



CITY OF BETHEL
COMMUNITY PARKS AND RECREATION COMMITTEE
MONDAY, JUNE 12, 2023, 6:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN ZOOM MEETING: <https://us06web.zoom.us/j/83957123243?pwd=ZDgvdnVHbnJLQkFkOXN3VFpzVEpKQT09>

MEETING ID: 839 5712 3243

PASSCODE: 554431

PHONE NUMBERS: 888 475 4499 US TOLL-FREE

833 548 0276 US TOLL-FREE

833 548 0282 US TOLL-FREE

877 853 5257 US TOLL-FREE

MEMBERS

Brian Lefferts, Chair	Jessica Pew
Beverly Hoffman, Vice-Chair	Kathy Hanson
Eric Whitney, Council Rep	Brian Jackson
Sean Glasheen, Alternate 1	Alternate 2-Vacant

STAFF

Ex-Officos: Jason Spann, Facility Maint. Foreman
Anna Larson, Administrative Assistant
Email: pwadmin@cityofbethel.net
Phone: 907-543-3110

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. May 8, 2023 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Request for Proposal Released-YK Fitness Center Operations and Recreational Services
- B. YK Fitness Center Operational Budget Change from Enterprise Fund to General Fund (Lefferts)
- C. YK Fitness Center Review Of Fiscal Year Operational Budget's Expenditures, Revenues, Transfers (Lefferts)
- City of Bethel FY24 Draft D - Pages of Interest
- D. Recommending the City Council Reduce Reliance on Contract Support to Operate the YK Fitness Center (Lefferts)
- E. Update From HealthFit On The Pay What You Can Program Role Out (Lefferts)
- F. Healthy & Equitable Communities Grant- City's Grant Award \$190,000 (City Manager Williams)
- G. Legislative Grant Award in the Amount of \$500,000 for the Design of YK Fitness Center Phase II (Lefferts)

VII. NEW BUSINESS

Posted June 6, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Anna Larson, Ex-Officio Staff

- A. Kilbuck Site for Park Land
- B. 2023 Harbor Park Sign Design Contest
- C. 4th of July (Lefferts)
Parade Entry Form
- D. Larson Subdivision (Kathy Hanson)

VIII. EX OFFICIO REPORT

- A. Department Head Reports April 2023
Manager's Report May 2023
YK Health Fitness Report April 2023
Community Parks and Recreation Committee Attendance Log

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted June 6, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Anna Larson, Ex-Officio Staff

City of Bethel, Alaska

Community Parks and Recreation Committee Minutes

May 8, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Community Parks and Recreation Committee Meeting was held on May 8, 2023, via Zoom. Brian Lefferts called the meeting to order at 6:00 PM.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call: Jessica Pew, Brian Lefferts, Kathy Hanson, Eric Whitney, Michelle Dewitt, Beverly Hoffman, Sean Glasheen EX: Brian Jackson
Also Present: Jason Spann (Ex-Officio), Anna Larson (Recorder), Stacey Reardon (arrived at 6:28 PM)

III. PEOPLE TO BE HEARD: Brian Lefferts read email from HS Student – Mary Simeon who asked for support in building more parks in the city of Bethel.

IV. APPROVAL OF AGENDA:

Moved By:	Kathy Hanson	Motion to approve Agenda.
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

Moved By:	Beverly Hoffman	Motion to approve Meeting Minutes April 10, 2023
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

Moved By:	Beverly Hoffman	Motion to amend Meeting Minutes
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. UNFINISHED BUSINESS:

A. YKHC/KUC Boardwalk Development

Moved By:	Beverly Hoffman	Motion to strike Item VI. A
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

B. Phase II of The YK Fitness Center

Moved By:	Beverly Hoffman	Motion to strike Item VI. B, but leave Item M.
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

A. Feasibility study

- B. Ideas to improve operation for the YK Fitness Center
- C. Potential revenue streams/budget information for the YK Fitness Center
- D. Recommendation To Allocate Funding to The YK Fitness Center's Dedicated Fund an Amount Equal To Utility Expenses For Fiscal Year

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

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

Moved By:	Beverly Hoffman	Motion to remove VI. D
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

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

Moved By:	Beverly Hoffman	Motion to build a footbridge on already existing trail.
SECONDED BY:	Eric Whitney	
VOTE ON MOTION	Motion carried by unanimous vote.	

Moved By:	Eric Whitney	Motion to approve recommendation to the City Council that the city not accept the Community Transportation Program grant in the amount of \$4,920,000.00 to design and construct the Citysub YK trail if offered, instead the City should consider developing a path with its own resources.
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

F. YK Fitness Center Operational Budget Change from Enterprise Fund to General Fund (Lefferts) – Keep this on agenda but remove all the 60 pages of support from all the different communities.

Moved By:	Michelle DeWitt	Motion to request that City Administration direct the Assistant Deputy Finance Director to work with the Community Parks and Recreation Committee to develop some financial modeling materials around Item F. on the May 8 th agenda.
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

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

Moved By:	Beverly Hoffman	Motion to include Stacey Reardon in meeting discussion
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

Lefferts: Would like to request 2024 budget.

- H. Bethel 2045 Comprehensive Plan Draft Review-Community Parks and Recreation Specific Chapter 1, Chapter 4, Chapter 7 – Lefferts: This can be removed from agenda.
- I. Recommending the City Council Reduce Reliance on Contract Support to Operate the YK Fitness Center (Lefferts)
- J. Update From HealthFit On The Pay What You Can Program Role Out (Lefferts)

K. Update On Employee Membership Program (Lefferts)

MOVED BY:	Beverly Hoffman	Motion to make a recommendation to add YK Fitness Membership Benefit as part of Employee Package
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

L. Healthy & Equitable Communities Grant- City's Grant Award \$190,000 (City Manager Williams)

M. Legislative Grant Award in the Amount of \$500,000 for the Design of YK Fitness Center Phase II (Lefferts)

VII. NEW BUSINESS:

A. Trails: City Sub-YK Trail and Pinky's Park Boardwalk Replacement (John Sargent)

MOVED BY:	Beverly Hoffman	Motion to approve recommendation of gravel path is something the City should not pursue.
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

VIII. EX OFFICIO MEMBER REPORT:

A. Department Reports February 2023

IX. COMMITTEE MEMBER COMMENTS:

Brian Lefferts: Thanks everyone

Kathy Hanson: Requested Kilbuck site for park land be added to the next agenda.

Beverly Hoffman: Presented questions about cleanup greenup.

Jessica Pew: What are the City's plans for 4th of July?

Brian Jackson: Not Present

Eric Whitney: Thanks for coming, disappointed the tile wasn't fixed? Investigate?

Michelle DeWitt: 4th of July will be here before we are ready for it.

Sean Glasheen: No comment

X. ADJOURNMENT:

MOVED BY:	Beverly Hoffman	Motion to adjourn.
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, the meeting adjourned at 7:49 PM.

APPROVED THIS _____ DAY OF _____, 2023.

Brian Lefferts
Committee Chair

Anna Larson
Recorder of Minutes

Yukon Kuskokwim Regional Health and Aquatic Safety Training Center (400-50)		FY19 Actuals	FY20 Actuals	FY21 Budget	FY21 Actuals	FY22 Budget	January FY22 Actuals	FY23 Budget
REVENUES:								
43-4360	Pro Shop Revenue	41,667	34,516	44,982	16,683	40,000	16,230	40,000
43-4361	Concession Revenue	68,100	54,492	70,092	17,773	60,000	12,375	60,000
43-4362	Entry Fee	105,901	129,351	100,000	42,005	100,000	40,951	100,000
43-4369	Program Fees	56,034	32,955	85,817	4,268	50,000	6,376	50,000
43-4440	Facility Rental	49,874	27,934	44,600	4,986	25,500	10,959	25,500
43-9420	Memberships	-	-	350,000	83,107	260,000	137,354	260,000
Total Operating Revenues		321,576	279,248	695,491	168,822	535,500	224,245	535,500
Grant Revenues								
42-9411	SFY13 Designated Legislative Grant	-	-	-	-	-	-	-
42-4570	Delta Women's Group Grant	3,901	405	-	-	-	-	-
42-4571	Community Action Grant	(344)	405	-	-	-	-	-
42-416	Grant Revenue	-	-	-	102,999	100,000	100,000	5,000
Total Grant Revenues		3,557	810	-	102,999	100,000	100,000	5,000
Transfer In/Miscellaneous								
46-4300	Cash Xfer from GF: 8.33%* Retail Sales Taxes	532,507	471,064	500,000	589,163	625,000	360,964	649,740
46-4330	Cash Xfer from GF: 3.33%*Alcohol Sales Taxes	15,037	20,856	20,000	12,820	16,666	7,517	16,650
46-4370	Wellness Program	295,543	239,181	-	-	-	-	-
46-4530	Penalties & Interest	-	-	-	-	6,250	-	-
46-9415	Cash Xfer from GF: 8.33%*ARSST	-	-	-	27,179	41,667	28,778	49,980
46-9417	Xfer from GF: 3.33%* Marijuana Sales Tax	-	-	-	24,911	28,333	16,442	28,305
49-4590	Investment Income	83,932	59,274	41,000	868	41,000	199	2,000
Total Non-Operating Revenue		927,019	790,375	561,000	654,941	758,916	413,900	746,675
Total Revenues		1,252,152	1,070,433	1,256,491	926,762	1,394,416	738,145	1,287,175
EXPENSES:								
MATERIALS, SUPPLIES, & SERVICES:								
6150	Gasoline/Diesel/Oil	1,459	1,385	2,472	2,556	2,472	5,992	3,500
6153	Heating Fuel	161,531	198,272	204,000	166,373	133,710	145,140	175,392
6155	Water/Sewer/Garbage	51,638	198,272	56,650	104,059	56,650	31,700	56,650
6160	Electricity	113,542	96,039	120,510	77,830	120,510	60,947	91,421
6170	Telephone	1,228	1,202	773	1,326	773	990	1,300
6200	Minor Equipment	845	-	-	60	-	843	-
6230	Vehicle Maint/Repairs	17	232	-	111	1,000	186	97
6240	Prop Maint (ICR)	37,359	54,521	50,000	44,480	50,000	36,099	50,000
6241	Property Maintenance (ICR) (5%)	-	-	43,000	-	43,000	-	55,407
6320	Other Professional Fees (HealthFit @ \$12,748.12)	144,200	148,526	148,320	148,526	152,981	152,981	157,570
6326	Contractor Fees	749,495	608,112	700,700	406,847	905,769	74,440	793,100
6335	Other Purchased Services	5,760	43,244	25,160	7,206	10,000	2,498	10,000
6400	Insurance	39,105	62,226	39,975	61,811	48,733	37,544	40,939
6710	Admin Overhead General Fund	23,653	24,345	30,000	35,993	30,000	22,695	21,819
6711	Admin Overhead-IT SVCS	38,240	45,513	43,439	40,276	43,439	34,959	33,260
Total Operating Expenses		1,368,073	1,481,887	1,464,999	1,097,455	1,599,037	607,014	1,490,455
Cash Transfer from YKRHASTC Reserve Fund								203,280
Net Operating Profit/(Deficit)		(115,921)	(411,453)	(208,508)	(170,693)	(204,621)	131,131	0

**Yukon Kuskokwim Regional Health
and Aquatic Safety Training Center Expense Worksheet**

		FY20	FY21	FY22	FY23
Personnel:					
	Wages & Benefits	811,739	818,398	696,442	610,000
	Housing	37,080	43,822	42,900	42,550
	Total Personnel	848,819	862,220	739,342	652,550
545 Travel & Training:					
	1st Aid/CPR	1,500	1,500	1,000	500
	Staff Inservice Training	1,500	1,500	1,000	500
	Total Travel & Training	3,000	3,000	2,000	1,000
561 Supplies:					
	Office Supplies	3,000	3,000	1,500	1,000
	Pool Maintenance	10,000	10,000	6,000	6,000
	Chemicals	26,000	26,000	22,000	22,000
	Fitness Items	2,000	2,000	2,000	2,000
	Aquatic Program	2,575	2,575	2,000	2,000
	Concession Inventory	35,530	36,596	32,000	25,000
	Pro-Shop Inventory	21,500	21,500	21,500	18,000
	Total Supplies	100,605	101,671	87,000	76,000
Building Maintenance:					
580	Boiler	6,000	6,000	3,000	1,500
661	Vehicle Maintenance	250	250	100	100
663	Janitorial Supplies	20,400	20,400	20,000	15,000
799	Maintenance Reserve	7,500	9,000	7,000	6,000
	Total Building Maintenance	34,150	35,650	30,100	22,600
668 IT/Software:					
	Point of Sale System	7,060	7,646	7,646	6,000
	Employee Scheduling	500	500	500	500
	Total IT/Software	7,560	8,146	8,146	6,500
General Expenses:					
563	Wearing Apparel	-	2,731	2,731	2,000
580	Minor Equipment	21,000	21,000	10,000	10,000
661	Donations/ Awards	500	500	250	250
724	Dues/Subscriptions	2,000	2,100	2,000	1,000
727	Advertising	8,000	8,000	6,000	3,000
733	Postage	200	200	100	100
736	Bank Fees	14,645	15,377	14,500	14,500
	Total General Expenses:	46,345	49,908	35,581	30,850
790 Special Events:					
	Member Incentives	400	400	550	550
	Community Events	400	450	550	550
	Total Special Events	800	850	1,100	1,100
799 Misc. Expenses:					
	Unforeseen Expenses	2,625	3,150	2,500	2,500
	Total Misc. Expenses	2,625	3,150	2,500	2,500
646 Total Contractor Pass-Thru Exp.:					
	Total Personnel Expenses	848,819	862,220	739,342	652,550
	Total Operational Expenses	195,085	202,375	166,427	140,550
	Total Contractor Pass-Thru	1,043,904	1,064,595	905,769	793,100
649 Contractor: Healthfit costing 12,748.42 per month					
		148,320	148,320	152,981	157,570
	Total Expenses	1,192,224	1,212,915	1,058,750	950,670

CITY OF BETHEL
COMBINED CASH INVESTMENT
JANUARY 31, 2023

COMBINED CASH ACCOUNTS

010-10200	CASH-GENERAL WELLS FARGO	(716,501.20)
010-10205	CASH-SWEEP WELLS FARGO	379,252.82
010-10210	CASH-PAYROLL WELLS FARGO	92,284.56
010-10220	CASH-UTILITY WELLS FARGO	362,490.88
010-10225	CASH-XPRESS PAY DEPOSIT ACCT	220,933.66
010-10230	CASH-COMMUNITY ACTION GRANT	31,914.64
010-10360	CASH WF PC TICKETS	595,732.33
TOTAL COMBINED CASH		966,107.69
010-10100	CASH IN COMBINED FUND	(20,885,673.12)
TOTAL UNALLOCATED CASH		(19,919,565.43)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO FUND 010	(20,885,673.12)
100	ALLOCATION TO GENERAL FUND	8,104,697.90
160	ALLOCATION TO POLICE ASSET FORFEITURE	(66,780.50)
170	ALLOCATION TO VSW-HEAT TRACE REPLACEMENT	(15,408.79)
180	ALLOCATION TO BOARDWALK LIGHTING PROJECT	88,148.05
190	ALLOCATION TO AVENUES W&S GRANT USDA	(6,798.94)
200	ALLOCATION TO AVENUES W&S LOAN USDA	(2,885,218.88)
250	ALLOCATION TO LAND PLANNING AND DEVELOPMENT	21,172.97
260	ALLOCATION TO PARKS DEVELOPMENT FUND	40,845.33
270	ALLOCATION TO COMMUNITY SERVICE PATROL GRANT	(97,944.44)
280	ALLOCATION TO RECOVERY ACT JAG GRANT	(13,508.00)
400	ALLOCATION TO YK REG AQUA HLTH & SAFETY CTR	(2,602,441.93)
410	ALLOCATION TO E-911 SYSTEM/SURCHARGE	(2,323.55)
430	ALLOCATION TO WATER & SEWER GRANT PROJECTS	(16,000.00)
450	ALLOCATION TO INSTITUTIONAL CORRIDOR PROJECT	(115,901.89)
470	ALLOCATION TO PORT OFFICE CP FUND	(22,466.07)
490	ALLOCATION TO F49 PORT MULTI-FACILITY IMPRV.	(22,200.00)
500	ALLOCATION TO SOLID WASTE SERVICES	3,452,642.09
510	ALLOCATION TO WATER & SEWER SERVICES	5,719,919.68
520	ALLOCATION TO MUNICIPAL DOCK	5,949,783.31
530	ALLOCATION TO LEASED PROPERTIES	858,169.08
540	ALLOCATION TO EMPLOYEE GROUP HEALTH BEN.	(785,282.53)
560	ALLOCATION TO BETHEL PUBLIC TRANSIT SYSTEM	(431,011.08)
570	ALLOCATION TO VEHICLES & EQUIP MAINTENANCE	(536,831.08)
580	ALLOCATION TO FLEET REPLACEMENT FUND	1,744,089.91
600	ALLOCATION TO RASMUSON GRANT	4,430.32
625	ALLOCATION TO COPS	(154,757.00)
630	ALLOCATION TO LAGOON UPGRADES DESIGN SERV	(1,221,371.52)
660	ALLOCATION TO COVID-19 CARES ACT FUND	2,928,279.01
680	ALLOCATION TO HOMELAND SECURITY PROGRAM	(115,024.73)
720	ALLOCATION TO CARES ACTAK COMMUNITY TRANSIT	(384,865.89)
780	ALLOCATION TO YK FITNESS CENTER DESIGN	(34.46)
830	ALLOCATION TO FUND 830	(2,862.94)
900	ALLOCATION TO BETHEL ENDOWMENT FUND	1,450,599.79

CITY OF BETHEL
COMBINED CASH INVESTMENT
JANUARY 31, 2023

TOTAL ALLOCATIONS TO OTHER FUNDS	(21,929.90)
ZERO PROOF IF ALLOCATIONS BALANCE	(21,929.90)

CITY OF BETHEL
BALANCE SHEET
JANUARY 31, 2023

FUND 010

ASSETS

010-10100	CASH IN COMBINED FUND	(	20,885,673.12)	
010-10200	CASH-GENERAL WELLS FARGO	(	716,501.20)	
010-10205	CASH-SWEEP WELLS FARGO		379,252.82	
010-10210	CASH-PAYROLL WELLS FARGO		92,284.56	
010-10220	CASH-UTILITY WELLS FARGO		362,490.88	
010-10225	CASH-XPRESS PAY DEPOSIT ACCT		220,933.66	
010-10230	CASH-COMMUNITY ACTION GRANT		31,914.64	
010-10360	CASH WF PC TICKETS		595,732.33	
010-11210	INVESTMENT-AMLIP		703,489.94	
010-11750	CASH CLEARING - UTILITY		48,240.82	
010-11751	CASH CLEARING - CEMETERY	(	582.66)	
010-11755	CASH CLEARING - A/R	(	5,694.70)	
010-11756	CASH CLEARING - BUS.LICENSE	(	505.68)	
010-11757	CASH CLEARING - BUSINESS TAX	(	37,183.83)	
010-11758	CASH CLEARING - SWEEP		715,239.05	
010-12900	TVI-CENTRAL TREASURY ACCT		18,537,937.82	
TOTAL ASSETS				41,375.33

LIABILITIES AND EQUITY

LIABILITIES

010-20100	VOUCHERS PAYABLE		41,375.33	
TOTAL LIABILITIES				41,375.33
TOTAL LIABILITIES AND EQUITY				41,375.33

CITY OF BETHEL
BALANCE SHEET
JANUARY 31, 2023

GENERAL FUND

ASSETS

100-10100	CASH IN COMBINED FUND	8,104,697.90	
100-11010	PETTY CASH/CASH IN TILL-YOUTH	70.00	
100-11020	PETTY CASH/CASH IN TILL-POLICE	256.18	
100-11030	PETTY CASH/CASH IN TILL-FINANC	500.00	
100-12020	ACCOUNTS RECEIVABLE-BTC MODULE	371,214.77	
100-12030	ACCOUNTS RECEIVABLE-AR MODULE	193,778.05	
100-12040	ACCOUNTS RECEIVABLE-BL MODULE	500.00	
100-12200	INTEREST RECEIVABLE	10,017.16	
100-12800	ACCRUAL - TAXES	843,060.10	
100-12900	ALLOWANCE FOR DOUBTFUL ACCTS	(18,575.20)	
100-13200	INVENTORY - HEATING FUEL	31,868.10	
100-13300	INVENTORY-TREATED LUMBER	2,361.99	
100-13500	INVENTORY - PIPE	29,098.50	
100-17600	PREPAID INSURANCE	386,936.81	
100-17700	PREPAID WORKERS COMP	69,406.09	
100-17800	PREPAID - OTHER EXPENSES	13,930.97	
100-18000	SUSPENSE	(129,633.30)	
100-18300	SUSPENSE - BULK DIESEL FUEL	30,877.78	
100-19500	MISC RECEIVABLES - GENERAL FUN	2,925,632.54	
TOTAL ASSETS			12,865,998.44

LIABILITIES AND EQUITY

LIABILITIES

100-20100	VOUCHERS PAYABLE	139,179.71	
100-20720	PAYABLE - SOCIAL SECURITY	(66.41)	
100-21100	RETURNED STALE DATED PAYROLL	3,858.25	
100-21200	PAYABLE FED W/H	(7,142.21)	
100-21300	PAYABLE MEDICARE FICA	(852.41)	
100-21410	PAYABLE - PERS	23,707.17	
100-21600	PAYABLE - HEALTH INSURANCE	(480.87)	
100-21610	PAYABLE - AFLAC	259.04	
100-21700	PAYABLE - UNION DUES	482.94	
100-21900	PAYABLE - OTHER DEDUCTIONS	5,236.19	
100-23200	UNCLAIMED PROPERTY PAYABLE	15,156.01	
TOTAL LIABILITIES			179,337.41

FUND EQUITY

100-26900	INSURANCE CONTINGENCY	5,945.00	
100-27000	DEFERRED REVENUE - SALES TAX	192,499.99	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		(399,128.35)	
BALANCE - CURRENT DATE		(399,128.35)	
TOTAL FUND EQUITY			(200,683.36)

CITY OF BETHEL
BALANCE SHEET
JANUARY 31, 2023

GENERAL FUND

TOTAL LIABILITIES AND EQUITY

(21,345.95)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
100-40-4300 TAX - SALES	5,352,066.49	5,352,066.49	7,800,000.00	2,447,933.51	68.6
100-40-4301 PENALTIES & INT - SALES TAX	117,868.92	117,868.92	33,000.00	(84,868.92)	357.2
100-40-4310 TAX - TRANSIENT LODGING	350,275.44	350,275.44	512,000.00	161,724.56	68.4
100-40-4320 CIGARETTE AND TOBACCO TAX	335,776.38	335,776.38	675,000.00	339,223.62	49.7
100-40-4322 MARIJUANA TAX	552,780.26	552,780.26	850,000.00	297,219.74	65.0
100-40-4330 TAX - ALCOHOL USE	195,313.99	195,313.99	500,000.00	304,686.01	39.1
100-40-4340 TAX - MOTOR VEH REGISTRATION	25,462.84	25,462.84	50,000.00	24,537.16	50.9
100-40-4342 AK REMOTE SELLER SALES TAX	432,874.87	432,874.87	600,000.00	167,125.13	72.2
TOTAL TAXES	7,362,419.19	7,362,419.19	11,020,000.00	3,657,580.81	66.8
<u>STATE & FEDERAL REVENUES</u>					
100-42-4102 PILT PROGRAM - STATE	983,653.91	983,653.91	950,000.00	(33,653.91)	103.5
100-42-4201 SOA-POLICE THERAPEUTIC COURT	.00	.00	250.00	250.00	.0
100-42-4203 COMMUNITY DIVIDEND	.00	.00	102,000.00	102,000.00	.0
100-42-4204 PERS ON BEHALF	.00	.00	320,000.00	320,000.00	.0
100-42-4207 MISCELLANEOUS STATE REV	.00	.00	500.00	500.00	.0
100-42-4345 SOA ELECTRIC CO-OP TAX SHARE	20,544.74	20,544.74	20,000.00	(544.74)	102.7
TOTAL STATE & FEDERAL REVENUES	1,004,198.65	1,004,198.65	1,392,750.00	388,551.35	72.1
<u>CHARGES FOR SERVICES</u>					
100-43-4374 AMBULANCE REVENUE	68,568.79	68,568.79	250,000.00	181,431.21	27.4
100-43-4379 POLICE DEPT MISC FEES	.00	.00	3,000.00	3,000.00	.0
TOTAL CHARGES FOR SERVICES	68,568.79	68,568.79	253,000.00	184,431.21	27.1
<u>LICENSES, PERMITS & FEES</u>					
100-45-4341 GAMING TAX	334,370.91	334,370.91	400,000.00	65,629.09	83.6
100-45-4377 PARKS & REC JULY 4TH FEES	100.00	100.00	500.00	400.00	20.0
100-45-4500 TAXI PERMITS	72,225.00	72,225.00	160,000.00	87,775.00	45.1
100-45-4502 BUSINESS LICENSES	24,600.00	24,600.00	25,000.00	400.00	98.4
100-45-4504 ANIMAL CONTROL LICENSES	848.00	848.00	2,500.00	1,652.00	33.9
100-45-4510 PLANNING FEES	6,350.00	6,350.00	1,700.00	(4,650.00)	373.5
100-45-4511 PLAT/RECORDING FEES	.00	.00	250.00	250.00	.0
100-45-4512 SITE REVIEWS	17,000.00	17,000.00	1,500.00	(15,500.00)	1133.3
100-45-4559 MISC PERMITS/LICENSES/FEE	12,323.00	12,323.00	6,000.00	(6,323.00)	205.4
TOTAL LICENSES, PERMITS & FEES	467,816.91	467,816.91	597,450.00	129,633.09	78.3

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
100-49-4202 SOA COURT FINES/FEES	1,550.00	1,550.00	5,000.00	3,450.00	31.0
100-49-4361 100 YRS PUBLICATION	.00	.00	40.00	40.00	.0
100-49-4362 PC TICKETS	3,413.95	3,413.95	4,000.00	586.05	85.4
100-49-4379 POLICE DEPT MISC	1,521.50	1,521.50	12,000.00	10,478.50	12.7
100-49-4439 MISCELLANEOUS REVENUE	10,398.11	10,398.11	65,000.00	54,601.89	16.0
100-49-4566 CLEANUP GREENUP DONATIONS	300.00	300.00	.00	(300.00)	.0
100-49-4590 INVESTMENT INCOME	(88,508.91)	(88,508.91)	75,000.00	163,508.91	(118.0)
100-49-4890 GAIN(LOSS) SALE OF FIXED ASSET	.00	.00	20,000.00	20,000.00	.0
100-49-9481 ONC GRAVEL CONTRACT	130,000.00	130,000.00	.00	(130,000.00)	.0
TOTAL MISCELLANEOUS	58,674.65	58,674.65	181,040.00	122,365.35	32.4
TOTAL FUND REVENUE	8,961,678.19	8,961,678.19	13,444,240.00	4,482,561.81	66.7

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-51-6000 SALARIES	204,737.21	204,737.21	367,621.00	162,883.79	55.7
100-51-6002 RELOCATION EXPENSES	8,834.08	8,834.08	10,000.00	1,165.92	88.3
100-51-6003 RECRUITMENT COSTS	.00	.00	10,000.00	10,000.00	.0
100-51-6010 OVERTIME	3,576.11	3,576.11	10,000.00	6,423.89	35.8
100-51-6022 HOLIDAY PAY	4,297.34	4,297.34	.00	(4,297.34)	.0
100-51-6023 LEAVE CASHOUT	11,190.96	11,190.96	32,869.00	21,678.04	34.1
100-51-6030 SOCIAL SECURITY EXPENSE	5,100.30	5,100.30	3,500.00	(1,600.30)	145.7
100-51-6031 PAYABLE MEDICARE FICA	3,165.55	3,165.55	5,475.00	2,309.45	57.8
100-51-6032 UNEMPLOYMENT	.00	.00	6,722.00	6,722.00	.0
100-51-6033 WORKERS' COMPENSATION	347.20	347.20	9,755.00	9,407.80	3.6
100-51-6034 PERS	28,379.16	28,379.16	83,077.00	54,697.84	34.2
100-51-6040 EMPLOYEE GROUP BENEFITS	25,824.59	25,824.59	76,284.00	50,459.41	33.9
100-51-6041 UTILITY BENEFIT	4,968.39	4,968.39	13,680.00	8,711.61	36.3
100-51-6044 YK FITNESS CENTER MEMBERSHIP	40,000.00	40,000.00	40,000.00	.00	100.0
100-51-6060 TRAVEL/TRAINING	10,649.11	10,649.11	20,000.00	9,350.89	53.3
100-51-6100 SUPPLIES	8,394.23	8,394.23	5,000.00	(3,394.23)	167.9
100-51-6103 WEARING APPAREL	.00	.00	500.00	500.00	.0
100-51-6150 GASOLINE/DIESEL/OIL	216.05	216.05	500.00	283.95	43.2
100-51-6153 HEATING FUEL	21,949.85	21,949.85	25,000.00	3,050.15	87.8
100-51-6155 WATER/SEWER/GARBAGE	6,424.59	6,424.59	8,107.00	1,682.41	79.3
100-51-6160 ELECTRICITY	11,894.32	11,894.32	23,018.00	11,123.68	51.7
100-51-6170 TELEPHONE	7,236.19	7,236.19	20,000.00	12,763.81	36.2
100-51-6171 STAFF CELLULAR PHONES	1,068.62	1,068.62	1,000.00	(68.62)	106.9
100-51-6200 MINOR EQUIPMENT	169.99	169.99	2,000.00	1,830.01	8.5
100-51-6230 VEHICLE MAINT/REPAIR	795.01	795.01	1,285.00	489.99	61.9
100-51-6231 VEHICLE PARTS & TOOLS	.00	.00	500.00	500.00	.0
100-51-6320 OTHER PROFESSIONAL FEES	22,578.20	22,578.20	20,000.00	(2,578.20)	112.9
100-51-6325 CONSULTING FEES	9,261.43	9,261.43	.00	(9,261.43)	.0
100-51-6333 JANITORIAL	5,850.00	5,850.00	20,000.00	14,150.00	29.3
100-51-6335 OTHER PURCHASED SERVICES	12,016.87	12,016.87	30,000.00	17,983.13	40.1
100-51-6400 INSURANCE	10,977.71	10,977.71	29,968.00	18,990.29	36.6
100-51-6430 ALLOWANCE FOR SPECIAL EVENTS	12,498.40	12,498.40	10,000.00	(2,498.40)	125.0
100-51-6500 DRUG TESTING/BCKGRND CKS	.00	.00	10,000.00	10,000.00	.0
100-51-6502 ADVERTISING	2,413.44	2,413.44	10,000.00	7,586.56	24.1
100-51-6503 DUES & SUBSCRIPTIONS	1,643.00	1,643.00	2,000.00	357.00	82.2
100-51-6506 POSTAGE	172.92	172.92	1,000.00	827.08	17.3
100-51-6539 MISCELLANEOUS EXPENSES	786.61	786.61	1,000.00	213.39	78.7
100-51-6700 INDIRECT COST RECOVERY	(199,468.74)	(199,468.74)	(356,387.00)	(156,918.26)	(56.0)
100-51-6711 ADMIN OVERHEAD-IT SVCS	12,472.51	12,472.51	33,260.00	20,787.49	37.5
TOTAL ADMINISTRATION	300,421.20	300,421.20	586,734.00	286,312.80	51.2

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY MAINTENANCE</u>					
100-70-6000 SALARIES	152,825.02	152,825.02	345,832.00	193,006.98	44.2
100-70-6010 OVERTIME	38,642.80	38,642.80	50,000.00	11,357.20	77.3
100-70-6022 HOLIDAY PAY	9,525.60	9,525.60	.00	(9,525.60)	.0
100-70-6023 LEAVE CASHOUT	30,696.96	30,696.96	27,261.00	(3,435.96)	112.6
100-70-6030 SOCIAL SECURITY EXPENSE	217.91	217.91	1,790.00	1,572.09	12.2
100-70-6031 PAYABLE MEDICARE FICA	3,470.76	3,470.76	5,740.00	2,269.24	60.5
100-70-6032 UNEMPLOYMENT	.00	.00	7,046.00	7,046.00	.0
100-70-6033 WORKERS' COMPENSATION	5,421.57	5,421.57	10,226.00	4,804.43	53.0
100-70-6034 PERS	49,356.86	49,356.86	87,083.00	37,726.14	56.7
100-70-6040 EMPLOYEE GROUP BENEFITS	64,438.05	64,438.05	129,683.00	65,244.95	49.7
100-70-6041 UTILITY BENEFIT	17,498.52	17,498.52	23,256.00	5,757.48	75.2
100-70-6060 TRAVEL/TRAINING	.00	.00	8,000.00	8,000.00	.0
100-70-6100 SUPPLIES	1,801.04	1,801.04	5,000.00	3,198.96	36.0
100-70-6103 WEARING APPAREL	1,107.58	1,107.58	5,000.00	3,892.42	22.2
100-70-6105 CLEANUP GREENUP SUPPLIES	180.92	180.92	700.00	519.08	25.9
100-70-6106 PAINT SUPPLIES	(95.63)	(95.63)	2,000.00	2,095.63	(4.8)
100-70-6107 ELECTRICAL SUPPLIES	2,731.59	2,731.59	7,000.00	4,268.41	39.0
100-70-6108 PLUMBING SUPPLIES	1,644.24	1,644.24	7,000.00	5,355.76	23.5
100-70-6110 MATERIALS	2,112.29	2,112.29	5,000.00	2,887.71	42.3
100-70-6111 BOARDWALK REPAIR SUPPLIES	(4,034.55)	(4,034.55)	10,000.00	14,034.55	(40.4)
100-70-6142 GLYCOL SUPPLIES	.00	.00	15,000.00	15,000.00	.0
100-70-6150 GASOLINE/DIESEL/OIL	8,034.95	8,034.95	10,000.00	1,965.05	80.4
100-70-6153 HEATING FUEL	36,648.73	36,648.73	28,924.00	(7,724.73)	126.7
100-70-6155 WATER/SEWER/GARBAGE	1,284.70	1,284.70	17,268.00	15,983.30	7.4
100-70-6160 ELECTRICITY	6,381.94	6,381.94	9,783.00	3,401.06	65.2
100-70-6170 TELEPHONE	17.21	17.21	100.00	82.79	17.2
100-70-6171 STAFF CELLULAR PHONES	644.96	644.96	1,680.00	1,035.04	38.4
100-70-6200 MINOR EQUIPMENT	4,887.91	4,887.91	8,000.00	3,112.09	61.1
100-70-6201 BOILER EXPENSE	5,116.85	5,116.85	25,000.00	19,883.15	20.5
100-70-6230 VEHICLE MAINT/REPAIR	3,261.46	3,261.46	5,713.00	2,451.54	57.1
100-70-6231 VEHICLE PARTS & TOOLS	1,690.02	1,690.02	10,000.00	8,309.98	16.9
100-70-6240 WIND TURBINE CONTRACT	7,200.00	7,200.00	11,000.00	3,800.00	65.5
100-70-6241 PARKS MAINTENANCE	334.04	334.04	45,000.00	44,665.96	.7
100-70-6242 BOARDWALK LIGHTING PROJECT	33.79	33.79	43,373.00	43,339.21	.1
100-70-6250 CARPENTRY EXPENSE	819.29	819.29	5,000.00	4,180.71	16.4
100-70-6335 OTHER PURCHASED SERVICES	3,545.55	3,545.55	25,000.00	21,454.45	14.2
100-70-6400 INSURANCE	7,803.72	7,803.72	34,758.00	26,954.28	22.5
100-70-6510 4TH OF JULY	.00	.00	400.00	400.00	.0
100-70-6530 FINANCE CHARGES/PENALTIES	11.07	11.07	.00	(11.07)	.0
100-70-6539 MISCELLANEOUS EXPENSES	1,032.16	1,032.16	1,300.00	267.84	79.4
100-70-6700 INDIRECT COST RECOVERY	(174,761.96)	(174,761.96)	(346,153.00)	(171,391.04)	(50.5)
100-70-6711 ADMIN OVERHEAD-IT SVCS	19,869.01	19,869.01	33,260.00	13,390.99	59.7
100-70-6890 CAPITAL EXPENDITURES	92,983.30	92,983.30	200,000.00	107,016.70	46.5
100-70-9596 FIRE SUPPRESSION & INSPECTION	.00	.00	7,313.00	7,313.00	.0
100-70-9696 TWO 3/4 TON PICK UP TRUCKS	133,260.00	133,260.00	106,832.00	(26,428.00)	124.7
100-70-9697 CITY HALL IMPROVEMENTS	.00	.00	436,236.00	436,236.00	.0
100-70-9698 SCISSOR LIFT	.00	.00	18,138.00	18,138.00	.0
100-70-9699 JOHN DEERE 5 SERIES	.00	.00	100,000.00	100,000.00	.0
TOTAL PROPERTY MAINTENANCE	537,640.23	537,640.23	1,590,542.00	1,052,901.77	33.8

CITY OF BETHEL
BALANCE SHEET
JANUARY 31, 2023

YK REG AQUA HLTH & SAFETY CTR

ASSETS

400-10100	CASH IN COMBINED FUND	(	2,602,441.93)	
400-11220	INVESTMENT-AMLIP YKHF		2,288,343.16	
400-11230	INVESTMENT TVI 5EQ-491024 YKHF		1,751,824.98	
400-12020	DUE TO/FROM POOL MGMT CO.		108,888.22	
400-13200	INVENTORY-HEATING FUEL		23,925.00	
400-15200	CONSTRUCTION IN PROGRESS		338,502.11	
400-15400	BUILDINGS		21,831,540.08	
400-15500	MACHINERY & EQUIPMENT		1,465,627.00	
400-16400	ACCUM DEPR - BUILDINGS	(	4,852,534.32)	
400-16500	ACCUM DEPR - M & E	(	584,060.27)	
400-18000	SUSPENSE		270,617.00	
TOTAL ASSETS				20,040,231.03

LIABILITIES AND EQUITY

LIABILITIES

400-20100	VOUCHERS PAYABLE		34,975.97	
TOTAL LIABILITIES				34,975.97

FUND EQUITY

400-26000	DEFERRED REVENUE		15,000.00	
UNAPPROPRIATED FUND BALANCE:				
REVENUE OVER EXPENDITURES - YTD				
		(	250,968.24)	
BALANCE - CURRENT DATE				
		(	250,968.24)	
TOTAL FUND EQUITY			(	235,968.24)
TOTAL LIABILITIES AND EQUITY			(	200,992.27)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 43</u>					
400-43-4360 PRO-SHOP REVENUE	21,515.00	21,515.00	40,000.00	18,485.00	53.8
400-43-4361 CONCESSION REVENUE	29,008.00	29,008.00	60,000.00	30,992.00	48.4
400-43-4362 ENTRY FEE	59,996.00	59,996.00	100,000.00	40,004.00	60.0
400-43-4369 PROGRAM FEES	24,884.00	24,884.00	50,000.00	25,116.00	49.8
400-43-4440 FACILITY RENTAL	12,561.00	12,561.00	25,500.00	12,939.00	49.3
400-43-9420 MEMBERSHIPS	118,853.00	118,853.00	260,000.00	141,147.00	45.7
TOTAL SOURCE 43	266,817.00	266,817.00	535,500.00	268,683.00	49.8
<u>TRANSFERS IN</u>					
400-46-4300 LOCAL SOURCES-SALES TAX REV	382,549.00	382,549.00	649,740.00	267,191.00	58.9
400-46-4330 LOCAL SOURCES-ALCOHOLTAX REV	5,803.00	5,803.00	16,650.00	10,847.00	34.9
400-46-9415 ALASKA REMOTE SALES TAX	30,100.00	30,100.00	49,980.00	19,880.00	60.2
400-46-9417 XFER FROM GF: MARIJUANA TAX	16,034.00	16,034.00	28,305.00	12,271.00	56.7
TOTAL TRANSFERS IN	434,486.00	434,486.00	744,675.00	310,189.00	58.4
<u>MISCELLANEOUS</u>					
400-49-4560 PUBLIC DONATIONS	3,800.00	3,800.00	.00	(3,800.00)	.0
400-49-4590 INVESTMENT INCOME	65,168.02	65,168.02	2,000.00	(63,168.02)	3258.4
TOTAL MISCELLANEOUS	68,968.02	68,968.02	2,000.00	(66,968.02)	3448.4
TOTAL FUND REVENUE	770,271.02	770,271.02	1,282,175.00	511,903.98	60.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2023

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LOCAL FUNDED EXPENDITURES</u>					
400-50-6150 GASOLINE/DIESEL/OIL	1,154.33	1,154.33	3,500.00	2,345.67	33.0
400-50-6153 HEATING FUEL	207,565.47	207,565.47	175,392.00	(32,173.47)	118.3
400-50-6155 WATER/SEWER/GARBAGE	33,325.76	33,325.76	56,650.00	23,324.24	58.8
400-50-6160 ELECTRICITY	64,153.86	64,153.86	91,421.00	27,267.14	70.2
400-50-6170 TELEPHONE	877.04	877.04	1,300.00	422.96	67.5
400-50-6230 VEHICLE MAINT/REPAIR	981.83	981.83	97.00	(884.83)	1012.2
400-50-6240 PROP MAINT	29,630.71	29,630.71	50,000.00	20,369.29	59.3
400-50-6241 ICR-PROPERTY MAINTENANCE-5%	.00	.00	55,407.00	55,407.00	.0
400-50-6320 OTHER PROFESSIONAL FEES	.00	.00	157,570.00	157,570.00	.0
400-50-6326 CONTRACTOR FEES	104,211.86	104,211.86	793,100.00	688,888.14	13.1
400-50-6335 OTHER PURCHASED SERVICES	2,766.00	2,766.00	10,000.00	7,234.00	27.7
400-50-6400 INSURANCE	43,103.69	43,103.69	40,939.00	(2,164.69)	105.3
400-50-6710 ADMIN OVERHEAD-GF	22,016.62	22,016.62	21,819.00	(197.62)	100.9
400-50-6711 ADMIN OVERHEAD-IT SVCS	30,891.24	30,891.24	33,260.00	2,368.76	92.9
400-50-9691 FEASIBILITY STUDY	1,514.97	1,514.97	21,928.00	20,413.03	6.9
400-50-9692 REPAIRS	479,045.88	479,045.88	784,230.00	305,184.12	61.1
TOTAL LOCAL FUNDED EXPENDITURES	1,021,239.26	1,021,239.26	2,296,613.00	1,275,373.74	44.5
TOTAL FUND EXPENDITURES	1,021,239.26	1,021,239.26	2,296,613.00	1,275,373.74	44.5
NET REVENUE OVER EXPENDITURES	(250,968.24)	(250,968.24)	(1,014,438.00)	(763,469.76)	(24.7)

PROPERTY MAINTENANCE (100-70)		FY20 Actual	FY21 Actual	FY22 Budget	FY22 Actuals	FY23 Budget	January FY23 Actuals	FY24 Budget
PERSONNEL:								
	Salaries, Benefits & Taxes excluding EGHB	416,278	439,707	462,666	488,809	508,233	269,013	506,074
6010	Overtime	89,424	69,060	79,963	78,084	50,000	38,643	50,000
6040	Employee Group Health Benefits (EHGB)	129,902	134,206	129,683	133,803	129,683	64,438	129,683
	Total personnel	635,604	642,973	672,312	700,697	687,916	372,094	685,756
MATERIALS, SUPPLIES, & SERVICES:								
6060	Travel/Training	-	6,381	8,000	-	8,000	-	8,000
6100	Supplies	1,838	2,310	2,000	5,010	5,000	1,801	5,000
6103	Wearing Apparel	3,978	5,084	5,000	1,808	5,000	1,108	5,000
6105	Cleanup Greenup Supplies	-	700	700	400	700	181	1,000
6106	Paint Supplies	3,774	38	3,000	659	2,000	(96)	2,000
6107	Electrical Supplies	2,123	5,391	7,000	6,280	7,000	2,732	5,000
6108	Plumbing Supplies	6,009	5,666	7,000	5,804	7,000	1,644	7,000
6110	Materials	67	16	2,000	292	5,000	2,112	5,000
6111	Boardwalk Repair Supplies	-	-	15,000	6,148	10,000	(4,035)	10,000
6142	Glycol Supplies	3,140	7,530	12,000	87	15,000	-	10,000
6150	Gasoline/Diesel/Oil	12,260	9,511	10,000	22,515	10,000	8,035	15,000
6153	Heating Fuel (42.86% of City Shop)	49,707	36,405	43,389	44,279	28,924	36,649	94,100
6155	Water/Sewer/Garbage (7.59% of City Shop)	13,138	16,445	17,400	97,429	17,268	1,285	2,300
6160	Electricity (8.02% of City Shop)	18,432	11,957	12,000	9,961	9,783	6,382	11,600
6170	Telephone	97	44	100	48	100	17	50
6171	Staff Cellular Phones	621	676	1,000	1,189	1,680	645	1,700
6200	Minor Equipment	18,401	2,558	10,000	3,915	8,000	4,888	8,000
6201	Boiler Expense	12,819	18,633	25,000	9,175	25,000	5,117	25,000
6230	Vehicle Maint. Repair (ISF)	4,245	6,249	6,006	6,197	5,713	3,261	6,200
6231	Vehicle Parts & Tools	6,072	6,221	10,000	5,749	10,000	1,690	5,000
6240	Wind Turbine Contract	1,117	-	11,700	10,243	11,000	7,200	11,000
6241	Parks Maintenance	5,299	7,933	45,000	26,702	45,000	334	45,000
6242	Boardwalk Lighting Project	71,927	44,516	43,373	-	-	34	50,000
6250	Carpentry Expense	1,767	2,696	10,000	2,524	5,000	819	25,000
6335	Other Purchased Services	27,520	38,645	25,000	24,117	25,000	3,546	15,000
6400	Insurance	11,258	11,191	12,236	11,050	34,758	7,804	14,300
6510	4th of July	400	1,500	2,000	700	400	11	1,000
6539	Miscellaneous Expenses	17	794	1,300	-	1,300	1,032	15,000
6700	Indirect Cost Recovery	(297,591)	(312,348)	(350,000)	(365,467)	(346,153)	(117,703)	(319,000)
6711	Admin Overhead -IT Services	27,473	25,905	28,000	41,045	33,260	19,869	36,200
	Total materials, supplies and services	5,907	(37,354)	8,815	(22,142)	(9,268)	(3,638)	120,450
	Total operating expenditures	648,880	(37,354)	676,221	678,555	678,649	368,456	806,206

IN-KIND & TRANSFERS (100-73)

(100-73)		FY20 Actuals	FY21 Actuals	FY22 Budget	FY22 Actuals	FY23 Budget	January FY23 Actuals	FY24 Budget
TRANSFERS								
6640	Cash Transfer to YKRHASTC - General Sales Tax *8.33%	471,064	605,877	666,667	608,174	649,740	382,549	683,060
6641	Cash Transfer to YKRHASTC - Alcohol Sales Tax *3.33%	20,856	12,866	16,666	12,388	16,650	5,803	14,319
6643	*Cash Transfer to Transit Bus	-	-	85,000	27,992	-	30,100	95,921
6647	Xfer out to Fleet Replacement Fund	-	-	100,000	503,573	125,000	-	80,000
6667	Cash Transfer to YKRHASTC - Alaska Remote Sellers Sales Tax*8.33%	-	-	-	23,341	49,980	-	54,145
9552	Cash Transfer to YKRHASTC - Marijuana Tax*3.33%	-	24,911	28,333	27,579	28,305	16,034	28,305
	Community Service Patrol Program	-	-	32,308	-	32,308	-	32,308
	School Resource Officer	-	-	-	-	15,130	7,497	15,130
Total In-Kind Transfers		491,920	643,654	928,974	1,203,047	917,113	441,983	1,003,188

Yukon Kuskokwim Regional Health and Aquatic Safety Training Center (400-50)		FY20 Actuals	FY21 Actuals	FY22 Budget	FY22 Actuals	FY23 Budget	January FY23 Actuals	FY24 Budget
REVENUES:								
43-4360	Pro Shop Revenue	34,516	16,683	40,000	34,216	40,000	21,515	42,000
43-4361	Concession Revenue	54,492	17,773	60,000	28,087	60,000	29,008	60,000
43-4362	Entry Fee	129,351	42,005	100,000	71,201	100,000	59,996	115,000
43-4369	Program Fees	32,955	4,268	50,000	18,534	50,000	24,884	50,000
43-4440	Facility Rental	27,934	4,986	25,500	14,688	25,500	12,561	26,000
43-9420	Memberships	-	83,107	260,000	177,448	260,000	118,853	250,000
Total Operating Revenues		279,248	168,822	535,500	344,174	535,500	266,817	543,000
Grant Revenues								
42-9411	SFY13 Designated Legislative Grant	-	-	-	-	-	-	-
42-4570	Delta Women's Group Grant	405	-	-	-	-	-	-
42-4571	Community Action Grant	405	-	-	-	-	-	-
42-416	Grant Revenue	-	102,999	100,000	100,000	5,000	-	100,000
Total Grant Revenues		810	102,999	100,000	100,000	5,000	-	100,000
Transfer In/Miscellaneous								
46-4300	Cash Xfer from GF: 8.33%* Retail Sales Taxes	471,064	589,163	625,000	608,174	649,740	382,549	683,060
46-4330	Cash Xfer from GF: 3.33%* Alcohol Sales Taxes	20,856	12,820	16,666	12,388	16,650	5,803	14,319
46-4370	Wellness Program	239,181	-	-	-	-	-	-
46-4530	Penalties & Interest	-	-	6,250	-	-	-	-
46-9415	Cash Xfer from GF: 8.33%*ARSST	-	27,179	41,667	51,333	49,980	30,100	54,145
46-9417	Xfer from GF: 3.33%* Marijuana Sales Tax	-	24,911	28,333	27,579	28,305	16,034	28,305
49-4560	Public Donation	-	-	-	-	-	3,500	-
49-4590	Investment Income	59,274	868	41,000	2,374	2,000	65,168	80,000
Total Non-Operating Revenue		790,375	654,941	758,916	701,848	746,675	503,154	859,829
Total Revenues		1,070,433	926,762	1,394,416	1,146,022	1,287,175	769,971	1,502,829
EXPENSES:								
MATERIALS, SUPPLIES, & SERVICES:								
6150	Gasoline/Diesel/Oil	1,385	2,356	2,472	6,421	3,500	1,154	2,000
6153	Heating Fuel	198,272	166,373	133,710	201,533	175,392	207,565	210,000
6155	Water/Sewer/Garbage	198,272	104,059	56,650	55,212	56,650	33,326	56,650
6160	Electricity	96,039	77,830	120,510	91,147	91,421	64,154	92,000
6170	Telephone	1,202	1,326	773	1,482	1,300	877	1,300
6200	Minor Equipment	-	60	-	1,057	-	-	-
6230	Vehicle Maint/Repairs	232	111	1,000	606	97	982	1,000
6240	Prop Maint	54,521	44,480	50,000	63,734	50,000	29,631	50,000
6241	Property Maintenance (ICR) (5%)	-	-	43,000	-	55,407	-	50,000
6320	Other Professional Fees (HealthFit @ \$14,325.75)	148,526	148,526	152,981	152,981	157,570	-	171,909
6326	Contractor Fees	608,112	406,847	905,769	171,718	793,100	104,212	709,821
6335	Other Purchased Services	43,244	7,206	10,000	2,498	10,000	2,766	5,000
6400	Insurance	62,226	61,811	48,733	61,033	40,939	43,104	62,000
6710	Admin Overhead General Fund	24,345	35,993	30,000	39,044	21,819	22,017	40,000
6711	Admin Overhead-IT SVCS	45,513	40,276	43,439	63,814	33,260	30,891	43,000
Total Operating Expenses		1,481,887	1,097,455	1,599,037	912,279	1,490,455	540,678	1,494,680
Cash Transfer from YKRHASTC Reserve Fund						203,280	-	-
Net Operating Profit/(Deficit)		(411,453)	(170,693)	(204,621)	233,743	0	229,293	8,149

**Yukon Kuskokwim Regional Health
and Aquatic Safety Training Center Contractor Fees**

		FY21 Actuals	FY22 Actuals	FY23 Budget	January FY23 Actuals	FY24 Budget
Wages & Benefits						
	Facility Director	-	-	-	-	97,882
	Manager - Memberships	-	-	-	-	70,000
	Manager - Aquatics	-	-	-	-	75,000
	Operations Staff	-	-	-	-	301,573
	Instructional Staff	-	-	-	-	19,600
	Youth Program Staff	-	-	-	-	33,800
	Staff Training	-	-	-	-	12,066
	Sub-Total Wages & Benefits	343,074	429,406	610,000	272,905	609,921
	Housing	25,540	27,540	42,550	10,815	-
	Total Personnel	368,614	456,946	652,550	283,720	609,921
545 Travel & Training:						
	1st Aid/CPR	-	316	500	175	500
	Staff Inservice Training	49	-	500	750	1,500
	Total Travel & Training	49	316	1,000	925	2,000
561 Supplies:						
	Office Supplies	356	315	1,000	213	1,000
	Pool Maintenance	578	747	6,000	264	6,000
	Chemicals	-	7,967	22,000	17,685	22,000
	Fitness Items	233	384	2,000	613	1,000
	Aquatic Program	60	248	2,000	130	1,000
	Concession Inventory	7,773	14,571	25,000	18,503	25,000
	Pro-Shop Inventory	3,829	17,283	18,000	8,333	18,000
	Total Supplies	12,829	41,515	76,000	45,741	74,000
Building Maintenance:						
580	Boiler	-	-	1,500	-	-
661	Vehicle Maintenance	-	181	100	61	100
663	Janitorial Supplies	8,033	4,440	15,000	3,509	5,000
799	Maintenance Reserve	-	-	6,000	-	6,000
	Total Building Maintenance	8,033	4,621	22,600	3,570	11,100
668 IT/Software:						
	Point of Sale System	2,254	3,730	6,000	3,609	-
	Employee Scheduling	810	405	500	-	500
	Total IT/Software	3,064	4,135	6,500	3,609	500
General Expenses:						
563	Wearing Apparel	518	728	2,000	-	1,000
580	Minor Equipment	5,555	6,194	10,000	834	6,000
661	Donations/Awards	-	-	250	-	250
724	Dues/Subscriptions	1,634	585	1,000	95	1,000
727	Advertising	656	1,692	3,000	667	2,000
733	Postage	-	-	100	-	50
736	Bank Fees	4,240	7,596	14,500	7,855	-
	Total General Expenses:	12,603	16,795	30,850	9,451	10,300
790 Special Events:						
	Member Incentives	-	-	550	-	500
	Community Events	62	51	550	-	500
	Total Special Events	62	51	1,100	-	1,000
799 Misc. Expenses:						
	Unforeseen Expenses	4,807	3,132	2,500	2,624	2,000
	Total Misc. Expenses	4,807	3,132	2,500	2,624	2,000
646 Total Contractor Pass-Thru Exp.:						
	Total Personnel Expenses	368,614	456,946	652,550	283,720	609,921
	Total Operational Expenses	41,385	70,514	139,450	65,920	99,900
	Total Contractor Pass-Thru	409,999	527,460	792,000	349,640	709,821
	Total Expenses	409,999	527,460	792,000	349,640	709,821



City of Bethel

Committees and Commissions

Recommendation to City Council

Committee/Commission: Community Parks and Rec	Chair: Brian Lefferts
Date Submitted:	Council Rep: Eric Whitney
<i>Recommend the City Council reduce reliance on contract services for the operation of the YK Fitness Center and explore cost effective ways to expand recreational opportunities for residents of all ages.</i>	

It is in the best financial interest of the municipality to begin transitioning from contracted operations of the YK Fitness Center to a City operated facility.

The City is owner of the YK Fitness Center. Since 2013 the City has hired contractors to operate the facility. Although costly, this contracted service provided a level of service the City was not equipped to provide. After several years of collaboration with contractors, the City is in a better place to begin transitioning to a city-run facility.

Operating the YK Fitness Center internally has the potential to save the municipality a significant amount of money each year while also providing the administration control over day-to-day operations, revenue generation, and expenditure reduction.

This transition will take time to implement properly. The Community Parks and Recreation Committee hopes the Council will prioritize the transition planning now with the goal of completely transitioning to a City run facility by June 30, 2025.

Received by: _____
Date: _____

Introduced by: Council Member Barr
Introduction Date: August 9, 2022
September 13, 2022
Public Hearing: September 27, 2022
Action: Adopted
Vote: 7-0

CITY OF BETHEL, ALASKA

Ordinance #22-28

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

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

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

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

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

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

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

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

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

Introduced by: Council Member Barr
 Introduction Date: August 9, 2022
 September 13, 2022
 Public Hearing: September 27, 2022
 Action: Adopted
 Vote: 7-0

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

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

Introduced by: Council Member Barr
 Introduction Date: August 9, 2022
 September 13, 2022
 Public Hearing: September 27, 2022
 Action: Adopted
 Vote: 7-0

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

GROUP FITNESS PASSES	
10 Pack Fitness Classes	\$85*
Fitness Class Passes	\$11*

FACILITY ACCESS	
Facility Access Day Passes	
Adult Fitness	\$8*
Adult Pool	\$8*
Pool and Fitness	\$11*
Youth Fitness	\$5*
Youth Pool	\$5*
Youth Pool and Fitness	\$8*
Senior Fitness	\$3
Senior Pool	\$3
Senior Pool and Fitness	\$6
Military Fitness	\$6
Military Pool	\$6
Military Pool and Fitness	\$9
Facility Access 10 Pack Bundle	
Adult Fitness	\$72*
Adult Pool	\$72*
Pool and Fitness	\$99*
Youth Fitness	\$45*
Youth Pool	\$45*
Youth Pool and Fitness	\$72*
Senior Fitness	\$27
Senior Pool	\$27
Senior Pool and Fitness	\$54
Military Fitness	\$54
Military Pool	\$54

Introduced by: Council Member Barr
 Introduction Date: August 9, 2022
 September 13, 2022
 Public Hearing: September 27, 2022
 Action: Adopted
 Vote: 7-0

Military Pool and Fitness	\$81
---------------------------	------

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

The standard rates may be temporarily reduced by pool management for marketing specials.

Section3. Establishment of Pay What You Can Policy.

Purpose

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

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

Persons in Family/Household	Family Gross Annual Income		
	75%	50%	25%
1	≤ \$16,990	\$16,991-25,485	\$25,485-33,980
2	≤ \$22,890	\$22,891-34,335	\$34,335-45,780
3	≤ \$28,790	\$28,791-43,185	\$43,185-57,580
4	≤ \$34,690	\$34,691-52,035	\$52,035-69,380
5	≤ \$40,590	\$40,591-60,885	\$60,885-81,180
6	≤ \$46,490	\$46,491-69,735	\$69,735-92,980
7	≤ \$52,390	\$52,391-78,585	\$78,585-104,780
8	≤ \$58,290	\$58,291-87,435	\$87,435-116,580
≥9	≤ \$64,190 + \$5,900 for each additional person.	\$64,191-93,335 + \$5,900 for each additional person.	\$93,335-122,480 + \$5,900 for each additional person.

Persons in Family/Household	Family Gross Annual Income		
	75%	50%	25%
1	≤ \$33,980	\$33,981-50,970	\$50,971-67,960

Introduced by: Council Member Barr
 Introduction Date: August 9, 2022
 September 13, 2022
 Public Hearing: September 27, 2022
 Action: Adopted
 Vote: 7-0

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

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

Accessing Pay What You Can

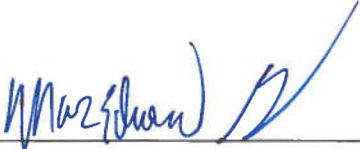
Any facility user who wishes to receive a reduced price for entry and/or services may, through the YK Fitness Center Website, apply the associated discount, or at the time of checkout upon entry, request the percentage discount applicable to their income range.

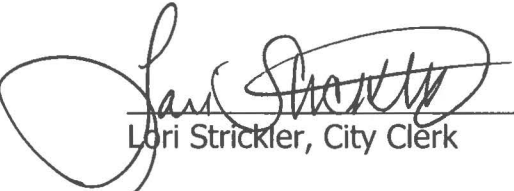
Users will not be asked to fill out a form or produce income records to take advantage of the Pay What You Can rates.

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

ENACTED THIS 27 DAY OF SEPTEMBER 2022, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.

ATTEST:


 Mark Springer, Mayor


 Lori Strickler, City Clerk



Healthy & Equitable Communities Team Cities & Boroughs MOAs 2nd Round Funding Announcement

The Alaska Department of Health (DOH) announces \$9 million in funding to local governments through memorandums of agreement (MOAs) in support of creating healthy and equitable communities around the state. The funding will be available through May 31, 2024 to support activities of greatest need identified by the local community.

The goal of the funding is to create and support local coalitions to develop and implement sustainable plans to improve the overall health of the community by preventing and addressing COVID-19 among underserved Alaskans at higher risk for COVID-19 related illness and death, including rural populations. The pandemic has highlighted that many groups are prevented from having fair opportunities for economic, physical, and emotional health. For example:

- Communities with barriers to internet access may have difficulty accessing telehealth services or scheduling vaccination appointments;
- Housing conditions or access to wrap-around support can be barriers to isolation or quarantine to prevent the spread of COVID-19;
- Limited transportation options make it difficult to easily access COVID-19 testing, vaccination, or other health care services;
- For those that do not speak English as their first language, medical services or accurate information that can assist in making healthy decisions may be difficult to access.

This MOA can be used for both immediate COVID-19 needs and to develop a community plan and build a local coalition to provide input for additional community projects. DHSS will provide funding through multiple avenues to support the implementation of this plan.

Alaska communities contain much of the insight necessary to assure optimal health for their residents. These funds will add capacity for communities to prevent illness and death from the current and future pandemics among their underserved residents and will be accompanied by assistance to develop and implement their plans. Communities can, for example, support information sources that don't rely on internet access, provide support for people in isolation and quarantine, support transportation to access testing and vaccination services, and provide services using language people understand. Applications for funding will be available on the Alaska Public Notice website. (AML will send notice when the applications are posted, and relevant due dates.)

Quarterly reporting will be required of all projects to include an invoice and a brief narrative of progress. Any projects that will be collecting data may have additional reporting requirements. Initial information about the project will be needed, including:

- Who is collecting data?
- Why is data being collected?
- What communities/populations are being researched?
- What type of data is being collected?
- Estimated timeframe of data collection
- How will this data be used?

Funds must go towards creating community plans, supporting and facilitating local coalitions, or activities that fall into one of the categories listed:

- Improve COVID-19 health outcomes among higher risk underserved populations by expanding existing or developing new mitigation and prevention resources and services;
Examples: support hospital or clinic vaccination and testing efforts; provide COVID-19 mitigation supplies to underserved groups; provide translation for COVID-19 messages
- Increase/improve data collection and reporting for populations disproportionately affected by COVID-19 to guide current and future pandemic response;
Examples: support hospitals and clinics with data collection support; purchase new lab equipment to facilitate data collection and reporting
- Build, leverage or expand infrastructure support for COVID-19 or future pandemic prevention and control among populations that are at higher risk or underserved;
Examples: improve communication system for EMS and 911 calls (new antenna and cable); improve internet and communication capabilities at community center to support telehealth and make it more accessible;
- Mobilize partners to improve spaces in their community where people live, learn, work, and play, allowing individuals and families greater opportunities for better health outcomes;
Examples: improved recreational opportunities; support local subsistence practices by providing gas vouchers to residents; support community education and action regarding substance misuse and suicide prevention; facilitate health improvements for homeless shelters; provide opportunities for isolation and facilitate medical treatment for homeless people infected with COVID-19;
- Improve access to COVID-19 and other vaccines, for individuals who are higher risk or underserved.
Examples: Equip an outreach van to improve access to vaccines and testing; fund a mobile care clinic; provide outreach to home-bound individuals

The funding allocations for this opportunity considers both population size and local or regional factors that affect health outcomes, such as housing, household composition and disability status, transportation, and several other factors.

Communities who do not apply for funding by April 25 will forfeit their allocation and that funding will be reallocated at the State's discretion. Communities wishing to propose projects larger than their allocated amounts can apply for this forfeited funding by contacting Judy Holland at Judy.Holland@alaska.gov or HECommunities@alaska.gov.

The application is currently posted on the Alaska Public Notice. Due date for applications is **April 25, 2023 at 5:00pm**.

Award amounts are attached to this announcement. For more information, please contact Judy Holland at Judy.Holland@alaska.gov or HECommunities@alaska.gov.

Area Name	\$9 Equitably Adjusted Allocations	Borough & Census Area Totals
Akutan city	\$ 39,035	
Cold Bay city	\$ 10,000	
False Pass city	\$ 15,000	
King Cove city	\$ 25,000	
Sand Point city	\$ 20,000	
Aleutians East Borough		\$ 109,035
Adak city	\$ 10,000	
Atka city	\$ 10,000	
St. George city	\$ 10,000	
St. Paul city	\$ 15,000	
Unalaska city	\$ 78,735	
Aleutians West Census Area		\$ 123,735
Anchorage municipality	\$ 2,049,480	
Anchorage Municipality		\$ 2,049,480
Akiak city	\$ 15,000	
Aniak city	\$ 20,000	
Bethel city	\$ 190,854	
Chefornak city	\$ 20,000	
Chuathbaluk city	\$ 10,000	
Eek city	\$ 15,000	
Goodnews Bay city	\$ 15,000	
Kwethluk city	\$ 25,000	
Lower Kalskag city	\$ 15,000	
Mekoryuk city	\$ 10,000	
Napakiak city	\$ 15,000	
Napaskiak city	\$ 20,000	
Nightmute city	\$ 15,000	
Nunapitchuk city	\$ 20,000	
Platinum city	\$ 10,000	
Quinhagak city	\$ 25,000	
Toksook Bay city	\$ 20,000	
Upper Kalskag city	\$ 10,000	
Bethel Census Area		\$ 470,854
Bristol Bay Borough		\$ 25,000



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

Designated Legislative Grant Program
Grant Agreement

Grant Agreement Number 22-RR-012		Vendor Number CIB84214	Amount of State Funds \$500,000.00	
GAE	Appropriation Unit 089361004; 089361197	Lapse Date 06/30/2026	Project Title Design of the Yukon Kuskokwim Fitness Center gym and track	
Grantee			Department Contact Person	
Name City of Bethel			Name Jean Mason	
Street/PO Box PO Box 1388			Title Grants Administrator II	
City/State/Zip Bethel, AK 99559			Street/PO Box PO Box 110809	
Contact Person John Sargent, Grant Manager			City/State/Zip Juneau, AK 99811-0809	
Phone 907-543-1386	Fax 907-543-1388		Phone 907-465-5647	Fax 907-465-4761
Email jsargent@cityofbethel.net			Email jeanine.mason@alaska.gov	

AGREEMENT

The Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs (hereinafter 'Department') and **City of Bethel** (hereinafter 'Grantee') agree as set forth herein.

Section I. The Department shall pay the Grantee for the performance of the project work under the terms outlined in this Agreement. The amount of the payment is based upon project expenses incurred, which are authorized under this Agreement. In no event shall the payment exceed **\$500,000.00**.

Section II. The Grantee shall perform all of the work required by this Agreement.

Section III. The work to be performed under this Agreement begins **July 1, 2021** and shall be completed no later than **June 30, 2026**.

Section IV. The Agreement consists of this page and the following:

ATTACHMENTS

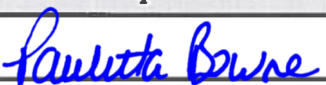
- Attachment A: Scope of Work
1. Project Description
 2. Project Budget
 3. Project Management
 4. Reporting
- Attachment B: Payment Method
- Attachment C: Standard Provisions

AMENDMENTS

Any fully executed amendments to this Agreement

APPENDIX

Appendix A: State Laws and Regulations

Grantee		Department	
Signature 		Signature 	
Printed Name and Title Peter A. Williams, City Manager		Printed Name and Title Pauletta Bourne, Grants Administrator III	
Date 4/1/2021		Date 11/1/2021	

Attachment A Scope of Work

1. Project Description

The purpose of this FY 2022 Designated Legislative Grant in the amount of \$500,000.00 [pursuant to the provisions of AS [37.05.315, Grants to Municipalities, SLA 2021, HB 69, Chapter 1, Section 49(a)(1), Page 135, and Line 3 – 15] is to provide funding to City of Bethel for use towards Design of the Yukon Kuskokwim Fitness Center gym and track. The objective of this project is to develop 35% design for the gymnasium, running track, and climbing walls to be constructed adjacent to the Y-K fitness center. The 35% design will include a description and preliminary schematics of structural, mechanical, electrical, and plumbing systems. It will include a rough order of magnitude construction cost estimate and building renderings.

This project may include the following items:

- Contractual engineering services

Additional expenditures must be reasonable and relative to the project objective and may require preapproval by the department.

No more than five percent (5%) of the total grant award may be reimbursed for Administrative expenses for projects involving equipment purchase or repairs and no more than ten percent (10%) of the total grant award may be reimbursed for Administrative expenses for all other projects. To be reimbursed for eligible administrative costs, expenses must be reported on the Designated Legislative Grant Financial/Progress Report form.

2. Project Budget

Cost Category	Total Project Costs
Project Funds	\$500,000.00
Administration	\$0.00
Total Grant Funds	\$500,000.00

3. Project Management

This project will be managed by the Grantee.

Signatory authority for execution of the Grant Agreement and subsequent amendments is granted to the chief administrator. For grants appropriated to a municipality, the mayor is the chief administrator unless the municipality operates a managerial form of government; then the city manager/administrator acts as the chief administrator. For named recipients and unincorporated communities, the executive director or highest-ranking official will act as chief administrator.

The chief administrator may delegate authority for executing the Grant Agreement and amendments to others within the Grantee's organization via the Signatory Authority Form. The chief administrator also designates financial and performance progress reporting authority via the Signatory Authority Form. Such delegation is limited to others within the Grantee's organization unless otherwise approved by the Department.

The Grantee must establish and maintain separate accounting for the use of this grant. The use of grant funds in any manner contrary to the terms and conditions of this Grant Agreement may result in the subsequent revocation of the grant and any balance of funds under the grant. It may also result in the Grantee being required to return such amounts to the State.

If applicable under state law, grantees must be registered and in good standing with the Department of Commerce, Community and Economic Development's Division of Corporations, Business and Professional Licensing.

4. Reporting

The Grantee shall submit a Designated Legislative Grant Financial/Progress Report Form provided by the Department each month, or quarterly, with the concurrence of the Department, during the life of the Grant Agreement. Grant Financial/Progress Report Forms are due thirty (30) days after the end of the month or quarter being reported. The report period is the first of the month through the last day of the month. If quarterly reporting is approved, the report period is the first day of the first month through the last day of the third month of the quarter. The final Financial/Progress Reports must be submitted within thirty (30) days following completion of the project.

Attachment B

Payment Method

1. Reimbursement Payment

Upon receiving and approving a Grantee's Financial/Progress Report, the Department will reimburse the Grantee for expenditures paid during the reporting period, in accordance with this Grant Agreement. The Department will not reimburse without approved Financial/Progress Reports, prepared and submitted by the Grantee on the form provided by the Department. Before approving the financial/progress report for payment, the Department may require the Grantee to submit documentation of the costs reported (e.g., copies of vendor billings/invoices and proof of payment, general ledger expenditure report).

2. Advance Payment

In most instances, the Department will make payment to a Grantee on a cost reimbursable basis. If cost reimbursement significantly inhibits the Grantee's ability to implement the project, the Department may advance to the Grantee an amount not to exceed a projected thirty (30) day cash need, or twenty percent (20%) of the amount in Section I, whichever is less.

Before the Department will issue an advance, the Grantee must submit a "Request for Advance Payment" form along with documentation of costs associated with the advance. The "Request for Advance Payment" form can be obtained from the Department electronically or in hard copy.

All advances will be recovered with the Grantee's next Financial/Progress Report form. Should earned payments during the terms of this Grant Agreement be insufficient to recover the full amount of the advance, the Grantee will repay the unrecovered amount to the Department when requested to do so by the Department, or at termination of the Grant Agreement.

3. Withholding of Ten Percent (10%)

The Department may withhold ten percent (10%) of the amount in Section I until the Department determines that the Grantee has satisfactorily completed the terms of this Grant Agreement, including all required reporting of the project.

Attachment C

Standard Provisions

Article 1. Definition

“Department” refers to the Department of Commerce, Community, and Economic Development with the State of Alaska.

Article 2. Indemnification

It is understood and agreed that this Grant Agreement is solely for the benefit of the parties to the Grant Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of the Grant Agreement.

The Grantee, its successors and assigns, will protect, save, and hold harmless the Department and the State of Alaska and their authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the acts or omissions of the Grantee, its subcontractors, assigns, agents, contractors, licenses, invitees, employees, or any person whomever arising out of or in connection with any acts or activities authorized by this Grant Agreement. The Grantee further agrees to defend the Department and the State of Alaska and their authorized agents and employees in any litigation, including payment of any costs or attorney’s fees for any claims or actions commenced thereon arising out of or in connection with acts or activities authorized by this Grant Agreement. This obligation shall not include such claims, costs, damages, or expenses which may be caused by the sole negligence of the Department of the State of Alaska or their authorized agents or employees, provided, that if the claims or damages are caused by or result from the concurrent negligence of (a) the Department and the State of Alaska and their agents or employees, and (b) the Grantee, its agents or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Grantee, or Grantee’s agents or employees.

Article 3. Legal Authority

The Grantee certifies that it possesses legal authority to accept grant funds under the State of Alaska and to execute the project described in this Grant Agreement by signing the Grant Agreement document. The Grantee’s relation to the Department and the State of Alaska shall be at all times as an independent Grantee.

Article 4. Waivers

No conditions or provisions of this Grant Agreement can be waived unless approved by the Department in writing. The Department’s failure to insist upon strict performance of any provision of the Grant Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during such a breach, shall not constitute a waiver of any right under this Grant Agreement.

Article 5. Access to Records

The Department and duly authorized officials of the State of Alaska shall have full access and the right to examine, excerpt, or transcribe any pertinent documents, papers, records, and books of the Grantee, and of persons or organizations with which the Grantee may contract, involving transactions related to the project and this Grant Agreement.

Article 6. Reports

The Grantee, at such times and in such forms as the Department may require, shall furnish the Department with such periodic reports as it may request pertaining to the activities undertaken pursuant to this Grant Agreement, including the final close-out report, the costs and obligations incurred in connection therewith, and any other matters covered by this Grant Agreement.

Article 7. Retention of Records

The Grantee shall retain financial and other records relating to the performance of this Grant Agreement for a period of six years from the date when the final financial status report is submitted to the Department, or until final resolution of any audit findings, claims, or litigation related to the grant.

Article 8. Assignability

The Grantee shall not assign any interest in this Grant Agreement and shall not transfer any interest in the same (whether by assignment or novation).

Article 9. Financial Management and Accounting

The Grantee shall establish and maintain a financial management and accounting system that conforms to generally accepted accounting principles.

Article 10. Program Income

Program income earned during the award period shall be retained by the Grantee and added to the funds committed to the award and used for the purpose and under the conditions applicable to the use of award funds.

Article 11. Amendments and Modifications

The Grantee or the Department may request an amendment or modification of this Grant Agreement. However, such amendment or modification shall not take effect until approved, in writing, by the Department and the Grantee.

Article 12. Procurement

Grantees may utilize their own written procurement procedures, provided they reflect applicable state and local laws and regulations and conform to the standards identified in AS 36.30.

Article 13. State Excluded Parties List Report

The grantee is responsible for ensuring that all sub-grantees or sub-contractors are not listed on the 'Excluded Parties List Report', which identifies those parties excluded from receiving State contracts.

Article 14. Recordkeeping

The Grantee agrees to keep such records as the Department may require. Such records will include information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. They will also include information pertaining to project performance and efforts to comply with the provisions of the Grant Agreement.

Article 15. Obligations Regarding Third-Party Relationships

None of the Work specified in this Grant Agreement shall be contracted by the Grantee without prior approval of the Department. No permission for subcontracting shall create, between the Department or the State of Alaska and the subcontractor, any contract or any relationship.

The Grantee shall remain fully obligated under the provisions of this Grant Agreement notwithstanding its designation of any third party or parties of the undertaking of all or any part of the project described herein. Any subcontractor that is not the Grantee shall be required by the Grantee to comply with all applicable provisions of this Grant Agreement.

The Grantee shall bind all subcontractors to each and every applicable Grant Agreement provision. Each subcontract for work to be performed with funds granted under this Grant Agreement shall specifically include a provision that the Department and the State of Alaska are not liable for damages or claims from damages arising from any subcontractor's performance or activities under the terms of the subcontracts.

Article 16. Conflict of Interest

No officer or employee of the Department; no member, officer, or employee of the Grantee or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of such locality or localities who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Grant Agreement.

The Grantee shall incorporate, or cause to incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this provision.

Article 17. Political Activity

No portion of the funds provided hereunder shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

Article 18. Notices

The Grantee shall comply with all public notices or notices to individuals required by applicable state and federal laws and shall maintain a record of this compliance.

Article 19. Prohibition Against Payment of Bonus or Commission

The assistance provided under this Grant Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval or concurrence under this contract provided, however, that reasonable fees of bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

Article 20. Termination by Mutual Agreement

This Grant Agreement may be terminated, in whole or in part, prior to the completion of contract project activities when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The Department will determine whether an environmental review of the cancellation is required under State and/or Federal law. The parties must agree on the termination conditions, including effective date and the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Department shall make funds available to the Grantee to pay for allowable expenses incurred before the effective date of termination.

Article 21. Termination for Cause

If the Grantee fails to comply with the terms of this Grant Agreement, or fails to use the grant for only those purposes set forth herein, the Department may take the following actions:

- A. Suspension – After notice in writing by certified mail to the Grantee, suspend the grant and withhold any further payment or prohibit the Grantee from incurring additional obligations of grant funds, pending corrective action by the Grantee or a decision to terminate. Response must be received within fifteen (15) days of receipt of the written notice.
- B. Termination – Terminate the grant in whole or in part, at any time before the final grant payment is made. The Department shall promptly notify the Grantee in writing of its determination to terminate, the reason for such termination, and the effective date of the termination. Payments made to the Grantee or recoveries by the Department shall be in accordance with the legal rights and liabilities of the parties.

Article 22. Withdrawal of Funds

In the event funding from the state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant Agreement and prior to normal completion, the Department may terminate the agreement, reduce funding, or re-negotiate subject to those new funding limitations and conditions. A termination under this article shall be implemented under the same conditions as a termination under Article 19 of this Attachment.

Article 23. Recovery of Funds

In the event of a default or violation of the terms of the Grant Agreement by the Grantee, the Department may institute actions to recover all or part of the project funds paid to the Grantee. Repayment by the Grantee of grant funds under this recovery provision shall occur within thirty (30) days of demand.

All remedies conferred on the Department by this agreement or any other instrument or agreement are cumulative, not exclusive, and may be exercised concurrently or consecutively at the Department's option.

Article 24. Disputes

Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement that is not disposed of by mutual agreement shall be decided by the Department, which shall reduce its decision to writing and mail, or otherwise furnish a copy thereof, to the Grantee. The decision of the Department shall be final and conclusive.

This "Disputes" clause does not preclude the consideration of questions of law in connection with the decision provided for in the preceding paragraph provided that nothing in the Grant Agreement shall be construed as making final the decisions of any administrative official, representative, or board on a question of law.

Article 25. Jurisdiction

This Grant Agreement shall be governed by the laws and statutes of the State of Alaska. The venue of any suit hereunder may be in the Superior Court for the First Judicial District, Juneau, Alaska.

Article 26. Ownership of Project/Capital Facilities

The Department makes no claim to any capital facilities or real property improved or constructed with funds under this Grant Agreement and, by this grant of funds, does not and will not acquire any ownership interest or title to such property of the Grantee. The Grantee shall assume all liabilities arising from the ownership and operation of the project and agrees to hold the Department and the State of Alaska harmless from any and all causes of action arising from the ownership and operation of the project.

Article 27. Site Control

If the grant project involves the occupancy and use of real property, the Grantee assures that it has the legal right to occupy and use such real property for the purposes of the grant, and further that there is legal access to such property.

As a minimum requirement, the Grantee should obtain a "sufficient interest" that allows the Grantee the right to use and occupy the site for the expected useful life of the building, structure or other improvement. Generally, the interest obtained should be for at least 20 years. A sufficient interest depends upon the nature of the project and the land status of the site.

Article 28. Insurance

The Grantee is responsible for obtaining any necessary liability insurance and maintain in force at all times during the performance of this Grant Agreement the insurance policies identified below. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under Alaska Statute AS 21. The Grantee shall require any contractor hired to work on the project be licensed, bonded and insured for at least the amount of the project and if appropriate provide and maintain Professional Liability Insurance.

- A. Workers' Compensation Insurance for all employees engaged in work under this Grant Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements.
- B. Commercial General Liability Insurance covering all business premises and operations used by the Grantee in the performance of this project and Grant Agreement with coverage limits not less than \$300,000 combined single limit per occurrence and annual aggregates where applicable.
- C. Comprehensive Automobile Liability Insurance covering all vehicles used by the Grantee in the performance of this project and Grant Agreement with coverage limits not less than \$100,000 per person/\$300,000 per occurrence bodily injury and \$50,000.00 property damage.
- D. Professional Liability Insurance covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract which result in financial loss to the State. Limits required are per the following schedule:

Contract Amount Minimum Required Limits

Under \$100,000 \$100,000 per occurrence/annual aggregate

Article 29. Subcontracts for Engineering Services

In the event that the Grantee subcontracts for engineering services, the Grantee will require that the engineering firm certify that it is authorized to do business in the State of Alaska. In the event that the engineering firm is also the project administrator, the Grantee shall require that the bond or insurance shall be for not less than the amount of the entire project.

Article 30. Governing law

This Grant Agreement is governed by the laws of the State of Alaska. The Grantee shall perform all aspects of this project in compliance with the appropriate laws and regulations. It is the responsibility of the Grantee to ensure that all permits required for the construction and operation of this project by the Federal, State, or Local governments have been obtained.

Article 31. Budget Flexibility

Notwithstanding the provisions of Article 11, Attachment C, the Grantee may revise the project budget in Attachment A without a formal amendment to this agreement. Such revisions are limited within each line item to a maximum of ten percent (10%) of the line item or \$10,000, whichever is less, over the entire term of this agreement. Such budget revisions shall be limited to changes to existing budget line items. Budget revisions may not be used to increase any budget item for project administrative expenses. Changes to the budget beyond the limits authorized by this provision may only be made by a formal amendment to this agreement.

Article 32. Equal Employment Opportunity (EEO)

The Grantee may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Grantee shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out the provisions of this paragraph.

The Grantee shall state, in all solicitations or advertisements for employees to work on state funded projects, that it is an equal opportunity employer (EEO) and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood.

The Grantee shall include the provisions of this EEO article in every contract relating to this Grant Agreement and shall require the inclusion of these provisions in every agreement entered into by any of its contractors, so that those provisions will be binding upon each contractor or subcontractor.

Article 33. Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities. Title I of the ADA prohibits discrimination against persons with disabilities in employment and provides that a reasonable accommodation be provided for applicants and employees. Title II of the Act prohibits public agencies from discriminating against individuals with disabilities in the provision of services, programs, or activities. Reasonable accommodation must be made to ensure or allow access to all services, programs, or activities. This section of the Act includes physical access to public facilities and requires that public entities must, if necessary, make modifications to their facilities to remove physical barriers to ensure access by persons with disabilities. All new construction must also be accessible to persons with disabilities. A public entity's subgrantees or contractors must also comply with the ADA provisions. Grantees are responsible for assuring their compliance with the ADA.

Article 34. Public Purposes

The Grantee agrees that the project to which this Grant Agreement relates shall be dedicated to public purposes for its useful life. The benefits of the project shall be made available without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood.

If the Grantee is a non-municipal entity and if monies appropriated under this grant constitute the sole or principal funding source for the acquisition of equipment or facilities, the Grantee agrees that in the event a municipal corporation is formed which possesses the power and jurisdiction to provide for such equipment or facilities, the Grantee shall offer, without compensation, to transfer ownership of such equipment or facilities to the municipal corporation.

If the Grantee is a non-profit corporation that dissolves, the assets and liabilities from the grant project are to be distributed according to statutory law, AS 10.20.290-10.20.452.

Article 35. Operation and Maintenance

Throughout the life of the project, the Grantee shall be responsible for the operation and maintenance of any facility, equipment, or other items acquired under this grant.

Article 36. Assurance

The Grantee shall spend monies awarded under this grant only for the purposes specified in this Grant Agreement.

Article 37. Current Prevailing Rates of Wage

Certain grant projects are constrained by the provisions of AS 36. PUBLIC CONTRACTS. To the extent that such provisions apply to the project which is the subject of this Grant Agreement, the Grantee shall pay the current prevailing rates of wage to employees as required by AS 36.05.010. The Grantee also shall require any contractor to pay the current prevailing rates of wage as required by AS 36.05.010.

Article 38. Severability

If any provision under this Grant Agreement or its application to any person or circumstance is held invalid by any court of rightful jurisdiction, this invalidity does not affect other provisions of the contract agreement which can be given effect without the invalid provision.

Article 39. Performance

The Department's failure to insist upon the strict performance of any provision of the Grant Agreement or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any rights under this Grant Agreement.

Article 40. Sovereign Immunity

If the Grantee is an entity which possesses sovereign immunity, it is a requirement of this grant that the Grantee irrevocably waive its sovereign immunity with respect to state enforcement of this Grant Agreement. The waiver of sovereign immunity, effected by resolution of the entity's governing body, is herein incorporated into this Grant Agreement.

Article 41. Audit Requirements

The Grantee must comply with the audit requirements of the Alaska Administrative Code set forth in **2AAC45.010. AUDIT REQUIREMENTS**. An entity that expends a cumulative or total, equal to the state single audit threshold during the fiscal year is required to have a state single audit. A copy of the most current **2AAC45.010** adopted regulations is available at the Alaska Department of Administration's State Single Audit website: <http://doa.alaska.gov/dof/ssa/index.html>.

Current audit compliance supplements and guides specific to programs under AS 37.05.315 Grants to Municipalities, AS 37.05.316 Grants to Named Recipients, and AS 37.05.317 Grants to Unincorporated Communities can be found at http://doa.alaska.gov/dof/ssa/audit_guide.html.

Article 42. Close-Out

The Department will advise the Grantee to initiate close-out procedures when the Department determines, in consultation with the Grantee, that there are no impediments to close-out and that the following criteria have been met or soon will be met:

- A. All costs to be paid with grant funds have been incurred with the exception of close-out costs and any unsettled third-party claims against the Grantee. Costs are incurred when goods and services are received or contract work is performed.
- B. The last required performance report has been submitted. The Grantee's failure to submit a report will not preclude the Department from effecting close-out if it is deemed to be in the State's interest. Any excess grant amount that may be in the Grantee's possession shall be returned by the Grantee in the event of the Grantee's failure to finish or update the report.
- C. Other responsibilities of the Grantee under this Grant Agreement and any close-out agreement and applicable laws and regulations appear to have been carried out satisfactorily or there is no further State interest in keeping the grant open for the purpose of securing performance.

Appendix A

State Laws and Regulations and Permits

Grantees are responsible for all applicable state laws, regulations and permits; including but not limited to the following list which most commonly affects Grantees.

Municipality Public Facility Operations and Maintenance—AS 37.05.315(c)

In accepting a grant under AS 37.05.315 for construction of a public facility, a municipality covenants with the State that it will operate and maintain the facility for the practical life of the facility and that the municipality will not look to the State to operate or maintain the facility or pay for its operation or maintenance. This requirement does not apply to a grant for repair or improvement of an existing facility operated or maintained by the State at the time the grant is accepted if the repair or improvement for which the grant is made will not substantially increase the operating or maintenance costs to the State.

Restriction on Use—AS 37.05.321

A grant or earnings from a grant under AS 37.05.315 - 37.05.317 may not be used for the purpose of influencing legislative action. In this section “influencing legislative action” means promoting, advocating, supporting, modifying, opposing, or delaying or seeking to do the same with respect to any legislative action but does not include the provision or use of information, statistics, studies, or analyses in written or oral form or format. A grant or earnings from a grant made under AS 37.05.315 - 37.05.317 may not be used for purposes of travel in connection with influencing legislative action unless pursuant to a specific request from a legislator or legislative committee.

Hiring Preferences—AS 36.10

This chapter of the Alaska Statutes applies to grants for public works projects and requires compliance with the hiring preferences under AS 36.10.150 – 36.10.175 for employment generated by the grant.

Historic Preservation Act—AS 41.35

This chapter of the Alaska Statutes applies to public construction of any nature undertaken by the State, or by a governmental agency of the State, or by a private person under contract with or licensed by the State or a governmental agency of the State. The Department of Natural Resources must be notified if the construction is planned for an archaeological site. The Department of Natural Resources may stop the construction to determine the extent of the historic, prehistoric, or archaeological values.

Fire Protection—AS 18.70

This chapter of the Alaska Statutes requires the Alaska Department of Public Safety (the State Fire Marshal) to adopt regulations (currently in the form of Uniform Fire Code, as amended) establishing minimum standards for:

1. Fire detection and suppression equipment;
2. Fire and life safety criteria in commercial, industrial, business, institutional, or other public buildings used for residential purposes containing four or more dwelling units;
3. Any activity in which combustible or explosive materials are stored or handled in commercial quantities;
4. Conditions or activities carried on outside a building described in (2) or (3) likely to cause injury to persons or property.

Procurement Preference for State Agricultural and Fisheries Products—AS 29.71.040

This chapter of the Alaska Statutes applies to municipalities that use state funds to purchase agricultural and fisheries products. The law requires:

1. When agricultural products are purchased, only such products harvested in the state shall be purchased whenever priced no more than seven percent above products harvested outside the state, and of like quality compared with agricultural products harvested outside the state.
2. When fisheries products are purchased, only fisheries products harvested or processed within the jurisdiction of the state shall be purchased whenever priced no more than seven percent above products harvested or processed outside the jurisdiction of the state, available, and of like quality compared with fisheries products harvested or processed outside the jurisdiction of the state.

Alaska Product Preferences—AS 36.15

This chapter of the Alaska Statutes applies to projects financed by state money in which the use of timber, lumber, and manufactured lumber products is required, only timber, lumber and manufactured lumber projects originating in this state from local forests shall be used wherever practicable. The law requires the insertion of this clause in calls for bids and in all contracts awarded.

Permits and Environmental Procedures

The Alaska Department of Environmental Conservation (ADEC) regulates all activities in Alaska that might pollute the air, water or soil. There are dozens of ADEC permits related to constructing and operating public buildings. The law requires the following permits, including others designated by the commissioner. The following list is not intended to be all-inclusive.

- Air Emissions Permit
- Anadromous Fish Protection Permit
- Authorization for Tidelands Transportation
- Brine or Other Salt Water Waste Disposal Permit
- Burning Permit during Fire Season
- Coal Development Permit
- Critical Habitat Area Permit
- Dam Construction Permit
- Driveway Permit
- Encroachment Permit
- Miscellaneous State Land Use Permit
- Mineral and Geothermal Prospecting Permits
- Occupied Tide and Submerged Land
- Open Burning Permit
- Permit for Use of Timber or Materials
- Permit to Appropriate Water
- Pesticides Permit
- Preferred Use Permit
- Right-of-Way and Easement Permits
- Solid Waste Disposal
- Special Land Use Permit
- State Game Refuge Land Permit
- State Park Incompatible Use Permit
- Surface Oiling Permit
- Surface Use Permit
- Tide and Submerged Lands Prospecting Permit
- Tidelands Permit
- Tidelands Right-of-Way or Easement Permit
- Utility Permit
- Waste Water Disposal Permit
- Water Well Permit

CITY OF BETHEL

City of Bethel – Parade Entry Form

Applications will be accepted until July 3



Date: _____

Printed Individual/Organization Name: _____

Organizer Representative: _____

Email Address: _____

Phone Number: _____

Number of Vehicles: _____

Number of Participants: _____

Number of Vehicles: _____

Type of Entry:

_____ Walking Group

_____ Vehicle/Float

_____ Combo: Vehicle & Walkers



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

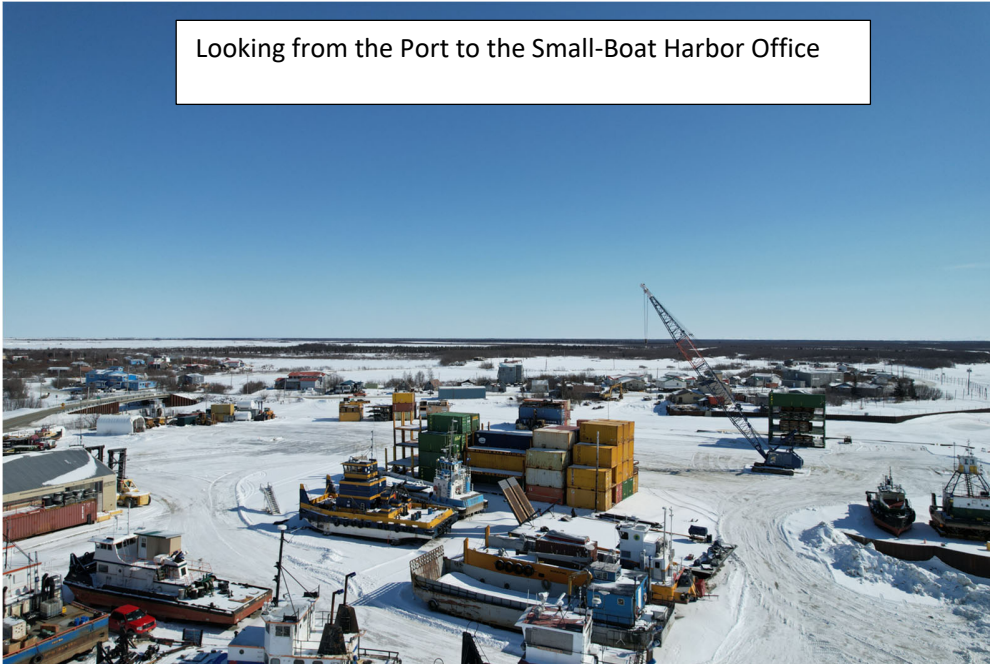
From: Bo Foley, IT Director

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
 - Helped in training the new PW Assistant in Accounts Payable.
 - 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.
 - 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
 - Processed four permits, licenses, and fees.
 - Processed 0 site plan permits.

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

Schedule, Events and Programs

Visit ykfitness.org for the most up to date schedules and information.

During the end of April the Facility was closed for maintenance. The lift station was replaced, one of the 2 VFD units for the air handling was replaced. We are still waiting on delivery of the second VFD unit needed to replace the failing unit.

May Swim Lessons started May 1st.

We are actively hiring for **Healthy Activities Club Leaders** and **Lifeguards**. Healthy Activities Club Lead training starts May 30th. Lifeguard Training Starts May 26th. Free Lifeguard Skills assessment sessions are scheduled for May 20th and 24th.

AGE*	CLASS	Day/Time**	REQUIREMENTS/PREREQUISITES	Fee/week
4-5 years	Preschool 1	Wed 5:30pm - 6:30pm with Stacy	Swimmer entering this class must be at least 4 years old on the first day of class. No swimming experience required.	\$50
	Preschool 2	Wed 6:00pm - 6:30pm with Stacy	Swimmer entering this class must be at least 4 years old on the first day of class. With minimal assistance swimmers should be willing to put their face in the water, fully submerge their head, and be willing to float on their back with goggles on the side.	
6+ years	Level 1	Wednesday 6:45pm - 7:20pm with Stacy	Swimmer entering this level should be comfortable putting their face in the water and fully submerging underwater without assistance. Swimmers should be able to float with minimal assistance on front with face in the water and on back with face in the water and be ready to attempt these skills without support.	\$55
	Level 2	Saturday 11:25am - 12pm with Segan	Swimmer entering this level should be able to swim 15-20 yards each of Front Crawl with side breathing, Backstroke, Elementary Backstroke, and 5-10 yards of Freestyle or Sidestroke. They should also be comfortable in deep water and able to read or float in deep water for 1 minute.	
	Level 4	Saturday 12:00pm - 12:45pm with Stacy	Swimmer entering this level should be able to swim 15-20 yards each of Front Crawl with side breathing, Backstroke and Elementary Backstroke. They should be able to swim 15-25 yards each of Breaststroke, Sidestroke and Butterfly, be very comfortable in deep water and able to read or float in deep water for 1 minute.	
	Level 5	Saturday 12:45pm - 1:30pm with Stacy	Swimmer entering this level should be able to comfortably swim 30 yards each of Front Crawl with side breathing, Backstroke and Elementary Backstroke. They should be able to swim 15-25 yards each of Breaststroke, Sidestroke and Butterfly, be very comfortable in deep water and able to read or float in deep water for 1 minute.	
16+	Adult Beginner	Monday 10:00am - 11:00am with Stacy	Swimmer entering this level should be able to swim 15-25 yards each of Front Crawl with side breathing, Backstroke and Elementary Backstroke. They should be able to swim 15-25 yards each of Breaststroke, Sidestroke and Butterfly, be very comfortable in deep water and able to read or float in deep water for 1 minute.	\$40

*Participants must meet minimum age requirements by first day of class. See class descriptions for more details.

Reduced rates for YKFC Swim Lessons are made possible through generous programs from the American Red Cross and The YK Delta Lifesavers Foundation.

JOIN OUR HEALTHY ACTIVITIES CLUB TEAM

Qualifications:

- Creative
- Love working with kids
- Motivated

Positions available:

- Program Coordinator
- Program Leaders

Application Deadline May 15th
Summer Staff Training Begins May 30th

Apply online! ykfitness.org/employment

Now Hiring Lifeguards

Full and Part Time Positions Available

Free Lifeguard Training Course:

May 26th 4pm-6pm
June 2 5:30-9:30pm
June 3-4 11am-7pm

For Details & To Register:

- Visit ykfitness.org/certifications
- Call 907-543-0390
- Email ykfc@cityofbethel.net

www.ykfitness.org
(907) 543-0390

267 Akiachak Dr
Bethel, AK 99559

Now Hiring Lifeguards

Full and Part Time Positions Available

Interested in Lifeguard Training but not sure of your swim skills?

FREE Skills Assessment and Practice Sessions

Saturday, May 20 at 12pm
Wednesday, May 24th at 4:30pm
Wednesday, May 24th at 7:30pm

Come to one or try them all.

Free Lifeguard Training Course:

May 26th 4pm-6pm; June 2 5:30-9:30pm; June 3-4 11am-7pm

www.ykfitness.org
(907) 543-0390

267 Akiachak Dr
Bethel, AK 99559

COOLEST PLACE TO BE THIS SUMMER

SUMMER 2023 POOL MEMBERSHIP SPECIAL

MEMORIAL DAY-LABORDAY
ONLY \$89 FOR ADULTS
\$59 FOR YOUTH & SENIORS
CALL (907) 543-0390

Summer Pool Memberships are on sale. Summer Pool Memberships are good for use of the swimming pool from Memorial Day – Labor Day for just \$89 for Adults and \$59 for Youth and Elders.

Registration is open for our Summer Healthy Activities Club. Club will run June 5th – June 30th and July 10th – Aug 4th.

HEALTHY ACTIVITIES CLUB SUMMER 2023

JUNE 5TH - AUG 4TH
8:00 AM - 5:30 PM
FULL DAY \$250 PER WEEK
HALF DAY \$140 PER WEEK

SCHOLARSHIPS AVAILABLE

REGISTER FOR 1 WEEK OR ALL SUMMER

Fun indoor and outdoor sports, games, and activities including:

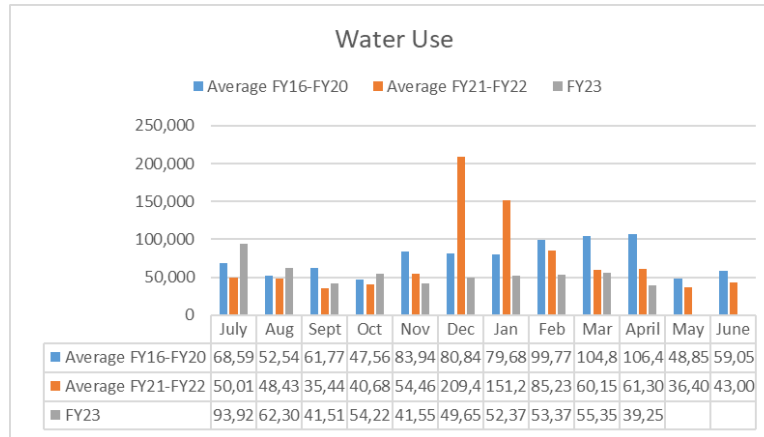
- Field Games
- Swimming & Water Safety
- Story Telling
- Dance
- Home & Community Safety
- Helping our community

WHY PLAY WITH US?

YKFITNESS.ORG
907-543-0390

Water Use

Water use for April was lower than average due to the 2 week maintenance closure during which the facility water was not used.

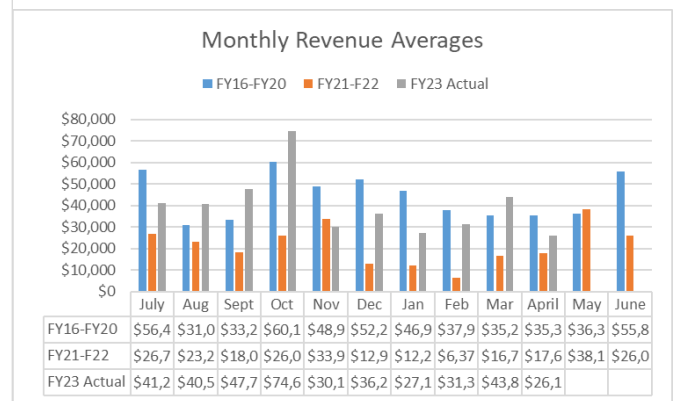
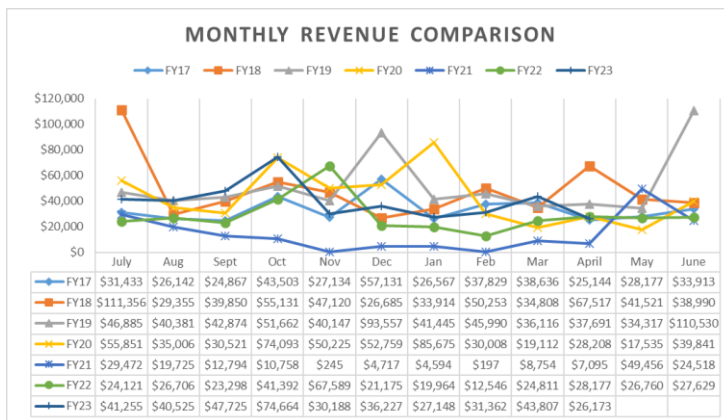


*Note: Facility opened in November of 2014 (FY15). Starting during maintenance closure in Dec 2019/Jan 2020 hot water has been used to keep pipes from freezing resulting in higher-than-normal usage. Water was turned off in late March 2020 once outside temps were consistently above freezing temperatures. Problems again arose in Dec 2020 and water was used to assure there were no freeze ups of facility piping through early March 2021.

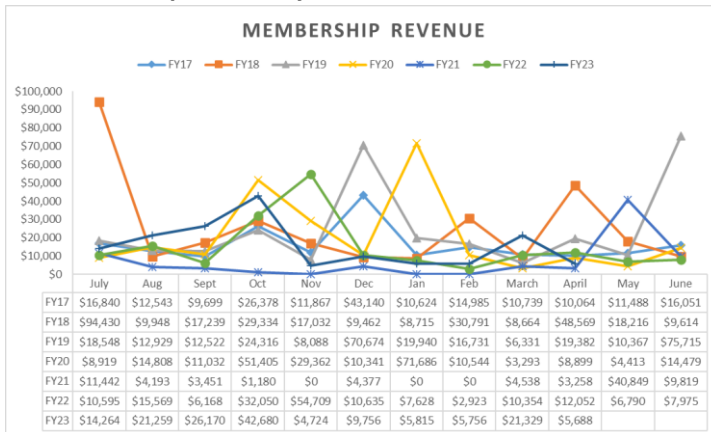
Revenue

Code	Facility Revenue	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total	FY22 Budgeted	%attained	Remaining
43-9421	Memberships	\$14,264	\$21,259	\$26,170	\$42,680	\$4,724	\$9,756	\$5,815	\$5,756	\$21,329	\$5,688			\$157,442	\$260,000	61%	\$102,558
43-4360	Pro Shop	\$4,621	\$3,086	\$4,670	\$4,352	\$1,918	\$2,868	\$2,794	\$2,430	\$3,950	\$2,096			\$32,786	\$40,000	82%	\$7,214
43-4361	Concessions	\$5,143	\$4,659	\$4,836	\$6,465	\$3,570	\$4,335	\$5,124	\$4,744	\$5,406	\$3,085			\$47,367	\$60,000	79%	\$12,633
43-4369	Entry Fees	\$9,545	\$8,567	\$6,618	\$12,154	\$9,610	\$13,502	\$8,216	\$11,130	\$10,658	\$13,408			\$103,407	\$100,000	103%	-\$3,407
43-4440	Facility Rental	\$595	\$770	\$960	\$8,665	\$605	\$966	\$683	\$3,577	\$1,456	\$1,499			\$19,773	\$25,500	78%	\$5,728
43-4364	Program Fees	\$4,051	\$2,184	\$4,472	\$348	\$9,761	\$4,038	\$4,517	\$3,725	\$667	\$397			\$34,160	\$50,000	68%	\$15,840
Misc (Grants, Donations, Etc.)		\$3,037					\$763			\$341				\$4,141	\$5,000	83%	\$859
Facility Revenue Total		\$41,255	\$40,525	\$47,725	\$74,664	\$30,188	\$36,227	\$27,148	\$31,362	\$43,807	\$26,173	\$0	\$0	\$399,075	\$540,500	74%	\$141,425

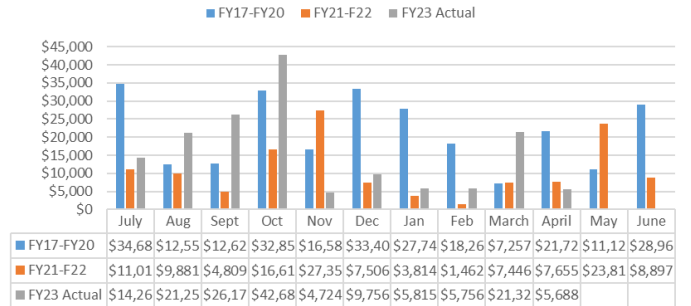
As of August 2022 all COVID-19 restrictions were removed and facility operations resumed close to normal functionality. Due to continued staffing shortages we did not resume facility rental options for parties until February and we continue to be open 6 days per week. During April revenues exceeded Covid amounts, but did not reach pre-covid numbers due primarily to the half month shutdown.



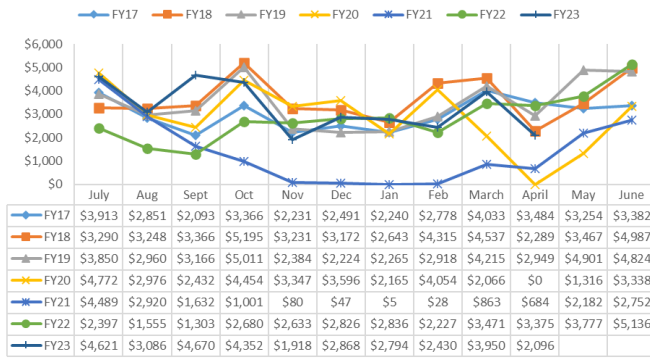
Revenue Comparisons by line Item:



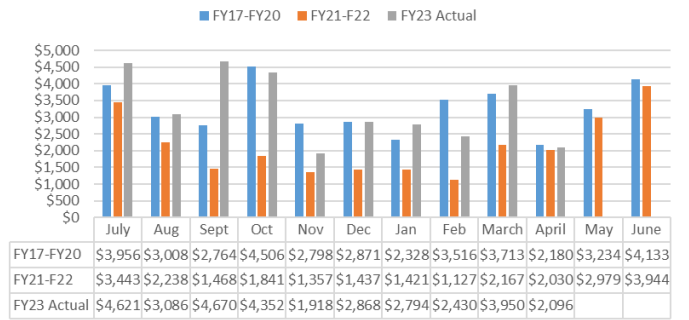
Average Membership Revenues



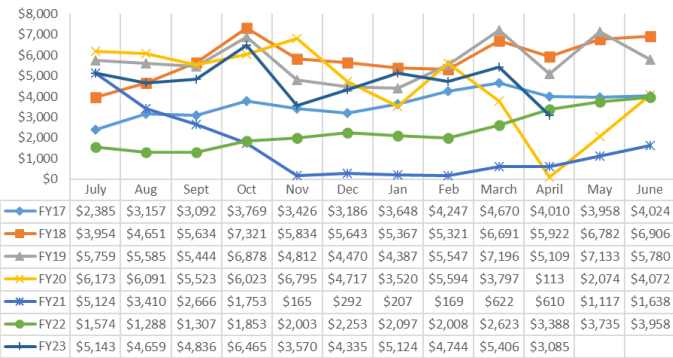
PRO SHOP REVENUE



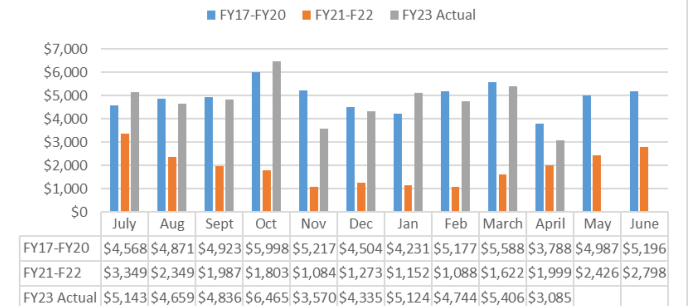
Pro Shop Average Revenue



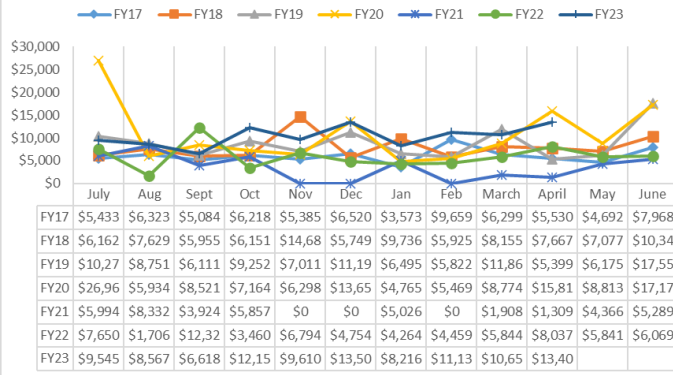
CONCESSIONS REVENUE



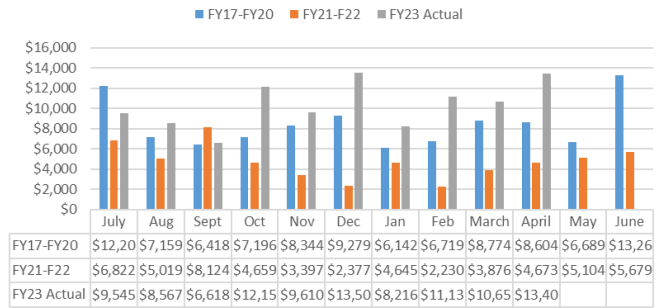
Concessions Average Revenue



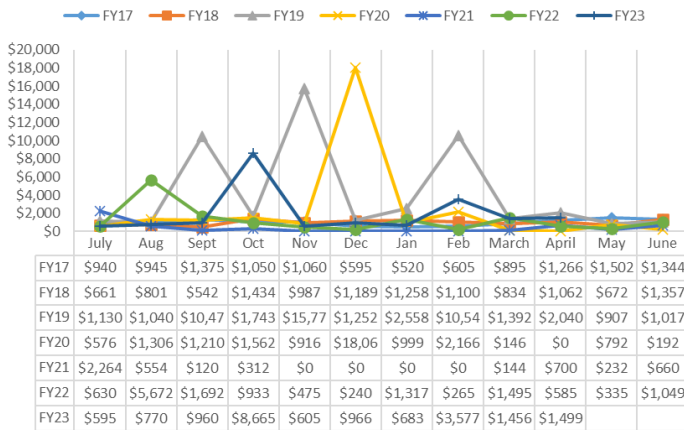
DAILY ENTRY FEES



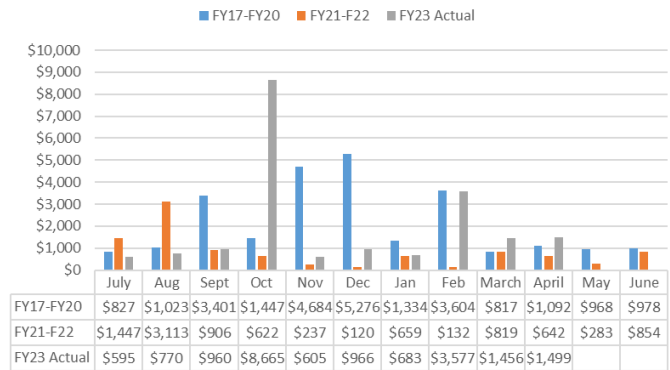
Daily Entry Fees Average Revenue



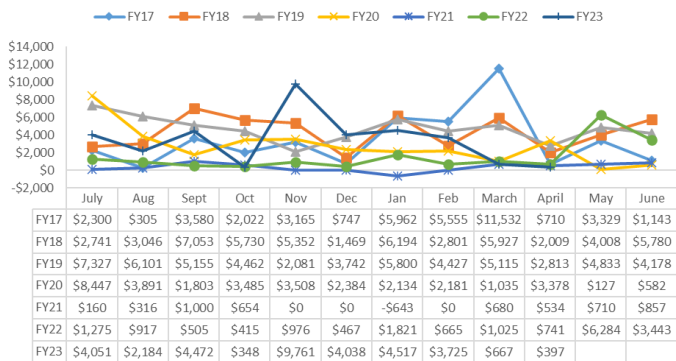
FACILITY RENTALS



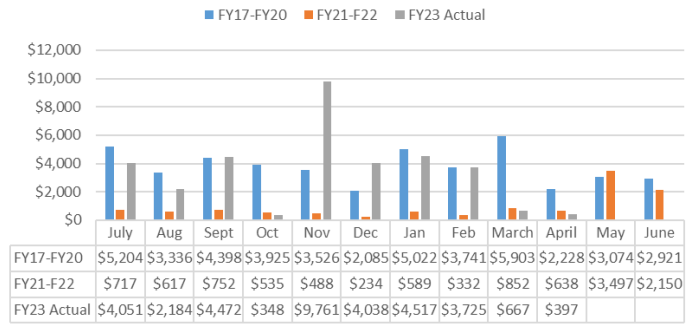
Rental Fees Average Revenue



PROGRAMS REVENUE



Program Fees Average Revenue



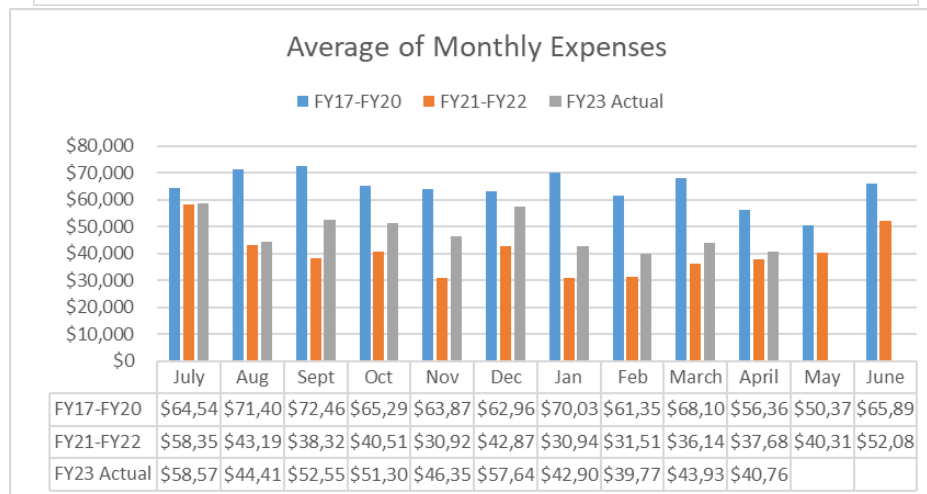
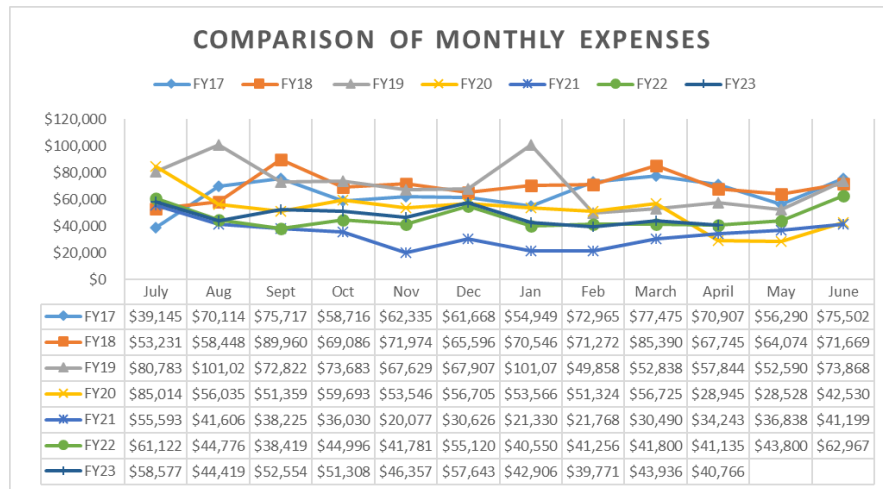
Expenses

As we return to normal facility operations we are actively working to continue to minimize facility expenses while providing necessary safety and resources.

	Expenses	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Total	Budgeted	% used
	Wages & Benefits	\$59,884	\$37,230	\$33,474	\$35,068	\$33,349	\$49,890	\$34,825	\$33,827	\$33,990	\$32,733	\$384,270	\$652,550	58.89%
545	Travel/Training	\$0	\$0	\$750	\$0	\$0	\$0	\$0	\$175	\$0	\$0	\$925	\$1,000	92.50%
561	Supplies	\$12,261	\$3,858	\$9,994	\$3,612	\$8,144	\$3,073	\$3,192	\$1,608	\$5,020	\$5,205	\$55,967	\$76,000	73.64%
580, 661, 663, 799	Building Maintenance	\$166	\$168	\$317	\$344	\$1,506	\$706	\$302	\$61	\$114	\$124	\$3,807	\$22,600	16.85%
668	Software Licenses	\$488	\$422	\$500	\$1,182	\$408	\$404	\$287	\$362	\$566	\$319	\$4,937	\$6,500	75.95%
669	General Expenses	\$5,678	\$4,287	\$9,065	\$11,102	\$2,868	\$3,570	\$4,300	\$3,739	\$4,245	\$2,386	\$51,239	\$30,850	166.09%
790	Allowance for Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100	0.00%
799	Unforeseen	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	0.00%
	Non Budgeted/Grant Funded	\$879	\$695	\$0	\$0	\$82						\$1,656		
	TOTAL	\$79,356	\$46,660	\$54,100	\$51,308	\$46,357	\$57,643	\$42,906	\$39,771	\$43,936	\$40,766	\$502,802	\$793,100	63.40%

* Due to our 2 week pay period structure there are 2 months out of each year in which 3 pay periods fall, skewing wages totals upwards for those months.

**Expense totals do not include purchases for the building that have been made by City of Bethel Property Maintenance or other direct city expenses.

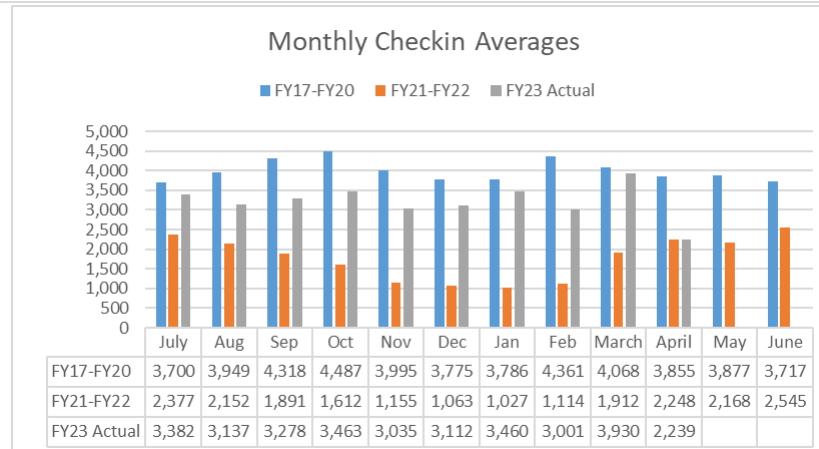
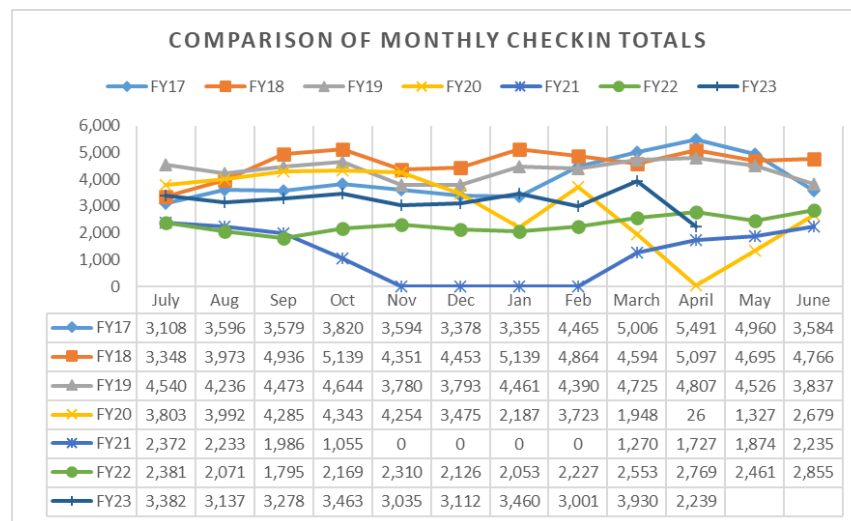


Facility Utilization

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

Facility Check-In	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total
Member Checkins	1,262	1,332	1,195	1623	1466	1643	1636	1472	1,889	1,098			14,616
Daily Admissions	1,563	1,437	1,652	1523	1444	1353	1634	1290	1,867	976			14,739
Rentals	0	207	237	172	10	8	0	8	32	72			746
Fitness Programming	103	49	88	57	115	77	84	145	99	66			883
Aquatics Programming	55	4	62	88	0	31	63	86	3	27			419
Youth Programs	399	108	44	0	0	0	43	0	40				634
Monthly Totals	3,382	3,137	3,278	3,463	3,035	3,112	3,460	3,001	3,930	2,239	0	0	32,037

Community members continue to gain confidence in using the facility and facility utilization reached approximately 85% of pre-COVID-19 numbers for Q3. April utilization was low due to the 2-week maintenance closure.



Community Parks and Recreation 2023 Attendance

Regular Meetings

Member Name	Jan. 9	Feb. 13	13-Mar	10-Apr	8-May	12-Jun	10-Jul	Aug. 14	Sept. 11	Oct. 9	Nov. 13	Dec. 11
Brian Lefferts, Chair	P	P	P	P								
Beverly Hoffman, Vice-Chair	P	P	P	E								
Jessica Pew	E	P	P	P								
Brian Jackson	E	P	P	P								
Michelle DeWitt	E	P	P	E								
Kathy Hanson	P	P	P	P								
Eric Whitney, Council Rep.	P	P	P	P								
Sean Glasheen	X	E	P	P								

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.

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

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.