



**CITY OF BETHEL
PORT COMMISSION**

MONDAY, JANUARY 16, 2023, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

THE PUBLIC CAN PARTICIPATE VIRTUALLY BY ZOOM OR CONFERENCE CALL ONLY.

EMAILED PUBLIC COMMENTS WILL BE ACCEPTED. SEE BELOW

JOIN ZOOM MEETING <https://us06web.zoom.us/j/9509539812?pwd=BIJVRyTSZMHJA25UODV4WW5KL2R6ZZ09>
MEETING ID: 851 1379 4718 **PASSCODE:** 239023

DIAL BY LOCATION

253 215 8782 US (TACOMA)
346 248 7799 US (HOUSTON)
669 900 9128 US (SAN JOSE)

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

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

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

MEMBERS

Alan Murphy, Chair
Stacey Reardon

Rich Pope, Vice-Chair
Beth Hessler, Council Rep.

STAFF

Wendy Wade, Ex Officio Member
Ed Flores, Ex Officio Member
port@cityofbethel.net
907-543-2310

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. APPROVAL OF Approval of Minutes from - 11/21/2022, 12/19/2022

VI. SPECIAL ORDER OF BUSINESS

- A. Election of Chair and Vice-Chair

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Review of Committee/Commission Duties and Responsibilities
B. Approval of Committee/Commission Regular Meeting Calendar

IX. EX OFFICIO REPORT

- A. December 2022 Managers Report

X. MEMBER COMMENTS

XI. ADJOURNMENT

Posted January 11, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel Port Commission Meeting Minutes

November 21, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:04 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Hessler
Comm. Pope	Comm. Meeks
Comm. Reardon	
COMMISSIONERS ABSENT:	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	Thomas Oosterman

III. SPECIAL ORDER OF BUSINESS

IV. PEOPLE TO BE HEARD

V. APPROVAL OF AGENDA

MOVED:	Comm. Pope	Approval of agenda
SECONDED:	Comm. Meeks	
VOTE ON MAIN MOTION	5-0 All in favor	

VI. APPROVAL OF MINUTES

MOVED:	Comm. Meeks	Approval of Minutes from 09/19/2022, 10/17/2022
SECONDED:	Comm. Hessler	
VOTE ON MAIN MOTION	5-0 All in favor	

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

Moved:	Comm. Reardon	Motion to table 8.1 Park Development at Small Boat Harbor & funding options
Seconded:	Comm. Meeks	
VOTE ON MAIN MOTION	5-0 All in favor	

City of Bethel Port Commission Meeting Minutes

November 21, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

X. COMMISSION REPRESENTATIVE'S COMMENTS

XI. ADJOURNMENT

MOVED:	Comm. Pope	Motion to Adjourn.
SECONDED:	Comm. Hessler	
VOTE ON MAIN MOTION	5-0 All in favor	

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2022

ATTEST: _____

City of Bethel Port Commission Meeting Minutes

December 19, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:36 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Hessler
Comm. Pope	
COMMISSIONERS ABSENT:	
Comm. Meeks	Comm. Reardon
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	

NO QUORUM

III. SPECIAL ORDER OF BUSINESS

IV. PEOPLE TO BE HEARD

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVE'S COMMENTS

XI. ADJOURNMENT

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2022

ATTEST: _____

CITY OF BETHEL COMMITTEES & COMMISSIONS INFORMATIONAL PAMPHLET



City of Bethel Municipal Clerk's Office
300 State Highway, Bethel AK 99559
907-543-1384
cityclerk@cityofbethel.net

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I. INTRODUCTION

This booklet is prepared by the City of Bethel Municipal Clerk's Office to help members of committees, and commissions to understand what committee/commission membership entails. The City of Bethel appreciates volunteers who give their time to facilitate interaction between the municipal government and the citizens it serves. This pamphlet is a general learning tool for appointed and elected officials and should be used for guidance purposes. Anyone with questions is encouraged to contact the City Clerk's Office or ex-officio members.

II. CITIZEN PARTICIPATION IN LOCAL GOVERNMENT

Thank you for your willingness to join a City Committee/Commission. These bodies provide a way for the public to participate in the City's decision-making process by advising the council on numerous issues. In a democratic form of government, it is not only a right but a responsibility for citizens to help shape the community in which we live. This is realized when individuals come together across neighborhood, economic, social, and cultural lines to serve as committee/commission members, assisting our local government in making decisions that affect all the citizens within our community.

III. TYPES OF BOARDS, TERMS, & ACRONYMS

Here are some terms and acronyms used in this pamphlet.

1. **COB:** stands for the City of Bethel, a second-class municipality with a manager form of government.
2. **Council Standing Committees and Commissions:** The City Council has eight standing committees/commissions: Finance Committee, Parks, Recreation, Aquatic Health and Safety Committee, Energy Committee, Public Works Committee, Marijuana Advisory Committee, Planning Commission, Port Commission and Public Safety and Transportation Commission.
3. **Committee:** in an advisory capacity a committee considers and advises the City Council on legislation related to specific policy matters. Each committee is also responsible for reviewing and providing advisement specific to the department related to the Committee.
4. **Commission:** In addition to the duties provided to committees, commissions have designated responsibilities and authorities delegated to them through the Bethel Municipal Code. The Commissions will at time act as a quasi judicial authority
5. **Quorum:** is a majority of the membership of a full body, not a majority of those present at a particular meeting. For purposes of determining quorum, membership constitutes the total number of seats on the body

whether filled or vacant. For a body with seven full member seats, four members shall constitute a quorum. The City of Bethel does have alternate seats on their committees and commissions; however, the alternate seats are only recognized if a quorum of the full member seats has not been established. All of the City's committees and commissions have a quorum requirement of four. A meeting must have a quorum in order to hold a meeting. If the meeting lacks a quorum, no business may take place and the only action allowed is to try to obtain a quorum or schedule a new meeting date/time/location and adjourn.

6. **OMA:** stand for Open Meetings Act- Alaska Statutes 44.62.310. OMA provides restrictions to governmental bodies to ensure the public's right to know is protected. (Appendix A)
7. **Executive Session:** The Alaska Open Meetings Act statutes, AS 44.62.310, require meetings of governmental bodies to be open to the public and set out the rules for when, how, and what a body can do in executive session, when a meeting is closed to the general public. No private or closed meetings may be held except as provided in the OMA. (Appendix A)
8. **Attendance:** For purposes of determining a member's attendance, a person present at a meeting and/or participating in the meeting telephonically shall be counted as present. Any member not participating in person or telephonically shall be deemed as absent. A member may be removed from a committee/commission for lack of attendance as outlined in BMC section 2.60.030 (Appendix B). A copy of the attendance list for the preceding twelve months shall be submitted to the City Clerk's Office in December of each year by the committee/commission ex-officio staff.

IV. APPLICATION, APPOINTMENT OF MEMBERS, TERMS AND VACANCIES

Applications are available at the City Clerk's Office and on the internet at www.cityofbethel.org. The Clerk's Office advertises vacancies on community boards and on the City's webpage. Seats are open until filled and applications are accepted at any time.

The appointment process for the committees/commission can take a few weeks and includes a review of the application by the City Clerk's Office. Following the qualification requirement, the Clerk prepares an Action Memorandum for the mayor's review and sponsorship at a city council meeting. The council then confirms the Mayor's appointment of the applicant. After the City Council has confirmed the appointment, the City Clerk's Office contacts the applicant and presents an oath of office for the applicant's official appointment.

The term limits are three years unless otherwise provided by the City Clerk's Office. At times, if a member resigns prior to term expiration, the remaining term can be filled by a newly appointed member.

Vacancies in most cases must be approved by the committee/commission. There are a number of reasons the body must declare a vacancy such as a member not attending the minimum number of meetings within the year. BMC 2.60.030 provide the reasons why a vacancy must be declared.

V. ROLE OF OFFICERS AND STAFF

CHAIR: The Chair's responsibilities include presiding at the meeting and conducting the meeting in a fair manner. The chair makes determinations on excused and unexcused absences as well as conflict of interest rulings during the meetings. The Chair also is the official representative of the committee/commission to the Council and any other groups/agencies. The Chair, as the body's representative, conveys only those recommendations the board has approved by majority vote.

VICE-CHAIR: The Vice-Chair carries out the duties of the Chair when the Chair is absent.

COUNCIL REPRESENTATIVE: Acts as the link between the staff, Council and the committee/commission, presenting agenda items to the Council from the committee/commission's recommendations, and presenting agenda items to the committee/commission at the request of the Council.

RECORDER: Each of the City's committees and commission has a recorder who is appointed by the city manager as a nonvoting, ex-officio member. The Recorder takes notes and prepares the minutes and distributes DRAFT copies of the minutes to the committee/commission members, staff liaison, and Clerk's Office prior to the next meeting. It is the Recorder's responsibility to maintain the City of Bethel's website page related to the committee/commission, ensure the attendance record of the body is maintained. Additionally, the Recorder provides support to the committee/commission by preparing the agenda, draft meeting minutes, packets and public notices.

EX-OFFICIO MEMBER: Some committees and commissions have a city manager appointed ex-officio member, often times a department head, to provide technical support to the committee. In general, the ex-officio members, who are non-voting members, are individuals who have significant staff responsibilities that relate to the same work area as the committee/commission. The ex-officio members do not work for or at the direction of the committee/commission; they are assigned by the city manager and follow the

direction of the city manager. They are professionals who work with the committees/commission to develop information and recommendations for the Council's consideration.

While City staff ex-officio members have differing duties depending on past committee/commission practice, time availability and departmental resources, in general, some of the work that staff members have been responsible for include the following:

- Ensuring that meeting notifications and record keeping occurs consistent with applicable State laws and City of Bethel practice;
- Serving as a communication link between the committee/commission, City Administration, Departments, and the Council as appropriate;
- Providing professional guidance, issue analysis, and recommendations;
- Making sure the intent of the committee/commission is not lost after a decision, and that it is conveyed to the Council in a timely manner;
- Assisting the committee/commission in staying on track and focused;
- Presenting committee/commission recommendations to the Council;
- Maintaining a positive working relationship with the committee/commission members.

VI. CONFLICTS OF INTEREST

The City of Bethel has a Conflict of Interest Code, which applies to members of all committees and commission as well as the council and City employees. Code section 2.05 (Appendix D) provides that any committee/commission member who has a conflict of interest with regard to a matter under consideration by the body on which he or she serves must make a disclosure on the public record prior to the body taking up the debate/discussion on the matter and ask to be excused from the discussion and official action on the matter. The presiding officer will rule on the conflict of interest. A board member with a conflict of interest shall not deliberate or vote on any matter in which he or she has a conflict and is asked to step away from the table during the discussion of the issue. There are criminal penalties for violations of this ordinance. The recorder of the meeting shall identify in the meeting minutes, the disclosure of the conflict of interest, the reasons for the disclosure, the presiding officer's ruling on the conflict and when the individual with the conflict returned to the meeting's discussion and debate.

The full Conflict of Interest Code is quite extensive, to review the full text of the Conflict of Interest Code please go online to the City of Bethel's website, Bethel Municipal Code, section 2.05. If a committee/commission member has a question

on whether or not a conflict exists, they are encouraged to contact the City Clerk's Office prior to the meeting where the issue will be discussed.

VII. LOBBYING BY COMMITTEE/COMMISSION MEMBERS

The role of committees and commissions is to provide advice to the Council. Committee/commission members, staff ex-officio members, and others associated with City bodies are not to lobby or send correspondence to elected officials or agencies outside the City without specific direction by the Council to do so. It is up to the Council to determine the direction and what action they will take in contacting agencies and elected officials outside of the City. Any communications/interactions taken by committees/commission with outside groups and elected officials is to be done only after that body receives direction by the Council to do so and must be done in coordination with the city manager.

VIII. PUBLIC NOTICES

The Recorder assigned to the committee/commissions is responsible for all public notice advertisements. It is the policy of the City that all committee and commission meetings will be held at City Hall, unless otherwise approved by the City Clerk's Office. In the event City Hall is not available, it is the responsibility of the ex-officio members to secure a meeting location and notify the Clerk's Office of the date, time, and location of the meeting.

Reasonable public notice is required by the OMA as well as the City of Bethel Municipal Code. For all regular meetings, the agenda must be posted for six days before the meeting date. Special meeting agendas shall be posted for a minimum of three days prior to the meeting date for all committees/commissions except for the Planning Commission which requires four full days. There are additional requirements for Public Hearing notices which require five full days of public notice prior to the meeting. The Council and the commissions are the only bodies that will have to follow this provision.

The only way a committee/commission can cancel a meeting is if it is done by a majority vote of the body at a previous meeting.

IX. REGULAR MEETING CALENDAR TIMEFRAME

The recorder has specific deadlines they must meet, please be respectful of their requirements.

No matter what day your meetings are held, the packet material and agenda title must be submitted to the recorder at least seven days prior to the meeting. The

recorder then must post the agenda five full days prior to the meeting and provide the packet material to the members and post on the City's website four full days prior to the meeting.

Many of the recorders will provide a draft agenda to the members a few days prior to the agenda deadline to remind the members of the upcoming deadline. To avoid any OMA violation, please respond to the recorder directly and do not include any other members of the committee/ commission in your response; this goes for all email communication. The discussion of all potential action should take place at a publicly noticed meeting.

When requesting an item be placed on the agenda, do so with focus. Provide the recorder with a specific item clearly identified in the agenda title. It is also a good idea to provide the recorder any and all supporting documentation you may have on the topic by the due date (seven days prior to the meeting). The meeting process will be much faster if the members are able to walk into the meeting fully informed of the items being discussed.

X. CONDUCTING OF MEETINGS

A meeting must have a quorum of members present in order to meet. If the meeting lacks a quorum, no other business may take place and the only action allowed is to seek a quorum or schedule a new meeting date/time/location and adjournment. Minutes should be taken with a record of who was present and the fact that the meeting lacked a quorum and noting the date/time/location that was agreed upon for the next meeting.

The chair of each body is the presiding officer and is responsible for the conduct of the meeting. Council and the committees and commissions shall be governed by Robert's Rules of Order. The Chair must ensure the body closely follows the publicly provided agenda during the meeting. At a minimum the agenda is to include the following:

1. Date, time and location of the meeting;
2. Name of the committee/commission holding the meeting;
3. Any minutes to be reviewed and approved;
4. Public participation: This is an opportunity for any member of the public to present their concerns and views. The City of Bethel & Alaska Statutes require members of the public be provided "a reasonable opportunity to be heard" at regular and special meetings, the Council has adopted a five minute per person limit on the People to be Heard section of the meeting;

5. Issues to be considered include, but are not limited to:
- a) Reports from staff;
 - b) Resolutions or ordinances to be reviewed and forwarded to the Council for consideration;
 - c) Policy matters under consideration that must be referred to the Council with recommendations;
 - d) Matters to be considered and resolved by the committee/commission, as appropriate or assigned;
 - e) Opportunity for committee/commission members and any staff liaison to present concerns, views, or bring forth issues for **future** consideration by the body; and
 - f) Adjournment.

Meeting Do's

- Ensure proper notice of the meeting has occurred as provided under the previous section entitled "Public Notices."
- Allow for public participation under "People to be Heard."
- Conduct meetings fairly with opportunities for all views, including opposing, to be heard and discussed.
- The Chair will recognize committee/commission members wishing to be heard and give each member who chooses to participate an opportunity to comment.
- A member should ask the Chair for clarification if a motion or procedure is unclear.
- The committee/commission should exercise restraint in issuing requests to staff members assigned as ex-officio members. These staff members do their best to accommodate the wishes of the body but are primarily responsible to the city manager. A good committee/commission-staff relationship is based on cooperation.
- Members should attend each meeting and be prepared to respond to issues brought before the committee/commission.
- Committee/commission members may attend via teleconference with sufficient advance notice and request to the ex-officio staff.
- If a committee/commission member is unable to attend a meeting, please be sure to notify the chair and recorder, as soon as possible to ensure the absence is not counted as unexcused.
- Attendance is important and members should strive to attend all meetings as a lack of attendance may lead to their seat being declared vacant

- Committee/commission members need to be able to work together and consider other conflicting views. Remember, members are appointed to committees/commissions because they have differing views and all views are entitled to be heard.

Meeting Don'ts

- If the meeting lacks a quorum, DO NOT conduct any business or discussion other than setting the date/time/location for the next meeting and then adjourn.
- Do not use the "reply all" feature in email if you are receiving an email that has been sent to the entire body. Emails in which all board members are copied should only be for the purposes of communicating the date/time/location of the next meeting and communicating back to the recorder or ex-officio member for the transmission of the agenda, minutes, and packet items in preparation of the scheduled meeting.

XI. GUIDELINES FOR GOOD DISCUSSIONS

Two or three people gathered around a table can hold a conversation about their issues and make decisions easily. As soon as the group enlarges to four, five or more people, however, **conversation creates problems**. The outspoken, extroverted people will speak more and the introverts less. It will be harder for people with minority views or confidence issues to be heard. The group may agree too easily on a course of action, failing to identify trouble spots and pitfalls. Inclusiveness and diversity may suffer.

If an item is not listed on the agenda, the body may not discuss the item. During reports and member comment portions of the meeting, there should be no debate on the issues. It must be placed on the NEXT meeting agenda.

Six Principles of a meeting

- The majority must be allowed to rule.
- The Minority have rights that must be respected. Diversity of thoughts is essential for good decision-making.
- Members have a right to information.
- Courtesy and respect for others.
- All members have equal rights, privileges, and obligations.
- Members have a right to an efficient meeting.

Decorum in debate

- Confine remarks to the merits of the pending question (motion or amendment)
- Refrain from attacking a member's motives.
- Address all remarks through the chair.
- Avoid the use of members' names.
- Refrain from speaking adversely on a prior action not pending.
- Refrain from speaking against one's own motion.
- Discussion of another member's motives is out of order.
- Refrain from disturbing the body by whispering, etc..

Debate and discussion are not the same. Discussion is general and doesn't necessarily lead to closure of an issue- it is more characteristic of committee meetings and work sessions. Debate applies to discussion on the merits of a motion. Until a matter has been brought before the body in the form of a motion proposing a specific action, seconded, and stated by the chair, the issue cannot be debated. Immediately after stating the question, the chair should turn toward the maker of the motion to see if he/she wishes to be assigned the floor first in debate. The maker of the motion has the right to be recognized first. Every member of the body has the right to speak on every debatable motion up to two times with a time limit of 10 minutes each time. Additionally, Robert's Rules suggests the group agrees that no one may speak a second time until everyone who wishes to do so has spoken once. Following this rule has the potential to transform your meetings, allows everyone to contribute, and ensures much wiser decision-making. It gives everyone a voice and broadens the diversity and inclusiveness of the group's deliberations. If a member is making a motion that is more than ten words, the member should write it down.

XII. MEETING MINUTES

The Recorder of each committee/commission is responsible for the preparation and distribution of the committee/commission regular and special meeting minutes. The city manager is responsible for appointing alternate recorders if there is an absence of the appointed recorder. Draft minutes should be completed within five business days of the meeting and emailed to the Municipal Clerk's office for inclusion in the Council's next meeting packet.

IMPORTANT: The minutes of all committees/commission are permanent records of the City and constitute the record of the committee/commission actions and

final minutes need to also be filed with the Clerk's Office once they have been approved.

When the Recorder is preparing minutes, they will be written as though the reader knows nothing about the committee/commission. The minutes should reflect facts: who/what/when/where/why and how the decisions at that meeting were reached but should not reflect the discussion of the item. Action minutes are sufficient and should include the following:

1. Date, time, and location of the meeting;
2. Time the meeting was called to order;
3. Attendance, indicating members both present and absent (first and last names);
4. If appropriate, staff and others present along with any group affiliation;
5. All motions, even if withdrawn, along with the name of the board member who made the motion, and the vote on the motion. The record of the vote should identify by name those who voted in favor and who voted against the motion.
6. Names of individuals who spoke under public participation, and a summary of their comments.

The minutes of all committees and commission are considered a permanent record of the municipality. The approved, signed copies of the meeting minutes, recommendations and where appropriate, resolutions and ordinances are to be filed with the Clerk's Office and posted on the City's website so they can be made available to the public.

XIII. DOCUMENTS FOR CONSIDERATION

ORDINANCES: An ordinance is a law that governs behavior and may be enforced through fines or penalties or establishes a procedure. All adopted ordinances are permanent records of the City.

1. An ordinance may be introduced at a council meeting by a council member, by a committee of the council, or by the city manager.
2. The council, typically at a regular meeting, sets a date for a public hearing on an ordinance. Usually, the public hearing is set for the council's next regular meeting.
3. At least five days before the public hearing, a summary of the ordinance is published or posted for public review with a notice of the time and place for the hearing.

4. The council must take public testimony from everyone wishing to be heard.
5. When the public hearing is closed, the council takes action either to reject, adopt, or amend and adopt the ordinance.
6. Once adopted, printed copies of the ordinance must be made available to the public in a reasonable period of time.
7. Ordinances take effect upon adoption by the council unless a later effective date is specified in the ordinance.

If a committee or commission wishes to modify the Bethel Municipal Code, any member may draft modifications by using "strike outs," ~~example~~, which identifies language being removed from the code, or "underline" example, which identifies new language being inserted into the code.

If a committee/commission considers an ordinance, they will be doing so in an advisory capacity and provide a recommendation to the Council for their adoption. Committees and commissions cannot adopt ordinances.

EMERGENCY ORDINANCES - Occasionally, the council may need to adopt an ordinance to address an emergency situation quickly under unusual or extreme circumstances. An emergency ordinance may be adopted without public hearing at the same meeting it is introduced by the affirmative vote of all members present or $\frac{3}{4}$'s of the total membership, whichever is less. Emergency ordinance have a limited duration (60 days).

CODE OF ORDINANCES: The Bethel Municipal Code is the city's book of ordinances. It contains all of the ordinances that are of a general and permanent nature that are in effect over time.

NON-CODIFIED ORDINANCES: A non-codified ordinance is one that is not going to be placed in the BMC. They are not general and permanent in nature. Examples would include an ordinance adopting the fiscal year budget or authorizing a special election or authorizing the sale or disposal of city land.

RESOLUTIONS: Resolutions are considered statements of the council's opinion or intent. A resolution may be presented to the council by a council member, by a committee of the council, or by the city manager. All adopted resolutions are permanent records of the City.

A resolution is considered an expression of council policy which are placed into writing but do not require the force of an ordinance. They may be adopted at the meeting at which introduced and usually appear on the council's consent agenda due to their non-controversial nature.

The Planning Commission is asked to adopt resolutions specific to formal approvals, this is the only body other than the council that considers and adopts resolutions.

ACTION MEMORANDUMS/AM: Action memorandums are helpful in their intent to provide a summary statement to the council. They are retained as a City record for five years. An Action Memorandum provides an easy way to track actions by the Council not found in Ordinances or Resolutions. An Action Memorandum, otherwise known as an "AM," after approved provides the final outcome of the action as well as a summary of important information related to the action.

An action memorandum is a glorified motion in that it contains the motion to which the council should make. Many contain a fiscal responsibility for the Council as well recommendations from City staff on its approval.

INFORMATIVE MEMORANDUMS/IM: Informative Memorandums, otherwise known as "IM" are used to provide an update to the Council on projects within the City. IM's require and indicate no action by the Council will take place.

RECOMMENDATIONS: are submitted by the committee/commission to the council typically under reports of standing committees. These recommendations focus on a particular issue and provide support or opposition from a committee/commission to the council for council's consideration. A recommendation should include a summary of the issue along with a solution to the issue to help narrow down the council's deliberative process.

All of the committee/commission and council documents have very particular templates which the ex-officio members have access to. The ex-officio members have been advised, not to pass along a document that has not had final approval by the committee/commission. The body should not request the ex-officio member to draft a recommendation to the council that includes a list of items to be included in the next council packet. The recommendation should be drafted specifically at the meeting with all language clearly provided in writing to the recorder OR request the recorder to draft the recommendation generally to be brought back to the committee/commission for final approval. This suggestion

applies to all documents forwarded to the Council by the committee/commission. Examples of these documents are included as Appendix C.

XIV. OPEN MEETINGS AND EXECUTIVE SESSIONS

NOTICE OF MEETINGS: All Council, committee/commission meetings are open to the public and must be advertised. In order to fulfill the OMA requirements, the notice must state the date, time, location, and agenda items.

EXECUTIVE SESSIONS: There are rare times when a committee/commission may need to go into executive session. The allowable reasons for an executive session are: matters that would clearly have an immediate adverse impact on the finances of the City; subjects that tend to prejudice the reputation and character of any person, provided the person to be discussed must be notified and may request a public discussion; and matters that are required to be confidential by law, Charter, or ordinance. The appeal boards when serving in a quasi-judicial capacity may go into executive session to discuss evidence or a decision in an adjudicatory proceeding. No body may go into executive session without prior approval by the City Attorney or City Clerk's Office.

XV. QUASI-JUDICIAL DUTIES

Quasi-judicial proceedings for the commissions and the Council involve decisions that have a direct effect on the rights and liabilities of a single person or, occasionally, a small group of identified persons. Quasi-judicial proceedings deal with matters in which a determination will be made on whether a person has shown that they have met all the established requirements that give them a right to a permit or other entitlement. The commission must determine whether, from all the evidence presented, the required standards have been met.

SUMMARIZING QUASI-JUDICIAL ROLE: Quasi-judicial procedures should be governed by principles of administrative law and its findings must be based on fact. It is inappropriate to listen to constituents when they are speaking to you about a quasi-judicial matter that is before you. All the information received relating to a quasi-judicial matter must be written material that is submitted to all parties or is provided at a hearing at which all parties are present.

THE PROCESS FOR A QUASI-JUDICIAL MATTERS:

1. A matter that is within the body's authority is requested to be put on the agenda.

2. The body hears the information presented to it.
3. The body renders a decision, called a finding which is binding upon the parties involved in the matter. The decision must be in writing.

EX PARTE CONTACTS: Direct communication between a citizen and a committee/commission member is common because of their visibility in the community and the nature of their work. Discussions with committee/commission members outside the public forum can be a beneficial way to exchange information and help keep committee/commission members informed of residents' attitudes. However, a distinction must be drawn between contact on general or legislative matters and contact on quasi-judicial matters that are currently before the commission or scheduled to come before the commission. While such contact may be permissible in a proceeding on a legislative matter (where the contact is known as lobbying), it is impermissible in quasi-judicial proceedings.

If a quasi-judicial proceeding should come before the commission, the ex-officio members should contact the City Clerk's or the City Attorney's Office to insure the proper steps are being followed.

See Appendix E for more information on Quasi-Judicial proceedings and Ex Parte Contacts.

APPENDIX

A

ALASKA STATUTES

TITLE 44. STATE GOVERNMENT

CHAPTER 62. ADMINISTRATIVE PROCEDURE ACT

ARTICLE 6. OPEN MEETINGS OF GOVERNMENTAL BODIES

§ 44.62.310. Government meetings public

(a) All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law. Attendance and participation at meetings by members of the public or by members of a governmental body may be by teleconferencing. Agency materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. Except when voice votes are authorized, the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote. The vote at a meeting held by teleconference shall be taken by roll call. This section does not apply to any votes required to be taken to organize a governmental body described in this subsection.

(b) If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed in (c) of this section shall be determined by a majority vote of the governmental body. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

(c) The following subjects may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

(d) This section does not apply to

- (1) a governmental body performing a judicial or quasi-judicial function when holding a meeting solely to make a decision in an adjudicatory proceeding;
- (2) juries;
- (3) parole or pardon boards;
- (4) meetings of a hospital medical staff;
- (5) meetings of the governmental body or any committee of a hospital when holding a meeting solely to act upon matters of professional qualifications, privileges or discipline;
- (6) staff meetings or other gatherings of the employees of a public entity, including meetings of an employee group established by policy of the Board of Regents of the University of Alaska or held while acting in an advisory capacity to the Board of Regents; or
- (7) meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the public entity, governmental body, or member of the governmental body is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings; or
- (8) meetings of municipal service area boards established under AS 29.35.450--29.35.490 when meeting solely to act on matters that are administrative or managerial in nature.

(e) Reasonable public notice shall be given for all meetings required to be open under this section. The notice must include the date, time, and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Subject to the publication required by AS 44.62.175(a) in the Alaska Administrative Journal, the notice may be given by using print or broadcast media. The notice shall be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body. The governmental body shall provide notice in a consistent fashion for all its meetings.

(f) Action taken contrary to this section is voidable. A lawsuit to void an action taken in violation of this section must be filed in superior court within 180 days after the date of the action. A member of a governmental body may not be named in an action to enforce this section in the member's personal capacity. A governmental body that violates or is alleged to have violated this section may cure the violation or alleged violation by holding another meeting in compliance with notice and other requirements of this section and conducting a substantial and public reconsideration of the matters considered at the original meeting. If the court finds that an action is void, the governmental body may discuss and act on the matter at another meeting held in compliance with this section. A court may hold that an action taken at a meeting held in violation of this section is void only if the court finds that, considering all of the circumstances, the public interest in compliance with this section outweighs the harm that would be caused to the public interest and to the public entity by voiding the action. In making this determination, the court shall consider at least the following:

- (1) the expense that may be incurred by the public entity, other governmental bodies, and individuals if the action is voided;
- (2) the disruption that may be caused to the affairs of the public entity, other governmental bodies, and individuals if the action is voided;
- (3) the degree to which the public entity, other governmental bodies, and individuals may be exposed to additional litigation if the action is voided;
- (4) the extent to which the governing body, in meetings held in compliance with this section, has previously considered the subject;
- (5) the amount of time that has passed since the action was taken;
- (6) the degree to which the public entity, other governmental bodies, or individuals have come to rely on the action;
- (7) whether and to what extent the governmental body has, before or after the lawsuit was filed to void the action, engaged in or attempted to engage in the public reconsideration of matters originally considered in violation of this section;
- (8) the degree to which violations of this section were willful, flagrant, or obvious;
- (9) the degree to which the governing body failed to adhere to the policy under AS 44.62.312(a).

(g) Subsection (f) of this section does not apply to a governmental body that has only authority to advise or make recommendations to a public entity and has no authority to establish policies or make decisions for the public entity.

(h) In this section,

- (1) "governmental body" means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;
- (2) "meeting" means a gathering of members of a governmental body when
 - (A) more than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or
 - (B) the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;
- (3) "public entity" means an entity of the state or of a political subdivision of the state including an agency, a board or commission, the University of Alaska, a public authority or corporation, a municipality, a school district, and other governmental units of the state or a political subdivision of the state; it does not include the court system or the legislative branch of state government.

§ 44.62.312. State policy regarding meetings

(a) It is the policy of the state that

- (1) the governmental units mentioned in AS 44.62.310(a) exist to aid in the conduct of the people's business;
- (2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;
- (3) the people of this state do not yield their sovereignty to the agencies that serve them;
- (4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
- (5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;
- (6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.

(b) AS 44.62.310(c) and (d) shall be construed narrowly in order to effectuate the policy stated in (a) of this section and to avoid exemptions from open meeting requirements and unnecessary executive sessions.

APPENDIX

B

Chapter 2.60

COMMITTEES, COMMISSIONS, AND AD HOC COMMITTEES

Sections:

Article I. General Provisions

- 2.60.010 Definitions.**
- 2.60.020 Creation of committees, commissions, and ad hoc committees.**
- 2.60.030 Appointment, term, vacancy, and removal of members.**
- 2.60.040 Composition of committees, commissions, and ad hoc committees.**
- 2.60.050 Quorum and voting.**
- 2.60.060 Notice of public meetings.**
- 2.60.070 Meeting agendas, packets, and minutes.**

Article II. Planning Commission

- 2.60.080 Establishment of the planning commission.**
- 2.60.090 Planning commission powers and duties.**

Article III. Port Commission

- 2.60.100 Establishment of the port commission.**
- 2.60.110 Port commission powers and duties.**

Article IV. Public Safety and Transportation Commission

- 2.60.120 Establishment of the public safety and transportation commission.**
- 2.60.130 Public safety and transportation commission powers and duties.**

Article V. Community Action Grant Committee

- 2.60.140 Establishment of community action grant committee.**
- 2.60.150 Community action grant committee duties.**

Article VI. Finance Committee

- 2.60.160 Establishment of finance committee.**
- 2.60.170 Finance committee duties.**

Article VII. Community Parks and Recreation Committee

2.60.180 Establishment of community parks and recreation committee.

2.60.190 Community parks and recreation committee duties.

Article VIII. Public Works Committee

2.60.200 Establishment of public works committee.

2.60.210 Public works committee duties.

Article I. General Provisions

2.60.010 Definitions.

- A. "Ad hoc committee" means a temporary advisory committee appointed by the city council for a specific term to accomplish a specific task or project.
- B. "Alternate member" means a member appointed by the city council to an advisory committee, commission, or ad hoc committee. An alternate member has the same rights as a voting member, but may vote only when one (1) of the seven (7) voting members is absent or has a conflict of interest on the matter under consideration.
- C. "Body" refers to the collective members of each individual advisory committee, commission, or ad hoc committee.
- D. "Commission" means a standing advisory committee that is required by state law or to which the council has delegated final decision-making and quasi-judicial authority.
- E. "Committee" means an advisory committee appointed by the council to advise and make recommendations to the council regarding topics as specified in the committee's duties.
- F. "Ex officio member" means a member that is appointed by the city manager to support the function of an advisory committee, commission, or ad hoc committee. Ex officio members are nonvoting members.
- G. "Voting member" means a member that is appointed by the council to a committee, commission, or ad hoc committee.
- H. "Quorum" means the minimum number of members of a committee, commission, or ad hoc committee that must be present at any meeting to conduct business.
- I. "Youth member" means a member under the age of eighteen (18) but at least fourteen (14) who is appointed to a committee, commission, or ad hoc committee by the council. Youth members are nonvoting members. [Ord. 21-20 § 4, 2021.]

2.60.020 Creation of committees, commissions, and ad hoc committees.

The council may create citizen committees, commissions, or ad hoc committees to aid the council in the conduct of public affairs. All committees, commissions, and ad hoc committees shall be governed by this chapter, except that if a provision of this chapter conflicts with an applicable state statute, the statute shall prevail.

- A. Committees and commissions shall be created by ordinance as amendments to this chapter. In addition to the powers and duties established for each committee or commission, the council may from time to time assign such other duties or projects as the council deems appropriate.
- B. Ad hoc committees shall be created by resolution of the council. The resolution shall set forth the number of members, the term of the committee, the task or project to be accomplished, the timeline for completion of the task or the project, and other such direction as the council deems appropriate. [Ord. 21-20 § 4, 2021.]

2.60.030 Appointment, term, vacancy, and removal of members.

- A. *Applications.* Volunteers interested in filling a vacancy on a committee, commission, or ad hoc committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.
- B. *Eligibility.* The city clerk's office shall screen applicants and confirm their eligibility. A member must be a resident of Bethel for six (6) months prior to appointment. The city clerk's office shall review and identify any potential conflicts of interest that may affect the appointment of the individual.

A city employee shall not be appointed as a voting member or alternate member to a committee, commission, or ad hoc committee which conducts any business that concerns or relates to the department where the employee works.

- C. *Appointment.* The city council, following sponsorship by the mayor, is the appointing authority for committees, commissions, and ad hoc committee voting members, alternate members, and youth members. Members shall be appointed without discrimination based on race, national origin, color, age, religious creed, sex, political affiliation, marital status, physical disability, or other statuses protected by law. Members shall not receive compensation for their services.
- D. *Official Oaths.* All applicants under this chapter shall take an oath of office within forty-five (45) days following council's appointment and prior to participating in any meeting of the appointed body. If an applicant does not take their oath of office within forty-five (45) days following appointment, the city clerk's office shall provide notice to the applicant, city council, and the relevant committee that the appointment is invalid and the vacancy stands.
- E. *Term.* The term of office for positions on committees and commissions shall be three (3) years and expire on December thirty-first (31st); provided, a member whose term has expired but seeks reappointment may continue to hold office for a period not longer than thirty (30) days following term expiration. The term of an ad hoc committee shall be established in the resolution creating the committee.

If a position on a committee, commission or ad hoc committee becomes vacant before the expiration of the term, the city clerk shall review the vacancy and recommend that the council's appointment to fill the vacancy be given a term that is staggered from the other members of the body. When a new committee or commission is created, the terms shall be staggered.

The term of the council representative is one (1) year.

The term of the youth member is one (1) year.

F. *Vacancy.* Except as otherwise provided in this chapter, council-appointed members of committees, commissions, and ad hoc committees shall serve at the pleasure of the council. Vacancies on committees, commissions, and ad hoc committees:

1. Shall be declared by the committee, commission, or ad hoc committee when a member:
 - a. Is absent from the city for more than ninety (90) days without first being excused by the body;
 - b. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
 - c. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
 - d. Submits a written resignation that is accepted by the body;
 - e. Dies;
 - f. Ceases to be a resident of the city;
 - g. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or
 - h. Becomes disqualified from holding the seat under other provisions of this code.
2. May be declared by the committee, commission, or ad hoc committee when a member:
 - a. Fails to attend at least sixty-five (65) percent of regular meetings held within any calendar year, whether excused or unexcused;
 - b. Fails to attend at least sixty-five (65) percent of special meetings held within any calendar year, whether excused or unexcused.
3. May be declared by the city council for any reason.
4. The member whose seat is being considered for declaration of vacancy shall be provided an opportunity to address the body or the council at the public meeting at which the vacancy is being considered.
5. Public notices of vacancies will be provided by the city clerk. [Ord. 21-20 § 4, 2021.]

2.60.040 Composition of committees, commissions, and ad hoc committees.

- A. All committees and commissions shall consist of seven (7) council-appointed adult voting members. One (1) member shall be a member of the city council and act as the council representative to provide a direct line of communication between the advisory board and the city council. Each council member shall be appointed to only one (1) committee, commission, and/or ad hoc committee.
- B. In addition to the seven (7) adult voting members, the council may appoint up to two (2) alternative members and one (1) youth member to any advisory committee or commission.
- C. An ad hoc committee may have fewer but not more members than the number provided under subsections [A](#) and [B](#) of this section, and in no event less than five (5) members.
- D. Each committee or commission shall annually elect a chair and a vice chair from its membership. An ad hoc committee shall elect a chair and vice chair at the first (1st) meeting of the body. The vice chair shall act in the absence of the chair or in the event the chair is unable to act.
- E. The city manager is responsible for the effective management of committee, commission, and ad hoc committee operations and shall provide the staff required to assist the body in discharging its duties. The city manager shall appoint at least one (1) ex officio member to provide staff support to each committee, commission, and ad hoc committee. Ex officio members report to and take direction from the city manager and not from the body to which they are appointed.

The duties of the ex officio member include but are not limited to: preparation and posting of agendas, packet materials, meeting minutes, and other relevant documents in accordance with Alaska Statutes ([44.62.310](#) through [44.62.319](#)), Bethel Municipal Code, and city policy. The ex officio member appointed to the body shall also provide subject matter expertise to the body.

An ex officio member is a nonvoting member of the body, but may add items to the agenda and participate in discussion. [Ord. 21-55 § 2, 2022; Ord. 21-20 § 4, 2021.]

2.60.050 Quorum and voting.

- A. Four (4) members shall constitute a quorum for the transaction of business for committees and commissions and four (4) affirmative votes shall be necessary to carry any question, unless the body is acting in a quasi-judicial capacity.
- B. A majority of the total voting membership of any ad hoc committee shall constitute a quorum for the transaction of business and shall be necessary to carry any question.
- C. Members are required to vote on all questions presented to the body unless there is a conflict of interest ruled on by the chair or majority of the body, when applicable.

D. An alternate member will be activated as a voting member whenever there is an absence or conflict of interest of another member. When two (2) alternate members are present and only one (1) alternate member is needed to fill the seat of a voting member, the alternate with seniority on the body shall act as the voting member. [Ord. 21-20 § 4, 2021.]

2.60.060 Notice of public meetings.

A. Regular meetings shall be scheduled once a month unless otherwise authorized by council. A regular meeting may be postponed or rescheduled to another date upon a vote of the majority of the members at a previous regular or special meeting.

B. Special meetings are called to transact business held outside the regular meeting schedule. Special meetings may be called at any date and time by the chair, or by three (3) voting members.

C. Meetings shall be held at City Hall, 300 Chief Eddie Hoffman Highway, whenever reasonably possible, and shall comply with BMC [2.04.070](#), in providing teleconference and written participation to all public meetings.

Agendas constitute the meeting notice and shall contain, at a minimum, the date, place and time of the meeting, the name of the body, the names of the members of the body, people to be heard, and any item to be discussed by the body.

D. Public notice of meetings shall be prepared and posted in at least four (4) conspicuous public places within the city, including at the location of the meeting. Notice of a regular meeting shall be posted no later than five (5) days before the meeting. Notice of a special meeting shall be posted no later than three (3) days before the meeting, except the planning commission special meeting agenda shall be posted no later than five (5) days before the meeting.

E. The meetings of all bodies shall be open to the public in accordance with the Alaska Open Meetings Act, and shall permit teleconference and written participation in accordance with BMC [2.04.080](#).

F. Each committee, commission, and ad hoc committee shall follow Robert's Rules of Order Newly Revised; however, the rules of debate may be relaxed by the body to promote discussion.

G. Committee, commission, and ad hoc committee reports and recommendations shall be decided by a quorum of the body at a public meeting.

H. Any committee, commission and ad hoc committee may appoint seated members of its body to a subcommittee. The number of members appointed to a subcommittee shall be three (3) or fewer, to avoid creating a quorum of the body. The subcommittee can make such investigation or exercise such authority as may be delegated to it by the advisory board. A subcommittee reports to the body from which it was appointed, and not to the council. No action of the subcommittee is official until approved by a majority vote of the advisory body. [Ord. 22-04 § 2, 2022; Ord. 21-20 § 4, 2021.]

2.60.070 Meeting agendas, packets, and minutes.

- A. The ex officio member assigned to the body and appointed members may add items to the agenda not later than 5:00 p.m. one (1) day in advance of the meeting's public notice deadline.
- B. The ex officio member shall prepare and post the agenda and distribute the packet material containing all relevant reports, communications and documents for the meeting in accordance with the public meeting notice requirements and deadlines in BMC [2.60.060](#).
- C. Official meeting minutes shall contain, at a minimum: the date, place and time of the meeting, the names of those members present and absent, the name of the presiding officer, and the names and items presented under people to be heard. Minutes shall also contain any official action or vote taken by the body. The ex officio member shall file the minutes with the city clerk's office for permanent retention following approval by the body. [Ord. 21-20 § 4, 2021.]

Article II. Planning Commission

2.60.080 Establishment of the planning commission.

Pursuant to AS [29.35.260\(c\)](#), the city has assumed the powers of planning, platting and land use regulation. Pursuant to AS [29.35.260\(c\)](#) and [29.40.020](#), there is established the city planning commission. [Ord. 21-20 § 4, 2021.]

2.60.090 Planning commission powers and duties.

- A. The planning commission shall:
1. Conduct public hearings to consider the approval, conditional approval, or denial of:
 - a. Variance applications;
 - b. Conditional use permit applications; and
 - c. Special use permits for tall structures in accordance with Chapter [16.10](#) BMC.
 2. In accordance with AS [29.40.030](#) and Chapter [16.08](#) BMC, and after holding public hearings, recommend to the council amendments and updates to the comprehensive plan for the physical development of the city. The comprehensive plan, with the accompanying maps, plats, charts, and descriptive and explanatory matter, shall show the commission's recommendations and may include, among other things, the general location and extent of streets and other methods of circulation and transportation; the general location and extent of public utilities; the general location and extent of parks, playgrounds, and drainage facilities; and the use of land. The comprehensive plan shall include:

- a. Statements of policies, goals and standards;
 - b. A land use plan;
 - c. A community facilities plan;
 - d. A transportation plan; and
 - e. Recommendations for implementation of the comprehensive plan.
3. Approve subdivision plans and plats and provide recommendations to council on the adoption of a subdivision agreement in accordance with Chapter [17.04](#) BMC.
4. Hear appeals from the decision of the planning director.*
5. Act as the platting authority for the city.
6. Review and make recommendations to the council on the adoption of and changes to subdivision, land use, site plan, land acquisition and disposal, flood control, housing, building and similar codes.
7. Provide a forum for public comment and input regarding planning, zoning, and land use.
8. Perform such other duties and functions as are provided for in BMC Titles [15](#), [16](#), [17](#) and [18](#) and other provisions of this code or as may be referred by the city council.
- B. All formal actions of the commission shall be by resolution bearing:
 1. The heading "Resolution of the Bethel Planning Commission";
 2. The space for the resolution number to be assigned, "Resolution No. (number)";
 3. A short and concise title descriptive of its subject and purpose;
 4. A short list of "whereas" clauses descriptive of the reasons for the resolution, if necessary;
 5. The resolving clause "THEREFORE, BE IT RESOLVED THAT..." followed by a statement of the action approved by the commission and such factual findings, conclusions and other matters as may be appropriate; and
 6. A declaration of the date the resolution was adopted: "Adopted (date)" and designated lines for the signatures of the chairperson and the commission ex officio member responsible for recording the actions in the meeting.
- C. The planning commission may make recommendations to the council on:
 1. Necessary, proposed, or existing federal, state and/or city land selection, acquisition, disposal or management practices that affect the city.
 2. Proposed or existing public improvements and the prioritization of the projects in the city's annual and long-term capital improvement programs.

3. The city's annual planning budget and work program. [Ord. 21-20 § 4, 2021.]

* **Code reviser's note:** This subsection was amended at the request of the city to remove a reference to the board of adjustment to correspond with the amendments from Ordinance [22-17](#).

Article III. Port Commission

2.60.100 Establishment of the port commission.

There is established a port commission for the purpose of advising the city council on the operation, maintenance, and improvement of the port of Bethel's facilities, and for such additional purposes as the city council may from time to time designate. [Ord. 21-20 § 4, 2021.]

2.60.110 Port commission powers and duties.

A. The port commission shall:

1. Regulate the operation of the port facilities by promulgating and providing recommendations to the council on the terminal tariff containing rates, charges, rules, and regulations applicable at the port, subject to approval by the council.
2. Hear appeals of the decision of the port director.
3. Periodically review the budget, capital improvement programs, funding of port facilities and systems, and report its findings to the city council.
4. Provide a forum for public comment and input regarding port operations.
5. Review and provide recommendation to the council regarding goals set forth in the city's comprehensive plan as they relate to port operations.
6. Perform other such duties as the city council may refer to from time to time or as may be set out in BMC Title [14](#).

B. The port commission may make recommendations to council on:

1. Existing or proposed federal, state, and city issues relevant to port operations.
2. The operation, management, regulation, and control of the city's public and private ground transportation facilities in accordance with BMC Title [14](#).
3. Necessary or proposed public improvements and the prioritization of the projects in the city's annual and long-term capital improvement programs related to the port. [Ord. 21-20 § 4, 2021.]

Article IV. Public Safety and Transportation Commission

2.60.120 Establishment of the public safety and transportation commission.

There is established a public safety and transportation commission (PSTC). The PSTC shall act as the regulating body for taxicabs, river taxis, buses, limousines or airport limousines, chauffeurs and dispatch services in accordance with this chapter, Chapters [5.20](#) through [5.50](#) BMC and other applicable law. [Ord. 21-20 § 4, 2021.]

2.60.130 Public safety and transportation commission powers and duties.

A. The public safety and transportation commission shall:

1. Review and make recommendations to the council on the adoption of and changes to taxicabs, river taxis, buses, limousines or airport limousines, chauffeurs and dispatch services operations in accordance with Chapters [5.20](#) through [5.50](#) BMC and other applicable laws.
2. Monitor and provide recommendation to the council on the operations, management, regulations, and control of the city's public and private ground transportation facilities in accordance with Chapters [5.20](#) through [5.50](#) BMC, and other applicable laws.
3. Recommend to council the adoption of maximum rates and may recommend the establishment of minimum rates to be charged for services provided by regulated vehicles as defined under BMC [5.20.010](#).
4. Hear appeals from a decision of the transportation inspector.
5. Review citizen complaints against chauffeurs of regulated vehicles or against the condition of a regulated vehicle.
6. Hold at least one (1) public hearing annually to investigate the quality of services rendered by regulated vehicles, permittees, chauffeurs, and dispatch services.
7. Collect, process, and adjudicate complaints against chauffeurs of regulated vehicles.
8. Review and make recommendations to the council on progress toward achieving goals set forth in the city's comprehensive plan as they relate to public safety and transportation.
9. Review and make recommendations to the council on the development of transportation systems, transportation codes, traffic movement, road repair, and walking paths.
10. Provide a forum for public comment and input regarding public transportation and public safety.
11. Perform such other duties and functions as are provided for in Chapter [5.20](#) through [5.50](#) BMC and other provisions of this code or as may be referred by the city council.

- B. The public safety and transportation commission may make recommendations to council on:
1. Existing or proposed federal, state, and city issues relevant to public safety and transportation.
 2. Necessary or proposed public improvements and the prioritization of the projects in the city's annual and long-term capital improvement programs related to public safety and transportation.
 3. The annual police department and fire department budget and work program. [Ord. 21-20 § 4, 2021.]

Article V. Community Action Grant Committee

2.60.140 Establishment of community action grant committee.

There is established a community action grant committee for the purpose of advising the city council regarding the funding of community action grants. [Ord. 21-20 § 4, 2021.]

2.60.150 Community action grant committee duties.

- A. The community action grant committee shall:
1. Make recommendations to the city council on funding opportunities to individuals and organizations that request financial support through the community action grant program.
 2. Hold two (2) meetings each fiscal quarter.
 3. Review grant applications submitted to the city and evaluate the qualifications of the applicant and the request for funding.
 4. Score the qualifying applications and make recommendations to the city council on funding. The review and scoring of the applications shall focus on advancing the community's opportunities, sustainability, and well-being with components that foster community wellness, positive impact to the community's vulnerable populations, and/or civic engagement of Bethel residents and project beneficiaries.
 5. Review and make recommendations to the council on the progress toward achieving the goals set out in the city's comprehensive plan as they relate to programs and needs of the community that may be supported by the grant program.
 6. Monitor the community action grant fund balance and associated transfers from the alcohol tax revenue.
 7. Provide a forum for public comment and input regarding the community action grant program.
 8. Perform other such duties as the city council may from time to time refer. [Ord. 21-20 § 4, 2021.]

Article VI. Finance Committee

2.60.160 Establishment of finance committee.

There is established a finance committee for the purpose of advising the city council on finance-related matters. [Ord. 21-20 § 4, 2021.]

2.60.170 Finance committee duties.

- A. The finance committee may review and make recommendations to the council on:
1. Finance-related policies and procedures.
 2. Monthly financial reports of revenues, and expenditures.
 3. The city's investment funds.
 4. Capital planning and implementation of projects.
 5. Progress toward achieving the organization's vision, accomplishing goals, and implementing benchmarks for the budget process.
 6. The annual budget and budget process.
 7. The progress toward achieving the goals set out in the city's comprehensive plan as they relate to finance.
- B. The finance committee shall:
1. Provide a forum for public comment and input regarding the city's budget, audit, sales tax collection, business licenses operations, purchasing procedures, and other such topics related to the city's finances.
 2. Perform other such duties as the city council may from time to time refer. [Ord. 21-20 § 4, 2021.]

Article VII. Community Parks and Recreation Committee

2.60.180 Establishment of community parks and recreation committee.

There is established a community parks and recreation committee for the purpose of advising the city council on parks, recreational, and recreation facility-related matters. [Ord. 21-20 § 4, 2021.]

2.60.190 Community parks and recreation committee duties.

- A. The community parks and recreation committee may review and make recommendations to the council on:
1. Capital planning and implementation of projects related to parks, recreation, and recreation facilities.
 2. The budget, capital improvement programs, and the funding of recreation facilities and programs.
 3. The progress toward achieving the goals set out in the city's comprehensive plan as they relate to parks, recreation, and recreation facilities.
- B. The community parks and recreation committee may perform other such duties as the city council may from time to time refer. [Ord. 21-20 § 4, 2021.]

Article VIII. Public Works Committee**2.60.200 Establishment of public works committee.**

There is established a public works committee for the purpose of advising the city council on city roads, facilities, utility operations, vehicle and equipment operations, and other public works-related matters. [Ord. 21-20 § 4, 2021.]

2.60.210 Public works committee duties.

- A. The public works committee may review and make recommendations to the council on:
1. The operations of the city's water and wastewater collection, distribution, treatment and compliance; and solid waste planning, collection, disposal and compliance.
 2. The development, operations, and maintenance of city properties, roads, traffic, drainage, snow removal, parks, cemeteries, grounds, and trails.
 3. The operations of the transit system.
 4. The operations and maintenance of the city's vehicle fleet and heavy equipment.
 5. The budget as it relates to public works operations and capital projects.
 6. City capital planning and implementation of projects related to public works.
 7. Energy and environmental improvements for city operations.
 8. The progress toward achieving the goals set out in the city's comprehensive plan as they relate to public works.

B. The public works committee may perform other such duties as the city council may from time to time refer.
[Ord. 21-20 § 4, 2021.]

The Bethel Municipal Code is current through Ordinance 22-37, passed November 8, 2022.

Disclaimer: The city clerk's office has the official version of the Bethel Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofbethel.org](http://www.cityofbethel.org)

[Code Publishing Company](#)

APPENDIX

C

Examples of Documents

- Ordinance
- Resolution
- Action Memorandum (AM)
- Informative Memorandum (IM)
- Recommendation

CITY OF BETHEL, ALASKA

Ordinance #11-21

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE SECTION 4.16.180 INCREASING PENALTIES UNDER THE SALES AND USE TAX CHAPTER

Whereas, businesses operating within the City of Bethel have a legal obligation to submit sales taxes collected from the consumer in an accurate and timely manner;

Whereas, the Bethel Municipal Code requires businesses to provide a written receipt or invoice to the customer which shows on the receipt or invoice the amount of tax due;

Whereas, it is the responsibility of the Finance Director to inspect sales tax returns submitted by businesses within the City of Bethel for accuracy;

Whereas, the Bethel Municipal Code authorizes the Finance Director to obtain necessary documentation from businesses to conduct an audit of sales tax returns as the director;

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

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

SECTION 2. Amendment. The Bethel Municipal Code, Section 4.16.180 Penalties is amended as follow, new language is underlined and old language is stricken.

4.16.180 Penalties.

A. A seller who fails to timely file a return as required under this chapter shall pay a penalty of three and one-half (3 1/2) percent of the taxes due. The penalty shall be imposed for each month or part of a month during which the delinquency of failure to file exists up to a maximum of seventeen and one-half (17 1/2) percent of the initial delinquency. The filing of an incomplete return shall be treated as the filing of no return.

B. A seller who fails to timely pay an amount shown on a return as required under this chapter shall pay a penalty of one and one-half (1 1/2) percent of the taxes not paid. The penalty shall be imposed for each month or part of a month during which the

delinquency of failure to pay exists up to a maximum of seven and one-half (7 1/2) percent of the initial delinquency.

C. A person required to collect a tax under this chapter, who fails to provide a written receipt or invoice setting out the amount of the tax due on the transaction when the amount of the tax is required to be shown on the receipt or invoice, shall pay a penalty to the city equal to twice the amount of the tax due on the sale, minimum penalty is five hundred dollars (\$500).

D. A person required to collect a tax under this chapter, who fails or refuses to produce records demanded or allow inspection at such reasonable time as requested or demanded by the finance director, shall pay to the city a penalty equal to three (3) times any deficiency found or estimated by the finance director to have occurred; provided, the minimum penalty is ~~three hundred dollars (\$300)~~ two thousand five hundred dollars (\$2,500) in addition to penalties violators may be assessed administrative and/or legal cost associated with the city's obtaining the necessary records to complete audit or investigation.

E. A person required to maintain records under the provisions of this chapter shall immediately notify the city of any fire, theft or other casualty that would prevent the person from complying with the provisions of this chapter. Such casualty may be a defense to a civil penalty levied under this section, but does not excuse the person from the liability for payment to the city of taxes required to be collected. The unexplained or accidental loss of records, except by fire, theft or casualty, does not excuse a person from the performance of any of the requirements under this chapter.

F. A penalty imposed under any part except paragraph C. or D. of this chapter may not be waived or reduced except upon a clear showing of reasons beyond the control of the person upon whom the penalty is imposed or a similar strong justification and approval by the city manager of the waiver or reduction.

G. A penalty imposed under paragraph C. or D. of this chapter may be waived or reduced upon a showing of reasons upon whom the penalty is imposed or a similar justification. Discretion by the city manager upon appeal shall determine the waiver or reduction.

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

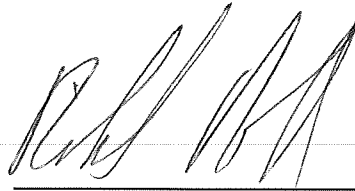
ENACTED THIS 11 DAY OF October 2011, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.

Introduced by: Finance Committee
Introduction Date: September 27, 2011
Public Hearing: October 11, 2011
Action: Passed
Vote: 6-0

ATTEST:



Lori Strickler, City Clerk



Richard Robb, Mayor Pro Tem

Introduced by: Council Member Springer
Date: April 28, 2015
Action: Passed
Vote: 7-0

CITY OF BETHEL, ALASKA

Resolution # 15-10

A RESOLUTION BY THE BETHEL CITY COUNCIL AFFIRMING ELIGIBILITY FOR POWER COST EQUALIZATION "COMMUNITY FACILITY" STATUS FOR ITS YUKON-KUSKOKWIM REGIONAL AQUATIC HEALTH AND SAFETY CENTER

Whereas, the City of Bethel is a municipal organization serving its citizens who reside in the community of Bethel;

Whereas, the City of Bethel owns and operates a Regional Aquatic Health and Safety Center that provides benefits to the general public residing in and near its community;

Whereas, the facility is operated using general funds and private donations/fees from users;

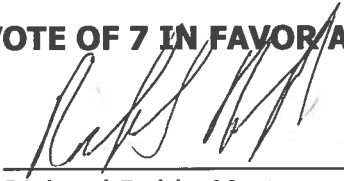
Whereas, the facility is not funded by dedicated support from any state or federal agency or any private commercial organization;

Whereas, the facility is eligible to receive "Community Facility" PCE from the State of Alaska's Power Cost Equalization Program;

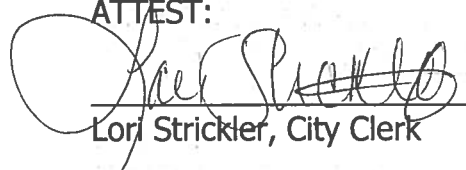
Whereas, the Alaska Legislature has mandated, by statute, that the Alaska Energy Authority shall provide PCE to all eligible utility customers, including community facilities;

NOW, THEREFORE, BE IT RESOLVED that the City of Bethel hereby certifies that its Regional Aquatic Health and Safety Center meets all requirements for classification as an eligible "Community Facility" and requests that the Alaska Energy Authority provide PCE for all its electricity consumption, subject to the limit of 70 kWh per resident per month, effective with its first date of operations on October 1, 2014.

ENACTED THIS 28th DAY OF APRIL 2015, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.


Richard Robb, Mayor

ATTEST:


Lori Strickler, City Clerk

City of Bethel, Alaska

Resolution #15-10
1 of 1

City of Bethel Action Memorandum

Action memorandum No.	14-70		
Date action introduced:	November 25, 2014	Introduced by:	Acting City Manager, Peter Williams
Postponed to:	December 9, 2014 January 27, 2015 March 2, 2015		
Date action taken:	March 2, 2015 (Amended)	X Approved	☒ Denied
Confirmed by:	LS		

SUBJECT/ACTION:

Accept and approve the Section 5309 Bus and Bus Facilities "Ladders of Opportunity" grant award from the Federal Transportation Association in the amount of \$82,318 to purchase bus shelters and provide the required cash match of ~~\$20,579.40~~ \$5,624.

Route to Department/Individual	Initials	Remarks
Administration/John Sargent		The City applied for this grant to purchase one bus and 15 bus shelters and was awarded \$82,318 to purchase the bus shelters only. The cash match required for this grant is \$20,579.40 <u>\$5,624</u> . ONC's previous commitment of \$13,669 for this grant was rescinded. The shelters will be high-quality three-sided shelters permanently installed on City property to provide bus passengers protection from the weather.

Attachment(s):

1. Letter from City of Bethel dated July 29, 2014 committing \$15,791.53 in cash match for the grant application to FTA in which the City requested funding for one bus and bus shelters.

Fiscal Impact Amount	Description	Account information
\$20,579.40 <u>\$5,624</u>	The City submitted a letter in the grant application committing cash match of \$6,910 for this project, but with the ONC match withdrawal, the City must now contribute \$20,579.40 <u>\$5,624</u> .	A new Caselle account number would be set up for this grant.

Summary statement

The City of Bethel applied for and was awarded a "Ladders of Opportunity" grant in the amount of \$82,318 from the Federal Transit Administration to fund the purchase and shipping of 15 three-sided see-through bus shelters. Since ONC withdrew their commitment to fund the cash match for this grant, if the City accepts this grant, the City must provide ~~\$20,579.40~~ \$5,624 in cash match.

These bus shelters would be permanently installed on City property with the help of some in-kind sand deliveries and in-kind labor and expertise to facilitate installation.



Introduced by:	City Manager		
Date introduced:	07-27-10	Date action taken	
Amended actions:			
Verified by:			

CITY OF BETHEL CITY COUNCIL INFORMATIVE MEMORANDUM

TITLE: Update on Billing and Payment Processing Outsourcing for Water and Sewer Services.

Agenda Introduction Date: July 27, 2010

Originator: Finance Director Laurie Walters

Routed to:	Department	Signature/Date
X	Finance	

FISCAL IMPACT: ☒ yes \$ _____ X no (not yet) FUNDS AVAILABLE X yes ☒ no

Account name/number: _____

Attachments: Email from Caselle regarding Xpress Bill Pay and Advance Info Systems webpage indicating partnership with Caselle.

SUMMARY STATEMENT:

The Finance Department has been working toward outsourcing the billing and payment processing for water and sewer bills. On several occasions, the most recent being last fall, pricing information was solicited for these services, but now needs to be updated.

Given the challenges experienced with the payroll outsourcing, it is clearly advantageous to outsource services to companies that already have established integration with our existing accounting software.

Currently, Caselle has partnered with two companies, Xpress Bill Pay, which handles the online payment processing and Advanced Information Systems that provides billing services. While we typically solicit the best price for these services, the City needs to consider the value, ease of transition and other benefits of dealing directly with two companies that already have an established relationship with Caselle. Specifically, Xpress Bill Pay has been announced as



City of Bethel

Committees and Commissions

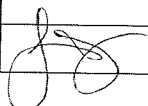
Recommendation to City Council

Prepare MOU to partner with BCSF on Housing Grant for Public Safety Personnel.

Committee/Commission: Public Safety and Transportation Commission	Chairman: Brian Lefferts
Date Submitted: 9/2/14	Council Rep: Sharon Sigmon
Issue/Background: Bethel Community Services Foundation is pursuing a particular grant that will fund renovation of their Norma Jean Center into apartments for use by public safety personnel. The City of Bethel's Police and Fire Departments have an opportunity to support this grant effort and participate by filling one, two, and three-bedroom housing units with public safety personnel at a potentially discounted rate to the market.	
Recommendation: The City of Bethel should prepare a Memorandum of Understanding between the City and Bethel Community Services Foundation in which the City agrees to terms that support the acquisition of grant funding to develop, construct, and manage a renovation project that results in housing exclusively for public safety personnel. The Commission feels confident that City public safety personnel will voluntarily lease at least two one-bedroom units, two two-bedroom units, and two three-bedroom units over the course of the next 15 years.	

Received by: LS
Date: 9-3-2014

IM No.10-13

Introduced by:	City Manager		
Date introduced:	07-27-10	Date action taken	
Amended actions:			
Verified by:			

Caselle's "authorized and preferred provider for Internet and Electronic payment systems" (www.caselle.com).

More information and a request for action will be provided at the last meeting in August.

City of Bethel Action Memorandum

Action memorandum No.	14-70		
Date action introduced:	November 25, 2014	Introduced by:	Acting City Manager, Peter Williams
Postponed to:	December 9, 2014 January 27, 2015 March 2, 2015		
Date action taken:	March 2, 2015 (Amended)	X Approved	 Denied
Confirmed by:			

An idea recently expressed was the additional use of these bus shelters for school children while they wait for the school bus. Strategic placement in town could satisfy both needs.

APPENDIX

D

Chapter 2.05

CITY OFFICERS GENERALLY

Sections:

2.05.010	Definitions.
2.05.020	Oath.
2.05.030	<i>Repealed.</i>
2.05.040	Conflicts of interest and code of ethics – Generally.
2.05.050	Improper influence in grants, contracts, or leases.
2.05.060	Representative of the city of Bethel.
2.05.070	Outside employment restricted.
2.05.080	Report of financial and business interests.
2.05.090	Contents of statement.
2.05.100	Modified requirements for professionals.
2.05.110	Administration and inspection.
2.05.120	Records, public information.
2.05.130	Refusal or failure to disclose.
2.05.140	Application of state statutes.
2.05.150	Conflict of interest – City officials.
2.05.160	Conflict of interest – Municipal employee.
2.05.170	Procedure for declaring potential conflicts of interest – City manager.
2.05.180	Conflict with collective bargaining agreement.
2.05.190	Employment prohibited.
2.05.200	Political activity.
2.05.210	Advisory opinions.
2.05.220	Immunity.
2.05.230	Conformity to law.

2.05.010 Definitions.

As used in this chapter, the following definitions shall apply:

- A. “Appointed body” means any municipal commission, board, or committee created by ordinance or resolution with members of the public appointed subject to the confirmation by the city council.
- B. “Appointed official” means a board or commission member appointed by the mayor subject to confirmation by the city council.

- C. "City official" means a person who holds elective office under the ordinances of the city, or who is a member of a board or commission whose appointment is subject to confirmation by the city council.
- D. "Elected official" means a person holding an elective office subject to municipal elections under this code.
- E. "Financial interest" includes the receipt of a pecuniary benefit or the expectation of a pecuniary benefit.
1. A financial interest of a person includes a financial interest of any member of the person's household.
 2. A person has a financial interest in an organization if the person:
 - a. Has an ownership interest in the organization; or
 - b. Is a director, officer or employee of the organization.
 3. Whether a financial interest is substantial is determined on a case-by-case basis.
- F. "Hired consultant and contractors" means a person or organization hired by the city as an independent contractor and not as an employee.
- G. "Immediate family member" means:
1. The spouse of the person;
 2. Another person cohabiting with the person in a conjugal relationship that is not a legal marriage;
 3. A child, including a stepchild and an adoptive child, of the person;
 4. A parent, sibling, grandparent, aunt or uncle of the person; and
 5. A parent or sibling of the person's spouse.
- H. "Municipal employee" means any person employed by the city, whether full time or part time, temporary or permanent, but excluding elected officials and appointed officials.
- I. "Municipal officer" includes the city manager, city attorney and city clerk.
- J. "Source of income" means an employer or other person or entity paying compensation, dividends, or interest, directly or indirectly, for services, products, or investments. If the income being reported is derived from employment by a sole proprietorship, partnership, or corporation in which the reporting person, the spouse or children, or a combination of them, hold a controlling interest, that proprietorship, partnership, or corporation may be designated as the source of income without specifying clients or customers if the business is one that is normally conducted on a cash basis and typically does not keep records of individual customers. In all other cases, the clients or customers of the proprietorship, partnership, or corporation shall be listed as sources of income of the person whose income is being reported, whose spouse, children, or a combination of them holds a controlling interest. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.020 Oath.

All municipal officers and city officials shall, before entering upon the duties of their office, individually take an oath, in writing, to honestly, faithfully, and impartially perform and discharge the duties of their office and trust. This oath shall be filed in their personnel file. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.030 Resignation.

Repealed by [Ord. 19-19](#).

2.05.040 Conflicts of interest and code of ethics – Generally.

A. A person subject to the requirements of this chapter may not:

1. Use their official position or office for the primary purpose of obtaining personal financial gain or financial gain for an immediate family member or business with which the person is associated or in which the person owns stock. This provision does not apply to financial gain from salary under the terms of employment.
2. No city official shall use the implied authority of office or position for the purposes of unduly influencing the decision of others, or promoting a personal interest within the community. City officials will refrain from using their title except when duly representing the city in an authorized capacity. Unless duly appointed by the council to represent the interest of the full council, councilmembers shall refrain from implying their representation of the whole by the use of their title.
3. Solicit or receive money for advice or assistance given in the course of the officer's or employee's employment or relating to that employment.
4. Serve as a paid consultant on a private interest or as a paid representative of any person or entity before a municipal department, utility, or elected or appointed public body of the city.
5. Solicit or accept a gift if it can be reasonably inferred that the gift is intended to influence the elected official's independence of judgment in the exercise of official duties.
 - a. An item is a "gift" under this subsection if it is:
 - i. Money, an item of value, service, loan, travel or hospitality accommodation, entertainment, or employment; and
 - ii. Provided to an elected official, or to another person or entity designated by the elected official, for less than full value.
 - b. Unless rebutted by other factors, food or beverage for immediate consumption is presumed not to be given under circumstances in which it could be reasonably inferred that they are intended to influence the elected official's independence of judgment in the exercise of official duties.

- c. The following unsolicited gifts are allowed; provided, that if disclosure is required, the gift disclosure form is timely filed with the municipal clerk within thirty (30) days of the receipt of the gift:
 - i. Payment for a business meal offered as a courtesy in the context of municipal duties; provided, that such meals shall not be accepted on a basis so frequent from any one (1) source or a combination of sources as to raise an appearance of the use of the person's public position for private gain. No disclosure is required.
 - ii. A discount or price available to public sector officials generally, or to a large business category of public officials to which the elected officials belong. No disclosure is required.
 - iii. A monetary gift or award presented in recognition of meritorious, civic, or voluntary service, so long as presented by a recognized civic or nonprofit charitable organization presenting such a gift or award as part of an established tradition, and not given as financial inducement for official action. An elected official shall disclose a recognition gift or award in excess of one hundred fifty dollars (\$150).
 - iv. A perishable gift for immediate consumption or display, from member(s) of the public expressing general gratitude or holiday cheer. No disclosure is required.
 - v. In-state travel and hospitality discounts or accommodations offered or provided to an elected official shall be applied to any municipal expense for the travel. No disclosure is required. Out of state gifts of travel and hospitality related to providing or obtaining information primarily of matters related to the duties of the elected official are allowed. Gifts in this category in excess of two hundred fifty dollars (\$250) shall be disclosed to the council prior to acceptance.
 - d. Gifts that are not connected with the recipient's status as an elected official are outside the scope of this chapter and no disclosure is required.
6. No city official may vote on any question in which the member has a direct or indirect substantial financial interest. Direct or indirect financial interest shall be disclosed to the presiding officer prior to the discussion on the question, for a ruling on a request from the member with the financial interest to be excused from discussion vote. The decision of the presiding officer on a request by a member of the governing body or an appointed body to be excused from a vote may be overridden by the majority vote of the body. If there are not at least four (4) members in attendance who are qualified to vote, the matter shall be tabled until the next regular or special meeting at which four (4) members qualified to vote on the matter are in attendance.
7. No city official, municipal officer, appointed official or municipal employee shall participate in any official action in which they have a substantial financial interest. Prohibited participation includes voting as a member of the city council, taking part in debate, soliciting the vote of a member of the city council, or encouraging any municipal official or officer to act in a certain way.
8. No city official, municipal officer or municipal employee may disclose information they know to be confidential concerning employees of the city, city property, city government, or other city affairs, including but not limited to confidential information disclosed during an executive session, unless authorized or required by law to do so.

B. Nothing in this section is intended to limit the scope of additional restrictions, prohibitions and disclosure requirements applicable to municipal employees, appointees and elected officials under this chapter. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.050 Improper influence in grants, contracts, or leases.

A. A municipal officer or municipal employee, or immediate family member, may not attempt to acquire, receive, apply for, be a party to, or have a substantial personal or substantial financial interest in a city grant, contract, or lease if the municipal officer or public employee may take or withhold official action that affects the award, execution, or administration of the city grant, contract, or lease.

B. The prohibition in subsection [A](#) of this section does not apply to a city grant, contract, or lease competitively solicited unless the employee:

1. Is employed by the department or division awarding the grant, contract, or lease, or is employed by the department or division for which the grant, contract, or lease is let;
2. Takes official action with respect to the award, execution, or administration of the grant, contract, or lease.

C. A municipal employee shall report in writing to their supervisor any personal or financial interest held by the employee, or an immediate family member, in a city grant, contract, or lease that is awarded, executed, or administered by the department or division served by the employee.

D. The city council may provide a waiver from this section as provided in BMC [4.20.150](#). [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.060 Representative of the city of Bethel.

City officials, municipal officers, and municipal employees of the city of Bethel shall support the direction of the city council when representing the city of Bethel or acting on behalf of the city. All such individuals shall clearly make known any personal communication or action which contradicts city council direction as representing their own personal views and/or ideas. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.070 Outside employment restricted.

Municipal employees shall not engage in any employment or self-employment which is incompatible with or in conflict with their public employment. A public employee who wishes to engage in other employment or self-employment shall request prior approval from the city manager. If the manager determines that the employment is not incompatible and is not in conflict with the proper discharge of official duties, the manager may give written approval. Any change in an employee's approved outside service or employment activities must be reported to the

city manager. If the employee is the city manager, city attorney, or city clerk, the employee shall request approval from the city council, which will have the responsibility for determining compatibility, and, upon a determination that the services or employment are not incompatible or in conflict with official duties, may approve the services or employment in writing. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.080 Report of financial and business interests.

A. A candidate for elective municipal office shall file a statement under oath with the city clerk, at the time of filing a nominating petition and declaration of candidacy, specifying the candidate's business interests and income sources, and shall file a similar statement of income sources and business interests with the city clerk not later than April fifteenth (15th) of each year that they hold office.

B. The city manager and any appointed councilmember and planning commissioner shall file a statement under oath with the city clerk, within thirty (30) days after appointment to office, specifying sources of business interests and income. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.090 Contents of statement.

A. The statement filed by the city manager, elected official, planning commissioner or candidate under this chapter shall be an accurate representation of the financial affairs of the business interests and sources of income for the officer or the officer's immediate family, to the extent those sources of income or business interests are ascertainable by the officer or candidate.

B. The statement filed shall include the following information relating to the filer's immediate family living in the household excluding filer's dependent children:

1. The source of all income of five thousand dollars (\$5,000) during the preceding calendar year, including taxable capital gains, except that a source of income that is a gift must be included if the value of the gift exceeds two hundred fifty dollars (\$250);
2. The name and address of each business entity owned or in which an interest was held during the preceding calendar year, including a statement of the nature of the interest owned or held, except that an interest held in a retirement account or an interest of less than five thousand dollars (\$5,000) in the stock of a publicly traded corporation need not be included;
3. The name and address of each business in which the filer is an officer, director, manager, or employee during the preceding calendar year;
4. The identity and nature of each interest in real property located within the city limits, including an option to buy, owned at any time during the preceding calendar year;

5. A list of all contracts, bids, or offers to contract with the city during the preceding year, including those made through a proprietorship, partnership, or corporation in which the filer or an immediate family member, or a combination of them, holds a controlling interest. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.100 Modified requirements for professionals.

Notwithstanding other provisions of this chapter, medical and psychiatric doctors, attorneys, psychologists or other professionals are not required to disclose as sources of income the names of individual patients or clients who receive professional services normally considered to be confidential. This exemption shall not apply to the identity of any corporation or other business entity having a contract with the professional producing income of five thousand dollars (\$5,000) or more for services to its members or a defined group, nor to the identity of clients receiving services that do not fall within the candidate's or official's field of professional expertise. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.110 Administration and inspection.

The city clerk shall administer the provisions of this chapter. The clerk shall prepare and keep available for distribution standardized forms on which the reports required by this chapter shall be filed. The city clerk may make such alterations to the forms as may be necessary. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.120 Records, public information.

All statements required to be filed by this chapter are public records. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.130 Refusal or failure to disclose.

- A. If a candidate fails or refuses to file the statement required by this chapter, their filing shall be refused or, if previously accepted, shall be returned and their name shall be withheld or removed from the filing records of candidates.
- B. A person who refuses or knowingly fails to make a required disclosure of information as provided in this chapter or who files a statement containing false or misleading information knowing it to be false or misleading shall be guilty of a violation and upon conviction is punishable by a fine as provided for violations in Chapter [1.06](#) BMC and may be removed from the office in which they are seated. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.140 Application of state statutes.

- A. Nothing in this chapter is intended to curtail, modify, or otherwise circumvent the application of the Alaska Statutes to any conduct involving bribery or other offenses against public administration.
- B. All municipal officers as defined by AS [39.50](#) are exempt from the provisions of AS [39.50](#) relating to conflicts of interest or financial disclosures. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.150 Conflict of interest – City officials.

- A. Except as provided herein a city official may not participate in any official action in which the official or a member of the official's immediate family has a substantial financial interest. For purposes of this section participation shall not include discussing the matter with city officials or addressing the city council as a private citizen, but shall include voting and participating in the debate as a councilmember.
- B. A city official shall disclose any substantial financial interest in any matter before the body, prior to debating or voting upon the matter. Any official of the body may raise a question concerning another member's financial interests, in which case the member in question shall disclose relevant facts concerning the official's financial interests in the subject of the action.
- C. Whether the direct or indirect financial interest is substantial shall be determined by the presiding officer on a case-by-case basis, with evaluation of these factors:
1. Whether the financial interest is a substantial part of the consideration;
 2. Whether the financial interest directly and substantially varies with the outcome of the official action;
 3. Whether the financial interest is immediate and known or conjectural and dependent on the factors beyond the official action;
 4. Whether the financial or private interest is monetarily significant;
 5. Other factors deemed appropriate by the presiding officer under the specifics of the disclosure and the nature of the action taken before the council body, or commission.
- D. After a city official has made known any substantial financial interest in any question to be voted upon by the body:
1. The officer shall ask to be excused from the debate and vote on the matter;
 2. The presiding officer shall rule on the request;
 3. The decision of the presiding officer shall be final unless overridden by a majority vote of the body.
- E. In the event that the official with a substantial financial interest is the presiding officer, the request shall be ruled upon by a vote of the body. An official may not participate in the matter if the presiding officer or a majority

vote of the body determines the financial interest is substantial. Neither the city official making the request nor any other city official, who has disclosed a similar or related interest in the same matter, may rule on any member's request to be excused from voting on the matter or vote on the question of overriding such a ruling. [Ord. 22-35 § 2, 2022; Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.160 Conflict of interest – Municipal employee.

A municipal employee shall not participate in an official action in which the employee or a member of the employee's immediate family has a substantial financial or private interest. A municipal employee shall disclose, in written narrative form, to their supervisor the employee's financial or private interest in the official action and the financial or private interest of any member of the employee's immediate family as defined in BMC [2.05.010\(E\)](#), if the employee's duties could influence the official action.

A. Whether the municipal employee is prohibited from participation in the official action due to substantial financial or private interest shall be determined by the city manager with evaluation of these factors:

1. Whether the financial or private interest held by the employee or a family member is a substantial part of the official action under consideration;
2. Whether the financial or private interest varies directly and substantially with the outcome of the official action;
3. Whether the financial or private interest is monetarily significant;
4. Whether the public disclosure requirements applicable to municipal employees under this chapter have been fully met;
5. Whether public disclosure of the municipal employee's financial or private interest and management of the potential for conflict of interest are sufficient to maintain the integrity of the decision making process.

B. The determination of the city manager shall be filed with the municipal clerk as a public record.

C. A complaint to the city manager or mayor for conflict of interest based on substantial financial or private interest in official action by a municipal employee shall be filed as a notice of potential violation under BMC [2.05.210](#). [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.170 Procedure for declaring potential conflicts of interest – City manager.

The city manager who has or may have a substantial financial interest in an official action shall disclose the facts concerning the manager's financial interests to the city council prior to taking any official action. If the city council determines the manager has a substantial financial interest in the action, the city council shall excuse the manager and assign another city employee to the matter. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.180 Conflict with collective bargaining agreement.

In the event any section or provision in this chapter conflicts with an applicable collective bargaining agreement for a public employee, the collective bargaining agreement shall control with respect to that employee. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2.]

2.05.190 Employment prohibited.

No member of the council may be employed by the city in any capacity within a twelve- (12-) month period immediately following the term of that individual unless the member is employed as a hired consultant or contractor and a waiver has been provided by the city council. [Ord. 19-19 § 2, 2019; Ord. 18-16 § 2; Ord. 13-04 § 2.]

2.05.200 Political activity.

The following limitations shall apply to political activity:

A. Departments, boards, and commissions of municipal government shall not:

1. Expend municipal funds for the support, opposition or endorsement of candidates for any elected government office.
2. Expend municipal funds for paid advertisement which advocates or promotes a particular position, or solicits members of the public to advocate or promote a particular position, on legislation or other action pending before the council.
3. Permit an administrative division of municipal government to endorse or oppose candidates for elected federal, state, municipal or other local office even if such endorsement does not include expenditure of funds. This prohibition applies to municipal employees while on duty and to the use of municipal property or facilities in a manner not made available to members of the public.
4. Authorize that money held by the municipality be used to influence the outcome of an election, except as permitted by state law under AS [15.13.145](#).
5. Actively campaign or prepare, publish, broadcast, or distribute by any means material of a partisan nature on any ballot measure, including referendums, initiatives, bond issues or other special elections.

B. Subject to restrictions in AS [15.13.145](#) on the use and expenditure of municipal funds to influence the outcome of a ballot proposition or question, the city manager may designate in advance, in writing, one (1) or more executive employees to appear before the council, appointed public bodies of the municipality, community councils, civic organizations, and media representatives in support of or in opposition to any ballot measure coming before the voters in a municipal election. The designated executive employees shall be selected from

among the employees with principal responsibility for carrying out policies and programs relevant to the ballot measure.

C. The limitation against dissemination of partisan materials on bond measures does not apply to municipal employees asked to assist an elected official in the preparation of ballot measures or to respond to inquiries from an elected official concerning any ballot measure.

D. A municipal employee shall not serve as a member of the Bethel city council or in elective office of the state, federal, or another local government. A municipal employee who is elected to one (1) of these offices shall resign immediately from municipal employment. This section is not intended to modify AS [29.20.630](#) or prohibit an employee from being a member of the Lower Kuskokwim School Board or Advisory School Board.

E. For purposes of this section, public safety volunteers, hired consultants or contractors are not considered municipal employees (BMC [3.64.060](#)). [Ord. 19-19 § 2, 2019; Ord. 18-16 § 2; Ord. 13-04 § 2.]

2.05.210 Advisory opinions.

A. Upon the request of an elected official or municipal officer, the city attorney shall issue an advisory opinion interpreting this chapter. The requester shall supply any additional information requested by the city attorney in order to issue the opinion.

B. The city attorney may offer oral advice if delay would cause substantial inconvenience or detriment to the requester. Within two (2) working days after providing the oral advice, the city attorney shall provide a brief written statement summarizing its contents.

C. The city attorney may reconsider, revoke, or modify an advisory opinion at any time.

D. A request for advice made under subsection [A](#) of this section is confidential to the extent permitted by law unless the subject of the opinion waives confidentiality and authorizes in writing the release of the request or the full text of the advisory opinion.

E. The city attorney shall make the advisory opinion issued under this section available for public inspection with sufficient deletions to prevent disclosure of the persons whose identities are confidential under subsection [D](#) of this section. [Ord. 19-19 § 2, 2019.]

2.05.220 Immunity.

A city official or municipal officer is not liable under this chapter for an action carried out in accordance with the advice of the city attorney issued under BMC [2.05.210](#), Advisory opinions, if the official or officer fully disclosed all relevant facts reasonably necessary to the issuance of the advice. [Ord. 19-19 § 2, 2019.]

2.05.230 Conformity to law.

If any section or provision of this chapter is held to be contrary to law by a court of competent jurisdiction or by action of the Alaska State Legislature, that section or provision shall be deemed invalid. All other sections and provisions of this chapter shall continue in full force and effect. [Ord. 19-19 § 2, 2019; Ord. 13-04 § 2. Formerly 2.05.220.]

The Bethel Municipal Code is current through Ordinance 22-37, passed November 8, 2022.

Disclaimer: The city clerk's office has the official version of the Bethel Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofbethel.org](http://www.cityofbethel.org)

[Code Publishing Company](#)

APPENDIX

E

STEPS IN THE QUASI-JUDICIAL PROCESS

Most matters that will be addressed by a commission are set out in the Bethel Municipal Code. The steps are usually there, but not necessarily in order as they should occur. It sometimes takes detective work to determine what steps are required to settle a particular issue.

The commission issues resolutions, discusses issues within its authority, investigates matters and can make rulings which affect rights or obligations of individuals or entities. Those rulings or findings are legally binding and are required to conform to guidelines because of their effects on the rights of others.

Those guidelines are the Quasi-Judicial Process. It works like this:

1. A matter that is within the commission's authority is requested to be put on the commission's agenda.
2. The commission hears information presented to it.
3. The commission renders a decision, called a finding which is binding upon the parties involved in the matter.

This occurs very much like a trial in the court system. Because it is like a trial, the body making the ultimate decision on the matter should not let outside communications, side issues, or things outside the hearing influence their decision.

If a person involved with the matter does not agree with the finding by the commission, there may be another agency to rehear the matter. Appeals from the Planning Commission go before the Board of Adjustment. Appeals from the Public Safety and Transportation Commission should be filed in the Superior Court, Fourth Judicial District, Bethel, Alaska. Appeals from the Port Commission would go before the Bethel City Council.

The appeal would look at the matter as a brand new issue, with no influence from the prior hearing.

Ex parte Communications

Guidelines for Communicating with Commissioners

To ensure that the decision-making process is fair and impartial, Commission employees, utilities, and other parties in proceedings before the Commission are held to certain standards regarding "ex parte" communication on cases under review. Ex parte communication is defined as "oral or written, off-the record communication made to or by commissioners or commission decision-making personnel, without notice to parties, that is directed to the merits or outcome of an on-the-record proceeding."

Generally, the ex parte rules prohibit Commissioners from engaging in informal communications with parties that could influence how a case is decided. Under the rules of ex parte communications, parties may not, for example, present information to commissioners about the facts or merits of a case, extend offers of employment, or offer gifts or favors.

If prohibited ex parte communication is attempted, the rules require that the Commissioner involved first attempt to stop the party from engaging in prohibited behavior, then document the attempt and notify the Executive Secretary. The Executive Secretary will then enter a statement into the public file and make copies of the statement available to other parties in the case.

Communication between commission staff and parties is allowed without documentation for procedural, scheduling, and status inquiries, or other inquiries or requests for information--as long as they have no bearing on the outcome of the proceeding. Staff may also engage in ex parte communication about the merits of the case, but such communication must be documented.

APPENDIX

F

MOTIONS CHARTS

	Rank	Second?	Debatable?	Amendable?	Vote?
PRIVILEGED MOTIONS					
Fix time to which to adjourn	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Raise a question of privilege	10	No	No	No	Chair decides
Call for orders of the day	9	No	No	No	At request of one member
SUBSIDIARY MOTIONS					
Table	8	Yes	No	No	Majority
Previous question or call the question*	7	Yes	No	No	Two-thirds
Limit or extend limits of debate	6	Yes	No	Yes	Two-thirds
Postpone to a certain time	5	Yes	Yes	Yes	Majority
Refer to committee	4	Yes	Yes	Yes	Majority
Secondary amendment		Yes	Yes	No	Majority
Primary amendment		Yes	Yes	Yes	Majority
Amendment*	3	Yes	Yes	Yes	Majority
Postpone indefinitely	2	Yes	Yes	No	Majority
MAIN MOTION					
Main motion	1	Yes	Yes	Yes	Majority

* Amendment and previous question may be applied to motions higher than themselves.

INCIDENTAL MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Request for information	No	No	No	Chair responds
Point of order	No	No	No	Chair rules

BRING-BACK MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Reconsider	Yes	It depends	No	Majority
Rescind	Yes	Yes	Yes	§
Amend something previously adopted	Yes	Yes	Yes	§
Take from table	Yes	No	No	Majority

§ Majority with previous notice, two-thirds without notice, or majority of entire membership

Title: Approving the Regular _PORT_ Committee/Commission meeting dates for 2023.

The _PORT_ Committee/Commission meets the _3rd Monday_ of every month at _7_p.m.

Month	Regular Meeting Date	Rescheduled Meeting Date
January	01/16/2023	
February	02/20/2023(Presidents Day)	CANCEL
March	03/20/2023	
April	04/17/2023	
May	05/15/2023	
June	06/19/2023	
July	07/17/2023	
August	08/21/2023	
September	09/18/2023	
October	10/16/2023	
November	11/20/2023	
December	12/18/2023	

The meeting for (month) will be rescheduled to _____ due to _____.



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

MEMORANDUM

DATE: December 6 – January 3
TO: City Council
FROM: Peter Williams, City Manager
RE: Managers' Report

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

Dec 5 – 1) Review Transit Grant Application 2) Request that BDO, our auditors, complete the Audit before the end of the year. 3) Finance Dept. – reviewed Leases, Contracts, and inventories. 4) Met with A.C. company to discuss leasing or purchasing Lots 11,12 and 13 on the old Kilbuck site. We also discussed connecting water and sewer services to the A.C. store. 5) Met with the PW Director, Fire Chief, and DOWL to discuss the Chemical Storage Building.

Dec 6 – 1) APEI requested a yearly payroll audit. 2) Reviewed AM for funding the operating budget for installing new boilers at the transit center from FTA. 3) Review AML's lease agreement with the Port.

Dec 7 – 1) The DEC reported that an agreement should be ready in mid-January 2023 concerning the Grant for the Bethel Heights Water upgrades. 2) Met with DOWL to review all of the projects that we have underway. The Aves project is still scheduled to be put out to bid in late January or early February. There have been some improvements in the market pricing, and the supply of some has improved.

Dec 8 – 1) Discussed financing a CAT D-8 through the Community Leasing Program, the same way the Fire Department ladder truck was financed. 2) Reviewed P&R Committee meeting packet. 3) Received the delinquent Sales tax accounts.

Dec- 9 – Holiday

Dec 12 – 1) The City's Employee Union has requested that we start negotiations in Feb. 2023. 2) Review BDO's request for information with the Deputy Finance Director. 2) The Community Wide Piped System Preliminary Engineer Report is 90% complete. The E.A. has been completed.

Dec 13 – 1) Met with the C.A., CA, and the Finance Director to discuss Sales taxes. 2) Met with the USDA to discuss the Aves. Project. The project has been reduced by 40%. The estimated cost of the project would be around \$25M. The market has improved, but it is still a concern for the contractors. Construction costs are up eleven percent from the same time last year. Diesel is up sixty-one percent. There is a report labeled the Inflation Construction Alert at the end of this report. 3) Met with outside counsel to discuss using the State Revolving Loan. These loans are for Clean Water projects. These types of loans can be forgiven. The QFC#2 Lift Station project is a good fit for this program which is Task Order (TO) # 55 on the Projects list. 4) I approved the Police Dept to accept a vehicle from the Keni P.D. at no cost. 4) The Police Chief will seek accreditation for the P.D. to ensure that the Department is at or above national standards for law enforcement.

Dec 14 – 1) Met with Altman Rodgers and the Finance Dept to discuss tasks we will start on for the FY-22 Audit. We hope to start testing on January 30. The auditors stated that if the current Audit is completed, the FY-22 Audit will be delayed three to four months. 2) Met with DOWL to discuss the W&S Rate Study. We will use five zones to determine the cost of hauled sewage services. We will split the hauled water into three zones. The difference in the number of zones is that the sewage is disposed of at two locations far enough apart that it makes a difference. The water plants are too close together to make a difference in the cost.

Dec 15 – 1) Signed the QFC#2 Lift Station and the WTP SCADA Framework Plan Proposals. This allows DOWL permission to go to the design stage of these projects. 2) Reviewed the Finance Dept's response to BDO to some questions from BDO regarding the FY-21 Audit.

Dec 16 – 1) Police Chief would like to use volunteers for animal control. 2) Requested an RFP be developed to have a company collect delinquent sales taxes. 3) Met with FNBA to review the City's interim loan for the Aves. Project.

Dec 17 – 27 - 1) I was out of the office but continued to monitor emails and take phone calls.

December 28 – Reviewed Ord 22-34 with the Finance Dept. 2) Met with Dept Heads.

December 29 – Reviewed the cost of the W&S Fund Short Lived Assets from the FY -24 budget. 2) Signed a one-year extension of the City's contract with AML to provide shipping services.

Dec -30 –1) Reveiwed the RUBA reports. 2) The Emergency Operations Plan (EOP) has been completed. 3) Forward a claim for the damaged sewer truck that caught fire to our insurance carrier.

January 2 – Holiday

Jan 3 – 1) Reviewed a planning and engineering proposal for a wetland study. Asked for a task order for the Fire Training Ctr. for the foundation. 2) Gathered material for the January 10 council meeting. 3) Reviewed BTAs.

Peter Williams
Bethel City Manager

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: December 2022 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor is fully closed down for the winter months, and we will still be doing daily checks on the Harbor.

- **City Dock/Beach 1/Petro Port**

We have taken measurements of Conexos, mics equipment, and heavy Equipment of AML, Alaska Logistics, Faulkner/Walsh, and other small companies on the city dock for storage.

There are still two customers in and out of the Dock, so we maintain their areas.

Snow removal in City Dock and Beach 1, Petro Yard

- **Port Office**

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.

- **Admin**

We are currently working on monthly storage for the Dock and beach 1. We have received the final hydrographic survey from R&M Consultants, we will be forwarding a copy on to the USACE. As well as a copy in the office.

- **Seawall**

The Port crew is doing daily checks along the seawall and the lower access parts of the wall.

Constant clean-up, as needed. We will start to clear a path along the lower access so pedestrians can utilize it.

- **Misc.**

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 have been checking the city mail, as a helping hand to the finance department. Napaimute Enterprises is finished up with the Slough Shop. That being said, we will start utilizing the shop to stud the bobcat equipment. And the 950 loader when we get it back from V&E.

The Port Commission Meeting was on the 19th of December, but we did not have enough members for a quorum. The next meeting date is the 16th of January.



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: 12.31.2022

TO: Peter Williams, City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities:

We now have 4 sewer trucks, two are in maintenance and one burned up. The seven water trucks are road worthy. We are currently all caught up and hoping to stay so. We have had a few flooded houses with one claim thus far.

Utility Maintenance: 22 alarms 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.
- 22 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 muck 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

Property Maintenance:

0 of 2 Temporary positions filled. Positions posted since early 2022.

2 of 4 FTE positions filled. Vacant positions posted since October 2021. still posted.

Currently short staffed.

Department is having 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 and are prioritizing the work to critical systems as we prepare for winter to return

HIGHWAT LIFT STATION: Repaired leaking fuel lines. Replaced broken tiger loop.

POOL: Repaired pump for floor heating. Replaced lamps in lights around pool. Worked with Long to fix BAS network being down.

COURTHOUSE: Repaired broken sewer line under building. Repaired leaking toiler by courtroom 6. Drain fuel tank by building to be demoed.

CITY HALL: Emergency refuel of forced air furnace 3 times. Working on replacing fuel tank with larger tank. Repaired frozen sewer and water lines. Replaced non-working zone valves.

TRANSIT: Repaired overhead door. Unclogged backed sewer line. Repaired frozen and cracked water line.

PUBLIC WORKS: Repaired middle garage door. Filter waste oil. Burn all waste oil.

DOG POUND: Repaired broken and frozen sewer line.

TEEN CENTER: Replaced motor on A loop boiler.

MAIN LIFT STATION: Assist Utility Maintenance with power loss at lift station.

Road Maintenance:

Streets and Roads tore down the old water tank between the courthouse and city office, folded up with the excavator and haul it to the landfill. We also tore down the water pump house there haul it to the landfill.

Streets and Roads hauled in sand behind the city office building and capped it off with gravel to enlarge the parking area.

Streets and Roads hauled in 45 loads of cover from the city sand pit to the landfill, to cover where the garbage truck was dumping at the landfill.

Street and Roads also during this last big thaw the road sander was out sanding roads throughout city of Bethel for the public and city water and sewer trucks.

Streets and Roads after the thaw and it froze up again and snowed, we had the grader out plowing, and widen the roads of snow.

Vehicles and Equipment: As usual been fixing and repairing city vehicles and equipment, The 3 dump trucks that we had sent to Ritchie Brothers In Wassilla sold for \$42000 and shipping on them was \$18000. We had a profit of \$25000.

Transit System:

Ridership for this month has been steady. Slowed down a bit when we experienced cold weather for a few days. Ridership as follows: 425-Seniors, 7-Youth,

76-Adults, 55-Disabled, and 284-Pass Riders. Total mileage logged was 2,405.4 and fuel was 288.794 gallons. Total fares for the month came out to \$1,217.00. Transit building experienced busted water pipes when the lines froze. Huge thanks to the Property Maintenance crew for taking care of it promptly. Happy New Year!

Landfill: The landfill with help from Streets and Roads covered a good portion of the working face before our high winds. The new Landfill Technician has been trained and performs duties well. The landfill employees made signs throughout the landfill to help the citizens navigate the landfill and discard their trash in the designated areas. We have replaced 2 dumpsters in town due to rusted out bottoms. We have been and will continue to separate all metal from all other waste at the Landfill to prepare for shredding. This month the hauled refuse truck brought 62 loads of dumpster trash, 12 loads from Streets and Roads demo project at the City Hall/ courthouse, 89 private citizen loads, 720 commercial yards including 11 vehicles and 45 loads of cover material.

Staffing Issues/Concerns/Training:

City of Bethel Public Relations

Report - January 4, 2023

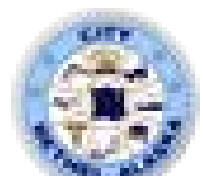
BY THE NUMBERS

65	11	22,822	61
Facebook Posts Drafted/Posted by BR (from contract start)	Total Facebook Page Posts (past 28 days)	Total Facebook Post Reach (past 28 days)	New Facebook Page Followers (past 28 days)

TOP PERFORMING POST (PAST 28 DAYS)

Most Engagement

Post Impressions 12,795
Post Reach 12,022
Post Engagement 6,783
Reactions - 340 Comments - 95 Shares - 103 Other Clicks- 3,815

 City of Bethel, Alaska

December 30, 2022 at 10:21 AM · 🌐

...

PRESS RELEASE

Press Release

On 7/5/2021, Bethel Police Department received a call for service regarding a Taxi Cab driver that had been shot on the 200 Block of Ptarmigan. The Taxi Cab driver was transported to YKHC for medical treatment and has since made a recovery.

After an extensive investigation by members of the Criminal Investigations Division, Detectives secured a search and arrest warrant for Maggie James in connection with this shooting. On 12/27/2022, Bethel Police Department personnel were able to make contact with Maggie James in the 400 Block of Owl Street where she was arrested without incident and subsequently remanded to YKCC on charges of Assault in the 1st Degree, Robbery in the 1st Degree, and Vehicle Theft in the 1st Degree.



BETHEL POLICE DEPARTMENT

Press Release

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IN THE LOOP - MONTHLY NEWSLETTER

172	51.2%	179	8
Sucessful Email Newsletter Deliveries (December 2022 Issue)	Email Newsletter Open Rate (December 2022 Issue)	Total E-Newsletter Subscribers (as of this report)	New E-Newsletter Subscribers (past 30 days)

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT: TO#58 - Wetlands Delineation and Hydrologic Modeling

CLIENT: City of Bethel

WO# 50270.00
DATE: 29-Dec-22
PREPARED BY: JRG
REVIEWED BY: EC/CAN

PROJECT SUMMARY										
Task 1- Wetlands Delineation								TOTAL =		\$46,604.00
Task 2- Hydrologic Modeling								TOTAL =		\$49,239.00
TOTAL ESTIMATED FEES FOR PROFESSIONAL SERVICES								TOTAL =		\$95,843.00

Labor Category	Project Manager	Env. Specialist	Env. Specialist	Engineer VII	Engineer III	Engineer III	GIS	Tech. Editor	Expenses	TOTALS
	JRG	EC	ARM	BMM/CAN	EAM	DJB	TJ	GS		
Hourly Rate	\$155.00	\$160.00	\$160.00	\$215.00	\$150.00	\$150.00	\$110.00	\$135.00	10% Markup	
Task 1- Wetlands Delineation										
Project Management	20			8						28
Quality Control			8							8
Preliminary Mapping	30						25			55
Fieldwork	50	50							\$5,264	100
Data Summary and Final Mapping	20						10			
Reporting	40						8	6		
Subtotal - Hours	160	50	8	8	0	0	43	6		275
Subtotal - Costs	\$24,800.00	\$8,000.00	\$1,280.00	\$1,720.00	\$0.00	\$0.00	\$4,730.00	\$810.00	\$5,264.00	\$46,604.00
Task 2- Hydrologic Modeling										
Project Management				16						16
Quality Control				8						
Hydrologic Modeling					32	8	40			
Fieldwork					50	50			\$7,299	100
Reporting					32	12	8			52
Agency Meeting				6	12			6		24
Subtotal - Hours	0	0	0	30	126	70	48	6		280
Subtotal - Costs	\$0.00	\$0.00	\$0.00	\$6,450.00	\$18,900.00	\$10,500.00	\$5,280.00	\$810.00	\$7,299.00	\$49,239.00
TOTAL - Hours	160	50	8	38	126	70	91	12		
TOTAL - Costs	\$24,800.00	\$8,000.00	\$1,280.00	\$8,170.00	\$18,900.00	\$10,500.00	\$10,010.00	\$1,620.00	\$12,563.00	\$95,843.00



January 2, 2023

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

**Subject: DOWL Term Contract-2022-2027
Fee Proposal for Planning and Engineering Services
Task Order #58 – Wetlands Delineation and Hydrologic Modeling**

Dear Mr. Williams:

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

Task Order #58 – Wetlands Delineation and Hydrologic Modeling

It is our understanding that the City of Bethel (City) currently lacks the comprehensive wetlands and drainage data necessary to expedite U.S. Army Corps of Engineers (USACE) permitting. This lack of data compels all applicants within the Bethel area to either obtain a USACE permit in any location (including uplands) or spend money to conduct wetlands delineations on a piecemeal basis. Furthermore, there is no clear understanding of the hydrologic characteristics of Browns Slough and other waterbodies, which leads to Alaska Department of Fish & Game (ADF&G) and other agencies misunderstanding of culvert placement needs and limits the ability of the City to use its resources in wastewater treatment.

SCOPE OF SERVICES

We propose to prepare an areawide wetlands delineation and develop hydrologic modeling of Browns Slough and other waterbodies within the Bethel city limits. Josh Grabel will serve as our primary point of contact for this task order. Additional support will come from Chase Nelson as the overall term contract manager, and other DOWL staff as necessary. We recommend the following task structure to complete this work.

Task 1 – Wetlands Delineation

Project Management. DOWL will provide you with verbal and/or written (e-mail) project status reports on a weekly basis to inform you of our progress and notify you of any anticipated changes in the project scope, fees, or schedule, and foreseeable problems associated with data collection and/or the wetlands delineation. We will also summarize activities in our monthly general services term contract updates.

Quality Control. DOWL will have a senior scientist review the wetland delineation data and report for any inconsistencies or the need for additional information.

Preliminary Mapping. DOWL will meet with the USACE to discuss their wetlands data needs. We will then begin the mapping process by modifying the 2022 National Wetland Inventory wetland mapping to provide a preliminary wetlands and waterbody map of a study area composed of City of Bethel and Bethel Native Corporation Lands, proposed community infrastructure projects, and future subdivision areas. See Attachment 1 for our initial preliminary study area. This study area map will be used for fieldwork planning and will include wetlands boundaries, Cowardin classifications, Viereck level III

vegetation classifications, and hydrogeomorphic classifications. Preliminary wetlands mapping will occur January 2023 through May 2023.

Fieldwork. DOWL will conduct fieldwork using the 1987 Wetland Delineation Manual and 2007 Alaska Regional Supplement to collect vegetation, hydrology, and hydric soil data at strategic locations within the Bethel city limits. Fieldwork will be conducted over five days. DOWL will collect wetlands sampling point data at seven to ten locations per day and photo-points with similar aerial signature. Fieldwork includes travel to Bethel from Anchorage. Fieldwork will occur during the growing season, late May 2023 through early October 2023.

Data Summary and Final Mapping. DOWL will compile wetland delineation data and enter sampling point information on digital USACE forms. Photos will be organized and compiled in a photo log to be attached to the report.

Reporting. DOWL will complete a report summarizing wetlands and waterbodies including introduction, methods, results, and conclusion. Attachments will include the photo log, USACE digital wetlands delineation forms, GIS spatial wetlands data, and figures. DOWL anticipates submitting a wetlands report to the City in Fall 2023. The report and attached GIS data will be sufficient for any future infrastructure projects for permitting impacts to waters of the U.S. through USACE.

Deliverables:

- Draft and Final Wetlands Delineation Report
- Wetlands GIS Data

Task 2 – Hydrologic Modeling

Project Management. DOWL will provide you with verbal and/or written (e-mail) project status reports on a weekly basis to inform you of our progress and notify you of any anticipated changes in the project scope, fees, or schedule, and foreseeable problems associated with data collection and/or the hydrologic modeling. We will also summarize activities in our monthly general services term contract updates.

Quality Control. DOWL will have a senior engineer review the hydrologic basin delineation data and report for any inconsistencies or the need for additional information.

Hydrologic Modeling. Prior to starting the hydrologic modeling framework, DOWL will meet with ADF&G to discuss their specific modeling needs and expectations. We will then begin developing the model by using the 2019 LIDAR data set to identify and delineate the basins captured within the dataset. The study area map developed in Task 1 will be used to identify the basins that are of interest or critical to the objectives of the City. Preliminary hydrologic modeling will occur January 2023 through May 2023

Fieldwork. DOWL will send two water resource engineers to Bethel to confirm the LIDAR basin delineation during a time of high flow – most likely during break up. The engineers will take discharge and velocity measurements on Browns Slough, and other waterbodies as necessary, at various locations to characterize the flow along the waterbody. The engineers will also meet with City staff to discuss hydrologic issues or data needs as requested by Federal or State agencies.

Reporting. DOWL will complete a Hydrology and Hydraulic (H&H) report including methods, analysis, results, and conclusion. Attachments will include a photo log, hydrologic basin delineation data, and figures. DOWL anticipates submitting the H&H report to the City in Fall 2023.

Deliverables:

- Draft and Final H&H Report
- Hydrologic GIS Data

ASSUMPTIONS

- Only one field trip and mobilization per task is included in the fee.
- The wetlands delineation report will be sufficient for USACE needs for future project impact analysis and Preliminary Jurisdictional Determination (PJD) review.
- The wetlands delineation report will not be submitted to USACE for PJD request at this time due to a 5-year limit on PJD. Rather, PJD request will be submitted with future projects.
- One preliminary meeting will be held with USACE to determine that our data collection and analysis methods are sufficient to meet their needs and one preliminary meeting will be held with ADF&G to ensure our modeling efforts will meet their needs. Additional agency meetings will require an amendment to DOWL's scope and fee.
- Fieldwork will be accessible by vehicle. No boat or aircraft will be needed.
- Our fee is for a wetlands delineation of up to 2,000 acres. Additional fees will be required beyond this threshold for fieldwork and mapping.

SCHEDULE

We recommend the following schedule for completion of the project in Fall 2023.

Meeting with USACE January 2023
Study Area Mapping January 2023 through May 2023
Hydrologic Modeling January 2023 through May 2023
Fieldwork – Hydrologic Modeling Spring 2023
Fieldwork – Wetlands Delineation late May 2023 through early October 2023
Draft and Final Reports (2) Fall 2023

FEE PROPOSAL

We propose to complete the above-described services for a total lump sum fee of \$92,833. The fee will be distributed amongst project tasks as shown below on a lump sum basis.

Table 1: Proposed Fee

Task	Amended Budget
Task 1- Wetlands Delineation	\$46,604
Task 2- Hydrologic Modeling	\$49,239
Total	\$95,843

One monthly statement will be provided showing total fees invoiced for Tasks 1 and 2. Payment will be expected within 30 days.

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

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

Upon receiving a signed authorization to proceed, we will begin work.

Sincerely,



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

Using the City of Bethel-DOWL Engineering Services Term Contract Standard Conditions, DOWL is authorized to proceed with Task Order #58 – Wetlands Delineation and Hydrologic Modeling and proceed with the work immediately.

City of Bethel Authorized Representative

Date

Attachment(s): 1: Detailed Estimate



AGC
THE CONSTRUCTION
ASSOCIATION

DEC

2022

CONSTRUCTION INFLATION ALERT

For nearly three years the U.S. construction industry has been buffeted by unprecedented volatility in materials costs, supply-chain bottlenecks, and a tight labor market. To help project owners, government officials, and the public understand how these conditions are affecting contractors and their workers, the Associated General Contractors of America (AGC) has posted frequent updates of the Construction Inflation Alert.

New challenges keep emerging, even as some conditions improve. Overall inflation rates and economic growth have cooled, while congestion at West Coast ports has eased. These changes have led some owners to assume that construction costs and completion times must also have improved. Unfortunately, this is not the case for a large number of projects, materials, and contractors.

Demand for infrastructure, manufacturing, and power construction appears to be strong and likely to strengthen further, perhaps for several years to come. In any case, the cost of construction materials and labor does not generally move in sync with the overall economy. In short, owners should not assume that delaying projects will enable them to avoid volatility and disruptions in construction costs, delivery times, and labor supply, even if the economy slows significantly.

Meanwhile, Russia's ongoing attack on Ukraine and Western sanctions against Russia have disrupted production and transport of dozens of commodities. China's prolonged lockdown of Shanghai and other areas in an attempt to control the spread of covid has also affected production and shipping. New variants of covid, as well as a growing number of people with lingering or recurrent symptoms ("long-haul covid"), add to uncertainty about labor supply.

This version of the Alert is the eighth update since the first edition was posted in March 2021—an indication that the situation remains far from "normal." This document will continue to be revised to keep it timely as conditions affecting demand for construction, labor supply, and materials costs and availability change. Each new version is posted here: <https://www.agc.org/learn/construction-data/agc-construction-inflation-alert>.

Readers are invited to send comments and feedback, along with "Dear Valued Customer" letters or other information about materials costs and supply-chain issues, to AGC of America's chief economist, Ken Simonson, ken.simonson@agc.org.

www.agc.org

Recent changes in input costs

Earlier editions of this guide highlighted the extreme runup in materials costs that began in early 2020. More recently, prices have moved in divergent directions for different materials. But, on balance, they continue to climb at a much higher rate than the consumer price index (CPI), the most commonly cited measure of inflation.

The extent of these increases is documented by the Bureau of Labor Statistics (BLS). BLS posts producer price indexes (PPIs) around the middle of each month for thousands of products and services (at www.bls.gov/ppi). Most PPIs are based on the prices that sellers say they charged for a specific item on the 11th day of the preceding month. Producers include manufacturers and fabricators, intermediaries such as steel service centers and distributors, and providers of services ranging from design to trucking.

The index declined at the beginning of the pandemic but began climbing on a year-over-year basis in August 2020. As prices rose at unprecedented rates for a wide range of construction inputs, the index accelerated steeply, rising at a record-high annual rate of 24% in June 2021. Year-over-year increases remained at or above 20% from May 2021 through April 2022.

Since the spring of 2022, prices have tumbled for lumber and most metals products, and the PPI for nonresidential construction inputs moderated to an 11.2% rate of increase from October 2021 to October 2022. But that is still far higher than the 7.7% annual rate of increase in the CPI over the same interval. In fact, as Figure 1 shows, the yearly increase in the PPI for nonresidential construction inputs has exceeded consumer price inflation every month since August 2020.

11.2%

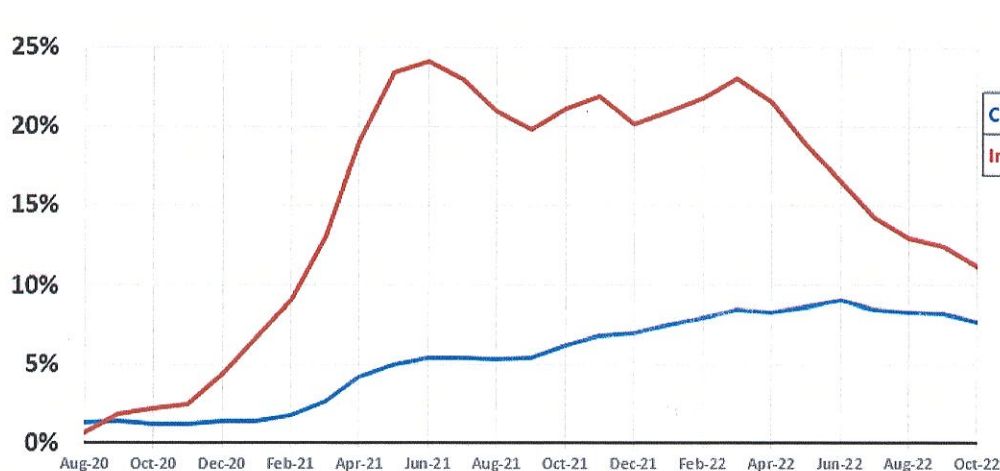
The PPI for nonresidential construction inputs rose 11.2% in 12 months

Figure 1

Costs for new nonresidential construction vs. consumer prices

Year-over-year change in PPI for construction inputs and CPI

August 2020 - October 2022, not seasonally adjusted



Source: Bureau of Labor Statistics, consumer price index, www.bls.gov/cpi; producer price index, www.bls.gov/ppi

The actual increase in costs varies a lot by type of material. Figure 2 shows the change in PPIs for four material inputs and four types of subcontractors in October 2022 from one month earlier (September 2022) and one year earlier (October 2021). The monthly change in materials costs ranged from a decrease of 0.7% for asphalt paving mixtures and blocks to 9.8% for #2 diesel fuel, while year-over-year changes varied from 14.1% for concrete products to 61.5% for diesel fuel. (Contractors use diesel fuel for their own trucks and offroad equipment. The price of fuel is also reflected in the cost of the thousands of truckloads needed to deliver equipment and materials to jobsites and haul away dirt, debris, and equipment. In addition, many materials require large quantities of diesel fuel or other petroleum-based energy to mine, mix, or manufacture.)

Subcontractors' prices reflect their own materials costs, labor costs, and the degree of tightness in the market for their services. Notably, the PPI for all four types of subcontractors rose far more than the 7.7% increase in the CPI from October 2021 to October 2022: 21.5% for roofing contractors, 18.8% for electrical contractors, 15.7% for plumbing contractors, and 10.9% for concrete contractors.

Prices for many inputs have been extremely volatile, making it difficult for contractors to predict even near-term prices reliably. For instance, the PPI for diesel fuel, which jumped 9.8% from September to October, had declined 12.8% just two months earlier. Conversely, the PPI for steel mill products fell 6.6% from September to October but increased 10.5% from April to May.

Several factors are likely to keep some costs high in 2023, with the possibility of further price spikes. Russia's cutoff of natural gas to central and western Europe has led to a surge in natural-gas prices as the United States exports more liquefied gas to Europe. That affects the cost of construction plastics, glass, and other products that use natural gas as a feedstock or fuel source. Similarly, European demand for diesel fuel, sanctions against Russian oil, and attempts by the "OPEC+" group of oil producers to limit supplies have kept diesel and asphalt prices elevated and subject to large swings.

61.5%

The PPI for diesel fuel increased 61.5% from October 2021

Figure 2

Wide variation in construction input cost trends
Change in producer price indexes (not seasonally adjusted)

	<u>Oct 2022 change from:</u>	
	<u>Sep 2022</u>	<u>Oct 2021</u>
#2 diesel fuel	9.8%	61.5%
Architectural coatings (paint, etc.)	1.1%	27.5%
Asphalt paving mixtures and blocks	-0.7%	20.7%
Concrete products	0.1%	14.1%
<u>Subcontractor price indexes, nonresidential building work</u>		
Roofing contractors	1.9%	21.5%
Electrical contractors	2.1%	18.8%
Plumbing contractors	3.7%	15.7%
Concrete contractors	1.1%	10.9%

Source: BLS, producer price indexes, www.bls.gov/ppi

Given such volatility, owners should not expect contractors' bid prices to mirror a short-term decline in prices for certain inputs or in the overall index for nonresidential inputs, let alone changes in the CPI. The CPI measures the cost of a "basket" of consumer goods and services, which has very little relation to the items driving construction costs.

Input costs and bid prices

Some owners may be under the misimpression that contractors' bid prices are closely linked to changes in input costs. In fact, the two often diverge, as has occurred over the past three years.

The pandemic drastically disrupted production and distribution of many construction materials and caused sharp changes in demand for numerous goods and structure types. Unanticipated price spikes occurred for many inputs—to record levels for lumber, steel, and copper products.

Contractors did not immediately pass along these increases in bid prices. Demand for some project types and in some regions remained weak; as a result, firms refrained from passing through a portion of costs in order to win contracts. In other cases, contractors may have assumed prices would fall by the time they had to purchase the materials.

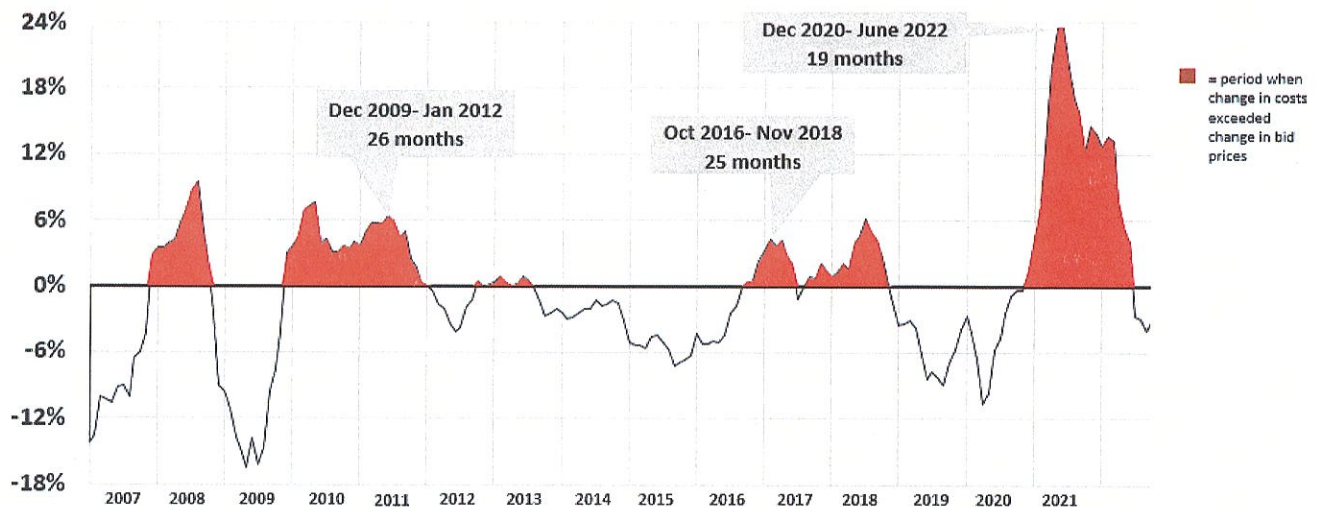
As demand for construction heated up in 2021 and inflation became established throughout much of the economy, contractors did raise prices to a greater extent. But bid price increases did not “catch up” with increases in input costs until the summer of 2022.

Figure 3 shows the difference in the year-over-year change in input prices (specifically, the PPI for goods inputs to nonresidential construction) minus the change in bid prices (in this case, for new school construction building construction; other comparisons are similar). Periods in red show months when cost increases exceeded bid price increases, while periods below the 0% line show the reverse.

Figure 3

Cost squeeze on contractors can last two years or more

Difference between year-over-year change in materials costs vs. bid prices, Jan 2007-Oct 2022



Source: Source: Bureau of Labor Statistics, www.bls.gov/ppi, producer price indexes for goods inputs to nonresidential construction (material costs) and new school building construction (bid prices)

Over the 16-year history of the series, the number of months and total areas of the two differentials are similar. This is to be expected: If contractors consistently experienced cost increases that exceeded the increases in their bids, they would go out of business. Conversely, if bid-price increases consistently outran costs, other firms would enter the business, driving down profitability.

From December 2020 to June 2022, a period of 19 months, the year-over-year change in materials costs exceeded the year-over-year change in bid prices. Although there were two such intervals that lasted even longer, the gap was three times as great (in the summer of 2021) as in previous episodes, meaning the profit squeeze was much more intense.

As Figure 3 shows, the duration and amplitude of these differences vary greatly and unpredictably. The implication for owners in the current environment is they should not assume a moderation in materials cost increases will be associated with an immediate or proportionate change in bid prices.

Supply chain issues

From the first days of the pandemic, availability and delivery times for materials have been never-ending headaches for construction firms. Recently, shortages and extended lead times have moderated or disappeared for some items but have worsened for others.

On the positive side, port congestion on the West Coast has lessened. Waiting times for lumber and steel products have returned to pre-pandemic levels. There have not been any recent events with supply impacts as severe as the February 2021 freeze in Texas that decimated the production of resins for construction plastics.

Not all bottlenecks have cleared up, however. Contractors continue to be affected by the much-publicized shortage of computer chips. Not only is the construction industry a major buyer of pickup trucks that are in short supply, but deliveries of construction equipment also have been held up by a lack of semiconductors.

Lead times remain unusually long for electrical transformers. In fact, some utilities are reportedly refusing to hook up new construction because they are saving their remaining supply for emergencies. The sole U.S. producer of electrical steel used in transformers has been unable to keep up with demand.

Perhaps the most consequential and long-lasting supply chain issue involves cement and concrete products. Shortages of cement had spread from a few states early in 2021 to 43 states by October, according to the Portland Cement Association. No cement capacity has been added in the United States since 2009. At the same time, the supply of two other “cementitious materials” that are added to some concrete mixes—fly ash and slag—has diminished with the shutdown of coal-fired power plants that supplied those materials as a byproduct of burning coal. (Those closures have also reduced the supply of artificial gypsum for making wallboard.) Exceptionally low water levels in the Mississippi River have limited barge movements of cement in the middle of the country.

43 states

Cement shortage appeared in
43 states by October 2022

Meanwhile, demand for ready-mixed and precast concrete has increased. As a result, many suppliers have placed contractors on allocation, meaning they receive a percentage of previous years’ orders (or possibly none if they are new customers). When contractors can’t pour as much concrete as needed at one time, project completions are delayed, with attendant cost increases. The Portland Cement Association has indicated that additional cement production capacity will come online in the spring of 2023. Some states may receive more cement from Mexico. But availability is likely to remain tight in many areas, particularly as demand increases once projects funded by the Infrastructure Investment and Jobs Act of 2021 and other recent laws and bond issues get underway.

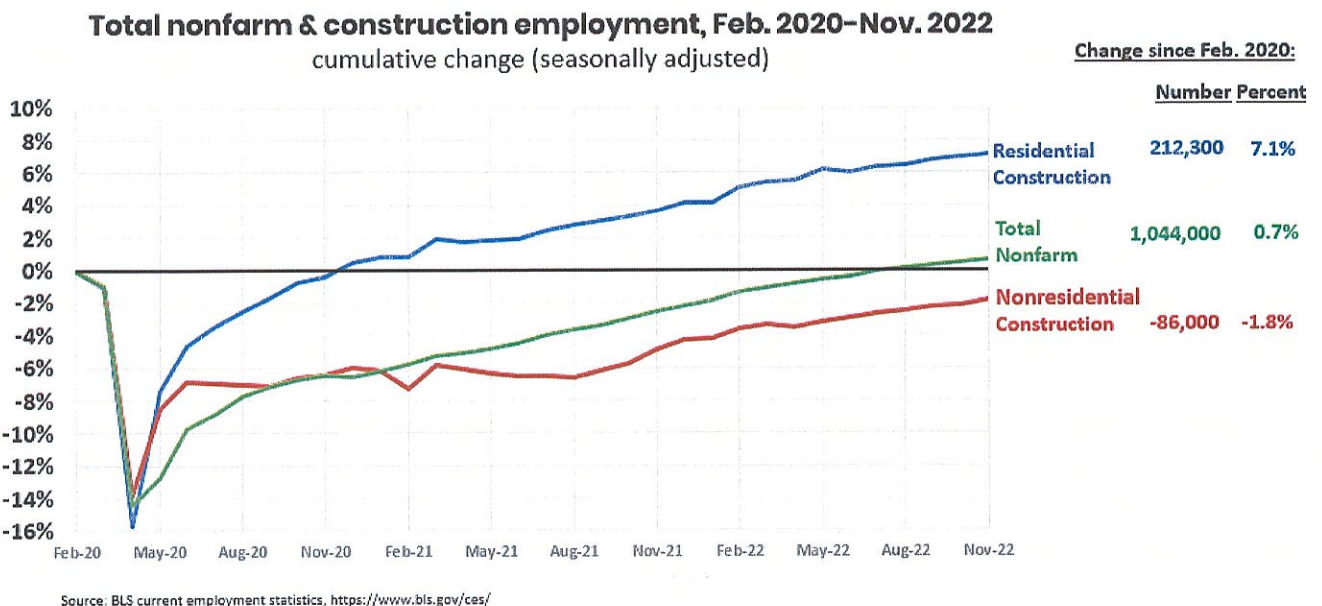
Furthermore, the last three years have shown that the supply chain for many items remains fragile and can easily be disrupted by governmental interventions such as covid-induced shutdowns in China, natural disasters such as hurricanes and freezes, or “one-off” events such as strikes or lockouts of rail or port workers.

Labor supply and costs

Construction employment has bounced back well from the early months of the pandemic. However, construction firms are far short of the number of workers they have been seeking. They have partially closed the gap by getting more overtime from the workers they have, but this cannot continue indefinitely.

As shown in Figure 4, construction industry employment declined by 15% from February to April 2020—a loss of 1.1 million employees in just two months. While both residential and nonresidential construction employment rebounded somewhat in May 2020, for more than a year after that date employment stalled among nonresidential firms—nonresidential building and specialty trade contractors plus civil and heavy engineering construction firms. During that period, thousands of experienced workers moved into residential construction (homebuilding and remodeling), found jobs in other sectors, or left the workforce completely.

Figure 4



By November 2022, seasonally adjusted construction employment totaled 7,750,000, or 126,000 more than in February 2020. But there was a large shift between residential and nonresidential subsectors. Compared to February 2020 levels, residential construction firms had added more than 210,000 workers, while employment in nonresidential construction was still down 86,000 employees or 1.8%, as shown in Figure 4.

There is strong evidence that the construction industry would have added many more workers if they had been available. As shown in Figure 5, job openings in construction at the end of October totaled 377,000 (not seasonally adjusted), exceeding the 341,000 workers hired during the month. This gap never occurred before 2021 but has occurred in most months of 2022, implying that construction firms are having increasing difficulty filling positions and would have hired twice as many workers each month as they were able to, if there had been enough qualified applicants.

Figure 5

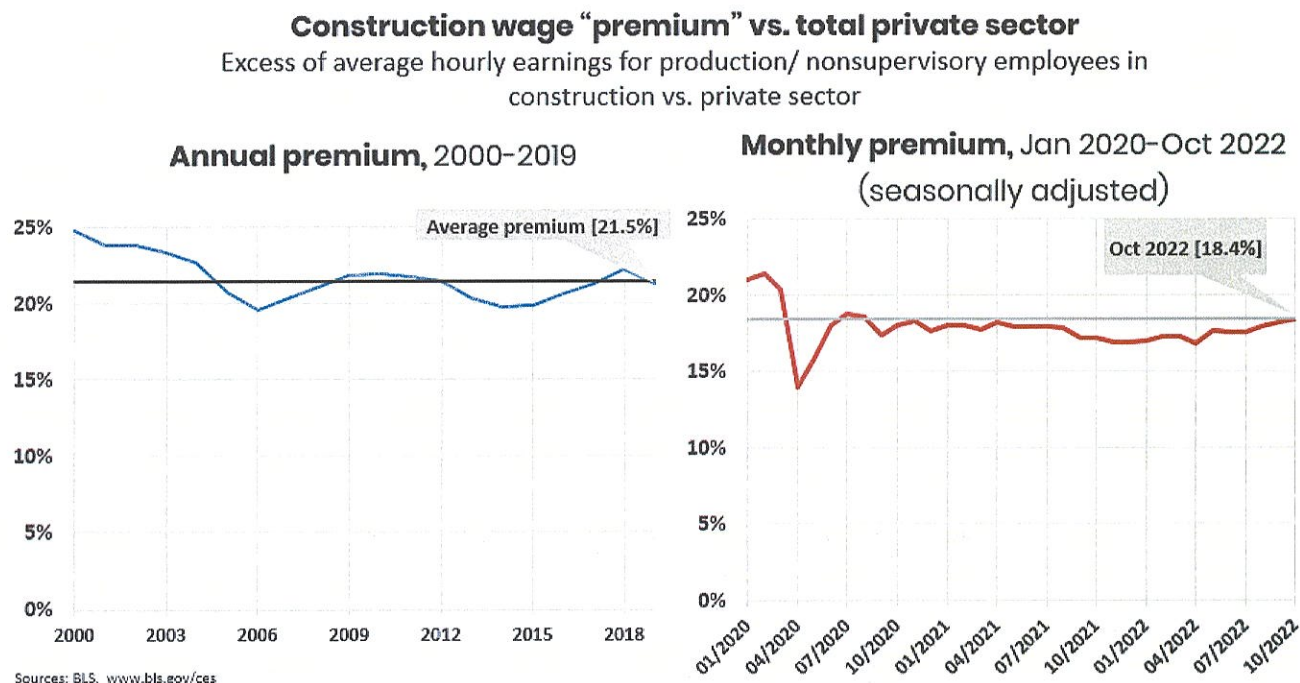


Source: Source: Bureau of Labor Statistics, www.bls.gov/jlt, JOLTS

In order to attract, retain, and bring back workers, construction firms are raising pay. Average hourly earnings in construction for “production and nonsupervisory employees”—mainly hourly craft workers—rose 6.1% from November 2021 to November 2022. That was roughly three times as large as the 2.0% increase that occurred three years earlier, in the 12 months ending in November 2019.

Despite the acceleration in wages, until recently construction pay has not risen as fast since the beginning of the pandemic as in other industries. Historically, as shown in Figure 6, contractors paid a “premium” to attract workers willing to work in the conditions, locations, and hours required for construction. Specifically, average hourly earnings for production workers in construction were 20-23% higher than for than the average for all private sector employees, until the onset of the pandemic. This premium shrank to 15% at the start of the pandemic as restaurants, warehouses, delivery services, and other industries drastically increased pay, and the premium has remained around 17% or less for the past 2-1/2 years. Other industries now offer greater flexibility regarding hours and worksites, including work from home, working conditions that are not possible for construction.

Figure 6



These differences imply that construction wages will have to rise even more steeply to restore (and perhaps expand) the pay premium. In addition, it is likely that contractors will pay more overtime to make up for the workers they don't have. They may also turn more to offsite production and onsite drones, robotics, 3-D printers, and other ways of reducing the number or skill level of the workers they employ.

What can contractors and owners do?

Contractors can provide project owners with timely and credible third-party information about changes in relevant material costs and supply-chain snarls that may impact the cost and completion time for a project that is underway or for which a bid has already been submitted.

Owners can authorize appropriate adjustments to design, completion date, and payments to accommodate or work around these impediments. Nobody welcomes a higher bill, but the alternative of having a contractor go out of business because of impossible costs or timing is likely to be worse for many owners.

For projects that have not been awarded or started, owners should start with realistic expectations about current costs and the likelihood of increases. They should provide potential bidders with accurate and complete design information to enable bidders to prepare bids that minimize the likelihood of unpleasant surprises for either party.

Owners and bidders may want to consider price-adjustment clauses that would protect both parties from unanticipated swings in materials prices. Such contract terms can enable the contractor to include a smaller contingency in its bid, while providing the owner an opportunity to share in any savings from downward price movements (as has occurred at various times in recent months with lumber, diesel fuel, and metals prices). The ConsensusDocs set of contract documents (www.consensusdocs.org) is one source of industry-standard model language for such terms. The ConsensusDocs website includes a price escalation resource center (<https://www.consensusdocs.org/price-escalation-clause/>).

The parties may also want to discuss the best timing for ordering materials and components. Buying items earlier than usual can provide protection against cost increases. But purchase before use entails paying sooner for the items; potentially paying for storage, security against theft and damage, and insurance; and the possibility of design changes that make early purchase unwise.

Conclusion

The construction industry continues to be in the midst of a period of exceptionally volatile and sometimes fast-rising costs for a variety of materials, compounded by major supply-chain disruptions and difficulty finding enough workers—a combination that threatens the financial health of many contractors. No single solution will resolve the situation, but there are steps that government officials, owners, and contractors can take to lessen the pain.

Federal trade policy officials can act immediately to end tariffs and quotas on imported products and materials. With many U.S. mills and factories already at capacity, bringing in more imports at competitive prices will cool the overheated price spiral and enable many users of products that are in short supply to avoid layoffs and shutdowns.

The federal government can improve the labor supply by allowing employers to sponsor more foreign-born workers to fill positions for which there are not enough qualified applicants. In addition, the federal government should fund and approve more apprenticeship and training programs to enable students and career-switchers to acquire the skills needed for construction trades.

Officials at all levels of government should review all regulations, policies, and enforcement actions that may be unnecessarily driving up costs and slowing importation, domestic production, transport, and delivery of raw materials, components, and finished goods.

Owners need to recognize that fast-changing materials costs and availability require a quick decision regarding bids and requests for changes. For new and planned projects, owners should expect quite different pricing from previous estimates. They may want to consider building in more flexibility regarding design, timing, or cost-sharing.

Contractors need, more than ever, to closely monitor costs and delivery schedules for materials and to communicate information with owners, both before submitting bids and throughout the construction process.

Materials prices do eventually reverse course. Owners and contractors alike will benefit when that happens. Until then, cooperation and communication can help reduce the damage.



City of Bethel
Finance Department
Monthly Manager's Report for December 2022

Date:	December 1 st – December 31 st , 2022
To:	Peter Williams, City Manager
From:	Xavier Mason, Deputy Finance Director
Subject:	Management Report, December 31 st , 2022

The Finance Department's Monthly Managerial Report details the progress, challenges, and activities of the Finance Department for December 2022.

Current Events within the Finance Department

- The Finance Department has hit a standstill with the FY21 audit
- The Finance Department has begun the FY24 budgeting cycle
- The Finance Department has begun the FY24 Capital Improvement Plan
- The Finance Department is preparing to begin the FY22 auditing cycle
- The Finance Department has begun various state and federal year-end reports

Staffing/Recruitment

- Finance Director
- Front Desk/Utility Billing (one vacancy)
- Accounting Specialist II (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 training session focused on increasing effective communication skills within a diverse team
- The Finance Department had a team training session focused on the importance of cultivating a positive workplace culture

Independent Training(s):

- The Accounting Specialist II and Deputy Finance Director attended the Alaska Government Finance Officers Association Conference from 12/6/22 – 12/9/22.
- The Accounting Specialist II attended the AML Clerk Conference
- The new Utility Billing personnel has continued their orientation.

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	Slightly Behind.
Constructing Aging Reports	Monthly	Slightly Behind.

Applying Business License Renewals	As needed	Current.
Drafting Payment Plans	As needed	Slightly Behind.
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 (December).
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 implemented its Employee of the Quarter Program, after over a year of delays

Small & Big Wins

Sales Tax (2 people)

- Published a list of delinquent sellers according to BMC 4.16.400 (for the first time in years) for late filers, non-filers, and delinquent sellers
- Improving the workflow of renewing business licenses, such as scanning in applications as they're received rather than waiting until the time of creating the renewal
- Improved analyzation process of exemption forms

- Setting daily goals to increase productivity, while simultaneously creating a greater feeling of accomplishment
- Cleaned up dozens of accounts
- Renewing approximately half of all business licenses and sales tax collection certificates
- Contacted approximately 80 account holders
- Renewed 52 business licenses
- Identified 20 problem accounts (regarding business license renewal)
- 36 accounts are pending renewal
- Sent out approximately 40 late filing fee notices
- Updated and reformatted the business license and sales tax renewal form
- Created a process for handling the amnesty requests for delinquent sales tax
- Closed approximately 4 business accounts
- Assisted the Grant Manager with the administrative duties for the Community Action Grant
- Assisted approximately 20 business owners apply for the amnesty program

Utility Billing (1 person)

- Processed 24 new applications
- Processed 29 change requests
- Processed 18 account closures
- Processed 60 Temporary Service Holds
- Processed approximately 30 – 40 Extra Calls
- Corrected approximately 28 accounts
- Issued over 1,200 utility bills
- 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 (2 people)

- Updated vendors after auditing and compiling their accounts, and then filed their W-9s into a shared folder

- After City Council amended BMC 4.20.190, we reviewed the amended policy and adjusted out processes and procedures to reflect those modifications
- Began utilizing the attachment files to provide a secondary point of access to vendor MOA's, contracts, and quotes
- Coordinated with the City of Bethel Employees Association and the Human Resources Department regarding the distribution process for the PTO Disbursement and Option Election Form
- Preparing for year-end tasks
- Reviewed and approved approximately 140 check requests
- Logged over 70 AP related correspondences through December
- Began filing three fiscal years' worth of payroll documentation into individual employee files (this will help tremendously with pulling samples for the audit)
- In discussions with the Police Department on when to conduct a training for Timesheets
- Entered over 200 timesheets

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.
- Assisted with 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 (1 person)

- Reclassed all Transit related expenditures from 07.22 – 12.22 to the CARES ACT Transit expenditures
- Posted 14 budget modifications within the month of December
- Generated 55 Journal entries

Interdepartmental Assistance

- City Clerk's Office
 - o Processed 3 passport payments
- Grants Department

- Filing quarterly reports for various grants
- Journal Entry adjustments
- The Finance Department has been tasked with the Community Action Grant Exit Reports. Our tasks include:
 - Looking through each exit report and see if it is missing receipts, documentation, return of money unspent
 - Draft and send letters to applicants owing more information or owing money that has not been spent
 - Sending emails to applicants owing exit reports
 - Draft and send letters to applicants owing exit reports
 - Follow up on every account
- Human Resources
 - Assisting with new employee paperwork
 - Assisting with communications regarding the CBA PTO Cashout
- Planning Department
 - Processed two permits, licenses, or fees
- Police Department
 - Uploaded the November PC Slips to Core FTP LE.
 - Processed 45 taxi permit payments
 - Processed 2 chauffer payments

Customer Appreciation

A customer emailed the Finance Department Staff saying:

“You all do a great job there at the City and as far as responding and solving any issue I’ve ever had you are all better at it than most anyone else I deal with from my Rental Businesses or my Warehouse Business. I hope you all had a nice Christmas and Happy New Year.”

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 severely short-staffed; however, we are really pulling together as a team to complete our objectives and satisfying customers.
- The Finance Department deals with very rude and irate customers regularly, so we posted signs saying: “*We Reserve the Right to Refuse Service to Anyone*”. Additionally, we have developed a list of customers that are only allowed to communicate to us via email due to their abusive behavior in-person or over the phone.
- Finding uninterrupted time during regular business hours to tend to focus intensive tasks

Goals for the near Future

- Utilizing data analytics to identify challenges and opportunities that can spur economic development.
- At least three stronger internal processes, such as:
 - o Guidelines for overtime approval. (Completed)
 - o Guidelines for PTO requests. (Completed)
 - o 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

P.O. Box 3231, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

Celebrating 50 Years of Service

DATE: January 3, 2023

TO: Peter Williams, City Manager

FROM: Daron Solesbee, Fire Chief

SUBJECT: Management Report, December 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.
- The department received its recertification as a State of Alaska Advanced Life Support Ambulance Service.

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 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. BFD EMS personnel will receive training on this platform in January 2023.

Training

- 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.
- 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. Recruits have received instruction in several EMS topics.
- On 12/06/2022 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed airway management techniques and conducted skill drills.
- No Fire Meetings were held during the month of December 2022.

Responses

- Between 12/01/2022 and 12/31/2022, the Bethel Fire Department responded to 93 EMS and 24 Fire incidents.
- On 12/04/2022 at 9:04 a.m., firefighters responded to a report of a structural collapse. Upon arrival, firefighters observed a home that fell off its foundation. After securing the scene and confirming all occupants were accounted for, firefighters cleared the scene.
- On 12/17/2022 at 7:33 a.m. medics responded to a report of a person who was not breathing. Upon arrival, medics initiated resuscitation efforts, but were unsuccessful. The individual was pronounced dead at the scene.

- On 12/17/2022 at 10:02 a.m. firefighters responded to Sixth Avenue for the report of a structure fire. Upon arrival, firefighters observed heavy smoke and flames emitting from the front entry of a home. Firefighters deployed hose lines and extinguished the fire, then checked for fire extension. The fire was determined to be unintentional and caused by unattended cooking.
- On 12/20/2022 at 1:56 p.m. firefighters responded to Willow Street for the report of a structure fire. Upon arrival, firefighters observed heavy smoke and fire emitting from the underside of the building. Firefighters deployed hose lines and extinguished the fire, then checked for fire extension. The fire was determined to be unintentional and caused by an unattended heater on a sewer line.
- On 12/20/2022 at 5:57 p.m. firefighters responded to Larsen Subdivision for the report of a vehicle fire. Upon arrival, firefighters observed a City of Bethel Sewer Truck well involved in fire. Firefighters deployed hose lines and extinguished the fire, then checked for fire extension. The fire cause is under investigation.
-

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

- A code and condition survey was completed at the fire station in December. The department is awaiting the report.
- 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 has 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 3/4" 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. Rear heat in patient compartment is not working. Parts have been ordered and will be replaced soon.
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	365,733.07	.00	457,328.93	44.44
100-60-6010	FLSA OVERTIME	70,000.00	71,913.07	.00	1,913.07	102.7
100-60-6011	CALL BACK OVERTIME	50,000.00	19,689.00	.00	30,311.00	39.38
100-60-6022	HOLIDAY PAY	.00	30,373.98	.00	30,373.98	.00
100-60-6023	LEAVE CASHOUT	69,421.00	.00	.00	69,421.00	.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	7,245.55	.00	4,208.45	63.26
100-60-6032	UNEMPLOYMENT	17,143.00	.00	.00	17,143.00	.00
100-60-6033	WORKERS' COMPENSATION	3,482.00	11,213.85	.00	7,731.85	322.0
100-60-6034	PERS	211,873.00	101,830.96	.00	110,042.04	48.06
100-60-6040	EMPLOYEE GROUP BENEFITS	330,564.00	83,205.41	.00	247,358.59	25.17
100-60-6041	UTILITY BENEFIT	59,280.00	12,208.52	.00	47,071.48	20.59
100-60-6061	TRAVEL/TRAINING	31,600.00	14,151.37	.00	17,448.63	44.78
100-60-6100	SUPPLIES	25,200.00	7,098.02	.00	18,101.98	28.17
100-60-6103	WEARING APPAREL	13,214.00	7,630.06	.00	5,583.94	57.74
100-60-6150	GASOLINE/DIESEL/OIL	13,500.00	6,202.56	.00	7,297.44	45.94
100-60-6153	HEATING FUEL	20,000.00	13,970.37	.00	6,029.63	69.85
100-60-6155	WATER/SEWER/GARBAGE	4,459.00	.00	.00	4,459.00	.00
100-60-6160	ELECTRICITY	18,205.00	7,359.28	.00	10,845.72	40.42
100-60-6170	TELEPHONE	2,500.00	1,594.70	.00	905.30	63.79
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	3,577.08	.00	14,422.92	19.87
100-60-6231	VEHICLE PARTS & TOOLS	48,000.00	11,115.83	.00	36,884.17	23.16
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	5,504.22	.00	88,595.78	5.85%
100-60-6400	INSURANCE	76,777.00	42,465.60	.00	34,311.40	55.31
100-60-6502	ADVERTISING	1,800.00	1,552.50	.00	247.50	86.25
100-60-6503	DUES & SUBSCRIPTIONS	9,500.00	12,118.19	.00	2,618.19	127.5
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	8,714.45	.00	24,545.55	26.20
100-60-6890	CAPITAL EXPENDITURES	449,815.00	8,600.29	.00	441,214.71	1.91%
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:		2,633,583.00	870,971.70	.00	1,762,611.30	33.07
Grand Totals:		2,633,583.00	870,971.70	.00	1,762,611.30	33.07

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: Previous Month (12/01/2022 to 12/31/2022)

Date Bin: Day

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, Injury, 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

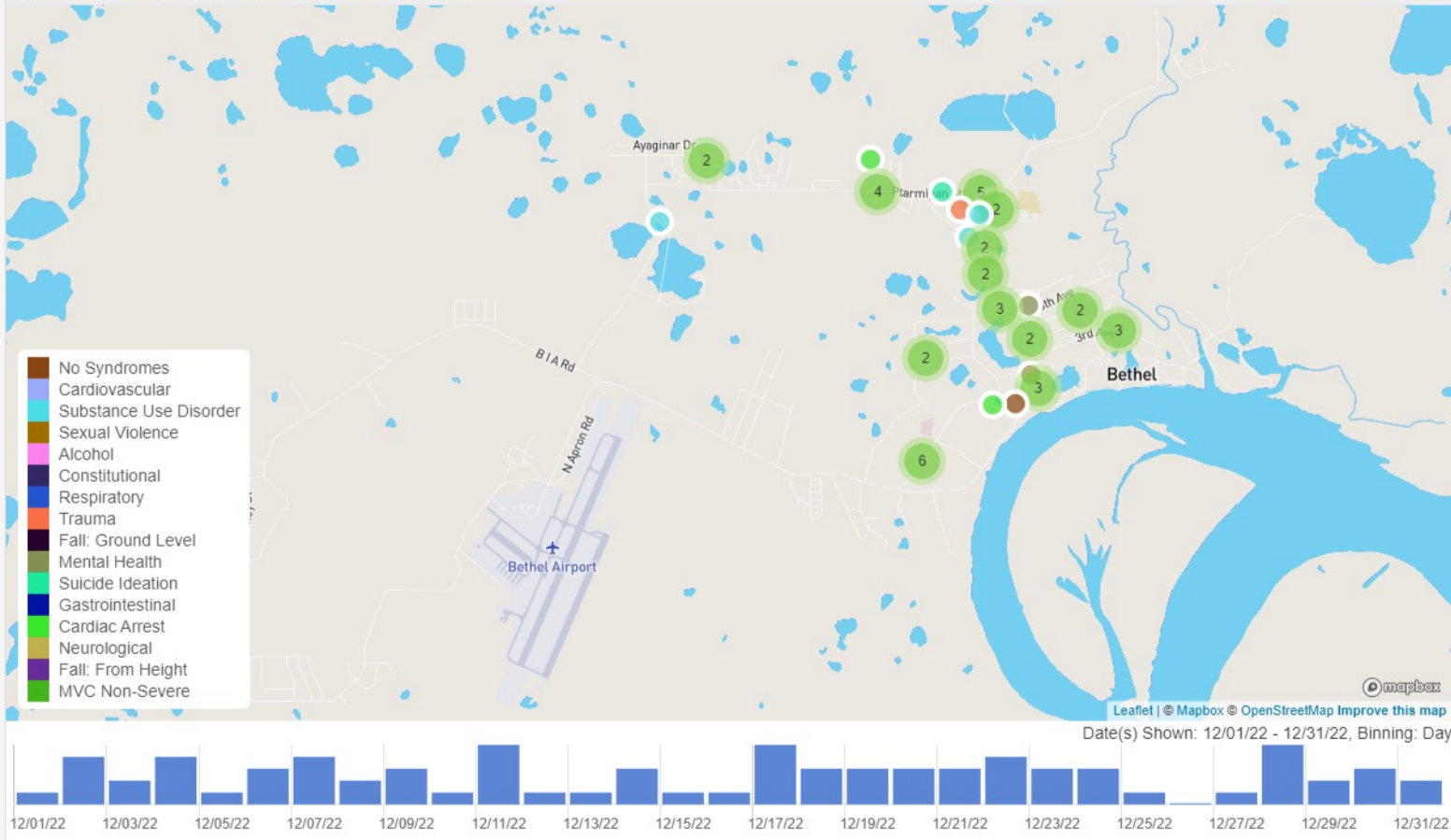
Types of Service Requested:

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

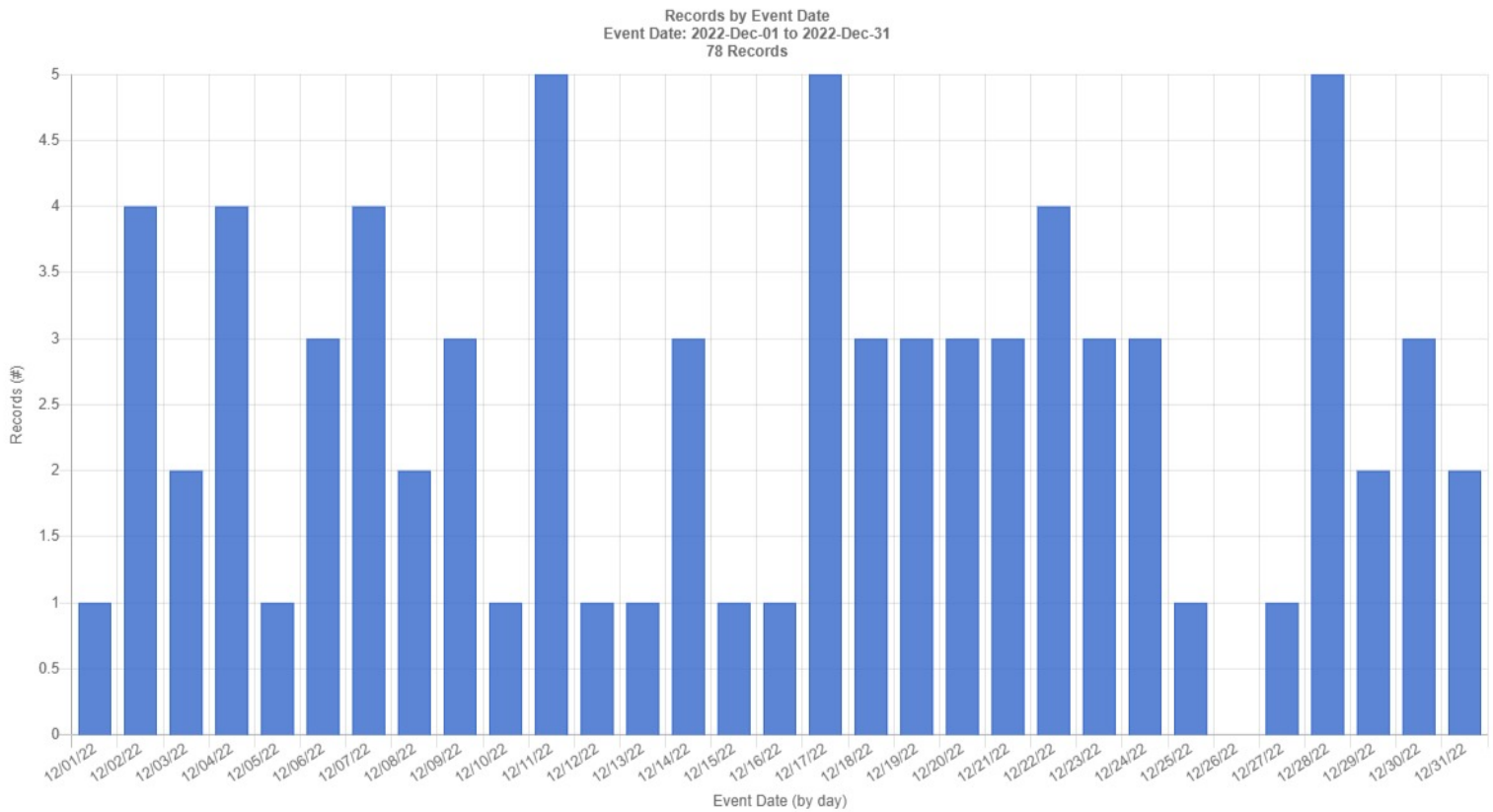
Map

🔴 Data filtered based on **Access Levels:** Event = Location.

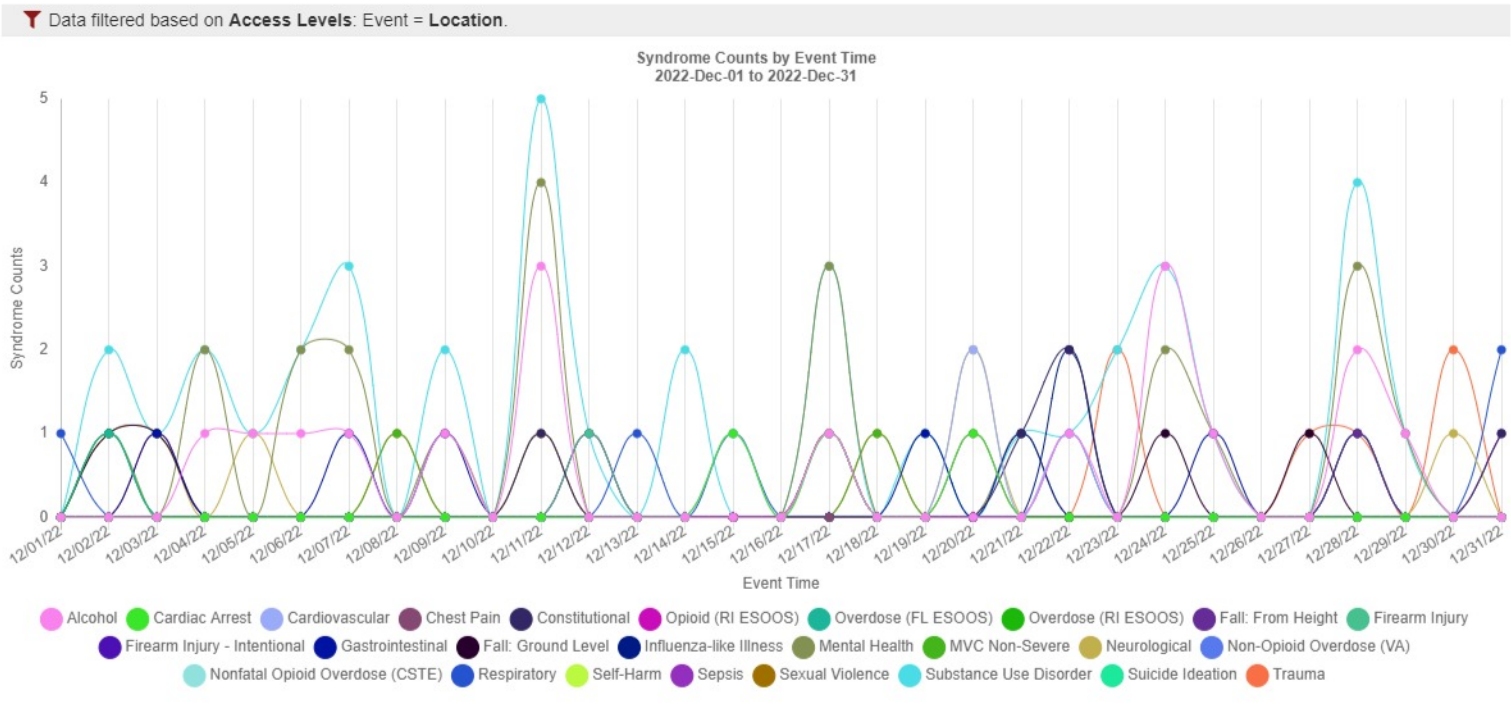


Data Explorer: Records by Event Date

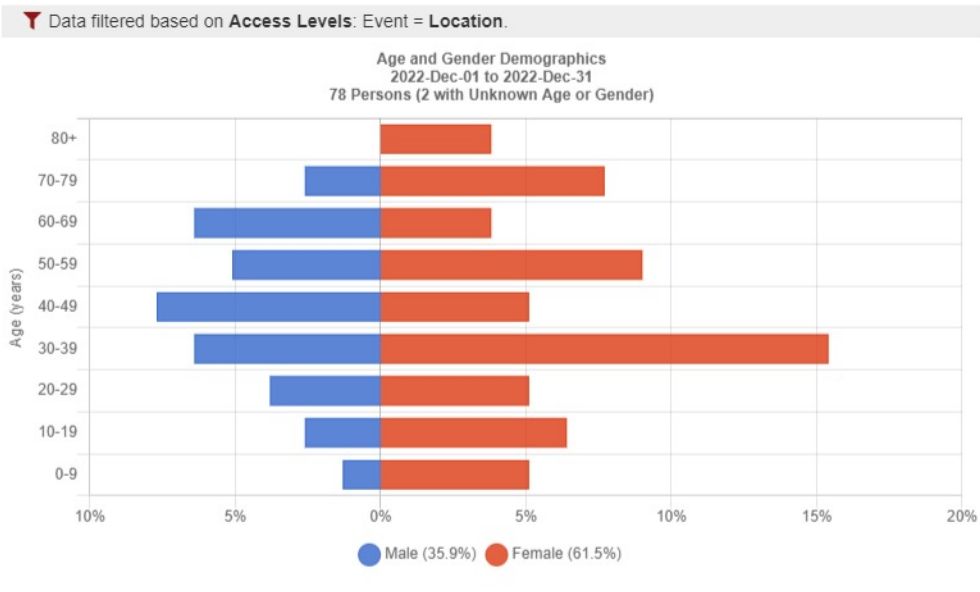
Data filtered based on **Access Levels**: Event = **Location**. Operational = **Full**.



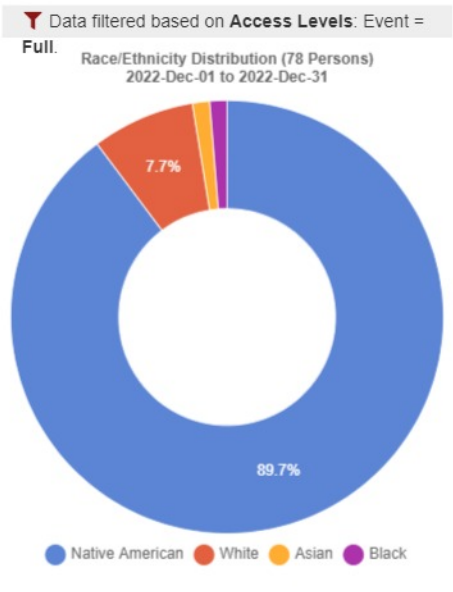
Syndrome Counts by Time



Age and Gender Distribution



Race/Ethnicity



Bethel Fire Department

Bethel, AK

This report was generated on 1/3/2023 1:57:15 PM



Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 12/01/2022 | End Date: 12/31/2022

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 1 - 1st Ave (River Access) to Alder Street		
611 - Dispatched & cancelled en route	Completed	1
Zone: 10 - Airport		
511 - Lock-out	Completed	1
622 - No incident found on arrival at dispatch address	Incomplete	1
Zone: 11 - Quivik Subdivision		
132 - Road freight or transport vehicle fire	Reviewed	1
Zone: 12 - Tundra Ridge Subdivision		
461 - Building or structure weakened or collapsed	Completed	1
511 - Lock-out	Completed	2
Zone: 3 - 3rd Ave, 4th Ave, 5th Ave, 6th Ave, and 7th Ave		
111 - Building fire	Reviewed	1
111 - Building fire	Completed	1
114 - Chimney or flue fire, confined to chimney or flue	Completed	1
730 - System malfunction, other	Completed	1
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 4 - Ridgecrest Dr. (at Brown's Slough), City Landfill to Haroldson's Subdivision		
745 - Alarm system activation, no fire - unintentional	Reviewed	1
Zone: 5 - City Subdivision		
440 - Electrical wiring/equipment problem, other	Completed	1
511 - Lock-out	Completed	1
715 - Local alarm system, malicious false alarm	Completed	1
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 6 - ASHA Housing (Bethel Heights)		
511 - Lock-out	Completed	1
735 - Alarm system sounded due to malfunction	Completed	1
Zone: 7 - Airport Road to Blueberry Subdivision		
651 - Smoke scare, odor of smoke	Completed	1
Zone: 8 - Hoffman Subdivision		
511 - Lock-out	Completed	2

This report gives a count of each incident type for the Incident Status or Statuses selected.



emergencyreporting.com
Doc Id: 384
Page # 1 of 2

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 9 - Trailer Court		
511 - Lock-out	Completed	2

This report gives a count of each incident type for the Incident Status or Statuses selected.



MEMORANDUM

DATE: January 3, 2023

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report for January 10, 2023 Bethel City Council Meeting



Grant Applications

Submitted

Community Transportation Grant (Section 5311)

I prepared and submitted the City's Community Transportation Grant and requested the following five projects:

	<u>Grant</u>	<u>Match</u>
Administration	\$145,735	\$14,466
Operating	106,705	80,958
Preventive Maint.	5,003	497
New Transit Vehicle	196,319	19,487
New Heating System	<u>500,335</u>	<u>49,665</u>
	\$954,097	\$165,073

Preparing

Community Transportation Program (CTP)

I am preparing two CTP applications for road development in Bethel. One is for the "donut hole road" that would connect Chief Eddie Hoffman Highway by the Ciulkulek Subdivision to Ptarmigan Street near the Lulu Heron building. The other is for a bridge over Ptarmigan Creek on Ptarmigan Street. The CTP application is out and due in February, 2023.

Transportation Alternative Program (TAP)

I am preparing two TAP grant applications for trail funding. The first trail will be from City Subdivision near the Sackett Hall dormitory across the tundra to the campus of YKHC. The second proposed trail is to replace the boardwalk in Pinky's Park with a gravel trail. The TAP application is out and due in February, 2023.

Alaska State Legislative Requests

The Bethel City Council will consider a resolution on January 10, 2023 from the City Manager on State Capital funding priorities for the City. Once the resolution is approved, I will prepare an application for each and upload them on the CAPSIS legislative database program.

Homeland Security Grant Application

This year's homeland security grant application is due January 30, 2023. The city will request funding to pay for security fencing around the Vehicle and Equipment Maintenance Garage (old bus barn) and ten turnouts for the Fire Department. Department directors are considering whether to request training or exercise funding.

Grant Administration

Homeland Security Grant FY 20

- DOWL engineer Jennifer Schmetzer obtained City department director input and stakeholder input and updated the City's Emergency Operations Plan. The plan contains the following revisions:
- Updated general format of the plan.
- Updated Hazard Matrix, Hazard Checklists, and Functional Annexes to better correlate with each other.
- Updated contact information and phone numbers.
- Updated emergency equipment lists.
- Included templates.

The City ordered two large data servers as part of the homeland security grant. The IT Department was able to install the two servers at the Bethel Police Station. The servers are large enough to store body camera images for the next 5-7 years.

JAG 2023 Drug Dog Grant

Jesse Poole is away at the FBI Academy for three months ending in April 2023. He will organize the drug dog purchase upon his return to Bethel.

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), chemical feed pumps for both water treatment plants, and sales tax audit work.

Current Grants and Loans

Active grants/loans:	20
Grant amount in play:	\$25,063,312
Loan amount in play:	<u>\$8,423,786</u>
	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 in January or February 2023. 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
	The two large-space servers were installed at the Police Department by the IT Department. DOWL completed the update of the Emergency Operations Plan. The Final Report for this grant will be completed in January 2023.		
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
	I must prepare the Procurement Method Report to the Division of Homeland Security for their approval to purchase the nine portable radios desired by the Police Department.		
7	Section 5311: Rural Area Formula (CARES Act)	731,328	9/30/2023
	The City continues charging all transit operating expenditures to this grant as directed by the Alaska Department of Transportation, Transit Division. The City anticipates spending the grant down before it expires September 30, 2023.		
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.		
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: Project is complete. I need to complete the 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. State to prepare grant agreement by mid-January 2023. DOWL engineer firm is ready to start on the design.		

19	State Revolving Fund Loan – Drinking Water	\$86,893	6/29/2027
	I uploaded invoice copies and check copies to claim 100% of the funds for this loan on the State's website. I provided additional documents as requested by the State. City must still complete a final report to close out the loan. The State will pay the City \$86,893 in loan funds and then only ask for \$11,893 back to account for the subsidy.		
20	State Revolving Fund Loan – Clean Water	\$86,893	6/29/2027
	I uploaded invoice copies and check copies to claim all but \$2,500 of the funds for this loan on the State's website. I provided additional documents as requested by the State. City must still complete a final report to close out the loan. The State will pay the City \$86,893 in loan funds and then only ask for \$11,893 back to account for the subsidy.		

Memorandum

Date: January 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



December 2022 Current Events

- **Wind Turbine Repaired:**

This month we were able to help get the wind turbine spinning again. My department has purchased several spare units for the wireless bridge between the fitness center and the turbine and so we should have some resiliency and quicker recovery should that equipment fail again (if the cause of any problems is indeed that bridge). Any software faults or issues with the actual turbine hardware will fall under the purview of PowerGrid Partners, our contracted managers of that system.

- **Setting Up Siklu Wireless Network:**

With the help of my partners with ACS, we were able to stand up our new internal wireless network. On every one of our buildings, we have installed heated, wireless antennae that should allow us much better throughput for data between our sites. In a rare showing, cutting over to the new system went smoothly with little to no issues once the equipment was physically installed. Currently, we are waiting to respond to any fires that crop up as a result of the change. So far, there have only been minor issues centering around our phone system, but we believe those will work themselves out once all the addressing logic filters through.

- **Trouble with New Police Dept Air Conditioners:**

LONG managed to get a technician out and we determined the problem was stemming from a particular internal component within the condenser unit. The part has been known to be faulty and has been recalled in the past. It seems we are having refrigerant leaks due to this part and are working on a warranty replacement. The technician left me a bottle of refrigerant and showed me how to inject it into the system so that I can band-aid the air conditioners should they go warm again, but right now they are blowing cold air. We are unsure of the lead times on the replacement part, but I have enough refrigerant for us to limp by for a while.

- **OneWeb Cutover:**

We have finally swapped our Internet traffic over to our OneWeb service! It has been a really long time coming, but we were finally able to get all the equipment we needed in place and all the programming done to be able to get the service sent to all city buildings thanks to the Siklu equipment. This will hopefully provide some much-needed relief for day-to-day operations. This has been a journey to say the least, but a wonderful way to end the year.

Memorandum

Date: January 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **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

- **Police Dept Server Installation:**

The grant manager worked out getting the Police Dept some grant money that it could put towards more computer storage space. Recently, there were musings of possibly adding dash-mounted cameras in the squad cars. If that goes through, the Police dept would definitely need to have more equipment in order to house the influx of daily data. We bought a few more storage servers with the grant funds and as soon as the holidays are over and the network upgrade project is complete, my department will be working with ACS to get these new servers brought online and integrated into the existing server cluster at the Police dept.

CITY OF BETHEL POLICE DEPARTMENT



December 2022 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	3	
Community Service Officer	2	2	
Evidence and Record Custodian	1	1	
Administrative Assistant/Taxi Inspector	1	1	
Public Safety Dispatcher (one E911 funded)	5	2	3
Public Safety Dispatch Supervisor	1	1	
Peace Officers (one grant funded/reimbursed SRO)	19	16	3

Operations:

Operations Tempo				
	December 2022	November 2022	December 2021	2022 Total
Calls Total	900	978	1234	13170
Reports Total	62	84	84	1011
Intoxicated Pedestrian Calls	84	143	249	1927
Driving Under Influence Calls	11	8	11	186
Domestic Violence Reports	18	16	25	252
Animal Calls	23	33	28	417
Animal Bite Reports	0	1	2	6
Sexual Assault Reports	7	7	4	73
Death Investigation Reports	1	1	0	19

Training

Sgt Boyle attended an FBI Interview and Interrogation course.

Lt Wigner attended FBI Executive Leadership Training

All Department Detectives attended training to HB 325, the new consent laws regarding sexual assault cases.

Lt Poole and Chief Hicks attended FBI NA / Alaska Association of Chiefs of Police Training Conference

Personnel

Hired new police officer Saat Qangli.

Dispatcher J Choate resigned her position due to personal reasons.

We're currently working backgrounds on several police officers. We continue to recruit for all vacancies.

Operations

Investigations Division has began reviewing past cases when time permits to ensure cases requiring follow-up are not missed.

The department has begun exploring the possibility of adding additional volunteer positions such as animal control and a Reserve Officer program.

Chief gave interview with KYUK regarding the police department and its goals moving into the future.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

January 10, 2022 Regular City Council Meeting

January 24, 2022 Regular City Council Meeting

- Reviewed the Alaska Municipal League 2023 Salary Survey.
- Worked with outside council on business audit review and determination.
- Researched organizational structures to prepare for a code amendment moving the finance director to fall under the direction of the City Council.
- Prepared certifications for the Alaska Association of Municipals Clerks' attendance of the AAMC Academy on behalf of the International Institute of Municipal Clerks and Northwest Clerk's Institute.
- Provide one on one training to Public Works Admin on the creation of agendas and packets for the Public Works Committee. Provided separate one on one training to same staff member on the development of the Community Parks and Recreation Committee Agenda. Went over parliamentary procedure and the open meetings act briefly. After the hours of training, I was informed the staff member is resigning. The agenda and packet development duties will remain with the City Clerk.
- Preparing thank you cards for Committee/Commission volunteers.
- Started the Travel and Training Expense Reports for the six traveling council members.
- Provided a response to the audit information requested from BDO to include summary statement of issue and collection/distribution of dozens of records.
- Started setting up travel for AML President Springer, Mayor Henderson, to attend the Alaska Municipal League Winter Conference in Juneau. Prepared AM authorizing all members to travel.
- The City Clerk and Deputy City Clerk completed the Annual Passport Acceptance Agent Training and passed the annual test to maintain certification for passports. This training and test takes approximately 5 uninterrupted hours.
- Two Passport Applications
- Two Burial Permits and One Burial Reservation
- Researched upgrades to audio video needs and opportunities for public meetings-Started draft RFP for audio/video upgrades to chambers/Working on a budget estimate for capital improvement plan.
- Working to finalize a city council guide.
- Sent out annual notices to ex officio members and schedule annual training on January 10th.
- Updated the Employment Opportunities on the City's website.
- Working with Council and ONC to determine date for Councils to meet.
- Drafted an Ordinance for Council Member Hessler providing term limits for committees and commissions members.
- Worked on FY 24 Budget Development and Explanation.
- Drafted a budget modification for a future meeting.
- Scanned and electronically organized historical cemetery files.
- Ordinance and Resolution Indexing, this is a quick glance look at Ordinance and Resolution titles and actions.

- Committee and commission transition following membership renewals. Coordinating oath of office, and updated membership lists.
- Modified the city's online calendar of events to the Civic Clerk calendar which will reduce the work tasks for the ex officio members and prepared the Website for Civic Clerk Committee/Commission integration.
- Assisted in the coordination of a few claims against the city.
- Began planning the kids vote summer art camp-painting of the park sign.
- Read through a few union negotiations training guides.
- Updated the Committee/Commission Membership Guide.

Committee and Commission Membership Lists for 2023

Community Action Grant Committee

Louise Russell, Chair
Henry Batchelor, Council Rep.
Lucinda Alexie
Miranda Robb
Leif Albertson
Nikki Pollock

Community Parks and Recreation Committee

Eric Whitney, Council Rep.
Kathy Hanson
Brian Lefferts, Chair
Beverly Hoffman
Brian Jackson
Jessica Pew
Michelle DeWitt

Ethics Board

Gerald Domnick, Chair
Alicia Miner
Michael Husa
James Platts
Boyd Blihovde

Finance Committee

Rose Henderson, Council Rep.
Robert Rey, Vice Chair
Farah Sears
Carol Ann Willard, Chair
John Hamilton

Planning Commission

Kathy Hanson, Chair
Lorin Bradbury, Vice-Chair
Sophie Swope, Council Rep.
Alex Wasierski,
Shadi Rabi
Stanley L. Hoffman Jr.
Jessica Schroeder
Alternate 1 Haley Hanson
Alternate 2 Greg Morgan

Port Commission

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

Public Safety & Transportation Commission

Patrick Snow, Council Rep.
Theresa Quiner, Chair
Melanie Fredericks
Megan Newport, Vice-Chair
DeShan Foret
Farah Sears
Musa Saliu

Public Works Committee

Mark Springer Council Rep., Chair
Ryan Butte, Vice-Chair
Alyssa Leary
Juan Delgado