



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, JUNE 8, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

Join Zoom Meeting: <https://us06web.zoom.us/j/86346034837?pwd=K1pRlhIblg0VDBpdGt5b3lRQlcxQT09>

Meeting ID: 863 4603 4837 Passcode: 221221

Phone Toll Free: 888 475 4499 833 548 0276

833 548 0282 877 853 5257

MEMBERS

Kathy Hanson, Chair Lorin Bradbury, Vice Chair
Alex Wasierski Stosh Hoffman
Haley Hanson Greg Morgan, Alternate 1
Shadi Rabi Vacant Seat, Alternate 2
Sophie Swope, Council Rep.

STAFF

Pauline Boratko, Ex Officio Member
planning@cityofbethel.net
907-543-5301

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. May 2023 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Further discussion on a code enforcement officer

VII. NEW BUSINESS

- A. In accordance with BMC 4.08.010, Planning Commission's review and recommendation of disposal of city property by lease (City Manager Williams)

VIII. EX OFFICIO REPORT

- A. Manager's Report
B. attendance log

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<06/02/2023>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

May 11, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on May 11, 2023. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:31 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Alex Wasierski, Shadi Rabi, Haley Hanson, Stosh Hoffman.

Excused absence: Greg Morgan and Sophie Swope

Also Present: Pauline Boratko, Recorder

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF THE AGENDA:

MOVED:	Haley Hanson	Motion to approve the agenda.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Haley Hanson	Motion to approve regular meeting minutes for April 13, 2023
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. Discussion on a code enforcement officer- commissioners discussed their support on a code enforcement officer.
- B. Follow up on the status of a Planning Director, and discuss salary- a follow up was given to the commissions on the status of a planning director.

VIII. NEW BUSINESS:

IX. PLANNER'S REPORT:

X. COMMISSIONER'S COMMENTS:

- K.Hanson- The three abandoned cars at the post office are gone.
- L. Bradbury-no comment
- A. Wasierski-no comment
- H. Hanson-no comment
- S. Rabi-no comment
- S. Hoffman- no comment

X. ADJOURNMENT:

MOVED:	Haley Hanson	Motion to adjourn the meeting.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 6:59 pm

APPROVED THIS ____ DAY OF _____, 2023

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

CITY OF BETHEL

NOTICE OF INTENT TO LEASE CITY-OWNED REAL PROPERTY (BMC 4.08.030—4.08.050)



Property One— Location, Legal Description, Method of Disposal & Value:

324-325 Chief Eddie Hoffman Highway, YKHC Group Home, Lot 1 & 2 within Lot 4C, Block 1 City Center Plat 93-01 & Lot 2 Courthouse Plat 99-12. The property is zoned Public Lands and Institutions. Intended disposal will be by land lease agreement for \$300 per month. The Lease, if approved, will be to Yukon Kuskokwim Health Corporation. The estimated market rent for the land is \$1,192 a month.

Property Two- Location, Legal Description, Method of Disposal & Value:

519 Mission Drive, University of Alaska, Land and Building Lease, Lot 2 Block 7 USS 370 Plat 81-04. The property is zoned General use. The intended disposal will be by lease agreement for \$1 per year. The Lease, if approved, will be to the University of Alaska Cooperative Extension. The estimated market rent for the land and building with utilities paid by owners is \$8,900 a month.

The City may dispose of property under Bethel Municipal Code 4.08.030 (B) to an entity providing a necessary public service, without competitive bidding.

Date, Time, Place and Manner of Proposed Disposal

The Council will consider the adoption of Ordinances authorizing these disposals on July 11, 2023, at 6:30 p.m. in the Bethel City Council Chambers, located at 300 Chief Eddie Hoffman Highway in Bethel, Alaska. A public hearing will be held for public comment on the adoption of each of the land disposal authorizations.

Chapter 4.08

ACQUISITION AND DISPOSAL OF LAND

Sections:

- 4.08.010** **Rights and powers of city.**
- 4.08.020** **Acquisition.**
- 4.08.030** **Disposal.**
- 4.08.040** **Notice of disposal.**
- 4.08.050** **Lease procedures.**
- 4.08.055** **Use permit procedures.**
- 4.08.060** **Definitions.**

4.08.010 Rights and powers of city.

The city shall have and may exercise all rights and powers in the acquisition, ownership, holding and disposal of any interest in real property not prohibited by law.

- A. Any sale, exchange or purchase of city land shall be approved by the city council by ordinance after consideration of the recommendations of the planning commission.
- B. Any lease or lease renewal of city land shall be approved by the city council by ordinance. [Ord. 15-29 § 2; Ord. 182, 1988.]

4.08.020 Acquisition.

- A. The city may acquire any interest in real property by purchase, lease, exchange, transfer, donation or any other method. All acquisitions not otherwise provided for by law shall be by ordinance enacted by a majority vote of the city council.
- B. Real property shall be held in the name of the "city of Bethel." [Ord. 15-29 § 2; Ord. 182, 1988.]

4.08.030 Disposal.

- A. *Property No Longer Necessary for Municipal Purposes.* The city council may, by ordinance, provide for the disposal of an interest in any real property which is no longer necessary for municipal purposes. All such disposals shall be by sealed bid to the highest bidder and shall be made at least at current assessed value or at current appraised value unless otherwise determined by ordinance.

B. *Disposal to Entity Providing Necessary Public Service.* The city council may, by ordinance, provide for the disposal of an interest in real property to a municipal, borough, state, or federal or other appropriate entity providing a necessary public service without seeking bids and for less than the current assessed value or current appraised value of that interest in real property. All disposals made pursuant to this subsection for less than the current assessed value or current appraised value shall include a condition requiring that the interest of the city being disposed of shall revert to the city in the event the real property disposed of is not being used to provide the necessary public service justifying the original disposal.

C. *Disposal in Furtherance of Development of Local Trade or Industry.* The city council may, by ordinance, provide for the disposal of an interest in real property to any person or entity in furtherance of the development of local trade or industry without seeking competitive bids but not for less than the current assessed value or current appraised value, whichever is higher, of that interest in real property. All disposals made pursuant to this subsection shall include a condition requiring that the interest of the city being disposed of revert to the city in the event that the real property disposed of is not being used in furtherance of the development of local trade or industry justifying the original disposal.

D. *Disposal to Compromise Claim.* The city council may, by ordinance, compromise disputed claims of litigation by authorizing disposal of an interest in real property.

E. *Disposal to Individual with Equitable Claim.* The city council may, by ordinance, provide for the disposal of an interest in real property to an individual with an equitable claim of an interest in the property by reason of their occupancy of the property as their principal place of residence prior to January 1, 1963, and their continued occupancy of the property as their principal place of residence after its transfer to the city by the federal townsite trustee without seeking bids and for less than the current assessed value or current appraised value of that property.

F. *Disposal to Native Tribal Council.* All disposals made by the city to a native tribal council shall include a requirement that the native tribal council waive any immunity from suit for the purpose of enforcing any conditions attached to the disposal of the city's interest in the real property to the native tribal council. [Ord. 15-29 § 2; Ord. 94-09 § 3; Ord. 182, 1988.]

4.08.040 Notice of disposal.

A notice of the proposed disposal of any interest in real property shall be posted in three (3) conspicuous public places within the city for not less than thirty (30) days and published in a newspaper with general circulation for three (3) weeks before the date of the bid opening or not less than thirty (30) days before the date of the passage of the ordinance authorizing the disposal. The notice shall include:

- A. A legal description of the property including the square footage contained therein;
- B. A description of the city's interest being disposed of;
- C. The method of disposal;

- D. The value of the city's interest being disposed of, according to current assessment or current appraisal;
- E. The date of the proposed disposal; and
- F. The time, place and manner in which the proposed disposal shall occur. [Ord. 15-29 § 2; Ord. 182, 1988.]

4.08.050 Lease procedures.

- A. *General Regulations.* In addition to the regulations governing disposal of property, the following regulations shall apply specifically to leases. The city may renew a lease without public bid and during the renewal process, the city may change any term or condition contained in the original lease.
- B. *Expiration.* Unless the lease is terminated beforehand, or renewed as stated above, the lessee shall peaceably and quietly leave, surrender and yield up to the lessor all the leased land on the last day of the term of that lease.
- C. *Renewal.* If the lessee wishes to renew the lease, the lessee shall make written application to the city clerk for renewal of the lease at least one hundred eighty (180) days prior to the expiration of the lease. The written renewal application shall contain terms of the proposed renewal. The city manager shall, upon majority vote of the city council after a public hearing, and after the recommendation of the planning commission, if deemed appropriate by city manager, issue a renewal of the lease to the lessee.
- D. *Subdivision Regulations.* All leased property shall be subject to the land use and subdivision regulations of the city. [Ord. 15-29 § 2; Ord. 182, 1988.]

4.08.055 Use permit procedures.

In addition to the regulations governing disposal of property, the following regulations shall apply specifically to the issuance of use permits:

- A. *Use Permits.* The city may issue revocable use permits allowing for short-term or seasonal uses of city property not to exceed six (6) months. The use permit shall include a provision that it is revocable by the city at any time during the term of the permit without liability to the city save for a pro rata refund of any prepaid permit fees.
- B. *Land Use Regulations.* All property disposed of by use permit shall be subject to the land use regulations of the city. All property disposed of by use permit shall not be subject to the subdivision regulations of the city. [Ord. 15-29 § 2; Ord. 95-15 § 2.]

4.08.060 Definitions.

In this chapter, unless otherwise provided or the context otherwise requires:

- A. *Appropriate Entity.* A determination shall be made by the city council as to whether or not the entity in question will further the public interest.
- B. "Interest in real property" includes, but is not limited to, fee simple ownership, a lease, an easement, and the possibility of reverter.
- C. "Necessary public service" includes, but is not limited to, police protection; fire protection; public health and safety; public education; electric, water and sewer utilities; and marine, land or air transportation.
- D. "Shall" is considered mandatory. [Ord. 15-29 § 2; Ord. 182, 1988.]

The Bethel Municipal Code is current through Ordinance 23-04, passed March 28, 2023.

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, A General Code Company](#)

Introduced by: City Manager Williams
Introduction Date: June 27, 2023
Public Hearing: July 11, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #23-XX

AN ORDINANCE AUTHORIZING THE DISPOSAL OF MUNICIPAL LAND THROUGH A LAND LEASE TO THE YUKON KUSKOKWIM HEALTH CORPORATION IN ACCORDANCE WITH BETHEL MUNICIPAL CODE 4.08.030, DISPOSAL TO ENTITY PROVIDING NECESSARY PUBLIC SERVICE

WHEREAS, the City of Bethel owns the land located at 324-325 Chief Eddie Hoffman Highway with a legal description of Lot 4C, Block 1, City Center Subdivision Plat 93-01 and Lot 2 Courthouse Subdivision Plat 99-12;



WHEREAS, in accordance with BMC 4.08.020, the City Council may dispose of any interest in real property by purchase, lease, exchange, transfer, donation or any other method; all disposals not otherwise provide for by law shall be by ordinance enacted by a majority vote of the City Council;

WHEREAS, the City has leased the land to the Yukon Kuskokwim Health Corporation (YKHC) since 1994 and YKHC since placed two (2) buildings, which it owns, on the land which housed the Phillips Ayagnirvik Treatment Center (PATC);

WHEREAS, the City of Bethel and YKHC had a prior lease agreement approved by the City Council through Ordinance #94-14, #03-15, #14-13, and #18-24;

WHEREAS, according to the City's last appraisal, in 2018, the land market rent is appraised at \$14,300 annually;

Introduced by: City Manager Williams
Introduction Date: June 27, 2023
Public Hearing: July 11, 2023
Action:
Vote:

WHEREAS, the Bethel City Council wishes to dispose of said property in the form of a land lease agreement between the City of Bethel and Yukon Kuskokwim Health Corporation for the use of a building for the Bautista House, group home;

WHEREAS, the lease agreement is made between the two parties from July 1, 2023 and terminates on June 30, 2033, unless earlier terminated or extended in accordance with the terms of the Lease;

WHEREAS, on the effective date of the lease agreement, the previous lease agreement dated 09-22-2014, amended on 10-01-2018, will be terminated and all terms identified in the new lease will take effect;

WHEREAS, the Yukon Kuskokwim Health Corporation will pay to the City of Bethel \$_____ for the use of the land;

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, the Bethel City Council authorizes the disposal of land located at 324-325 Chief Eddie Hoffman Highway with a legal description of Lot 4C, Block 1, City Center Subdivision Plat 93-01 and Lot 2 Courthouse Subdivision Plat 99-12 through lease agreement with reverter.

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

SECTION 2. Authorization. Pursuant to Bethel Municipal Code 04.08.030(B) Disposal to an Entity Providing Necessary Public Service.

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

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

ATTEST:

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

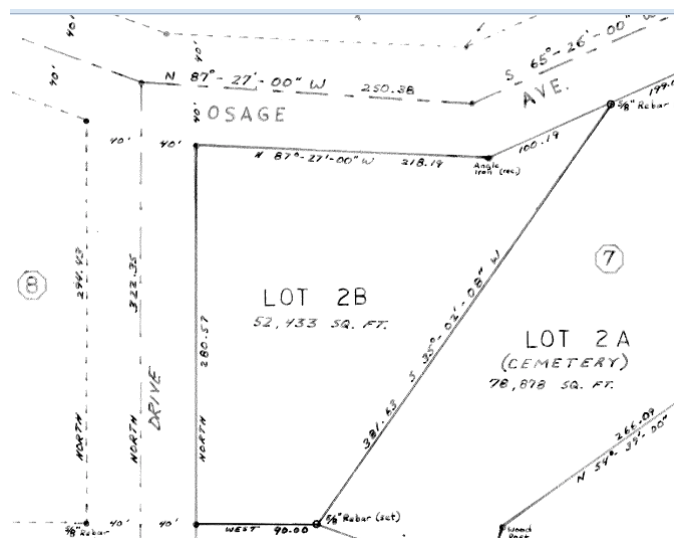
Introduced by: City Manager Williams
Date: June 27, 2023
Public Hearing: July 11, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #23-xx

AN ORDINANCE AUTHORIZING THE DISPOSAL OF MUNICIPAL LAND AND BUILDING THROUGH LEASE TO THE UNIVERSITY OF ALASKA FAIRBANKS, COOPERATIVE EXTENSION IN ACCORDANCE WITH BETHEL MUNICIPAL CODE 4.08.030, DISPOSAL TO ENTITY PROVIDING NECESSARY PUBLIC SERVICE

WHEREAS, the City of Bethel owns the land and building located at 519 Mission Drive, with a legal description of Lot 2 Block 7 USS 370 Plat 81-04;



WHEREAS, in accordance with BMC 4.08.030, the City Council may, by ordinance, provide for the disposal of an interest in real property to a municipal, borough, state, federal or other appropriate entity providing a necessary public service without seeking bids and for less than the current assessed value or current appraised value of that interest in real property;

WHEREAS, the University of Alaska Cooperative Extension, a nonprofit organization, desires to lease the City's land and building at less than fair market value for the purposes of running the Bethel 4H and Teen Center;

Introduced by: City Manager Williams
Date: June 27, 2023
Public Hearing: July 11, 2023
Action:
Vote:

WHEREAS, the City of Bethel and the University of Alaska had a prior lease agreement approved by the City Council through Ordinance #16-03;

WHEREAS, according to the City's last appraisal, in 2019, the City's community contribution for the use of this property is approximately \$8,900 monthly;

WHEREAS, the City wishes to support the University of Alaska Fairbanks, Cooperative Extension Program and finds that the lease for less than fair market value and the City's contributions of water, sewer, and garbage service to the University of Alaska Cooperative Extension program serves the public purpose of assisting the City's youth;

WHEREAS, the lease agreement is made between the two parties from July 1, 2023 and terminates on June 30, 2033, unless earlier terminated or extended in accordance with the terms of the Lease;

WHEREAS, upon the effective date of this lease agreement, the previous lease agreement dated July 1, 2015, will be terminated and all terms identified in the new lease will take effect;

WHEREAS, the University of Alaska Fairbanks, Cooperative Extension Program will pay the City of Bethel \$1 per year for the use of the land and the building.

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, the Bethel City Council authorizes the disposal of the land and building located at 519 Mission Drive, with a legal description of Lot 2 Block 7 USS 370 Plat 81-04 to the University of Alaska Fairbanks, Cooperative Extension, through lease agreement with reverter.

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

SECTION 2. Authorization. Pursuant to Bethel Municipal Code 04.08.030(B), Disposal to an Entity Providing Necessary Public Service.

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

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA

Introduced by: City Manager Williams
Date: June 27, 2023
Public Hearing: July 11, 2023
Action:
Vote:

THIS __ DAY OF JULY 2023 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk



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

MEMORANDUM

DATE: April 19 – May 2
TO: City Council
FROM: Peter Williams, City Manager
RE: Managers' Report

CM Daily Log,

April 19 - 1)) Testified in a teleconference with the House Community and Regional Affairs concerning the Rural Utility Business Program(RUBA) scoring matrix for Water and Sewer Capital Improvement Projects (CIP). We might have missed this deadline for funding. The twelve Water and sewer projects in the Bethel Community-Wide Preliminary Engineering Report have been submitted to the CIP for evaluation and future funding consideration. 2) Responded to a complaint about a vehicle blocking a road in the trailer Court. 3) Sen. Murkowski's office informed us that the City's appropriation for FY-24 has been forwarded to the Appropriations Committee for consideration. "The next step in this year's process is for the individual bills to be "marked up," amended as needed, and approved by the Appropriations Committee. After that comes floor consideration and bicameral negotiations on final spending levels and individual provisions. "

April 20 – 1) Attended the FY-24 Budget hearing with City Council. 2) The finance dept requested Carmen Jackson LLC to review the allocations in the FY-24 Budget.

April 21 - 1) Sent Combs Insurance the City's Premium Credit application. 2) Discussed an appeal concerning the amnesty for sales tax. 3) Reviewed Task Orders and amendments from DOWL. A budget modification will be needed to complete the task orders and receive an accounting of the grant funding provided to the City by the VSW/DEC. The DEC is working toward reconciling the amount owed to the City.

April 22 - 1) Carmen Jackson LLC said they would help the finance Dept calculate the indirect costs of the FY-24 budget.

April 23 –1) Contact Streets and Roads concerning complaints about roads washing out. They were already out and about.

April 24 – 1) I received a call from a Sen. Murkowski's office staff member acknowledging that the Senator has reviewed our letter about our problems with funding for the Water and Sewer projects. We discussed that the USDA 55 % loan/45% grant program does not work to fund projects of this size. The original funding was 25% loan/ 75% grant funding and then increased over time. I think the policy is one of the EPA's doing, and the policy needs to be changed at the federal level. 2) Rewrote the VSW spreadsheets of all the city's grants with the state. I am glad they are working to reconcile what is owed to us. 3) Responded to Comm Leasing

April 25 - 1) Midwest Industrial Supply will arrive June 19th to help facilitate applying EK-35 on Phtermgin Rd. and Akakeet Street. 2) Met with the PW Director, Grant Manager, and the Project Manager from DOWL to review and update all our projects with DOWL. 3) Sen. Murkowski tasked the USCG to review the situation in Steamboat Slough. We'll help the USCG as needed.

April 26 – 1) Combs Insurance, our insurance brokers, are comparing the costs of the City's Property and Liability Insurance with Alaska Public Entity Insurance (APEI) with the rates that the Alaska Municipal League Joint Insurance Association (AMLJIA) is offering. With APEI, there is a potential increase of 6% for liability insurance, and property insurance could see a rise of 45%. 2) Contract between the Friends of Canine and the City was signed. 3) Notified the PD that upgrading to the 911 switchboard will have to wait till after July 1st. There is a service Agreement between the City and ProComm that has to be resolved. 3) Discussed an issue regarding sales tax with the Deputy Finance Director.

April 27 – 1) Discuss complaints about water overflowing on the roads in certain areas. 2) Set up a meeting with ORACLE to see if they may have some way of helping the Finance Dept. 3)

April 28 – 1) The employees will have their ears tested on May 15th and 16th. 2) Discussed a sales tax issue with the finance department. 3) The finance department and the city attorney work together to settle any differences with the IRS. 3) Sent Procmm's proposal to the City Attorney to review.

May 1- 1) Reviewed an issue about a Site Plan permit. 2) The city Administration met to discuss the CBA. We have heard from the union, but they have not scheduled any meetings with us. We plan to discuss the contract with the council later this month. 2) Listen in on the NPFMC Litigation concerning fisheries.

May 2 – 1) Reviewed requests about PCNs, towed vehicles, and grading H-marker lake road. 2) DOWL officially notified Bethel Contractors that we are proceeding any further with the AVES Project. 3)

Peter Williams
Bethel City Manager

evaluation

Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



April 2023 Current Events

- **Time Off:**

This month, I took a week for some PTO. During this time, my technician was manning the office and trying to keep on top of the daily fires that would pop up during my absence. For the first time since I've been in a director position, I was able to come back from vacation without there being a mass of problems waiting for me. This certainly helps with my personal work morale, and I greatly appreciate having the assistance. As time goes on and he gains more experience, I should be able to become more and more comfortable with taking time away without the constant stress of worrying about the various other departments.

- **FY24 Budget Completed:**

Another milestone for this month was the completion of my FY24 budget review with council. There are several items I'm pursuing this year including the replacement of all old office printers, the possible replacement of desktop computers, and putting up more wireless shots around the City buildings to further bolster the resiliency of our new internal infrastructure. As we come out of the harshest points of Winter, I'm pleased that I had very few problems with the existing wireless antennae that were put in early this year.

- **Drone Surveys:**

In working on the upcoming SIKLU redundancy project, my department has been collaborating with ACS to try and find some viable locations and wireless shots to add. It becomes a challenge in the colder months because our heavy lifter equipment doesn't work too well in the freezing temperatures and it's a pain to drive those machines to various locations due to ice and snow on the roads. Climbing onto rooftops is also dangerous in snowy conditions. This makes it difficult for us to have this information gathered in time for Summer and we lose valuable time to order equipment ahead of breakup.

As a work-around, I picked up a camera drone for our department that we were able to use to check line-of-sight, visibility, and how high our antennae would need to be in order to see the target buildings from a given location. Our aim is to add shots going from the Port office to the small-boat harbor, from the small-boat harbor to the landfill, and from Public Works to the Police Dept. If we can add in these shots, then we have at least two points on every City building for information to travel, which should help to mitigate or even eliminate downtime if issues arise with a given antenna.

Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



We have registered our drone with the FAA. Below are some examples of the views we were able to make during our building surveys:

Looking from the Port to the Small-Boat Harbor Office



Looking from Public Works towards the Police Dept



Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



Looking from the Small-Boat Harbor to the Landfill



Looking from the Bethel Heights Water Antenna to Public Works



Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Vehicle Citation Equipment for Police:**

A couple of months ago, the Police Chief requested our help in trying to obtain pieces of equipment that would allow them to set up laptops inside two of their vehicles for the purposes of creating citations in the field. This month, we finally received all that equipment and have passed it onto the Police Dept to worry about the installation. If that experiment is successful, we may look at outfitting more of the squad cars with similar equipment. Provided this happens, it may be a springboard on my possible APSIN-in-vehicles project in the new fiscal year.

- **Email Impersonation Defenses:**

Since I've been working with our managed IT service partners, I had assumed a certain collection of countermeasures were in place to help defend against mail impersonation especially as it relates to our council members and administrative personnel being 'spoofed'. Quite often, emails will go out from people posing as a council member requesting gift cards or some other peculiar ask, however, it's typically very easy to see that the address is not the legitimate email of the individual and that the message is obviously a scam.

This is a common problem, but there are some defenses that can be employed to help nip these types of emails in the bud. During some research, I learned that we were actually missing a few of these basic blocks and so I have endeavored to correct the oversight. Internally, mail should hopefully now be rejected from hitting a user's inbox if it does not have the correct email address associated with it. Time will tell how effective the defenses are, but I imagine the number of fake emails (at least from internal staff and council members) should drop sharply.

- **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.

Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



Future Plans

- **Lease Hunting:**

As we inch towards the finalization of the FY24 operational budget, I will begin hunting down quotes for leases on some of the new equipment I hope to get for the City. Lining these up close to the turn of the fiscal year will, hopefully, reduce any wait-times in receiving our new hardware.

- **Training:**

I will be trying to line up training for my department as we roll over into the new fiscal year. I would like to pursue A+ certification for my technician while also refreshing some of my lapsed certifications. He is set to attend classes in early May. This will be an online course that I'm optimistic our new OneWeb/Starlink Internet will be able to facilitate with no troubles.



City of Bethel
Finance Department
Monthly Manager's Report for April, 2023

Date: April 1st – April 31st, 2023
To: Peter Williams, City Manager
From: Xavier Mason, Deputy Finance Director
Subject: Management Report, April 31st, 2023

The Finance Department's Monthly Managerial Report details the progress, activities, plans, and challenges of the Finance Department for April 2023.

Current Events within the Finance Department

- The Finance Department has completed the FY24 operational budget and has submitted it to the City Manager for City Council's review. The review process is ongoing.
- The Finance Department has completed the FY24 Capital Improvement Plan. The plan was approved by the City Council on March 14th, and since then, the Finance Department has processed approximately \$2.5 million in purchase orders for approved equipment.
- The external auditors, BDO, have resumed reviewing and requesting samples for the FY21 audit in June.
- The external auditors, Altman Rogers, are preparing to begin the FY22 audit.
- The Finance Department is facilitating the Yukon-Kuskokwim Regional Health and Aquatic Center's transition as they attain a new payment processing vendor. As an outcome of this transition, the City will receive all revenues directly from the pool.
- The Finance Committee made the recommendation to the Bethel City Council that BMC 4.14.150 be amended regarding Transient Lodging to include charges for late fees.
- One sales tax audit has concluded in its entirety, all additional charges were removed because they were exempt due to an Alaskan Statute.

- The Indirect Cost Recovery Allocations for the General Fund has been updated with the assistance of the Carmen Jackson Team.
- “How-To” Video Tutorials were made to assist other departments fill-out Check Requests and Travel Authorization Forms and were placed in a shared location for all to view.
- Received the final \$199,000 in revenue from the SEMT program, until we are eligible for enrollment again.
- Submitted quarterly report to the United States Census Bureau
- Worked with the City Manager, City Attorney, and Director of Human Resources to draft a letter to the IRS pertaining to the City’s RUBA scores.

Personnel

Recruitment

- With the approval of the FY24 Operational Budget, the Finance Department intends to add two more positions to the department – an Accounting Specialist I and an Accounting Specialist II. The addition of these positions will increase morale, operational capacity, revenues for the City while simultaneously reducing turnover and outsourced expenses.
 - Increased Morale:
 - Reducing the rate of burnout
 - Shifting the scope of responsibilities
 - Increasing operational efficiency
 - Increased Operational Capacity
 - Adding tasks that have been neglected over time
 - Taking on the purchasing agent duties
 - Assisting other departments with their needs
 - Increased Revenues
 - Greater sales tax enforcement
 - Greater utility billing payment and collections
 - Greater optimization of time (management and the Grant Manager can focus on other activities)

- Finance Director (one vacancy)
- Temporary Position (one vacancy)

Retention

Over the past two years, the retention rate for the Finance Department has nearly doubled. In 2018, this nine-person department suffered 15 departures, from staff and management, within 15 months. This lagging KPI gives insight to the often, qualitative, and underestimated measures that take place within an organization. We believe that our retention rate will continue to increase, due in part, to the following:

- Clarity of expectations.
- An emphasis on teamwork, by creating opportunities for collaboration, accommodating individual work styles, and giving everyone the latitude to make decisions and course corrections if needed.
- Acknowledgement of milestones, big and small and celebrating when they are achieved.
- Training and development, this area has improved significantly; however, we still have a long way to go.
- Communication, promoting timely, constructive, and positive communication across the entire team.
- Mentorship, albeit informal, we have begun to build the beginnings of a leadership pipeline. Our goal is to raise the future leaders of this department internally.
- Culture, we have significantly improved the work culture of this department.
- Continuous feedback on performance, we grade each other with our internal audits reviewing and providing constructive feedback. Just as importantly, we do not guilt or shame individuals when they make mistakes.
- Though informal, we reward and recognize stellar performance, through the employee of the quarter and other incentives.

Retention Rates

- Calculation Example: Let's say you had 475 employees on January 1st, 2021, and 440 employees on December 31st, 2021. To calculate your yearly retention rate, divide 440 by 475 and multiply by 100. $(440 / 475) \times 100 = 92.6\%$ yearly retention rate.

Retention Rates						
Quarter	Year	Voluntary Departures	Involuntary Departures	Total	Personnel Changes	Total Staff
Quarter 1	2022	0%	0%	100%	N/A	8
Quarter 2	2022	0.125	0%	113%	one loss, two additions	9
Quarter 3	2022	0.125	0%	100%	one loss, one addition	9
Quarter 4	2022	0.125	0.25	78%	three losses, one additions	7
Quarter 1	2023	0	0.125	114%	one loss, two additions	8

Average Duration of Employment in years	
1-May-23	1.385417
1-May-22	1.052
1-May-21	.726 years

Similarly, to the IRR metric, the average duration of employment can be skewed by the timing of the data. One team member has just completed her first month with us, and that outlier really skews the direction of the statistical average. We have a very strong team right now, one in which we can build a strong foundation to build an even stronger future. If granted the two positions in the FY24 operational budget, the primary contributor to the loss of personnel will be relocation.

From our research and trying to understand the higher rates of departure in the Finance Department, the point of origin appears to be during the FY10 budgeting process when multiple positions were cut and an attempt at restructuring ensued (FY10 Finance Department personnel budget attached). With the addition of the two requested positions, the Acting Finance Director believes we can resolve the personnel issues that has plagued this department for good.

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 training(s) that were taken by members of the Finance Department during the month of April.

Group Training Sessions:

- Staff led a demonstration to the entire department on how to create and issue sales tax exemption cards.

- After a loud outburst, the Finance Department held a brief meeting to discuss safety procedures.
- Increasing our cross-training efforts, staff presented a presentation providing an overview of the Accounts Payable process.
- The Acting Finance Director gave an overview of how to do a sales tax audit with the sales tax division.

Independent Training(s):

- The City Manager reviewed with the Acting Finance Director the process for Insurance Claims. If the proposal for new staff is approved, this process will be delegated to the Accounting Specialist II (we get a lot of these in the winter).
- In May, a member of the Sales Tax Division will travel to Fairbanks to shadow the Fairbanks Sales Tax Department.
- In May, the Acting Finance Director will shadow Juneau's Finance Director to widen his point of reference and develop further ideas on how to improve the department's processes, procedures, and software(s).
- In May, the Accounting Specialist II will go to Anchorage to attend a RUBA Financial Management Training.
- Webinars viewed by Finance Department personnel:
 - Payroll Pay code error;
 - Finance 101 for Non-Financial Managers;
 - How to Manage Priorities & Time;
 - Project Management Skills for the Accidental Project Manager;
 - Purchase Orders & Requisitions Refresher Training;
 - And GL finance and Accounting for Administrative Professional; Measure of Lever and measures of Management.
- Two staffers attended an Alaska Remote Sellers Sales Tax Commission meeting to better understand how to use their website.
- The General Ledger Accountant completed an Accelerated Microsoft Excel Certificate Program.

Select Tasks & Statutes by Sub-Department

Utility Billing

Tasks	Frequency	Status
Collections	Monthly	Catching-up.
ORS'	Daily	Current.

Payroll/AP

Tasks	Frequency	Status
Personnel Action Requests	As Needed	Current.
Deferred Compensation	Bi-weekly	Current.
Payroll	Bi-weekly	Current.
Accounts Payable	Weekly	Current.

Sales Tax

Tasks	Frequency	Status
Applying Business License Payments	Daily	Current.
Mailing Delinquency Notices	Monthly	Current.
Constructing Aging Reports	Monthly	Current.
Applying Business License Renewals	As needed	Current.
Drafting Payment Plans	As needed	Current.
Applying Payments	Daily	Current.
Reviewing & Processing Exemption Cards	As needed	Current.

General Ledger

Tasks	Frequency	Status
Journal Entries	Monthly Recurring	Current (March).
Budget Amendments (from budget ordinances)	As needed	Current (March).
Cash Reconciliations	Monthly	Current (March).

Investment Reconciliations	Monthly	Current (March).
Create Allocations & Run Checkout	Monthly	Current (March).
DOJ Grants	Quarterly	Current (March).

Internal Improvements

The following is a list of internal tasks, actions, projects, or changes that we have made within the Finance Department for the purpose of improving operations:

- This month, the Finance Department conducted our first internal audit for sales taxes. With this process, we are able to improve best practices and identify any sales tax process/procedure irregularities, albeit very small, between personnel and then correct them.
- The improved filing of payroll documents two months ago proved to be a very valuable improvement when the department was assigned 60+ payroll samples to collect as part of the FY21 Audit.
- Transferred the responsibility of purchase orders from the Acting Finance Director to the Accounts Payable Division.
- Transferred the responsibility of Travel Authorization Forms from the Acting Finance Director to the Accounting Specialist II.
- Working with the City Attorney, we drafted a letter detailing the City's Intent to Levy. Two of these letters will be issued in May.
- Established a policy regarding Journal Entry Approval.
- Updated the Indirect Cost Recovery Allocation, with assistance from the Carmen Jackson Team.
- The person that completes the Daily Summary (daily reconciliation of all payments) in the morning has to take funds to the bank.

Finance Department Stats & Figures

Sales Tax (2 people)

- 157 delinquent account holders were contacted.

- 7 business licenses were renewed.
- 134 late filing notices were delivered.
- 20 delinquent accounts were brought up to date.
- 60-day delinquency notice form was updated
- 90-day delinquency notice form was updated
- Finalized the “Intent to Levy” letter.
- One account was closed.
- Cleaned up several complicated accounts.

Utility Billing (1 person)

- Submitted approximately 21 O.R.S. to the Hauled Utility Department.
- Submitted five piped O.R.S. to Utility Maintenance.
- Processed zero tank inspections.
- Processed 14 new applications.
- Processed 28 change requests.
- Processed 21 account closures.
- Processed 32 Temporary Service Holds.
- Processed approximately 41 Extra Calls.
- Corrected approximately 36 accounts.
- Issued over 1,300 utility bills.
- Processed one payment plan. The goal is to ramp up on these in May.
- For the April utility billings, an attachment was added at the request of the Hauled Utility Department, attached.

Payroll/AP/AR Dock

- Improved the process, through sharing information in a timely manner, of ending of benefits for terminated staff.
- Caught up the Employee Utility Benefit reconciliation to present.
- Reviewed and approved approximately 200 check requests.
- Logged over 40 AP related correspondences through January.
- Entered more than 210 timesheets.

- Updating the purchase order process, so they tie into Caselle. This will make it easier for us to track encumbered items yet to be completely purchased.
- Added a second approver for ACH payments for the purposes of fraud management (not that we don't trust anyone on our team, its more so to guard against any potentiality of accidents).¹
- Submitted approximately 50 payroll samples for the FY21 audit. There are approximately nine samples remaining from this large request.
- In discussions with the Police Department on when to conduct a training session for Timesheets.
- Continued the transition of undertaking P-Card Duties from the General Ledger Accountant.
- Additional training videos were made and 'How-To' documents made, adding to our institutional knowledge library.

General Ledger (1 person)

- Reconciled AP to the GL from August 2022 to present, there were challenges in August.
- A challenge was gathering the necessary documents for the COPS grant.
- Provided at least 60 different scanned copies of the CARES Act journal entries for the FY21 audit. There is a few samples outstanding.
- Added the FY24 Capital Expenditures into the budgeting module within Caselle.
- Provided all Journal Entries that affected the Transit Department.
- Entered five budget modifications.
- Entered 33 JEs
- Entered 24 CRJESs
- Entered 7 CD Journal Entries
- Entered 1 CD 403 JEs
- Entered 3 CD2 JEs
- Entered 2 CD3s
- Reconciled all cash, investment, and cash clearing accounts.

Miscellaneous

- Responded to approximately three public requests.

¹ Interesting story. In Texas, a payroll department accidentally paid an employee 100x their salary. The next day, that employee left the country before the mistake was realized and the money could be recovered.

- Updating information on building leases.

Interdepartmental Assistance

- City Clerk's Office
 - o Processed three passport payments.
 - o Processed three burial permits.
- Grants Department
 - o Completed two Department of Justice COPS grant reports.
 - o The Finance Department provided financial information regarding the Community Action Grant.
 - o Filing quarterly reports for various grants.
 - o Journal Entry adjustments
 - o The Finance Department has been tasked with the Community Action Grant Exit Reports. Our tasks include:
 - Looking through each exit report and see if there are missing receipts, documentation, return of unspent funds.
 - 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 Department
 - o Processed five personnel action forms.
 - o Completed termination process for six employees.
 - o Created two reports within Accounting Software Caselle: Employee List with Grade, Step, and Hourly wage; Employee Retiree Report.
 - o Created an Employee PCN List.
 - o Created an Employee with participating PERs Tier List.
 - o Conducted one exit interview.
 - o Resolved three health insurance issues for employees.

- Public Works
 - o Helped in training the new PW Assistant in Accounts Payable.
 - o Helped in training the new PW Assistant in how to generate Water & Sewer Services Revenue and Expenditures compared to the budget for the RUBA report.
 - o Added an attachment to the monthly bills detailing the responsibilities of the account holder to receive their services in a timely fashion, for Hauled Water & Sewer Departments.

- Planning Department
 - o Processed four permits, licenses, and fees.
 - o Processed 0 site plan permits.

- Police Department
 - o Did not upload any PC Slips since February.
 - o Processed 30 taxi permit payments.
 - o Processed one chauffer payment.

Investments

The City of Bethel began the process of revitalization of its investment portfolio with its first investment on March 17, 2022. Thus far, those investments have earned interest north of \$200,000 during the FY23 fiscal year, with the investment and banking accounts that the City holds. The 10-year average for holding a 5-year US Treasury Note is 1.755%. Bethel's average yield is 3.65% exactly doubling the 10-year average.

FY24 Operational Budget

During the budget meetings, there were several discussions pertaining to Indirect Cost Recovery and the General Wage Increase.

Indirect Cost Recovery:

Prior to April 18th, the methodology for the indirect cost was essentially a reverse engineered strategy to duplicate what the prior Finance Director had established. This strategy proved to be very effective and

was within 2% of what that item should have been using the exact formula. On the 18th, the original formula from former Director Blake was located. The expense allocation that she utilized is as follows:

FY24 Budget			
General Fund Departments	Total Budget Amounts	Percent to be Allocated	Amount to be Allocated
Admin	\$922,283	40.00%	\$368,913
Clerk	\$445,199	50.0%	\$222,600
Finance	\$1,818,419	50.00%	\$909,210
Legal	\$334,399	20.00%	\$66,880
Total	\$3,520,300		\$1,567,602

The Acting Finance Director then notified City Council that minor amendments needed to be made and that for the next budgeting cycle he would like to review the indirect cost recovery, and if necessary, make changes. After receiving direction from the City Manager, the Acting Finance Director then researched several cities to determine their methodology and what percentage of their General Fund revenues was earned via an indirect cost recovery line-item, just for comparison purposes that can be presented to City Council. He reviewed: Seattle, Anchorage, Juneau, Sitka, Ketchikan, and Kenai (findings are attached). To avoid any perception of bias, he then requested the Carmen Jackson Team to reconstruct the Indirect Cost Recovery line-item and their recommendation is as follows:

FY24 Budget			
General Fund Departments	Total Budget Amounts	Percent to be Allocated	Amount to be Allocated
Admin	\$922,283	43.70%	\$403,038
Clerk	\$445,199	43.7%	\$194,552
Finance	\$1,818,419	43.70%	\$794,649
Legal	\$317,827	43.70%	\$138,890
Total	\$3,503,728		\$1,531,129

The allocation percentages should be reviewed at least once every five years so that it can be adjusted to reflect any major changes within the organization.

General Wage Increase

The General Wage increase, in the FY24 operational budget, has become a point of contention. The budget presented to City Council was an attempt to build upon past precedent. Within the past eight budgets, the insertion of the general wage increase has been inconsistent but most of those years it has been present, as illustrated below.

	Increase in General Wage	No Increase in General Wage	Possible Attempt at Actual Wages
Years	4	3	1

The budget began being developed in November 2022 and finalized during the last weeks of March. During this period all suggestions and requests were considered. However, it wasn't until after the budget was presented to City Council that during an internal discussion, there was a request that the 2.5% general wage increase be removed from the budget. The internal discussion lasted until April 27th. Now, we are making major structural changes to the budget and appreciate everyone's patience as we undergo that process.

In this section, it is important to detail those concerns, so that the ramifications for this decision can be recognized.

1. This is an operational expense and needs to come out of the operational budget – rather than a budget modification that utilizes the City's, now, limited reserves.
2. If these funds are not encumbered in the budgeting process, the City could make decisions not reflecting these highly probable expenses, this could lead to overspending.
3. During the latest round of Union Negotiations, the PTO arrangement did not come from the operational budget, it came from the City's cash reserves.

Attached, is the salary section for the Property Maintenance Department from FY 2016 – 2023, eight years' worth of budgets.

Finance Committee

Finance Committee Meeting March 27th, 2023

- The Acting Finance Director reviewed the Comprehensive Plan with the Finance Committee

- The Council Representative requested that the Finance Department to expand efforts to push for customers to use electronic services:
 - o The Acting Finance Director had an interview with KYUK discussing alternative payment options.
 - o The Finance Department had an excerpt in “In the Loop” about ways sales tax and utility payments can be made online.
- During the meeting there was a question regarding removing city licenses from the BMC (Chapter 5).
 - o Former director Wright had a very similar discussion with the City Attorney and the City Clerk. He strongly advised against such a decision. Hearing that conversation and rereading the email threads afterwards; the current Acting Finance Director agrees with his rationale for keeping the license requirement. Also, several sales tax audits have been based upon and determined by if an entity had a Bethel business license or not. To repeal the business license requirement after taking several entities through the sales tax audit and legal litigation processes, wouldn’t be fair.

Finance Committee Meeting April 24th, 2023

- This meeting did not meet quorum.

Forgiveness of Uncollected Taxes, Penalties, and Interest
(4.16.290(C) BMC Quarterly Report)

“C. Except as provided in subsections A and B of this section, the city may not forgive or waive any amount of uncollected sales tax, interest or penalty. This section shall not prevent the finance director, with the concurrence of the city manager, from discharging debts determined to cost more to collect than what is owed. Such discharges shall occur quarterly, and a report shall be provided to the council of all such discharges at the next regularly scheduled meeting following said discharge. [Ord. 17-39 § 2.]”

During the first quarter of 2023, neither uncollected sales tax, interest, or penalties were forgiven.

Challenges

- The Finance Department is doing significantly better than we have been in maybe a year. We are beginning to see the fruits of labors done in months prior and the affects from the 2022 3rd quarter exodus of staff still wears on us, but less so than in previous months due to the increased capacity of newer staff.
- Tardiness in submitting P-Card holder submitting their receipts. This is really slowing down the reconciliation process.

Goals for the near Future

- To have adequate staffing with the passage of the FY24 operational budget.
- Developing a schedule-based system for the sales tax department, so that we can prepare in advance for the more complicated sales tax-related inquiries.
- Revamping all sales tax and utility billing forms
- We completed establishing internal audits for sales tax, now we are going to implement them for payroll and utility billing.

Attachments:

- Fiscal Year 2010 Finance Department Personnel
- Finance Department Restructure Plan
- Hauled Utilities Attachment
- Indirect Cost Recovery Proposal and Explanation
- General Wage Budget Presentation for eight years

MEMORANDUM

DATE: May 3, 2023

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report for May 9, 2023 Bethel City Council Meeting



Grant Applications Submitted

Healthy & Equitable Funding Grant

I prepared and submitted an application in response to Round 2 of the City's Healthy & Equitable Funding grant. The City's Round 1 funding of \$37,703 is being used to develop a playground in Pinky's Park near the baseball diamond. The City's Round 2 funding application requested funds to cover the remaining costs to properly install the playground in Pinky's Park (borders, wheelchair ramp, surface material) and cover the full cost of a playground purchase and installation in Harbor Park.

CTP and TAP Projects Pass State Review

The City of Bethel's Community Transportation Project grant request and both of its Transportation Alternative Project grant applications have passed two State Department of Transportation & Public Facilities reviews and are heading to the Project Evaluation Board for scoring. The Board meets at the end of May for two days to score projects and recommend funding.

Bethel City Council will consider three resolutions at their May 9, 2023 regular council meeting. City Administration feels that the CTP application for Donut Hole Road funding offers the most bang for the City's match dollar. The proposed Donut Hole Road would run south from Ptarmigan Street by Lulu Heron to the edge of Ciullkulek Subdivision and connect to Chief Eddie Hoffman Highway.

Grant Applications to Prepare

Community Bridge Investment Program

The City is waiting for the Alaska Department of Transportation and Public Facilities to announce the community bridge investment program funding opportunity. The City hopes to apply for funding for the box culvert to be placed under Ptarmigan Street where Ptarmigan Creek will flow under it and the City will solve its beaver problem that is threatening road stability.

Energy Efficiency and Conservation Block Grant Program

The City of Bethel has a chance to secure \$75,220 in formula grant funding from Energy Efficiency Conservation Block Grant Program. City Administration is considering the purchase of solar panels for city buildings.

Grant Administration

FY 23 APEI Safety Grant

Police Chief Hicks ordered a drone that will be used in search and rescue operations. Part of the drone funding came from the city's FY 2023 safety grant in the amount of \$5,000.

Bethel Heights Water and Sewer Improvements

According to Jennifer Brown with the State's Grants and Contracts Section, the City's \$14 million grant agreement is in draft form and circulating internally for signatures. The City is anxious to get started on this project. DOWL expects that it will take one year to acquire easements and design the project before construction can begin.

Purchasing Agent Duties

RFPs

Other bid documents on which I am working: bulk fuel, track carrier purchase, bulk culverts, and chemical feed pumps for both water treatment plants.

Current Grants and Loans

Active grants/loans:	19
Grant amount in play:	\$24,990,246
Loan amount in play:	<u>\$8,423,786</u>
	33,414,032

#	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. The Program overspent on gasoline charges.		
2	USDA Loan - Avenues	8,250,000	None
	After receiving a low bid of \$42 million as a result of the City's first bid round, the City had DOWL revise the design and bid documents to reduce the project by 40%. The number of households to be connected to piped water and sewer service went from 140 to 88. The City recruited bids for 30 days. One bidder responded with a bid of \$35 million. The price is too high relative the funding available to the City. This project is on hold until further notice.		
	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	21SHSP-GY21 - Radios and Training	71,000	9/30/2023
	The Fire Department finally received the batteries for the portable radios it ordered 6 months ago. The radios have been programmed and put to use. 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. The Police Department needs to provide me with taser instructor training documents so that I can seek reimbursement.		
5	22SHSP-GY22 - Police Radios	39,900	9/30/2024
	Police Department ordered 9 portable radios. The City will close the grant once the radios are received in good condition.		
6	Section 5311: Rural Area Formula (CARES Act)	731,328	9/30/2023
	The City Transit Manager is about to file his last Billing Summary to use up this entire grant, as directed by the Alaska Department of Transportation & Public Facilities.		
7	COPS – School Violence Prevention Program-LKSD	500,000	3/15/2023
	I completed the Final Progress Report. The Finance Department must complete the Final Financial Report and the city can close this grant. The Lower Kuskokwim School District was only able to spend \$12,000 of the \$500,000 awarded.		
8	COPS Hiring Program - School Resource Officer (SRO)	125,000	6/30/2023
	The City received a one-year extension on the grant. The Finance Manager submitted a report to claim the entire \$125,000 in grant funds. The City must request LKSD to pay for SRO salary not covered by grant.		
9	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	None
	To do: Complete Final Report and close grant.		
10	FY 23 Alaska Public Entity Insurance Safety Grant	\$5,000	6/30/2022
	The Police Department ordered a drone that cost \$6,928.20 that will be used for search and rescue operations in which the Police Department takes part. The City will have to work with FAA officials, the city attorney, and other stakeholders to develop a drone program.		

11	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	12/31/2024
	I completed the ARPA report due by April 30, 2023. The City spent the following so far:		
	<u>Description</u>	<u>Spent</u>	<u>Encumbered</u>
	Chemical Storage Building	\$102,319	\$1,500,000
	Lift Station Repairs	\$270,340	\$190,000
	KYUK Radio Tower	\$250,000	\$250,000
	Gen. Gov. Services	\$39,358	
12	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	6/30/2026
	No money has been spent on the project thus far. The last report was filed by the April 30, 2023 deadline. City Administration continues to look for construction funds.		
13	Justice Assistance Grant (JAG)	\$14,108	9/30/2023
	Police Chief about to purchase one drug dog and send an officer to training with the dog.		
14	Healthy & Equitable Funding	\$37,703	5/31/2023
	The City ordered playground equipment for installation in Pinky's Park. The playground equipment should be in Bethel on the first AML barge of the season (late May 2023). The City will pay the playground company to install it.		
15	Camp Initiative Grant	\$15,000	TBD
	Prepared and submitted a FY 2024 Camp Initiative Grant application for the same amount of money and use as last year. No word from the Alaska Community Foundation.		
16	VSW Capital Improvement Project Grant	\$14,000,000	TBD
	According to Jenn Brown in State Grants and Contracts Division, the city's grant agreement has been written and circulating internally for final approval. Once the City signs the grant agreement, it will work to design the Bethel Heights Water Treatment Plant so that the Lower Kuskokwim School District can connect to it and have piped water and sewer services for the new Ayaprun School being constructed.		
17	State Revolving Fund Loan – Drinking Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		
18	State Revolving Fund Loan – Clean Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		

Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



April 2023 Current Events

- **Time Off:**

This month, I took a week for some PTO. During this time, my technician was manning the office and trying to keep on top of the daily fires that would pop up during my absence. For the first time since I've been in a director position, I was able to come back from vacation without there being a mass of problems waiting for me. This certainly helps with my personal work morale, and I greatly appreciate having the assistance. As time goes on and he gains more experience, I should be able to become more and more comfortable with taking time away without the constant stress of worrying about the various other departments.

- **FY24 Budget Completed:**

Another milestone for this month was the completion of my FY24 budget review with council. There are several items I'm pursuing this year including the replacement of all old office printers, the possible replacement of desktop computers, and putting up more wireless shots around the City buildings to further bolster the resiliency of our new internal infrastructure. As we come out of the harshest points of Winter, I'm pleased that I had very few problems with the existing wireless antennae that were put in early this year.

- **Drone Surveys:**

In working on the upcoming SIKLU redundancy project, my department has been collaborating with ACS to try and find some viable locations and wireless shots to add. It becomes a challenge in the colder months because our heavy lifter equipment doesn't work too well in the freezing temperatures and it's a pain to drive those machines to various locations due to ice and snow on the roads. Climbing onto rooftops is also dangerous in snowy conditions. This makes it difficult for us to have this information gathered in time for Summer and we lose valuable time to order equipment ahead of breakup.

As a work-around, I picked up a camera drone for our department that we were able to use to check line-of-sight, visibility, and how high our antennae would need to be in order to see the target buildings from a given location. Our aim is to add shots going from the Port office to the small-boat harbor, from the small-boat harbor to the landfill, and from Public Works to the Police Dept. If we can add in these shots, then we have at least two points on every City building for information to travel, which should help to mitigate or even eliminate downtime if issues arise with a given antenna.

Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



We have registered our drone with the FAA. Below are some examples of the views we were able to make during our building surveys:

Looking from the Port to the Small-Boat Harbor Office



Looking from Public Works towards the Police Dept



Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



Looking from the Small-Boat Harbor to the Landfill



Looking from the Bethel Heights Water Antenna to Public Works



Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Vehicle Citation Equipment for Police:**

A couple of months ago, the Police Chief requested our help in trying to obtain pieces of equipment that would allow them to set up laptops inside two of their vehicles for the purposes of creating citations in the field. This month, we finally received all that equipment and have passed it onto the Police Dept to worry about the installation. If that experiment is successful, we may look at outfitting more of the squad cars with similar equipment. Provided this happens, it may be a springboard on my possible APSIN-in-vehicles project in the new fiscal year.

- **Email Impersonation Defenses:**

Since I've been working with our managed IT service partners, I had assumed a certain collection of countermeasures were in place to help defend against mail impersonation especially as it relates to our council members and administrative personnel being 'spoofed'. Quite often, emails will go out from people posing as a council member requesting gift cards or some other peculiar ask, however, it's typically very easy to see that the address is not the legitimate email of the individual and that the message is obviously a scam.

This is a common problem, but there are some defenses that can be employed to help nip these types of emails in the bud. During some research, I learned that we were actually missing a few of these basic blocks and so I have endeavored to correct the oversight. Internally, mail should hopefully now be rejected from hitting a user's inbox if it does not have the correct email address associated with it. Time will tell how effective the defenses are, but I imagine the number of fake emails (at least from internal staff and council members) should drop sharply.

- **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.

Memorandum

Date: May 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



Future Plans

- **Lease Hunting:**

As we inch towards the finalization of the FY24 operational budget, I will begin hunting down quotes for leases on some of the new equipment I hope to get for the City. Lining these up close to the turn of the fiscal year will, hopefully, reduce any wait-times in receiving our new hardware.

- **Training:**

I will be trying to line up training for my department as we roll over into the new fiscal year. I would like to pursue A+ certification for my technician while also refreshing some of my lapsed certifications. He is set to attend classes in early May. This will be an online course that I'm optimistic our new OneWeb/Starlink Internet will be able to facilitate with no troubles.

CITY OF BETHEL POLICE DEPARTMENT



April 2023 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	2	1
Community Service Officer	2	1	1
Evidence and Record Custodian	1	1	0
Administrative Assistant/Taxi Inspector	1	0	1
Public Safety Dispatcher (one E911 funded)	5	4	1
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant-funded/reimbursed SRO)	19	15	4

Operations:

Operations Tempo				
	April 2023	March 2023	April 2022	2023 Total
Calls Total	1384	1207	1250	4950
Reports Total	99	102	84	392
Intoxicated Pedestrian Calls	118	117	264	414
Driving Under Influence Calls	14	13	33	43
Domestic Violence Reports	11	13	23	53
Animal Calls	24	29	47	126
Animal Bite Reports	0	1	0	2
Sexual Assault Reports	9	6	6	27
Death Investigation Reports	0	1	2	2

Training

Officer Murphy attended Fire/Arson Investigation training in Sitka. Chief Hicks attended Law Enforcement Management training in Anchorage.

Operations

The department received a UAV purchased via grant. Personnel are currently going through the FAA-required training for their UAV pilot certificate. We are also updating the department SOP to reflect UAV operations in the future.

3 department vehicles have been delivered to Alaska Safety in Anchorage and are currently being marked and equipped. Expected for delivery on the first barge.

Two mobile data terminals are being installed and tested in two of our patrol vehicles.

Personnel

Officers Griffin, Saat, and Turk resigned. We have 3 personnel currently going through the hiring process, with one expected to start in mid-May. We are working on several other possible police applicants' background checks. We are actively recruiting to fill vacant patrol, dispatch, and administrative positions.

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: April 2023 Managers Report

- **Small Boat Harbor**

We are still doing daily checks in the Small Boat Harbor; we are currently working on getting the abandoned vehicles tagged & removed. We have been cleaning up the north and south side parking of snow so that we end up with a less watery surface.

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

We are starting to see signs of life in the dock! Workers and machines are starting to show up to work on the tub boats prior to brake up. I believe we have seen workers on all but three vessels in the yard. We have kept up with the snow around the dock, vessels, and yards. The city dock is roughly 85% snow and ice-free. And we are looking to add a gravel cover to the entrance and possibly to the face of the dock before the first barge. The replacement of the headers at the Petro port is going well. I spoke to the Manager at Crowley, and he said they will be done before the summer season. The front gate is open until 1600 hours, Monday through Friday.

- **Port Office**

There are no issues to report for the Port Office, and it still operates well. Building Maintenance is doing daily checks on the building. We are reviewing our summer forms and ensuring they are all corrected for this year. And have the appropriate charge rates on them. The office is open Monday through Friday from 8 to 4.

- **Admin**

Our monthly storage is prepped and will head out the door this first week of May.. We are currently looking around for Heavy Equipment training for our new grader. The Port Commission did not have a quorum this month. Our next meeting will be on May 15, 2023, at 7 p.m. at City Hall.

- **Seawall**

The Port crew is doing daily checks along the seawall. Constant clean-up, as needed. The lower access has been used this winter for cross-country skiing. We have been clearing the culverts in the float plane area and around the port so that when we do melt, we won't find ourselves self-flooded with more water than we should be. We have been lending a hand with clearing out culverts around town. And this is the last week we will be checking the mail daily. So that we can focus on the city dock and small boat harbor before summer is in full swing.

- **Misc.**

We are maintaining the cleanliness around the waterfront as much as we safely can. Our dredging efforts this spring didn't get off the ground due to weather conditions and available employees. Hopefully, we can get farther this coming spring.



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: 4.30.2023
TO: Peter Williams, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: Losing 4 drivers by the end of the month, this will be impacting Services in May. For the Month of April 2023 our department has remained caught up on our scheduled deliveries. Currently we have one sewer truck in the shop being repaired. We have one water truck down and waiting for replacement parts to arrive. If, the city DOES NOT want to lose Tamara Camille, the City of Bethel needs to find a way to numerate her value to the City.

Utility Maintenance: 13 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.
- 13 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing up main lift station by hand with soap to prevent matt build up
- leveling activities on low-flow and plugged sewer lines
- The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest.
- Utility Maintenance has 3 vacant staff workers still short staffed

Property Maintenance:

0 of 2 Temporary positions filled. Positions posted since early 2022.
4 of 4 FTE positions filled.

POOL: Add glycol to increase boiler pressure. Reset boilers due to FSG alarm.

COURTHOUSE: Hung AED in DA office. Repair wiring on boiler.

CITY HALL: Replace broken keys. Unclog toilet.

TRANSIT: Program new overhead door remote openers.

PUBLIC WORKS: Repair building maintenance door. Repaired switch and replaced water pump on steamer. Work on south side overhead door. Welded door stops on middle overhead door to prevent it from coming out of its tracks. Completed remodel of Public Works Admin office. Working on remodel of Public Works Director office.

TEEN CENTER: Replace circulation pump on boiler A. Replace fuel nozzle on boiler A.

Main Water Plant: Repair glycol leak on unit heater. Replaced leaking pressure gauge on boiler. Changed fuel filters on boilers.

Police Station: Worked on broken garage door. Repaired clogged toilet. Repaired boiler in garage.

Fire Station: Work on clearing backed up floor drains.

Road Maintenance:

Streets and Roads has both steamers out on the spring thaw that is going on now, and as of now 41 culverts have been thawed out. Because of the thaw and freeze we had earlier this month, more than once, we had to steam some of those culverts up to two or three times in order to keep the water running through them.

Streets and Roads had the graders out during the 2- or 3-hour window on the last freeze up in April, on H-Marker Rd, City Sub, Akakeek St, and Ptarmigan St. The graders were out after hours until it froze up, too much to grade and this hold up until the spring thaw started.

Streets and Roads has been digging out the ends of the culverts with the 420D backhoe before the spring thaw.

Street and Roads work on both steamers replacing worn out parts and cleaning the steam coils out on both steamers by running acid through the coils to clean it out.

Vehicles and Equipment:

As usual fixing, repairing and maintaining vehicles and equipment as needed. Had 1 guy quit and hired another guy who will start on 5-2-23.

Transit System:

This month has been a busy month for Transit. With the warm weather, the ridership has increased and has surpassed the past months with ridership and fares. The ridership consisted of: 572 Seniors, 14 Youth, 77 Adults, 109 Disabled, and 305 Pass riders. Total fares is \$1,491.00. Bus 440 logged 2,668.9 and fuel pumped was 360.119. 3 Elder and 3 Adult month passes and 74 Day passes were purchased for the month. All monthly invoices are up to date to the state and the 3rd Quarterly Report has been submitted. Have a great summer!

Landfill & Hauled Refuse: With the warm weather's arrival the landfill staff have been busy shredding, draining refrigerant from freezers, and draining all fluids from junk cars and trucks and building berms for the hauled waste cell. The landfill is doing well, and signage has benefitted both customers and staff. We are currently understaffed and accepting applications.

With help from other staff from the port and public works we have been able to manage but being short-staffed is a challenge. In April the Hauled Refuse truck brought in 72 loads of dumpster trash, the city brought 4 misc. loads of trash, 117 private citizen loads, 1,195 cubic yards of commercial waste, 3 refrigerators/freezers and 7 junk vehicles.

Staffing Issues/Concerns/Training:

Department:	Hauled Utilities	Utility Maint.	Landfill & Refuse	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions:	13	6	3	5	4	3	5
Total Funded Positions:	15	9	6	7	5	3	7
Percentage	87%	67%	50%	71%	80%	100%	71%



Bethel Transit System
PO Box 1388
370A 4th AVE
Bethel, AK 99559-1388
www.cityofbethel.net
(907)543-3039

April 2023

Good morning,

April has been a busy month. So far this month has surpassed all the past months with ridership and total bus fares. Bus 440 logged 2,668.9 miles and fuel pumped in was 360.119. The ridership consisted of: Seniors-572, Youth-14, Adults-77, Disabled-109, and Pass riders-305.

3 Elder and 3 Adult month passes were purchased along with 74 day passes. Total fares for April is \$1,491.00.

Bus 439 has been in the shop with mechanical issues. As soon as it is repaired, Bus 440 will have its monthly service. Hoping to have a busy summer this year.

For the monthly invoices submitted to the state, there is 1 remaining to be reviewed and when it is approved, this will deplete the CARES ACT grant of \$731,328.00 to which I will ask for a letter stating that the grant has been all used for reimbursement to the City of Bethel. With the approval from the state, I have already submitted invoices to the state under the CRRSAA(Coronavirus Response and Relief Supplemental Appropriations Act) grant. I have submitted the 3rd Quarterly Report to the state as well.

Evon A. Fox, Jr.
Bethel Transit Manager

City of Bethel, Alaska

City Clerk's Office

Council Meetings

5/2/2023 Special Budget Meeting

5/4/2023 Special Meeting City Manager Recruitment

5/9/2023 Regular City Council Meeting

Office Meetings

Attended the City of Bethel Health Insurance Meeting Annual Renewal.

Attended Union Negotiation Review Meeting

Met with the Art Camp Teacher to coordinate Art Camp supplies, dates, etc..

Met with the Alaska Association of Municipal Clerk's Education Committee to coordinate the 2023 education topics for Conference.

City Manager Recruitment Tasks

Invited four interim city manager candidates to first round of interviews.

Provided notice to the city manager candidate of the invitation to second round of interviews.

The council has received eight complete city manager candidate applications.

General Tasks

Created an online calendar showing the events for the community parks for the website.

Training New Public Works Assistant on Agenda Management software.

Processed 4 Burial Permits

Processed 3 Passports

Committee/Commission Vacancies

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

Planning Commission 2023 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair	NO MTG	NO MTG	P	X	X							
Lorin Bradbury, Vice Chair	NO MTG	NO MTG	P	X	X							
Alex Wasierski	NO MTG	NO MTG	P	X	X							
Shadi Rabi	NO MTG	NO MTG	P	X	X							
Stanley Hoffman Jr.	NO MTG	NO MTG	E	E	X							
Haley Hanson	NO MTG	NO MTG	P	X	X							
Jessica Schroeder	NO MTG	NO MTG	U	XX	XX	XX	XX	XX	XX	XX	XX	XX
Greg Morgan	NO MTG	NO MTG	U	X	E							
Sophie Swope	NO MTG	NO MTG	P	X	E							

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair												
Lorin Bradbury, Co-Chair												
Alex Wasierski												
Shadi Rabi												
Stanley Hoffman Jr.												
Haley Hanson												
Jessica Schroeder												
Greg Morgan												

Vacancy shall be declared by the body when a member:

Fails to attend 3 regular meetings without being excused by the body
 Fails to attend 3 special meetings without being excused by the body
 Fails to attend 65% of regular meetings
 Fails to attend 65% of special meetings.

P=Present
E=Excused
U=Unexcused
T= Tardy

Chair determines excused/unexcused during roll call. If a member disagrees with the the chair, a motion to overule the decision of the chair can be made.

xx: not yet appointed/left commission