



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, MARCH 14, 2024, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

Join Zoom Meeting: <https://us06web.zoom.us/j/86346034837?pwd=K1pRalhblgl0VDBpdGt5b3lRQlcxQT09>

Meeting ID: 863 4603 4837 Passcode: 221221

Phone Toll Free: 888 475 4499 833 548 0276

833 548 0282 877 853 5257

MEMBERS

Kathy Hanson, *Chair* Lorin Bradbury, *Vice Chair*

Alex Wasierski Shadi Rabi

Haley Hanson

Mary Beth Hessler, *Council Rep*

Vacant Seat, *Alternate 1*

Vacant Seat, *Alternate 2*

STAFF

Ex Officio Members:

Lee Foley, *City Planner*

Pauline Boratko, *Recorder*

planning@cityofbethel.net

907-543-5301

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. february 8, 2024 meeting minutes

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. PUBLIC HEARING: Purpose: To obtain a Conditional Use Permit to construct a Triplex, consisting of 3-2 bedroom units to be located in the Residential zone. Location: 331 Akiachak in the City Subdivision; Plat #71-425 Block 6 Lot 38
Applicant/Property Owner: Sahmi Pellumbi

VIII. EX OFFICIO REPORT

- A. spplist/attedancelog/managersreport

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<03/08/2024>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

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



MEMO

DATE: March 6, 2024

TO: City of Bethel Planning Commission

FROM: Lee Foley, Planning Director

SUBJECT: Findings and Recommendation for a Conditional Use Permit Application submitted by Sahmi Pellumbi for allowing a Triplex at 331 Akiachak in the Residential Zone.

BACKGROUND

Sahmi Pellumbi submitted a Conditional Use Permit Application on January 25, 2024, to acquire a permit to build his proposed triplex in a Residential Zone. Pursuant to **Bethel Municipal Code Section 18.32.030 (Residential Zones, Conditional Uses)**, a Conditional Use Permit is required to construct a triplex in a Residential Zone. The property for the proposed triplex is in City Subdivision, Block 6, Lot 38, Plat 71-425 at 331 Akiachak, City Subdivision, in Bethel, Alaska.

The Conditional Use Permit affords additional review of land uses which are generally considered appropriate in certain zoning districts provided that appropriate safeguards are considered to ensure compatibility with permitted principal uses. The Conditional Use Permit Procedure is intended to allow more scrutiny on the impact of the proposed conditional use on surrounding property, and the application of controls and safeguards to ensure that the conditional use will be compatible with the surrounding area.

Set forth below is **BMC 18.60.040 (Conditional Use Permit)**. It is followed by ten (10) questions pertaining to the CUP Application that have been answered by staff regarding the location of the proposed conditional use. These answers form the basis for the Planning Team's analysis and the Planning Director's recommendation to the Planning Commission.

BMC 18.60.040 – Staff Review

- A. The Land Use Administrator shall review the Conditional Use Permit Application and the accompanying Site Plan Permit Application for completeness and request any additional material that may be required. Upon determining that the application is complete, the Land Use Administrator shall prepare a staff report with analysis and recommendation. The report shall specifically address drainage on the property. The Land Use Administrator may recommend any conditions reasonably necessary for the proposed use to permit the conclusions required under **Subsection B** of this **Section**. The written staff report containing the analysis, proposed conditions and conclusions shall be provided to the Planning Commission with their meeting materials one (1) week prior to the public hearing.

- B.** The Land Use Administrator may make a recommendation for approval only when the proposed use and conditions clearly support the following conclusions:

Staff Findings

- 1. The conditional use meets the standards otherwise relevant to use in the applicable land use district.**

331 Akiachak is in a Residential Zoning District (***Bethel Zoning Map Attachment***). The intent of the Residential Zoning District is to provide protection to residential areas from encroachment from non-residential activities. Construction of a triplex will result in a greater density of neighborhood development which therefore requires closer scrutiny as provided by this Conditional Use Permit hearing.

- 2. There are adequate existing or proposed sewage capacities, transportation facilities, parking areas, drainage facilities, and water supply to serve the proposed conditional use without causing a substantial negative impact on the existing level of services provided by such facilities.**

Water and Sewer: Property is on City piped water and sewer system.

Drainage: Public Works states there are no drainage issues on the property.

Parking and Driveway: **BMC Section 18.48.160 (D2)** requires 1.5 parking spaces per unit. This triplex would therefore, require a total of 4.5 (rounded to 5) parking spaces.

Mr. Pellumbi's attached site map drawing displays one (1) row of six (6) parking spaces (12 feet by 28 feet) (exceeds minimum of 9 feet by 20 feet) located on the west end of the property between the triplex and the street. There is ample room for access and egress.

- 3. The conditional use conforms to the intent and purposes of the land use code spelled out in BMC 16.04.010 and does not appear to negatively impact the twelve (12) points below.**

A. The purposes described in BMC Titles 15, 16, 17, and 18 together are to:

- 1.** Promote a logical growth pattern within the city and the economic extension of public services and facilities
- 2.** Encourage the most appropriate use of land throughout the city
- 3.** Reduce congestion in the streets
- 4.** Enhance safety from fire, flooding and other hazards

5. Provide adequate light, air, and open space
6. Preserve property values
7. Prevent overcrowding of the land
8. Avoid undue concentration of population
9. Facilitate adequate provisions for transportation, water, sewage, drainage, schools, parks, and other facilities
10. Ensure that the burdens placed on public facilities by development are borne by the development
11. Ensure that the burdens placed on public facilities by development are borne by the development
12. Promote the public health, safety, and welfare

B. BMC Titles 15, 16, 17, and 18 shall be interpreted and administered to complement each other to implement the purposes set out in Subsection A of this Section (Ord. 10-15 5 4).

4. **The use and structures proposed are of an appropriate character and scale for the neighborhood in which the project will be located, including parts of the neighborhood that may lie outside the land use district within which the property is located.**

The property is located towards the northwest end of City Sub, a residential zoned subdivision.

There are two (2) streets located inside the required PC Hearing Notice Area or 600-foot radius (.0114 mi) of 331 Akiachak Avenue (**see attached Land Use Map**). Within the 600-foot radius of the proposed triplex, these are the following uses:

Akiachak Avenue

Three (3) Single Family Units
 Two (2) Duplex Family Units
 One (1) Triplex Family Unit
 One (1) Multi-Purpose Building (ONC)
 Pinky's Park
 One (1) Bethel Volunteer Emergency Services Association Building

Akiak Drive

One (1) Six-Plex
 Three (3) Single Family Units
 One (1) Duplex Family Unit
 One (1) Triplex Family Unit

Total Uses by Type in the 600-foot Radius

Six (6) Single Family Units
Three (3) Duplex Family Units
Two (2) Triplex Family Units
One (1) Six-Plex Family Unit
One (1) Multi-Purpose Building (ONC)
One (1) Dedicated Purpose Building (BVESA)
One (1) Public Park (Pinky's)

The data displayed above indicates that the predominant use within the 600-foot radius of the proposed triplex is divided between Single Family Units with scattered duplexes and triplexes. From the compiled land use data and planner's field observations, the proposed construction of the triplex appears to show that it would blend into the appropriate character and scale of the neighborhood.

5. The conditional use is in accordance with, and furthers the goals and policies of, the Comprehensive Plan.

This proposed conditional use is in accordance with the Bethel Comprehensive Plan 2035, adopted in 2011. Under the Goals and Strategies Section of Chapter 4 (Land Use, Housing, and the Environment), the relevant sections, "Growth Patterns" and "Land Use Compatibility" both address development site location.

Goal #2 under "Growth Patterns" encourages future growth to locate near existing employment centers **(see attached pages 4-8 of the Comp Plan)**. The addition of this new triplex unit adheres to the associated Action Step #1b that encourages infill development.

Under the Land Use Compatibility section **(see attached pages 4-11)**, Goal #3 provides for compatibility among adjoining land uses so that future development maintains or improves the quality of life or land value of surrounding uses.

The associated Map 4.4 **(see attached Future Land Use Plan Map)** is a long-term vision of how and where the city will grow and change over the next twenty (20) years to accommodate expected population and job growth (versus the current City's Zoning Map which designates how land can be used and what can be built on any given property today).

The Future Land Use Map designates the property site as being in the "Mixed Residential" District (defined as 'residential primary {residential and limited, residential-compatible uses}). The triplex proposed fits in with these Comp Plan goals.

- 6. The proposed use will not subject surrounding properties , nor vehicles and pedestrians using nearby streets and way, to hazardous or substantially increased traffic conditions.**

The development of a triplex should not negatively impact the existing traffic associated with the neighborhood. There are six (6) other multi-family units within the 600-foot radius with no traffic complaints received to date.

- 7. There is a demonstrated need for the conditional use limited primarily to the area proposed, or, if the use will generally serve a larger area, then a demonstration that the use is essential to the city generally, and because of a feature of the property, the general need can be met by the property, but cannot be met as a principal permitted use on other properties in the city.**

The development of this triplex will provide much-needed residential housing units while helping to alleviate the city's critical housing needs.

- 8. The use, under the conditions proposed, will be compatible with existing and principal uses authorized and will not cause negative impacts on nearby properties, including impacts from drainage, that exceed the impacts that would ordinarily be expected from principal permitted uses of the property that is the subject of the application.**

The proposed use is an expressly permitted Conditional Use in the City's Residential Zoning District. Precedence has already been set for multi-family development in City Sub as there are numerous duplexes, triplexes, and one (1) six-plex located within the 600-foot radius.

- 9. If any part of the project is located in a flood hazard area or in an area where the project may adversely affect drainage or floods in a flood hazard area, the conditions proposed adequately address the relevant matters and standards covered by BMC 15.08.160 through 15.08.180.**

The property is located outside the floodplain.

- 10. The proposed conditional use will not be detrimental to the public health, safety, welfare or to the environment.**

Concern for the public's health, safety, and general welfare are reflected in the regulations contained in Chapters 15, 16, 17, and 18 of the Bethel Municipal code. The proposed conditional use will not be detrimental to the public health, safety, or welfare, or to the environment as stated in the findings below:

Summary of Findings

1. Mr. Pellumbi submitted a Conditional Use Permit Application to construct a triplex located at 331 Akiachak Avenue in accordance with Section 18.60.20 of the Bethel Municipal Code on January 25, 2024. Subsequently, he submitted a completed Site Plan Permit Application on March 7, 2024, that included the proposed use and drainage plans. Fill and quantities were zero.
2. The location for the Conditional Use Permit request by Mr. Pellumbi is consistent with the City of Bethel's Residential Zoning District requirements. The triplex is listed as a Conditional Use in a Residential Zoning District which requires more scrutiny regarding the greater density of development and associated potential impacts to the residential neighborhood.
3. After review, the detailed drawing submitted with the Conditional Use Permit Application also satisfies the requirement of a map to be submitted with the Site Plan Permit Application.
4. The proposed use is compatible with the surrounding area, Precedence has already been established for multi-family development within the 600-foot radius as there are several duplexes, triplexes, and one (1) 6-plex.
5. With respect to the proposed triplex's impact on neighboring property values, current housing commentary on the internet indicates there appears to be more concern with the physical condition of rental units rather than their actual presence.
6. Connecting the proposed triplex into the City's piped Water and Sewer System would be accomplished by the Public Works Department.
7. Traffic conditions in the neighborhood will not be impacted by the proposed triplex.

Recommendation to the Planning Commission

The findings contained herein are consistent with the applicable sections of the Bethel Municipal Code. Nevertheless, the addition of a triplex will increase the density of this residential area. Therefore, any comments from immediate neighbors during the public hearing held by the Planning Commission on March 14, 2024, should be duly considered in rendering a decision. Barring any unforeseen opposition, I recommend approval of Sahmi Pellumbi's Conditional Use Permit Application for his proposed triplex to be located at 331 Akiachak Avenue in City Sub, Bethel, Alaska.



CITY OF BETHEL

P.O. BOX 1388
BETHEL, ALASKA 99559
www.cityofbethel.org
907-543-5306/5301
email: planning@cityofbethel.net

RECEIVED

JAN 25 2024

CITY OF BETHEL
PLANNING DEPARTMENT

APPLICATION FOR A CONDITIONAL USE PERMIT BETHEL MUNICIPAL CODE 18.60.20

Carefully read instructions and applicable City code. Fill out forms completely. Attach information as needed. Incomplete applications will create a delay in the review process.

Application Fee must be attached:	\$200.00	Conditional Use Permit
Payment Type:	☐ Credit Card ☐ Check ☐ Cash	

1. General Information

NAME OF APPLICANT:	Sahmi Pellumbi
Physical Address:	331 Akiachar, Bethel AK. 99559.
Mailing Address:	P.O. BOX 3171, Bethel AK 99559.
Home Phone Number:	907-545-0811.
Work Phone Number:	Same
Cell Phone Number:	Same
Email Address:	Sami.pellumbi@gmail.com

Please note:

The City of Bethel will not communicate regarding the application with anyone other than the applicant or his/her designated agent. If applicant will be represented by an agent or attorney, proof of consent for representation must be submitted with the application.

NAME OF PROPERTY OWNER: (If different from Applicant)	Same as applicant
Physical Address:	Same - 1 -
Mailing Address:	Same - 1 -
Home Phone Number:	Same - 1 -
Work Phone Number:	Same - 1 -
Cell Phone Number:	Same - 7 -
Email Address:	Same - 7 -

2. Property Information / Legal Description

Township:	Range:
Section:	Meridian:
Subdivision: City subd.	Block(s): 6
Lot(s): 38	US Survey or Plat No.: 71-425
Street Address: 331 akiuchak, city sub. Bethel, AK 99559.	

3. Conditional Use Description

- a. Please provide a detailed description of the proposed conditional use (additional sheets of paper may be attached if necessary):

Construct new triplex on empty lot to accommodate
for housing unit demand. 32' X 72'
~~const in Terrace~~
2 Bedroom each unit

CONDITIONAL USE PERMIT (CUP) STANDARDS AND PROCEDURES

Sections:

- [18.60.010](#) Authorization.
- [18.60.020](#) Application.
- [18.60.030](#) Hearing and notification.
- [18.60.040](#) Staff review.
- [18.60.050](#) Planning commission review.
- [18.60.060](#) Standards for planning commission decision.
- [18.60.070](#) Lapse of approval.

18.60.010 Authorization.

The planning commission may grant a conditional use permit for those uses or structures authorized as a conditional use in the applicable land use district chapter of this title, subject to the standards provided in this chapter. An applicant does not have a right to a conditional use permit, but has a right only to have the planning commission give fair consideration to an application for a conditional use. The planning commission has discretion to deny a conditional use permit application if it is not convinced the proposed use is compatible with principal permitted uses, existing neighborhood development, the environment, the comprehensive plan or maintenance of compatible and efficient development patterns. [Ord. 01-05 § 8.]

18.60.020 Application.

A. The applicant shall complete a conditional use permit application on a form provided by the planning department in which the applicant shall state and describe in narrative:

1. A legal description and street address of the parcel;
2. The names and addresses of the owners of the parcel and of the applicant;
3. A description of the proposed conditional use;
4. A map or plat of the general area surrounding the parcel, with notations of the uses and structures that exist on abutting and nearby lots;
5. Potential impacts on pedestrian and vehicular traffic circulation and safety;
6. Potential output of noise, fumes, dust, wastes and other forms of potential environmental pollution;
7. Special features and restrictions designed to minimize negative impacts and to ensure the public health, safety and welfare of the residents;
8. A complete site plan permit application for the proposed use, including fill placement, quantities and contours and drainage plans;

5. Owner's Statement

1. I hereby apply for approval for a conditional use permit on the above property as described in this application. 2. I understand all activity must be conducted in compliance with all applicable standards of the Bethel Municipal Code, 18.04 and 18.60 and with all other applicable State or Federal laws. 3. The information submitted in this application is accurate and complete to the best of my knowledge.	
Applicant's Signature:	<i>Sahmi Pellumbi</i>
Printed Name:	SAHMI PELLUMBI
Date:	01-17-2024.

If property is owned by someone other than the applicant, the owner must consent to the application:

Owner's Signature:	<i>N/A</i>
Owner's Printed Name:	
Owner's Mailing Address:	
Owner's Contact Number:	

FOR OFFICIAL USE ONLY		
For answers that indicate a deficiency, a detailed explanation must be attached explaining the deficiency and outlining the City's request to the applicant.		
1. Will the granting of the conditional use permit be harmful to the public health, safety, convenience, and welfare?	☐ Yes	☐ No
2. Is there any potential negative impact on to the street from which access to and from the establishment is obtained?	☐ Yes	☐ No
3. Are there adequate parking facilities to accommodate a reasonably expected increase in demand for parking created by issuing the permit?	☐ Yes	☐ No
4. Will a reasonably expected increase in traffic to the property impact the abutting road or to the existing road system beyond?	☐ Yes	☐ No
5. Is the use compatible with the character of the surrounding neighborhood?	☐ Yes	☐ No
6. Is the property located in a flood zone?	☐ Yes	☐ No
7. Does there appear to be adequate existing or proposed water supply and sewage capacity on the property?	☐ Yes	☐ No
8. What is the zoning designation of the property?		

b. Please comment on any potential impacts on pedestrian and vehicular traffic circulation and safety on roads abutting the property.

N/A

c. Describe existing parking facilities and whether they can accommodate a reasonably expected increase in demand for parking created by issuing the permit. Include the number of regular and handicap parking spaces currently available and whether the applicant intends to add additional parking spaces.

Parking space is sufficient for building size and lot SQ FT.

6 parking spots

d. Describe existing and any planned access to and from the property.

Driveway for parking lot is on Akiachuk St, on main RD.

e. Describe water and sewer facilities and capacities on the property.

City piped Water & Sewer.

- f. Describe special features and/or restrictions you have designed to minimize potential negative impacts from the proposed Conditional Use in order to ensure the public health, safety, and welfare of nearby structures and residents.

Small building footprint compared to lot size.

- g. What are the dimensions of the structure within the proposed use?

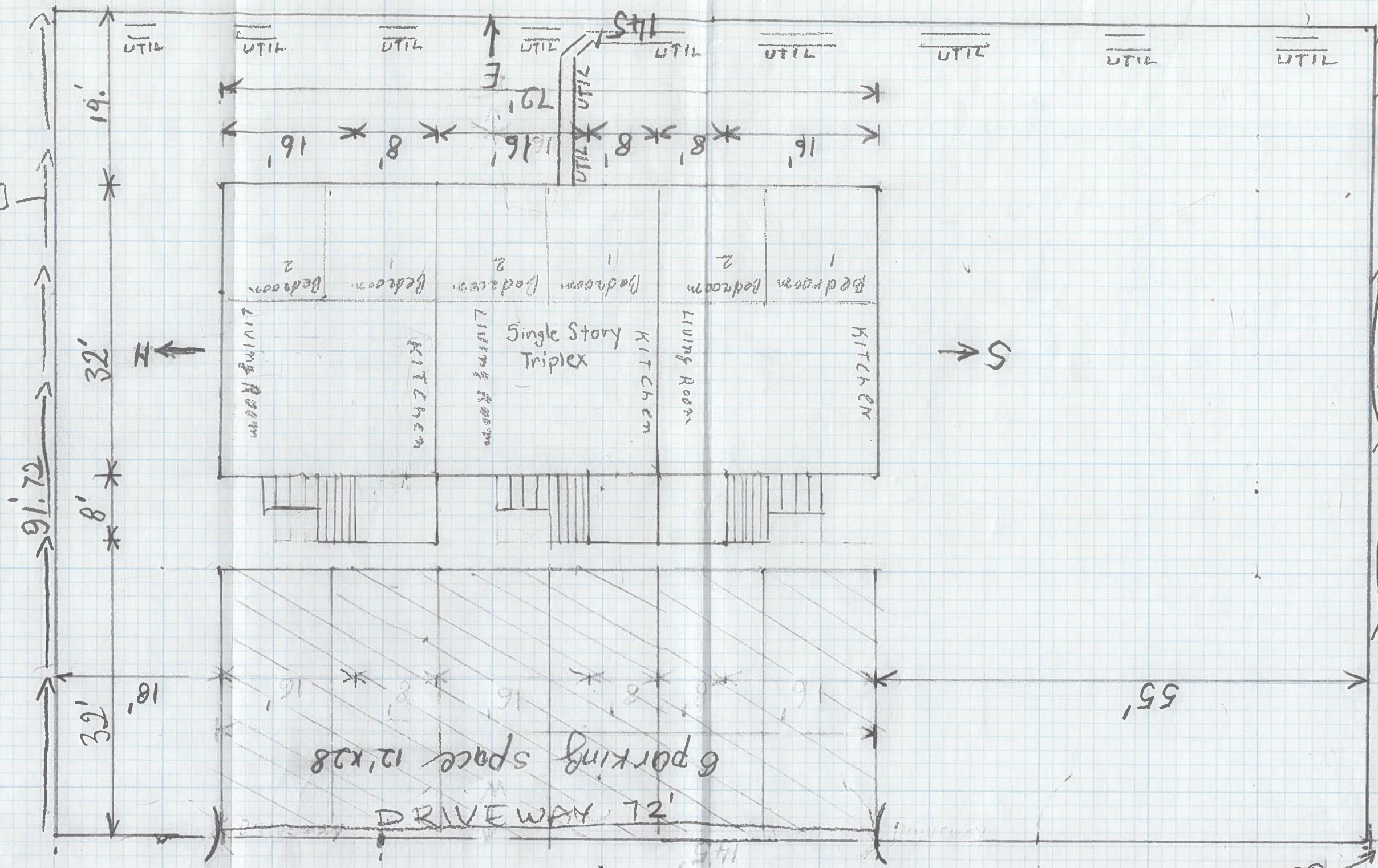
32' x 72' 32' x 72'

4. Mapping

- a. Provide a Site Map of the property drawn to Scale. Please include the following:
1. Name of property owner and date (in lower right hand corner)
 2. Map Scale
 3. North Arrow
 4. Property lines with dimensions
 5. Streets abutting the property with names
 6. Draw in locations of existing and planned buildings with dimensions
 7. Locations of water and sewage facilities, with capacities if applicable
 8. Property driveways and vehicle parking areas showing the number of 9'x 20' parking spaces
 9. Indicate access points to and from the property
- b. Provide a map or plat of the general area surrounding the parcel. The map must include street names and notations of the uses and structures that exist on the abutting and nearby lots.
- c. List all buildings and structures located within 600' of the property (whether or not owned by the applicant):

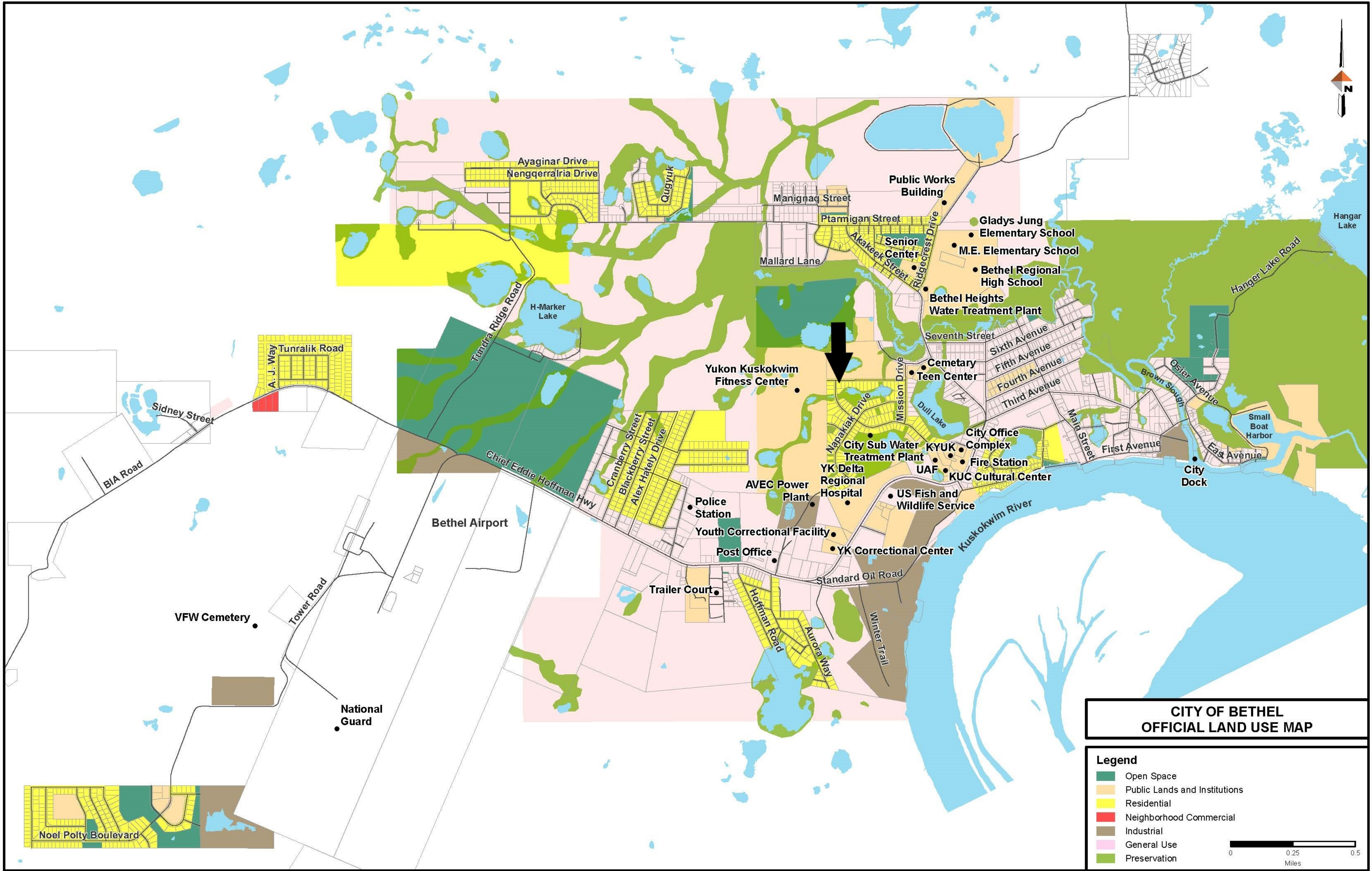
Road AKIACHAK AVE
 331
 PLAT # 71-425
 BLOCK 6 LOT 38

RECEIVED
 CITY OF BETHEL
 PLANNING DEPARTMENT
 JAN 25 2024



Road AKIACHAK DR

Scale 1/8" = 1.5'
 1" = 12'



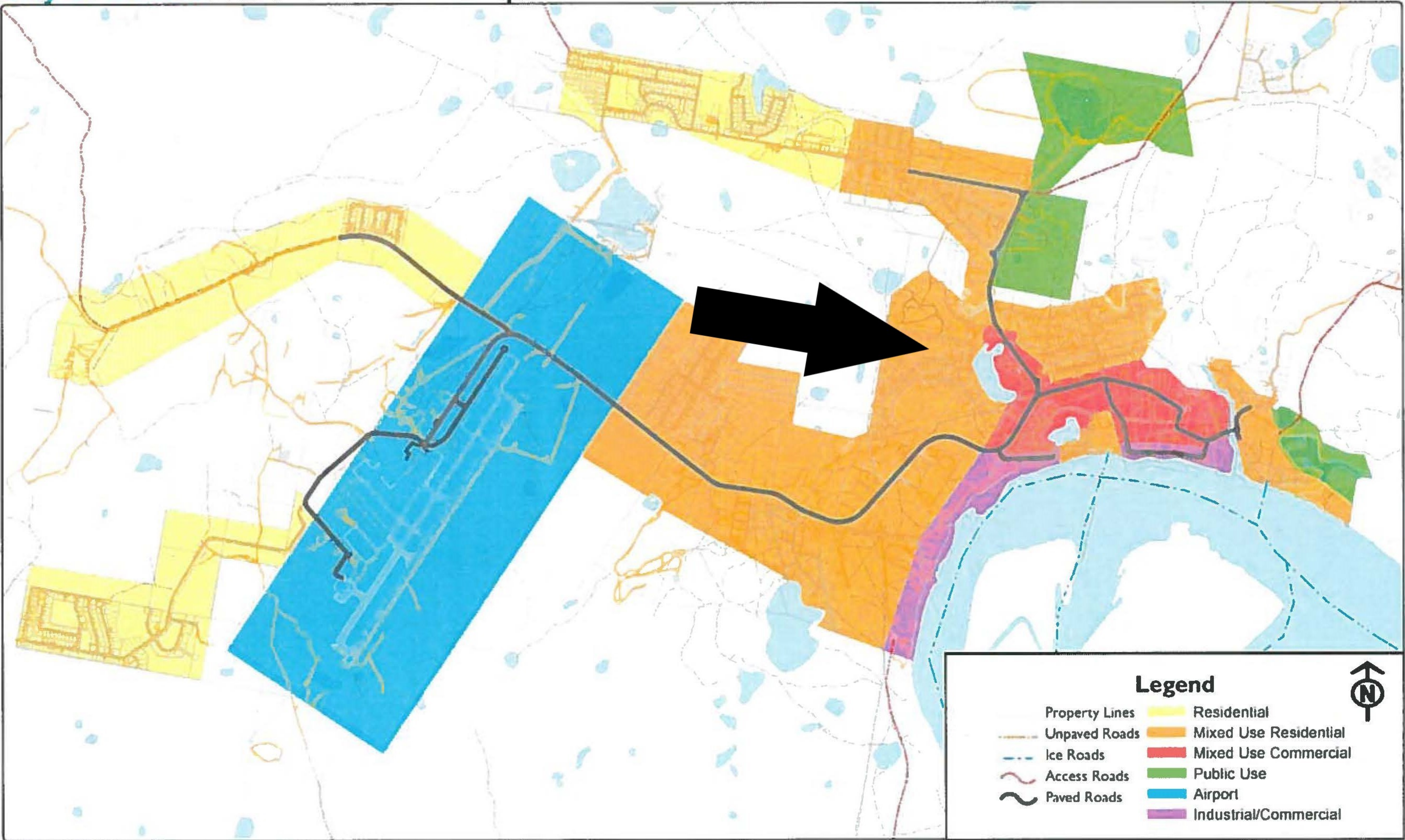
**CITY OF BETHEL
OFFICIAL LAND USE MAP**

Legend

- Open Space
- Public Lands and Institutions
- Residential
- Neighborhood Commercial
- Industrial
- General Use
- Preservation



City of Bethel Future Land Use Plan Map



Data courtesy of the USGS
BIM, DNR, and Agnew Beck. This map was
compiled for the City of Bethel with assistance
from Agnew Beck Consulting. Alaska State Plane, Zone 4, NAD 1983
File: Bethel_Ownership_11/22/10

RESOLUTION
Bethel Planning Commission
Resolution No. 2024 – 01

**A RESOLUTION OF THE PLANNING COMMISSION APPROVING THE
CONDITIONAL USE PERMIT APPLICATION FOR A TRIPLEX IN THE
RESIDENTIAL ZONE SUBMITTED BY SAHMI PELLUMBI AT 331 AKIACHAK
DRIVE, PLAT # 71-425 LOT 38, BLOCK 6 , CITY SUBDIVISION, SOUTHWEST 1/4
SECTION 8, TOWNSHIP 8 NORTH, RANGE 71 WEST, SEWARD MERIDIAN, IN
THE BETHEL RECORDING DISTRICT.**

WHEREAS, pursuant to Bethel Municipal Code 18.32.030, (Residential District, Conditional uses) a Conditional Use Permit is required to construct a triplex in a Residential Zone;

WHEREAS, Sahmi Pellumbi submitted a Conditional Use Permit Application for construction of a triplex on January 25, 2024 and;

WHEREAS, the Planner for the City of Bethel has reviewed and wrote findings of fact for the Conditional Use Permit application and determined that it conforms to the requirements pursuant to BMC 18.60 (Conditional Use Permit) and 16.04 (Planning, Land Use, Platting, and Site Development), and recommends the Conditional Use Permit be approved, and;

NOW THEREFORE BE IT RESOLVED that the Planning Commission has reviewed the Conditional Use application and staff's findings and has determined that it conforms to the requirements pursuant to BMC 18.60 and BMC 16.04, and hereby approves the Conditional Use Permit.

PASSED AND APPROVED BY THE BETHEL PLANNING COMMISSION by a duly constituted quorum on this 14th day of March 2024 by the City of Bethel City Planning Commission Action:

Vote: In Favor: Opposed: Abstained:

Lorin Bradbury, Vice-Chair
City of Bethel Planning Commission

ATTEST: _____
Pauline Boratko, Recorder



City of Bethel

Planning Commission

Public Hearing Notice

Purpose: To obtain a Conditional Use Permit to construct a Triplex, consisting of 3-2 bedroom units to be located in the Residential zone.

Location: 331 Akiachak in the City Subdivision; Plat #71-425 Block 6 Lot 38

Applicant/Property Owner: Sahmi Pellumbi

City of Bethel Contact: phone 907-543-5306/5301 or email:

planning@cityofbethel.com

Time & Place: March 14, 2024 at 6:30 pm. Public meetings are being held in person at the City Hall Council Chambers located at 300 Chief Eddie Hoffman Highway and virtually via Zoom. To join the meeting on Zoom, follow these instructions:

1. Go to the website: <https://zoom.us/join> User ID: 863 4603 4837 Passcode: 221221

OR

2. Zoom Teleconference: Toll Free (888) 475-4499, (833) 548-0276, (833) 548 0282, (877) 853 5257

Meeting ID: 863 4603 4837 Passcode: 221221

A handwritten signature in cursive script, reading "Pauline Boratko".

Pauline Boratko, Planning Admin

I hereby certify that this Notice of Hearing – Purpose: To obtain a Conditional Use Permit to construct a Triplex, consisting of 3-2 bedroom units to be located in the Residential Zone. Notices has been posted at the City Hall, Post Office, AC and Swanson's Bulletin Boards on or before March 8, 2023. It is further certified that this Notice has been published in the Delta Discovery on the March 6 & 13, 2024 publications.



City of Bethel

Planning Commission

Public Hearing Notice

To whom this may concern: You are receiving this notice pursuant to the Bethel Municipal Code 18.04.070 (D) "Notice shall be mailed to the owners of each parcel of property any part of which is within six hundred (600) feet of the exterior boundary of the parcel that is the subject of the application."

Purpose: To obtain a Conditional Use Permit to construct a Triplex, consisting of 3-2-bedroom units to be located in the Residential zone.

Location: 331 Akiachak Avenue in the City Subdivision; Plat #71-425 Block 6 Lot 38

Applicant/Property Owner: Sahmi Pellumbi

City of Bethel Contact: phone 907-543-5306/5301 or email:

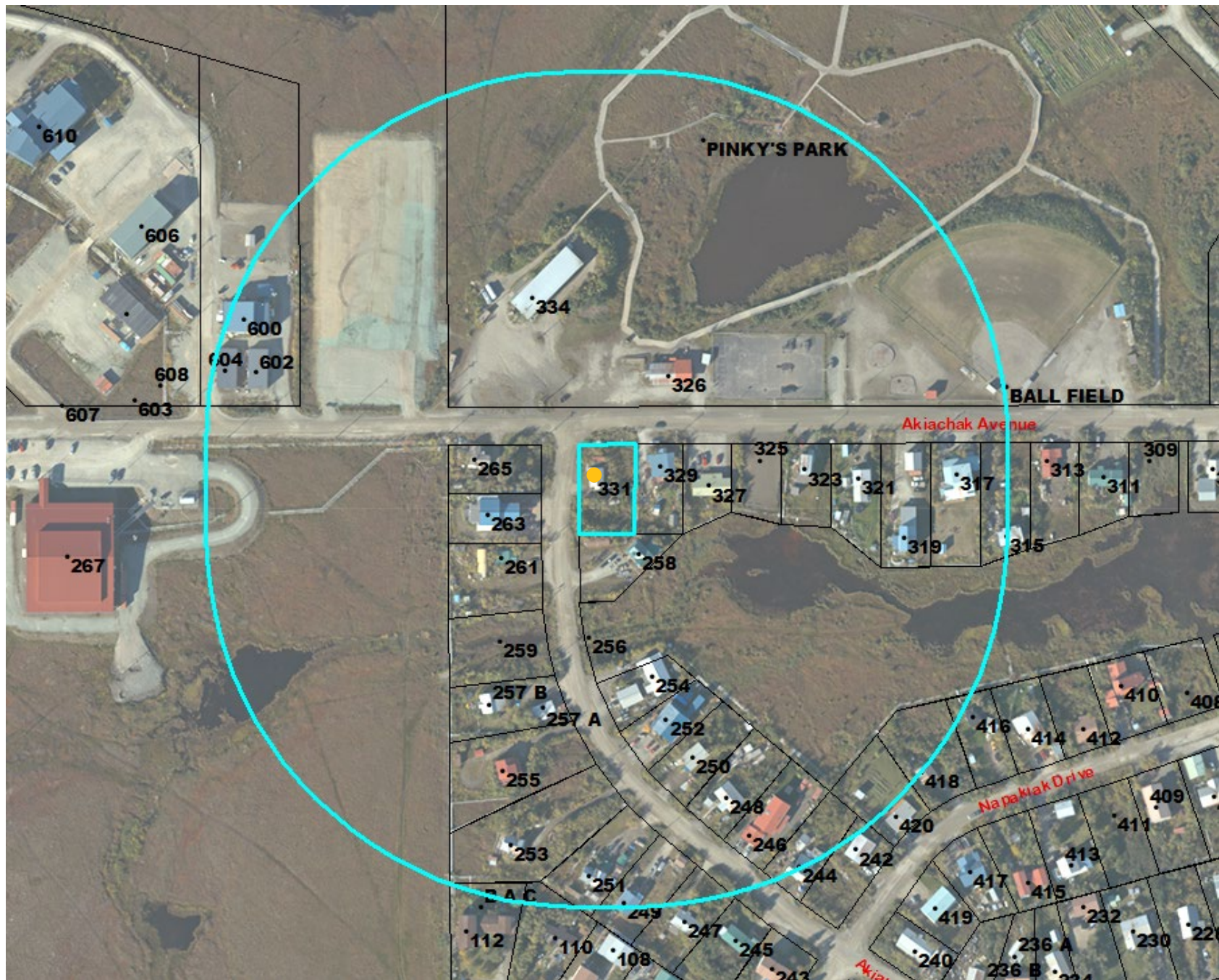
planning@cityofbethel.com

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Meeting ID: 863 4603 4837 Passcode: 221221





CITY OF BETHEL

P.O. BOX 1388
BETHEL, ALASKA 99559
<http://www.cityofbethel.org>
907-543-5306/5301
Email: planning@cityofbethel.net

Permit # _____

RECEIVED

MAR 07 2024

CITY OF BETHEL
PLANNING DEPARTMENT

RESIDENTIAL SITE PLAN PERMIT APPLICATION

Title 18 of the Bethel Municipal Code requires the review of a Site Plan prior to the development of any improvement on real property within the city limits. Application for a Site Plan Review shall be filed with the City of Bethel Planning Department. Upon approval of the application, a permit will be issued and is required to be displayed on the property to be improved. By submitting this application you are authorizing public access to the displayed Site Plan Permit area. Approval of plans does not presume to give approval to oversights by the City of Bethel Planning Office nor grant authority to violate or cancel the provisions of any other federal, state or local laws regulating the use of development of this land.

Today's Date: 3-7-24	Legal Description Plat or Survey: _____
Physical Address of Property: 331 Akiachak Ave.	Block 6 Lot 38 Tract 71-425
Name of Property Owner: SAHMI PELLUMBI	Name of Developer or Builder:
Mailing Address: PO BOX 3171	Mailing Address:
City, State, Zip: Bethel AK 99559	City, State, Zip:
Email:	Email:
Phone: 907 545 0811	Phone:
Signature of Owner: [Signature]	Signature of Developer:
☒ Owner ☒ Developer	☐ Fill and Pilings ☐ Building Construction

Please **Do Not Write Below This Line**. To be filled out by Planning Department Staff

ZONING:	FLOOD HAZARD ZONE:
Authorized & Mandatory Improvements ONLY:	
Reviewed By:	approved denied Date:
Reviewed By:	approved denied Date:

Intended improvements: Describe residential improvements or site activity.	
Construct a triplex - 32' x 72'	
2 bedroom each unit	
no fill needed - fill completed previous year	
Lot Size: <u>13.050</u> Sq. ft. Proposed total number of Buildings: <u>1</u>	
Number of Bedrooms: _____	
If placing fill indicate cubic yards or truckloads (if no fill is needed, indicate: 0): <u>0</u>	
Dimensions of Fill <u>0</u> (Required) Max. Height of fill: _____ (Required) Length of fill: _____ (Required) Width of fill: _____ (see also worksheet on page 4)	Method of stabilizing sand pad slopes: ☐ Seeding ☐ Sandbagging
If improvements include construction, renovation, or floor area addition to a residence, indicate the following:	
Sewer service type ☐ Hauled ☒ Piped	
If hauled please indicate: Hauled water tank size (gallons): _____ Hauled sewer tank size (gallons): _____	
I attest that all information and measurements presented are correct.	
Signature of applicant: <u>Garrett Pelt</u>	

WHEN DO I HAVE TO OBTAIN A PERMIT(S)?

A permit must be obtained at least ten (10) calendar days before construction begins. The permit can be obtained from the City Planning Office which is located upstairs at 1155 Ridgecrest Drive and is open weekdays from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. The Planning Department Office legally has ten (10) days to review the permit before approval, disapproval, or approving it with modifications. Remember, it is illegal to build, place fill, etc., without first obtaining a site plan permit.

Individual permits are required for fill, construction, and floodplain development. There is a fee schedule which is downloadable from the website (<http://www.cityofbethel.org>) or can be obtained from the Planning Department.

2024 SITE PLAN PERMITS ISSUED

[illegible]

Planning Commission 2023 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair	P	P										
Lorin Bradbury, Vice Chair	P	T										
Alex Wasierski	P	E										
Shadi Rabi	P	P										
Stanley Hoffman Jr.	P	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Greg Morgan	U	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Haley Hanson	P	P										
Beth Hessler, Council Rep	P	P										

Special Meetings

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

Vacancy shall be declared by the body when a member:

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

xx: not yet appointed/left commission

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

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

CITY OF BETHEL POLICE DEPARTMENT



January 2024 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	2	1
Community Service Officer	2	2	0
Evidence and Record Custodian	1	0	1
Administrative Assistant/Taxi Inspector	1	1	0
Public Safety Dispatcher (one E911 funded)	5	5	0
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	18	2

Operations:

Operations Tempo				
	February 2024	January 2024	February 2023	2023 Total
Calls Total	1836	872	1280	2708
Reports Total	103	58	112	161
Intoxicated Pedestrian Calls	154	101	100	255
Driving Under Influence Calls	8	7	11	15
Domestic Violence Reports	43	25	17	68
Disturbance Calls	82	47	66	129
Subject Removal Calls	62	53	87	115
Animal Calls	36	24	48	60
Animal Bite Reports	0	0	0	0
Sexual Assault Reports	11	7	10	18
Death Investigation Reports	2	0	0	2

PERSONAL:

Lena White has accepted the swing shift dispatcher position and started on the 19th.

We have four applicants that are in the background stage of the hiring for police officer.

The department continues to recruit for all vacancies, highlighting the ongoing efforts to hire new personnel and maintain a fully staffed and efficient police force.

TRAINING:

Sgt. Evan and Lt. Wigner attended the Crisis Response and Intervention Training Train-the-Trainer sponsored by APSC.

Lt. Poole attended a three-day Honor Guard Training, self-sponsored.

All officers, CSO's, and CSP are attending the Taser update training.

Dispatcher Supervisor and Lt. Wigner are attending the Crisis Intervention Training for 911 dispatchers sponsored by the RVCRI grant. We will be using the training to train our dispatcher on CIT for 911.

Other:

A more detailed police blotter will be posted on the police department Facebook on Mondays and will also be posted on the police blotter link on the city website.

The stats listed above will also be listed on the police department Facebook every month.

We are getting quotes for a company to install the necessary data lines and starlink for the camera's being placed in the Watson's Corner Area (A.C. Main)

Looking to start the Vacation House Check Program in March.

Officer s conducted 741 security checks.

PORT OF BETHEL

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



To: Bill Arnold, Acting City Manager
From: Edward Flores, Port Director
Subject: February 2024 Managers Report

- **Small Boat Harbor**
The Small Boat Harbor is now shut down for the season. We have a total of 44 Boats in storage for the winter season. And we are down to zero vehicles in the harbor, We have granted access to the Napaimute crew to stage their heavy equipment in the southside of the Harbor at night so that it would be closer to the river onramp. In the last week of the month we did receive our mini excavator back from repairs and had the port crew start digging out the pilings on the west bank of the harbor to start on the cuts. We will be contacting the Public Works Department for help on this.
- **City Dock/Beach 1/Petro Port**
City Dock and Beach 1 are in winter mode. We are maintaining the snow in the City Dock and Beach 1 Crowley has personnel in and out of the City Dock doing work on some heavy equipment as well as their boat.. other than the few crews that show up to work on boats the City Dock is calm. But we are expecting everything to start speeding up here in the next few months.
- **Port Office**
There are no issues to report for the Port Office, and it still operates well. We did run out of fuel for the building in the last part of February, but building maintenance did their best and get out building back up and warm. Building Maintenance reports that our building is running well.
- **Admin**
Our monthly storage was prepared and will leave the Port office this first week of March. The Port Commission did not have a quorum this last month. Our next meeting will be at City Hall on March 18, 2024, at 7 p.m.
- **Seawall**
The Port crew is doing daily checks along the seawall. Constant clean-up, as needed. The Cross-Country program has asked to use the lower access for skiing. We gave them the access code for the lower seawall, and the Port will not be maintaining the lower access; they will groom it.
- **Misc.**
We are maintaining the cleanliness around the waterfront as much as we safely can. We will do a few lighting upgrades to the warehouse on the Dock and the Small Boat Harbor Attendant post. Our mini excavator has been returned after repairs. All other equipment is up and running.



CITY OF BETHEL

Fire Department

Daron R. Solesbee, Fire Chief

P.O. Box 3231, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

Celebrating 50 Years of Service

DATE: February 27, 2024

TO: Bill Arnold, Acting City Manager

FROM: Daron Solesbee, Fire Chief

SUBJECT: Management Report, February 2024

Current Events

- The department is continually recruiting new volunteer responders and administrative support. If anyone is interested, please fill out a BFD Volunteer Application Packet today!

Community Planning/Preparedness/Prevention

- The department is planning a *FireOps 101* course for the City of Bethel's elected and appointed officials who may vote on issues which may affect emergency services. This event will allow public officials to experience real-world fire and emergency medical scenarios as a first responder. Officials will don protective gear and operate as a member of a firefighting or emergency medical services crew while facing various challenging scenarios to gain a proper perspective.
- The department is planning to start an "Adopt-a-Hydrant" program, where Bethel residents can "adopt" a fire hydrant in town and keep it clear of snow and vegetation for a predetermined amount of time. This will allow for easier identification and use of the hydrants by Fire Department personnel, and will be a great way for the department to connect to residents.
- The department met with Acting Police Chief Chris Wigner to develop an Active Shooter/Hostile Event Response (ASHER) drill tentatively planned for May 2024. This planned training will assist the department in policy development, training, and effective responses to these incidents.

- It's that season, so please take this opportunity to clean your chimneys. Bethel residents may come by the fire station and borrow a chimney brush and rods free of charge but must return them within three days.

Training

- Staff and volunteers are receiving continuous Driver/Operator and Pump Operator training on the use and maintenance of department vehicles, pumps, and specialty equipment.
- Staff have completed several online, classroom, and skill drill training sessions covering various topics including firefighting, hazardous materials, emergency medical treatment, fire inspection, fire investigation, and fire prevention.
- The Emergency Trauma Technician (ETT) course concluded on February 3, 2024. Congratulations to all who completed their training and passed their final exam! Welcome to the team!
- The EMT-3 Initial and Refresher Course was held at the fire station from February 1-6, 2024. This course allowed members to advance their knowledge of EMS operations and skills to perform advanced life support procedures and administer additional medications according to their scope of practice. The State of Alaska EMT-3 cognitive exam will take place on March 15 at 2:00 p.m. at the YKHC Community Health Services Building.
- The Fire Chief attended the Fire Law Group's webinar training, "FLSA Bootcamp for Volunteer and Combination Fire Departments". This training explained the relationship between volunteer compensation and the Fair Labor Standards Act.
- The Basic Fire Ground Operations (BGFO) course is currently held each Saturday from February 17 to March 2, 2024. Each class will be from 8:00 a.m. to 5:00 p.m.
- On 02/22/2024 at 7:00 p.m., a Fire Meeting was held at the fire station. Firefighters reviewed the apparatus inventories, tools, and equipment on Truck-1, Engine-5, and Engine-4. Also, Firefighters reviewed procedures for the proper cleaning, care, and maintenance of tools and equipment.

Responses

- Between 02/01/2024 and 02/27/2024, the Bethel Fire Department responded to 101 EMS and 15 Fire incidents.
- See attached reports for Fire and EMS response breakdowns.

Budget/Financial

- The department is operating within its FY2024 operational budget with the exception of overages in the personnel budget, of which a budget modification will be submitted to City Council.
- The department is preparing its FY2025 Operating and Capital Budgets.

Grants

- The department will continue to seek grant funding for fire and EMS equipment, additional staffing, replacement fire apparatus and ambulances, and other equipment.
- The department was awarded funding for security cameras and fencing for the Draeger Fire Training Facility through the AKDHS SHSP Grant.

Property Maintenance

- The fire station foundation will be repaired and improved to allow for increased ventilation to preserve the position of the foundation piles.
- The fire station's front office and classroom need to be updated and remodeled, as the original (circa 1980) cabinets, shelving, and counter tops are very worn and in poor condition.

Staffing/Recruitment

- The department is recruiting one Fire Captain (PS6A, Base Pay is \$75,399/yr + DOE).
- The department is recruiting three Firefighter/EMT's (PS2A, Base Pay is \$52,373/yr + DOE).
- The department re-hired Daniel Chakuchin as a Firefighter/EMT. Welcome back to BFD, DJ!
- The department hired Austin Kirby as Temporary Firefighter. He will receive training in EMT-1, Basic Fire Ground Operations, and Firefighter-1. Hopefully, he will become qualified to apply for one of the full-time Firefighter/EMT positions.
- The department is recruiting two Temporary Firefighters (Up to 6 Months) positions. This position will pay \$25.00/hour with no employee benefits. No certifications are required to qualify for this position. Individuals will be required to be free of any felonies and serious misdemeanors. On-the-job Firefighter and

EMS certification training and uniforms will be provided. To apply, go to www.cityofbethel.org/employment and complete the online application.

- The department will start the BFD Student Work Program with LKSD in the coming months. This program will allow high school students to gain valuable work experience and skills while volunteering at the fire station during school hours.
- Due to low staffing and coverage concerns, firefighters will be working a 48-on/48-off shift schedule until further notice. This will ensure that employees receive much-needed days off. Once more personnel are hired, trained, and meet qualifications, we will return to the regular three 24-hour Kelly Shift model.
- The department is advertising for these positions nationally through multiple job advertisement services, Fire and EMS magazines, firefighter recruitment organizations, and various fire academies throughout Alaska and the lower 48 states. Department leadership will attend career fairs around the state to recruit personnel.
- The department is continually recruiting volunteer members to serve as firefighters, ETT/EMT's, and support personnel. Become a volunteer today!
- During the month of February, eight volunteers have been added to the department. Welcome to the team!

Vehicles & Equipment

- The department has started the process of developing a specification with Braun Northwest, Inc. for a new Advanced Life Support Type-1 Ambulance to replace Medic-4, the 1999 Ford ALS Type-1 ambulance. The department will utilize a cooperative bid purchasing contract to acquire and purchase this vehicle.
- We have received the parts for the Class-A Foam system for Engine-4. Staff determined that a 1" valve was required, upon finding the 3/4" valve shipped was too small for the current foam system plumbing. This project was put on hold to allow for the receipt of Engine-5 this summer to allow this apparatus to be taken out of service for modifications.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Reserve Ambulance) In service. Will be replaced soon (Braun Northwest, Inc.)</i>
Medic 5	Ambulance, Light Rescue	2019	<i>(Frontline Ambulance) In service.</i>
Medic 6	Ambulance	2017	<i>(Second-Out Ambulance) In service.</i>
Medic 7	Ambulance	2024	Specification is under review by department.
Engine 5	Pumper	2023	In Service. Alaska Safety installed the MSA Evolution 6000 thermal imaging camera, TIC charger, flashlights, and flashlight chargers in the cab.
Engine 4	Pumper	2013	In service. Pump packing rings need to be tightened and/or replaced. Generator issues. Transmission and engine need service.
Engine 3	Pumper	1986	Out of Service (In storage at Port Storage Yard)
Truck 1	Ladder Truck	2017	In service. Transmission and engine serviced in October.
Com 1	SUV	2021	In service. Vehicle serviced by V&E, battery voltage problem resolved, 3-plug adapter installed for block heater, battery warmer, and battery maintainer/charger.
Com 2	Pickup	2014	In service.
Com 3	Pickup	2004	In service. Fair condition. Seats need to be replaced.
Honda 1	ATV	2004	In service.
Honda 2	ATV	2004	In service.
Fire Boat	Public Safety Boat	2004	Out of Service (In storage at Port Storage Yard) Needs new outboard motor (obsolete/frequent breakdowns). Needs a replacement steering system, preferably hydraulic. Intermittent fuel starvation issue (fuel pump) that causes sputtering.

Search Parameters

Data Types: Emergency Medical Services

Source Versions: NEMSIS v2.2.1; NEMSIS v3.3.4; NEMSIS v3.4.0; NEMSIS v3.5.0

Agencies: Bethel Fire Department

Date Range: Current Month (02/01/2024 to 02/27/2024)

Date Bin: Day

States: Alaska

Counties: Bethel Census Area

Syndromes:

Matches **ANY** of the following: Alcohol, Burns, COVID-19, Cardiac Arrest, Cardiovascular, Chest Pain, Child Abuse and Neglect, Constitutional, Drowning, Fall: From Height, Fall: Ground Level, Firearm Assault, Firearm Injury, Firearm Injury - Intentional, Firearm Injury - Unintentional, Gastrointestinal, Heat-related Illness, Heroin (VA), Heroin Overdose (DOSE) - EMS Pilot, Influenza-like Illness, Intimate Partner Violence, MIS-C, MVC Fatal, MVC Likely Fatal, MVC Non-Severe, MVC Severe, MVC Unknown Severity, Mental Health, Methamphetamine, Mpox, Neurological, Non-Opioid Overdose (VA), Nonfatal Heroin, Nonfatal Opioid Overdose (CSTE), Nonfatal Overdose, Opioid (FL ESOOS), Opioid (MI), Opioid (MT), Opioid (NY), Opioid (RI), Opioid (VA), Overdose (DOSE) - EMS Pilot, Overdose (FL ESOOS), Overdose (MI), Respiratory, STEMI, Self-Harm, Sepsis, Sexual Violence, Stimulant Overdose (DOSE) - EMS Pilot, Stroke, Substance Use Disorder, Suicide Attempt, Suicide Ideation, Trauma

biospatial Symptoms (match at least 1):

Abdominal pain, Abuse or Neglect, Agitation, Alcohol, Altered consciousness, Anorexia, Anosmia, Apnea, Assault, Benzodiazepine, Blisters, Blurred vision, Body aches, Bronchiolitis, Bronchitis, Chills, Cocaine, Conjunctivitis, COPD, Cough, COVID-19, Crack, Dehydration, Diaphoresis, Diarrhea, Domestic Violence, Drooling, Drug, Drunk, Dyspnea, Earache, Epiglottitis, Fentanyl, Eye pain, Faintness, Fever, Food poisoning, Gastroenteritis, Gastrointestinal, Generalized weakness, Heat-related Illness, Hemoptysis, Hoarseness, Hypertension, Hypoglycemia, Hypoxia, Influenza, Injure, Intentional, Intoxication, Irritable, Lacrimation, Lethargy, Local paralysis, Lower respiratory infection, LSD, Lymphadenopathy, Malaise, Marijuana, MDMA, Melena, Methadone, Methamphetamine, Miosis, Mpox, Narcan, Nausea, Opioid treatment, Oral mucosal changes, Overdose, Oxycodone, Painkiller, Pale, PCP, Pinpoint, Pleural effusion, Pleuritic pain, Pneumonia, Poison, Pregnant, Psilocybin, Psych, Psychiatric, Pulmonary edema, Rash, Respiratory distress, Rhinitis, Seizure, Sinusitis, Slur, Sore throat, Stridor, Suboxone, Suicide, Suicide attempt, Suicide ideation, Tachypnea, Travel/Contact - Asia, Travel/Contact - China, Travel/Contact - Europe, Travel/Contact - Iran, Travel/Contact - Italy, Twitching, Unconscious, Unresponsive, Upper respiratory congestion, Upper respiratory infection, Violence, Viral symptoms, Vomiting, Wheezing, Xylazine

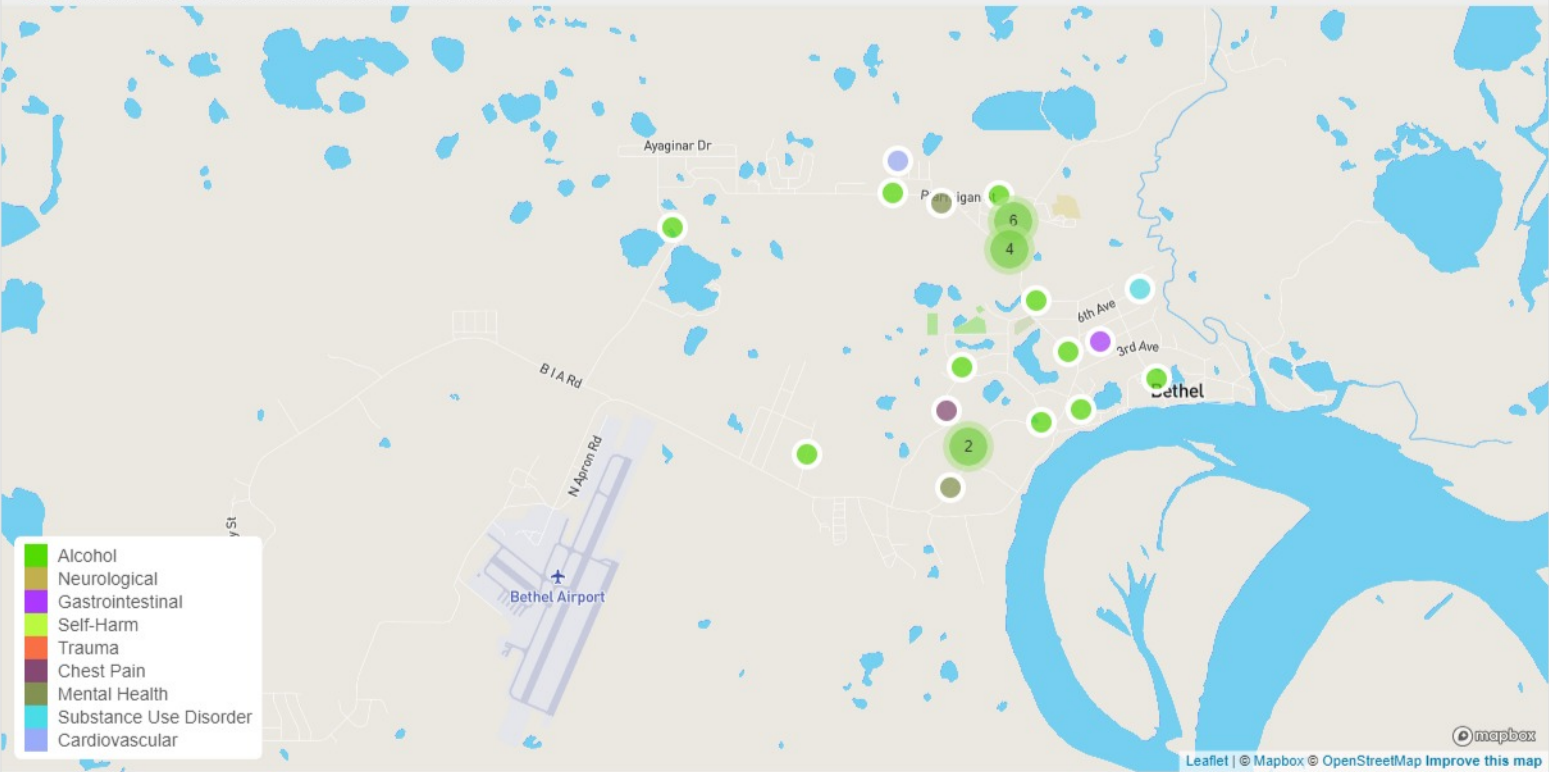
Types of Service Requested:

Emergency Response (Primary Response Area); Emergency Response (Intercept); Emergency Response (Mutual Aid); Hospital to Hospital Transfer; Hospital to Non-Hospital Transfer; Non-Hospital to Hospital Transfer; Non-Hospital to Non-Hospital Transfer; Administrative Operations; Crew Transport Only; Mobile Integrated Health Care Encounter; Mortuary Services; Non-Patient Care Rescue/Extrication; Other Routine Medical Transport; Public Assistance; Transport of Organs or Body Parts; Evaluation for Special Referral/Intake Programs; Standby; Support Services

Minimum Alert Threshold: ● Moderate

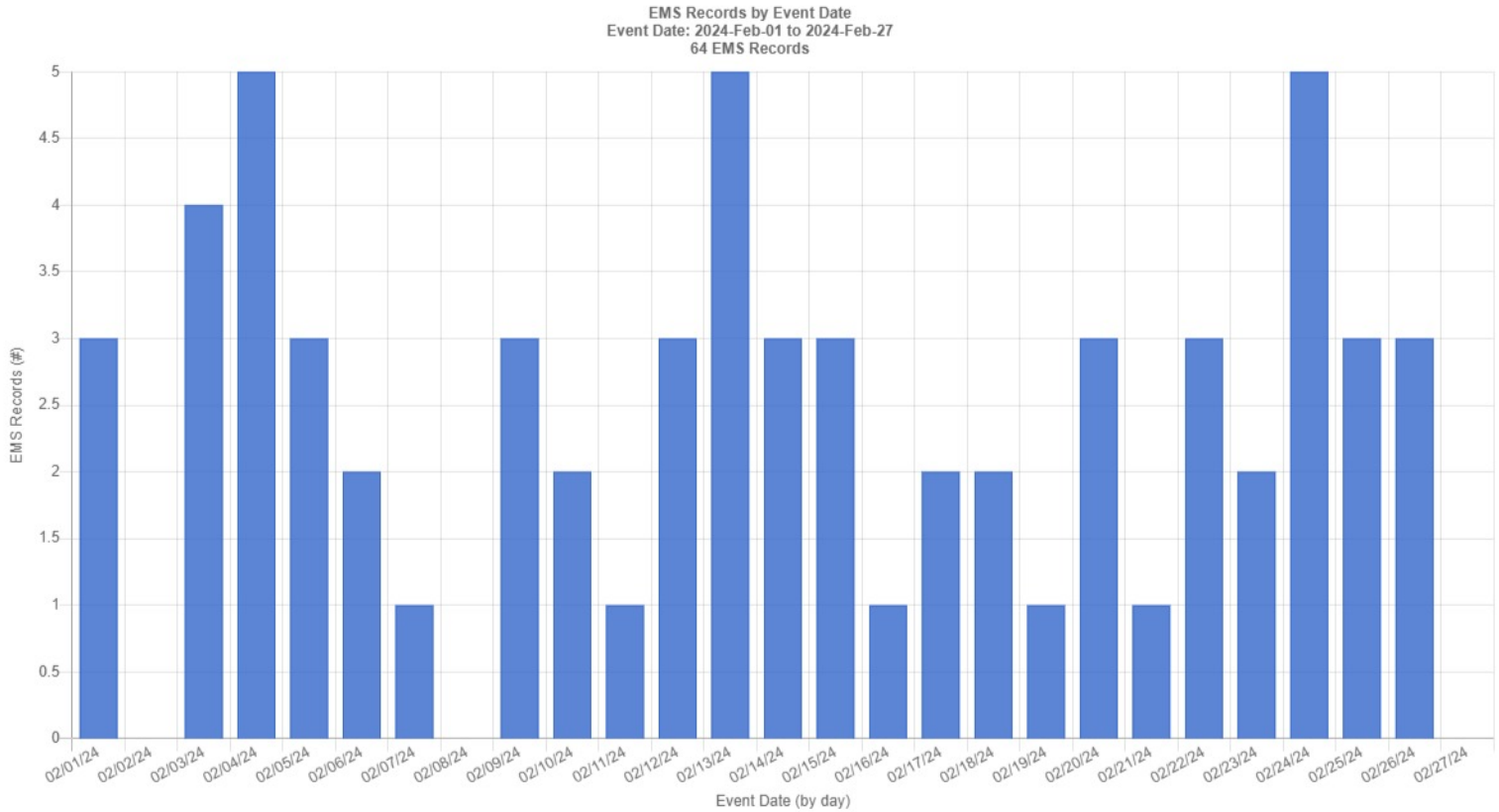
Map

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

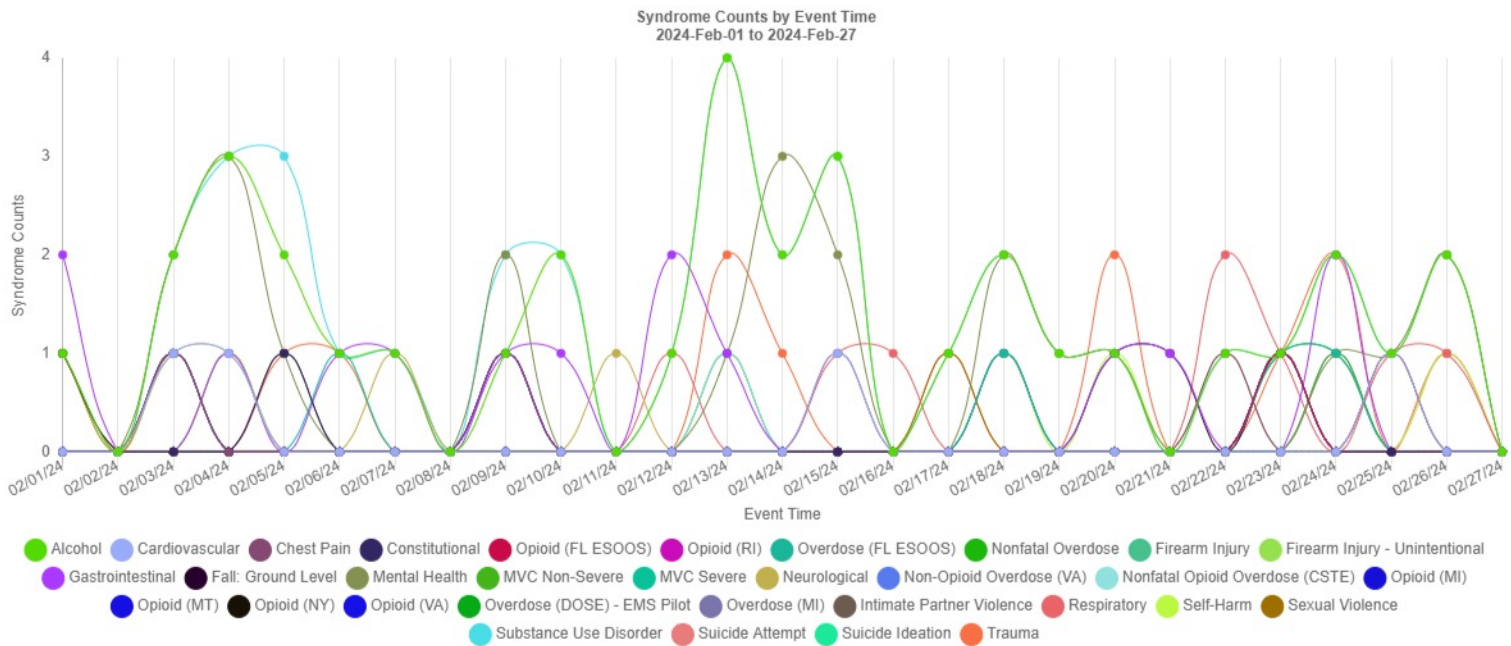


Data Explorer: EMS Records by Event Date

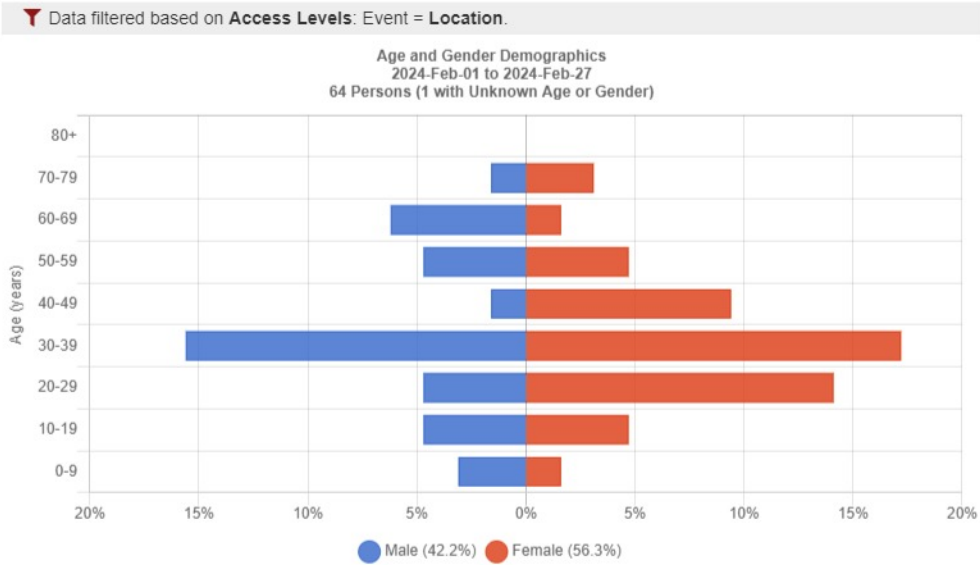
Data filtered based on **Access Levels:** Event = **Location**. Operational = **Full**.



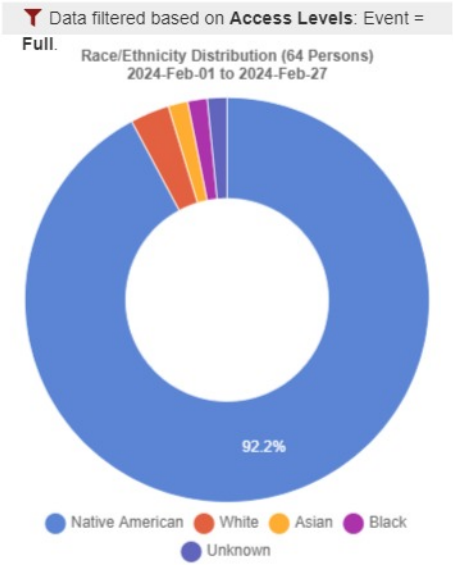
Syndrome Counts by Time



Age and Gender Distribution



Race/Ethnicity



Bethel Fire Department

Bethel, AK

This report was generated on 2/27/2024 2:55:26 PM



Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 02/01/2024 | End Date: 02/29/2024

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 10 - Airport		
733 - Smoke detector activation due to malfunction	Completed	1
Zone: 12 - Tundra Ridge Subdivision		
114 - Chimney or flue fire, confined to chimney or flue	Completed	1
622 - No incident found on arrival at dispatch address	Completed	1
Zone: 2 - East Ave., Hanger Lake Road, Osier Street		
111 - Building fire	Completed	1
Zone: 3 - 3rd Ave, 4th Ave, 5th Ave, 6th Ave, and 7th Ave		
511 - Lock-out	Completed	1
735 - Alarm system sounded due to malfunction	Reviewed	1
Zone: 5 - City Subdivision		
511 - Lock-out	Completed	4
733 - Smoke detector activation due to malfunction	Completed	1
Zone: 6 - ASHA Housing (Bethel Heights)		
511 - Lock-out	Completed	1
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 8 - Hoffman Subdivision		
511 - Lock-out	Completed	1
743 - Smoke detector activation, no fire - unintentional	Completed	1

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



emergencyreporting.com

Doc Id: 384

Page # 1 of 1

Page 5896263

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
100-60-6000 SALARIES	327,332.48	327,332.48	792,237.00	464,904.52	41.3
100-60-6004 LONGEVITY BONUS	.00	.00	10,000.00	10,000.00	.0
100-60-6010 FLSA OVERTIME	115,226.38	115,226.38	120,000.00	4,773.62	96.0
100-60-6011 CALL BACK OVERTIME	35,873.77	35,873.77	50,000.00	14,126.23	71.8
100-60-6022 HOLIDAY PAY	22,366.66	22,366.66	15,000.00	(7,366.66)	149.1
100-60-6023 LEAVE CASHOUT	2,750.10	2,750.10	45,789.00	43,038.90	6.0
100-60-6030 SOCIAL SECURITY EXPENSE	753.30	753.30	.00	(753.30)	.0
100-60-6031 PAYABLE MEDICARE FICA	7,566.13	7,566.13	14,532.00	6,965.87	52.1
100-60-6032 UNEMPLOYMENT	.00	.00	17,840.00	17,840.00	.0
100-60-6033 WORKERS' COMPENSATION	5,566.33	5,566.33	25,891.00	20,324.67	21.5
100-60-6034 PERS	107,432.91	107,432.91	220,492.00	113,059.09	48.7
100-60-6040 EMPLOYEE GROUP BENEFITS	62,291.51	62,291.51	305,136.00	242,844.49	20.4
100-60-6041 UTILITY BENEFIT	25,064.27	25,064.27	54,720.00	29,655.73	45.8
100-60-6060 TRAVEL/TRAINING	(387.30)	(387.30)	.00	387.30	.0
100-60-6061 TRAVEL/TRAINING	29,789.12	29,789.12	42,900.00	13,110.88	69.4
100-60-6100 SUPPLIES	58,517.42	58,517.42	77,800.00	19,282.58	75.2
100-60-6103 WEARING APPAREL	5,482.55	5,482.55	16,700.00	11,217.45	32.8
100-60-6150 GASOLINE/DIESEL/OIL	10,689.15	10,689.15	16,400.00	5,710.85	65.2
100-60-6153 HEATING FUEL	19,528.85	19,528.85	27,500.00	7,971.15	71.0
100-60-6155 WATER/SEWER/GARBAGE	2,437.36	2,437.36	11,600.00	9,162.64	21.0
100-60-6160 ELECTRICITY	12,179.81	12,179.81	21,200.00	9,020.19	57.5
100-60-6170 TELEPHONE	1,938.05	1,938.05	2,400.00	461.95	80.8
100-60-6171 STAFF CELLULAR PHONES	1,826.14	1,826.14	4,000.00	2,173.86	45.7
100-60-6200 MINOR EQUIPMENT	4,498.87	4,498.87	22,000.00	17,501.13	20.5
100-60-6230 VEHICLE MAINT/REPAIR	8,759.25	8,759.25	18,000.00	9,240.75	48.7
100-60-6231 VEHICLE PARTS & TOOLS	25,398.73	25,398.73	28,000.00	2,601.27	90.7
100-60-6240 PROPERTY MAINT	6,920.14	6,920.14	30,000.00	23,079.86	23.1
100-60-6335 OTHER PURCHASED SERVICES	35,807.33	35,807.33	38,552.22	2,744.89	92.9
100-60-6400 INSURANCE	52,340.43	52,340.43	108,000.00	55,659.57	48.5
100-60-6502 ADVERTISING	2,862.98	2,862.98	3,000.00	137.02	95.4
100-60-6503 DUES & SUBSCRIPTIONS	7,898.97	7,898.97	12,500.00	4,601.03	63.2
100-60-6530 FINANCE CHARGES/PENALTIES	.00	.00	500.00	500.00	.0
100-60-6534 COLLECTION/SMALL CLAIMS	9,900.32	9,900.32	31,200.00	21,299.68	31.7
100-60-6537 FIRE PREVENTION PROGRAM	2,930.69	2,930.69	7,500.00	4,569.31	39.1
100-60-6539 MISCELLANEOUS EXPENSES	1,041.22	1,041.22	1,500.00	458.78	69.4
100-60-6660 XFER TO F-58 FLEET REPLACEMENT	169,807.04	169,807.04	.00	(169,807.04)	.0
100-60-6711 ADMIN OVERHEAD-IT SVCS	18,477.22	18,477.22	22,800.00	4,322.78	81.0
100-60-6890 CAPITAL EXPENDITURES	66,296.29	66,296.29	891,148.00	824,851.71	7.4
100-60-9649 VOLUNTEER STIPEND	5,465.00	5,465.00	15,000.00	9,535.00	36.4
100-60-9698 FIRE APPARATUS CLASS A PUMPER	18,113.78	18,113.78	4,947.78	(13,166.00)	366.1
TOTAL FIRE DEPARTMENT	1,290,743.25	1,290,743.25	3,126,785.00	1,836,041.75	41.3
TOTAL FUND EXPENDITURES	1,290,743.25	1,290,743.25	3,126,785.00	1,836,041.75	41.3
NET REVENUE OVER EXPENDITURES	(1,290,743.25)	(1,290,743.25)	(3,126,785.00)	(1,836,041.75)	(41.3)



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

TO: City Manager
FROM: Human Resources
SUBJECT: Monthly Manager Report

DATE: March 1, 2024

The following identifies significant projects that were in addition to general personnel action-based activities (hiring, terminations, benefits review, employee support, etc):

Training

Participated in the Alaska TTAP Webinar relating to CDL requirements in Alaska, sponsored by the University of Alaska Fairbanks. The presentation focused on CDL- learners, and emphasized that in communities like Bethel, full requirements to obtain a CDL are exempted through December 2024. To obtain a restricted CDL to drive in Bethel, an individual needs to pass a knowledge test and a modified skills test. While the requirements are significantly less than an unrestricted license, there is no local entity conducting skills testing, and local candidates will still need to travel to a third-party testing site to complete the skills portion.

As a follow-on, HR will be providing a brief DOT training with all CDL drivers, mechanics and transit drivers during the week of March 10th, at which time HR will review driver responsibilities and requirements, have employees review and acknowledge the applicable policies, and answer questions.

HR Compliance

As a continuation of HR's efforts to shore up processes and meet regulatory requirements, HR is working with the City's benefits broker, Wilson-Albers, to undergo a Full Compliance Assessment. This process will not only will review the City's personnel and benefits processes, but will highlight areas in which the City can effectively transition to online HR support. In addition, the assessment will help the City understand how to better meet the Affordable Care Act requirements with respect to our temporary/seasonal workforce.

Benefits

HR met with Retirements and Benefits Counselor to discuss considerations when hiring individuals who have previously retired from PERS service. Individuals who have retired must wait six months before returning to work. For those wishing to continue to receive their pensions, there is a limit on both hours and income, and the position has to be temporary. For individuals who would like to return to work as a full-time employee, they have the option to suspend pension benefits and start a second pension

account while earning full-time pay and benefits. This second pension is then blended into the first when the employee retires “again.”

Recruiting

Current vacancies at the Management Team level include City Manager, Finance Director, Police Chief and IT Director (planned summer 2024 departure.)

Public Safety staff vacancies include Fire Captain, 2 Firefighter/EMT, Police Sgt, Community Service Patrol, Evidence Custodian, and Dispatcher. These vacancies may change with the adoption of the FY24 budget and potential restructuring.

Public Works vacancies are still critical, with 12 operator/driver (CDL) positions open, a heavy equipment mechanic, and Utility Maintenance Foreman, Water Treatment Operator and two Utility Maintenance Workers.

A total of 23 applications were received by HR during February for advertised positions. In many cases, applicants do not meet the minimum requirements for the positions to which they are applying. Some applications have not been captured in this spreadsheet as they were already at the Department level prior to HR's hire, and therefore are only recognized at the time of a hire request.

Position	Number of Applications since 11/1/23	Hire Date (s)	Applications under Review
Finance Director	1		1
Chief of Police	6		6
IT Director	3		3
Accounting Specialist I	6	3/4/24	4
Admin Asst	15		5
Community Service Patrol	1		1
Facility Maintenance	1		1
Firefighter/EMT	4	2/5/24	2
Grant Manager	2		2
Hauled Utility Driver	7		4
Police Officer	5		4
Dispatcher	1	2/19/24	1
Utility Maintenance Worker	1		1
Water Plant Operator	7		5

2023-2026 Collective Bargaining Agreement

The new negotiated wage scale was implemented with the first pay period in February. Floating holiday values have been entered for union-represented employees, as they need to be taken by June 30, 2024. In addition, mandatory PTO use notices have been provided to employees.

Retro-applications of the 2023 CBA rates are going to be accomplished and applied over the next several pay periods.

Supervisors with employees requiring evaluations during the next quarter have been advised and HR will continue to follow up to ensure merit increases and evaluations are completed timely and do not require retro-active application.

NeoGOV Transition

Thank you to City Council for approving expenditures to allow the City to transition to an online-based pre-boarding, on-boarding, and off-boarding system. NeoGov implementation has begun, with a projected completion date of June 7, 2024. The system will allow the City to streamline personnel processes and retain documents in an accessible format for HR, the employees, payroll and supervisors.

Work Injuries and OSHA Notifications

There were no new workplace injuries during this reporting period.

FMCSA/FTA Drug and Alcohol Program

Nearly half of the current CDL workforce have been placed back into the compliance program, and the remaining half will be completed by the end of the quarter. Random testing of covered individuals will also begin in the second quarter. The City has three individuals serving as Designated Employer Representatives with Beacon OHSS, our Third Party Administrator. HR is the overall DER for both the FMCSA and FTA programs, with the Transit Manager identified as DER for FTA and Admin/PW Admin Assistant identified as DER for administrative/backup support.

Ongoing and Future Projects

- Coordinating recruitment efforts with the Alaska Job Center and local training sites.
- Continuing to work on creative strategies for filling vacant managerial positions.
- Presentation and acknowledgment of City Drug and Alcohol Policies.
- Developing a digital policy manual
- Updating the Employee Handbook, last adopted by City Council in 2015.



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

MEMORANDUM

DATE: 02.29.2024

TO: City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: All our utility trucks are road worthy at this time. Our department had a couple of drivers put in a seven-day work week to keep us up to date on our scheduled services. Thanks goes out to the Road crew, for all the pull outs. Hauled utilities have been called out numerous times to assist piped utilities with lift station issues.

- **Utility Maintenance:** 18alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems
- Monthly meter reading and service connections were completed.
- Clean up and organization of shops and vehicles.
- 18 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing up main lift station by hand with soap to prevent matt build up
- leveling activities on low-flow and plugged sewer lines
- been flushing ASHA we also had some plug sewer line in ASHA.
- Utility Maintenance has 2 vacant staff workers still short staffed

Property Maintenance

POOL: Inspect unit heaters in crawl space under pool. Replace pressure gauge on boiler.

COURTHOUSE: Salt entry ways. Repair lights in prisoner cells. Shovel Snow. Adjust side door to clerks office.

CITY HALL: Salt entry ways Shovel snow. Make multiple keys for employees.

PUBLIC WORKS: Repair base board heat. Hang V&E first aid kit. Clear snow Replace light in V&E. Adjust south overhead door. Set up HPL for KUSKO 300.

TEEN CENTER: Set up HPL to thaw lift station.

CITY SUB WATER PLANT: Pump up B loop pressure. Replace coin vents. Replace motor on Boiler 1.

BETHEL HEIGHTS WATER PLANT: Solder leaking pipe.

TRANSIT: Swap locksets in storage room.

POLICE DEPARTMENT: Repair heat on 3rd floor. Work on stuck bay door. Unclog toilets 3 times.

PORT: Weld man basket. Wait on Delta Western to come fill up empty fuel tank. Warm up cold boilers.

FIRE DEPARTMENT: Add glycol to boiler.

DOG POUND: Replace exterior light. Clear snow. Replace water filter.

HIGHWAY LIFT STATION: Replace coinvents. Add glycol. Replace fuel pump on boiler 1.

PARKS AND REC: Repair ramp by YK.

Road Maintenance: Plowed lots of roads and pushed a lot of snow.

Vehicles and Equipment: service and repair city vehicles and equipment as needed.

Transit System:

Another steady month of ridership. Bus 440 is down for maintenance and 439 took over until the regular bus is done. Ridership consists of: 770 Seniors, 19 Youth, 130 Adults, 135 Disabled, and 1,057 Pass riders. 104 Day Passes and 17 Month Passes were purchased totaling \$1,198.00 along with regular fares for the leap year month. Bus 440 logged 2,229 miles and 309.582 gallons of fuel. Bus 439 so far has logged 200 miles and 22.984 gallons.

Landfill & Hauled Refuse:

Weve been replacing more dumpsters as needed with rebuilt dumpsters, cleaning dumpster pads of wind blown litter and snow. The roads and dumping pads have been kept clear and clean within the landfill, a lot of trash has been compacted and prepped for cover this spring/summer. Streets and roads helped build a gate for the shop door to prevent future break ins. The excavator

is down temporarily waiting for parts, the track keeps slipping off the undercarriage due to worn parts.

Staffing Issues/Concerns/Training:

MEMORANDUM



DATE: March 5, 2024

TO: William Arnold, Interim City Manager

FROM: Kristi McConnachie, Interim Grant Manager

SUBJECT: Grant Manager's Report for March 12, 2024 Bethel City Council Meeting

Grant Applications Approved

Grant Applications Submitted

2024 SHSP Security Grant

The Interim Grants Manager successfully submitted the application for the 2024 State Homeland Security Program on 2/11/2024. In previous years the city has benefited from this program by purchasing radios for the police and fire departments, extended training for police staff, and currently a large Fencing project to secure heavy equipment for emergency response capabilities. This application is requesting a large Fencing project for the Fire Department, Camera projects for the Fire and Police Departments and additional Training for the Police Department.

			Complete Applicable Boxes Below Is the project:			Funding Request
Project Priority	Project Budget Category (drop-down options)	Project Title	Law Enforcement Related	National Priority Related	AK Assessment or WICF Gap? Yes or No	
1	Equipment	Fire Training Facility Security Fencing	Yes	Yes	Yes	\$185,000
2	Equipment	Security Cameras-Fire & Police Depts	Yes	Yes	Yes	\$200,000
3	Equipment	Body Cams & Car Video Camera Systems	Yes	Yes	Yes	\$282,284
4	Training	ICS 300 and ICS 400 Training	Yes	Yes	Yes	\$15,000
5	Training	FBI-LEEDA Officer Training	Yes	Yes	Yes	\$35,000
AlaskaEx						\$
Total Requested SHSP Funds:						\$717,284

Transit Grant FY 2025-Sect 5311 Grant

The Interim Grants Manager successfully submitted the FY 2025 – Sect 5311 Transit Grant application on 2/20/2024 which requests \$393,364 in funding for the Administration, Operations and Preventative maintenance necessary to continue the Transit program in Bethel. The City's required match for FY 2025 is \$113,177 for this Grant.

FY24 RAISE Grant

The Interim Grants Manager successfully applied for the FY2024 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant on 2/27/2024. This grant provides a unique opportunity for USDOT to invest in road, rail, transit, and port projects that promise to achieve national objectives. Projects in a rural area, a historically disadvantaged community, or an area of persistent poverty will be eligible for up to 100 per cent federal cost share. The City applied for \$374,007 to complete DOWL Engineers Task Order #53 Port Wall Condition Assessment dated 10/16/2023 and inspected on 6/14/2023 which includes Priority Repairs, Structural Analysis of Anchoring System and Long-Term Rehabilitation or Replacement Planning Level Design for the Port Wall. Selections will be announced no later than June 27, 2024.

Village Safe Water CIP 2024 Planning Project Grant

The Interim Grants Manager successfully applied for the VSW Capital Improvement Project (CIP) 2024 Planning Project by the Department of Environmental Conservation on February 29, 2024. The City applied for \$75,000 to complete DOWL Engineers Task Order #67 Ciullkulek Subdivision and Boster Station PER dated 2/22/2024 which includes 2 phases based off the Bethel Community-Wide Piped Water and Wastewater Preliminary Engineering Report prepared by DOWL in May, 2023;

The phase 1 portion of the planning document will identify solutions to the need of a distribution center and an extension of the existing circulating water main. The distribution center will include a water storage tank and sufficient facilities for water truck filling and distribution for the western subdivisions and sufficient facilities to serve Ciullkulek Subdivision with piped water. The planning document will include solutions to extending the water main from the existing circulating water main.

The phase 2 portion of the planning document will identify solutions to providing circulating water distribution main low-pressure wastewater main to serve Ciullkulek Subdivision. The water main will connect into the new distribution center and the wastewater main will connect into the existing force main.

If accepted the VSW (CIP) 2024 Construction Project applications will be due 05/3/2024 with CIP scores finalized on July 8, 2024.

Grant Applications to Prepare

FY24 Safe Streets and Roads for All (SS4A) Grant Program

The city is researching the FY24 Safe Streets and Roads for All (SS4A) Grant Program by the US Department of Transportation. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. Over \$3 Billion is still available for future funding rounds. There are three Notice of Funding Opportunities (NOFO) coming up; April 4, May 16, and August 29, 2024.

Port Infrastructure Development Program

The city has been invited by US DOT Maritime Administration to apply for their Port Infrastructure Development Program open February 16, 2024 and closing April 30, 2024.

Grant funds for FY 2024 will be awarded for projects improving the safety, efficiency, or reliability of the movement of goods through ports and intermodal connections to ports.

FY25 Community Assistance Program (CAP)

The city has been invited by the Division of Community and Regional Affairs (DCRA) to apply for their Community Assistance Program due no later than June 1, 2024. Their estimated FY25 CAP payment for the City of Bethel is \$76,150.43.

Community Bridge Investment Program

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

Purchasing Agent Duties

Current Grants and Loans

Active grants/loans:	14	
Grant amount in play:	\$19,417,135	Exp to date: \$3,224,873
Loan amount in play:	<u>\$173,786</u>	Exp to date: \$0
	\$19,590,921	

#	Grant	Amount	% Complete	Expiration
1	CSP - DHSS FY 2024	\$323,081	49%	6/30/2024
	The Police Department will be responsible for overseeing the hiring of three CSPs to help people who are unable to care for themselves. Most people picked up are taken to the Sobering Center, funded by the same grantor as the city's CSP grant. Police Chief states this program has been instrumental in enabling the Bethel Police Department to provide vital assistance to the citizens of the community. Executed 10/16/2023.			
2	21SHSP-GY21 - Radios and Training	\$78,500	89%	12/31/2023
	Fire Department received and paid for portable radios. Procurement has been completed for Reid's Interview and Interrogation. Eight officers have now completed Interview and Interrogation training. Six officers have completed the Taser CEW Instructor Certification Course. To do: Complete Final Report and close grant.			
3	22SHSP-GY22 - Police Radios	\$39,000	99%	9/30/2024
	The Police Department ordered nine portable radios from Procomm Alaska, LLC/Motorola Solutions, Inc. The radios have been delivered, inspected, and tested by the City of Bethel Police Department. Check			

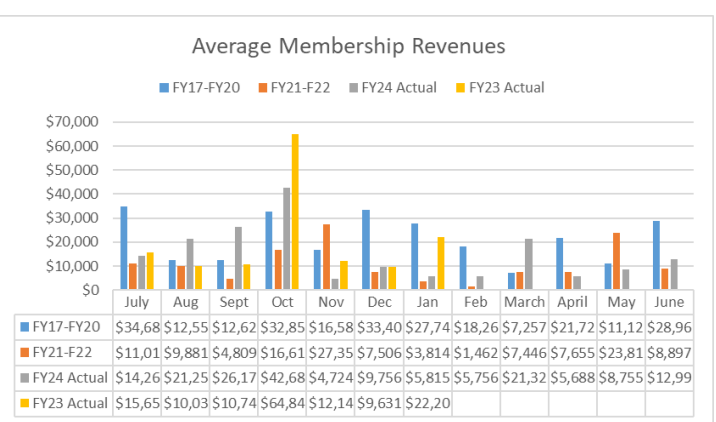
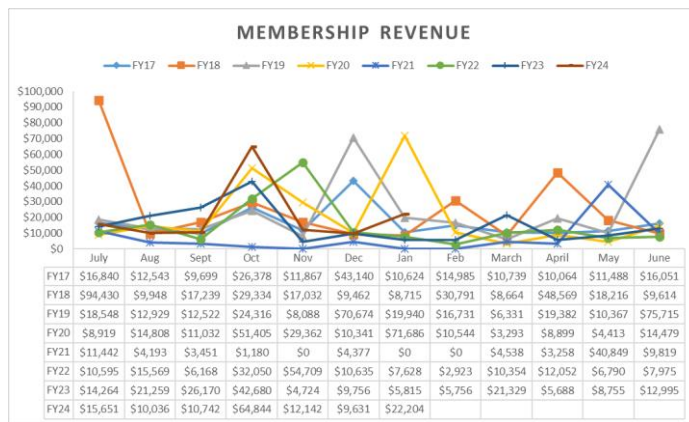
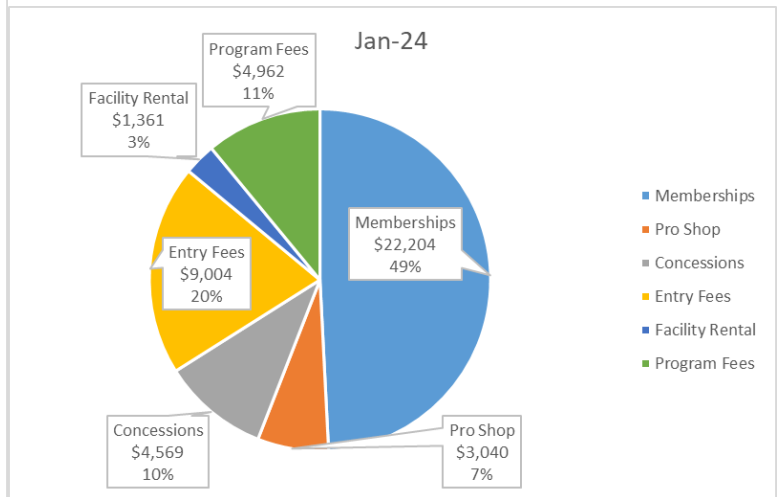
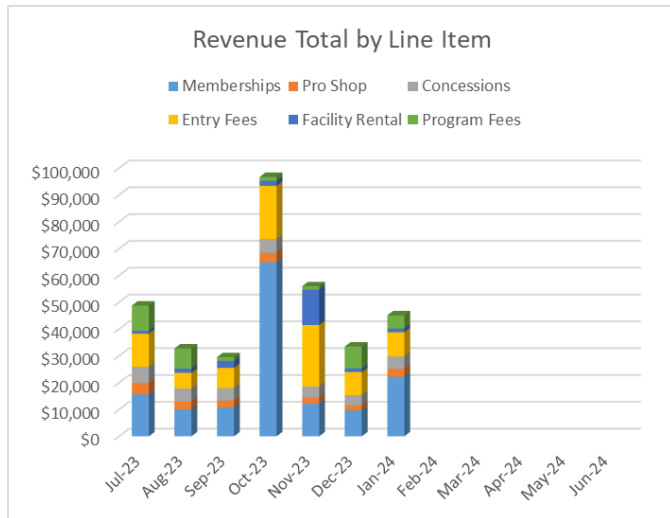
		#230127 dated 11/3/2023 for \$38,567.80 was sent to Motorola for payment in full. To do: Complete Final Report and close grant.																				
4	23SHSP-GY23 - Police Equipment	\$268,000	0%	09/30/2025																		
		Purchase and installation of chain-link fencing for city facility to secure heavy equipment needed for emergency response capabilities, \$192000, and virtual reality (VR) training systems for the Police Department, \$76000.																				
5	COPS Hiring Program - School Resource Officer (SRO)	\$125,000	36%	6/30/2024																		
		The City received a one-year extension on the grant. The Finance Manager submitted a report to claim the entire \$125,000 in grant funds. The City must request LKSD to pay for SRO salary not covered by grant.																				
6	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,357,327	77%	12/31/2024																		
		The City has spent the following so far: <table><tr><td><u>Description</u></td><td><u>Spent</u></td><td><u>Budget</u></td></tr><tr><td>Chemical Storage Building</td><td>\$717,343</td><td>\$1,500,000</td></tr><tr><td>Lift Station Repairs</td><td>\$554,444</td><td>\$190,000</td></tr><tr><td>KYUK Radio Tower</td><td>\$250,000</td><td>\$250,000</td></tr><tr><td>Gen. Gov. Services</td><td>\$418,648</td><td></td></tr><tr><td>Rehab of Water Filters</td><td>\$644,084</td><td>\$1,000,000</td></tr></table>			<u>Description</u>	<u>Spent</u>	<u>Budget</u>	Chemical Storage Building	\$717,343	\$1,500,000	Lift Station Repairs	\$554,444	\$190,000	KYUK Radio Tower	\$250,000	\$250,000	Gen. Gov. Services	\$418,648		Rehab of Water Filters	\$644,084	\$1,000,000
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Gen. Gov. Services	\$418,648																					
Rehab of Water Filters	\$644,084	\$1,000,000																				
7	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	0%	6/30/2026																		
		The City’s Park and Recreation Committee discussed this grant at their meeting held July 10, 2023. The city continues to search and inquire about other grant opportunities that will allow the City to have enough money to complete the design & construction of the gym. The City of Bethel is seeking approval of \$9 million in grant funds from the Coronavirus Capital Project Fund (CCPF), Multi-Purpose Community Facility Projects opportunity, to support the construction of the second phase of the City’s YK Fitness Center.																				
8	Designated Legislative Grant Public Safety Communication Tower	\$500,000	0%	6/30/2028																		
		No money has been spent on the project thus far.																				
9	Justice Assistance Grant (JAG)	\$14,170	100%	9/30/2023																		
		Police Chief purchased one drug dog and sent an officer to train with the dog. To do: Complete Final Report and close grant.																				
10	Healthy & Equitable Funding	\$242,057	43%	6/30/2024																		
		The City received playground equipment for installation in Pinky’s Park. Installation is scheduled for Summer of 2024. The City received an extension invitation to Dec 31, 2024 due to staffing challenges, shipping																				

		delays, or other difficulties. We have begun the request process for this extension in order to complete our timeframe of installation. Spent to date - Minor Equip-Playground \$ 104,093		
11	Camp Initiative Grant 2023	\$15,000	0%	TBD
		The City was awarded a \$15,000 Camp Initiative grant from the Alaska Community Foundation. YK Fitness Center Director Stacey Reardon is coordinating the camp again this year. The grant funding will be used as scholarship funds for those that have difficulty paying camp fees for their children.		
12	VSW Capital Improvement Project Grant – W&S Improvements	\$13,955,000	1%	6/30/2027
		The City signed the grant agreement with the State of Alaska, Department of Environmental Conservation, Village Safe Water Program in the amount of \$13,860,000. The funding will pay for design, bid documents, right-of-way acquisitions, and construction of the Bethel Heights Water and Sewer Improvements project. DOWL estimates that it will take at least one year to acquire the easements and rights-of-way. Amendment #1 signed 11/14/2023 for additional \$95K supplemental funding for VSW Cooperative Project Amendment.		
13	State Revolving Fund Loan – Drinking Water	\$86,893	0%	6/29/2027
		All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		
14	State Revolving Fund Loan – Clean Water	\$86,893	0%	6/29/2027
		All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		

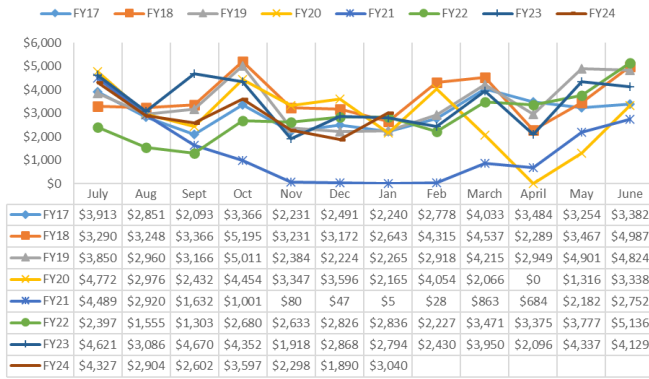
Revenue

Code	Facility Revenue	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	FY24 Budgeted	%attained
43-9420	Memberships	\$15,651	\$10,036	\$10,742	\$64,844	\$12,142	\$9,631	\$22,204						\$145,250	\$250,000	58%
43-4360	Pro Shop	\$4,327	\$2,904	\$2,602	\$3,597	\$2,298	\$1,890	\$3,040						\$20,659	\$42,000	49%
43-4361	Concessions	\$5,963	\$4,901	\$4,695	\$5,158	\$4,094	\$3,848	\$4,569						\$33,227	\$60,000	55%
43-4362	Entry Fees	\$12,345	\$5,816	\$7,491	\$19,828	\$22,976	\$8,600	\$9,004						\$86,059	\$115,000	75%
43-4440	Facility Rental	\$1,065	\$1,583	\$2,613	\$1,830	\$13,135	\$1,370	\$1,361						\$22,956	\$26,000	88%
43-4369	Program Fees	\$9,434	\$7,538	\$1,391	\$1,482	\$1,329	\$8,145	\$4,962						\$34,281	\$50,000	69%
Misc (Grants, Donations, Etc.)														\$0	\$0	
Facility Revenue Total		\$48,784	\$32,776	\$29,534	\$96,739	\$55,975	\$33,483	\$45,140	\$0	\$0	\$0	\$0	\$0	\$342,432	\$543,000	63%

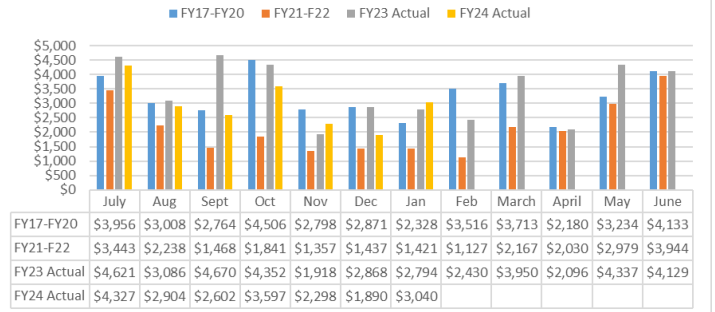
Revenue Comparisons by line Item:



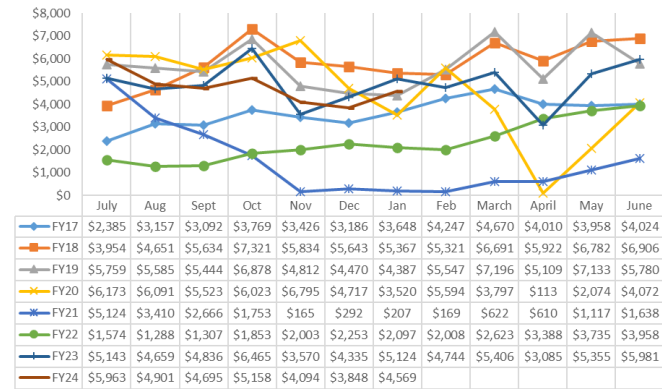
PRO SHOP REVENUE



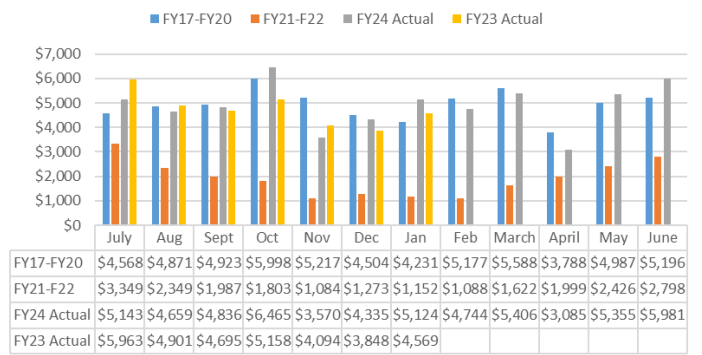
Pro Shop Average Revenue



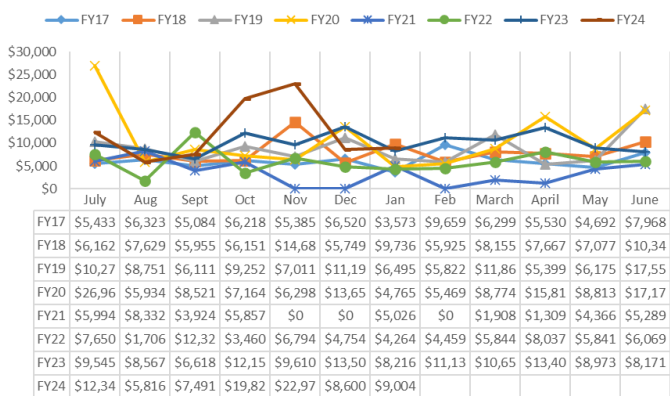
CONCESSIONS REVENUE



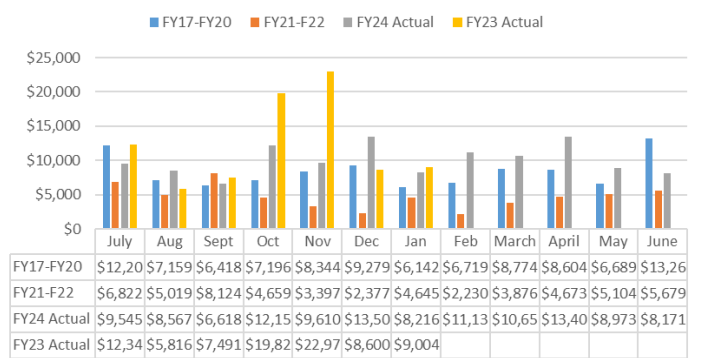
Concessions Average Revenue

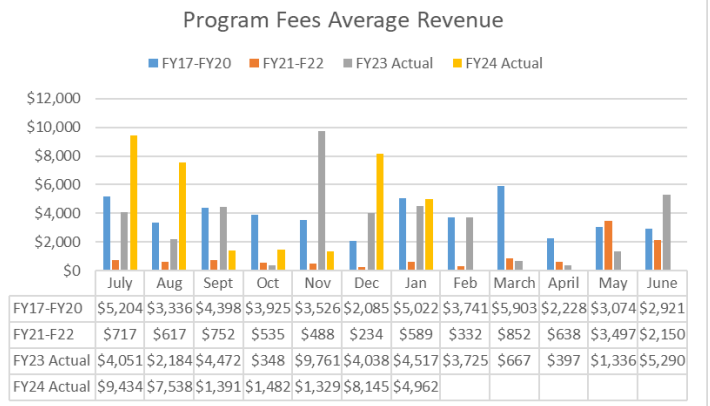
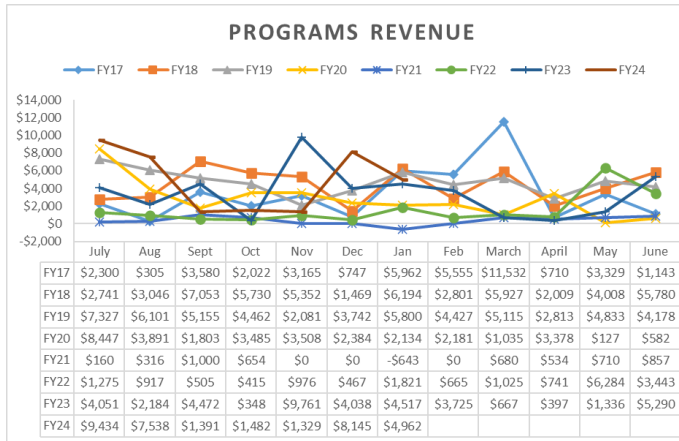
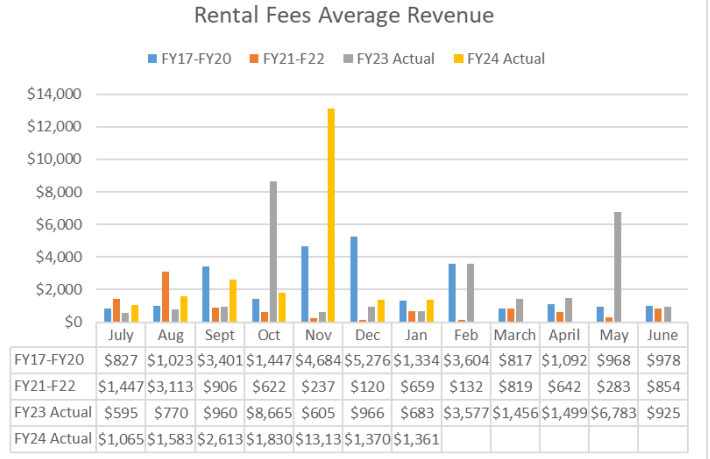
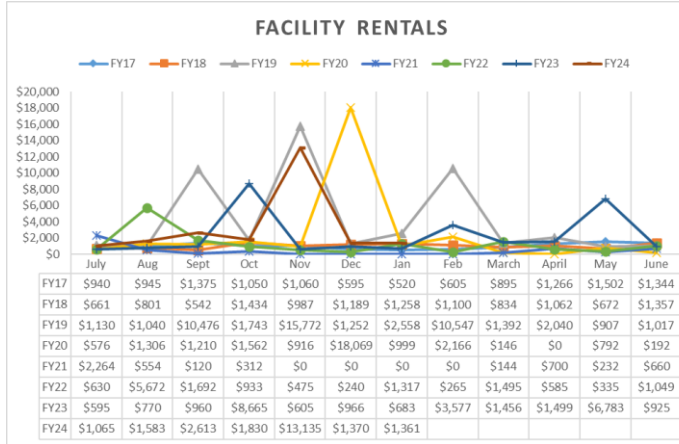


DAILY ENTRY FEES



Daily Entry Fees Average Revenue





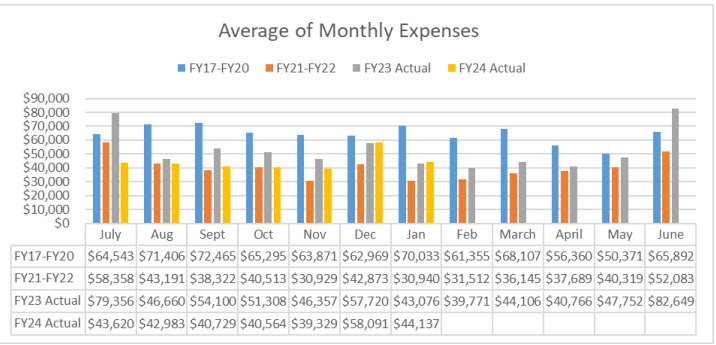
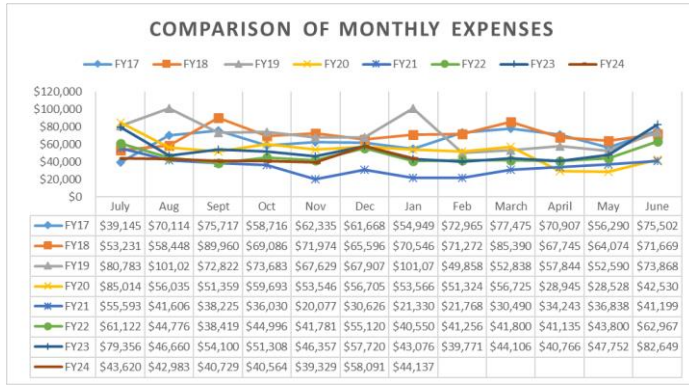
Expenses

We continue to strive to minimize facility expenses while providing necessary safety and resources.

	Expenses	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	Budgeted	% used
	Wages & Benefits	\$37,934	\$37,727	\$35,473	\$33,975	\$33,989	\$53,210	\$37,966						\$270,274	\$609,921	44.31%
6060	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0	\$2,000	0.00%
6100	Supplies	\$2,408	\$2,695	\$3,804	\$2,675	\$2,178	\$1,729	\$3,348						\$18,837	\$74,000	25.46%
6110	Building Maintenance	\$565	\$705	\$220	\$356	\$1,313	\$1,901	\$473						\$5,534	\$16,100	34.37%
6331	Software Licenses	\$511	\$345	\$312	\$1,201	\$833	\$347	\$551						\$4,101	\$500	820.16%
6200	General Expenses	\$1,559	\$933	\$839	\$2,356	\$1,016	\$904	\$1,577						\$9,184	\$10,300	89.17%
6430	Allowance for Special Events	\$0	\$186	\$0	\$0	\$0	\$0	\$0						\$186	\$1,000	18.65%
6539	Unforeseen	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0	\$2,000	0.00%
	Non Budgeted/Grant Funded	\$642	\$392	\$80	\$0	\$0	\$0	\$221						\$1,335		
	TOTAL	\$43,620	\$42,983	\$40,729	\$40,564	\$39,329	\$58,091	\$44,137	\$0	\$0	\$0	\$0	\$0	\$309,452	\$715,821	43.23%

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

**Expense totals do not include purchases made by City of Bethel Property Maintenance or other direct city expenses.

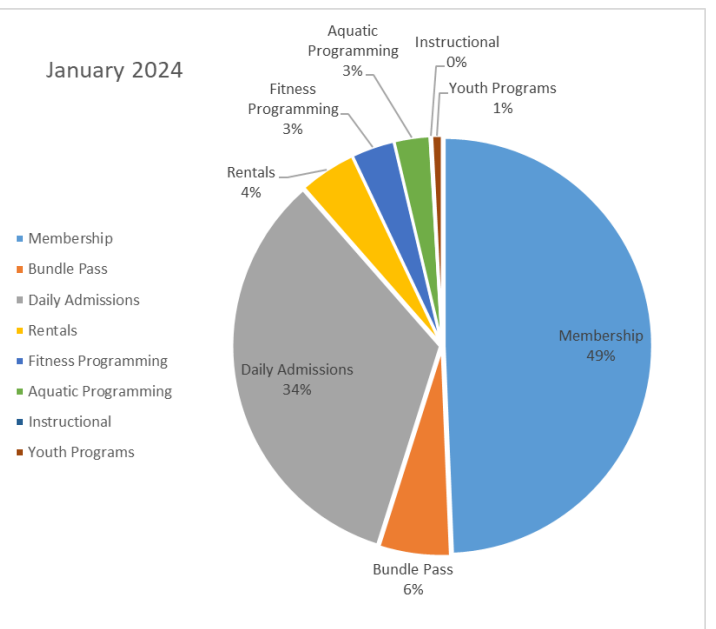
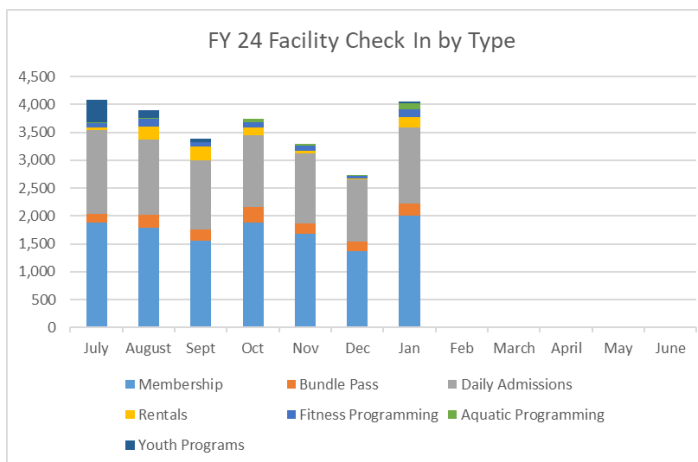


Facility Utilization

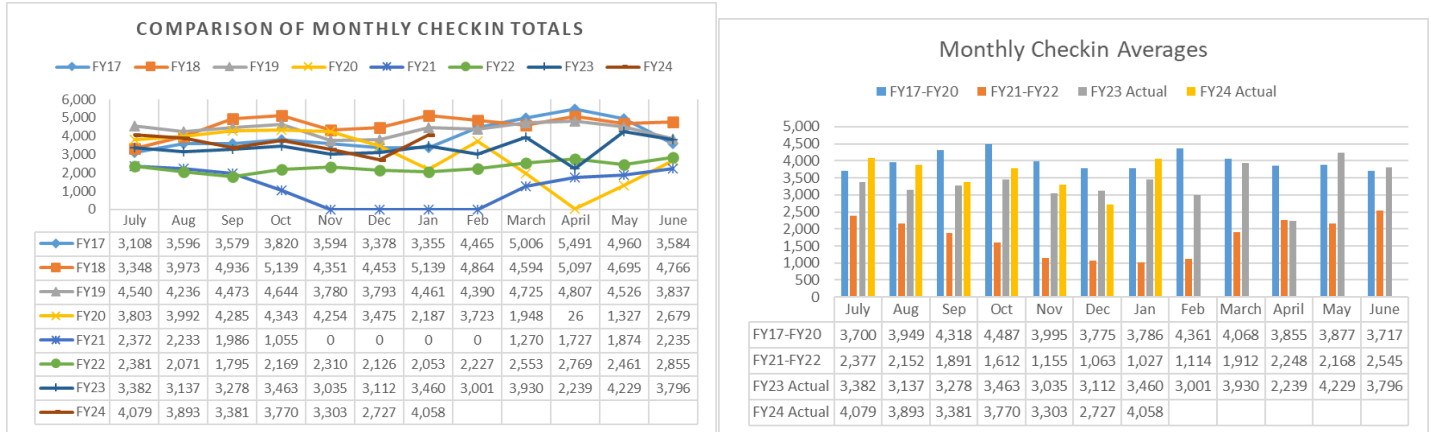
The Below Facility utilization numbers represent the total number of patrons who visited the facility over the course of the month based on the number of check -ins by members and bundle pass holders, the number of daily passes sold, and the number of participants who checked in for programs, activities, rentals, and events.

These numbers represent facility visits, not individuals, as most individuals visit multiple times per month.

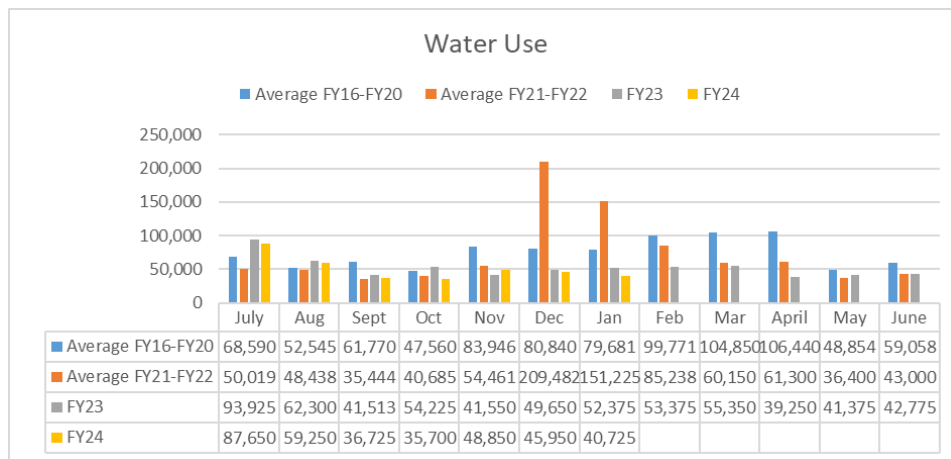
Facility Check-In FY24	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Membership	1,880	1,794	1,560	1874	1682	1368	2003						12,161
Bundle Pass	151	220	195	289	180	166	224						1,425
Daily Admissions	1,515	1,354	1,237	1284	1263	1118	1366						9,137
Rentals	49	232	248	144	44	14	179						910
Fitness Programming	69	143	92	86	88	58	136						672
Aquatic Programming	15	18	0	69	36	3	112						253
Instructional	0	0	0	24	10	0	6						40
Youth Programs	400	132	49	0	0	0	32						613
Monthly Totals	4,079	3,893	3,381	3,770	3,303	2,727	4,058	0	0	0	0	0	25,211



Facility utilization for January was 7% above pre-covid averages for January. Totals were boosted by increases across all check in categories and the addition of more classes and programs which fluctuate based on instructor availability.



Water Use



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

MEMORANDUM

Date: March 5, 2024

To: Bill Arnold, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's Report

February 2024 Events

- Bethel PD assisted Planning in addressing several code enforcement issues with respect to road blockages
- Attended Teams Meeting discussion with the ACM & DOWL with respect to DOT ROW Encroachment project to rehabilitate Ptarmigan, Akakeek, & Delapp
- Satisfied an overlooked long-standing request by Kristen Hall of KYUK to record Quit Claim Deed
- Pauline created and posted a Public Hearing Notice for the purpose of obtaining a CUP request by Sahmi Pellumbi to construct a Triplex
- Attended and completed training in Managing Floodplain Development through the NFIP, February 26 – March 1, 2024, in Anchorage



William Arnold, Acting City Manager
300 Chief Eddie Hoffman HWY
PO Box 1388 Bethel, AK 99559
P: (907) 543-1373
C: (907)545-0111
warnold@cityofbethel.net

MEMORANDUM

DATE: 3/5/2024
TO: City Council
FROM: Bill Arnold, Acting City manager
SUBJECT: Manager's Report

Altman Rogers is preparing the FY22 audit and said they will have the draft to the city within two week. Prep for the FY23 audit is underway.

The Finance Department has been doing an internal audit on the pool fund to make sure the proper funds are being transferred into it interest bearing account.

They have been also doing the same for the Water and Sewer subscription fees.

HR has put together a panel to review and interview for the Police Chief position. This will be taking place the week of March 18.



March 6, 2024

Bill Arnold
City of Bethel
P.O. Box 1388
Bethel, Alaska 99559

**Subject: DOWL Term Contract
Planning and Engineering Services
Project Billing Summary Report**

Dear Mr. Arnold:

DOWL appreciates the opportunity to assist the City of Bethel with all your planning and engineering needs. In accordance with the term contract requirements, we are providing a monthly summary of active Task Orders and their Budget Status. See the attached table.

Sincerely,
DOWL

Chase A. Nelson, P.E.
Term Contract Project Manager

Attachment(s): Budget Status Table

Project Description	Task Order	GL Code	Total Budget	Billed	Remaining
Lift Station Improvements	TO #15	660-70-6890	\$513,227.10	\$506,147.45	\$7,079.65
Lead and Copper Issues at City Sub	TO #17	510-84-6335	\$49,000.00	\$30,281.06	\$18,718.94
Yukon Kuskokwim Health and Fitness Center Repairs	TO #28	400-50-9692	\$124,266.00	\$116,008.33	\$8,257.67
Utility Rate Study	TO #39	100-51-6325	\$94,431.00	\$89,860.36	\$4,570.64
Chemical Storage Building	TO #45	660-70-6892	\$330,929.00	\$263,702.39	\$67,226.61
Transit Center Boiler Replacement	TO #46	560-50-6890	\$85,320.00	\$59,587.60	\$25,732.40
Dog Pound Facility Concept Design	TO #49	100-61-6890	\$209,349.00	\$98,262.91	\$111,086.09
General Planning Services	TO #52	100-54-6320	\$158,180.00	\$149,963.75	\$8,216.25
QFC#2 Lift Station	TO #55	660-50-6320	\$107,855.00	\$91,862.18	\$15,992.82
WTP Automation Study	TO #56	510-84-6890	\$67,630.00	\$28,142.32	\$39,487.68
Police Tower Estimate	TO #59	100-61-6890	\$64,047.00	\$21,032.10	\$43,014.90
Well Testing	TO #61	510-83-6335	\$24,197.00	\$21,163.50	\$3,033.50
Bethel Hts/Martina Oscar W&S	TO #63	631-50-6324	\$233,140.00	\$149,188.85	\$83,951.15
Lagoon Assessment	TO #66	510-87-6320	\$56,101.00	\$22,299.01	\$33,801.99



City of Bethel
Finance Department
Monthly Manager's Report for February 2024

Date: February 1st- February 29th, 2024
To: William Arnold, Acting City Manager
From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report, February 29th, 2024

The Finance Department's Monthly Managerial Report details the progress, activities, plans, and challenges of the Finance Department for February 2024.

Current Events within the Finance Department

- The City's financial auditors, BDO, have completed the FY21 audit.
- I am working with the acting Finance Director to get the FY25 Budget completed.
- Starla in sales tax has gotten the Bun and Bake on a payment plan for their past due sales tax.
- Payroll is working with HR to get retro pay done to comply with the new collective bargaining agreement
- Utility billing is working on cleaning up old accounts and getting the past due accounts sent to collections
- The PC Tickets are being sent in for collections weekly
- We are working on cleaning up and organizing our electronic filing system

Personnel

Staffing/Recruitment

- New staff hires- Norman Michaels
- Norman will start 3/4/24

Open Positions

- Finance Director
- Front desk

Finance Committee

Finance Committee Meeting February 2024

- Finance Committee did not have a quorum

City of Bethel, Alaska

City Clerk's Office

Council Meetings

March 12, 2024 Regular City Council Meeting

March 26, 2024 Regular City Council Meeting

City Clerk's Office

- Watched an online training from the Cybersecurity and Infrastructure Security Agency on Election Facility Security.
- Prepared a Resolution seeking support to relocate Precinct No. 1 to the Cultural Center. Submitted the draft to the Election Officials for review and comment.
- Updating the City's website and forms to support the transition to the new website and workflow process.
- Reviewed documents and provided a few amendments to council packet documents.
- Reviewed budget/audits for water/sewer enterprise fund and YK Fitness Center enterprise fund.
- Reviewed/provided suggestions to the Administration on the draft newsletter.
- Met with the Chair of the Planning Commission to provide support with the upcoming Planning Commission meeting. Followed up with Planning Staff on the tasks that needed to be completed for the meeting.
- Began the bi-annual update to the records retention schedule.

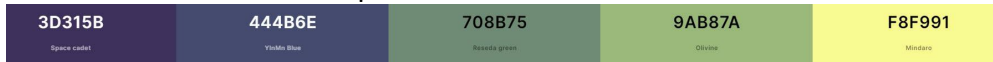
Administration Support

- Researched super drain replacement in response to the drain lines at the YK Fitness Center are cracked.
- Updating vendor booth maps, registration forms, online content for Fourth of July Celebration. Reached out to DEC about food worker cards for food vendors and researched the requirements for obtaining the cards.
- Finalized the Request for Proposal on the Last Frontier Housing Project. Reviewed granting criteria for the Affordable Housing and the Professional Housing and submitted a list of questions to AHFC. Will ensure full understanding of the scope prior to releasing the RFP for the affordable housing.
- Reviewed and responded to the RUBA Best Practices score for the last quarter.
- Reviewed the Yuut Executive Board Meeting packet.
- Updated the site plan permit application for homestays.
- Created a guide for a site plan permit application process.
- Reviewed the City's utility bills and began preparing the Power Cost Equalization Application for the 16 services they likely fall under the PCE qualifications.
- Provided detailed check list for Planning Department and Planning Commission on the Conditional Use Permit hearing process.

Website and Workflow Improvement Tasks

- Received forms from departments and began working through the forms to see if they are necessary and have appropriate content. Will work with each department to get forms updated before we initiate the administrative workflow processes. Have begun to update forms as needed.
- Held two meetings with contractors to discuss website development needs.
- Going through pages on the City's website to ensure content is correct, making updates as necessary.

Selected the website color pallet:



Tasks	Period Total	Year to Date Total
Passport Appointments	3	14
Burial Permits/Reservations	4	8
Notary Services	3	8
Meeting Minutes Drafted	1	6
Resolutions Drafted	1	4
Ordinances Drafted	-	2
AM/IM Drafted	1	3

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