00	103,928.44	34.0
100-53-6040	EMPLOYEE GROUP BENEFITS	53,223.08	53,223.08	228,852.00	175,628.92	23.3
100-53-6041	UTILITY BENEFIT	8,731.98	8,731.98	41,040.00	32,308.02	21.3
100-53-6060	TRAVEL/TRAINING	6,286.79	6,286.79	20,000.00	13,713.21	31.4
100-53-6100	SUPPLIES	9,436.65	9,436.65	11,000.00	1,563.35	85.8
100-53-6150	GASOLINE/DIESEL/OIL	351.54	351.54	1,200.00	848.46	29.3
100-53-6170	TELEPHONE	33.44	33.44	250.00	216.56	13.4
100-53-6171	STAFF CELLULAR PHONES	755.42	755.42	2,000.00	1,244.58	37.8
100-53-6200	MINOR EQUIPMENT	4,231.81	4,231.81	11,000.00	6,768.19	38.5
100-53-6230	VEHICLE MAINT/REPAIR	436.19	436.19	1,266.00	829.81	34.5
100-53-6240	PROPERTY MAINT	5.48	5.48	.00	(5.48)	.0
100-53-6310	ADMIN-OUTSOURCED SERVICES	33,867.17	33,867.17	95,000.00	61,132.83	35.7
100-53-6311	AUDITING EXPENSE	11,000.00	11,000.00	100,000.00	89,000.00	11.0
100-53-6331	HARDWARE/SOFTWARE SUPPORT	3,874.75	3,874.75	19,000.00	15,125.25	20.4
100-53-6335	OTHER PROFESSIONAL FEES	74,575.52	74,575.52	205,000.00	130,424.48	36.4
100-53-6400	INSURANCE	2,255.40	2,255.40	33,901.00	31,645.60	6.7
100-53-6502	ADVERTISING	.00	.00	2,500.00	2,500.00	.0
100-53-6503	DUES & SUBSCRIPTIONS	223.96	223.96	5,000.00	4,776.04	4.5
100-53-6506	POSTAGE	283.28	283.28	1,300.00	1,016.72	21.8
100-53-6530	FINANCE CHARGES/PENALTIES	(55.15)	(55.15)	300.00	355.15	(18.4)
100-53-6531	BANK CHARGES	16,681.55	16,681.55	52,000.00	35,318.45	32.1
100-53-6532	CASH OVER/SHORT	(19.82)	(19.82)	500.00	519.82	(4.0)
100-53-6533	IRS PENALTIES AND INTEREST	647.87	647.87	4,000.00	3,352.13	16.2
100-53-6539	MISCELLANEOUS EXPENSES	973.46	973.46	4,000.00	3,026.54	24.3
100-53-6700	INDIRECT COST RECOVERY	(240,023.21)	(240,023.21)	(907,855.00)	(667,831.79)	(26.4)
100-53-6711	ADMIN OVERHEAD-IT SVCS	9,213.58	9,213.58	33,260.00	24,046.42	27.7
100-53-9693	KIOSK+ANNUAL FEES&NEWCOPIER	.00	.00	20,000.00	20,000.00	.0
	TOTAL FINANCE	298,250.65	298,250.65	892,779.00	594,528.35	33.4

GENERAL FUND

PLANNING

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-54-6000	SALARIES	42,538.10	42,538.10	164,599.00	122,060.90	25.8
100-54-6022	HOLIDAY PAY	1,150.66	1,150.66	.00	(1,150.66)	.0
100-54-6023	LEAVE CASHOUT	14,836.86	14,836.86	1,146.00	(13,690.86)	1294.7
100-54-6031	PAYABLE MEDICARE FICA	784.43	784.43	2,387.00	1,602.57	32.9
100-54-6032	UNEMPLOYMENT	.00	.00	2,930.00	2,930.00	.0
100-54-6033	WORKERS' COMPENSATION	86.48	86.48	425.00	338.52	20.4
100-54-6034	PERS	8,707.96	8,707.96	36,212.00	27,504.04	24.1
100-54-6040	EMPLOYEE GROUP BENEFITS	8,454.09	8,454.09	50,856.00	42,401.91	16.6
100-54-6041	UTILITY BENEFIT	695.50	695.50	9,120.00	8,424.50	7.6
100-54-6061	TRAVEL/TRAINING	.00	.00	3,600.00	3,600.00	.0
100-54-6100	SUPPLIES	367.99	367.99	5,600.00	5,232.01	6.6
100-54-6103	WEARING APPAREL	.00	.00	300.00	300.00	.0
100-54-6150	GASOLINE/DIESEL/OIL	202.89	202.89	1,800.00	1,597.11	11.3
100-54-6153	HEATING FUEL	113.20	113.20	3,437.00	3,323.80	3.3
100-54-6155	WATER/SEWER/GARBAGE	169.18	169.18	1,038.00	868.82	16.3
100-54-6160	ELECTRICITY	497.95	497.95	1,876.00	1,378.05	26.5
100-54-6170	TELEPHONE	16.72	16.72	200.00	183.28	8.4
100-54-6171	STAFF CELLULAR PHONES	238.82	238.82	84.00	(154.82)	284.3
100-54-6200	MINOR EQUIPMENT	.00	.00	5,500.00	5,500.00	.0
100-54-6230	VEHICLE MAINT/REPAIR	436.19	436.19	1,559.00	1,122.81	28.0
100-54-6231	VEHICLE PARTS & TOOLS	.00	.00	1,000.00	1,000.00	.0
100-54-6320	OTHER PROFESSIONAL FEES	2,805.00	2,805.00	20,000.00	17,195.00	14.0
100-54-6321	LEGAL FEES	.00	.00	1,000.00	1,000.00	.0
100-54-6330	OTHER PROFESSIONAL FEES	.00	.00	20,000.00	20,000.00	.0
100-54-6331	HARDWARE/SOFTWARE SUPPORT	2,539.00	2,539.00	2,500.00	(39.00)	101.6
100-54-6400	INSURANCE	1,195.64	1,195.64	12,750.00	11,554.36	9.4
100-54-6502	ADVERTISING	731.55	731.55	2,000.00	1,268.45	36.6
100-54-6503	DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
100-54-6539	MISCELLANEOUS EXPENSES	51.35	51.35	1,000.00	948.65	5.1
100-54-6711	ADMIN OVERHEAD-IT SVCS	6,965.87	6,965.87	33,260.00	26,294.13	20.9
100-54-9694	COMPREHENSIVE PLAN	32,914.00	32,914.00	147,663.00	114,749.00	22.3
100-54-9695	ROAD OWNERSHIP DETERIMINATION	.00	.00	40,000.00	40,000.00	.0
	TOTAL PLANNING	126,499.43	126,499.43	574,342.00	447,842.57	22.0

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	TECHNOLOGY DEPARTMENTS					
100-55-6000	SALARIES	52,545.02	52,545.02	164,235.00	111,689.98	32.0
100-55-6010	OVERTIME	559.46	559.46	5,000.00	4,440.54	11.2
100-55-6022	HOLIDAY PAY	736.74	736.74	.00	(736.74)	.0
100-55-6023	LEAVE CASHOUT / PAYOUT	38,566.64	38,566.64	8,212.00	(30,354.64)	469.6
100-55-6031	PAYABLE MEDICARE FICA	1,314.54	1,314.54	2,382.00	1,067.46	55.2
100-55-6032	UNEMPLOYMENT	.00	.00	2,924.00	2,924.00	.0
100-55-6033	WORKERS' COMPENSATION	52.72	52.72	423.00	370.28	12.5
100-55-6034	PERS	11,845.08	11,845.08	36,131.00	24,285.92	32.8
100-55-6040	EMPLOYEE GROUP BENEFITS	6,665.79	6,665.79	50,856.00	44,190.21	13.1
100-55-6041	UTILITY BENEFIT	1,346.62	1,346.62	9,120.00	7,773.38	14.8
100-55-6060	TRAVEL/TRAINING	719.24	719.24	10,000.00	9,280.76	7.2
100-55-6100	SUPPLIES	2,612.03	2,612.03	7,000.00	4,387.97	37.3
100-55-6150	GASOLINE/DIESEL/OIL	970.75	970.75	3,000.00	2,029.25	32.4
100-55-6171	STAFF CELLULAR PHONES	1,315.78	1,315.78	2,000.00	684.22	65.8
100-55-6179	CONNECTIVITY SERVICES	113,410.12	113,410.12	400,000.00	286,589.88	28.4
100-55-6200	MINOR EQUIPMENT	10,499.69	10,499.69	35,000.00	24,500.31	30.0
100-55-6210	EQUIPMENT RENTAL	62,073.89	62,073.89	180,000.00	117,926.11	34.5
100-55-6230	VEHICLE MAINT/REPAIR	436.19	436.19	1,280.00	843.81	34.1
100-55-6231	VEHICLE PARTS & TOOLS	1,616.70	1,616.70	1,000.00	(616.70)	161.7
100-55-6320	OTHER PROFESSIONAL FEES	38,219.32	38,219.32	115,000.00	76,780.68	33.2
100-55-6331	HARDWARE/SOFTWARE SUPPORT	33,249.64	33,249.64	70,000.00	36,750.36	47.5
100-55-6335	OTHER PURCHASED SERVICES	.00	.00	15,500.00	15,500.00	.0
100-55-6400	INSURANCE	933.32	933.32	8,969.00	8,035.68	10.4
100-55-6539	MISCELLANEOUS EXPENSES	.00	.00	2,000.00	2,000.00	.0
100-55-6700	INDIRECT COST RECOVERY	(202,496.33)	(202,496.33)	(798,240.00)	(595,743.67)	(25.4)
100-55-6711	ADMIN OVERHEAD-IT SVCS	26,425.78	26,425.78	33,260.00	6,834.22	79.5
100-55-6890	CAPITAL EXPENDITURES	.00	.00	160,000.00	160,000.00	.0
100-55-9694	SERVER ROOM AIR CONDITIONER	.00	.00	10,000.00	10,000.00	.0
100-55-9695	BUILDING MAPPING/ FLOOR PLANS	.00	.00	27,603.00	27,603.00	.0
100-55-9696	AIR CONDITIONER FOR SERVERS	43,206.00	43,206.00	50,000.00	6,794.00	86.4
	TOTAL TECHNOLOGY DEPARTMENTS	246,824.73	246,824.73	612,655.00	365,830.27	40.3

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CITY ATTORNEY'S OFFICE					
100-56-6000	SALARIES	55,257.97	55,257.97	145,343.00	90,085.03	38.0
100-56-6023	LEAVE CASHOUT	.00	.00	7,267.00	7,267.00	.0
100-56-6031	PAYABLE MEDICARE FICA	804.04	804.04	2,107.00	1,302.96	38.2
100-56-6032	UNEMPLOYMENT	.00	.00	2,587.00	2,587.00	.0
100-56-6033	WORKERS' COMPENSATION	76.52	76.52	375.00	298.48	20.4
100-56-6034	PERS	12,298.30	12,298.30	31,975.00	19,676.70	38.5
100-56-6040	EMPLOYEE GROUP BENEFITS	14,116.75	14,116.75	25,428.00	11,311.25	55.5
100-56-6060	TRAVEL/TRAINING	2,161.92	2,161.92	12,000.00	9,838.08	18.0
100-56-6100	SUPPLIES	125.99	125.99	1,000.00	874.01	12.6
100-56-6171	STAFF CELLULAR PHONES	238.82	238.82	1,000.00	761.18	23.9
100-56-6320	OTHER PROFESSIONAL FEES	14,829.50	14,829.50	20,000.00	5,170.50	74.2
100-56-6321	LEGAL FEES	.00	.00	15,000.00	15,000.00	.0
100-56-6335	OTHER PURCHASED SERVICES	4,528.92	4,528.92	10,000.00	5,471.08	45.3
100-56-6400	INSURANCE	748.92	748.92	5,515.00	4,766.08	13.6
100-56-6410	RENTS & LEASES	4,109.25	4,109.25	11,000.00	6,890.75	37.4
100-56-6503	DUES & SUBSCRIPTIONS	436.21	436.21	1,500.00	1,063.79	29.1
100-56-6539	MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
100-56-6700	INDIRECT COST RECOVERY	(20,284.92)	(20,284.92)	(38,787.00)	(18,502.08)	(52.3)
100-56-6711	ADMIN OVERHEAD-IT SVCS	5,831.89	5,831.89	33,260.00	27,428.11	17.5
	TOTAL CITY ATTORNEY'S OFFICE	95,280.08	95,280.08	287,570.00	192,289.92	33.1

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	FIRE DEPARTMENT					
100-60-6000	SALARIES	290,222.34	290,222.34	823,062.00	532,839.66	35.3
100-60-6010	FLSA OVERTIME	60,467.98	60,467.98	70,000.00	9,532.02	86.4
100-60-6011	CALL BACK OVERTIME	15,790.38	15,790.38	50,000.00	34,209.62	31.6
100-60-6022	HOLIDAY PAY	16,178.43	16,178.43	.00	(16,178.43)	.0
100-60-6023	LEAVE CASHOUT	.00	.00	46,971.00	46,971.00	.0
100-60-6030	SOCIAL SECURITY EXPENSE	1,543.34	1,543.34	2,500.00	956.66	61.7
100-60-6031	PAYABLE MEDICARE FICA	5,691.98	5,691.98	11,454.00	5,762.02	49.7
100-60-6032	UNEMPLOYMENT	.00	.00	17,143.00	17,143.00	.0
100-60-6033	WORKERS' COMPENSATION	8,971.08	8,971.08	3,482.00	(5,489.08)	257.6
100-60-6034	PERS	78,719.91	78,719.91	211,873.00	133,153.09	37.2
100-60-6040	EMPLOYEE GROUP BENEFITS	69,400.86	69,400.86	330,564.00	261,163.14	21.0
100-60-6041	UTILITY BENEFIT	9,376.55	9,376.55	59,280.00	49,903.45	15.8
100-60-6061	TRAVEL/TRAINING	11,188.57	11,188.57	31,600.00	20,411.43	35.4
100-60-6100	SUPPLIES	5,433.44	5,433.44	25,200.00	19,766.56	21.6
100-60-6103	WEARING APPAREL	5,204.66	5,204.66	13,214.00	8,009.34	39.4
100-60-6150	GASOLINE/DIESEL/OIL	5,087.35	5,087.35	13,500.00	8,412.65	37.7
100-60-6153	HEATING FUEL	8,335.90	8,335.90	20,000.00	11,664.10	41.7
100-60-6155	WATER/SEWER/GARBAGE	.00	.00	4,459.00	4,459.00	.0
100-60-6160	ELECTRICITY	5,645.37	5,645.37	18,205.00	12,559.63	31.0
100-60-6170	TELEPHONE	1,353.77	1,353.77	2,500.00	1,146.23	54.2
100-60-6171	STAFF CELLULAR PHONES	1,101.03	1,101.03	5,000.00	3,898.97	22.0
100-60-6200	MINOR EQUIPMENT	8,036.07	8,036.07	21,000.00	12,963.93	38.3
100-60-6230	VEHICLE MAINT/REPAIR	2,907.91	2,907.91	18,000.00	15,092.09	16.2
100-60-6231	VEHICLE PARTS & TOOLS	8,968.07	8,968.07	48,000.00	39,031.93	18.7
100-60-6240	PROPERTY MAINT	57.96	57.96	33,000.00	32,942.04	.2
100-60-6335	OTHER PURCHASED SERVICES	4,289.75	4,289.75	94,100.00	89,810.25	4.6
100-60-6400	INSURANCE	33,972.48	33,972.48	76,777.00	42,804.52	44.3
100-60-6502	ADVERTISING	575.00	575.00	1,800.00	1,225.00	31.9
100-60-6503	DUES & SUBSCRIPTIONS	10,607.85	10,607.85	9,500.00	(1,107.85)	111.7
100-60-6534	COLLECTION/SMALL CLAIMS	.00	.00	31,200.00	31,200.00	.0
100-60-6537	FIRE PREVENTION PROGRAM	4,755.47	4,755.47	5,200.00	444.53	91.5
100-60-6539	MISCELLANEOUS EXPENSES	569.90	569.90	1,500.00	930.10	38.0
100-60-6711	ADMIN OVERHEAD-IT SVCS	6,965.87	6,965.87	33,260.00	26,294.13	20.9
100-60-6890	CAPITAL EXPENDITURES	.00	.00	449,815.00	449,815.00	.0
100-60-9649	VOLUNTEER STIPEND	(160.00)	(160.00)	20,000.00	20,160.00	(.8)
100-60-9697	FORD EXPEDITION COMMAND VEHIC	.00	.00	7,974.00	7,974.00	.0
	TOTAL FIRE DEPARTMENT	681,259.27	681,259.27	2,611,133.00	1,929,873.73	26.1

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	POLICE					
100-61-6000	SALARIES	645,803.46	645,803.46	2,015,734.00	1,369,930.54	32.0
100-61-6002	RELOCATION EXPENSES	1,188.26	1,188.26	10,000.00	8,811.74	11.9
100-61-6003	RECRUITMENT COSTS	1,500.00	1,500.00	.00	(1,500.00)	.0
100-61-6010	OVERTIME	105,904.73	105,904.73	240,000.00	134,095.27	44.1
100-61-6020	VACATION PAY	100.00	100.00	.00	(100.00)	.0
100-61-6021	SICK PAY	100.00	100.00	.00	(100.00)	.0
100-61-6022	HOLIDAY PAY	30,786.84	30,786.84	12,500.00	(18,286.84)	246.3
100-61-6023	LEAVE CASHOUT	.00	.00	118,023.00	118,023.00	.0
100-61-6031	PAYABLE MEDICARE FICA	11,485.21	11,485.21	28,522.00	17,036.79	40.3
100-61-6032	UNEMPLOYMENT	.00	.00	40,375.00	40,375.00	.0
100-61-6033	WORKERS' COMPENSATION	17,728.24	17,728.24	58,595.00	40,866.76	30.3
100-61-6034	PERS	167,866.89	167,866.89	499,012.00	331,145.11	33.6
100-61-6040	EMPLOYEE GROUP BENEFITS	120,401.17	120,401.17	737,412.00	617,010.83	16.3
100-61-6041	UTILITY BENEFIT	19,686.19	19,686.19	132,240.00	112,553.81	14.9
100-61-6060	TRAVEL/TRAINING	22,032.47	22,032.47	50,000.00	27,967.53	44.1
100-61-6100	SUPPLIES	20,470.16	20,470.16	27,000.00	6,529.84	75.8
100-61-6102	SART EXAMS	.00	.00	10,000.00	10,000.00	.0
100-61-6103	EMPLOYEE WEARING APPAREL	967.55	967.55	20,000.00	19,032.45	4.8
100-61-6150	GASOLINE/DIESEL/OIL	22,799.51	22,799.51	36,000.00	13,200.49	63.3
100-61-6153	HEATING FUEL	13,551.59	13,551.59	26,000.00	12,448.41	52.1
100-61-6155	WATER/SEWER/GARBAGE	2,674.16	2,674.16	8,397.00	5,722.84	31.9
100-61-6160	ELECTRICITY	13,914.24	13,914.24	42,465.00	28,550.76	32.8
100-61-6170	TELEPHONE	7,711.07	7,711.07	19,000.00	11,288.93	40.6
100-61-6171	STAFF CELLULAR PHONES	7,148.23	7,148.23	10,000.00	2,851.77	71.5
100-61-6200	MINOR EQUIPMENT	4,324.96	4,324.96	25,000.00	20,675.04	17.3
100-61-6230	VEHICLE MAINT/REPAIR	5,815.83	5,815.83	17,554.00	11,738.17	33.1
100-61-6231	VEHICLE PARTS & TOOLS	8,968.53	8,968.53	8,000.00	(968.53)	112.1
100-61-6320	OTHER PROFESSIONAL FEES	2,184.60	2,184.60	.00	(2,184.60)	.0
100-61-6335	OTHER PURCHASED SERVICES	10,694.85	10,694.85	35,000.00	24,305.15	30.6
100-61-6400	INSURANCE	78,600.92	78,600.92	109,232.00	30,631.08	72.0
100-61-6401	INSURANCE-DED EXP & OTHER	.00	.00	15,000.00	15,000.00	.0
100-61-6503	DUES & SUBSCRIPTIONS	1,393.51	1,393.51	1,000.00	(393.51)	139.4
100-61-6539	MISCELLANEOUS EXPENSES	45.48	45.48	.00	(45.48)	.0
100-61-6711	ADMIN OVERHEAD-IT SVCS	24,907.05	24,907.05	33,260.00	8,352.95	74.9
100-61-6890	CAP EXP	2,289.40	2,289.40	949,778.00	947,488.60	.2
100-61-6891	VEHICLES	.00	.00	246,756.45	246,756.45	.0
	TOTAL POLICE	1,373,045.10	1,373,045.10	5,581,855.45	4,208,810.35	24.6

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PUBLIC WORKS-ADMIN					
100-65-6000	SALARIES	10,194.30	10,194.30	42,969.00	32,774.70	23.7
100-65-6010	OVERTIME	.00	.00	3,000.00	3,000.00	.0
100-65-6023	LEAVE CASHOUT	6,940.16	6,940.16	152.00	(6,788.16)	4565.9
100-65-6031	PAYABLE MEDICARE FICA	226.26	226.26	445.00	218.74	50.8
100-65-6032	UNEMPLOYMENT	.00	.00	547.00	547.00	.0
100-65-6033	WORKERS' COMPENSATION	16.12	16.12	793.00	776.88	2.0
100-65-6034	PERS	2,242.72	2,242.72	6,757.00	4,514.28	33.2
100-65-6040	EMPLOYEE GROUP BENEFITS	2,466.32	2,466.32	7,628.00	5,161.68	32.3
100-65-6041	UTILITY BENEFIT	204.95	204.95	1,368.00	1,163.05	15.0
100-65-6060	TRAVEL/TRAINING	1,339.92	1,339.92	10,000.00	8,660.08	13.4
100-65-6100	SUPPLIES	1,662.93	1,662.93	4,000.00	2,337.07	41.6
100-65-6150	GASOLINE/DIESEL/OIL	97.26	97.26	5,000.00	4,902.74	2.0
100-65-6153	HEATING FUEL	36,955.37	36,955.37	8,200.00	(28,755.37)	450.7
100-65-6155	WATER/SEWER/GARBAGE	4,353.89	4,353.89	1,038.00	(3,315.89)	419.5
100-65-6160	ELECTRICITY	240.32	240.32	1,876.00	1,635.68	12.8
100-65-6170	TELEPHONE	16.72	16.72	50.00	33.28	33.4
100-65-6171	STAFF CELLULAR PHONES	477.64	477.64	2,000.00	1,522.36	23.9
100-65-6230	VEHICLE MAINT/REPAIR	872.37	872.37	2,457.00	1,584.63	35.5
100-65-6231	VEHICLE PARTS & TOOLS	394.28	394.28	3,000.00	2,605.72	13.1
100-65-6324	PLANNING/ENGINEERING FEES	2,273.55	2,273.55	.00	(2,273.55)	.0
100-65-6335	OTHER PURCHASED SERVICES	.00	.00	71,208.00	71,208.00	.0
100-65-6400	INSURANCE	964.04	964.04	21,090.00	20,125.96	4.6
100-65-6503	DUES & SUBSCRIPTIONS	450.00	450.00	500.00	50.00	90.0
100-65-6539	MISCELLANEOUS EXPENSES	407.04	407.04	3,000.00	2,592.96	13.6
100-65-6711	ADMIN OVERHEAD-IT SVCS	6,398.89	6,398.89	33,260.00	26,861.11	19.2
100-65-6890	CAPITAL EXPENDITURES	2,273.55	2,273.55	.00	(2,273.55)	.0
100-65-6893	CITY SHOP FLOOR REPAIR	.00	.00	40,000.00	40,000.00	.0
	TOTAL PUBLIC WORKS-ADMIN	81,468.60	81,468.60	270,338.00	188,869.40	30.1

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PW-STREETS & ROADS					
100-66-6000	SALARIES	124,570.87	124,570.87	433,208.00	308,637.13	28.8
100-66-6010	OVERTIME	16,493.61	16,493.61	35,000.00	18,506.39	47.1
100-66-6022	HOLIDAY PAY	5,299.73	5,299.73	.00	(5,299.73)	.0
100-66-6023	LEAVE CASHOUT	.00	.00	12,484.00	12,484.00	.0
100-66-6031	PAYABLE MEDICARE FICA	2,169.38	2,169.38	6,789.00	4,619.62	32.0
100-66-6032	UNEMPLOYMENT	.00	.00	8,334.00	8,334.00	.0
100-66-6033	WORKERS' COMPENSATION	5,271.84	5,271.84	12,095.00	6,823.16	43.6
100-66-6034	PERS	32,200.10	32,200.10	103,006.00	70,805.90	31.3
100-66-6040	EMPLOYEE GROUP BENEFITS	36,309.84	36,309.84	132,988.00	96,678.16	27.3
100-66-6041	UTILITY BENEFIT	4,677.14	4,677.14	23,849.00	19,171.86	19.6
100-66-6100	SUPPLIES	1,773.12	1,773.12	4,500.00	2,726.88	39.4
100-66-6103	WEARING APPAREL	169.99	169.99	4,000.00	3,830.01	4.3
100-66-6111	SIGNS	.00	.00	4,500.00	4,500.00	.0
100-66-6131	STREET MAINT GRAVEL	957,136.32	957,136.32	530,000.00	(427,136.32)	180.6
100-66-6132	SALT	27,028.89	27,028.89	50,000.00	22,971.11	54.1
100-66-6140	CALCIUM CHLORIDE	59,601.16	59,601.16	50,000.00	(9,601.16)	119.2
100-66-6150	GASOLINE/DIESEL/OIL	6,261.59	6,261.59	70,000.00	63,738.41	9.0
100-66-6153	HEATING FUEL	29,728.16	29,728.16	11,168.00	(18,560.16)	266.2
100-66-6155	WATER/SEWER/GARBAGE	465.24	465.24	2,853.00	2,387.76	16.3
100-66-6160	ELECTRICITY	817.59	817.59	2,136.00	1,318.41	38.3
100-66-6161	ELECTRICITY (STREET LTS)	14,395.15	14,395.15	60,000.00	45,604.85	24.0
100-66-6170	TELEPHONE	8.36	8.36	50.00	41.64	16.7
100-66-6171	STAFF CELLULAR PHONES	716.46	716.46	2,500.00	1,783.54	28.7
100-66-6200	MINOR EQUIPMENT	114.95	114.95	10,000.00	9,885.05	1.2
100-66-6230	VEHICLE MAINT/REPAIR	43,618.75	43,618.75	146,047.00	102,428.25	29.9
100-66-6231	VEHICLE PARTS & TOOLS	201,662.80	201,662.80	70,000.00	(131,662.80)	288.1
100-66-6232	TIRES & WHEELS	42.05	42.05	18,000.00	17,957.95	.2
100-66-6250	STREET LIGHT MT & POLE RENTAL	.00	.00	20,000.00	20,000.00	.0
100-66-6400	INSURANCE	8,296.60	8,296.60	45,000.00	36,703.40	18.4
100-66-6530	FINANCE CHARGES/PENALTIES	7.04	7.04	.00	(7.04)	.0
100-66-6711	ADMIN OVERHEAD-IT SVCS	5,831.89	5,831.89	33,260.00	27,428.11	17.5
100-66-6892	CAPTIAL EQUIPMENT	11,301.64	11,301.64	1,575,000.00	1,563,698.36	.7
100-66-9694	CAT 4WD EXTEND-A-HOE BKHOE	697,447.00	697,447.00	170,413.00	(527,034.00)	409.3
100-66-9702	INSTALLATION OF 36" CULVERT	.00	.00	27,073.00	27,073.00	.0
100-66-9703	STIP MATCH OR GRAVEL FOR ROADS	.00	.00	1,095,004.00	1,095,004.00	.0
100-66-9704	DUMP TRUCKS	14,310.88	14,310.88	186,380.00	172,069.12	7.7
100-66-9705	CATERPILLAR ATTACHMENTS	124,250.94	124,250.94	257,422.00	133,171.06	48.3
100-66-9706	CATERPILLAR HENJE HI-GATE	4,912.41	4,912.41	732.00	(4,180.41)	671.1
100-66-9707	CATERPILLAR LOADER SNOW BUCKET	4,802.57	4,802.57	.00	(4,802.57)	.0
100-66-9708	BUS BARN IMPROVEMENTS	.00	.00	110,416.00	110,416.00	.0
100-66-9772	CULVERTS 18"	.00	.00	6,884.00	6,884.00	.0
	TOTAL PW-STREETS & ROADS	2,441,694.06	2,441,694.06	5,331,091.00	2,889,396.94	45.8

GENERAL FUND

PROPERTY MAINTENANCE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-70-6000	SALARIES	105,721.88	105,721.88	345,832.00	240,110.12	30.6
100-70-6010	OVERTIME	28,924.40	28,924.40	50,000.00	21,075.60	57.9
100-70-6022	HOLIDAY PAY	4,557.49	4,557.49	.00	(4,557.49)	.0
100-70-6023	LEAVE CASHOUT	3,811.54	3,811.54	6,751.00	2,939.46	56.5
100-70-6030	SOCIAL SECURITY EXPENSE	239.67	239.67	1,790.00	1,550.33	13.4
100-70-6031	PAYABLE MEDICARE FICA	2,156.23	2,156.23	5,740.00	3,583.77	37.6
100-70-6032	UNEMPLOYMENT	.00	.00	7,046.00	7,046.00	.0
100-70-6033	WORKERS' COMPENSATION	3,098.04	3,098.04	10,226.00	7,127.96	30.3
100-70-6034	PERS	29,774.41	29,774.41	87,083.00	57,308.59	34.2
100-70-6040	EMPLOYEE GROUP BENEFITS	45,932.77	45,932.77	129,683.00	83,750.23	35.4
100-70-6041	UTILITY BENEFIT	9,985.84	9,985.84	23,256.00	13,270.16	42.9
100-70-6060	TRAVEL/TRAINING	.00	.00	8,000.00	8,000.00	.0
100-70-6100	SUPPLIES	226.40	226.40	5,000.00	4,773.60	4.5
100-70-6103	WEARING APPAREL	1,107.58	1,107.58	5,000.00	3,892.42	22.2
100-70-6105	CLEANUP GREENUP SUPPLIES	180.92	180.92	700.00	519.08	25.9
100-70-6106	PAINT SUPPLIES	(95.63)	(95.63)	2,000.00	2,095.63	(4.8)
100-70-6107	ELECTRICAL SUPPLIES	2,483.39	2,483.39	7,000.00	4,516.61	35.5
100-70-6108	PLUMBING SUPPLIES	884.69	884.69	7,000.00	6,115.31	12.6
100-70-6110	MATERIALS	1,336.60	1,336.60	5,000.00	3,663.40	26.7
100-70-6111	BOARDWALK REPAIR SUPPLIES	(4,034.55)	(4,034.55)	10,000.00	14,034.55	(40.4)
100-70-6142	GLYCOL SUPPLIES	.00	.00	15,000.00	15,000.00	.0
100-70-6150	GASOLINE/DIESEL/OIL	3,967.76	3,967.76	10,000.00	6,032.24	39.7
100-70-6153	HEATING FUEL	949.44	949.44	28,924.00	27,974.56	3.3
100-70-6155	WATER/SEWER/GARBAGE	592.66	592.66	17,268.00	16,675.34	3.4
100-70-6160	ELECTRICITY	2,763.24	2,763.24	9,783.00	7,019.76	28.3
100-70-6170	TELEPHONE	12.86	12.86	100.00	87.14	12.9
100-70-6171	STAFF CELLULAR PHONES	454.94	454.94	1,680.00	1,225.06	27.1
100-70-6200	MINOR EQUIPMENT	2,967.20	2,967.20	8,000.00	5,032.80	37.1
100-70-6201	BOILER EXPENSE	4,857.05	4,857.05	25,000.00	20,142.95	19.4
100-70-6230	VEHICLE MAINT/REPAIR	1,744.76	1,744.76	5,713.00	3,968.24	30.5
100-70-6231	VEHICLE PARTS & TOOLS	8.88	8.88	10,000.00	9,991.12	.1
100-70-6240	WIND TURBINE CONTRACT	7,200.00	7,200.00	11,000.00	3,800.00	65.5
100-70-6241	PARKS MAINTENANCE	242.72	242.72	45,000.00	44,757.28	.5
100-70-6242	BOARDWALK LIGHTING PROJECT	.00	.00	43,373.00	43,373.00	.0
100-70-6250	CARPENTRY EXPENSE	650.76	650.76	5,000.00	4,349.24	13.0
100-70-6335	OTHER PURCHASED SERVICES	2,682.05	2,682.05	25,000.00	22,317.95	10.7
100-70-6400	INSURANCE	4,498.72	4,498.72	34,758.00	30,259.28	12.9
100-70-6510	4TH OF JULY	1,000.00	1,000.00	400.00	(600.00)	250.0
100-70-6530	FINANCE CHARGES/PENALTIES	3.08	3.08	.00	(3.08)	.0
100-70-6539	MISCELLANEOUS EXPENSES	.00	.00	1,300.00	1,300.00	.0
100-70-6700	INDIRECT COST RECOVERY	(92,127.64)	(92,127.64)	(346,153.00)	(254,025.36)	(26.6)
100-70-6711	ADMIN OVERHEAD-IT SVCS	11,096.81	11,096.81	33,260.00	22,163.19	33.4
100-70-6890	CAPITAL EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
100-70-9596	FIRE SUPRESSION & INSPECTION	.00	.00	7,313.00	7,313.00	.0
100-70-9696	TWO 3/4 TON PICK UP TRUCKS	133,260.00	133,260.00	106,832.00	(26,428.00)	124.7
100-70-9697	CITY HALL IMPROVEMENTS	.00	.00	436,236.00	436,236.00	.0
100-70-9698	SCISSOR LIFT	.00	.00	18,138.00	18,138.00	.0
100-70-9699	JOHN DEERE 5 SERIES	.00	.00	100,000.00	100,000.00	.0
	TOTAL PROPERTY MAINTENANCE	323,116.96	323,116.96	1,570,032.00	1,246,915.04	20.6

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEPARTMENT 71					
100-71-6150	GASOLINE/DIESEL/OIL	465.15	465.15	.00	(465.15)	.0
100-71-6153	HEATING FUEL	4,445.36	4,445.36	.00	(4,445.36)	.0
100-71-6200	MINOR EQUIPMENT	187.99	187.99	.00	(187.99)	.0
	TOTAL DEPARTMENT 71	5,098.50	5,098.50	.00	(5,098.50)	.0
	COMMUNITY SERVICE					
100-72-6155	SENIOR CTR - W/S/G ONC	.00	.00	33,520.00	33,520.00	.0
100-72-6171	BETHEL FRIENDS OF CANINES	102,000.00	102,000.00	85,000.00	(17,000.00)	120.0
100-72-6430	COMMUNITY ACTION GRANT	111,756.94	111,756.94	100,000.00	(11,756.94)	111.8
100-72-6431	UAF 4-H CONTRIBUTION	.00	.00	112,000.00	112,000.00	.0
100-72-6509	LIBRARY CONTRIBUTION	.00	.00	72,600.00	72,600.00	.0
100-72-6512	DONATION-ICE ROAD MAINTENANCE	.00	.00	9,000.00	9,000.00	.0
100-72-9755	BETHEL SEARCH & RESCUE	.00	.00	20,000.00	20,000.00	.0
	TOTAL COMMUNITY SERVICE	213,756.94	213,756.94	432,120.00	218,363.06	49.5
	IN KIND MATCH & TRANFERS					
100-73-6640	CASH XFER POOL F40- SALES TAX	246,278.00	246,278.00	649,740.00	403,462.00	37.9
100-73-6641	CASH XFER POOL F40- ALCO TAX	4,323.00	4,323.00	16,650.00	12,327.00	26.0
100-73-6643	CASH XFER- FUND	17,693.00	17,693.00	.00	(17,693.00)	.0
100-73-6647	CASH XFER-FLEET REPLACE FUND	.00	.00	125,000.00	125,000.00	.0
100-73-6667	XFER FROM POOL F40-AK REMOTEST	.00	.00	49,980.00	49,980.00	.0
100-73-9552	XFER FROM GF: MARIJUANA TAX	10,399.00	10,399.00	28,305.00	17,906.00	36.7
	TOTAL IN KIND MATCH & TRANFERS	278,693.00	278,693.00	869,675.00	590,982.00	32.1
	TOTAL FUND EXPENDITURES	6,487,108.50	6,487,108.50	19,752,203.45	13,265,094.95	32.8
	NET REVENUE OVER EXPENDITURES	(1,232,715.29)	(1,232,715.29)	(6,307,963.45)	(5,075,248.16)	(19.5)

CITY OF BETHEL

BALANCE SHEET

NOVEMBER 30, 2022

"1ST 100 YEARS" PUBLICATION

ASSETS

110-10100	CASH IN COMBINED FUND	35.00	
110-13900	100 YR BOOK INVENTORY	(35.00)	
	TOTAL ASSETS		.00

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

BPD EVIDENCE HOLDING ACCT

ASSETS

140-10300	NBA-BPD EVIDENCE-CHKING	13,509.59	
140-18000	SUSPENSE-HOLDING	(12,622.49)	
	TOTAL ASSETS		887.10

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

POLICE ASSET FORFEITURE

	ASSETS			
160-10100	CASH IN COMBINED FUND		(66,780.50)	
160-10300	BPD ASSET FORFEITURE - SAVINGS		5,407.63	
	TOTAL ASSETS			(61,372.87)
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	1.84		
	BALANCE - CURRENT DATE		1.84	
	TOTAL FUND EQUITY			1.84
	TOTAL LIABILITIES AND EQUITY			1.84

POLICE ASSET FORFEITURE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	MISCELLANEOUS REVENUE					
160-49-4590	INVESTMENT INCOME	1.84	1.84	.00	(1.84)	.0
	TOTAL MISCELLANEOUS REVENUE	1.84	1.84	.00	(1.84)	.0
	TOTAL FUND REVENUE	1.84	1.84	.00	(1.84)	.0
	NET REVENUE OVER EXPENDITURES	1.84	1.84	.00	(1.84)	.0

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

VSW-HEAT TRACE REPLACEMENT

ASSETS

170-10100	CASH IN COMBINED FUND	(15,408.79)	
170-12000	ACCOUNTS RECEIVABLE	15,408.79	
	TOTAL ASSETS		.00

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

BOARDWALK LIGHTING PROJECT

	ASSETS		
180-10100	CASH IN COMBINED FUND	88,148.05	
	TOTAL ASSETS		88,148.05

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

AVENUES W&S GRANT USDA

	ASSETS		
190-10100	CASH IN COMBINED FUND	(6,798.94)	
	TOTAL ASSETS		(6,798.94)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

AVENUES W&S LOAN USDA

	ASSETS			
200-10100	CASH IN COMBINED FUND		(2,818,129.51)	
	TOTAL ASSETS			(2,818,129.51)
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(51,398.65)		
	BALANCE - CURRENT DATE		(51,398.65)	
	TOTAL FUND EQUITY			(51,398.65)
	TOTAL LIABILITIES AND EQUITY			(51,398.65)

AVENUES W&S LOAN USDA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CITY SHOP FLOOR REPAIR					
200-50-6530	FINANCE CHARGES/PENALTIES	29,273.20	29,273.20	.00	(29,273.20)	.0
200-50-9690	USDA LOAN AVENUES	22,125.45	22,125.45	.00	(22,125.45)	.0
	TOTAL CITY SHOP FLOOR REPAIR	51,398.65	51,398.65	.00	(51,398.65)	.0
	TOTAL FUND EXPENDITURES	51,398.65	51,398.65	.00	(51,398.65)	.0
	NET REVENUE OVER EXPENDITURES	(51,398.65)	(51,398.65)	.00	51,398.65	.0

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

LAND PLANNING AND DEVELOPMENT

ASSETS

250-10100	CASH IN COMBINED FUND	21,172.97	
	TOTAL ASSETS		21,172.97

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

PARKS DEVELOPMENT FUND

	ASSETS		
260-10100	CASH IN COMBINED FUND	40,845.33	
	TOTAL ASSETS		40,845.33

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

COMMUNITY SERVICE PATROL GRANT

	ASSETS			
270-10100	CASH IN COMBINED FUND		(219,770.78)	
	TOTAL ASSETS			(219,770.78)
	LIABILITIES AND EQUITY			
	LIABILITIES			
270-20100	VOUCHERS PAYABLE		115.52	
270-21000	ACCRUED PAYROLL		10,976.21	
	TOTAL LIABILITIES			11,091.73
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(12,036.07)		
	BALANCE - CURRENT DATE		(12,036.07)	
	TOTAL FUND EQUITY			(12,036.07)
	TOTAL LIABILITIES AND EQUITY			(944.34)

COMMUNITY SERVICE PATROL GRANT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
270-42-4200	GRANT REVENUE	92,348.20	92,348.20	.00	(92,348.20)	.0
	TOTAL SOURCE 42	92,348.20	92,348.20	.00	(92,348.20)	.0
	TOTAL FUND REVENUE	92,348.20	92,348.20	.00	(92,348.20)	.0

COMMUNITY SERVICE PATROL GRANT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CSP PROGRAM					
270-50-6000	SALARIES	56,147.75	56,147.75	153,046.00	96,898.25	36.7
270-50-6010	OVERTIME	4,629.24	4,629.24	15,000.00	10,370.76	30.9
270-50-6022	HOLIDAY PAY	2,949.78	2,949.78	.00	(2,949.78)	.0
270-50-6023	LEAVE CASHOUT	.00	.00	7,219.00	7,219.00	.0
270-50-6031	PAYABLE MEDICARE FICA	952.50	952.50	2,437.00	1,484.50	39.1
270-50-6032	UNEMPLOYMENT	.00	.00	2,991.00	2,991.00	.0
270-50-6033	WORKERS' COMPENSATION	1,390.16	1,390.16	4,341.00	2,950.84	32.0
270-50-6034	PERS	14,019.91	14,019.91	36,970.00	22,950.09	37.9
270-50-6040	EMPLOYEE GROUP BENEFITS	19,392.05	19,392.05	76,284.00	56,891.95	25.4
270-50-6041	UTILITY BENEFIT	2,090.82	2,090.82	13,680.00	11,589.18	15.3
270-50-6100	SUPPLIES	.00	.00	4,000.00	4,000.00	.0
270-50-6103	WEARING APPAREL	.00	.00	1,800.00	1,800.00	.0
270-50-6150	GASOLINE/DIESEL/OIL	1,738.04	1,738.04	16,000.00	14,261.96	10.9
270-50-6153	HEATING FUEL	(58.82)	(58.82)	88.00	146.82	(66.8)
270-50-6171	STAFF CELLULAR PHONES	.00	.00	1,500.00	1,500.00	.0
270-50-6400	INSURANCE	1,132.84	1,132.84	15,686.00	14,553.16	7.2
270-50-6440	IN-KIND EXPENSES	.00	.00	32,308.00	32,308.00	.0
	TOTAL CSP PROGRAM	104,384.27	104,384.27	383,350.00	278,965.73	27.2
	TOTAL FUND EXPENDITURES	104,384.27	104,384.27	383,350.00	278,965.73	27.2
	NET REVENUE OVER EXPENDITURES	(12,036.07)	(12,036.07)	(383,350.00)	(371,313.93)	(3.1)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

RECOVERY ACT JAG GRANT

	ASSETS			
280-10100	CASH IN COMBINED FUND		(21,183.63)	
	TOTAL ASSETS			(21,183.63)
	LIABILITIES AND EQUITY			
	LIABILITIES			
280-20100	VOUCHERS PAYABLE		1,202.22	
	TOTAL LIABILITIES			1,202.22
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(11,376.95)		
	BALANCE - CURRENT DATE		(11,376.95)	
	TOTAL FUND EQUITY			(11,376.95)
	TOTAL LIABILITIES AND EQUITY			(10,174.73)

RECOVERY ACT JAG GRANT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEPARTMENT 60					
280-60-6060	TRAVEL/TRAINING (9413)	11,376.95	11,376.95	.00	(11,376.95)	.0
	TOTAL DEPARTMENT 60	11,376.95	11,376.95	.00	(11,376.95)	.0
	TOTAL FUND EXPENDITURES	11,376.95	11,376.95	.00	(11,376.95)	.0
	NET REVENUE OVER EXPENDITURES	(11,376.95)	(11,376.95)	.00	11,376.95	.0

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

YK REG AQUA HLTH & SAFETY CTR

	ASSETS			
400-10100	CASH IN COMBINED FUND		(2,184,387.35)	
400-11220	INVESTMENT-AMLIP YKHF		4,004,449.49	
400-12020	DUE TO/FROM POOL MGMT CO.		122,553.01	
400-13200	INVENTORY-HEATING FUEL		22,058.55	
400-15200	CONSTRUCTION IN PROGRESS		338,502.11	
400-15400	BUILDINGS		21,831,540.08	
400-15500	MACHINERY & EQUIPMENT		1,465,627.00	
400-16400	ACCUM DEPR - BUILDINGS		(4,852,534.32)	
400-16500	ACCUM DEPR - M & E		(584,060.27)	
400-18000	SUSPENSE		425,955.00	
	TOTAL ASSETS			20,589,703.30
	LIABILITIES AND EQUITY			
	LIABILITIES			
400-20100	VOUCHERS PAYABLE		2,808.91	
	TOTAL LIABILITIES			2,808.91
	FUND EQUITY			
400-26000	DEFERRED REVENUE		15,000.00	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(32,041.00)		
	BALANCE - CURRENT DATE		(32,041.00)	
	TOTAL FUND EQUITY			(17,041.00)
	TOTAL LIABILITIES AND EQUITY			(14,232.09)

YK REG AQUA HLTH & SAFETY CTR

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	SOURCE 43					
400-43-4360	PRO-SHOP REVENUE	7,707.00	7,707.00	40,000.00	32,293.00	19.3
400-43-4361	CONCESSION REVENUE	9,802.00	9,802.00	60,000.00	50,198.00	16.3
400-43-4362	ENTRY FEE	18,112.00	18,112.00	100,000.00	81,888.00	18.1
400-43-4369	PROGRAM FEES	6,235.00	6,235.00	50,000.00	43,765.00	12.5
400-43-4440	FACILITY RENTAL	1,365.00	1,365.00	25,500.00	24,135.00	5.4
400-43-9420	MEMBERSHIPS	35,523.00	35,523.00	260,000.00	224,477.00	13.7
	TOTAL SOURCE 43	78,744.00	78,744.00	535,500.00	456,756.00	14.7
	TRANSFERS IN					
400-46-4300	LOCAL SOURCES-SALES TAX REV	246,278.00	246,278.00	649,740.00	403,462.00	37.9
400-46-4330	LOCAL SOURCES-ALCOHOLTAX REV	4,323.00	4,323.00	16,650.00	12,327.00	26.0
400-46-9415	ALASKA REMOTE SALES TAX	17,693.00	17,693.00	49,980.00	32,287.00	35.4
400-46-9417	XFER FROM GF: MARIJUANA TAX	10,399.00	10,399.00	28,305.00	17,906.00	36.7
	TOTAL TRANSFERS IN	278,693.00	278,693.00	744,675.00	465,982.00	37.4
	MISCELLANEOUS					
400-49-4560	PUBLIC DONATIONS	3,037.00	3,037.00	.00	(3,037.00)	.0
400-49-4590	INVESTMENT INCOME	14,453.90	14,453.90	2,000.00	(12,453.90)	722.7
	TOTAL MISCELLANEOUS	17,490.90	17,490.90	2,000.00	(15,490.90)	874.6
	TOTAL FUND REVENUE	374,927.90	374,927.90	1,282,175.00	907,247.10	29.2

YK REG AQUA HLTH & SAFETY CTR

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LOCAL FUNDED EXPENDITURES					
400-50-6000	SALARIES	26,271.79	26,271.79	.00	(26,271.79)	.0
400-50-6100	SUPPLIES	31,433.00	31,433.00	.00	(31,433.00)	.0
400-50-6150	GASOLINE/DIESEL/OIL	557.71	557.71	3,500.00	2,942.29	15.9
400-50-6153	HEATING FUEL	104,747.89	104,747.89	175,392.00	70,644.11	59.7
400-50-6155	WATER/SEWER/GARBAGE	20,607.05	20,607.05	56,650.00	36,042.95	36.4
400-50-6160	ELECTRICITY	35,684.57	35,684.57	91,421.00	55,736.43	39.0
400-50-6170	TELEPHONE	626.70	626.70	1,300.00	673.30	48.2
400-50-6230	VEHICLE MAINT/REPAIR	657.35	657.35	97.00	(560.35)	677.7
400-50-6240	PROP MAINT	17,994.94	17,994.94	50,000.00	32,005.06	36.0
400-50-6241	ICR-PROPERTY MAINTENANCE-5%	.00	.00	55,407.00	55,407.00	.0
400-50-6320	OTHER PROFESSIONAL FEES	.00	.00	157,570.00	157,570.00	.0
400-50-6326	CONTRACTOR FEES	46,507.07	46,507.07	793,100.00	746,592.93	5.9
400-50-6335	OTHER PURCHASED SERVICES	.00	.00	10,000.00	10,000.00	.0
400-50-6400	INSURANCE	24,848.60	24,848.60	40,939.00	16,090.40	60.7
400-50-6710	ADMIN OVERHEAD-GF	13,005.36	13,005.36	21,819.00	8,813.64	59.6
400-50-6711	ADMIN OVERHEAD-IT SVCS	17,252.70	17,252.70	33,260.00	16,007.30	51.9
400-50-9691	FEASIBILTY STUDY	.00	.00	21,928.00	21,928.00	.0
400-50-9692	REPAIRS	66,774.17	66,774.17	784,230.00	717,455.83	8.5
	TOTAL LOCAL FUNDED EXPENDITURES	406,968.90	406,968.90	2,296,613.00	1,889,644.10	17.7
	TOTAL FUND EXPENDITURES	406,968.90	406,968.90	2,296,613.00	1,889,644.10	17.7
	NET REVENUE OVER EXPENDITURES	(32,041.00)	(32,041.00)	(1,014,438.00)	(982,397.00)	(3.2)

E-911 SYSTEM/SURCHARGE

	ASSETS			
410-10100	CASH IN COMBINED FUND		20,614.55	
	TOTAL ASSETS			20,614.55
	LIABILITIES AND EQUITY			
	LIABILITIES			
410-21000	ACCRUED PAYROLL		4,812.35	
	TOTAL LIABILITIES			4,812.35
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(92,252.14)		
	BALANCE - CURRENT DATE		(92,252.14)	
	TOTAL FUND EQUITY			(92,252.14)
	TOTAL LIABILITIES AND EQUITY			(87,439.79)

E-911 SYSTEM/SURCHARGE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	E-911 SURCHARGE					
410-42-4428	SURCHARGE FROM UNITED UTL	60,862.53	60,862.53	144,000.00	83,137.47	42.3
	TOTAL E-911 SURCHARGE	60,862.53	60,862.53	144,000.00	83,137.47	42.3
	TOTAL FUND REVENUE	60,862.53	60,862.53	144,000.00	83,137.47	42.3

E-911 SYSTEM/SURCHARGE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	E-911 SERVICES					
410-50-6000	SALARIES	35,693.57	35,693.57	71,195.00	35,501.43	50.1
410-50-6010	OVERTIME	5,444.18	5,444.18	5,000.00	(444.18)	108.9
410-50-6022	HOLIDAY PAY	2,411.68	2,411.68	.00	(2,411.68)	.0
410-50-6023	LEAVE CASHOUT	.00	.00	3,491.00	3,491.00	.0
410-50-6031	PAYABLE MEDICARE FICA	691.02	691.02	1,105.00	413.98	62.5
410-50-6032	UNEMPLOYMENT	.00	.00	1,356.00	1,356.00	.0
410-50-6033	WORKERS' COMPENSATION	40.04	40.04	197.00	156.96	20.3
410-50-6034	PERS	9,580.88	9,580.88	16,763.00	7,182.12	57.2
410-50-6040	EMPLOYEE GROUP BENEFITS	18,036.47	18,036.47	27,971.00	9,934.53	64.5
410-50-6041	UTILITY BENEFIT	2,059.64	2,059.64	5,016.00	2,956.36	41.1
410-50-6335	OTHER PURCHASED SERVICES	71,816.87	71,816.87	60,000.00	(11,816.87)	119.7
410-50-6400	INSURANCE	796.32	796.32	6,022.00	5,225.68	13.2
410-50-6410	RENTS & LEASES	6,544.00	6,544.00	5,800.00	(744.00)	112.8
	TOTAL E-911 SERVICES	153,114.67	153,114.67	203,916.00	50,801.33	75.1
	TOTAL FUND EXPENDITURES	153,114.67	153,114.67	203,916.00	50,801.33	75.1
	NET REVENUE OVER EXPENDITURES	(92,252.14)	(92,252.14)	(59,916.00)	32,336.14	(154.0)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

WATER & SEWER GRANT PROJECTS

	ASSETS		
430-10100	CASH IN COMBINED FUND	(16,000.00)	
	TOTAL ASSETS		(16,000.00)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

INSTITUTIONAL CORRIDOR PROJECT

	ASSETS		
450-10100	CASH IN COMBINED FUND	(115,901.89)	
	TOTAL ASSETS		(115,901.89)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

PORT OFFICE CP FUND

	ASSETS		
470-10100	CASH IN COMBINED FUND	(22,466.07)	
	TOTAL ASSETS		(22,466.07)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

F49 PORT MULTI-FACILITY IMPRV.

	ASSETS		
490-10100	CASH IN COMBINED FUND	(22,200.00)	
	TOTAL ASSETS		(22,200.00)

SOLID WASTE SERVICES

	ASSETS			
500-10100	CASH IN COMBINED FUND		3,679,049.18	
500-12000	ACCOUNTS RECEIVABLE		119,345.47	
500-12900	ALLOWANCE FOR DOUBTFUL ACCTS		(20,835.51)	
500-13200	INVENTORY - HEATING FUEL		764.70	
500-13220	INVENTORY - DIESEL		2,352.91	
500-15100	LAND		18,252.00	
500-15400	BUILDINGS		96,568.13	
500-15500	MACHINERY & EQUIP-GENERAL		1,298,496.77	
500-15700	VEHICLES-GENERAL		939,511.30	
500-15900	PLANTS AND LINES-GENERAL		164,282.49	
500-16400	ACCUM DEPR - BUILDINGS		(61,780.13)	
500-16500	ACCUM DEP-M&E GENERAL		(719,099.22)	
500-16700	ACCUM DEPR - VEHICLES		(283,699.76)	
500-16900	ACCUM DEPR-PLANT/LINE-GNL		(27,973.35)	
500-19000	DEFERRED OUTFLOW-PENSION		48,886.49	
500-19001	OPEB DEFERRED OUTFLOW		34,759.00	
500-19002	OPEB ASSET		4,371.27	
	TOTAL ASSETS			5,293,251.74
	LIABILITIES AND EQUITY			
	LIABILITIES			
500-20100	VOUCHERS PAYABLE		(921.09)	
500-21000	ACCRUED PAYROLL		22,350.64	
500-22100	ACCRUED VACATION		42,333.66	
500-22200	VACATION/SICK LEAVE		4,954.42	
500-25000	PENSION LIABILITY		399,758.16	
500-25100	NET OPEB LIABILITY		16,377.04	
	TOTAL LIABILITIES			484,852.83
	FUND EQUITY			
500-27100	DEFERRED INFLOW-PENSION		24,080.90	
500-27101	OPEB DEFERRED INFLOW		18,892.96	
500-28500	LANDFILL CLOSURE.POSTCLOS		3,045,611.18	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(116,167.68)		
	BALANCE - CURRENT DATE		(116,167.68)	
	TOTAL FUND EQUITY			2,972,417.36
	TOTAL LIABILITIES AND EQUITY			3,457,270.19

SOLID WASTE SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	STATE AND FEDERAL SOURCES					
500-42-4201	SOA - JURY DUTY REIMB.	200.00	200.00	.00	(200.00)	.0
	TOTAL STATE AND FEDERAL SOURCES	200.00	200.00	.00	(200.00)	.0
	SOLID WASTE & RECYLING					
500-44-4396	COMMERCIAL GARBAGE PICKUP	254,827.06	254,827.06	765,774.00	510,946.94	33.3
500-44-4397	LANDFILL DUMP FEE	50,300.00	50,300.00	97,850.00	47,550.00	51.4
500-44-4398	RESIDENTIAL GARBAGE PICKUP	114,582.96	114,582.96	337,014.00	222,431.04	34.0
	TOTAL SOLID WASTE & RECYLING	419,710.02	419,710.02	1,200,638.00	780,927.98	35.0
	TOTAL FUND REVENUE	419,910.02	419,910.02	1,200,638.00	780,727.98	35.0

SOLID WASTE SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HAULED REFUSE					
500-70-6000	SALARIES	37,871.41	37,871.41	135,392.00	97,520.59	28.0
500-70-6010	OVERTIME	2,846.19	2,846.19	10,250.00	7,403.81	27.8
500-70-6022	HOLIDAY PAY	1,724.95	1,724.95	.00	(1,724.95)	.0
500-70-6023	LEAVE CASHOUT	3,470.08	3,470.08	7,282.00	3,811.92	47.7
500-70-6030	SOCIAL SECURITY EXPENSE	.00	.00	1,790.00	1,790.00	.0
500-70-6031	PAYABLE MEDICARE FICA	642.24	642.24	2,112.00	1,469.76	30.4
500-70-6032	UNEMPLOYMENT	.00	.00	2,592.00	2,592.00	.0
500-70-6033	WORKERS' COMPENSATION	3,886.80	3,886.80	3,762.00	(124.80)	103.3
500-70-6034	PERS	9,337.37	9,337.37	32,041.00	22,703.63	29.1
500-70-6040	EMPLOYEE GROUP BENEFITS	5,963.38	5,963.38	27,971.00	22,007.62	21.3
500-70-6041	UTILITY BENEFIT	772.39	772.39	5,016.00	4,243.61	15.4
500-70-6100	SUPPLIES	301.98	301.98	500.00	198.02	60.4
500-70-6103	WEARING APPAREL	462.25	462.25	1,000.00	537.75	46.2
500-70-6121	4 YD DUMPSTERS	57,072.45	57,072.45	60,000.00	2,927.55	95.1
500-70-6150	GASOLINE/DIESEL/OIL	2,459.85	2,459.85	10,000.00	7,540.15	24.6
500-70-6230	VEHICLE MAINT/REPAIR	21,877.11	21,877.11	61,581.00	39,703.89	35.5
500-70-6231	VEHICLE PARTS & TOOLS	1,407.89	1,407.89	10,000.00	8,592.11	14.1
500-70-6232	TIRES & WHEELS	1,320.00	1,320.00	8,000.00	6,680.00	16.5
500-70-6335	OTHER PURCHASED SERVICES	.00	.00	1,000.00	1,000.00	.0
500-70-6400	INSURANCE	2,430.48	2,430.48	6,570.00	4,139.52	37.0
500-70-6600	BAD DEBTS EXPENSE	.00	.00	10,000.00	10,000.00	.0
500-70-6710	ADMIN OVERHEAD-GF	18,770.15	18,770.15	31,490.00	12,719.85	59.6
500-70-9693	REFUSE TRUCK	.00	.00	285,850.00	285,850.00	.0
500-70-9694	SINGLE AXLE REAR LOADER	.00	.00	170,336.00	170,336.00	.0
	TOTAL HAULED REFUSE	172,616.97	172,616.97	884,535.00	711,918.03	19.5

SOLID WASTE SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LANDFILL OPERATIONS					
500-71-6000	SALARIES	69,793.72	69,793.72	182,076.00	112,282.28	38.3
500-71-6010	OVERTIME	17,512.02	17,512.02	20,000.00	2,487.98	87.6
500-71-6022	HOLIDAY PAY	2,821.34	2,821.34	.00	(2,821.34)	.0
500-71-6023	LEAVE CASHOUT	38,887.38	38,887.38	34,890.00	(3,997.38)	111.5
500-71-6030	SOCIAL SECURITY EXPENSE	89.28	89.28	840.00	750.72	10.6
500-71-6031	PAYABLE MEDICARE FICA	1,886.29	1,886.29	2,930.00	1,043.71	64.4
500-71-6032	UNEMPLOYMENT	.00	.00	3,597.00	3,597.00	.0
500-71-6033	WORKERS' COMPENSATION	2,862.16	2,862.16	5,220.00	2,357.84	54.8
500-71-6034	PERS	22,249.75	22,249.75	44,457.00	22,207.25	50.1
500-71-6040	EMPLOYEE GROUP BENEFITS	10,667.47	10,667.47	66,113.00	55,445.53	16.1
500-71-6041	UTILITY BENEFIT	2,366.38	2,366.38	11,856.00	9,489.62	20.0
500-71-6060	TRAVEL/TRAINING	.00	.00	5,000.00	5,000.00	.0
500-71-6100	SUPPLIES	376.16	376.16	3,000.00	2,623.84	12.5
500-71-6103	WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
500-71-6132	SALT	27,028.89	27,028.89	30,000.00	2,971.11	90.1
500-71-6150	GASOLINE/DIESEL/OIL	4,336.02	4,336.02	15,000.00	10,663.98	28.9
500-71-6153	HEATING FUEL	8,435.18	8,435.18	6,145.00	(2,290.18)	137.3
500-71-6160	ELECTRICITY	973.72	973.72	4,296.00	3,322.28	22.7
500-71-6171	STAFF CELLULAR PHONES	238.82	238.82	1,000.00	761.18	23.9
500-71-6200	MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
500-71-6230	VEHICLE MAINT/REPAIR	22,810.81	22,810.81	67,728.00	44,917.19	33.7
500-71-6231	VEHICLE PARTS & TOOLS	4,529.84	4,529.84	10,000.00	5,470.16	45.3
500-71-6240	PROPERTY MAINT	7,677.31	7,677.31	28,137.00	20,459.69	27.3
500-71-6335	OTHER PURCHASED SERVICES	3,272.60	3,272.60	3,000.00	(272.60)	109.1
500-71-6400	INSURANCE	1,655.28	1,655.28	4,598.00	2,942.72	36.0
500-71-6503	DUES & SUBSCRIPTIONS	.00	.00	8,050.00	8,050.00	.0
500-71-6600	BAD DEBT EXPENSE	.00	.00	3,000.00	3,000.00	.0
500-71-6710	ADMIN OVERHEAD-GF	23,105.27	23,105.27	38,763.00	15,657.73	59.6
500-71-6711	ADMIN OVERHEAD-IT SVCS	6,338.14	6,338.14	33,260.00	26,921.86	19.1
500-71-6891	CAP EXP	.00	.00	530,000.00	530,000.00	.0
500-71-9695	HAMMEL DK SHREDDER	79,865.79	79,865.79	150,100.00	70,234.21	53.2
	TOTAL LANDFILL OPERATIONS	359,779.62	359,779.62	1,321,056.00	961,276.38	27.2
	RECYCLING OPERATIONS					
500-72-6153	HEATING FUEL	3,681.11	3,681.11	.00	(3,681.11)	.0
	TOTAL RECYCLING OPERATIONS	3,681.11	3,681.11	.00	(3,681.11)	.0
	TOTAL FUND EXPENDITURES	536,077.70	536,077.70	2,205,591.00	1,669,513.30	24.3
	NET REVENUE OVER EXPENDITURES	(116,167.68)	(116,167.68)	(1,004,953.00)	(888,785.32)	(11.6)

CITY OF BETHEL
BALANCE SHEET
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WATER & SEWER SERVICES

ASSETS

510-10100	CASH IN COMBINED FUND	5,973,476.32	
510-11240	INVESTMENT-AMLIP W SUBS	1,475,810.47	
510-11290	INVESTMENT-AMLIP S SUBS	824,226.56	
510-12000	ACCOUNTS RECEIVABLE	798,318.13	
510-12900	ALLOWANCE FOR DOUBTFUL ACCTS	(24,902.64)	
510-13200	HEATING FUEL INVENTORY	32,970.18	
510-13220	DIESEL FUEL INVENTORY	29,411.40	
510-15200	W/S CONSTRUCTION IN PROGRESS	1,569,254.07	
510-15300	IMPROVEMENTS	859,264.53	
510-15400	BUILDINGS	2,869,625.96	
510-15500	MACHINERY & EQUIP-GENERAL	854,810.78	
510-15700	VEHICLES-GENERAL	5,417,697.81	
510-15900	PLANTS AND LINES-GENERAL	48,481,946.34	
510-16400	ACCUM DEPR - BUILDINGS	(2,944,266.57)	
510-16500	ACCUM DEP-M&E GENERAL	(195,680.16)	
510-16700	ACCUM DEPR - VEHICLES	(2,920,136.60)	
510-16900	ACCUM DEPR-PLANT/LINE-GNL	(24,553,522.13)	
510-19000	DEFERRED OUTFLOW-PENSION	379,715.82	
510-19001	OPEB DEFERRED OUTFLOW	264,659.00	
510-19002	OPEB ASSET	30,301.19	
	TOTAL ASSETS		39,222,980.46

LIABILITIES AND EQUITY

LIABILITIES

510-20100	VOUCHERS PAYABLE	3,448.81	
510-21000	ACCRUED PAYROLL	105,233.31	
510-22100	ACCRUED VACATION	146,422.17	
510-22200	VACATION/SICK LEAVE	13,624.65	
510-24000	USDA JETTY LOAN PAYABLE	869,078.91	
510-24010	NATLBANKAK LOANS PAYABLE	2,285,184.55	
510-25000	OPEB LIABILITY	3,218,883.80	
510-25900	DUE TO/FROM OTHER FUNDS	1,996,668.23	
	TOTAL LIABILITIES		8,638,544.43

FUND EQUITY

510-26100	UTILITY DEPOSITS		372,363.00	
510-27100	DEFERRED INFLOW-PENSION		173,892.94	
510-27101	OPEB DEFERRED INFLOW		153,435.86	
510-27600	ACCRUED INTEREST PAYABLE		13,260.69	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	534,908.50		
	BALANCE - CURRENT DATE		534,908.50	
	TOTAL FUND EQUITY			1,247,860.99

WATER & SEWER SERVICES

TOTAL LIABILITIES AND EQUITY	9,886,405.42

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	WATER					
510-42-4384	CONTRACT WATER	4,223.64	4,223.64	14,214.00	9,990.36	29.7
510-42-4386	METERED PIPED WATER COMM.	276,815.53	276,815.53	930,234.00	653,418.47	29.8
510-42-4387	UNMETERED PIPED WTR RESID	323,246.58	323,246.58	924,418.00	601,171.42	35.0
510-42-4389	PUMPHOUSE WATER	10,239.55	10,239.55	23,467.00	13,227.45	43.6
510-42-4390	TRUCKED WATER	1,062,361.91	1,062,361.91	3,209,970.00	2,147,608.09	33.1
	TOTAL WATER	1,676,887.21	1,676,887.21	5,102,303.00	3,425,415.79	32.9
	SEWER					
510-43-4384	CONTRACT SEWER	19,449.73	19,449.73	13,917.00	(5,532.73)	139.8
510-43-4386	METERED PIPED SEWER COMM.	174,166.87	174,166.87	560,695.00	386,528.13	31.1
510-43-4387	UNMETERED PIPED SEWER RES	95,470.62	95,470.62	271,471.00	176,000.38	35.2
510-43-4390	TRUCKED SEWER (EVAC/HB)	612,628.38	612,628.38	1,816,269.00	1,203,640.62	33.7
	TOTAL SEWER	901,715.60	901,715.60	2,662,352.00	1,760,636.40	33.9
	MISCELLANEOUS					
510-45-4392	WATER SUBSCRIPTION FEES	68,397.03	68,397.03	197,063.00	128,665.97	34.7
510-45-4393	SEWER SUBSCRIPTION FEES	72,655.66	72,655.66	207,707.00	135,051.34	35.0
510-45-4394	RECONNECT FEES	.00	.00	1,500.00	1,500.00	.0
510-45-4429	SENIOR DISCOUNT	(18,279.99)	(18,279.99)	(52,000.00)	(33,720.01)	(35.2)
510-45-4430	NSF CHECKS AND FEES	.00	.00	110.00	110.00	.0
510-45-4520	UTILITY INSPECTION FEES	.00	.00	2,500.00	2,500.00	.0
510-45-4523	UTILITY PENALTY/INTEREST	25,032.12	25,032.12	73,000.00	47,967.88	34.3
510-45-4590	INVESTMENT INCOME	8,301.90	8,301.90	16,000.00	7,698.10	51.9
	TOTAL MISCELLANEOUS	156,106.72	156,106.72	445,880.00	289,773.28	35.0
	MISCELLANEOUS					
510-49-4439	MISCELLANEOUS INCOME	6,256.00	6,256.00	3,500.00	(2,756.00)	178.7
510-49-6532	CASH OVER/SHORT	.22	.22	(600.00)	(600.22)	.0
	TOTAL MISCELLANEOUS	6,256.22	6,256.22	2,900.00	(3,356.22)	215.7
	TOTAL FUND REVENUE	2,740,965.75	2,740,965.75	8,213,435.00	5,472,469.25	33.4

WATER & SEWER SERVICES

UTILITY BILLING

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
510-80-6000	SALARIES	11,228.62	11,228.62	116,984.00	105,755.38	9.6
510-80-6010	OVERTIME	29.69	29.69	5,000.00	4,970.31	.6
510-80-6022	HOLIDAY PAY	316.72	316.72	.00	(316.72)	.0
510-80-6023	LEAVE CASHOUT	.00	.00	5,707.00	5,707.00	.0
510-80-6031	PAYABLE MEDICARE FICA	166.86	166.86	1,769.00	1,602.14	9.4
510-80-6032	UNEMPLOYMENT	.00	.00	2,171.00	2,171.00	.0
510-80-6033	WORKERS' COMPENSATION	64.08	64.08	3,151.00	3,086.92	2.0
510-80-6034	PERS	2,546.51	2,546.51	26,837.00	24,290.49	9.5
510-80-6040	EMPLOYEE GROUP BENEFITS	(657.17)	(657.17)	31,785.00	32,442.17	(2.1)
510-80-6041	UTILITY BENEFIT	421.02	421.02	5,700.00	5,278.98	7.4
510-80-6060	TRAVEL/TRAINING	.00	.00	4,500.00	4,500.00	.0
510-80-6100	SUPPLIES	182.12	182.12	3,500.00	3,317.88	5.2
510-80-6200	MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-80-6400	INSURANCE	363.52	363.52	12,542.00	12,178.48	2.9
510-80-6506	POSTAGE	4,192.12	4,192.12	15,000.00	10,807.88	28.0
510-80-6531	BANK CHARGES	19,015.08	19,015.08	40,000.00	20,984.92	47.5
510-80-6539	MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
510-80-6710	ADMIN OVERHEAD-GF	14,066.07	14,066.07	23,598.00	9,531.93	59.6
510-80-6711	ADMIN OVERHEAD-IT SVCS	5,831.89	5,831.89	33,260.00	27,428.11	17.5
510-80-9649	ONLINE BILL PAY	.00	.00	4,500.00	4,500.00	.0
	TOTAL UTILITY BILLING	57,767.13	57,767.13	341,504.00	283,736.87	16.9

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HAULED WATER					
510-81-6000	SALARIES	122,596.15	122,596.15	513,607.00	391,010.85	23.9
510-81-6010	OVERTIME	87,978.11	87,978.11	150,000.00	62,021.89	58.7
510-81-6022	HOLIDAY PAY	2,113.56	2,113.56	.00	(2,113.56)	.0
510-81-6023	LEAVE CASHOUT	6,125.29	6,125.29	25,349.00	19,223.71	24.2
510-81-6030	SOCIAL SECURITY EXPENSE	7,024.42	7,024.42	7,470.00	445.58	94.0
510-81-6031	PAYABLE MEDICARE FICA	3,170.53	3,170.53	9,806.00	6,635.47	32.3
510-81-6032	UNEMPLOYMENT	(1,901.88)	(1,901.88)	12,038.00	13,939.88	(15.8)
510-81-6033	WORKERS' COMPENSATION	3,310.52	3,310.52	17,470.00	14,159.48	19.0
510-81-6034	PERS	21,866.13	21,866.13	148,782.00	126,915.87	14.7
510-81-6040	EMPLOYEE GROUP BENEFITS	13,974.05	13,974.05	254,280.00	240,305.95	5.5
510-81-6041	UTILITY BENEFIT	1,033.73	1,033.73	45,600.00	44,566.27	2.3
510-81-6060	TRAVEL/TRAINING	4,520.42	4,520.42	35,000.00	30,479.58	12.9
510-81-6100	SUPPLIES	3,769.20	3,769.20	15,000.00	11,230.80	25.1
510-81-6103	WEARING APPAREL	6,704.41	6,704.41	15,000.00	8,295.59	44.7
510-81-6150	GASOLINE/DIESEL/OIL	3,133.88	3,133.88	110,000.00	106,866.12	2.9
510-81-6153	HEATING FUEL	35,857.20	35,857.20	11,017.00	(24,840.20)	325.5
510-81-6155	WATER/SEWER/GARBAGE	1,110.10	1,110.10	6,809.00	5,698.90	16.3
510-81-6160	ELECTRICITY	3,959.10	3,959.10	10,701.00	6,741.90	37.0
510-81-6170	TELEPHONE	8.36	8.36	200.00	191.64	4.2
510-81-6171	STAFF CELLULAR PHONES	3,153.74	3,153.74	8,000.00	4,846.26	39.4
510-81-6200	MINOR EQUIPMENT	68.74	68.74	8,000.00	7,931.26	.9
510-81-6230	VEHICLE MAINT/REPAIR	90,145.41	90,145.41	268,201.00	178,055.59	33.6
510-81-6231	VEHICLE PARTS & TOOLS	21,486.14	21,486.14	50,000.00	28,513.86	43.0
510-81-6232	TIRES & WHEELS	2,439.04	2,439.04	21,000.00	18,560.96	11.6
510-81-6240	PROPERTY MAINT	12,795.50	12,795.50	46,895.00	34,099.50	27.3
510-81-6332	LAB TESTS	769.20	769.20	3,000.00	2,230.80	25.6
510-81-6335	OTHER PURCHASED SERVICES	80.00	80.00	3,000.00	2,920.00	2.7
510-81-6400	INSURANCE	33,840.24	33,840.24	27,685.00	(6,155.24)	122.2
510-81-6530	FINANCE CHARGES/PENALTIES	211.56	211.56	.00	(211.56)	.0
510-81-6539	MISCELLANEOUS EXPENSES	.00	.00	29,000.00	29,000.00	.0
510-81-6710	ADMIN OVERHEAD-GF	72,267.37	72,267.37	121,240.00	48,972.63	59.6
510-81-6711	ADMIN OVERHEAD-IT SVCS	5,548.39	5,548.39	33,260.00	27,711.61	16.7
510-81-6890	CAP EXP	.00	.00	300,000.00	300,000.00	.0
510-81-9695	FLEET MGMT. SOFTWARE/TABLETS/	.00	.00	75,000.00	75,000.00	.0
510-81-9696	RADIO BASE STATION UPGRADE	.00	.00	9,500.00	9,500.00	.0
	TOTAL HAULED WATER	569,158.61	569,158.61	2,391,910.00	1,822,751.39	23.8

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PIPED WATER					
510-82-6000	SALARIES	39,714.83	39,714.83	196,757.00	157,042.17	20.2
510-82-6010	OVERTIME	30,360.50	30,360.50	34,000.00	3,639.50	89.3
510-82-6022	HOLIDAY PAY	802.38	802.38	.00	(802.38)	.0
510-82-6023	LEAVE CASHOUT	4,004.68	4,004.68	9,614.00	5,609.32	41.7
510-82-6030	SOCIAL SECURITY EXPENSE	2,258.44	2,258.44	990.00	(1,268.44)	228.1
510-82-6031	PAYABLE MEDICARE FICA	1,075.68	1,075.68	3,346.00	2,270.32	32.2
510-82-6032	UNEMPLOYMENT	.00	.00	4,107.00	4,107.00	.0
510-82-6033	WORKERS' COMPENSATION	1,062.20	1,062.20	5,961.00	4,898.80	17.8
510-82-6034	PERS	7,579.33	7,579.33	50,767.00	43,187.67	14.9
510-82-6040	EMPLOYEE GROUP BENEFITS	20,697.37	20,697.37	69,927.00	49,229.63	29.6
510-82-6041	UTILITY BENEFIT	1,505.96	1,505.96	12,540.00	11,034.04	12.0
510-82-6060	TRAVEL/TRAINING	.00	.00	5,000.00	5,000.00	.0
510-82-6100	SUPPLIES	1,972.68	1,972.68	5,000.00	3,027.32	39.5
510-82-6103	WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-82-6108	PLUMBING SUPPLIES	2,589.97	2,589.97	15,000.00	12,410.03	17.3
510-82-6150	GASOLINE/DIESEL/OIL	5,780.60	5,780.60	15,000.00	9,219.40	38.5
510-82-6153	HEATING FUEL	7,388.23	7,388.23	30,634.00	23,245.77	24.1
510-82-6155	WATER/SEWER/GARBAGE	538.29	538.29	563.00	24.71	95.6
510-82-6160	ELECTRICITY-UTIL MT SHOP	1,577.41	1,577.41	5,889.00	4,311.59	26.8
510-82-6170	TELEPHONE	16.72	16.72	120.00	103.28	13.9
510-82-6171	STAFF CELLULAR PHONES	1,051.09	1,051.09	3,000.00	1,948.91	35.0
510-82-6200	MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-82-6230	VEHICLE MAINT/REPAIR	872.37	872.37	2,687.00	1,814.63	32.5
510-82-6231	VEHICLE PARTS & TOOLS	412.27	412.27	1,500.00	1,087.73	27.5
510-82-6232	TIRES & WHEELS	.00	.00	500.00	500.00	.0
510-82-6332	LAB TESTS	812.24	812.24	500.00	(312.24)	162.5
510-82-6335	OTHER PURCHASED SERVICES	.00	.00	1,500.00	1,500.00	.0
510-82-6400	INSURANCE	2,559.52	2,559.52	10,174.00	7,614.48	25.2
510-82-6600	BAD DEBT EXPENSE	.00	.00	20,000.00	20,000.00	.0
510-82-6710	ADMIN OVERHEAD-GF	27,025.32	27,025.32	45,339.00	18,313.68	59.6
510-82-6711	ADMIN OVERHEAD-IT SVCS	6,054.64	6,054.64	33,260.00	27,205.36	18.2
510-82-9691	PIPED WATER CAPITAL USDA MATCH	7,168.32	7,168.32	(9,362.00)	(16,530.32)	76.6
	TOTAL PIPED WATER	174,881.04	174,881.04	582,313.00	407,431.96	30.0

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	BETHEL HTS WTR TREATMENT					
510-83-6000	SALARIES	41,227.89	41,227.89	133,649.00	92,421.11	30.9
510-83-6010	OVERTIME	12,627.38	12,627.38	37,000.00	24,372.62	34.1
510-83-6022	HOLIDAY PAY	1,561.50	1,561.50	.00	(1,561.50)	.0
510-83-6023	LEAVE CASHOUT	7,782.48	7,782.48	2,285.00	(5,497.48)	340.6
510-83-6031	PAYABLE MEDICARE FICA	448.52	448.52	2,474.00	2,025.48	18.1
510-83-6032	UNEMPLOYMENT	.00	.00	3,038.00	3,038.00	.0
510-83-6033	WORKERS' COMPENSATION	805.00	805.00	4,408.00	3,603.00	18.3
510-83-6034	PERS	12,191.71	12,191.71	37,543.00	25,351.29	32.5
510-83-6040	EMPLOYEE GROUP BENEFITS	5,929.22	5,929.22	44,499.00	38,569.78	13.3
510-83-6041	UTILITY BENEFIT	3,173.65	3,173.65	12,540.00	9,366.35	25.3
510-83-6060	TRAVEL/TRAINING	.00	.00	4,000.00	4,000.00	.0
510-83-6100	SUPPLIES	.00	.00	4,000.00	4,000.00	.0
510-83-6103	WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
510-83-6108	PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-83-6140	CHEMICALS	1,340.00	1,340.00	65,000.00	63,660.00	2.1
510-83-6150	GASOLINE/DIESEL/OIL	.00	.00	2,000.00	2,000.00	.0
510-83-6153	HEATING FUEL (PUMPHOUSE)	36,434.83	36,434.83	120,260.00	83,825.17	30.3
510-83-6160	ELECTRICITY (PUMPHOUSE)	27,744.36	27,744.36	88,695.00	60,950.64	31.3
510-83-6170	TELEPHONE	.00	.00	500.00	500.00	.0
510-83-6200	MINOR EQUIPMENT	780.06	780.06	10,000.00	9,219.94	7.8
510-83-6230	VEHICLE MAINT/REPAIR	872.37	872.37	2,566.00	1,693.63	34.0
510-83-6332	LAB TESTS	.00	.00	4,000.00	4,000.00	.0
510-83-6335	OTHER PURCHASED SERVICES	911.09	911.09	5,000.00	4,088.91	18.2
510-83-6400	INSURANCE	8,383.20	8,383.20	65,626.00	57,242.80	12.8
510-83-6502	ADVERTISING	.00	.00	500.00	500.00	.0
510-83-6710	ADMIN OVERHEAD-GF	22,182.89	22,182.89	37,215.00	15,032.11	59.6
510-83-6711	ADMIN OVERHEAD-IT SVCS	5,771.14	5,771.14	33,260.00	27,488.86	17.4
510-83-6890	CAPITAL EXPENDITURES	.00	.00	80,000.00	80,000.00	.0
510-83-9773	SITE IMPROVEMENTS -CAPITAL	.00	.00	27,094.00	27,094.00	.0
	TOTAL BETHEL HTS WTR TREATMENT	190,167.29	190,167.29	831,652.00	641,484.71	22.9

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CITY SUB WTR TREATMENT					
510-84-6000	SALARIES	21,398.98	21,398.98	175,298.00	153,899.02	12.2
510-84-6010	OVERTIME	5,230.03	5,230.03	37,000.00	31,769.97	14.1
510-84-6022	HOLIDAY PAY	929.58	929.58	.00	(929.58)	.0
510-84-6023	LEAVE CASHOUT	1,735.04	1,735.04	8,530.00	6,794.96	20.3
510-84-6031	PAYABLE MEDICARE FICA	361.96	361.96	3,078.00	2,716.04	11.8
510-84-6032	UNEMPLOYMENT	.00	.00	3,779.00	3,779.00	.0
510-84-6033	WORKERS' COMPENSATION	1,011.36	1,011.36	5,484.00	4,472.64	18.4
510-84-6034	PERS	5,088.07	5,088.07	46,706.00	41,617.93	10.9
510-84-6040	EMPLOYEE GROUP BENEFITS	3,851.44	3,851.44	69,927.00	66,075.56	5.5
510-84-6041	UTILITY BENEFIT	1,277.44	1,277.44	12,540.00	11,262.56	10.2
510-84-6060	TRAVEL/TRAINING	1,000.00	1,000.00	5,000.00	4,000.00	20.0
510-84-6100	SUPPLIES	95.39	95.39	3,000.00	2,904.61	3.2
510-84-6103	WEARING APPAREL	463.91	463.91	1,500.00	1,036.09	30.9
510-84-6108	PLUMBING SUPPLIES	1,164.01	1,164.01	3,000.00	1,835.99	38.8
510-84-6140	CHEMICALS	2,158.36	2,158.36	125,000.00	122,841.64	1.7
510-84-6150	GASOLINE/DIESEL/OIL	716.48	716.48	1,000.00	283.52	71.7
510-84-6153	HEATING FUEL(CS WTF)	51,164.29	51,164.29	108,667.00	57,502.71	47.1
510-84-6155	WATER/SEWER/GARBAGE	.00	.00	1,500.00	1,500.00	.0
510-84-6160	ELECTRICITY (CS WTF)	23,029.88	23,029.88	69,153.00	46,123.12	33.3
510-84-6170	TELEPHONE	8.36	8.36	50.00	41.64	16.7
510-84-6200	MINOR EQUIPMENT	17,412.17	17,412.17	20,000.00	2,587.83	87.1
510-84-6230	VEHICLE MAINT (ISF)	872.37	872.37	2,581.00	1,708.63	33.8
510-84-6240	PROPERTY MAINT	149.16	149.16	.00	(149.16)	.0
510-84-6280	DEPRECIATION - BLDGS/PLANTS	.00	.00	144,033.00	144,033.00	.0
510-84-6290	DEPRECIATION-M&E WATER	.00	.00	5,028.00	5,028.00	.0
510-84-6332	LAB TESTS	1,271.52	1,271.52	15,000.00	13,728.48	8.5
510-84-6335	OTHER PURCHASED SERVICES	108,772.25	108,772.25	152,000.00	43,227.75	71.6
510-84-6400	INSURANCE	5,219.68	5,219.68	24,083.00	18,863.32	21.7
510-84-6502	ADVERTISING	.00	.00	500.00	500.00	.0
510-84-6530	FINANCE CHARGES/PENALTIES	40.31	40.31	.00	(40.31)	.0
510-84-6710	ADMIN OVERHEAD-GF	31,406.56	31,406.56	52,690.00	21,283.44	59.6
510-84-6711	ADMIN OVERHEAD-IT SVCS	6,338.14	6,338.14	33,260.00	26,921.86	19.1
510-84-6890	CAPITAL EXPENDITURES	.00	.00	171,500.00	171,500.00	.0
	TOTAL CITY SUB WTR TREATMENT	292,166.74	292,166.74	1,300,887.00	1,008,720.26	22.5

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HAULED SEWER					
510-85-6000	SALARIES	148,660.56	148,660.56	592,231.00	443,570.44	25.1
510-85-6010	OVERTIME	57,634.14	57,634.14	125,000.00	67,365.86	46.1
510-85-6022	HOLIDAY PAY	4,328.10	4,328.10	.00	(4,328.10)	.0
510-85-6023	LEAVE CASHOUT	3,470.08	3,470.08	28,897.00	25,426.92	12.0
510-85-6030	SOCIAL SECURITY EXPENSE	2,259.05	2,259.05	1,486.00	(773.05)	152.0
510-85-6031	PAYABLE MEDICARE FICA	3,137.99	3,137.99	10,400.00	7,262.01	30.2
510-85-6032	UNEMPLOYMENT	.00	.00	12,767.00	12,767.00	.0
510-85-6033	WORKERS' COMPENSATION	6,920.68	6,920.68	18,528.00	11,607.32	37.4
510-85-6034	PERS	38,034.02	38,034.02	157,791.00	119,756.98	24.1
510-85-6040	EMPLOYEE GROUP BENEFITS	53,547.19	53,547.19	260,128.00	206,580.81	20.6
510-85-6041	UTILITY BENEFIT	4,325.94	4,325.94	46,649.00	42,323.06	9.3
510-85-6100	SUPPLIES	484.63	484.63	10,000.00	9,515.37	4.9
510-85-6103	WEARING APPAREL	3,601.10	3,601.10	10,000.00	6,398.90	36.0
510-85-6150	GASOLINE/DIESEL/OIL	4,442.08	4,442.08	90,000.00	85,557.92	4.9
510-85-6153	HEATING FUEL	31,358.19	31,358.19	19,351.00	(12,007.19)	162.1
510-85-6155	WATER/SEWER/GARBAGE	1,110.10	1,110.10	6,809.00	5,698.90	16.3
510-85-6160	ELECTRICITY	3,959.11	3,959.11	10,702.00	6,742.89	37.0
510-85-6170	TELEPHONE	.00	.00	100.00	100.00	.0
510-85-6171	STAFF CELLULAR PHONES	.00	.00	8,000.00	8,000.00	.0
510-85-6230	VEHICLE MAINT/REPAIR	90,145.41	90,145.41	281,345.00	191,199.59	32.0
510-85-6231	VEHICLE PARTS & TOOLS	29,357.40	29,357.40	50,000.00	20,642.60	58.7
510-85-6232	TIRES & WHEELS	1,422.61	1,422.61	6,000.00	4,577.39	23.7
510-85-6240	PROPERTY MAINT	12,795.50	12,795.50	46,895.00	34,099.50	27.3
510-85-6335	OTHER PURCHASED SERVICES	.00	.00	5,000.00	5,000.00	.0
510-85-6400	INSURANCE	27,341.52	27,341.52	28,587.00	1,245.48	95.6
510-85-6539	MISCELLANEOUS EXPENSES	330.00	330.00	1,200.00	870.00	27.5
510-85-6600	BAD DEBT EXPENSE	.00	.00	65,000.00	65,000.00	.0
510-85-6710	ADMIN OVERHEAD-GF	82,413.40	82,413.40	138,261.00	55,847.60	59.6
510-85-6711	ADMIN OVERHEAD-IT SVCS	5,548.39	5,548.39	33,260.00	27,711.61	16.7
510-85-9691	SEWER TRUCK(S)	.00	.00	300,000.00	300,000.00	.0
510-85-9693	FLEET MGMT. SOFTWARE/TABLETS/	.00	.00	75,000.00	75,000.00	.0
510-85-9694	CATERPILLAR ANGLE BROOM	.00	.00	10,482.00	10,482.00	.0
510-85-9696	RADIO BASE STATION UPGRADE	.00	.00	9,500.00	9,500.00	.0
510-85-9699	HAULED SEWER CAP SL ASSET RES	.00	.00	182,825.00	182,825.00	.0
	TOTAL HAULED SEWER	616,627.19	616,627.19	2,642,194.00	2,025,566.81	23.3

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PIPED SEWER					
510-86-6000	SALARIES	22,366.22	22,366.22	196,757.00	174,390.78	11.4
510-86-6010	OVERTIME	8,734.25	8,734.25	34,375.00	25,640.75	25.4
510-86-6022	HOLIDAY PAY	802.38	802.38	.00	(802.38)	.0
510-86-6023	LEAVE CASHOUT	2,269.64	2,269.64	9,614.00	7,344.36	23.6
510-86-6030	SOCIAL SECURITY EXPENSE	.00	.00	990.00	990.00	.0
510-86-6031	PAYABLE MEDICARE FICA	490.93	490.93	3,351.00	2,860.07	14.7
510-86-6032	UNEMPLOYMENT	.00	.00	4,114.00	4,114.00	.0
510-86-6033	WORKERS' COMPENSATION	1,064.08	1,064.08	5,971.00	4,906.92	17.8
510-86-6034	PERS	7,018.60	7,018.60	50,849.00	43,830.40	13.8
510-86-6040	EMPLOYEE GROUP BENEFITS	17,247.26	17,247.26	69,927.00	52,679.74	24.7
510-86-6041	UTILITY BENEFITS	1,449.01	1,449.01	12,540.00	11,090.99	11.6
510-86-6060	TRAVEL/TRAINING	.00	.00	3,000.00	3,000.00	.0
510-86-6100	SUPPLIES	539.94	539.94	3,000.00	2,460.06	18.0
510-86-6103	WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-86-6108	PLUMBING SUPPLIES	83.84	83.84	5,000.00	4,916.16	1.7
510-86-6150	GASOLINE/DIESEL/OIL	467.27	467.27	15,000.00	14,532.73	3.1
510-86-6153	HEATING FUEL	5,886.35	5,886.35	36,000.00	30,113.65	16.4
510-86-6155	WATER/SEWER/GARBAGE	538.26	538.26	563.00	24.74	95.6
510-86-6160	ELECTRICITY-LIFTST & BLDG	16,805.92	16,805.92	100,935.00	84,129.08	16.7
510-86-6170	TELEPHONE	.00	.00	2,000.00	2,000.00	.0
510-86-6200	MINOR EQUIPMENT	72,984.65	72,984.65	140,000.00	67,015.35	52.1
510-86-6230	VEHICLE MAINT/REPAIR	944.09	944.09	3,108.00	2,163.91	30.4
510-86-6231	VEHICLE PARTS & TOOLS	214.86	214.86	1,500.00	1,285.14	14.3
510-86-6232	TIRES & WHEELS	.00	.00	50.00	50.00	.0
510-86-6335	OTHER PURCHASED SERVICES	5,836.51	5,836.51	20,000.00	14,163.49	29.2
510-86-6400	INSURANCE	2,527.24	2,527.24	18,838.00	16,310.76	13.4
510-86-6410	LEASED PROPERTY-LIFT STATIONS	14,368.50	14,368.50	17,000.00	2,631.50	84.5
510-86-6600	BAD DEBT EXPENSE	.00	.00	20,000.00	20,000.00	.0
510-86-6710	ADMIN OVERHEAD-GF	27,071.43	27,071.43	45,417.00	18,345.57	59.6
510-86-6711	ADMIN OVERHEAD-IT SVCS	6,054.63	6,054.63	33,260.00	27,205.37	18.2
510-86-6890	PIPED SEWER CAPITAL	.00	.00	57,137.00	57,137.00	.0
510-86-9693	HERMAN NELSON HEATER	.00	.00	68,000.00	68,000.00	.0
510-86-9694	3/4 TON PICK-UP TRUCK	60,813.00	60,813.00	61,000.00	187.00	99.7
510-86-9699	PIPED SEWER CAP EXP SL ASSETS	.00	.00	182,825.00	182,825.00	.0
	TOTAL PIPED SEWER	276,578.86	276,578.86	1,225,121.00	948,542.14	22.6

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SEWER LAGOON					
510-87-6000	SALARIES	6,952.47	6,952.47	74,680.00	67,727.53	9.3
510-87-6010	OVERTIME	1,940.96	1,940.96	10,250.00	8,309.04	18.9
510-87-6022	HOLIDAY PAY	178.30	178.30	.00	(178.30)	.0
510-87-6023	LEAVE CASHOUT	1,853.84	1,853.84	3,675.00	1,821.16	50.4
510-87-6030	SOCIAL SECURITY EXPENSE	.00	.00	24.00	24.00	.0
510-87-6031	PAYABLE MEDICARE FICA	152.96	152.96	1,231.00	1,078.04	12.4
510-87-6032	UNEMPLOYMENT	.00	.00	1,512.00	1,512.00	.0
510-87-6033	WORKERS' COMPENSATION	261.16	261.16	2,194.00	1,932.84	11.9
510-87-6034	PERS	1,995.80	1,995.80	18,685.00	16,689.20	10.7
510-87-6040	EMPLOYEE GROUP BENEFITS	3,958.58	3,958.58	22,885.00	18,926.42	17.3
510-87-6041	UTILITY BENEFIT	429.91	429.91	4,104.00	3,674.09	10.5
510-87-6060	TRAVEL/TRAINING	.00	.00	3,000.00	3,000.00	.0
510-87-6100	SUPPLIES	.00	.00	2,500.00	2,500.00	.0
510-87-6103	WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
510-87-6108	PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-87-6150	GASOLINE/DIESEL/OIL	.00	.00	20,000.00	20,000.00	.0
510-87-6230	VEHICLE MAINT/REPAIR	.00	.00	22.00	22.00	.0
510-87-6231	VEHICLE PARTS & TOOLS	159.79	159.79	.00	(159.79)	.0
510-87-6332	LAB TESTS (SAMPLES)	369.20	369.20	15,000.00	14,630.80	2.5
510-87-6400	INSURANCE	173.04	173.04	41,328.00	41,154.96	.4
510-87-6502	ADVERTISING	.00	.00	500.00	500.00	.0
510-87-6503	DUES & SUBSCRIPTIONS	.00	.00	7,920.00	7,920.00	.0
510-87-6710	ADMIN OVERHEAD-GF	10,284.38	10,284.38	17,253.00	6,968.62	59.6
510-87-6890	CAPITAL EXPD LAGOON ROCK	.00	.00	34,740.00	34,740.00	.0
510-87-9692	TERRAMAC RT9-T4 MAROOKA	.00	.00	299,465.00	299,465.00	.0
	TOTAL SEWER LAGOON	28,710.39	28,710.39	585,968.00	557,257.61	4.9
	TOTAL FUND EXPENDITURES	2,206,057.25	2,206,057.25	9,901,549.00	7,695,491.75	22.3
	NET REVENUE OVER EXPENDITURES	534,908.50	534,908.50	(1,688,114.00)	(2,223,022.50)	31.7

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

MUNICIPAL DOCK

ASSETS

520-10100	CASH IN COMBINED FUND		6,027,924.59	
520-11000	CASH IN TILL - PORT		50.00	
520-11211	TVI-SEAWALL MAINT ACCT		259,684.82	
520-11260	INVESTMENT-AMLIP SMALL BOAT HA		137,243.17	
520-11270	INVESTMENT-AMLIP SEWALL MAINT		13,678.63	
520-11280	INVESTMENT-AMLIP DOCK DEF MNT		386,383.11	
520-12000	ACCOUNTS RECEIVABLE		325,464.80	
520-12900	ALLOWANCE FOR DOUBTFUL ACCTS		(10,440.53)	
520-13200	INVENTORY-HEATING FUEL		1,205.87	
520-15100	LAND		1,235,999.66	
520-15110	SEAWALL LAND NON-DEPREC		1,001,356.00	
520-15200	CONSTRUCTION IN PROGRESS		42,200.00	
520-15300	IMPROVEMENTS		40,447,486.61	
520-15400	BUILDINGS		1,636,106.30	
520-15500	MACHINERY AND EQUIPMENT		1,052,073.67	
520-15700	VEHICLES		298,731.90	
520-15800	SEAWALL DEPRECIABLE		22,716,644.00	
520-16300	ACCUM DEPR-IMPROVEMENTS		(4,930,289.02)	
520-16400	ACCUM DEPR - BUILDINGS		(191,969.91)	
520-16500	ACCUM DEPR-MACHIN./EQUIP.		(665,888.49)	
520-16700	ACCUM DEPR - VEHICLES		(264,000.18)	
520-16800	ACCUM DEP-SEAWALL		(9,086,657.60)	
520-19000	DEFERRED OUTFLOW-PENSION		41,609.71	
520-19001	OPEB DEFERRED OUTFLOW		28,209.00	
520-19002	OPEB ASSET		2,776.96	
	TOTAL ASSETS			60,505,583.07

LIABILITIES AND EQUITY

LIABILITIES

520-20100	VOUCHERS PAYABLE		5,005.58	
520-20800	SALES TAX PAYABLE		34,330.03	
520-21000	ACCRUED PAYROLL		13,700.10	
520-22100	ACCRUED VACATION		21,727.61	
520-22200	ACCRUED SICK LEAVE		3,467.29	
520-25000	PENSION LIABILITY		325,683.75	
520-25100	OPEB LIABILITY		25,059.89	
	TOTAL LIABILITIES			428,974.25

FUND EQUITY

520-27100	DEFERRED INFLOW-PENSION		17,098.39	
520-27101	OPEB DEFERRED INFLOW		17,809.37	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	454,047.92		
	BALANCE - CURRENT DATE		454,047.92	

MUNICIPAL DOCK

TOTAL FUND EQUITY	488,955.68
TOTAL LIABILITIES AND EQUITY	917,929.93

MUNICIPAL DOCK

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	INTEREST & PENALITIES					
520-40-4402	CITY DOCK-PENALTIES & INT	.00	.00	2,000.00	2,000.00	.0
	TOTAL INTEREST & PENALITIES	.00	.00	2,000.00	2,000.00	.0
	CHARGES FOR SERVICES					
520-43-4402	CITY DOCK-STORAGE	.00	.00	90,000.00	90,000.00	.0
520-43-4403	CITY DOCK-PERMITS	575.00	575.00	3,000.00	2,425.00	19.2
520-43-4404	CITY DOCK-WHARFAGE	73,692.73	73,692.73	150,000.00	76,307.27	49.1
520-43-4405	CITY DOCK-DOCKAGE	15,284.80	15,284.80	25,000.00	9,715.20	61.1
520-43-4409	SBH PETRO PORT-FUEL THRU-PUT	151,690.70	151,690.70	220,000.00	68,309.30	69.0
520-43-4410	PETRO YARD - STORAGE	.00	.00	2,000.00	2,000.00	.0
520-43-4412	PETRO PORT-FUEL THRU-PUT	303,381.40	303,381.40	440,000.00	136,618.60	69.0
520-43-4413	PETRO PORT-DOCKAGE	14,038.72	14,038.72	20,000.00	5,961.28	70.2
520-43-4415	SEAWALL MOORAGE	.00	.00	24,000.00	24,000.00	.0
520-43-4416	SEAWALL DOCKAGE	43,056.31	43,056.31	20,000.00	(23,056.31)	215.3
520-43-4418	BEACH-STORAGE	.00	.00	30,000.00	30,000.00	.0
520-43-4419	BEACH-WHARFAGE	52,454.06	52,454.06	95,000.00	42,545.94	55.2
520-43-4420	BEACH-DOCKAGE	38,171.25	38,171.25	25,000.00	(13,171.25)	152.7
520-43-4421	BOAT HARBOR-STORAGE	.00	.00	3,500.00	3,500.00	.0
520-43-4422	BOAT HARBOR-MOORAGE	4,643.64	4,643.64	20,000.00	15,356.36	23.2
	TOTAL CHARGES FOR SERVICES	696,988.61	696,988.61	1,167,500.00	470,511.39	59.7
	LEASE REVENUE					
520-44-4440	LEASE REVENUE	.00	.00	24,000.00	24,000.00	.0
	TOTAL LEASE REVENUE	.00	.00	24,000.00	24,000.00	.0
	MISCELLANEOUS					
520-45-4388	EXTRA WATER CALLS	20,796.88	20,796.88	20,000.00	(796.88)	104.0
520-45-4424	SMALL BOAT HARBOR STORAGE	1,825.00	1,825.00	.00	(1,825.00)	.0
520-45-4535	SMALL BOAT HARBOR PERMITS	2,760.00	2,760.00	20,000.00	17,240.00	13.8
	TOTAL MISCELLANEOUS	25,381.88	25,381.88	40,000.00	14,618.12	63.5
	MISCELLANEOUS					
520-49-4439	MISCELLANEOUS REVENUE	.00	.00	2,000.00	2,000.00	.0
520-49-4590	INVESTMENT INCOME	2,181.66	2,181.66	2,000.00	(181.66)	109.1
	TOTAL MISCELLANEOUS	2,181.66	2,181.66	4,000.00	1,818.34	54.5

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	724,552.15	724,552.15	1,237,500.00	512,947.85	58.6

MUNICIPAL DOCK

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DOCK EXPENDITURES					
520-50-6000	SALARIES	55,993.20	55,993.20	200,781.00	144,787.80	27.9
520-50-6010	OVERTIME	3,792.42	3,792.42	5,000.00	1,207.58	75.9
520-50-6022	HOLIDAY PAY	1,516.53	1,516.53	.00	(1,516.53)	.0
520-50-6023	LEAVE CASHOUT	2,905.58	2,905.58	9,901.00	6,995.42	29.4
520-50-6030	SOCIAL SECURITY EXPENSE	716.93	716.93	1,124.00	407.07	63.8
520-50-6031	PAYABLE MEDICARE FICA	953.27	953.27	2,984.00	2,030.73	32.0
520-50-6032	UNEMPLOYMENT	.00	.00	3,663.00	3,663.00	.0
520-50-6033	WORKERS' COMPENSATION	977.12	977.12	5,316.00	4,338.88	18.4
520-50-6034	PERS	10,942.57	10,942.57	43,563.00	32,620.43	25.1
520-50-6040	EMPLOYEE GROUP BENEFITS	20,215.48	20,215.48	99,678.00	79,462.52	20.3
520-50-6041	UTILITY BENEFIT	4,002.23	4,002.23	17,875.00	13,872.77	22.4
520-50-6060	TRAVEL/TRAINING	.00	.00	5,000.00	5,000.00	.0
520-50-6070	PENSION EXPENSE	.00	.00	15,000.00	15,000.00	.0
520-50-6100	SUPPLIES	1,885.70	1,885.70	8,000.00	6,114.30	23.6
520-50-6103	WEARING APPAREL	.00	.00	5,000.00	5,000.00	.0
520-50-6121	MUNICIPAL DOCK GRAVEL	.00	.00	133,133.00	133,133.00	.0
520-50-6150	GASOLINE/DIESEL/OIL	1,715.70	1,715.70	15,000.00	13,284.30	11.4
520-50-6153	HEATING FUEL	2,019.01	2,019.01	3,600.00	1,580.99	56.1
520-50-6155	WATER/SEWER/GARBAGE	4,377.06	4,377.06	5,500.00	1,122.94	79.6
520-50-6156	WATER FOR BARGES	.00	.00	12,000.00	12,000.00	.0
520-50-6160	ELECTRICITY	4,718.24	4,718.24	13,509.00	8,790.76	34.9
520-50-6170	TELEPHONE	956.77	956.77	2,250.00	1,293.23	42.5
520-50-6171	STAFF CELLULAR PHONES	646.09	646.09	3,000.00	2,353.91	21.5
520-50-6200	MINOR EQUIPMENT	1,486.94	1,486.94	30,000.00	28,513.06	5.0
520-50-6230	VEHICLE MAINT/REPAIR	980.16	980.16	2,839.00	1,858.84	34.5
520-50-6231	VEHICLE PARTS & TOOLS	15,770.78	15,770.78	20,000.00	4,229.22	78.9
520-50-6232	TIRES & WHEELS	2,059.96	2,059.96	.00	(2,059.96)	.0
520-50-6241	MUNICIPAL DOCK MAINT.	.00	.00	42,815.00	42,815.00	.0
520-50-6242	MAINT-SEAWALL	760.60	760.60	7,000.00	6,239.40	10.9
520-50-6244	ICR-PROPERTY MAINTENANCE 5%	7,677.31	7,677.31	28,137.00	20,459.69	27.3
520-50-6320	OTHER PROFESSIONAL FEES	.00	.00	10,000.00	10,000.00	.0
520-50-6321	LEGAL FEES	.00	.00	5,000.00	5,000.00	.0
520-50-6324	PLANNING/ENGINEERING FEES	.00	.00	5,000.00	5,000.00	.0
520-50-6339	OTHER PURCHASED SERVICES	836.53	836.53	30,000.00	29,163.47	2.8
520-50-6400	INSURANCE	4,678.40	4,678.40	35,093.00	30,414.60	13.3
520-50-6502	ADVERTISING	.00	.00	1,000.00	1,000.00	.0
520-50-6503	DUES & SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
520-50-6531	BANK CHARGES	1,748.46	1,748.46	3,000.00	1,251.54	58.3
520-50-6710	ADMIN OVERHEAD-GF	26,933.08	26,933.08	45,185.00	18,251.92	59.6
520-50-6711	ADMIN OVERHEAD-IT SVCS	7,451.87	7,451.87	33,260.00	25,808.13	22.4
520-50-6890	CAPITAL EXPENDITURES	.00	.00	656,452.00	656,452.00	.0
520-50-9700	3/4 TON PICK-UP TRUCK	.00	.00	4,762.00	4,762.00	.0
520-50-9701	DROP DECK TRAILER	.00	.00	13,931.00	13,931.00	.0
	TOTAL DOCK EXPENDITURES	188,717.99	188,717.99	1,585,351.00	1,396,633.01	11.9

MUNICIPAL DOCK

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEPARTMENT 55					
520-55-6000	SALARIES	35,639.16	35,639.16	111,187.00	75,547.84	32.1
520-55-6010	OVERTIME	1,515.20	1,515.20	3,000.00	1,484.80	50.5
520-55-6022	HOLIDAY PAY	595.85	595.85	.00	(595.85)	.0
520-55-6023	LEAVE CASHOUT	1,431.10	1,431.10	1,164.00	(267.10)	123.0
520-55-6030	SOCIAL SECURITY EXPENSE	1,016.98	1,016.98	5,043.00	4,026.02	20.2
520-55-6031	PAYABLE MEDICARE FICA	573.63	573.63	1,656.00	1,082.37	34.6
520-55-6032	UNEMPLOYMENT	.00	.00	2,033.00	2,033.00	.0
520-55-6033	WORKERS' COMPENSATION	1,011.80	1,011.80	2,950.00	1,938.20	34.3
520-55-6034	PERS	4,696.36	4,696.36	25,121.00	20,424.64	18.7
520-55-6040	EMPLOYEE GROUP BENEFITS	7,878.95	7,878.95	12,205.00	4,326.05	64.6
520-55-6041	UTILITY BENEFIT	3,143.01	3,143.01	25,121.00	21,977.99	12.5
520-55-6100	SUPPLIES	1,823.46	1,823.46	3,000.00	1,176.54	60.8
520-55-6103	WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
520-55-6132	SMALL BOAT HARBOR GRAVEL	.00	.00	30,000.00	30,000.00	.0
520-55-6150	GASOLINE/DIESEL/OIL	6,851.56	6,851.56	8,000.00	1,148.44	85.6
520-55-6155	WATER/SEWER/GARBAGE	.00	.00	7,100.00	7,100.00	.0
520-55-6160	ELECTRICITY	.00	.00	2,000.00	2,000.00	.0
520-55-6200	MINOR EQUIPMENT	1,689.71	1,689.71	3,000.00	1,310.29	56.3
520-55-6241	SMALL BOAT HARBOR MAINTENANCE	.00	.00	5,500.00	5,500.00	.0
520-55-6400	INSURANCE	683.52	683.52	5,470.00	4,786.48	12.5
520-55-6539	MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
520-55-6710	ADMIN OVERHEAD-GF	13,235.95	13,235.95	22,205.00	8,969.05	59.6
520-55-6890	CAP EXP SBH	.00	.00	1,000,000.00	1,000,000.00	.0
	TOTAL DEPARTMENT 55	81,786.24	81,786.24	1,279,755.00	1,197,968.76	6.4
	TOTAL FUND EXPENDITURES	270,504.23	270,504.23	2,865,106.00	2,594,601.77	9.4
	NET REVENUE OVER EXPENDITURES	454,047.92	454,047.92	(1,627,606.00)	(2,081,653.92)	27.9

CITY OF BETHEL
BALANCE SHEET
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LEASED PROPERTIES

ASSETS

530-10100	CASH IN COMBINED FUND		991,394.39	
530-11230	INVESTMENT - BOND RESERVE		226,709.51	
530-12000	ACCOUNTS RECEIVABLE		(45,755.48)	
530-12900	ALLOWANCE FOR DOUBTFUL ACCTS		(5,287.50)	
530-13200	FUEL INVENTORY		6,294.04	
530-15100	LAND		43,000.00	
530-15200	CONSTRUCTION IN PROGRESS		80,225.84	
530-15400	BUILDINGS		9,821,803.52	
530-15500	MACHINERY & IMPROVEMENTS		54,525.00	
530-16400	ACCUM DEPR - BUILDINGS		(6,347,972.47)	
530-16500	ACCUM DEPR-MACH & IMPROV.		(39,215.43)	
	TOTAL ASSETS			4,785,721.42

LIABILITIES AND EQUITY

LIABILITIES

530-20100	VOUCHERS PAYABLE		(21.49)	
530-24400	ACCRUED INTEREST PAYABLE		6,054.17	
530-25000	LEASE REVENUE BONDS PAYABLE		1,120,000.00	
530-25100	LEASE REVENUE BOND PREMIUM		134,164.99	
530-25900	DUE TO/FROM OTHER FUNDS		928,960.23	
	TOTAL LIABILITIES			2,189,157.90

FUND EQUITY

530-26300	UNEARNED REVENUE		396,807.60	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(436,692.78)		
	BALANCE - CURRENT DATE		(436,692.78)	
	TOTAL FUND EQUITY			(39,885.18)
	TOTAL LIABILITIES AND EQUITY			2,149,272.72

LEASED PROPERTIES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	LEASE INCOME					
530-44-4440	LEASE - FERMIN/ULYE ITURBIDE	.00	.00	1.00	1.00	.0
530-44-4442	LEASE-DEC (BRAUND BLDG)	.00	.00	300.00	300.00	.0
530-44-4444	LEASE-COURT SYSTEM	198,403.80	198,403.80	613,620.00	415,216.20	32.3
530-44-4447	LEASE:DEPT OF LAW	38,121.30	38,121.30	161,784.00	123,662.70	23.6
530-44-4450	LEASE-YKHC PATC 324/324A STATE	.00	.00	14,400.00	14,400.00	.0
530-44-4451	LEASE-BETHEL SPORTSMANS CLUB	.00	.00	1.00	1.00	.0
530-44-4452	LEASE-FW TOWER RD LND ASPHALT	4,200.00	4,200.00	12,600.00	8,400.00	33.3
530-44-4453	YKHC - WAREHOUSE	1,400.00	1,400.00	4,200.00	2,800.00	33.3
530-44-4455	DMV LEASE 300 CEHHWY	3,090.00	3,090.00	12,120.00	9,030.00	25.5
530-44-4456	LEASE-LIONS CLUB	.00	.00	1.00	1.00	.0
530-44-4457	LEASE LAND BNC 031489 AGR	.00	.00	100.00	100.00	.0
530-44-4459	LAND LEASE-BETHEL GROUP HOME	.00	.00	100.00	100.00	.0
530-44-4461	LEASE LAND AVCP HEARSTART	900.00	900.00	2,400.00	1,500.00	37.5
530-44-4463	LEASE LAND SWANSONS/BTP	7,520.00	7,520.00	21,120.00	13,600.00	35.6
530-44-4467	LEASE LAND EUNKANG CHURCH	600.00	600.00	1,800.00	1,200.00	33.3
530-44-4470	LEASE LAND GCI	3,615.40	3,615.40	10,342.00	6,726.60	35.0
530-44-4472	LEASE-OTHER LEASE REVENUE	6,000.00	6,000.00	.00	(6,000.00)	.0
530-44-4474	LEASE:SOA DOT&PUBFAL(560 4TH)	2,400.00	2,400.00	.00	(2,400.00)	.0
530-44-9455	YKHC RENTED BLDING 378 FIFTH	6,400.00	6,400.00	19,200.00	12,800.00	33.3
	TOTAL LEASE INCOME	272,650.50	272,650.50	874,089.00	601,438.50	31.2
	MISCELLANEOUS					
530-49-4590	INVESTMENT INCOME	750.54	750.54	240.00	(510.54)	312.7
	TOTAL MISCELLANEOUS	750.54	750.54	240.00	(510.54)	312.7
	TOTAL FUND REVENUE	273,401.04	273,401.04	874,329.00	600,927.96	31.3

LEASED PROPERTIES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LEASED PROPERTIES-MISC					
530-50-6339	OTHER PURCHASED SERVICES	(273.00)	(273.00)	.00	273.00	.0
530-50-6400	INSURANCE	4,236.28	4,236.28	.00	(4,236.28)	.0
	TOTAL LEASED PROPERTIES-MISC	3,963.28	3,963.28	.00	(3,963.28)	.0
	LEASED PROP-COURT COMPLEX					
530-55-6153	HEATING FUEL-COURTCOMPLEX	14,997.62	14,997.62	66,847.00	51,849.38	22.4
530-55-6155	WATER/SEWER/GARB-COURTCOM	6,988.65	6,988.65	24,000.00	17,011.35	29.1
530-55-6160	ELECTRICITY-COURT COMPLEX	21,220.58	21,220.58	68,190.00	46,969.42	31.1
530-55-6170	TELEPHONE	313.35	313.35	700.00	386.65	44.8
530-55-6240	PROPERTY MT-COURT COMPLEX	2,786.38	2,786.38	10,341.00	7,554.62	26.9
530-55-6241	ICR-PROPERTY MAINTENANCE-15%	38,386.52	38,386.52	140,684.00	102,297.48	27.3
530-55-6333	JANITORIAL-COURT COMPLEX	37,250.00	37,250.00	113,832.00	76,582.00	32.7
530-55-6339	OTHER PURCHASED SERVICES	1,432.80	1,432.80	3,500.00	2,067.20	40.9
530-55-6400	INSURANCE	17,637.08	17,637.08	36,480.00	18,842.92	48.4
530-55-6420	COURTHOUSE LOAN INTEREST	.00	.00	72,650.00	72,650.00	.0
530-55-9694	GENERATOR REPAIR	565,117.56	565,117.56	794,346.00	229,228.44	71.1
	TOTAL LEASED PROP-COURT COMPLEX	706,130.54	706,130.54	1,331,570.00	625,439.46	53.0
	TOTAL FUND EXPENDITURES	710,093.82	710,093.82	1,331,570.00	621,476.18	53.3
	NET REVENUE OVER EXPENDITURES	(436,692.78)	(436,692.78)	(457,241.00)	(20,548.22)	(95.5)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

EMPLOYEE GROUP HEALTH BEN.

	ASSETS			
540-10100	CASH IN COMBINED FUND		(785,282.53)	
	TOTAL ASSETS			(785,282.53)
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(851.39)		
	BALANCE - CURRENT DATE		(851.39)	
	TOTAL FUND EQUITY			(851.39)
	TOTAL LIABILITIES AND EQUITY			(851.39)

EMPLOYEE GROUP HEALTH BEN.

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	EMPLOYEE GROUP HEALTH BENEFITS					
540-50-6051	PREMIUM LIFE AD&D LTD	851.39	851.39	.00	(851.39)	.0
	TOTAL EMPLOYEE GROUP HEALTH BENEFITS	851.39	851.39	.00	(851.39)	.0
	TOTAL FUND EXPENDITURES	851.39	851.39	.00	(851.39)	.0
	NET REVENUE OVER EXPENDITURES	(851.39)	(851.39)	.00	851.39	.0

INFORMATION TECHNOLOGY SERV.

	ASSETS		
550-10100	CASH IN COMBINED FUND	(77.08)	
	TOTAL ASSETS		(77.08)

BETHEL PUBLIC TRANSIT SYSTEM

	ASSETS			
560-10100	CASH IN COMBINED FUND		(425,529.39)	
560-13200	INVENTORY-HEATING FUEL		4,411.71	
560-15300	IMPROVEMENTS		98,025.00	
560-15500	MACHINERY & EQUIP-GENERAL		48,338.55	
560-15700	VEHICLES-GENERAL		301,783.43	
560-16300	ACCUM DEPR- IMPROVEMENTS		(48,341.09)	
560-16500	ACCUM DEP-M&E GENERAL		(48,338.55)	
560-16700	ACCUM DEPR - VEHICLES		(247,719.02)	
560-19000	DEFERRED OUTFLOW-PENSION		24,706.90	
560-19001	OPEB DEFERRED OUTFLOW		16,995.00	
560-19002	OPEB ASSET		1,816.92	
	TOTAL ASSETS			(273,850.54)
	LIABILITIES AND EQUITY			
	LIABILITIES			
560-20100	VOUCHERS PAYABLE		1,312.85	
560-20110	COVID-19 TAXI COUPONS		325.00	
560-21000	ACCRUED PAYROLL		6,699.99	
560-22100	ACCRUED VACATION		13,614.07	
560-25000	PENSION LIABILITY		195,978.27	
560-25100	OPEB LIABILITY		12,899.90	
	TOTAL LIABILITIES			230,830.08
	FUND EQUITY			
560-27100	DEFERRED INFLOW-PENSION		10,757.52	
560-27101	OPEB DEFERRED INFLOW		10,267.02	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	38,165.52		
	BALANCE - CURRENT DATE		38,165.52	
	TOTAL FUND EQUITY			59,190.06
	TOTAL LIABILITIES AND EQUITY			290,020.14

BETHEL PUBLIC TRANSIT SYSTEM

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	FEDERAL SOURCES					
560-41-4101	REV-FEDERAL TRANSIT 5311	195,044.25	195,044.25	426,232.00	231,187.75	45.8
	TOTAL FEDERAL SOURCES	195,044.25	195,044.25	426,232.00	231,187.75	45.8
	CHARGES FOR SERVICES					
560-43-4370	BUS FARES	10,796.00	10,796.00	15,000.00	4,204.00	72.0
	TOTAL CHARGES FOR SERVICES	10,796.00	10,796.00	15,000.00	4,204.00	72.0
	TOTAL FUND REVENUE	205,840.25	205,840.25	441,232.00	235,391.75	46.7

BETHEL PUBLIC TRANSIT SYSTEM

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	TRANSIT SYSTEM SECTION 5311					
560-50-6000	SALARIES	44,724.08	44,724.08	136,168.00	91,443.92	32.8
560-50-6010	OVERTIME	3,379.06	3,379.06	.00	(3,379.06)	.0
560-50-6022	HOLIDAY PAY	2,107.27	2,107.27	.00	(2,107.27)	.0
560-50-6023	LEAVE CASHOUT	.00	.00	6,642.00	6,642.00	.0
560-50-6030	SOCIAL SECURITY EXPENSE	388.93	388.93	.00	(388.93)	.0
560-50-6031	PAYABLE MEDICARE FICA	743.16	743.16	1,974.00	1,230.84	37.7
560-50-6032	UNEMPLOYMENT	.00	.00	2,424.00	2,424.00	.0
560-50-6033	WORKERS' COMPENSATION	1,734.88	1,734.88	3,518.00	1,783.12	49.3
560-50-6034	PERS	9,666.23	9,666.23	29,957.00	20,290.77	32.3
560-50-6040	EMPLOYEE GROUP BENEFITS	18,542.24	18,542.24	63,570.00	45,027.76	29.2
560-50-6041	UTILITY BENEFIT	2,274.54	2,274.54	11,400.00	9,125.46	20.0
560-50-6100	SUPPLIES	1,875.39	1,875.39	1,500.00	(375.39)	125.0
560-50-6150	GASOLINE/DIESEL/OIL	8,556.71	8,556.71	29,000.00	20,443.29	29.5
560-50-6153	HEATING FUEL	5,709.13	5,709.13	10,583.00	4,873.87	54.0
560-50-6155	WTR/SWR/GRB	1,310.59	1,310.59	3,300.00	1,989.41	39.7
560-50-6160	ELECTRICITY	2,350.42	2,350.42	7,724.00	5,373.58	30.4
560-50-6170	TELEPHONE	8.36	8.36	700.00	691.64	1.2
560-50-6171	STAFF CELLULAR PHONES	238.72	238.72	1,200.00	961.28	19.9
560-50-6230	VEHICLE MAINT/REPAIR	6,152.17	6,152.17	18,184.00	12,031.83	33.8
560-50-6231	VEHICLE PARTS & TOOLS	1,008.94	1,008.94	20,000.00	18,991.06	5.0
560-50-6232	TIRES & WHEELS	.00	.00	2,000.00	2,000.00	.0
560-50-6400	INSURANCE	4,815.88	4,815.88	16,281.00	11,465.12	29.6
560-50-6503	DUES & SUBSCRIPTIONS	349.98	349.98	300.00	(49.98)	116.7
560-50-6539	MISCELLANEOUS EXPENSES	96.78	96.78	.00	(96.78)	.0
560-50-6710	ADMIN OVERHEAD-GF	24,765.53	24,765.53	41,548.00	16,782.47	59.6
560-50-6711	ADMIN OVERHEAD-IT SVCS	6,338.14	6,338.14	33,260.00	26,921.86	19.1
560-50-6890	CAPITAL EXPENDITURES	20,537.60	20,537.60	86,000.00	65,462.40	23.9
560-50-9691	BUS SHELTERS	.00	.00	23,505.00	23,505.00	.0
560-50-9692	PRESSURE WASHER	.00	.00	9,350.00	9,350.00	.0
	TOTAL TRANSIT SYSTEM SECTION 5311	167,674.73	167,674.73	560,088.00	392,413.27	29.9
	TOTAL FUND EXPENDITURES	167,674.73	167,674.73	560,088.00	392,413.27	29.9
	NET REVENUE OVER EXPENDITURES	38,165.52	38,165.52	(118,856.00)	(157,021.52)	32.1

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

VEHICLES & EQUIP MAINTENANCE

ASSETS

570-10100	CASH IN COMBINED FUND		(521,909.95)	
570-13700	INVENTORY-PARTS,OIL,EQUIPMENT		199,205.12	
570-15500	MACHINERY & EQUIP-GENERAL		284,252.82	
570-15700	VEHICLES-GENERAL		59,270.38	
570-16500	ACCUM DEP-M&E GENERAL		(100,687.83)	
570-16700	ACCUM DEPR - VEHICLES		(13,246.77)	
	TOTAL ASSETS			(93,116.23)

LIABILITIES AND EQUITY

LIABILITIES

570-20100	VOUCHERS PAYABLE		3,844.71	
570-21000	ACCRUED PAYROLL		15,964.36	
570-22100	ACCRUED VACATION		21,147.11	
570-22200	ACCRUED SICK LEAVE		1,238.60	
	TOTAL LIABILITIES			42,194.78

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(24,850.41)		
	BALANCE - CURRENT DATE		(24,850.41)	
	TOTAL FUND EQUITY			(24,850.41)
	TOTAL LIABILITIES AND EQUITY			17,344.37

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

VEHICLES & EQUIP MAINTENANCE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	CHARGES FOR SERVICES					
570-43-4651	FROM GF-ADMIN	436.19	436.19	1,285.00	848.81	33.9
570-43-4653	FROM GF-FINANCE	436.19	436.19	1,266.00	829.81	34.5
570-43-4654	FROM GF-PLANNING	436.19	436.19	1,559.00	1,122.81	28.0
570-43-4655	FROM GF-FIRE	2,907.91	2,907.91	18,000.00	15,092.09	16.2
570-43-4656	FROM GF-POLICE	5,815.83	5,815.83	17,554.00	11,738.17	33.1
570-43-4657	FROM GF-PW ADMIN	872.37	872.37	2,457.00	1,584.63	35.5
570-43-4658	FROM GF-STREETS/ROADS	43,618.75	43,618.75	146,047.00	102,428.25	29.9
570-43-4661	FROM GF-PROPERTY MAINT.	1,744.76	1,744.76	5,713.00	3,968.24	30.5
570-43-4664	FROM GF-PIPED SEWER	872.37	872.37	3,108.00	2,235.63	28.1
570-43-4665	FROM GEN FUND-IT SVCS	436.19	436.19	1,280.00	843.81	34.1
570-43-4671	FROM EF-PORT	872.37	872.37	2,839.00	1,966.63	30.7
570-43-4672	FROM EF-HAULED WATER	90,145.41	90,145.41	268,201.00	178,055.59	33.6
570-43-4673	FROM EF-HAULED SEWER	90,145.41	90,145.41	281,345.00	191,199.59	32.0
570-43-4674	FROM EF-PIPED WATER	872.37	872.37	2,687.00	1,814.63	32.5
570-43-4676	FROM EF-HAULED REFUSE	21,809.37	21,809.37	61,581.00	39,771.63	35.4
570-43-4677	FROM EF-LANDFILL OPERATIONS	21,809.37	21,809.37	67,728.00	45,918.63	32.2
570-43-4678	FROM EF-BETHEL HGT WATER TRMT	872.37	872.37	2,566.00	1,693.63	34.0
570-43-4680	FROM EF-CITY SUB WATER TRMT	872.37	872.37	2,581.00	1,708.63	33.8
570-43-4684	FROM EF-BETHEL TRANSIT SYSTEM	5,815.88	5,815.88	18,184.00	12,368.12	32.0
	TOTAL CHARGES FOR SERVICES	290,791.67	290,791.67	905,981.00	615,189.33	32.1
	TOTAL FUND REVENUE	290,791.67	290,791.67	905,981.00	615,189.33	32.1

VEHICLES & EQUIP MAINTENANCE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	VEHICLE & EQUIP MAINT					
570-50-6000	SALARIES	109,486.65	109,486.65	431,729.00	322,242.35	25.4
570-50-6010	OVERTIME	67.39	67.39	15,000.00	14,932.61	.5
570-50-6022	HOLIDAY PAY	3,542.02	3,542.02	.00	(3,542.02)	.0
570-50-6023	LEAVE CASHOUT	1,735.04	1,735.04	21,068.00	19,332.96	8.2
570-50-6031	PAYABLE MEDICARE FICA	1,775.82	1,775.82	6,478.00	4,702.18	27.4
570-50-6032	UNEMPLOYMENT	.00	.00	7,952.00	7,952.00	.0
570-50-6033	WORKERS' COMPENSATION	3,653.96	3,653.96	11,540.00	7,886.04	31.7
570-50-6034	PERS	24,955.83	24,955.83	98,280.00	73,324.17	25.4
570-50-6040	EMPLOYEE GROUP BENEFITS	43,236.72	43,236.72	180,539.00	137,302.28	24.0
570-50-6041	UTILITY BENEFIT	8,966.99	8,966.99	32,376.00	23,409.01	27.7
570-50-6060	TRAVEL/TRAINING	48.00	48.00	15,000.00	14,952.00	.3
570-50-6100	SUPPLIES	975.70	975.70	20,000.00	19,024.30	4.9
570-50-6103	WEARING APPAREL	63.99	63.99	4,000.00	3,936.01	1.6
570-50-6150	GASOLINE/DIESEL/OIL	24,669.37	24,669.37	8,000.00	(16,669.37)	308.4
570-50-6153	HEATING FUEL	552.79	552.79	399.00	(153.79)	138.5
570-50-6155	WATER/SEWER/GARBAGE	845.86	845.86	5,300.00	4,454.14	16.0
570-50-6160	ELECTRICITY	6,902.38	6,902.38	18,718.00	11,815.62	36.9
570-50-6171	STAFF CELLULAR PHONES	.00	.00	840.00	840.00	.0
570-50-6200	MINOR EQUIPMENT	86.99	86.99	25,000.00	24,913.01	.4
570-50-6231	VEHICLE PARTS & TOOLS	3,021.90	3,021.90	8,000.00	4,978.10	37.8
570-50-6232	TIRES & WHEELS	.00	.00	2,000.00	2,000.00	.0
570-50-6339	OTHER PURCHASED SERVICES	1,562.09	1,562.09	10,000.00	8,437.91	15.6
570-50-6400	INSURANCE	13,861.32	13,861.32	24,535.00	10,673.68	56.5
570-50-6503	DUES & SUBSCRIPTIONS	3,750.00	3,750.00	10,000.00	6,250.00	37.5
570-50-6539	MISCELLANEOUS EXPENSES	832.19	832.19	.00	(832.19)	.0
570-50-6710	ADMIN OVERHEAD-GF	54,650.19	54,650.19	91,684.00	37,033.81	59.6
570-50-6711	ADMIN OVERHEAD-IT SVCS	6,398.89	6,398.89	33,260.00	26,861.11	19.2
	TOTAL VEHICLE & EQUIP MAINT	315,642.08	315,642.08	1,081,698.00	766,055.92	29.2
	TOTAL FUND EXPENDITURES	315,642.08	315,642.08	1,081,698.00	766,055.92	29.2
	NET REVENUE OVER EXPENDITURES	(24,850.41)	(24,850.41)	(175,717.00)	(150,866.59)	(14.1)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

FLEET REPLACEMENT FUND

	ASSETS		
580-10100	CASH IN COMBINED FUND	1,240,516.70	
	TOTAL ASSETS		1,240,516.70

RASMUSON GRANT

	ASSETS		
600-10100	CASH IN COMBINED FUND	4,430.32	
	TOTAL ASSETS		4,430.32

LONG-TERM DEBT

LIABILITIES AND EQUITY

FUND EQUITY

610-26100	LONG TERM DEBT-FIRE TRUCK	622,289.91	
610-26110	LONG TERM DEBT- MACK TRUCK	86,513.29	
	TOTAL FUND EQUITY		708,803.20
	TOTAL LIABILITIES AND EQUITY		708,803.20

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

COPS

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	12,000.00		
BALANCE - CURRENT DATE		12,000.00	
TOTAL FUND EQUITY			12,000.00
TOTAL LIABILITIES AND EQUITY			12,000.00

COPS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
625-42-4100	SVPP	12,000.00	12,000.00	.00	(12,000.00)	.0
	TOTAL SOURCE 42	12,000.00	12,000.00	.00	(12,000.00)	.0
	TOTAL FUND REVENUE	12,000.00	12,000.00	.00	(12,000.00)	.0
	NET REVENUE OVER EXPENDITURES	12,000.00	12,000.00	.00	(12,000.00)	.0

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

LAGOON UPGRADES DESIGN SERV

ASSETS

630-10100	CASH IN COMBINED FUND	(1,171,445.08)	
630-12000	ACCOUNTS RECEIVABLE	1,077,700.41	
	TOTAL ASSETS		(93,744.67)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

COVID-19 CARES ACT FUND

	ASSETS			
660-10100	CASH IN COMBINED FUND		2,966,263.16	
660-10300	FNB CASH COVID 19		(30,000.00)	
	TOTAL ASSETS			2,936,263.16
	LIABILITIES AND EQUITY			
	LIABILITIES			
660-20100	VOUCHERS PAYABLE		(39,663.76)	
	TOTAL LIABILITIES			(39,663.76)
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	1,675,502.81		
	BALANCE - CURRENT DATE		1,675,502.81	
	TOTAL FUND EQUITY			1,675,502.81
	TOTAL LIABILITIES AND EQUITY			1,635,839.05

COVID-19 CARES ACT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
660-42-4110	AMERICAN RESCUE PLAN ACT REV	1,680,801.56	1,680,801.56	.00	(1,680,801.56)	.0
	TOTAL SOURCE 42	1,680,801.56	1,680,801.56	.00	(1,680,801.56)	.0
	TOTAL FUND REVENUE	1,680,801.56	1,680,801.56	.00	(1,680,801.56)	.0

COVID-19 CARES ACT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	AMERICAN RESCUE PLAN ACT					
660-70-6335	OTHER PURCHASED SERVICES	2,068.00	2,068.00	.00	(2,068.00)	.0
660-70-6890	LIFT STATION PROJECT	3,230.75	3,230.75	.00	(3,230.75)	.0
660-70-6892	CAP EXP ARPA	.00	.00	1,500,000.00	1,500,000.00	.0
	TOTAL AMERICAN RESCUE PLAN ACT	5,298.75	5,298.75	1,500,000.00	1,494,701.25	.4
	TOTAL FUND EXPENDITURES	5,298.75	5,298.75	1,500,000.00	1,494,701.25	.4
	NET REVENUE OVER EXPENDITURES	1,675,502.81	1,675,502.81	(1,500,000.00)	(3,175,502.81)	111.7

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

THE AK COMMUNITY FOUNDATION

	ASSETS		
670-10100	CASH IN COMBINED FUND	100,000.00	
	TOTAL ASSETS		100,000.00

HOMELAND SECURITY PROGRAM

	ASSETS			
680-10100	CASH IN COMBINED FUND		(12,637.17)	
	TOTAL ASSETS			(12,637.17)
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	20,266.83		
	BALANCE - CURRENT DATE		20,266.83	
	TOTAL FUND EQUITY			20,266.83
	TOTAL LIABILITIES AND EQUITY			20,266.83

HOMELAND SECURITY PROGRAM

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
680-42-4570	20SHSP-GY20	32,904.00	32,904.00	.00	(32,904.00)	.0
	TOTAL SOURCE 42	32,904.00	32,904.00	.00	(32,904.00)	.0
	TOTAL FUND REVENUE	32,904.00	32,904.00	.00	(32,904.00)	.0

HOMELAND SECURITY PROGRAM

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEPARTMENT 60					
680-60-6060	TRAVEL/TRAINING (4200)	12,637.17	12,637.17	.00	(12,637.17)	.0
	TOTAL DEPARTMENT 60	12,637.17	12,637.17	.00	(12,637.17)	.0
	TOTAL FUND EXPENDITURES	12,637.17	12,637.17	.00	(12,637.17)	.0
	NET REVENUE OVER EXPENDITURES	20,266.83	20,266.83	.00	(20,266.83)	.0

DIABETES PREVENTION & CONTROL

	ASSETS		
690-10100	CASH IN COMBINED FUND	7.53	
	TOTAL ASSETS		7.53
	LIABILITIES AND EQUITY		
	FUND EQUITY		
690-26000	DEFERRED REVENUE	372.20	
	TOTAL FUND EQUITY		372.20
	TOTAL LIABILITIES AND EQUITY		372.20

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

GOVERNMENT-WIDE FIXED ASSETS

ASSETS

700-15100	LAND	39,481,783.50	
700-15200	CONSTRUCTION IN PROGRESS	916,935.10	
700-15300	IMPROVEMENTS	2,515,429.31	
700-15400	BUILDINGS	13,144,460.20	
700-15500	MACHINERY & EQUIPMENT	6,889,379.27	
700-15600	ROADS/INFRASTRUCTURE	9,913,935.68	
700-15700	VEHICLES-GENERAL	2,250,711.65	
700-16300	ACCUM DEPR- IMPROV	(793,835.91)	
700-16400	ACCUM DEPR - BUILDINGS	(7,066,815.80)	
700-16500	ACCUM DEPR- MACH EQUIP	(3,912,369.68)	
700-16600	ACCUM DEPR- INFRASTRUCTURE	(9,491,683.83)	
700-16700	ACCUM DEPR - VEHICLES	(1,846,112.12)	
	TOTAL ASSETS		52,001,817.37

LIABILITIES AND EQUITY

LIABILITIES

700-21000	INVEST FA-GENERAL FUND	62,589,509.96	
700-22000	INVEST FA-STATE GRANTS	10,772,084.62	
700-23000	INVEST FA-FEDERAL GRANTS	1,261,639.50	
700-24500	INVEST FA-LOCAL DONATION	5,000.00	
700-24700	INVEST FA-FLEET REP FUND	158,177.29	
700-25000	DONATION BY FED GOV'T	699,000.00	
	TOTAL LIABILITIES		75,485,411.37
	TOTAL LIABILITIES AND EQUITY		75,485,411.37

CARES ACTAK COMMUNITY TRANSIT

ASSETS

720-10100	CASH IN COMBINED FUND		(182,923.61)	
	TOTAL ASSETS			(182,923.61)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	(5,760.11)		
BALANCE - CURRENT DATE		(5,760.11)	
TOTAL FUND EQUITY			(5,760.11)
TOTAL LIABILITIES AND EQUITY			(5,760.11)

CARES ACTAK COMMUNITY TRANSIT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
720-50-6231	VEHICLE PARTS & TOOLS	5,760.11	5,760.11	.00	(5,760.11)	.0
	TOTAL DEPARTMENT 50	5,760.11	5,760.11	.00	(5,760.11)	.0
	TOTAL FUND EXPENDITURES	5,760.11	5,760.11	.00	(5,760.11)	.0
	NET REVENUE OVER EXPENDITURES	(5,760.11)	(5,760.11)	.00	5,760.11	.0

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

USDOJ CORONAVIRUS EMERGENCY

	ASSETS		
750-10100	CASH IN COMBINED FUND	(3,594.00)	
	TOTAL ASSETS		(3,594.00)

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

ASSET-DEFERRED COMP PLAN

	ASSETS		
800-12009	ASSETS-DEFERRED COMP PLAN	1,286,076.63	
	TOTAL ASSETS		1,286,076.63
	LIABILITIES AND EQUITY		
	LIABILITIES		
800-21000	OBLIGATION TO EMPLOYEES	1,286,076.63	
	TOTAL LIABILITIES		1,286,076.63
	TOTAL LIABILITIES AND EQUITY		1,286,076.63

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

FUND 830

	ASSETS			
830-10100	CASH ALLOCATION		(2,898.54)	
830-12000	ACCOUNTS RECEIVABLE		2,862.94	
	TOTAL ASSETS			(35.60)
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	2,209.95		
	BALANCE - CURRENT DATE		2,209.95	
	TOTAL FUND EQUITY			2,209.95
	TOTAL LIABILITIES AND EQUITY			2,209.95

FUND 830

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
830-42-4570	GRANT REVENUE	2,209.95	2,209.95	.00	(2,209.95)	.0
	TOTAL SOURCE 42	2,209.95	2,209.95	.00	(2,209.95)	.0
	TOTAL FUND REVENUE	2,209.95	2,209.95	.00	(2,209.95)	.0
	NET REVENUE OVER EXPENDITURES	2,209.95	2,209.95	.00	(2,209.95)	.0

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2022

BETHEL ENDOWMENT FUND

	ASSETS			
900-10100	CASH IN COMBINED FUND		1,453,136.60	
900-11290	INVESTMENT- AMLIP ENDOWMENT		448,500.65	
	TOTAL ASSETS			1,901,637.25
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	3,701.84		
	BALANCE - CURRENT DATE		3,701.84	
	TOTAL FUND EQUITY			3,701.84
	TOTAL LIABILITIES AND EQUITY			3,701.84

BETHEL ENDOWMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TRANSFERS					
900-46-4740	INTERFUND TRANSFER OUT-GF70%	.00	.00	(14,000.00)	(14,000.00)	.0
	TOTAL TRANSFERS	.00	.00	(14,000.00)	(14,000.00)	.0
	MISCELLANEOUS					
900-49-4590	INVESTMENT INCOME	3,701.84	3,701.84	20,000.00	16,298.16	18.5
	TOTAL MISCELLANEOUS	3,701.84	3,701.84	20,000.00	16,298.16	18.5
	TOTAL FUND REVENUE	3,701.84	3,701.84	6,000.00	2,298.16	61.7
	NET REVENUE OVER EXPENDITURES	3,701.84	3,701.84	6,000.00	2,298.16	61.7

City of Bethel, Alaska

City Clerk's Office

Council Meetings
December 13, Regular City Council Meeting
December 27, CANCELLED

- One Passport Application Processed
- Worked on Alaska Association of Municipal Clerk's Presentation on Petition, prepared the continuing education paperwork for the Clerk's attending the AAMC Academy session.
- Drafted amendments to the Ordinance drafted by Council Member Hessler amending BMC 4.16 Purchasing. Following the introduction, Council Member Hessler realized that the wrong version of the Ordinance was put into the packet. There were a number of versions distributed and the one put into the packet was an old version.
- Attended the Board of Ethics Hearing 22-01. Prepared the Final Decision and Recommendations on behalf of the Board.
- Continued to prepare agendas, packets and general correspondence for the Public Works Committee and the Community Parks and Recreation Committee. Provided training material to the newly hired Public Works Admin and will do a one-on-one training for them within the next week.
- The City Clerk and Deputy City Clerk were out of the office for Continuing Education Training December 4th, 5th, and 6th.
- Preparing thank you cards for Committee/Commission volunteers.
- Started the Travel and Training Expense Reports.
- The City Clerk was elected Second Vice-President of the Alaska Association of Municipal Clerks during the AAMC annual meeting. This will require the City Clerk to begin attending a few more meetings (remotely) throughout the year. The impacts of this election will be minimal until the Clerk becomes president in 2025.
- Updated Municipal website to include the 2023 Election information.

cityclerk@cityofbethel.net
907-543-1384