

CITY OF BETHEL

City Council Meeting Agenda, February 27, 2024 – 6:30 PM

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

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

Council Members: Mayor Mark Springer, Vice-Mayor Sophie Swope, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller

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

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

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

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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



5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

- 6.1. *2-6-2024 Special City Council Meeting
6.2. *2-13-2024 Regular City Council Meeting

7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

- 8.1. Fiscal Year 2021 Audit Report From BDO (Mayor Springer)

9. UNFINISHED BUSINESS

- 9.1. Public Hearing Of Ordinance 24-01: Amending Bethel Municipal Code 4.17, Excise Tax On Cigarettes And Tobacco Products, To Add Non-Tobacco Nicotine Products To The List Of Other Tobacco Products That Are Subject To The Excise Tax (Acting City Manager Arnold)
9.2. Public Hearing Of Ordinance 24-02: Amending Chapter 3.12, Administration And Maintenance Of The Classification Plans, To Add A Pay Grade And Job Title For The Grant Manager Position (City Manager Arnold)

Posted February 21, 2024 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

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

10. NEW BUSINESS

11. REPORTS

11.1. Mayor's Report

11.2. City Manager's Report

11.3. Clerk's Report

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

13.1. In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) (Mayor Springer)

14. ADJOURNMENT

Posted February 21, 2024 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

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

1. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on February 6, 2024 at 6:00 p.m., in the Council Chambers, Bethel, Alaska.

Mayor Springer called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Rose Henderson City Council Member Beth Hessler City Council Member Patrick Snow City Council Member Teresa Keller City Council Member Mikayla Miller Vice-Mayor Sophie Swope Mayor Mark Springer
Members Absent:
Also in attendance were the following:
Acting City Manager Arnold, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

No one present to be heard.

Item 4.1. - Written Public Comments

No written comments were submitted.

5. APPROVAL OF AGENDA

Main Motion: Approve the Agenda.

Moved by:	Rose Henderson
Seconded by:	Teresa Keller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

6. NEW BUSINESS

Item 6.1. - City Manager Candidate Interview- Bert O'Rear

Council conducted the interview with Bert O'Rear.

7. EXECUTIVE SESSION

Item 7.1. - In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) (Mayor Springer)

Motion to move into Executive Session In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) Those attending this item are the City Council, City Attorney, and City Clerk.

Moved by:	Patrick Snow
Seconded by:	Rose Henderson
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Motion to amend the Executive Session to include Acting City Manager Bill Arnold in the Executive Session.

Moved by:	Sophie Swope
Seconded by:	Mikayla Miller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Council Exited Executive Session at 8:22 p.m.

Motion to direct the City Clerk to work with City Manager Candidate Bert O'Rear on extending his stay in Bethel to further evaluate the position and the community needs.

Moved by:	Mikayla Miller
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Motion to amend to limit the extension to Friday evening.

Moved by:	Rose Henderson
Seconded by:	Patrick Snow
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

8. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mikayla Miller
Seconded by:	Rose Henderson
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Meeting ended at 8:24 p.m.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on February 13, 2024 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.
Mayor Springer called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Rose Henderson City Council Member Teresa Keller City Council Member Mikayla Miller City Council Member Beth Hessler City Council Member Patrick Snow Vice-Mayor Sophie Swope (<i>arrived after roll call 7:02 p.m.</i>) Mayor Mark Springer
Members Absent:
Also in attendance were the following:
Acting City Manager Arnold, City Clerk Lori Strickler, City Attorney Libby Bakalar

4. PEOPLE TO BE HEARD – Five minutes per person

Jasmin Rios- Spoke against Ordinance 24-01.

Item 4.1. - Written Public Comments

No written comments were submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by:	Rose Henderson
Seconded by:	Teresa Keller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Council Member Henderson removed Item 10.1, Ordinance 24-01 from the consent agenda.

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *1-23-2024 Regular City Council Meeting

Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Port Commission, Council Member Henderson- A meeting has not been held.

Planning Commission, Council Member Hessler- Discussed the request for Jordan's sandpit to have an address.

Community Action Grant Committee, Council Member Keller- The Committee is still on hold and has not held a meeting.

Community Parks and Recreation Committee- No one present to report.

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

Public Works Committee, Council Member Springer- A meeting has not been held since the last City Council meeting.

Public Safety and Transportation Commission, Council Member Miller- Discussed Uber and Lyft. The Commission was also presented with information related to a documentary style television show about the City's Police Department.

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

8. SPECIAL ORDER OF BUSINESS

Item 8.1. - City Manager Candidate Interview- Bert O'Rear

*The Council interviewed City Manager Candidate Bert O'Rear.
Vice-Mayor Swope arrived at 7:02pm.*

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 23-11(f): Amending the Fiscal Year 2024 Operating Budget (Acting City Manager Arnold)

Main Motion: Introduction of Ordinance 23-11(f).

Moved by:	Rose Henderson
Seconded by:	Mikayla Miller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Motion to amend 100-56 30501 to strike \$149,703 and insert \$154,194 under the City Attorney's Budget.

Moved by:	Rose Henderson
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Motion to amend to insert:

WHEREAS, the introduction of teleworking opportunities increases the need for technologies that can better support remote and shared communications;

WHEREAS, administration wishes to provide improved online access for our employees to their personnel documents, City policies and benefits information;

WHEREAS, administration wishes to streamline new hire onboarding, to ensure all required documents are completed timely and tracked to ensure compliance with various state and federal regulations;

WHEREAS, this solution would allow employees to have their own account within the online platform, view their personnel files, view City policies and benefits, complete annual policy acknowledgments, etc.;

WHEREAS, the city will benefit from the ability to store and share employee information, City policies, benefit documents and payroll actions in a secure, cloud-based solution;

WHEREAS, this solution would allow Human Resources to quickly convert current employee documents into a standardized format, allowing supervisors and payroll to get notification of City-directed or employee-initiated actions, all the while tracking and documenting the action;

WHEREAS, the improvements made with this solution will improve communication between administration and employees, reduce errors in personnel documentation, and ensure compliance with state and federal regulations;

F-1 Administration – Operating Budget Amendments

Line item 100-51-6335, to strike \$73,163 and insert \$92,183.

Moved by: Beth Hessler
Seconded by: Sophie Swope
In favor: Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope,
Teresa Keller, Mikayla Miller
Opposed: None
Results: Motion Carries

Motion to suspend the rules to hear from Laura Cloward, Human Resources.

Moved by: Rose Henderson
Seconded by: Beth Hessler
In favor: Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope,
Teresa Keller, Mikayla Miller
Opposed: None
Results: Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 24-01: Amending Bethel Municipal Code 4.17, Excise Tax On Cigarettes And Tobacco Products, To Add Non-Tobacco Nicotine Products To The List Of Other Tobacco Products That Are Subject To The Excise Tax (Acting City Manager Arnold)

Motion to introduce Ordinance 24-01.

Moved by: Rose Henderson
Seconded by: Mikayla Miller
In favor: Mark Springer, Beth Hessler, Patrick Snow, Teresa Keller
Opposed: Rose Henderson, Sophie Swope, Mikayla Miller
Results: Motion Carries

Item 10.2. - *Introduction Of Ordinance 24-02: Amending Chapter 3.12, Administration And Maintenance Of The Classification Plans, To Add A Pay Grade And Job Title For The Grant Manager Position (City Manager Arnold)

Passed on the consent agenda.

Item 10.3. - *Resolution 24-02: Authorizing Administration To Evaluate The City's Capacity For The Alaska Housing Finance Corporation's Last Frontier Housing Initiative Grant Program For Rural Professional Housing, And To Solicit Interest From Other Agencies For Their Passthrough Acceptance Of The Affordable Housing Unit Funding (Mayor Springer)

Passed on the consent agenda.

Item 10.4. - *Resolution 24-03: City Of Bethel Priorities For The SFY 2025 State Of Alaska Capital Budget (Acting City Manager Arnold)

Passed on the consent agenda.

Item 10.5. - *AM 24-02: Appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Springer)

Passed on the consent agenda.

Item 10.6. - AM 24-03: Commitment To Provide Cash Match For State Fiscal Year 2025 Federal Transit Administration 5311 Grant To Fund Transit Operations (Acting City Manager Arnold)

Main Motion Approve AM 24-03.

Moved by:	Mark Springer
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Item 10.7. - *AM 24-04: Direct Administration To Negotiate And Execute A Services Agreement For A Cloud-Based Human Resources Management Platform To Include - Onboarding, Digital Personnel File Maintenance, Forms Repository And Employee Policy Acknowledgement. Direct Administration To Investigate Future Expansion To Include Integrated Cloud-Based Timekeeping And Payroll Services (Acting City Manager Arnold)

Passed on the consent agenda.

Item 10.8. - *IM 24-02: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For January 2024-Utilities Maintenance – Water & Wastewater Activity Report (Acting City Manager Arnold)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Springer- Watch out for school buses and be careful driving on the roads.

Vice-Mayor Sophie Swope- Attended the Bureau of Land Management(BLM) hearing. Thanked everyone from the community who participated in the BLM meeting.

Council Member Henderson- Shared the story of a recent school fire which almost claimed her husband's life. Thanked the electrician, George Jeffery, and School Resource Officer Neal for their brave actions in saving his life.

Council Member Hessler- Recognized Todd Henderson for his heroism in trying to stop the school fire.

Council Member Snow- Encouraged the public to let the council know what they think about the excise tax on non-tobacco nicotine products.

Council Member Keller- No comment.

Council Member Miller- Invited the community to attend the open house of an apartment building for the chronically homeless in Bethel. It is a community project which took 5 years to achieve. The opening will be on March 11th.

13. EXECUTIVE SESSION

Item 13.1. - In Accordance With AS 44.62.310.(c)(1) Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity; And (3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Anticipated Litigation: Larisa Bogunovic v. Bethel (Acting City Manager Arnold)

Main Motion: Move into Executive Session In Accordance With AS 44.62.310.(c)(1) Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity; And (3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Anticipated Litigation: Larisa Bogunovic v. Bethel. Those attending this item are the City Council, City Clerk, City Attorney, Acting City Manager, and outside council Zoe Eisberg.

Item 13.2. - In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment

Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) (Mayor Springer)

Main Motion: Move into Executive Session In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) Those attending this item are the City Council, City Attorney, City Clerk, and Acting City Manager Arnold.

Moved by:	Sophie Swope
Seconded by:	Rose Henderson
In favor:	Mikayla Miller, Beth Hessler, Patrick Snow, Mark Springer, Rose Henderson, Teresa Keller, Sophie Swope
Opposed:	None
Results:	Motion Carries

Council went back on the record at 9:13 pm and announced that they will continue the City Manager Search.

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Sophie Swope
Seconded by:	Mikayla Miller
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Meeting ended at 9:15 p.m.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel, Alaska

Planning Commission

February 8, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on February 8, 2024. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:30 PM.

II. ROLL CALL:

Comprising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Shadi Rabi, Haley Hanson, and Council Rep. Beth Hessler. Lorin Bradbury arrived late at 6:45pm Excused absence: Alex Wasierski

Also Present: Pauline Boratko, Recorder and City Planner, Lee Foley and LaQuita Chmielowski, DOWL

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF THE AGENDA:

MOVED:	Mary Beth Hessler	Motion to approve the agenda.
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for January 11, 2024
SECONDED:	Beth Hessler	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

VIII. NEW BUSINESS:

A. J.Jordan Address Request: Commissioner discussed the address request.

VIII. EX OFFICIO REPORT:

IX. COMMISSIONER'S COMMENTS:

K.Hanson- I wont be here for the March meeting.

L. Bradbury- no comment.

B. Hessler- Thank you Pauline for your hard work.

H. Hanson- no comment.

S. Rabi- no comment,

X. ADJOURNMENT:

MOVED:	Lorin Bradbury	Motion to adjourn the meeting.
SECONDED:	Beth Hessler	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 6:59 pm

APPROVED THIS ____ DAY OF _____, 2024

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

DRAFT

City of Bethel, Alaska

Community Parks and Recreation Committee Minutes

February 12, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Community Parks and Recreation Committee Meeting was held on February 12, 2024, via Zoom. Brian Lefferts called the meeting to order at 06:03PM.

II. ROLL CALL:

Roll Call:

Brian Lefferts, Beverly Hoffman, Brian Jackson, Jessica Pew, Sophie Swope Michelle Dewitt, Sean Glasheen.

Excused: Kathy Hanson

Also Present: Jason Spann, Stacey Reardon, and Carmen Murat

III. PEOPLE TO BE HEARD: NONE

IV. APPROVAL OF AGENDA:

MOVED BY:	Jessica Pew	Motion to approve agenda.
SECONDED BY:	Brian Jackson	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Jessica Pew	Motion to approve meeting minutes for January 8, 2024
SECONDED BY:	Brian Jackson	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. UNFINISHED BUSINESS:

- A. YK Fitness Center Review Of Fiscal Year Operational Budget's Expenditures, Revenues, Transfers (Lefferts)
- B. FY22 and FY23 DOWL Expense Report for YK Fitness Center
- C. Update From HealthFit on the Equitable Access Program Role Out (Lefferts)
- D. Update on the YK Fitness Center Roof (Lefferts)

VII. NEW BUSINESS:

- A. Detailed DOWL invoices

VIII. EX OFFICIO MEMBER REPORT:

Update on transportation improvement grants, Pinky's Park ranked 13 out of 20 and Donut Hote Road ranked 24 out of 25. This does not mean the City isn't going to get funding for the projects but does mean we are less likely to for this round of funding.

IX. COMMITTEE MEMBER COMMENTS:

Brian Lefferts: Would like to have all data from the YK Fitness center.

Beverly Hoffman: Would also like to have EAP fliers to be given to kids at school.

Sophie Swope: None

Michelle DeWitt: None

Jessica Pew: None

Brian Jackson: None

Sean Glasheen: Will keep in touch with Stacey regarding grant opportunities and share contact info with Stacey of people she can reach out to at LKSD.

X. ADJOURNMENT:

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

With no further business, the meeting adjourned at 6:48PM.

APPROVED THIS _____ DAY OF _____, 2024.

Brian Lefferts
Committee Chair

Carmen Murat
Recorder of Minutes



CITY OF BETHEL

FINANCE COMMITTEE

MONDAY, FEBRUARY 26, 2024, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING LINK

HTTPS://US06WEB.ZOOM.US/j/87274519480?PWD=WUTESNPDYVC3NKVYUHZZNDJKOVLAQT09

MEETING ID: 872 7451 9480

PASSCODE: 060155

MEMBERS	STAFF
John Hamilton, Chair John Lloyd, Vice Chair Robert Rey Carol Ann Willard Patrick Snow, Council Rep. Vacancies (4)	Cynthia Sharp, Ex Officio Member Alexandra Batchelor, Ex Officio Member abatchelor@cityofbethel.net 907-543-1381

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

- A. 02/26/2024

V. APPROVAL OF MEETING MINUTES

- A. 01/22/2024

VI. UNFINISHED BUSINESS

- A. Continued Discussion on Changes to B.M.C. 4.16.170 (H) 2 - Expiration Date on Senior Exemption Card. (Patrick Snow)

VII. NEW BUSINESS

- A. Discuss changing meeting time. (John Lloyd)

VIII. EX OFFICIO REPORT

- A. January's Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 02/14/2024 at City Hall, AC Co., Swanson's, and the Post Office.

Alexandra Batchelor (Ex-Officio Staff)

City of Bethel, Alaska

Public Safety & Transportation Commission

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on February 7, 2024, in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:54 pm.

II. ROLL CALL

Present: Joy Anderson, Musa Saliu, Mikayla Miller, Farah Sears, Jesslyn Elliot

Absent: Melanie Fredricks (Excused,) Daron Solesbee (Excused)

Ex-Officio Present: Christopher Wigner, Thomas Avalon, Riona Dela Cruz

III. PEOPLE TO BE HEARD

Frank Mazzaro – Spoke as a concerned citizen who has been making inquiries about possibilities to obtain his own dispatch permit/ cab company.

IV. APPROVAL OF AGENDA

MOVED:	Mikayla Miller	Motion to approve the agenda.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MEETING MINUTES

A. 1-03-2024

MOVED:	Mikayla Miller	Motion to approve the minutes from the regular meeting.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

VI. UNFINISHED BUSINESS

A. City of Bethel Police Department Website. (Melanie Fredricks)

MOVED:	Joy Anderson	Motion to move item to the next agenda.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

B. Neighborhood Watch Program. (Melanie Fredricks)

MOVED:	Joy Anderson	Motion to move item to the next agenda.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

VII. NEW BUSINESS

A. Magilla Entertainment Discussion. (Christopher Wigner)

MOVED:	Joy Anderson	Motion to move item to the next agenda.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

B. Consideration of BMC Title 5 Amendment to Allow Transportation Network Companies to Operate in Bethel. (Mikayla Miller)

MOVED:	Farah Sears	Motion to move item to the next agenda.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

C. Discussion to Gain the Support of the Public Safety and Transportation Commission for the Bethel Fire Department to Administer the “Fire Ops 101 for Elected and Appointed Public Officials” in Summer 2024. (Daron Solesbee)

MOVED:	Farah Sears	Motion to support the Fire Ops 101.
SECONDED:	Jesslyn Elliot	
VOTE ON MAIN MOTION	All in favor.	

D. EX OFFICIO REPORT

Acting Chief Wigner – Gave an oral report.

Fire Lt. Avalon – Gave an oral report.

E. TRANSPORTATION INSPECTOR’S REPORT

See Report in Commission Packet.

F. COMMISSION MEMBER’S COMMENTS

Mikayla Miller- Question for Chief Wigner about Magilla Entertainment coming to Bethel in person.

Joy Anderson- “This was a very full, very good agenda. Thank you to everyone who proposed and brought items.”

Musa Saliu- No Comment.

G. ADJOURNMENT

MOVED:	Mikayla Miller	Motion to adjourn.
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 8:11 pm.

APPROVED THIS _____ DAY OF _____, 2023.

Riona Dela Cruz, Recorder

Joy Anderson, Chair Protemp



REPORT TO CITY COUNCIL

CITY OF BETHEL

AUDIT WRAP UP:
YEAR ENDED JUNE 30, 2021



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The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors and Audit Committee) and, if appropriate, management of the City, and is not intended and should not be used by anyone other than these specified parties.



Welcome

February 24, 2024

Honorable Mayor and Members of the City Council

City of Bethel

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. On January 10, 2022, we presented an overview of our plan for the audit of the basic financial statements including the schedule of expenditures of federal awards of City of Bethel (the City) as of and for the year ended June 30, 2021, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the City's accounting practices and policies, management's judgments and estimates, financial statement disclosures, and other required matters.

We are pleased to be of service to the City and look forward to meeting with you on to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

(signed BDO USA, LLP)

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK City limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.





Executive Summary



Status of Our Audit

We have substantially completed our audit of the basic financial statements as of and for the year ended June 30, 2021. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- The objective of our audit was to obtain reasonable - not absolute - assurance about whether the basic financial statements are free from material misstatements.
- The scope of the work performed was altered earlier Audit Planning communications based on some concerns brought up by the former finance director.
- We expect to issue an unmodified opinion(s) on the basic financial statements and release our report on February 27, 2024.
- We expect to issue a qualified opinion on the City's Federal Single Audit report, including the Schedule of Expenditures of Federal Awards (SEFA).
- We expect to issue an unmodified opinion on the City's State of Alaska Single Audit report, including the Schedule of State Financial Assistance (SSFA).
- In planning and performing our audit of the SEFA and SSFA, we considered the City's internal control over compliance with requirements that could have a direct and material effect on its major federal program(s) to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with GAS, Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.

Results of the Audit

ACCOUNTING PRACTICES, POLICIES, AND ESTIMATES

The following summarizes the more significant required communications related to our audit concerning the City’s accounting practices, policies, and estimates:

The City’s significant accounting practices and policies are those included in Note 1 to the financial statements. These accounting practices and policies are appropriate, comply with generally accepted accounting principles and industry practice, were consistently applied, and are adequately described within Note 1 to the financial statements.

- ▶ A summary of recently issued accounting pronouncements is included in Note 16 to the City’s financial statements.
- ▶ There were no other changes in significant accounting policies and practices during 2021.
- ▶ Significant estimates are those that require management’s most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain. Significant estimates includes the estimate for landfill closures and post closure liabilities. The City’s accounting estimates, including a description of management’s processes and significant assumptions used in development of the estimates, are disclosed in Note 1 of the financial statements.

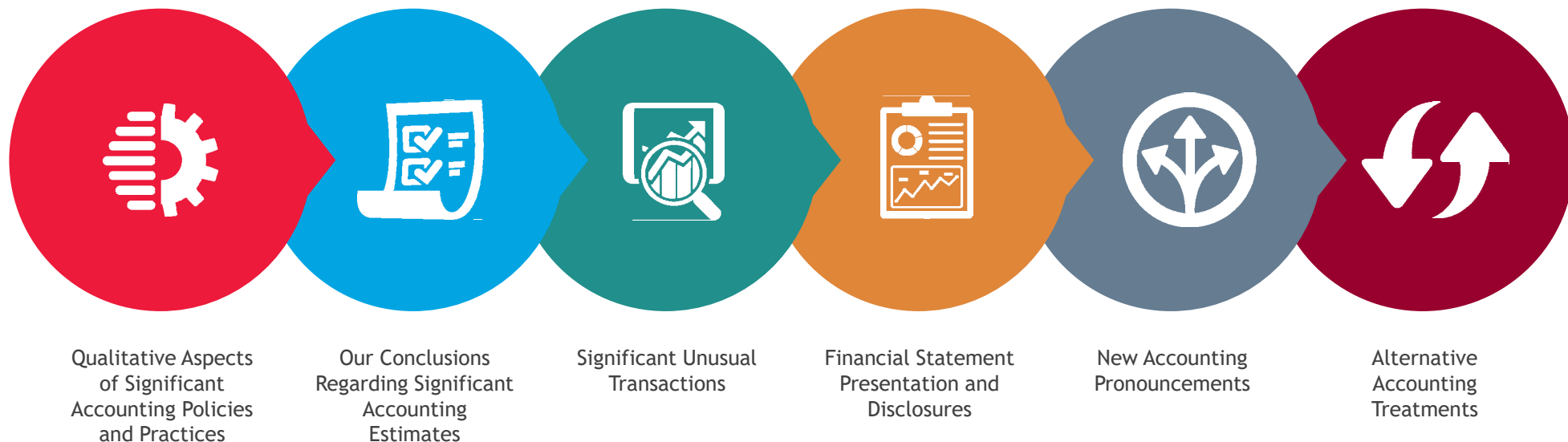
Accounting Estimates
Allowance for Uncollectable Accounts
Net Pension / OBEP Liabilities and Assets
Landfill Closure and Post Closure Liabilities

- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the accounting estimates in 2021.

Results of the Audit

QUALITATIVE ASPECTS OF THE CITY'S FINANCIAL REPORTING

A discussion will be held regarding the quality of the City's financial reporting, which will include:



Results of the Audit

CORRECTED AND UNCORRECTED MISSTATEMENTS

There were two corrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we brought to the attention of management related to accounts and/or disclosures that we brought to the attention of management. Please see the “Schedule of Corrected Misstatements” attached at the end of this document for a complete listing of all corrected misstatements.

There was an uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we presented to management for \$124,685 for sales tax revenue resulting from prior year uncorrected misstatement. We concur with management’s assessment that the effects of not recording such adjustments are, both individually and in the aggregate, immaterial to the basic financial statements taken as a whole, considering both qualitative and quantitative factors. The proposed adjustments could not potentially cause future-period financial statement to be materially misstated.





Internal Control Over Financial Reporting

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the City's internal control over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

Category	Definition
Control Deficiency	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.
Significant Deficiency	A deficiency or combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
Material Weakness	A deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis.

Internal Control Over Financial Reporting

In conjunction with our audit, we noted the following material weaknesses:

► The following material weaknesses were identified:

Material Weakness	Comments
Conflict of Interest Policies and Related Party Disclosures	The City does not have effective internal controls to ensure that potential conflicts of interest and related parties are identified and timely and properly reflected in the financial statements.
Subrecipient Agreements and Subrecipient Monitoring	The issuance of subrecipient agreements for these grants related to new funding streams in response to the COVID-19 pandemic. Significant amounts of funding were provided in a short period of time, and systems to distribute these monies were newly created and implemented. The standard award agreements were not reviewed in advance to ensure adherence to federal requirements. Staff were not fully trained on the information requirements and monitoring responsibilities related to audit requirements. Additionally, the City did not have controls in place to monitor subrecipient activities and ensure the subrecipients were audited in accordance with 2 CFR 200.501 if applicable.
Deadline for Federal and State Single Audit Reporting	The City did not comply with the required submission date of the data collection form and federal and state reporting package to the FAC for the fiscal year ended June 30, 2021.
Gift Cards - Activities Allowed or Unallowed; Allowable Costs/Cost Principles	Policies and procedures were not appropriately adhered to in certain instances to ensure that supporting documentation was maintained to support the disbursement of gifts cards to eligible individuals.

Internal Control Over Financial Reporting

In conjunction with our audit, we noted the following significant deficiencies:

► The following significant deficiencies were identified:

Significant Deficiencies	Comments
Review of Pay Rates	We noted payroll expenditures recorded in the general ledger that were not supported by signed and approved payrates on file reflecting the appropriate payrate.
General Ledger Reconciliation	There was one adjustment made to the general ledger and the financial statements during the audit. Specifically, the adjustment was required to properly state fringe benefits expense charged to one grant and the associated grant revenue and receivable totaling \$34,574. Internal controls were not established to ensure fringe benefits charged to grants are reconciled and reviewed, therefore, items reported in the financial statements were not accurate and required adjustments to correct.
Sales Tax Audit Policies	While Bethel Municipal Code establishes the City's right to perform sales tax audits, the City does not have a formal process and procedures in place to ensure that sales tax audits are performed on a routine basis. The noncompliance of sales tax audits increase the likelihood of noncompliance among the City's sellers which thereby increase the likelihood that the City is under collecting sales tax revenue.
Late Reporting	The City's internal controls over reporting are not designed appropriately to ensure timely reporting of federal and state grant reports.
Sole Source Vendors - Procurement and Suspension and Debarment	During our testing of procurement, suspension, and debarment, we noted the following exceptions: One of the three procurement transactions tested was procured via sole source without adequate support of the rational to limited competition.

Internal Control Over Financial Reporting

In conjunction with our audit, we noted the following significant deficiencies:

► The following significant deficiencies were identified:

Significant Deficiencies	Comments
Expenditure Documentation	Policies and Procedures were not appropriately adhered to in certain instances to ensure that supporting documentation was maintained correctly to evidence that costs were allowable and that an appropriate level of review and approval was completed prior to charging costs to a federal program. During our testing of nonpayroll transactions, we noted three of 62 transactions sampled did not have adequate supporting documentation
Expenditure Approvals	Policies and procedures were not appropriately adhered to in certain instances to ensure that the appropriate level of review and approval was completed prior to charging costs to a federal program. During our testing of nonpayroll transactions, we noted 17 out of 62 transactions sampled did not have documentation of approval by management.
Fringe Benefits	Internal controls were not established to ensure fringe benefits charged to grants are reconciled and reviewed.
Tax Payor Notices - Reporting	The City did not have evidence showing notices were provided to taxpayers for compliance with the requirement of AS 29.45.660, showing: (1) the amount of financial assistance received from the State and (2) the equivalent sales tax rate needed to raise that amount in the municipality.

Internal Control Over Financial Reporting

In conjunction with our audit, we noted the following control deficiencies:

► The following control deficiencies were identified:

Control Deficiency	Comments
System User Access Restrictions	Generic user profiles, and profiles for terminated employees exist in the IT system which are active or are not appropriately restricted.
Password Policy	Password Policy does not require users to change their password once passwords are set.
Super User Access	Finance Director has unrestricted access to the accounting system.



Additional Required Communications

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Point
Significant changes to planned audit strategy or significant risks initially identified	There were significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications that resulted in delays in the financial reporting process. We adjusted procedures related to related parties, sales taxes, grant compliance, and compliance with laws and regulations.
Obtain information from those charged with governance relevant to the audit	We were made aware of certain concerns during our inquiries with those charged with governance. There were no other matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risk of material misstatements, including fraud risks; or tips or complaints regarding the City's financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
If applicable, nature and extent of specialized skills or knowledge needed related to significant risks	We consulted our audit technical specialist regarding matters brought up by the finance director. There were no other specialized skills or knowledge needed, outside of the core engagement team, to perform the planned audit procedures or evaluate audit results related to significant risks.

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Point
Consultations with other accountants	We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of generally accepted accounting principles.
Significant findings and issues arising during the audit in connection with the City's related parties	We have evaluated whether the identified related party relationships and transactions have been appropriately identified, accounted for, and disclosed and whether the effects of the related party relationships and transactions, based on the audit evidence obtained, prevent the financial statements from achieving fair presentation. Please see material weakness for internal control issues identified regarding the City's related parties.
Significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management	Please see list of material weaknesses and significant deficiencies and Findings included in the financial statements for issues arising during the audit that were discussed, or were the subject of correspondence, with management.

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Point
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the City's financial statements or to our auditor's report.
Significant difficulties encountered during the audit	There were significant difficulties encountered during the audit related to completion of the audit of compliance for the Coronavirus Relief Program and resolving concerns brought up by the former Finance Director.
Matters that are difficult or contentious for which the auditor consulted outside the engagement team	There were difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process relating to resolving the concerns brought up by the former Finance Director.

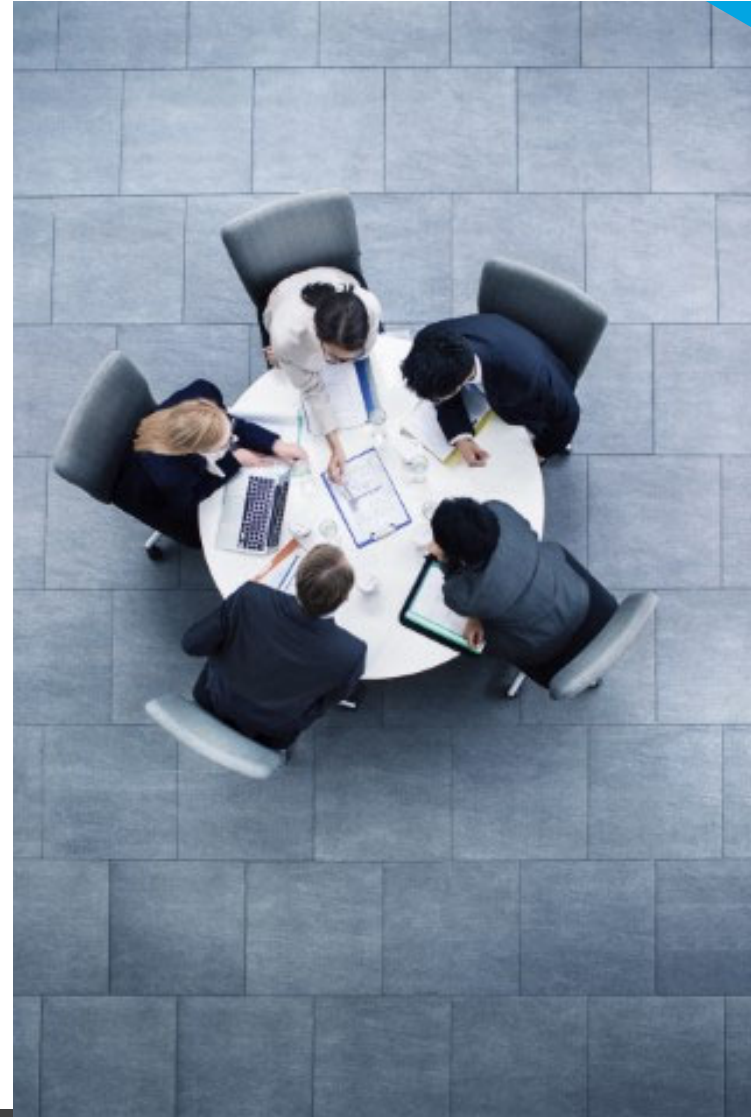
Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Point
If applicable, other matters significant to the oversight of the City's financial reporting process, including complaints or concerns regarding accounting or auditing matters	There are no other matters that we consider significant to the oversight of the City's financial reporting process that have not been previously communicated.
Representations requested from management	Please refer to the management representation letter.

Independence

Our engagement letter to you dated January 10, 2022, describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.





Appendix

CLIENT LETTERHEAD

(Date)

BDO USA, P.C.
3601 C Street Suite 600
Anchorage, AK 99503

Ladies and gentlemen:

We are providing this letter in connection with your audit(s) of the financial statements of the City of Bethel (the City), which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows for the period then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the preparation and fair presentation in the financial statements of financial position, changes in net position, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of this representation letter, as entered on the first page, the following representations made to you during your audit(s):

- (1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 10, 2022, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- (2) We have fulfilled our responsibility, as set out in the terms of the aforementioned audit engagement letter, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- (3) The financial statements include all properly classified funds and other financial information of the primary government and all component units required to be included in the financial reporting entity by accounting principles generally accepted in the United States of America. All funds required to be presented as major funds are identified and presented as such.

- (4) We have made available to you:
- (a) All financial records, and related data, and federal awards (including amendments, if any, and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities), including the names of all related parties and all relationships and transactions with related parties, as agreed upon in the terms of the aforementioned audit engagement letter.
 - (b) All additional information that you have requested from us for the purpose of the audit.
 - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - (d) Minutes of the meetings of the City of Bethel that were held from July 1, 2020 to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- (5) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- (6) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or schedule of expenditures of federal awards (SEFA). The financial statement misstatements relating to accounts and disclosures identified and discussed with us in the course of the audit that are included in the attached schedule of corrected misstatements, which we have initialed and dated, have been corrected. We have evaluated the propriety of the corrected misstatements based on a review of both the applicable authoritative literature and the underlying supporting evidence from our files and confirm our responsibility for the decision to correct them.
- (7) You have identified and discussed with us in the course of the audit the deficiencies in our internal control over financial reporting listed immediately below.

Material Weaknesses
Conflict of Interest Policies and Related Party Disclosures - The City does not have effective internal controls to ensure that potential conflicts of interest and related parties are identified timely and properly reflected in the financial statements.
Deadline for Federal and State Single Audit - Reporting - The City did not comply with the required submission date of the data collection form and federal and state reporting package to the FAC for the fiscal year ended June 30, 2021.
Subrecipient Agreements and Subrecipient Monitoring - The issuance of subrecipient agreements for these grants related to new funding streams in response to the COVID-19 pandemic. Significant amounts of funding were provided in a short period of time, and systems to distribute these monies were newly created and implemented. The standard award agreements were not reviewed in advance to ensure adherence to federal requirements. Staff were not fully trained on the informational requirements and monitoring responsibilities related to audit requirements.

The City did not have controls in place to monitor subrecipient activities and ensure the subrecipients were audited in accordance with 2 CFR 200.501 if applicable.
Gift Cards - Activities Allowed or Unallowed; Allowable Costs/Cost Principles - Policies and procedures were not appropriately adhered to in certain instances to ensure that supporting documentation was maintained to support the disbursement of gifts cards to eligible individuals.
Significant Deficiencies
Review of Pay Rates - Payroll expenditures recorded in the general ledger that were not supported by signed and approved payrates on file reflecting the appropriate pay rate.
General Ledger Reconciliation - There was an adjustment made to the general ledger and the financial statements during the course of the audit to properly state fringe benefits expense charged to a grant and the associated grant revenue and receivable totaling \$34,574.
Sales Tax Audit Policies - While Bethel Municipal Code establishes the City's right to perform sales tax audits, the City does not have formal processes and procedures in place to ensure that sales tax audits are performed on a routine basis.
Late Reporting - The City's internal controls over reporting are not designed appropriately to ensure timely reporting of federal and state grant reports.
Sole Source Vendors - Procurement and Suspension and Debarment - The City's policies and procedures were not appropriately designed to ensure compliance with the requirements of the Uniform Guidance concerning use of noncompetitive procurement.
Expenditure Documentation - Policies and procedures were not appropriately adhered to in certain instances to ensure that supporting documentation was maintained correctly to evidence that costs were allowable and that an appropriate level of review and approval was completed prior to charging costs to a federal program.
Expenditure Approval - Policies and procedures were not appropriately adhered to in certain instances to ensure that the appropriate level of review and approval was completed prior to charging costs to a federal program.
Fringe Benefits - Internal controls were not established to ensure fringe benefits charged to grants are reconciled and reviewed.
Tax Payor Notices - Reporting - The City did not have evidence showing notices were provided to taxpayers for compliance with the requirement of AS 29.45.660, showing: (1) the amount of financial assistance received from the State and (2) the equivalent sales tax rate needed to raise that amount in the municipality.
Control Deficiencies Other Than Material Weaknesses or Significant Deficiencies
System Users Access Restrictions - Generic user profiles, and profiles for terminated employees exist in the IT system which are active or are not appropriately restricted.
Password Policy - Password policy does not require users to change their password once password are set.

Super User Access - Finance Director has unrestricted access to the accounting system.
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- (8) The financial statement misstatements relating to accounts and disclosures identified and discussed with us in the course of the audit that are listed immediately have not been corrected. In our opinion, the effects of not correcting such identified financial statement misstatements are, both individually and in the aggregate, immaterial to the financial statements of the Government taken as a whole.

Uncorrected Misstatements

Item #	Account Name and Adjustment Description	Debit	Credit	Impact on Net Position
	Sales tax revenue PY (General Fund)	124,685		
	Sales tax revenue CY (General Fund)		124,685	124,685
Current year cumulative uncorrected misstatements				
Cumulative effect of prior period uncorrected misstatements brought forward from last period				(124,685)
Cumulative uncorrected misstatements adjusted for prior period impact				-

- (9) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud or noncompliance. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud or noncompliance. Other than the matters that have been brought to your attention based on concerns noted by the former finance director Duane Wright, we have no knowledge of any:
- (a) Fraud or suspected fraud involving management or involving employees who have significant roles in internal control, whether or not perceived to have a material effect on the financial statements.
 - (b) Fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
 - (c) Allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, regulatory agencies, law firms, predecessor accounting firms, or others.
 - (d) Instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse, whose effects should be considered when preparing the financial statements.
- (10) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

(11) The following, where applicable and material, have been properly recorded or disclosed in the financial statements:

- (a) The identity of all related parties and all related party relationships and transactions of which we are aware, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
- (b) Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.
- (c) Guarantees, whether written or oral, under which the City is contingently liable.
- (d) Significant estimates and material concentrations known to management that are required to be disclosed in accordance with accounting principles generally accepted in the United States of America. In that regard, all accounting estimates that could be material to the financial statements, including key factors and significant assumptions underlying those estimates, have been identified, and we believe the estimates are reasonable in the circumstances. The methods, significant assumptions, and the data used in making the accounting estimates and the related disclosures are appropriate to achieve recognition, measurement, and disclosure that is in accordance with accounting principles generally accepted in the United States of America.
- (e) The effects of all known actual or possible litigation, claims, and other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America, including:
 - Pending or anticipated tax refunds, other potential or pending claims, lawsuits by or against any branch of government or others;
 - Written or oral guarantees, endorsements, or unused letters of credit;
 - Unusual guarantees; or
 - Labor claims or negotiations.

Accounting principles generally accepted in the United States of America require loss contingencies to be accrued if it is probable an asset has been impaired or a liability incurred at the statement of financial position date and the amount of loss can be reasonably estimated. Such contingencies must be disclosed, but may not be accrued, if the loss is reasonably possible (but not probable) or the loss is probable but the amount of loss cannot be reasonably estimated.

- (f) Commitments, such as:
 - Major capital asset purchase agreements;

- More-than-one-year employment arrangements or contracts with suppliers or customers, or one-year-or-longer term leases;
 - Deferred compensation, bonuses, pensions plans, or severance pay; or
 - Pending sale or merger of all or a portion of the business or of an interest therein or acquisition of all or a portion of the business, assets or securities of another entity;
- (g) Joint ventures or other participations, the detailed transactions of which are not carried on our books.
- (12) There are no:
- (a) Violations or possible violations of budget ordinances, laws or regulations and provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects could be material to the financial statements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - (b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.
 - (c) Side agreements or other arrangements (either written or oral) that have not been disclosed to you.
 - (d) Restrictions of net position that were not properly authorized and approved, or reclassifications of net position that have not been properly reflected in the financial statements.
- (13) Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the statement of financial position date and have been appropriately reduced to their estimated net realizable value.
- (14) The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- (15) We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.
- (16) We have complied with all aspects of contractual agreements, including debt covenants, that would have a material effect on the financial statements in the event of noncompliance. We have also complied with the SEC disclosure rules for reporting annual financial information and material events to repositories in accordance with SEC Rule N.240, 15c2-12.

- (17) No discussions have taken place with your firm's personnel regarding employment with the City.
- (18) We are responsible for compliance with laws, regulations and provisions of contracts and grant agreements applicable to us and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts.
- (19) Components of net position (net investment in capital assets, restricted and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- (20) Revenues are appropriately classified in the statement of activities within program revenues, contributions, and general revenues. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- (21) We are not aware of any action taken by law enforcement that significantly affects the City's financial statements or compliance with laws and regulations based on complaints filed by the former Finance Director Duane Wright.
- (22) Gift card purchased with funding from the Coronavirus Relief Fund were distributed in accordance with the City's approved policies for the Airport Test Incentive Program and COVID-19 testing Incentive Program.
- (23) We are not aware, based on investigations we performed, of noncompliance with provisions of laws, regulations, contracts or grant agreements, City policies, or abuse, whose effects could be material to the financial statements whose effects should be considered for disclosure in the financial statements based on complaints filed by the former Finance Director Duane Wright.
- (24) In regards to the assistance provided in preparing the financial statements and related footnote disclosures, preparation, and submission of the required SF-SAC Data Collection Form, and the GASB 68 & 75 entries and related footnote disclosures, services performed by you, we have: (1) assumed all management responsibilities, (2) designated an individual (within senior management) with suitable skill, knowledge, or experience to oversee the services, (3) evaluated the adequacy and results of the services performed, and (4) accepted responsibility for the results of the services.
- (25) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United State of America and we believe it is fairly presented. The methods of measurement and presentation of the supplementary information have not changed from the prior period and we have disclosed to you any significant assumptions underlying the measurement and presentation of the supplementary information.
- (26) Required supplementary information is measured and presented in accordance with prescribed guidelines.

(27) With respect to federal and state award programs:

- (a) We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State of Alaska Audit Guide and Compliance Supplement for the State Single Audits* (State Audit Guide) including requirements relating to the preparation of the schedule of expenditures of federal awards (SEFA) and schedule of state financial assistance (SSFA).
- (b) We have, in accordance with the Uniform Guidance, identified and disclosed to you in the schedule of expenditures of federal awards (SEFA) and the schedule of state financial assistance (SSFA), expenditures made during the audit period for all government programs and related activities provided by federal and state agencies in the form of federal and state awards, grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- (c) We acknowledge our responsibility for the preparation of the SEFA and SSFA related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA and SSFA, including its form and content, is fairly presented in accordance with the Uniform Guidance and State Audit Guide. The methods of measurement or presentation of the SEFA and SSFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA and SSFA.
- (d) We have notified you of federal awards and funding increments that were received for awards received before December 26, 2014, and differentiated those awards from awards received on or after December 26, 2014, and subject to the audit requirements of the Uniform Guidance.
- (e) We will include the auditor's report on the SEFA and SSFA in any document that contains the SEFA and SSFA, and that indicates you have reported on such information.
- (f) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- (g) We are responsible for understanding and complying with, and have complied with in all material respects, the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state programs and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions considered to have a direct and material effect on each federal and state program.
- (h) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with federal and state statutes, regulations, and the terms and

conditions that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended. Also, subsequent to the date of the auditor's report as of which compliance was audited, no changes have occurred in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and material weaknesses in internal control over compliance as reported in the schedule of findings and questioned costs.

- (i) We have made available to you all federal and state award contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relating to each major federal and state program and related activities that have taken place with federal and state agencies or pass-through entities.
- (j) We have received no requests from a federal and state agency to audit one or more specific programs as a major program.
- (k) We have complied, in all material respects, with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement and State Audit Guide*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material requirements of federal and state awards, including the results of other audits or program reviews. or confirmed that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards. We also know of no instances of noncompliance occurring subsequent to the end of the period audited.
- (l) We have disclosed to you any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- (m) Amounts claimed or used for matching were determined in accordance with relevant guidelines in the Uniform Guidance and the State Audit Guide.
- (n) We have disclosed to you our interpretations of compliance requirements that are subject to varying interpretations, if any.
- (o) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- (p) We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
- (q) Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared, and are prepared on a basis consistent with

the schedule of expenditures of federal awards (SEFA) and the schedule of state financial assistance (SSFA).

- (r) The copies of federal and state program financial reports provided to you are true copies of the reports submitted or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- (s) We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with applicable federal statutes, regulations and terms and conditions of the subaward and have met other pass-through entity requirements of the Uniform Guidance and State Audit Guide.
- (t) We have considered the results of subrecipients' audits and have made any necessary adjustments to our books and records.
- (u) We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient.
- (v) We have charged costs to federal awards in accordance with applicable cost principles.
- (w) We are responsible for, and have accurately completed, the appropriate sections of the Data Collection Form as required by the Uniform Guidance. The final version of the applicable audit reporting package, which includes your signed auditor's reports, that we will submit to the Federal Audit Clearinghouse (FAC) will be identical to the final version of such documents that you provided to us.
- (x) We have identified and disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, internal or external monitoring, and other studies directly related to the audit objectives of the compliance audit, including findings received and corrective actions taken from the end of the audit period covered by the compliance audit report to the date of the auditor's report.
- (y) We have provided views on your reported findings, conclusions, and recommendations. We are responsible for taking corrective action on audit findings and we are responsible for preparing and implementing a corrective action plan for each audit finding that meets the requirements of the Uniform Guidance.
- (z) We are responsible for, and have accurately prepared, the summary schedule of prior audit findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- (aa) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.

- (28) There have been no known or suspected breaches of sensitive information (e.g., personnel files) caused by cyber-attack or other means, or other cybersecurity incidents, where the breach or other incident could have a material effect on the financial statements.
- (29) In connection with any electronic presentation of the financial statements and your audit report thereon on our web site, we acknowledge that:
- We are responsible for the preparation, presentation, and content of the financial statements in the electronic format.
 - If your audit report is presented on our web site, the full financial statements upon which you reported and to which you appended your signed report will be presented.
 - We will clearly indicate in the electronic presentation on our web site the financial information that is subject to your audit report. We will clearly differentiate any information that may also be presented by us on or in connection with our web site that was contained in the published version of the financial statements and other supplementary information, but which is not part of the audited financial statements or other financial information covered by your audit report.
 - We have assessed the security over financial statement information and the audit report presented on our web site, and are satisfied that procedures in place are adequate to ensure the integrity of the information provided. We understand the risk of potential misrepresentation inherent in publishing financial information on our web site through internal failure or external manipulation.
 - If the electronic financial statements are generally made available to the public on our web site, we will include a notification to the reader that such financial statements are presented for convenience and information purposes only, and while reasonable efforts have been made to ensure the integrity of such information, they should not be relied on. A copy of the printed financial statements will be provided on request.
- (30) We have considered climate-related events and conditions when preparing the financial statements and necessary disclosures, and have communicated to you such matters, if any, and their impact on our financial reporting.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the statement of financial position date and through the date of this representation letter, as entered on the first page, that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Very truly yours,

(Name and title of City manager)

(Name and title of Contract Accountant)

DRAFT

City of Bethel, Alaska
Schedule of Corrected Misstatements
For the Year Ended June 30, 2021

Number	Name	Account	Debit	Credit
AJE 1	OPEB Deferred outflow	50-19001 50		(10,012.75)
AJE 1	OPEB Asset	50-19002 50	33,283.95	
AJE 1	OPEB Deferred outflow	50-29001 50		(11,750.62)
AJE 1	OPEB Asset	50-29101 50	15,377.74	
AJE 1	OPEB Deferred inflow	50-71-518 50		(26,898.32)
AJE 1	Net OPEB Liability	51-19001 51		(74,795.76)
AJE 1	PERS	51-19002 51	258,604.93	
AJE 1	OPEB Deferred outflow	51-29001 51		(81,674.15)
AJE 1	OPEB Asset	51-29101 51	162,571.08	
AJE 1	OPEB Deferred Inflow	51-82-518 51		(264,706.10)
AJE 1	OPEB Liability	52-19001 52		(11,577.60)
AJE 1	PERS	52-19002 52	22,530.28	
AJE 1	OPEB Deferred outflow	52-29001 52		(2,785.50)
AJE 1	OPEB Asset	52-29101 52	24,388.28	
AJE 1	OPEB Deferred inflow	52-50-518 52		(32,555.47)
AJE 1	OPEB Liability	56-19001 56		(8,491.15)
AJE 1	PERS	56-19002 56	11,123.00	
AJE 1	OPEB Deferred outflow	56-29001 56		(263.41)
AJE 1	OPEB Asset	56-29101 56	12,556.50	
AJE 1	OPEB Deferred inflow	56-50-518 56		(14,924.93)
AJE 1	OPEB Liability	50-19000 50	13,512.92	
AJE 1	PERS	50-29000 50	24,080.59	
AJE 1	DEFERRED OUTFLOW-PENSION	50-29100 50		(28,782.00)
AJE 1	DEFERRED INFLOW-PENSION	50-71-518 50		(8,811.51)
AJE 1	PENSION LIABILITY	51-19000 51	99,039.22	
AJE 1	PERS	51-29000 51	173,892.51	
AJE 1	DEFERRED OUTFLOW-PENSION	51-29100 51		(239,291.75)
AJE 1	DEFERRED INFLOW-PENSION	51-82-518 51		(33,639.98)
AJE 1	PENSION LIABILITY	52-19000 52	328.63	
AJE 1	PERS	52-29000 52	17,098.10	
AJE 1	DEFERRED OUTFLOW-PENSION	52-29100 52	37,671.02	
AJE 1	DEFERRED INFLOW-PENSION	52-50-518 52		(55,097.75)
AJE 1	PENSION LIABILITY	56-19000 56		(3,263.27)
AJE 1	PERS	56-29000 56	10,757.13	
AJE 1	DEFERRED OUTFLOW-PENSION	56-29100 56	48,713.94	
AJE 1	DEFERRED INFLOW-PENSION	56-50-518 56		(56,207.80)

To record year-end adjustments to the net pension and OPEB liability accounts, related deferred outflows of resources, deferred inflows of resources, and pension and OPEB expense accounts, in accordance with GASB 68/75.

AJE 2	CASH IN COMBINED FUND	10-10100 10		(31,574.17)
AJE 2	CASH IN COMBINED FUND	27-10100 27	31,574.17	
AJE 2	ACCOUNTS RECEIVABLE STATE	27-13200 27		(31,574.17)
AJE 2	GROUP HEALTH INSURANCE	10-61-512 10	23,732.90	
AJE 2	UTILITY BENEFIT	10-61-519 10	7,841.27	
AJE 2	Grant Revenue	27-42-415 27	31,574.17	
AJE 2	EMPLOYEE GROUP BENEFITS	27-50-512 27	2,263.00	
AJE 2	EMPLOYEE GROUP BENEFITS	27-50-512 27		(25,995.90)
AJE 2	UTILITY BENEFIT	27-50-519 27	939.32	
AJE 2	UTILITY BENEFIT	27-50-519 27		(8,780.59)

To adjust for the overstatement of benefits and to properly state fringe benefits charged to grants and the associated grant revenue and receivable.

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DRAFT



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Introduced by: Acting City Manager
Arnold
Date: February 13, 2024
Public Hearing: February 27, 2024
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #24-01

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE 4.17, EXCISE TAX ON CIGARETTES AND TOBACCO PRODUCTS, TO ADD NON-TOBACCO NICOTINE PRODUCTS TO THE LIST OF OTHER TOBACCO PRODUCTS THAT ARE SUBJECT TO THE EXCISE TAX

WHEREAS, a growing number of companies are manufacturing and marketing synthetic nicotine, called Non-Tobacco Nicotine (NTN);

WHEREAS, NTN does not come from a tobacco plant, but has similar molecular makeup as naturally-occurring nicotine;

WHEREAS, given the increasing availability of NTN, the Bethel City Council wishes to include in the definition of "other tobacco products" subject to the excise tax under BMC 4.17.010 NTN products;

WHEREAS, according to the World Health Organization, evidence shows that significantly increasing the costs of cigarette, tobacco products, and NTN products results in fewer children starting to use these products;

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

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

SECTION 2. Amendment. Bethel Municipal Code 4.17, Excise Tax on Cigarettes and Other Tobacco Products, is amended. Old language is stricken, and new language is underlined.

Sections:

- | | |
|-----------------|---------------------------------------|
| 4.17.010 | Definitions. |
| 4.17.020 | Tax on cigarettes. |
| 4.17.030 | Tax on other tobacco products. |

Introduced by: Acting City Manager
Arnold
Date: February 13, 2024
Public Hearing: February 27, 2024
Action:
Vote:

4.17.010 Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. "Cardholder" or "exemption cardholder" means a person in whose name a valid and current exemption card has been issued by the finance director.
- B. "Cigarette" means a roll for smoking of any size or shape, made wholly or partly of tobacco, whether the tobacco is flavored, adulterated, or mixed with another ingredient, if the wrapper or cover of the roll is made of paper or a material other than tobacco.
- C. "Department" means the finance department of the city.
- D. "Distributor" means: (1) a person who brings cigarettes or other tobacco products or causes them to be brought into the city, and who sells or distributes them to others for resale in the city or (2) a person who supplies cigarettes to retailers for sale.
- E. "Exemption card" means a city cigarette and tobacco products card issued under this chapter.
- F. "Finance director" means the finance director of the city of Bethel or their designee.
- G. "Other tobacco products" means:
 - 1. A cigar;
 - 2. A cheroot;
 - 3. A stogie;
 - 4. A perique;
 - 5. Snuff and snuff flour;

Introduced by: Acting City Manager
Arnold
Date: February 13, 2024
Public Hearing: February 27, 2024
Action:
Vote:

6. Smoking tobacco, including granulated, plug-cut, crimp-cut, and ready-rubbed tobacco, and any form of tobacco suitable for smoking in a pipe or cigarette;

7. Chewing tobacco, including Cavendish, twist, plug, or scrap tobacco, and tobacco suitable for chewing; or

8. An article or product made of tobacco or a tobacco substitute, or otherwise containing nicotine from any source, that is expected or intended for human consumption, but not including a cigarette as defined in this section or a tobacco substitute prescribed by a licensed physician; or

9. Any noncombustible device that provides a vapor of liquid nicotine to the user or relies on vaporization of any liquid or solid nicotine, including devices manufactured or marketed as e-cigarettes, e-cigars, e-pipes, or any other product name.

H. "Person" includes an individual, company, partnership, joint venture, joint agreement, association (mutual or otherwise), corporation, syndicate, or political subdivision of this state, or combination acting as a unit including individuals who are employees or officers of any of the such entities who are under a duty to perform an act concerning which a violation of this chapter could occur. It is the intent of this chapter that such persons be personally liable for unremitted taxes.

I. "Place of business" means a place where cigarettes or other tobacco products are sold, or where they are brought or kept for the purpose of sale or consumption, including a vessel, vehicle, airplane or train.

J. "Retailer" means a person who brings cigarettes or other tobacco products or causes them to be brought into the city and who is engaged in the business of selling cigarettes or other tobacco products at retail.

K. "Sale" includes a sale, barter, exchange, and every other manner of transferring the ownership of personal property.

L. "Tax" means the cigarette and other tobacco products excise tax assessed pursuant to this chapter.

Introduced by: Acting City Manager
Arnold
Date: February 13, 2024
Public Hearing: February 27, 2024
Action:
Vote:

M. "Wholesale price" means the established price for which a manufacturer sells a tobacco product to a distributor or other person, after deduction of a discount or other reduction received by the distributor for quantity or cash.

4.17.020 Tax on cigarettes.

A. The city hereby levies an excise tax of one hundred (100) mils, adjusted annually as provided in subsection B of this section, on each cigarette brought into the city for sale. Cigarettes upon which the tax is imposed are not again subject to the tax when acquired by another person.

B. The annual Consumer Price Index adjustment shall be based on the August release date of the semiannual report for the Municipality of Anchorage from the United States Department of Labor statistics and determined to be the percent change to the current year from the average of the first and second halves of the prior year, and will be effective January first (1st) of each year following the August release date. The first such adjustment date shall be January 1, 2014.

4.17.030 Tax on other tobacco products.

An excise tax of forty-five (45) percent of the wholesale price is levied on tobacco products, other than cigarettes, brought into the city for sale. Tobacco products upon which this tax is imposed are not again subject to this tax when acquired by another person.

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

ENACTED THIS _____ DAY OF FEBRUARY 2024, BY A VOTE OF _____ IN FAVOR AND _____ OPPOSED.

Introduced by: Acting City Manager
Arnold
Date: February 13, 2024
Public Hearing: February 27, 2024
Action:
Vote:

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

SUGGESTED AMENDMENTS TO ORDINANCE 24-01
Council Member Hessler

4.17.010 Definitions.

G. "Other tobacco products" means:

1. A cigar;
2. A cheroot;
3. A stogie;
4. A perique;
5. Snuff and snuff flour;
6. Smoking tobacco, including granulated, plug-cut, crimp-cut, and ready-rubbed tobacco, and any form of tobacco suitable for smoking in a pipe or cigarette;
7. Chewing tobacco, including Cavendish, twist, plug, or scrap tobacco, and tobacco suitable for chewing; ~~or~~
8. An article or product made of tobacco or a tobacco substitute, or otherwise containing nicotine from any source, that is expected or intended for human consumption, but not including a cigarette as defined in this section or a tobacco substitute prescribed by a licensed physician; or
9. Any noncombustible device that provides a vapor of liquid nicotine to the user or relies on vaporization of any liquid or solid nicotine, including devices manufactured or marketed as e-cigarettes, e-cigars, e-pipes, or any other product name.
10. Other tobacco products excludes:
 - a. cigarette as defined in this section,
 - b. tobacco substitute prescribed by a license physician, and
 - c. Nicotine patches, gum and lozenges approved by the Federal Drug Administration to be nicotine replacement therapy products intended to help quit tobacco use and minimize symptoms of nicotine addiction.

Nicotine Replacement Therapy and Adolescent Patients: Information for Pediatricians

Nicotine Replacement Therapy (NRT) can be an important tool for treating nicotine dependence in youth. Many pediatricians are uncertain about how to use this medication with adolescents, especially those who are under 18 years old. This document is intended to help pediatricians make informed decisions about using NRT with patients who wish to quit smoking or vaping.

What is Nicotine Replacement Therapy (NRT)?

- NRT is a medication that addresses nicotine withdrawal symptoms by providing a controlled amount of nicotine, thus helping reduce the urge to smoke or vape.¹
- NRT is safe and effective in helping adults quit tobacco use.¹
- NRT works best when paired with behavioral counseling interventions.²
- NRT comes in five forms, including gum, patch, lozenge, nasal spray, and inhaler.
- Three forms of NRT (gum, patch, lozenge) are available over-the-counter for adults 18+.



NRT gum, patch, and lozenge

Can Adolescents Use NRT?

- At present, the US Food and Drug Administration (FDA) has not approved NRT for youth under 18 years old.
- Research on the effectiveness of NRT for helping youth quit successfully is limited due to a lack of adequately-powered studies. Overall efficacy findings have been mixed, with generally more modest outcomes than in comparable adult trials. There is no evidence of serious harm from using NRT in adolescents under 18 years old.^{3,4}
- Given the effectiveness of NRT for adults and the severe harms of tobacco dependence, AAP policy recommends that pediatricians consider off-label NRT for youth who are moderately or severely addicted to nicotine and motivated to quit.⁵
- Youth under 18 years old need a prescription from a healthcare provider to access all forms of NRT.
- Non-adherence and relapse after cessation of therapy is common, and close follow-up is recommended.

Is NRT safe?

- NRT is safer than cigarettes, e-cigarettes, and other tobacco products because it delivers nicotine without the toxic chemicals and carcinogens in tobacco and e-cigarette products.
- NRT has low potential for misuse because the nicotine is absorbed slowly.

What are the contraindications to NRT use?

- The only contraindication to NRT use is hypersensitivity to nicotine or any component of the medication. In addition, patients who are allergic to soya should not use the nicotine lozenge.⁶
- Pediatricians should be aware of disease-related cautions when prescribing NRT, including cardiovascular disease, diabetes, and hyperthyroidism. However, it is important to note that these cautions are relative, not absolute: NRT is safer than continued tobacco use.
- Pediatricians should review full clinical drug information in a professional prescribing reference to address individual concerns about prescribing. The decision to prescribe a drug is the responsibility of the medical provider, who must weigh the risks and benefits of using the drug for a specific situation.

What does an NRT treatment plan look like?

- Pediatricians and other health care providers should inform patients of the benefits and drawbacks of the five NRT medications, screen for relative contraindications, and instruct patients in how to use the product appropriately.
- The choice of NRT medication for an individual patient should be based on preference, availability, and the patient's experience of potential side effects.¹
- For best results, patients should be advised to pair a long-acting form of NRT (eg, nicotine patch) with a shorter-acting form (eg, gum, lozenge, spray, or inhaler). This combination therapy allows the patient to keep a steady level of nicotine in their bloodstream throughout the day, while also responding to cravings. In addition, patients should be advised that NRT works best when paired with behavioral counseling interventions.²
- The table below provides treatment information for nicotine gum, patch, and lozenge. All three products are available over-the-counter for adults and by prescription for youth under 18 years old. There is also a nicotine nasal spray and a nicotine inhaler, which are available by prescription only within the adult population and are used far less frequently.

Types of NRT:

Nicotine Transdermal Patch (OTC for 18+ Rx for <18) Cost: Over-the-counter retail cost ranges from \$25-\$70 for 28 patches. Out-of-pocket prescription costs will vary by insurance plan.	Dosage: • 21mg, 14mg, 7mg Use Instructions: • Apply patch to clean skin, change patch every 24 hours • 8-10 week treatment regimen: ○ Use first dose for 6 weeks, then “step down” to lower dose ○ Use lower dose for 2 weeks, then “step down” to lowest dose for 2 more weeks • See package for full details Side Effects: • Skin Irritation, sleep disturbance Advantages: • Sustained blood levels of nicotine, compliance is relatively easy
Nicotine Gum (OTC for 18+ Rx for <18) Cost: Over-the-counter retail cost ranges from \$17-\$50 for 100 pieces of gum. Out-of-pocket prescription costs will vary by insurance plan.	Dosage: • 4mg, 2mg Use Instructions: • “Chew and park” method: ○ Place the gum in your mouth and chew until you feel a tingling sensation ○ Stop chewing and “park” the gum between cheek and gums ○ After about a minute, start chewing again, until you feel a tingling sensation ○ Stop chewing and “park” the gum again ○ Repeating for about 30 minutes • 12-week treatment regimen: ○ Chew 1 piece every 1-2 hours for first 6 weeks ○ Chew 1 piece every 2-4 hours for 3 additional weeks ○ Chew 1 piece every 4-8 hours for 3 additional weeks • See package for full details Side Effects: • Jaw soreness, mouth irritation, indigestion, nausea, hiccups Advantages: • Flexible dosing, rapid delivery of nicotine into blood stream
Nicotine Lozenge (OTC for 18+ Rx for <18) Cost: Over-the-counter retail cost ranges from \$15-\$50 for 100 lozenges. Out-of-pocket prescription costs will vary by insurance plan.	Dosage: • 4mg, 2mg Use Instructions: • Dissolving method: ○ Place lozenge in your mouth, occasionally moving from side-to-side ○ Allow lozenge to slowly dissolve, do not chew or swallow the lozenge ○ Do not use more than 1 lozenge at a time • 12-week treatment regimen: ○ Use 1 lozenge every 1-2 hours for first 6 weeks ○ Use 1 lozenge every 2-4 hours for 3 additional weeks ○ Use 1 lozenge every 4-8 hours for 3 additional weeks • See package for full details Side Effects: • Oral irritation, nausea, hiccups Advantages: • Flexible dosing, rapid delivery of nicotine into blood stream, no chewing (discrete)

Dosing Guidelines:

Patients who are motivated to quit should use as much safe, FDA-approved NRT as needed to avoid smoking or vaping.

When assessing a patient's current level of nicotine use, it may be helpful to understand that using one JUUL pod per day is equivalent to one pack of cigarettes per day. However, there is variation in nicotine content across e-cigarette products, and variation in use-patterns across individuals. For example, there is a marked difference in nicotine delivery among e-cigarette products that use salt-based nicotine solutions (eg, JUUL) and other brands that use freebase nicotine. Salt-based nicotine solutions deliver dramatically higher levels of nicotine without creating harsh, unpalatable effects.⁷

Pediatricians and other healthcare providers should work with each patient to determine a starting dosage of NRT that is most likely to help them quit successfully. Dosing is based on the patient's level of nicotine dependence, which can be measured using a screening tool. Some options are the Hooked On Nicotine Checklist (tailored for [cigarettes](#) or [vaping](#)), the [F-Cigarette Dependence Scale](#), or the [Modified Fagerstrom Tolerance Questionnaire](#) (see Appendix for full measures). If a lower dose is prescribed but doesn't seem to be working, pediatricians should assess adherence and move the patient to a higher dose or consider a longer schedule for use and weaning/stepping down.

Pediatrician and patients should work together to wean NRT over time, when the patient feels that s/he is no longer at risk of returning to tobacco or nicotine use.

Form of NRT	Level of Dependence		Link to full drug information
	Moderately Addicted	Severely Addicted	
Nicotine Gum	2mg	4mg	https://medlineplus.gov/druginfo/meds/a684056.html
Nicotine Patch	Start with 14mg patch, then step down	Start with 21mg patch, then step down	https://medlineplus.gov/druginfo/meds/a601084.html
Nicotine Lozenge	2mg	4mg	https://medlineplus.gov/druginfo/meds/a606019.html

References:

1. CDC TobaccoFree. Learn About Nicotine Replacement Therapy. Centers for Disease Control and Prevention. <https://www.cdc.gov/tobacco/campaign/tips/quit-smoking/guide/explore-medications.html>. Published June 4, 2019. Accessed October 2, 2019.
2. US Preventive Services Task Force. Final Recommendation Statement: Tobacco Smoking Cessation in Adults, Including Pregnant Women: Behavioral and Pharmacotherapy Interventions. <https://www.uspreventiveservicestaskforce.org/Page/Document/RecommendationStatementFinal/tobacco-use-in-adults-and-pregnant-women-counseling-and-interventions1>. Accessed January 25, 2019.
3. US Preventive Services Task Force. Final Recommendation Statement: Tobacco Use in Children and Adolescents: Primary Care Interventions. <https://www.uspreventiveservicestaskforce.org/Page/Document/RecommendationStatementFinal/tobacco-use-in-children-and-adolescents-primary-care-interventions>. Accessed November 20, 2018.
4. US Preventive Services Task Force. Draft Recommendation Statement: Prevention and Cessation of Tobacco Use in Children and Adolescents: Primary Care Interventions. <https://www.uspreventiveservicestaskforce.org/Page/Document/draft-recommendation-statement/tobacco-and-nicotine-use-prevention-in-children-and-adolescents-primary-care-interventions>. Accessed October 14, 2019.
5. AAP Section on Tobacco Control. Clinical Practice Policy to Protect Children From Tobacco, Nicotine, and Tobacco Smoke. *Pediatrics*. 2015;136(5):1008-1017. doi:10.1542/peds.2015-3108
6. Nicotine (Professional Patient Advice). Drugs.com. <https://www.drugs.com/ppa/nicotine.html>. Accessed October 17, 2019.
7. Duell AK, Pankow JF, Peyton DH. Free-Base Nicotine Determination in Electronic Cigarette Liquids by 1H NMR Spectroscopy. *Chem Res Toxicol*. 2018;31(6):431-434. doi:10.1021/acs.chemrestox.8b00097

Appendix

The Hooked on Nicotine Checklist (HONC)

The Hooked On Nicotine Checklist is scored by tallying the number of yes responses, from 0-10. Any score greater than zero indicates that the youth has lost some autonomy over their smoking/vaping. This indicates that nicotine addiction has begun.

HONC—Smoking

	YES		NO
1) Have you ever tried to quit, but couldn't?			
2) Do you smoke <u>now</u> because it is really hard to quit?			
3) Have you ever felt like you were addicted to tobacco?			
4) Do you ever have strong cravings to smoke?			
5) Have you ever felt like you really needed a cigarette?			
6) Is it hard to keep from smoking in places where you are not supposed to, like school?			

When you tried to stop smoking... (or, when you haven't used tobacco for a while...)

7) did you find it hard to concentrate because you couldn't smoke?			
8) did you feel more irritable because you couldn't smoke?			
9) did you feel a strong need or urge to smoke?			
10) did you feel nervous, restless or anxious because you couldn't smoke?			

HONC—Vaping

	YES		NO
1) Have you ever tried to stop vaping, but couldn't?			
2) Do you vape <u>now</u> because it is really hard to quit?			
3) Have you ever felt like you were addicted to vaping?			
4) Do you ever have strong cravings to vape?			
5) Have you ever felt like you really needed to vape?			
6) Is it hard to keep from vaping in places where you are not supposed to, like school?			

When you tried to stop vaping...(or, when you haven't vaped for a while...)

7) did you find it hard to concentrate because you couldn't vape?			
8) did you feel more irritable because you couldn't vape?			
9) did you feel a strong need or urge to vape?			
10) did you feel nervous, restless or anxious because you couldn't vape?			

The Four-Item E-cigarette Dependence Scale for Assessing Adolescent E-cigarette Nicotine Dependence

To score the measure, take the mean of the item scores. Higher scores indicate higher levels of dependence.

Instructions:	Never (0)	Rarely (1)	Sometimes (2)	Often (3)	Almost Always (4)
Please respond to each question marking one box per row.					
I find myself reaching for my e-cigarette without thinking about it.					
I drop everything to go out and get e-cigarettes or e-juice.					
I vape more before going into a situation where vaping is not allowed.					
When I haven't been able to vape for a few hours, the craving gets intolerable.					

Modified Version of the Fagerstrom Tolerance Questionnaire (mFTQ)

Scoring guidelines in parentheses; remove these from instrument prior to use. Total scores are obtained by summing the raw scores for each item. Scores indicate level of dependence:

0-2 = no dependence
3-5 = moderate dependence
6-9 = substantial dependence

1. How many cigarettes a day do you smoke?
 - a. Over 26 cigarettes a day (2)
 - b. About 16-25 cigarettes a day (1)
 - c. About 1-15 cigarettes a day (0)
 - d. Less than 1 a day (0)
 2. Do you inhale?
 - a. Always (2)
 - b. Quite often (1)
 - c. Seldom (1)
 - d. Never (0)
 3. How soon after you wake up do you smoke your first cigarette?
 - a. Within the first 30 minutes (1)
 - b. More than 30 minutes after waking but before noon (0)
 - c. In the afternoon (0)
 - d. In the evening (0)
 4. Which cigarette would you hate to give up?
 - a. First cigarette in the morning (1)
 - b. Any other cigarette before noon (0)
 - c. Any other cigarette afternoon (0)
 - d. Any other cigarette in the evening (0)
 5. Do you find it difficult to refrain from smoking in places where it is forbidden (church, library, movies, etc.)?
 - a. Yes, very difficult (1)
 - b. Yes, somewhat difficult (1)
 - c. No, not usually difficult (0)
 - d. No, not at all difficult (0)
 6. Do you smoke if you are so ill that you are in bed most of the day?
 - a. Yes, always (1)
 - b. Yes, quite often (1)
 - c. No, not usually (0)
 - d. No, never (0)
 7. Do you smoke more during the first 2 hours than during the rest of the day?
 - a. Yes (1)
 - b. No (1)
-

CITY OF BETHEL, ALASKA

Ordinance #24-02

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 3.12, ADMINISTRATION AND MAINTENANCE OF THE CLASSIFICATION PLANS, TO ADD A PAY GRADE AND JOB TITLE FOR THE GRANT MANAGER POSITION

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

WHEREAS, the City Council authorized a contractor, Pontifex Consulting Group (PCG), to perform a classification and compensation study for the City of Bethel, the results of which were presented to the City Council on September 14, 2021;

WHEREAS, PCG noted that the City had the Grants & Purchasing Manager classification as overtime eligible and could reclassify that position as exempt;

WHEREAS, the Grant's Manager position is not included in the classification plan of the new Collective Bargaining Agreement;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the Grant Manager be added to the following Pay Grade, Job Title, and Classification Plan used to classify and compensate non-unionized City employees under "M1".

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

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

3.12.070 Classification Plan

Pay Grade/Job Title
M1
Deputy Finance Director Deputy City Clerk <u>Grant Manager</u>

Introduced by: Acting City Manager Arnold
Introduction Date: February 13, 2024
Public Hearing: February 27, 2024
Action:
Vote:

M2
City Clerk City Planner Director Finance Director Human Resources Director Information Technology Services Director Public Works Fire Chief Police Chief Port Director
M3
City Attorney
M4
City Manager

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

ENACTED THIS 27th DAY OF FEBRUARY 2024, BY A VOTE OF __ IN FAVOR AND ____ OPPOSED.

ATTEST:

Mark Springer, Mayor

Lori Strickler, City Clerk

Bethel 4-H Community Report

Q3 - Q4

August - December 2023

I. Introduction

The Bethel 4-H program is dedicated to providing year-round after-school opportunities for children in our community. Unlike traditional daycare services, 4-H goes beyond mere supervision, aiming to equip participants with valuable life skills while exposing them to new and expanding topics. At Bethel 4-H, we believe in nurturing the potential of every child, offering them the opportunity to grow in a supportive environment.

Central to our approach is the implementation of the Thrive model, which guides our efforts in fostering long-term positive outcomes among our youth participants. Through a combination of structured activities, mentorship, and hands-on learning experiences, we strive to empower young people with the tools they need to succeed in both their personal and academic lives. Our commitment to this model has been validated by the proven success demonstrated by those who have participated in our program over the long term.

The Bethel 4-H program operates from 8:30 am to 6:00 pm, Monday through Friday, offering a wide range of activities for youth participants. All activities are primarily conducted in and around the 4-H Center, providing a centralized and accessible location for programming. Throughout these hours, dedicated staff members are present on the premises to ensure the safety and supervision of participants. During school days, youth hours are adjusted to accommodate academic schedules, with activities running from 2:00 pm to 5:30 pm on Mondays and from 2:30 pm to 5:30 pm on Tuesdays, Wednesdays, and Thursdays. Fridays offer extended hours, from 1:00 pm to 5:30 pm. On days with early release or when school is not in session, except for national holidays, the 4-H Center remains open for youth from 11:30 am to 5:30 pm, providing additional opportunities for engagement and enrichment.

Furthermore, we have recently implemented changes in our operations to increase the daily number of youth we can impact. During the 2023 Fiscal year, attendance was dependent on age group and school. With the start of the 2023-2024 school year, we have altered our programming to suit all age groups. Daily participants come from all of the LKSD schools within Bethel. This adjustment reflects our dedication to reaching and positively influencing as many young individuals as possible. These enhancements will be further detailed in Section III of this report, which covers metrics used to measure our program's impact.

This report comprehensively addresses various facets of the Bethel 4-H program, encompassing the following sections:

Learning Themes & Activities: This section delves into the diverse range of learning themes and activities offered by the Bethel 4-H program, outlining the educational experiences and opportunities provided to participants.

Metrics: The metrics section examines the quantitative and qualitative measures used to assess the impact and effectiveness of the Bethel 4-H program, including data on participants, program reach, and community engagement.

Conclusion: The conclusion synthesizes key findings and insights from the report, reflecting on the achievements of the Bethel 4-H program and outlining future directions for continued growth and success.

Appendix: The appendix contains supplementary information, such as program schedules, participant testimonials, and additional resources, to provide further context and support for the report's findings.

Our intention going forward is to provide the city of Bethel these reports which track all relevant metrics and highlight some of the achievements of the Bethel 4-H on a quarterly basis. For consistency sake, this report provides information in regards to Q3 and Q4 of 2023, representing August through December.

II. Learning Themes & Activities

When selecting activities for the 4-H center, our staff rigorously evaluates the following criteria:

- Availability of established, validated 4-H curriculum for targeted topics.
- Alignment of the chosen curriculum with both Alaskan and National Education Standards.
- Interest expressed by participants and their parents/guardians.
- Potential for generating positive community impact.

By employing this approach, our staff strives to deliver daily programming that appeals to a diverse audience of interests and skill levels, fostering an inclusive environment where all our participants have the opportunity to showcase their individual talents.

The following is a compilation of the weekly themes that have taken place at the Bethel 4-H. Also included is a short synopsis of the weeks aims, as well as just a few of the activities that took place during the week

August 21 - 25 Energy

This week's emphasis is energy. We will focus on varying types to include wind, thermal, solar and brain power. The lesson plans will aim to engage youth with a number of scientific concepts that aligns with the start of the school year.

Sample Activities

- Create an Electromagnet
Using creative solutions and an assortment materials, youth used their hands to create their very own magnet
- Build a Solar Rover
-
- Using Wind Socks



A 4-H youth member powers a speaker using kinetic energy

Aug 28 - Sep 1 Wildfires and Fire Safety

We concentrated on ensuring fire safety in our forest or tundra surroundings, educating participants about the risks involved and strategies for prevention.

Sample Activities

- Building a Model House / Burning it Down

- Firefighter Obstacle Course

We promoted physical activity as we challenged our youth to complete a course based upon what real firefighters go through including lifting, climbing, cutting, sliding and saving.



Sep 5 - 8 Citizenship

We ignited the spark of citizenship by empowering youth to become leaders in their communities. Through interactive activities and discussions, participants learned the importance of civic engagement, advocacy, and service, laying the foundation for a brighter future built on active citizenship and positive social change.

Sample Activities

- Exploring the Symbols of the US
- Mock Elections

Sep 11 - 15 Outer Space

This week focused on space. We used already on hand Galactic Quest educational kits as well as youth space exploration applications to engage in a stellar-themed week. Each day, we used the Solar Family Planets Stars app to explore a new planet, as well as completed a number of space-related activities that promoted creativity, curiosity, and cooperation.



Youth participate in an interactive Space based mission

Sample Activities

- Create your own Nebula (Slime)
By exploring the various type of galaxies and star clusters, youth were inspired to customize as they worked with chemical agents to make slime
- Alaska from the ISS
Leveraging different technologies, youth were able to get a true bird's eye view of their home from the International Space Station

Sep 18 - 22 Safety

The emphasis of this week is safety, prompted by a scheduled field trip to the Bethel Fire Department. We will discuss hazards and mitigation efforts.

Sample Activities

- Build your own First Aid Kit
With donated supplies, youth increased their knowledge of first aid by completing a emergency kit and learning how to properly use the items inside.
- Create a Safety Sign Art Project
- Fire Station Field Trip

Sep 25 - 29 Climate

Looking a little closer to home last week, we focused on Earth and its climate. Tectonic Plates, core activity, ocean cycles, and the different climate regions made up some of the topics we covered while looking into Earth's Climate.

Sample Activities

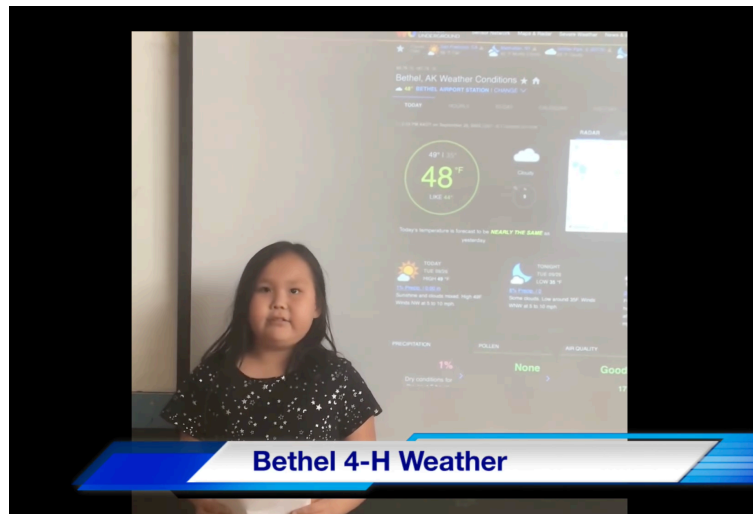
- Gathering Weather Data
Youth worked with math, technology and writing, while learning the various methods and technologies to gather information about the weather.
- Climate Patterns Activity

Oct 2 - 6 Weather

During Weather Week at 4-H, participants embarked on an engaging exploration of meteorology. Through hands-on activities and experiments, they investigated various weather phenomena, from the water cycle to climate patterns. By interpreting weather maps and creating their own weather instruments, participants gained valuable insights into the science of forecasting and observation

Sample Activities

- Cloud Identification
- Rain Collection Measurement
Collecting rain water allowed 4-H participants to practice their mathematic skills, while boosting their confidence providing weather predictions.
- NASA Erosion Activity



A 4-H youth practices speaking and weather forecasting skills

Oct 9 - 13 Molly Denali

In partnership with PBS and the creators of *Molly of Denali*, youth we're able to learn about math, science and reading at the Kuskokwim Library while relating it all back to shared experiences of life in Alaska.

Oct 16 - 20 Animals and Livestock

During Animals and Livestock Week, youth engaged in a variety of hands-on activities aimed at fostering their understanding of animal husbandry and care. Through interactive discussions and practical demonstrations, participants developed valuable skills in animal handling, teamwork, and responsibility.

Sample Activities

- Basic Animal Needs Exploitation
- Animal Care Requirements 101

Oct 23 - 27 Culture

Living in Bethel, this week youth took time to look at Yup'ik Culture; Thanks to the contribution of community volunteers, 4-Hers learned about storytelling, dance, and cooking traditions. The week culminated with an open house presenting what the youth had learned and serving approximately 125 dinners.



4-H youth perform a traditional Yup'ik dance for parents and guests during the open house dinner

Oct 30 - Nov 3 Halloween & Fall Activities

4-H youth we're taught some important safety lessons about Halloween and held a costume contest.

4-H members also participated in the Bethel Trunk or Treat to showcase and highlight our afterschool program.

Nov 6 - 10 Digital Design & Engineering

4-H youth increased their exposure to cutting edge technology while exploring their creative side. They explored the intersection of art and computers by designing and 3-D printing their very own toy model.

Sample Activities

- Marshmallow Skyscraper
- 3-D Model Rendering
Working within the realm of geometry, youth manipulated various shapes to create their ideal toy design
- 3-D Printing



4-H youth explore some of the principles behind the design process

Nov 27 - Dec 1 Geometry and Art

During Geometry and Art Week, youth immersed themselves in a fusion of mathematical concepts and creative expression. They explored the relationship between geometry and visual art through engaging activities such as constructing geometric shapes using art supplies and designing tessellations inspired by mathematical patterns.



Sample Activities

- Create your own color
Using repurposed hues, pigments and bonding agents, youth set out to create colors reflective of their feelings
- Fibonacci Artwork

Dec 11 - 15 Recycling

Through hands-on projects such as creating artwork from recycled materials and organizing recycling drives in their community, they developed a deeper appreciation for the importance of recycling in preserving natural resources and reducing pollution.

Sample Activities

- Recycling Relay Race
- Recycled Art Project - Christmas Ornaments
Youth put recycling into action by turning reclaimed materials into artistic expressions through hands on learning

III. Metrics

Internally, the Bethel 4-H has tailored our attendance methods to monitor various performance metrics, enabling us to assess our efficacy. Primarily, we utilize this tool to track daily attendance, providing valuable insights into participant engagement and identifying potential obstacles hindering involvement. By leveraging these data, we can proactively address challenges and optimize our programs to better meet the needs and interests of our participants.

A. Average Weekly Attendance and Youth Contact Hours

Commencing in August, our 4-H afterschool programs consistently welcomed an average of 20 youths per week. As the year unfolded, this figure steadily ascended, culminating in an average of 24 youths by early December, as depicted in Figure 1.

To contextualize this statistic, it's pertinent to note that we currently have 49 youths enrolled for the 2023 - 2024 academic year. We've observed a cyclical pattern among attendees, with varying afterschool activities capturing their interest, spanning from sports to clubs to study groups. Remarkably, all 49 youths have graced our programs with their presence at least once.

Moreover, noticeable declines are evident around the ends of November and December, coinciding with Thanksgiving and Christmas, both federally recognized holidays by the University of Alaska Fairbanks. Despite these dips attributed to individual family plans and festivities, we persist in offering programming during these periods. Even with reduced attendance, we continue to deliver impactful experiences for our youths.

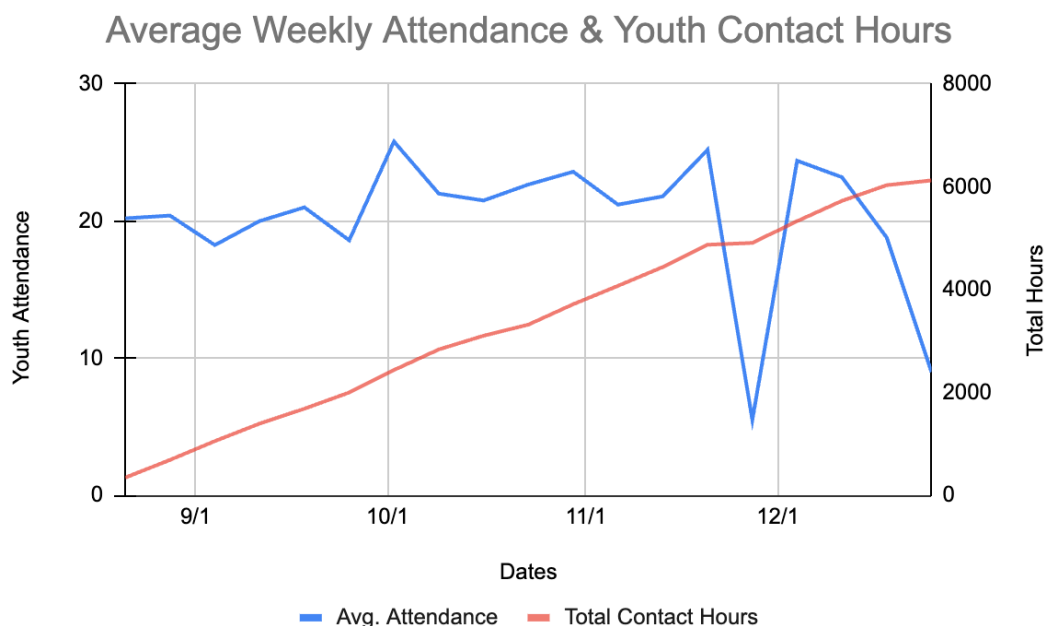


Fig 1.

As pivotal as any metric in evaluating our overall impact, contact time stands as a cornerstone: the hours our 4-H youth dedicate to engaging in activities alongside our staff. Pooling together the total time our participants commit to 4-H endeavors provides a vivid representation of our community impact. From August to December 2023, our 4-H youth collectively invested approximately 6000 hours into these enriching activities. This translates to an equivalent of 250 days filled with opportunities for learning new skills, delving into interests, socializing with peers, and receiving guidance from youth development professionals.

B. Monthly Average Attendance

Our achievements within the community have garnered widespread recognition, earning praise from parents, schools, and tribal groups alike. This commendation is underscored by the positive

trajectory illustrated in Figure 2, showcasing the consistent increase in the maximum count of youth participants in the 4-H afterschool program.

Furthermore, Figure 2 serves to elucidate the overall attendance trend on a monthly basis, providing valuable insight into fluctuations, particularly during periods of low attendance coinciding with holidays. This visual representation aids in understanding the broader attendance patterns and underscores our commitment to maintaining engagement even amidst holiday seasons.

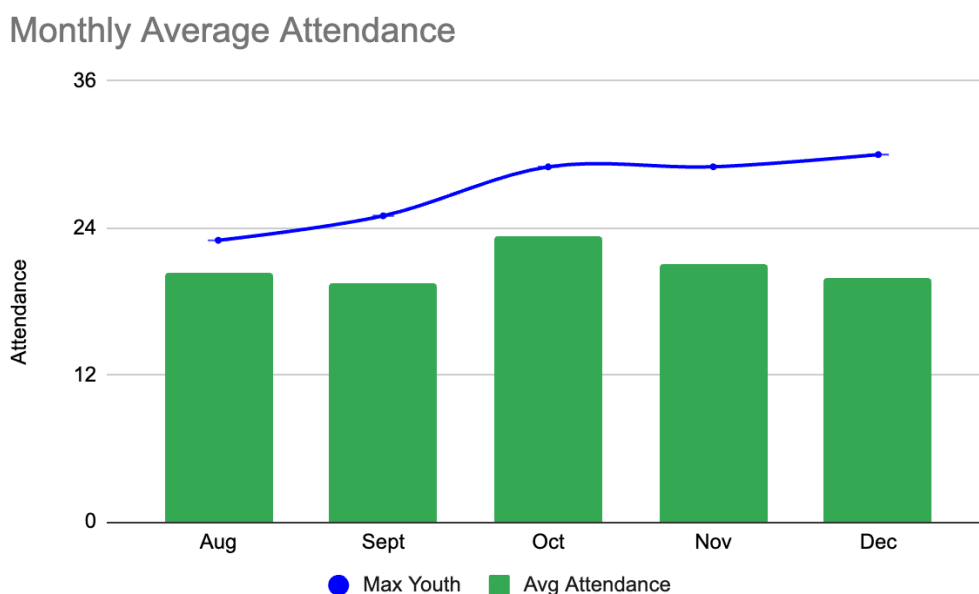


Fig 2.

IV. Conclusion

The Bethel 4-H program stands as a beacon of community-driven youth development, embodying a commitment to nurturing the potential of every child while fostering a culture of growth, learning, and empowerment. Throughout this report, we have highlighted the multifaceted nature of our program, from our mission-driven approach to our diverse range of activities and initiatives.

At the heart of our program is the Thrive model, which serves as our guiding framework for fostering positive outcomes among our youth participants. By combining structured activities, mentorship, and hands-on learning experiences, we aim to equip young people with the skills, knowledge, and confidence they need to succeed in all facets of life.

Our dedication to excellence is reflected in the metrics presented, showcasing the steady growth in average weekly attendance and the significant investment of time our participants dedicate to

4-H activities. Despite challenges such as holiday-related dips in attendance, we remain steadfast in our commitment to providing meaningful programming year-round, ensuring that every child has the opportunity to thrive.

We are grateful for the recognition and support we have received from parents, schools, and tribal groups, which serves as validation of the positive impact of our program on the community. As we look to the future, we are excited to build upon our successes, expand our reach, and continue empowering youth to reach their fullest potential.

In closing, we extend our sincerest gratitude to all who have contributed to the success of the Bethel 4-H program, from our dedicated staff and volunteers to our valued participants and their families. Together, we are creating a brighter, more inclusive future for the youth of Bethel and beyond.

We thank you for your contribution to the success of the youth of Bethel and the mission of 4-H. We'd also like to invite you to contact us with any inquiries about the information contained herein. We are always happy to help clarify anything and will work diligently to make any adjustments deemed necessary by the Bethel City Council.

Very Respectfully

Jared Vaughn
4 - H Program Coordinator
UAF Cooperative Extension Services
jvaughn2@alaska.edu
(907) 543 - 2088



V. Appendix

Contents

1. Sample Weekly Lesson Plan
2. Alaska 4-H Leverages Learning for All
3. Stem Engagement in the Lower Kuskokwim

WEEKLY PROGRAM THEME		Arts,, Crafts and Sustainability				
PREVIOUS REFLECTIONS						
Daily Program	https://docs.google.com/docum					
TIME	MONDAY	TUESDAY	WENDSDAY	THURSDAY	FRIDAY	
1:30					Early Day	
2:00					Arrive & Snack	
	Arrive & Snack	Arrive & Snack	Arrive & Snack	Arrive & Snack	Clean up & Pledge	
2:30	Clean up & Pledge	Clean up & Pledge	Clean up & Pledge	Clean up & Pledge		
3:00	Recycle the Building Activity	Youtube Video / Vocab Intro https://				
	Reflect	Reflect	Reflect			
	Brain Break	Brain Break	Brain Break			
	Arrive & Snack	Arrive & Snack	Arrive & Snack	Recycled Paint brush activity		
3:30	https://youtu.be/TowXcWwOIQR4		https://qpm.nasa.gov/education/sites/default/files/lesson_plan_files/Entre-5th-Grade-Curriculum-Unit-3.pdf		Environmental Guest Speaker Series:	
4:00	Arrive & Snack	Arrive & Snack	Arrive & Snack	Arrive & Snack		
	Water / Bathroom Break	Water / Bathroom Break	Water / Bathroom Break	Water / Bathroom Break		
4:30	Recycled Art project (Sanding & Design)	RAP - Materials and Glue (Cardboard, paper scraps, popsicle sticks, coat hangers)	RAP Materials and Glue	Recycled Christmas Ornaments / Chemical Seapartion Experiment		
5:00		Youth Clean Up	Reflections	Reflections	Reflection / Data Collection	
	Free Time / Homework until dis	Free Time / Homework until dismal	Youth Clean Up	Youth Clean Up		
5:30			Free Time / Homework until dismal	Free Time / Homework until dismal	Free Time / Homework until dismal	
6:00	End of Day Duties	End of Day Duties	End of Day Duties	End of Day Duties	End of Day Duties	

2. Alaska 4-H Leverages Learning for All

Eugenia Hartsook

IANRE Associate Director, Cooperative Extension Service Director, 4-H Program Lead

1. Title: Alaska 4-H Leverages Learning for All 2. Relevance

Research confirms that the most important factor contributing to a student's success in school is the quality of teaching. Professional development ensures that educators continue to strengthen their practice throughout their careers. The most effective professional development engages teams of educators to focus on the needs of the youth they work with. When time set aside for professional development is used effectively, adults and youth show increases in skills gained from the experience.

Bethel, Alaska, is a city of about 6,000 people in Southwest Alaska. It is the commercial center and port for the Yukon-Kuskokwim Delta region, which has a population of mostly Indigenous Yup'ik and Cup'ik peoples. The only access is via air, and seasonally by boat. Bethel is 400 air miles from Anchorage.

The Bethel 4-H program was faced with a shortage of staff during the summer of 2022. To meet the immediate needs of fulfilling a commitment to the community to offer summer camp to elementary-aged youth, 4-H Positive Youth Development staff from across the state of Alaska and Oregon traveled to Bethel to assist in running the summer 2022 programming. This quick resolution became the base for a professional development opportunity the following summer that would not only expose the youth of Bethel to youth development professionals from across the United States, but also offer professional development to Alaska 4-H staff in Bethel, many of whom are recent graduates and new to the field of youth development.

3. Response

Eleven leading Positive Youth Development professionals were selected from seven Land Grant Universities across the country. These individuals traveled to the remote village of Bethel with several learning objectives for the three Alaska staff and nearly 200 youth:

- - Lead a weeklong day camp experience for youth ages kindergarten through sixth grade
- - Provide professional development to Bethel Alaska 4-H Positive Youth & Development staff through the development and gifting of educational materials, explanation and demonstration of use of curriculum, role modeling of effective group management, and evaluation of the impact of their work
- - Allow the youth development professionals an opportunity to gain understanding of other cultures and an appreciation of the challenges of remote education and outreach

4. Results

Evaluation of the summer 2023 experience supports the national research. The program was evaluated with the Common Measures Tool 2.0, a national evaluation tool, which found that 100% of the youth reported that they feel safe at the 4-H Center. The majority indicated that their sense of belonging and leadership improved following their participation in the program. Examples of lesson-specific learning also show significant growth. Below are findings from a one-week camp that focused on art and nature.

- 91% of respondents understand how art and science work together to help us learn.
 - 96% feel more confident in their ability to mix any color they imagine.
 - 96% learned the skills of reading and creating maps.
 - 92% have a better understanding of how drones can solve real-world problems.

- ● 90% have a better understanding of how scientific sketches help us identify species.
- ● 86% have more knowledge about the life of a tree based on what they observed.
- ● 90% are more aware of the soil (permafrost) where they live.
- ● 71% intend to spend more time being artistic.
- ● 85% intend to spend more time outdoors.

Evaluation of the adult participants, the national experts, and Alaska staff also showed positive outcomes. All Alaska staff involved reported that they had an opportunity for professional growth, learned how positive youth development principles could be applied to the youth they serve, and experienced appropriate methods of adapting curriculum for their particular cultural and geographic needs. Here is what the staff involved reported learning:

“How to assess the effectiveness of the Bethel 4-H Program through participant and volunteer feedback, program evaluations, and outcome measurements. We can use this feedback to identify areas for improvement and implement changes to enhance program quality and impact.”

“I learned that music has a unique way of fostering self-expression, boosting confidence, and developing important life skills such as teamwork, discipline, and perseverance.”

“The youth absolutely love the idea of exploring outside cultures (maybe culture isn't the correct word, but just the world outside of Bethel).”

The circle of learning continued with the visiting experts. The purposeful and engaged learning strategies allowed all parties involved to take something away from the experience. A visiting expert stated,

“I learned a tremendous amount about Alaska, and specifically about Native cultures in Alaska. I also learned that what we do in 4-H still works, is applicable, and is adaptable to a new audience. Adjusting to a tribal culture, as compared to more individualistic

Western culture, was more challenging than I expected, caused me to really think about my approach and valuing the youth, their perspectives, and what they bring and making sure not to push my values.”

5. Public Value Statement

The ability of Alaska 4-H to convene caring adults and engage them in educating rural youth helps build statewide capacity for positive youth development. Collaboration with Extension professionals from peer states raises national awareness of Alaska’s cultural needs and assets, networking our state to additional national resources.

6. Primary Focus Area

Youth, Family & Communities

7. Secondary Focus Area

Environmental Stewardship

8. Tags (keyword)*

9. Primary Funding Source: **Other**

10. Secondary Funding Source: **Municipality Funding**

11. Urban Impact Statement? **NO**

12. Statement Year* **2023**

13. Submitter is Point of Contact (POC)? **NO**

14. Primary Contact Name: **Julie Stricker**

15. Primary Contact Email: **jestricker2@alaska.edu**

16. Integrated Impact Statement? (If Yes- Integrated With?) **NO**

17. Statement Synopsis

Alaska 4-H provided opportunities for professional development and youth engagement in remote areas. Participating youth in Bethel reported high levels of STEM learning, recognizing the Bethel program as a safe place with leadership opportunities. A multi state team of instructors reported increased cultural knowledge and enhanced program evaluation skills.

18. Resource Links

Bethel 4-H landing page: www.uaf.edu/ces/4-h/quick-links/district-directory/bethel/

19. Statement Image



3. Stem Engagement in the Lower Kuskokwim

Jared Vaughn

Bethel 4-H Program Coordinator

Relevance:

In the expansive Yukon Kuskokwim Delta, children grapple with limited access to advanced STEM (Science, Technology, Engineering, and Mathematics) topics and resources, perpetuating a stark digital divide. The barriers highlighted in the research paper, such as restricted access to technology infrastructure, insufficient mentorship, and a scarcity of STEM programs, underscore the formidable challenges faced by these communities. Recognizing the urgency of bridging this gap, concerted efforts by organizations like the UAF Cooperative Extension and 4-H are underway to address these disparities. These initiatives not only aim to provide access to vital STEM resources but also emphasize mentorship and the development of tailored programs. The implications are profound, as the absence of equitable STEM education perpetuates educational disparities and hampers the holistic development of youth. Without intervention, these students risk being marginalized in the evolving technological landscape, impeding their opportunities for meaningful participation in the STEM workforce and limiting their potential contributions to a digitally-driven world. Addressing these challenges with dedicated initiatives is not just an educational imperative; it is a commitment to fostering inclusivity, empowerment, and unlocking the full potential of the next generation in the Yukon Kuskokwim Delta.

Response:

In addressing the formidable challenges faced by nearly 13,000 youth in the Yukon Kuskokwim Delta, Bethel 4-H has taken proactive measures to bridge the digital divide and provide access to advanced STEM topics. We organized and hosted multiple Dedicated STEM weeks, each delving into diverse subjects such as physics, computing, and natural sciences. These weeks, offering around 20 hours of instruction for an average of 28 youth, serve as intensive educational interventions to cultivate STEM skills. Importantly, our response strategy goes beyond conventional approaches by seamlessly blending STEM themes with local traditions and culture. This innovative approach not only empowers community values but also ensures that STEM education is inclusive and relevant to the unique identity of our region.

To fortify our response, we've established strategic partnerships with community stakeholders, resulting in valuable resources being granted to our initiative. Community partners have generously contributed essential tools such as 3-D printers, laptops, drones, and more, enriching the learning experience for our youth. Furthermore, we've actively cultivated relationships with key entities like Arctic & Earth STEM, integrating GLOBE & NASA, Alaska Civil Air Patrol, and the Alaska Department of Fish and Game. These collaborations extend beyond the classroom, fostering real-world learning experiences, providing tangible assets, and generating contextually relevant applications of STEM concepts.

Critical to the success of our response is the alignment of our program development with both National and State learning standards. This ensures that our educational interventions not only address immediate needs but also reinforce broader educational success by adhering to established standards. Through these multifaceted responses, Bethel 4-H is actively working towards dismantling barriers, promoting STEM inclusivity, and creating a foundation for sustained educational empowerment in the Yukon Kuskokwim Delta.

Results:

The impact of Bethel 4-H's comprehensive STEM initiatives in the Yukon Kuskokwim Delta is evident in the notable improvements and successes experienced within our community. There has been a significant surge in demand for STEM lessons, with both youth and parents expressing a keen interest in expanding their out-of-school STEM engagement through more challenging projects and exposure to additional learning resources. Our enrollment metrics for Bethel 4-H have witnessed a remarkable increase, climbing from an average of 8 daily participants to an impressive 28, marking a substantial 250% increase.

This surge in interest is further emphasized by the heightened community engagement, with parents initiating 2 or more phone calls per week regarding youth enrollment. Recognizing the need to extend the reach of STEM education, we have initiated plans to provide one-day summer camps to rural and remote villages. These camps aim to offer access to the wealth of knowledge and resources available at the Bethel 4-H central hub, ensuring that STEM opportunities are accessible beyond our immediate community.

In addition to increased participation and community interest, Bethel 4-H has forged partnerships with local schools, collaborating with engineering, rocketry, and robotic clubs. These partnerships facilitate increased exposure for youth to STEM theming, fostering a seamless transition between in-school and out-of-school STEM experiences.

Moreover, the success of our STEM initiatives has attracted community volunteers who are subject matter experts in their respective STEM fields. Their voluntary involvement serves to augment lessons and learning, providing valuable real-world insights and mentorship to our youth. Collectively, these results showcase the tangible impact of Bethel 4-H's efforts in promoting STEM education, fostering community engagement, and laying the foundation for a future generation well-equipped for success in the STEM fields.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

February 27, 2024, Regular City Council Meeting

City Clerk's Office

- During the week of February 5, worked with departments to coordinate efforts related to the city manager candidate on-site visit.
- Worked through packet preparation with the Finance Committee Ex Officio member.
- Assisted the Acting City Manager on resident and council communications.
- Assisted the Police Department with setting up a webpage for Police Weekly Blotters. Prepared a few page types and worked through page maintenance processes.
- Held a meeting with the Election Board to evaluate prior and future elections. The Election Board came out of the meeting with a recommendation to relocate Precinct 1, to the Cultural Center so both precincts will be in the same building. The Office is working on an action plan to incorporate the council's support of the change, and public outreach, as well as coordinating with the State on their needs.
- Researched Nicotine Replacement Therapy at the request of Council Member Hessler's Suggested Amendment for Ordinance 24-01.
- Attended three meetings with CivicEngage and coordinated the development of the City's website redesign.
- Researched and responded to several audit requests/questions.
- Assisted Committee member with possible action item for committee.
- Reviewed four city manager candidates provided by GOVHR.

Administration Support

- At the request of Administration, drafted a budget for a Community Parks and Recreation Department.
- Reviewed and amended notice of property disposal.
- Reworked an ordinance for property disposal and provided suggestions for additional changes.
- Met with AVEC and reviewed the city's AVEC bills more thoroughly to see if we have any uses that could fall under PCE.

Website and Workflow Improvement Tasks

- Obtained several new photos from community members following a social media outreach campaign.
- Met with the workflow process contractor to outline a schedule of tasks.
- Emailed the Departments requesting their submission of all internal and public forms. Reviewed forms and workflows submitted by the departments and coordinated possible changes.

Alaska Association of Municipal Clerk's

- Attended the AAMC Executive Board meeting. Drafted an amendment to the AAMC Policy and Procedures Guide.
- Held an AAMC Conference Planning Committee meeting. Prepared agenda, packet materials and meeting minutes.
- Drafted save the date materials for the conference.

Administration-Support provided to administration outside of the clerk's duties.

Grants:

- Ranked 13th out of 20 applications on the list for Transportation Alternatives Program.
[Transportation Alternatives Program TAP, STIP, Capital Improvement Program, Transportation & Public Facilities, State of \(alaska.gov\)](#)
- Ranked 24th out of 25 applications on the list is the Community Transportation Grant Review:
[Community Transportation Program CTP, STIP, Capital Improvement Program, Transportation & Public Facilities, State of \(alaska.gov\)](#)
- Provided notice to AHFC of the Council's passage of Resolution 24-02. Sent Administration a possible action plan for the professional housing development grant and asked who would be assigned to manage the action items.
- Began researching request for proposals for grant passthrough language prior to beginning the drafting of the RFP for the AHFC affordable housing grant.
- Healthy and Equitable Community Grante-the equipment for the YK Fitness Center is expected to be shipped from Washington on the 19th. I emailed the YK Fitness Center Manager, and the distributing company to coordinate the setup and installation of the new equipment. The quote/payment detail was provided to the Carmen Jackson employee managing the City's grants. Items purchased include:
 - 3 motorized treadmills
 - 1 non-motorized treadmill
 - 1 rowing machine

Task	Period Total	Year to Date Total
Passport Appointments	3	
Burial Permits	1	
Meeting Minutes Drafted	1	5
Resolutions Drafted		3
Ordinances Drafted		2
AM/IM Drafted		

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